North Orange County Public Safety Task Force

REQUEST FOR PROPOSALS
ONE YEAR FUNDING

Eligible Applicants: Community-Based Organizations serving
North Orange County cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Placentia, Stanton & Yorba Linda

Funding Period: July 1, 2019 to June 30, 2020
RFP Released: April 5, 2019
Proposals Due: May 9, 2019

PART I: FUNDING INFORMATION

Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the North Orange County Public Safety Task Force (Task Force) for funds available through the public safety funding.

The Task Force cannot assist the applicant with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process or programmatic issues must be submitted by email to: **funding@nocpublicsafety.com**

The Task Force will accept and respond to questions about this RFP until April 30, 2019. Questions and answers will be posted on the Task Force website at www.nocpublicsafety.com and updated periodically up until May 2, 2019.

Bidder's Conference

Prospective applicants are invited to attend the Bidder's Conference. The purpose of a bidder's conference is to answer technical questions from prospective bidders and provide clarity on RFP instructions. Details for the bidder's conference are as follows:

Bidder's Conference

Thursday, April 18, 2019
9:00 a.m.
Buena Park Community Center
6688 Beach Blvd.
Buena Park, CA 90621

Proposal Due Date and Submission Instructions

Applicants must submit an electronic copy of the original signed Application and Proposal.

The signed Application and Proposal must be received by the Task Force by **5:00 p.m. on May 9, 2019.**

1. Submit **ONE** legible electronic copy of the signed Application and Proposal to: **funding@nocpublicsafety.com**

Note: The electronic version must be received by the date and time listed above.

Proposals received after the due date and time will not be considered.

Overview of the RFP Process

Confirmation of Receipt of Proposal
Upon submission of a proposal, applicants will receive a confirmation email from the Task Force stating that the proposal has been received. The email will be sent to the individual that signed the application and the person listed as the Project Director.

Disqualification

The following will result in an automatic disqualification:

- The original electronic version of the Proposal is not received by 5:00 p.m. on May 9, 2019.
- The Applicant is not a community-based organization located in California.

“Disqualification” means that the proposal will not be scored.

Technical Compliance Review
It is the Task Force’s intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors or omissions. Therefore, during the week immediately following the proposal due date, Task Force staff will conduct a review to determine whether a proposal is in compliance with all technical requirements. Applicants will have a limited opportunity to respond to deficiencies identified during the technical review process by making non-substantive changes that bring the proposal into technical compliance.

Notification
Once Task Force staff complete the technical compliance review process, Task Force staff will contact applicants only under the following circumstances:

- The applicant has been disqualified due to one of the circumstances listed in the box above.
- The proposal contains minor technical deficiencies.

Rating Process
Once a Proposal passes the Technical Compliance Review, it will advance to the Proposal Rating Process. The Selection Committee will then read and rate each Proposal in accordance with the prescribed rating factors listed in the table below.

The Selection Committee members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and Budget Section. Following the Proposal Rating Process, the Selection Committee members will convene for a Final Rater Review meeting where they will develop funding recommendations for consideration by the North Orange County Public Safety Task Force Coordinating & Advisory Board.

At the conclusion of this process, applicants will be notified of the Selection Committee’s funding recommendations. It is anticipated that the Task Force’s Coordinating & Advisory Board will act on the recommendations at its meeting in June 2019. Applicants are not to contact members of the Selection Committee or the Task Force Coordinating & Advisory Board to discuss proposals.

Background

The funding period is Fiscal Year 2019-2020 commencing July 1, 2019 and ending June 30, 2020. The total amount of funding is in the amount of $3,000,000 for the Public Safety Funding Program, to be administered by the North Orange County Public Safety Task Force (Task Force).

The Budget Act of 2017, Assembly Bill 97, Chapter 14, Items #5227-104-0001 requires that funding be made available to community based organizations (CBO). The remaining will be made available for cities. Statutory grant requirements include:

Purpose of the use of funds:

1. Programs to address youth violence prevention & intervention activities in K-12th schools
2. Programs to promote and enhance the successful reentry of offenders into the community
3. Programs to address homeless outreach & intervention efforts

CBO's are required to provide programs, practices and strategies that have a demonstrated evidence-based and are appropriate for the target population.

