BOARD OF STATE AND COMMUNITY CORRECTIONS

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California Gang Reduction, Intervention and Prevention (CalGRIP) Program

Fiscal Year 2014/15
(Project Cycle: 1/1/15 – 12/31/17)

REQUEST FOR PROPOSALS: APPLICATION PACKET

Released July 25, 2014

Applications due by 5:00 p.m., September 5, 2014
Submit Notice of Intent to apply by August 6, 2014

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.

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CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the Board of State and Community Corrections (BSCC) for grant funds available through the California Gang Reduction, Intervention and Prevention (CalGRIP) Program.

The BSCC staff cannot assist the applicant with the actual preparation of the proposal. Any questions concerning the RFP, the proposal process, or programmatic issues must be submitted in writing by fax or email to:

Magi Work, Field Representative
Corrections Planning and Programs Division
Fax Number: (916) 327-3317
Email: magi.work@bscc.ca.gov

or

Colleen Curtin, Field Representative
Corrections Planning and Programs Division
Fax Number: (916) 327-3317
Email: colleen.curtin@bscc.ca.gov

PROPOSAL DUE DATE

One original and seven copies of the proposal must be received **(not just postmarked)** by the BSCC's Corrections Planning and Programs Division by **5:00 p.m. on Friday September 5, 2014, at:**

Board of State and Community Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95811
Attn: Leona LaRochelle, Program Analyst

Proposals received after 5:00 p.m. on the due date will be deemed ineligible.

PROJECT DESCRIPTION

The CalGRIP Program provides grants to cities that propose to use a local collaborative effort to reduce gang activity through the use of evidence-based prevention, intervention, and/or suppression activities. *(See also "Principles of Evidence-Based*

Practice" section below.) At least two grants shall be awarded to cities with populations of 200,000 or less.

Commencing this grant cycle, the CalGRIP Program will be administered on a three year cycle. The grant period will begin on January 1, 2015 and end on December 31, 2017. This means that applicants will not have to submit a new proposal each year. Applicants will have to demonstrate, however, that they are making progress toward the goals and objectives identified in their proposal before additional funding is released. Therefore, included in the project description, applicants must develop a three-year plan for use of the CalGRIP funds.

Each applicant shall establish and use a coordinating and advisory council to prioritize the use of funds. Council membership shall include city officials and local law enforcement, including, at a minimum the chief of police, county sheriff, chief probation officer, and district attorney; local educational agencies, including school districts and the county office of education, and community-based organizations (to include faith-based organizations).

As part of the competitive RFP process, the Board of State and Community Corrections shall give preference to applicants that incorporate a regional approach to anti-gang activities. Each city that receives a grant shall collaborate and coordinate with area jurisdictions and agencies, including the existing county juvenile justice coordination council, with the goal of reducing gang activity in the city and adjacent areas.

Each city that receives the CalGRIP grant funds shall distribute at least 20 percent of the grant funds it receives to one or more community-based organizations (CBO) pursuant to the city's application.

FUNDING

The State Budget Act authorizes funding for the CalGRIP Program. For fiscal year (FY) 2014/2015, the CalGRIP Program appropriation is $9,215,000 in State Restitution funds. Of that amount, $1,000,000 is allocated to the City of Los Angeles through a non-competitive Request for Application process. The remaining $8,215,000 is available to California cities through a competitive RFP process.

Applicants should only request the amount of funds needed to support the proposal and not base their request on the maximum allowable grant amount. The maximum allowable grant amount is <u>up to $500,000 annually</u>, as outlined in the 2014 Budget Act. All future annual funding is dependent upon each years Budget.

In March 2014, the Board of State and Community Corrections approved a three-year funding cycle for future CalGRIP grants, provided these funds are budgeted each year. As stated above, applicants must develop and submit a three-year plan for use of the funds, along with a three-year budget.

Match Requirement
Funding for the FY 2014/2015 CalGRIP Program requires a dollar-for-dollar (100 percent) match (cash or in-kind) of the funds awarded to the recipient. The applicant will be required to meet the proportionate match as grant funds are used.

BACKGROUND INFORMATION

CalGRIP Initiative
On May 25, 2007, Governor Arnold Schwarzenegger announced the creation of the CalGRIP initiative for the purpose of providing a comprehensive approach to addressing gang violence in California. The original initiative allocated state and federal funding to several state departments, including the California Emergency Management Agency (Cal EMA), the Employment Development Department (EDD), the Corrections Standards Authority (CSA) and the California Highway Patrol (CHP) to support various anti-gang initiatives including job training, prevention, education, intervention and suppression projects. The state funding allocated to Cal EMA supported the CalGRIP grant program, which is the only component of the original initiative that still exists, seven years later. The CalGRIP grant is allocated on an annual basis via the State Budget Act. Funding for the program has remained steady at $9.2 million since its inception in FY 2008/09.