CBO's must:

1. Identify the evidence-based program, practice, or strategy being proposed for implementation;
2. Identify and discuss the evidence that shows that it is effective;
3. Discuss the population(s) for which this resource has been shown to be effective and
4. Show that it is appropriate for the proposed target population.

The documentation can be in the form of research or literature citation or reference to an evidence-based assessment made by an organization that reviews current research.

Office of Justice Programs
http://www.CrimeSolutions.gov
Blueprints for Violence Prevention
http://www.colorado.edu/cspv/blueprints/index.html
Substance Abuse & Mental Health Services
http://www.nrepp.samhsa.gov
Promising Practices Network
http://www.promisingpractices.net
National Reentry Resource Center
http://nationalreentryresource.org

Description of the Funding

Funding Period
Successful proposals will be funded for fiscal year commencing July 1, 2019 and ending June 30, 2020.

Eligibility to Apply

Eligible applicants are community-based organizations located in the State of California and serving the communities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Placentia, Stanton and Yorba Linda. It is not necessary that community-based organization applicants be registered with 501(c)(3) status, but any non-governmental, community-based organization (CBO) wishing to apply must meet the criteria listed just below.

Applicants may not submit more than one proposal. However, any applicant may apply as a direct awardee and may also be listed as a collaborative sub-awardee on the same single application. Please note that there is no financial incentive associated with a multi-agency application, i.e. all applicants must adhere to the same funding threshold (see "Funding Information" section).

Criteria for All Non-Governmental Organizations

Any non-governmental organization that receives Task Force funds (as a direct awardee, sub-awardee or subcontractor) must:

- Have been duly organized, in existence, and in good standing as of March 5, 2017;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

Summary of Key Dates

The following table shows a timeline of key dates related to current funding

Activity	Date
Release Request for Proposals	April 4, 2019
Bidder's Conference Location: Buena Park Community Center 6688 Beach Blvd. Time: 9:00 a.m.	April 18, 2019
Proposals Due to the Task Force	**May 9, 2019**
Proposal Rating Process and Development of Funding Recommendations	May-June 2019
Task Force Coordinating & Advisory Board Considers Funding Recommendations	June, 2019
Notice to Funding Awardees	June, 2019
Current Funding Begins	July 1, 2019
Mandatory Current Funding Awardees Orientation	late June 2019

Funding Information

Funding Distribution
The total available funding per fiscal year has been distributed across the ten North Orange County cities, as shown in the table below. The Budget Act stipulates that the funds shall be used for the purpose of violence prevention, intervention and suppression activities. The range of programs, services and activities designed to reduce violence have the following three Focus Areas:

Focus Area #1: Youth Violence Prevention & Intervention
Programs to address youth violence prevention and intervention in K-12th schools
Focus Area #2: Reentry Services
Programs to promote and enhance successful reenter of offenders in to the community
Focus Area #3: Homeless Outreach
Programs to address homeless outreach and intervention efforts.

Funding for regional services across the ten North Orange County cities have been allocated and are implemented in a coordinated effort. The regional funding activities are still required to submit a proposal that meets the RFP requirements for the current funding period.

Applicants are strongly encouraged to apply for only the amount of funding needed to implement the project. Proposals will be scored in part on the reasonableness of the proposed budget.

	Funding for Local Categories of Assistance	Maximum Local Funding Amount per Fiscal Year	Maximum Regional Funding Amount per Fiscal Year
(1)	Community-Based Organizations (CBOs) serving city of **Anaheim**	**$224,000**	
(2)	Community-Based Organizations (CBOs) serving city of **Brea**	**$224,000**	
(3)	Community-Based Organizations (CBOs) serving city of **Buena Park**	**$224,000**	
(4)	Community-Based Organizations (CBOs) serving city of **Cypress**	**$224,000**	
(5)	Community-Based Organizations (CBOs) serving city of **Fullerton**	**$224,000**	
(6)	Community-Based Organizations (CBOs) serving city of **La Habra**	**$224,000**	
(7)	Community-Based Organizations (CBOs) serving city of **La Palma**	**$224,000**	
(8)	Community-Based Organizations (CBOs) serving city of **Placentia**	**$224,000**	
(9)	Community-Based Organizations (CBOs) serving city of **Stanton**	**$224,000**	
(10)	Community-Based Organizations (CBOs) serving city of **Yorba Linda**	**$224,000**	
(11)	Community-Based Organizations (CBOs) –regional services (allocated funds)		**$760,000**
		Total North Orange County Public Safety Task Force Funding for Local & Regional Assistance per Fiscal Year:	**$3,000,000**

Funding Decisions
Applicants will compete for funds within the applicable category. The Task Force will move down the ranked lists to fund all qualified applicants in each category until all funds in that category are exhausted. Applicants that fall at the cut-off point may be offered a partial award if there are not sufficient remaining funds to make a full award. If there are funds left over after all qualified applicants have been funded, qualified applicants may be funded. If a CBO relinquishes an award, the Task Force has authority to offer that award to the next applicant on the ranked list.

Supplanting
The Task Force funds shall be used to support new program activities or to augment existing funds that expand current program activities. The Task Force funds shall <u>not</u> be used to replace existing funds.

Supplanting is strictly prohibited for all Task Force funded programs. Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because funds have been awarded for the same purposes.

It is the responsibility of the Awardees to ensure that supplanting does not occur. The Awardees must keep clear and detailed financial records to show that funds are used only for allowable costs and activities.

Use of Effective Programs

The Task Force is committed to supporting a focus on better outcomes in the criminal justice system and for those involved in it. Applicants that seek funding through this process should use data and research to drive decision-making in the development, implementation and evaluation of their Task Force-funded projects.

The extent to which an applicant can demonstrate that the program they have chosen has been shown to be the most effective will be evaluated as a part of the rating process. In developing a proposal, it may be helpful for applicants to consider the following questions:

1. **Is there evidence or data to suggest that the program is likely to work, i.e., producing a desired benefit?** *For example, was the program you selected used by another jurisdiction with documented positive results? Is there published research on the program you are choosing to implement showing its effectiveness? Is the program being used by another jurisdiction with a similar problem and similar target population?*

2. **Once the program is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this program provide for a way to monitor quality control or continuous quality improvement? If this program was implemented in another jurisdiction, are there procedures in place to ensure that you are following the model closely (so that you are more likely to achieve the desired outcomes)?*

3. **Is there a plan to collect evidence or data that will allow for an evaluation of whether the program "worked?"** *For example, will the program you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?*

Applicants are encouraged to develop a project that incorporates these principles, but is tailored to fit the needs of the North Orange County communities they serve. Plans to measure the effectiveness of a program should include the use of both qualitative and quantitative research. While quantitative research is based on numbers and mathematical calculations, qualitative research is based on written or spoken narratives. The purpose of quantitative research is to explain, predict and/or control events through focused collection of numerical data, while the purpose of qualitative research is to explain and gain insight and understanding of events through intensive collection of narrative data.

PART II: PROPOSAL INSTRUCTIONS

The following items are included in this section:

- Cover Sheet
- Proposal Checklist
- Applicant Information Form – Instructions
- Applicant Information Form
- Proposal Narrative
- Budget
  - Budget Table
  - Budget Narrative

North Orange County Public Safety Task Force

Funding Period:

July 1, 2019 to June 30, 2020

PROPOSAL PACKAGE

COVER SHEET

Submitted by:

INSERT NAME OF APPLICANT

Date submitted:

INSERT DATE

Proposal Checklist

A complete proposal package must contain the following (to be submitted in the order listed):

	Required Items:	
1	Cover Sheet • Insert Applicant Name and Date of Submission	☐
2	Proposal Checklist • *Signed in blue ink by the authorized signatory (original signature)*	☐
3	Applicant Information Form • *Signed in blue ink by the authorized signatory (original signature)*	☐
4	Proposal Narrative • 5 pages or less	☐
5	Budget Table • 1 page – use template provided	☐
6	Budget Narrative • 3 pages or less	☐
	Required Attachment for All Applicants:	
7	Certification of Compliance with Task Force Policies on Debarment, Fraud, Theft and Embezzlement (Attachment B) • *Signed in blue ink by the authorized signatory (original signature)*	☐
8	Project Work Plan (Attachment B-2)	☐
9	*Governing Board Resolution* (Attachment C) *Note: The Governing Board Resolution is due prior to Award Agreement, not at time of proposal submission.*	☐

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X ____
Applicant Authorized Signature

**** ATTACHMENTS OTHER THAN THOSE LISTED ABOVE WILL NOT CONSIDERED. ****

Applicant Information Form: Instructions

A. **Applicant:** Complete the required information for the community-based organization submitting the proposal.

B. **Tax Identification Number:** Provide tax identification number of the Applicant.

C. **<u>For CBO Applicants Only</u>:** List the names of the city or cities (not the county) in which your CBO is proposing to provide Task Force-funded services.