With the passage of Senate Bill 92 (2011), the BSCC assumed from Cal EMA the responsibility of administering the CalGRIP grant program on July 1, 2012. Also effective July 1, 2012, the BSCC became the lead state entity on adult and juvenile criminal justice policy and will be responsible for prioritizing state and federal funds, guiding local policy and programming, and providing technical assistance to local justice system stakeholders in their criminal justice realignment efforts.

Reducing Racial and Ethnic Disparity
Research shows that youth of color are significantly overrepresented in the juvenile justice system in California. In 2011, Black youth were four times as likely to be arrested as White youth, nearly seven times more likely to be securely detained, and six times as likely to be committed to a correctional facility. Latino youth are nearly twice as likely to be arrested and securely detained and almost three times as likely to be committed to a correctional facility. These disparities are the result of numerous interrelated factors; some of which exist within the structures of the current juvenile justice system, and some of which are influenced by unconscious biases. Whatever the cause, BSCC believes that the overrepresentation of people of color in the criminal justice system can be addressed through meaningful dialogue, increased awareness, evaluation feedback and policy reforms intended to reduce structural inequality.

To that end, we are committed as a state to examining service delivery within the criminal justice system for perceived inequities and actual disparities that might exist at the state and local level. Furthermore, in order to receive federal funding, California is

required to demonstrate a good faith effort to address the federal initiative known as *Reducing Racial and Ethnic Disparity* (formerly Disproportionate Minority Contact, or DMC), which refers to the disproportionate rate at which youth of color come into contact with the juvenile justice system (at all points, from arrest through confinement), relative to their numbers in the general population. In an effort to comply with this requirement, the BSCC has undertaken a number of activities to ensure that California addresses this concern, to include trainings, access to and support of structured decision-making tools, and funding opportunities.

CalGRIP recipients will be invited to attend a one day Reducing Racial and Ethnic Disparity (R.E.D.) training for project directors and other interested staff which will be provided during the program year. As the Consortium for Police Leadership in Equity states "equity is important because it shapes legitimacy within the community". To that end and in preparation for the BSCC offered training, we have included questions below that you may want to consider in relation to your proposed program. These questions focus on the primary domain of Community, which equity issues can be most significantly impacted and responded to, and in which will be the focus of the BSCC offered training in support of CalGRIP grantee success.

- **How are you measuring your effectiveness with underserved communities?**
- **How does your organization deal with issues of linguistic diversity?**
- **What is the nature of your organization's relationship to the community relative to the proposed program?**
- **Does the proposed program reflect the specific needs of the diverse communities served?**

CalGRIP funding may be used to reimburse agencies for travel related expenditures such as mileage, meals, lodging if required, and other per diem costs. Applicants should include these costs in the budget section of their application. Registration information regarding the date, time and location of the regional trainings will be sent to all project directors.

Additional information about R.E.D. can be found at http://www.bscc.ca.gov/programs-and-services/red/ or applicants may contact California's R.E.D. Coordinator, Shalinee Hunter, at 916/322-8081 or shalinee.hunter@bscc.ca.gov.

PRINCIPLES OF EVIDENCE-BASED PRACTICE

The concept of evidence-based practice was developed outside of criminal justice and is commonly used in other applied fields such as medicine, nursing, and social work. In criminal justice, this term marks a significant shift by emphasizing measurable outcomes and ensuring that services and resources are actually effective. The BSCC is committed to supporting this focus on better outcomes for the entire criminal justice system and for

those involved in it. Because there are numerous definitions of evidence-based practice, for the purpose of this RFP, evidence-based practice consists of three basic principles:

1. Evidence that the intervention is likely to work, i.e., produce a desired benefit;

2. Evidence that the intervention is being carried out as intended; and

3. Evidence that allows an evaluation of whether the intervention worked.

In discussions of evidence-based practice in criminal justice, it is common to distinguish between *programs* and *strategies*[1].

Programs are designed to change the behavior of individuals in the criminal justice system and are measured by individual level outcomes. Programs aiming to reduce substance use and antisocial behavior, for example, include Cognitive Behavioral Therapy, Behavioral Programs; Social Skills Training; and Family Crisis Counseling.[1] Although *strategies* may include programs to change individual behavior, this term is generally used for interventions to promote community level policy objectives. For example, case management is applied to improve the overall effectiveness and efficiency of social service and criminal justice agencies; pretrial assessment is designed to enable informed decisions about which arrested defendants can be released pretrial without putting public safety at risk. Such strategies may be evaluated for effects on overall service delivery or use of jail beds rather than in terms of recidivism alone.

- Some interventions are "brand-name programs," which have already been tested and found effective in a variety of settings: for example, Nurse Family Partnership, Functional Family Therapy, and Life skills Training.

- Brand name programs offer the advantages of detailed training and implementation protocols available from the developer.