D. **Project Title:** Provide the title of the project.

E. **Project Summary:** Provide a summary (100-150 words) of the proposal. Note: this information may be posted to the Task Force's website for informational purposes.

F. **Funds Requested:** Identify the amount of grant funds requested.

G. **Project Director:** Provide the name, title and contact information for the individual responsible for oversight and management of the project. This person must be an employee of the Awardees.

H. **Financial Officer:** Provide the name, title and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Awardees.

I. **Day-to-Day Project Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project. This person must be an employee of the Awardees.

J. **Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer. This person must be an employee of the Awardees.

K. **Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

Community Based Organization Information Form

A. APPLICANT				B. TAX IDENTIFICATION NUMBER
NAME OF APPLICANT				TAX IDENTIFICATION #:
STREET ADDRESS	CITY		STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY		STATE	ZIP CODE

C. SERVICE AREAS: List the city (or cities) in which your organization will provide Task Force-funded services.

D. PROJECT TITLE:	

E. PROJECT SUMMARY (100-150 words):

F. FUNDS REQUESTED:	G. FOCUS AREAS–Check all that applies
$	Focus Area #1 ☐ Focus Area #2 ☐ Focus Area #3 ☐

H. PROJECT DIRECTOR:

NAME	TITLE		TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	EMAIL ADDRESS

I. FINANCIAL OFFICER:

NAME	TITLE		TELEPHONE NUMBER	
STREET ADDRESS			FAX NUMBER	
CITY	STATE	ZIP CODE	EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)	CITY		STATE	ZIP CODE

J. DAY-TO-DAY PROGRAM CONTACT:

NAME	TITLE		TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	EMAIL ADDRESS

K. **DAY-TO-DAY FISCAL CONTACT:**			
NAME	TITLE		TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	EMAIL ADDRESS

L. AUTHORIZED SIGNATURE **By signing this application, I hereby certify that I am vested by the Applicant with the authority to enter into contract with the Task Force, and that the awardees and any subcontractors will abide by the laws, policies and procedures governing this funding.**			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (**Blue Ink Only**) X			DATE

Proposal Narrative

Instructions: The Proposal Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **5 pages** in length. For the Proposal Narrative, address each of the three sections below. Each section should be titled according to its section header (e.g., Project Need, Project Description, and Project Evaluation). Within each section, address the bulleted items in a cohesive, comprehensive narrative format. Do not include website links.

These 5 pages do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, Budget Table, Budget Narrative or other required attachments (see *Proposal Checklist*).

It is up to the applicant to determine how to use the total page limit in addressing each section, however as a guide, the percent of total point value for each section is listed under each header.

1. Project Need *(Percent of Total Value: 35%)*

Address the following in narrative form:

- Describe the community need(s) related to the applicable Focus Area(s) that will be addressed by this project. Explain whether the need is driven by gaps in services.
  - Use quantitative and qualitative data to support the description of the need. Cite all data sources.
- Describe the project boundaries and/or target population related to the need. Explain why a certain project area and/or target population was selected over others.
  - Use quantitative and qualitative data to explain why a certain project area and/or target population was selected. Cite all data sources.
- Describe how you considered the needs of underserved populations in your community and disparities based on race, ethnicity, gender, sexual orientation, socio-economic status or immigration status, etc.

Rating Criteria for Project Need *(scored in total, on a scale of 0-12)*	
1.1	The applicant has clearly described a community need related to violence, the applicable Focus Area(s) and uses qualitative and quantitative data to support that description. The applicant described gaps in services that contribute to the need. All data sources are cited.
1.2	The project area and/or target population are clearly identified, measurable and correlate to the need. The applicant uses qualitative and quantitative data to explain why this project area and/or target population was selected. All data sources are cited.
1.3	When identifying project area and/or target population, the applicant took reasonable steps to consider the needs of underserved populations in its community, including disparities based on race, ethnicity, gender, sexual orientation, socio-economic status, immigration status, etc.