- Brand name programs, however, may not be tailored to the particular circumstances of an agency or setting, although effectiveness can be compromised if they are altered. [2]

For these reasons, one cannot rely simply on the brand, but must apply the principles of evidence-based practice to an agency's particular circumstances. Depending on that review, applicants may wish to adopt a brand-name program, adapt non-branded interventions developed elsewhere, or develop a new program or strategy.

Showing that a program or strategy is likely to work in a local setting requires not only evidence of effectiveness but evidence of relevance.[3] Applicants should determine what kind of evidence is available and the reasoning that leads to the belief that the proposed practice is likely to succeed and will be effective in the local community or with the

specific population being served. In addition, applicants should identify the lessons learned that have been applied in plans for the intervention in the local setting.

Evidence-Based Practice Requirement for CalGRIP

1. It is the applicant's responsibility to address the first principle of evidence-based practice by showing, in the grant proposal, that the proposed intervention is likely to achieve benefits desired in the local setting:

   - Describe the practice being proposed for implementation;

   - Discuss any evidence (research, outcome evaluations, etc.) that indicates it or its components have been effective elsewhere;

   - Discuss the population(s) for which this resource has been shown to be effective; and show that it is appropriate for the proposed target population; and

   - Discuss what has been done to ensure that the support factors required or necessary for the program can be mobilized in the local setting.

   Documentation of effectiveness can take the form of research or literature review, or reference to reviews of program effectiveness conducted by policy shops, some of which are listed below. Descriptions of local needs and agency capacities, in light of the factors that supported a program or strategy elsewhere, can be applied to an assessment of relevance.

2. Applicants must also address the second principle: how will you track operations to assess whether a program or policy is being carried out as intended. This task is often referred to as a *process* evaluation; *formative* evaluation is a related term also found in the literature.

3. Finally, applicants must address their plans for outcome evaluation, i.e., how they will assess what happened as a result of the intervention and whether it produced its intended benefits. (See "Local Evaluation" within the Reporting Requirements section, page 10).

Additional EBP Resources

The websites provided below may be useful to applicants in the proposal development process. This is not an exhaustive list; it is offered only as a starting point for applicants to use in researching evidence-based programs, practices and strategies.

- Board of State and Community Corrections
  http://www.bscc.ca.gov/board/evidence-based-practices

- Office of Justice Programs
  http://www.CrimeSolutions.gov

- Blueprints for Violence Prevention
  http://www.colorado.edu/cspv/blueprints/index.html

- Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices
  http://www.nrepp.samhsa.gov

- Washington State Institute for Public Policy
  http://www.wsipp.wa.gov/

- Find Youth Information
  http://www.findyouthinfo.gov/

- Promising Practices Network
  http://www.promisingpractices.net/

- National Criminal Justice Reference Service (NCJRS)
  "Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice." A report prepared by Peter Greenwood, Ph.D., for the California Governor's Office of Gang and Youth Violence Policy, 2010.
  https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934

- Association for the Advancement of Evidence-Based Practice
  "Implementing Proven Programs for Juvenile Offenders: Assessing States' Progress." A report prepared by Peter Greenwood, Ph.D., 2011.
  http://www.advancingebp.org/wp-content/uploads/2012/01/AEBP-assessment.pdf

- Relapse Prevention Approaches to Substance Abuse
  http://radar.boisestate.edu/pdfs/TAP8.pdf

- National Reentry Resource Center
  http://nationalreentryresourcecenter.org/

- National Institute of Corrections
  http://nicic.gov/Library/

- California Institute of Mental Health
  http://www.cimh.org/Initiatives/Evidence-Based-Practice/Implementation-Projects.aspx

- Coalition for Evidence-Based Policy ("Top Tier")
  http://coalition4evidence.org/

- Helping America's Youth

http://guide.helpingamericasyouth.gov/programtool.cfm

- National Criminal Justice Association
  http://www.ncja.org/

- Office of Juvenile Justice and Delinquency Prevention Model Program Guide
  http://www.ojjdp.gov/mpg/

- Peabody Research Institute, Vanderbilt University, Director Mark Lipsey
  http://peabody.vanderbilt.edu/research/pri/publications.php

- University of Cincinnati, Effective Programs/Curricula Recommendations
  http://www.bscc.ca.gov/board/evidence-based-practices

PROJECT OBJECTIVES

The purpose of the CalGRIP Program is to provide grants to California cities to support gang prevention, intervention and suppression activities. Applicants must develop a three-year strategic plan designed to meet the unique needs of the specific area(s) and population(s) targeted. Plans may include a range of programs, services and activities designed to reduce gang activity. Strategic plans should be broken into one-year increments, clearly identifying goals and objectives for each calendar year. Objectives must be quantifiable in terms of measurable outcomes. Projects selected for funding will be required to define the variables that will be evaluated and outcomes that will be measured, to include participation criteria, the number of individuals receiving service, and – ultimately – how those services impacted those individuals or the target area(s). The Project Evaluation and Outcomes component will be weighed heavier this year; please refer to the "Proposal Evaluation Rating Factors" section for further information.

Regional Approach
Applicants will be scored on how appropriately they demonstrate their plan to incorporate a self-defined 'regional approach' to anti-gang violence in their particular area. For the purpose of this RFP, a regional approach is generally defined as one that incorporates multiple jurisdictions and/or multiple agencies or organizations that embrace the goal of reducing gang activity in the city and adjacent affected areas in the implementation of the CalGRIP project.

In developing a regional approach, applicants may find it helpful to reference the *community engagement model* utilized by the U.S. Department of Justice in its Community-Oriented Policing Services (COPS) program component or the "Communities that Care" model developed by the Office of Juvenile Justice and Delinquency Prevention. Community engagement, or public participation as it is often referred to, is defined by the International Association of Public Participation as any process that involves the public in problem-solving or decision-making and uses the

public input to make more informed decisions. This includes decisions that directly impact upon living, working, playing, studying, using services and doing business within the City. Engaging with the community is more than just consulting. Community engagement includes informing, consulting with, involving, collaborating with and empowering the community.

Coordinating and Advisory Council
Each Applicant city must establish a Coordinating and Advisory Council to prioritize the use of the funds. A list of the members of this coordinating and/or advisory council and their contact information **must** accompany the proposal.

The Coordinating and Advisory Council can be a new or an existing group, but at a minimum must include:

- City officials;
- Local law enforcement, including the chief of police, county sheriff, and chief probation officer;
- District Attorney;
- Local educational agencies, school districts and the county office of education;
- Community-based organizations (CBO), to include faith-based organizations.

GRANT REQUIREMENTS

Eligibility
Only California cities are eligible to apply. A city may not submit more than one proposal to BSCC for CalGRIP FY 2014/2015 funding. The proposed project can be a new and distinct project, or it can augment an existing CalGRIP project. Applicants with an existing project (with a grant period of January 1, 2014, through December 31, 2015), may apply for concurrent year funding, but must submit the "Concurrent Funding" form *(see Appendix C*). The applicant must use this form to demonstrate clear distinctions between how the city is using existing funds and how the city proposes to use any new funding. The new grant funds must be used to support an enhancement to the existing project or new project components.

Neither community-based organizations (CBOs) nor faith-based organizations (FBOs) may apply directly for a CalGRIP grant. However, the State Budget Act requires that each city awarded CalGRIP grants funds distribute at least 20 percent of those funds to one or more CBOs (to include FBOs). CBOs and FBOs interested in the CalGRIP Program are encouraged to reach out to their local government partners.

The City of Los Angeles is **not** eligible to submit a proposal in response to this RFP. Los Angeles will be allocated funds separately under the CalGRIP Program.

Letters of Agreement and Operational Agreements

As part of the necessary collaboration that must occur for the CalGRIP Project to be successful, applicants must engage a wide range of stakeholders. There may be two levels of participation within a CalGRIP project. The level of participation will determine what type of documentation must be included with the application:

(1) Letter of Agreement (less formal)
For each partner agency that participates as a part of the CalGRIP regional collaboration or on the Coordinating and Advisory Council and for which the applicant wishes to demonstrate participation and support, the applicant must include a Letter of Agreement. This shall serve as an acknowledgement of the partnership that will exist, wherein *no funds will be exchanged*. A sample Letter of Agreement can be found in Appendix A.

(2) Operational Agreement (more formal)
For each subcontractor, consultant or service provider – including those community-based organizations used to meet the 20 percent funding requirement – the applicant must include an Operational Agreement. This shall serve as a formal agreement between the two parties indicating that there will be some type of contract or interagency agreement for services and *acknowledging the exchange of funds.*

An Operational Agreement should include: (a) a description of the agencies commitment to demonstrate a formal system of networking and coordination with other agencies and the applicant; (b) the names of anticipated project staff; (c) original signatures, titles, and the agency name for both parties; (d) effective performance period dates; and (e) the amount of CalGRIP funds designated to the agencies. Signatures may be obtained after the proposal due date. A sample Operational Agreement can be found in Appendix B.

Eligible Grant Expenditures
Grant funds can be used to supplement existing funds dedicated to the project but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible and ineligible costs refer to the BSCC's Grant Administration and Audit Guide, dated July 2012 http://www.bscc.ca.gov/resources.

REPORTING REQUIREMENTS

Quarterly Data Collection/Progress Reports
The purpose of the Quarterly Progress Report is to provide the BSCC with an update on the process evaluation, as stated in the original Local Evaluation Plan. Grantees must have the ability to collect the specified program activity data (e.g. number of participants, events, etc.) and report it to the BSCC on quarterly progress reports during the term of the grant performance period. The report form and instructions will be

available to grantees on the BSCC's website. Progress Reports will be due no later than 45 days following the end of each quarter.

Quarterly Invoices
Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period.

Local Evaluation
All grantees are required to submit a (1) Local Evaluation Plan to the BSCC by April 30, 2015, and a (2) Final Local Evaluation by February 15, 2017.