2. Project Description *(Percent of Total Value: 35%)*

Address the following in narrative form:

- List and describe the program(s) to be implemented with Task Force funds.
- Cite the evidence or data that has shown the program is of the type to be the most effective in the three applicable Focus Areas of programs available.
- Describe your plan for selecting and training the staff who will deliver the program(s). Include a description of how they reflect the community they will be serving.
- Identify all partner agencies/organizations that will be working on the funded program. Describe their specific roles and responsibilities on the project.
- Explain how the program will incorporate the principles of cultural competency and trauma-informed care (see *Attachment D* for definitions of these terms).

Rating Criteria for Project Description *(scored in total, on a scale of 0-12)*	
2.1	The applicant has clearly identified and described the program(s) to be implemented.
2.2	The applicant has cited credible evidence or data to show that the program is of the type to be the most effective at reducing violence in the target population or Focus Area(s). The selected program(s) clearly correlates to the need described in the Project Need section.
2.3	The applicant has clearly articulated a reasonable and realistic plan for selecting and training the staff (who will deliver the program(s)) and how they reflect the community which they are serving.
2.4	The applicant has clearly identified all partner agencies/organizations and described their roles and responsibilities on the project.
2.5	The applicant has a plan for incorporating the principles of cultural competency and trauma-informed care.

3. Project Evaluation *(Percent of Total Value: 15%)*

Address the following in narrative form:

- List the goals and objectives for the proposed project (see *Attachment B-1* for definitions of the terms Goal and Objective).
- Identify key metrics for the project, including both process (output) and outcome measures tied to the stated goals.
  - *Examples of process measures: services implemented on time, number of participants served, number of staff hired, number of service hours provided, etc.*
  - *Examples of outcome measures: reductions in crime statistics, reduction in recidivism rates among target population, number of individuals placed in permanent housing, number of individuals employed/for how long, number of individuals completed intervention and remained arrest-free, etc.*
- Describe a preliminary plan for how you will collect and evaluate data related to the key metrics listed above.
- Describe how you plan to provide oversight and monitoring of the program(s), in order to demonstrate that the program(s) are being carried out as intended.
- Complete a 1-page Project Work Plan (see *Attachment B-2*).

Rating Criteria for Project Evaluation *(scored in total, on a scale of 0-12)*	
3.1	The applicant has developed clearly defined, measurable goals and objectives that tie directly to the need in the applicable Focus Area(s) described in the Project Need section.
3.2	The applicant identified key metrics, including both process (output) and outcome measures tied to the stated goals.
3.3	The applicant has clearly described a preliminary plan for how to collect and evaluate data related to the key metrics.
3.4	The applicant has developed a plan for oversight and monitoring of the program(s), to demonstrate that the program(s) are being carried out as intended.

4. **Project Budget** *(Percent of Total Value: 15%)*

4a. Budget Table

Instructions:

Complete the Budget Table on the following page to show the funds being requested.

While some agencies or organizations may use different line items as a part of their budget processes, these are the line items that must be used when invoicing the Task Force for reimbursement of expenditures.

Note:

- Applicants should copy and paste the Budget Table into a separate document.
- Report amounts in whole dollars only. Please double-check all math.
- Applicants are not required to request funds for every line item. If you are not requesting funds for a certain line item, simply list $0.

Task Force Budget Table for ____________________________________

Name of Applicant

What to include in each Budget Line Item:

Budget Line Item	CBO APPLICANT	
1. Salaries and Benefits	$0	
2. Services and Supplies	$0	
3. Professional Services	$0	
4. Equipment/Fixed Assets	$0	
5. Project Evaluation	$0	
6. Other (Travel, Training, etc.)	$0	
TOTALS	$0	

1. **Salaries and Benefits:** In this line, include salaries and benefits ONLY for staff of the Applicant. Salaries and benefits associated with subcontractors should be included in the applicable line item (e.g., Professional Services).

2. **Services and Supplies:** In this line, include funds associated with services and supplies purchased or donated by the Applicant. Services and supplies purchased by subcontractors should be included in the applicable line item (e.g. Professional Services, subcontracts, etc.).