(1) Local Evaluation Plan
The purpose of the Local Evaluation Plan is to ensure that the program funded by CalGRIP can be evaluated. Applicants will be expected to submit a detailed description of how the applicant will assess the effectiveness of the proposed project. The Local Evaluation Plan can be submitted in either a narrative or bulleted format. The Plan should describe the research design that will be used to evaluate the effectiveness of the project, with the project goals (i.e. the expected benefits to participants or the community) and the project objectives (i.e. specific measurable accomplishments intended to advance project goals) clearly stated. In addition, applicants should address two components: the process evaluation and the outcome evaluation, outlined in more detail below:

a) Process Evaluation: The purpose of the process evaluation is to identify how the program activities will be carried out. A process evaluation should describe the type of data that will be collected and typically includes, but is not limited to such measures as:

- Estimated number of participants in the planned program.
- A plan for tracking participants in terms of progress in the program, start dates, attendance logs, dropouts, successful completions, etc.
- Plan to document the services provided to each participant.
- Plan to document the activities performed by staff who conducted the program.

Since each CalGRIP project is unique in its approach and the intended results may vary, not all measures in the process evaluation, as stated above, may apply. For example, if an applicant plans to use a portion of the CalGRIP funds towards Information System upgrades, a different set of measures may be used to explain the how the program activities will be carried out.

b) Outcome Evaluation: The purpose of the outcome evaluation is to identify how the applicant will determine if the program "worked" in terms of achieving the goals set for the program. The outcome evaluation should list the outcome measures that will be tracked and describe the method by which the impact of the program on the outcome measures will be determined.

(2) Final Local Evaluation

Applicants are required to set aside up to ten percent of the grant funds for data collection and the development of the Local Evaluation. Applicants are encouraged to use a local university or a consultant to help develop the Local Evaluation for the project.

The purpose of the final Local Evaluation is to document the activities that were carried out by the project. The evaluation should describe the research design, as discussed in the previously submitted Local Evaluation Plan and Quarterly Progress Reports. The final Local Evaluation must describe the final outcomes of the program, including a determination of the degree of program success. Proving that a program worked is not an easy task. For example, if the goal of the program was to reduce recidivism, an applicant should specify the following:

a) A strategy for determining whether or not recidivism was lower at the end of the program as compared to before the program began.
b) A rationale for inferring that the reduction in recidivism was directly related to the program and not other factors unrelated to the program.

PREPARING THE PROPOSAL

CalGRIP Proposal Sections I through VIII, listed below, are referred to as the "Proposal Narrative." The Proposal Narrative may not exceed a total of 20 pages, not including the required attachments. The required attachments are as follows:

- "Applicant Information" Form (below)
- "Proposed Budget" sections (below)
- Operational Agreements (see Appendix A)
- Letters of Agreement (see Appendix B); and
- "Concurrent Funding" Form, if applicable (see Appendix C).

The Proposal Narrative (Sections I – VIII) must be doubled spaced, on single-sided pages, in Arial 12 point font, with one-inch margins on all four sides, and on plain white 81/2" X 11" paper.

The applicant must submit **seven copies** of the complete proposal package (Proposal Narrative and all attachments) and one **original copy.** Copies of the proposal package must be assembled separately and individually fastened in the upper left corner. Please

do not bind proposals. Any costs incurred to develop and submit the proposal are entirely the responsibility of the applicant and shall not be charged to the State of California.

The BSCC staff will review each proposal to determine if it meets all eligibility and technical compliance requirements. The review will include verification of the following:

- Applicant is a California city.
- Proposal contains all required information and signatures.
- Minimum 100 percent local match requirement is satisfied.
- Proposal meets all format requirements.
- 20 percent of funds designated to CBOs is satisfied.
- Cities applying for concurrent funding have demonstrated a distinctly new project or augmentation of an existing CalGRIP project.

To avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process and to make non-substantive changes that would bring the proposal into technical compliance. **Proposals that fail to meet all technical requirements will be excluded from further consideration for funding.**

MERIT REVIEW

The rating committee will review and rate each proposal that is found to meet all technical requirements. The rating factors that will be used and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Following this rating process, the rating committee will forward funding recommendations to the BSCC Board which will act on the recommendations. It is currently anticipated that the BSCC Board will act on the recommendations at their meeting on November 13, 2014. **Applicants are not to contact members of the rating committee or the BSCC Board about their proposal.**

PROPOSAL EVALUATION RATING FACTORS	
EVALUATION FACTOR	**MAXIMUM POINTS**
I. Project Need	**50**
II. Project Description and Deliverables	**200**
III. Project Evaluation and Outcomes	**200**
IV. Project Management and Readiness to Proceed	**100**
V. Capability and Qualifications to Provide Services	**100**

VI. Cost Effectiveness and Budget Review	**100**
VII. Collaboration/Regional Approach	**200**
VIII. Sustainability	**50**
TOTAL POINTS	**1,000**

Each rating factor will be evaluated on the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the applicant should say so and state the reason.

SUMMARY OF KEY EVENTS

ACTIVITY	TIMELINE
Release Request for Proposals (RFP)	July 25, 2014
Notice of Intent Due Date (e-mail copy will be accepted)	August 6, 2014
Grant Proposal Due to BSCC	September 5, 2014
Technical Review	September 8-19, 2014
Rating Process	September 26, 2014- October 24, 2014
BSCC Board considers Funding Recommendations	November 13, 2014
New Grantee Orientation	TBD
New Grants Begin	January 1, 2015

INSTRUCTIONS FOR "APPLICANT INFORMATION FORM"

(Items A thru I) – See form on following page

A. **Applicant:** Complete the required information (including federal identification number) for the city submitting the proposal.

B. **City Population:** Check the box that best identifies the population of your city.

C. **Name of CalGRIP Project:** Provide the name of the applicant's proposed project.

D. **Grant Amount Requested:** Identify the amount of grant funds requested. The amount may not exceed $500,000.

E. **Project Summary:** Provide a brief description (3-4 sentences) of the city's proposal for using the grant funds requested. Note: This information may be posted to the BSCC's website for informational purposes.

F. **Applicant Project Director:** Provide the required information for the individual with whom BSCC staff would work on a daily basis during the 36-month grant period.

G. **Applicant Financial Officer:** Provide the required information for the individual who would approve invoices before the city submits them to the BSCC and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.

H. **Applicant Day-to-Day Contact Person:** Provide the name of the person who will have day-to-day responsibility and working knowledge of the CalGRIP project.

I. **Applicant's Agreement:** Provide a signature from the person authorized by the City Council to sign for the city. Typically, this would be the City Manager or City Mayor.

APPLICANT INFORMATION FORM

A. APPLICANT CITY / CITY DEPARTMENT IMPLEMENTING THE GRANT			
/			TELEPHONE NUMBER
B. CITY POPULATION (check one)			
ABOVE 200,000		BELOW 200,000	
STREET ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP

C. NAME OF CalGRIP PROJECT	**D. GRANT AMOUNT REQUESTED**

E. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)			
F. APPLICANT PROJECT DIRECTOR			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP	E-MAIL ADDRESS
G. APPLICANT FINANCIAL OFFICER			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP	E-MAIL ADDRESS
H. APPLICANT DAY-TO-DAY CONTACT PERSON			
NAME AND TITLE			TELEPHONE NUMBER
EMAIL ADDRESS			

I. APPLICANT'S AGREEMENT By signing this application, the applicant assures that the grantee will abide by the laws, policies, and procedures governing this funding.	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT	
APPLICANT'S SIGNATURE	DATE

PROPOSAL NARRATIVE INSTRUCTIONS

SECTION I: PROJECT NEED (50 Points)

Provide a description of the following:

1.1 Need for the project, as supported with statistical information.
1.2 Impact of the gang activity on the city and surrounding communities.
1.3 Severity of the gang problem, including gang trends (e.g., number of gang members involved, gang-related crime rates, etc.), and any impediments standing in the way of dealing with such issues (e.g. lack of community-based organizations, partnerships, political issues, etc.).
1.4 Financial support needed to make changes/improvement to address gang issues.
1.5 City's current efforts to address gang issues.

SECTION II: PROJECT DESCRIPTION AND DELIVERABLES (200 Points)

Provide a description of the following:

2.1 Project goals and measurable objectives that will be implemented with the grant funds.
2.2 Specific evidence-based program(s), practices, strategies, that will be implemented with the grant funds. Refer to "Evidence-Based Practice Requirements for CalGRIP, pages 5-6.
2.3 How the proposed project will address the needs described in Section I.
2.4 Sequence of steps in the implementation of this project.
2.5 Specific risk/needs tools to be used to assess participants in this project.
2.6 Types of services provided to participant as part of this project.
2.7 Project scope, including the number of personnel involved and participants affected and/or served.

SECTION III: PROJECT EVALUATION AND OUTCOMES (200 Points) (Required 10 percent minimum dedication of grant funds)

Provide a description of the following:

3.1 Methodology to be used for the process evaluation (documentation of project activities.)

3.2 Methodology to be used for the outcome evaluation (strategy for determining project success/failure).
3.3 Process variables that will be evaluated (e.g. tracking of number of participants entered or left project, successful completions, services provided, and achievement indicators during project grant period, number of staff involved, etc.), and the outcomes that will be measured (e.g. increase/decrease in crime rates, recidivism, number of participants who have demonstrated decreased self-identification with gang involvement, etc.).
3.4 Participation criteria for those to receive services (e.g. gender, age, gang affiliation, etc.)
3.5 Project data to be collected (e.g. number of participants receiving services, number of arrests, number of participants entering a career/technical training program, etc.) and the method(s) that will be used to collect it (e.g. interviews, surveys, crime records, etc).
3.6 How evaluation results will be documented.
3.7 How evaluation information will be used for continuous project adjustments.

SECTION IV: PROJECT MANAGEMENT AND READINESS TO PROCEED (100 Points)

Provide a description of the following:

4.1 Planning process that resulted in the design of project.
4.2 Project management and oversight (manager structure, name of manager(s), list of services, etc.).
4.3 Management structure and decision-making processes of the project and how it will support the objectives and goals.
4.4 Readiness to provide services at beginning of the grant period (January 1, 2015), including timelines for the proposed project and all project activities.

SECTION V: CAPABILITY AND QUALIFICATIONS TO PROVIDE SERVICES (100 Points)

Provide a description of the following:

5.1 City's ability to conduct the proposed project.
5.2 City's experience and capability to conduct the project, including experience and capability of all the partners.
5.3 Staff and qualifications necessary to provide and manage services.
5.4 History of conducting and managing similar projects.

SECTION VI: COST EFFECTIVENESS AND BUDGET REVIEW (100 Points)

In addition to the line item budget worksheet (see page 20), provide a brief narrative of the following:

6.1 Factors and reasons behind the budget allocations and funds requested, including the extent to which gang activity will be reduced if the proposed project achieves its goals.
6.2 Explanation of how budget costs will cover entire grant period.
6.3 Explanation of reasonableness of budget allocations.
6.4 Explanation of cost effectiveness.
6.5 Description of both direct and indirect costs.

SECTION VII: COLLABORATION/REGIONAL APPROACH (200 Points)

Provide a description of the following:

7.1 The regional approach to anti-gang activities used, including the project partners (e.g. agencies, contractors, stakeholders, private and/or public organizations, faith-based organizations, etc.). (Letters of Agreement must be provided for all participating stakeholders.)
7.2 The collaboration and coordination with the county juvenile justice coordination council with the goal of reducing gang activity in the city and adjacent areas.
7.3 Coordinating and Advisory Council, including the membership names of the Council (see "Project Objectives" on page 8-9 for required list of members). (Letters of Agreement must be provided for all participating stakeholders.)
7.4 A description of the role(s) the Council had in developing the proposed project and how the Council prioritized the use of the funds.
7.5 The Community-Based Organization(s) to which 20 percent of grant funds are required to be dedicated. This should include a description of the collaboration; the credentials of the CBO(s); the involved personnel; justification for choice; and the value the CBO(s) adds to the proposed project, etc. (Draft Operational Agreements must be included for each CBO identified here.)
7.6 Current local community efforts to address gang prevention, intervention, and/or suppression.

SECTION VIII: SUSTAINABILITY (50 Points)

Provide a description of the following:

8.1 Plan for project sustainability beyond the three year grant period.
8.2 City's history of sustaining similar projects.

PROPOSED BUDGET

Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire three year grant period.

Budget Worksheet
Complete the following table (one for each of the three years) for the grant funds being requested and corresponding 100 percent match. While recognizing that cities may use different line items in the budget process, the categories listed below are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures. The twenty percent (20 percent) distributed to one or more CBOs must be identified under line-item number four: *CBO Contracts*.

Indicate the amount of grant funds, cash match and/or in-kind match, and total for each budget category. Report amounts in whole dollars. Grant funds should support direct services and minimize administrative costs.

All funds shall be used consistent with the requirements of the Grant Administration and Audit Guide July 2012: http://www.bscc.ca.gov/resources

Cash/In-Kind Match Requirement
The required 100 percent cash/in-kind match amount must be identified in the line item budget and described in the budget summary below.

LINE ITEM	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
1. Salaries and Benefits				
2. Services and Supplies				
3. Professional Services				
4. CBO Contracts *(min. 20% of grant funds)*				
5. Indirect Costs *(no more than 10% of grant funds)*				
6. Evaluation/Data Collection *(min. 10% of grant funds)*				
7. Fixed Assets/Equipment				
8. Other *(e.g. Travel, Training Expenses)*				
TOTAL				

Budget Narrative with Line Item Detail
Provide a narrative detail in each category below to sufficiently explain how the grant funds and local match will be used based on the requested funds in the above table. Match funds may be expended in any line item and must be identified in their respective cash or in-kind dollar amounts. The 'other' category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

1. **SALARIES AND BENEFITS:** Provide the number of staff and percentage of time, classification/title, hourly rates of all project staff and benefits.

2. **SERVICES AND SUPPLIES:** (e.g., office supplies, training costs; itemize the services/supplies)

3. **PROFESSIONAL SERVICES:** (e.g., contract with an expert consultant)

4. **COMMUNITY-BASED ORGANIZATIONS (CBO) CONTRACT:** Provide name of CBO, itemize nature of services that will be received and show state funds. Show hours and billing rates of all CBO staff.

5. **INDIRECT COSTS:** Indirect costs are allowable for the implementing agency **only**. Indirect costs are NOT allowable for services provided by contracted agencies, such as CBOs. This total may not exceed 10 percent of the grant funds, exclusive of the match amount.

6. **EVALUATION/DATA COLLECTION:** (e.g. costs associated with collection of required data and evaluation plan)

7. **FIXED ASSETS/EQUIPMENT:** (e.g., computers, and other office equipment necessary to perform project activities)

8. **OTHER:** (e.g., travel expenses)

APPENDIX A

SAMPLE LETTER OF AGREEMENT

To be used for agencies/organizations listed as a part of the formal CalGRIP Regional Collaborative or Coordinating and Advisory Council
** no funds exchanged**

Date

[Partners Name]
[Partners Address]

[Recipients Name]
[City of]
[Address]

Dear [City Official]

This letter is an agreement between [Partners Name] and [City of] that explains the support and services provided for the proposed CalGRIP project.

[Explain Community Collaborative, Services, Support, Dates, Timelines]

Regards,

Signature

APPENDIX B

SAMPLE OPERATIONAL AGREEMENT

To be used for subcontractors, consultants and/or community-based organizations identified to meet the 20 percent threshold
funds exchanged

This Operational Agreement stands as evidence that the ***(Applicant Agency)*** and the ***(Partner Agency)*** intend to work together toward the mutual goal of preventing, responding to, and/or suppressing gang violence in ***(Jurisdiction)***. Both agencies believe that implementation of the ***(Name of CalGRIP Project)***, as described within this application, will further this goal. Each agency agrees to participate in the CalGRIP Project, if selected for funding, as outlined herein.

The ***(Applicant Agency)*** project will closely coordinate CalGRIP services and activities with the **(*Partner Agency*)** through:

- Project staff being readily available to *(Partner Agency)* for service provision through *describe arrangements with the Agency.*

- Regularly scheduled meetings *(how often)* between (*persons/positions*) to discuss strategies, timetables and implementation of mandated services. Specifically:

    - *(List specific activities that will be undertaken between the two agencies or other specifics of the agreement.)*
    - *xxx*
    - *xxx*

- Effective grant performance period dates.

- Amount of CalGRIP state funds designated to the Partner Agency.

We the undersigned, as authorized representatives of **(*Applicant Agency*)** and ***(Partner Agency)*** do hereby approve this document.

_____ _____
Name and Title Date
Agency Name

_____ _____
Name and Title Date
Agency Name

APPENDIX C

CONCURRENT FUNDING FORM

To be completed ONLY by applicants receiving CalGRIP funds in calendar year 2015

Applicants currently receiving funds for the 2015 calendar year are allowed to apply for these funds. However, in order to ensure that funds are not paying for the same services during the concurrent year we are requiring that you provide a brief narrative description under each budget category describing the plan for use of current CalGRIP funds, versus the plan for use of new CalGRIP funds.

Existing CalGRIP Award FY 2013/2014	Proposed CalGRIP for Calendar Year 2015
SALARIES AND BENEFITS	
SERVICES AND SUPPLIES	
PROFESSIONAL / CONSULTANT SERVICES	
CBO CONTRACTS	
INDIRECT COSTS	
EVALUATION / DATA COLLECTION	
FIXED ASSETS / EQUIPMENT	
OTHER	

APPENDIX D

DEFINITIONS OF KEY TERMS

Goal versus Objective

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated, and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing long-term intended outcome of the program[1].

Examples of goal statements[1]:

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.

Objectives are defined by statements of specific, measurable aims of program activities[2]. Objectives detail the tasks that must be completed to achieve goals[3]. Descriptions of objectives in the proposals should include three elements[1]:

1) Direction – the expected change or accomplishment (e.g., improve, maintain);
2) Timeframe – when the objective will be achieved; and
3) Target Population– who is affected by the objective.

Examples of program objectives[1]:

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
- By program completion, juvenile offenders will have carried out all of the terms of mediation agreements with their victims

Process Evaluation versus Outcome Evaluation

Process Evaluation[1]: The purpose of the process evaluation is to assess how program activities are being carried out in accordance with goals and objectives. Process measures are designed to answer the question: "What is the program actually doing and is this what we planned it to do?"

Examples of process measures include:

- the number of juveniles who received counseling services, which may be compared to the number expected to receive services;
- the average caseload per probation officer, which may be compared to the average caseload expected;
- the number of interagency agreements entered into by the program, which may be compared to the number planned.

Outcome Evaluation[1]: The purpose of the outcome evaluation is to determine whether the program "worked" in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: "What results did the program produce?" Examples of outcome measures include:

- changes in the reading and math scores of juveniles who completed the program;
- changes in self-reported drug and alcohol use;
- the number of juveniles who have subsequent contacts with police after leaving the program.

In an evidence-based practice approach, outcome evaluations must include not only the measures but analysis of the extent to which the measured results can be attributed to the program rather than to coincidence or alternative explanations.