3. **Professional Services:** In this line item, include grant funds associated with public agency or professional consultant subcontracts.

4. **Equipment and Fixed Assets:** In this line, include funds associated with equipment and fixed assets purchased or donated by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Equipment and fixed assets purchased by subcontractors should be included in the applicable line item (e.g. Professional Services, subcontracts, etc.).

5. **Project Evaluation:** In this line, include all grant funds associated with evaluation efforts, even if they would otherwise fall into one of the other line items (e.g., Salaries & Benefits or Professional Services). Applicants are not required to use funds evaluation efforts and there is no required minimum set-aside.

6. **Other (Travel, Training, Etc.):** In this line, include ONLY training, travel or other costs encumbered by the Applicant. Training, travel or other costs encumbered by subcontractors should be included in the applicable line item.

   Note: Generally, out-of-state travel is <u>not</u> allowed under this funding. Considerations for exceptions can be made <u>after</u> the award of the funding as it relates to the purposes of the proposed program(s).

4b. Budget Narrative

<u>Instructions</u>: The purpose of the Budget Narrative is to provide support and explanation for the amounts requested in the Budget Table.

The Budget Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **3 pages** in length.

Provide the information listed under each line item below with narrative to explain how the requested funds will be used to achieve project goals. If you are not requesting funds in a particular category, list $0 on the Funds Requested line and "N/A" on the Narrative Detail line.

1. **Salaries and Benefits**
   List the classification/title, percentage of time, salary or hourly rates, and benefits (if applicable) for every staff person from the Applicant that will funded or committed to the program. Briefly describe their roles/responsibilities within this project.

   a. **Funds Requested: $**

      Narrative Detail:

2. **Services and Supplies**
   Itemize all services and supplies purchased by the Applicant.

   a. **Funds Requested: $**

      Narrative Detail:

3. **Professional Services**
   List the names of any public agencies or professional consultants that will work on the project. Show the amount of funds allocated to each and itemizes the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

a. **Funds Requested: $**

Narrative Detail:

4. **Equipment/Fixed Assets**
Itemize all equipment and fixed assets to be purchased by the Awardees.

a. **Funds Requested: $**
Narrative Detail:

5. **Project Evaluation**
Itemize all costs associated with evaluation efforts for this project.

a. **Funds Requested: $**

Narrative Detail:

6. **Other (Travel, Training, etc.)**
Itemize all costs that do not fit into the categories listed above, including travel and training.

a. **Funds Requested: $**

Narrative Detail:

Rating Criteria for Project Budget
(Applied to both 4a. Budget Table and 4b. Budget Narrative

and scored in total, on a scale of 0-12)	
4.1	The applicant provided complete and detailed budget information in each section, including language supporting each expense.
4.2	The amount of funds requested is reasonable and appropriate given the proposed project's design and scope.
4.3	The applicant has clearly demonstrated how it will meet the budgetary support and explanation for the amounts requested.

Attachment B
Certification of Compliance with Policies Regarding Debarment, Fraud, Theft and Embezzlement

It is the policy of the Task Force to protect funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Task Force will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or

2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the Task Force requires funding recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant/fund program on the part of the awardee at the time of application and that the awardees will immediately notify the Task Force should such debarment or conviction occur during the term of the funding contract.

The Task Force also requires that all funding recipients include, as a condition of award to a sub-awardees or subcontractor, a requirement that the sub-awardees or subcontractor will provide the same assurances to the recipient. If a recipient wishes to consider a sub-awardees or subcontractor that has been debarred or convicted, the recipient must submit a written request for exception to the Task Force along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

[ ] I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

[ ] I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the Task Force should such debarment or conviction occur during the term of the funding contract.

[ ] I/We will hold sub-awardees and subcontractors to these same requirements.

An awardee may make a request in writing to the Executive Director of the Task Force for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE **(This document must be signed by the person who is authorized to sign the Agreement.)**			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (**Blue Ink Only**) **X**			DATE

Attachment B-1
Glossary of Terms

Cultural Competence

Cultural competence[1] is a set of congruent behaviors, attitudes, and policies that come together in a system, agency or among professionals and enable that system, agency or those professions to work effectively in cross-cultural situations.

The word **culture** is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious or social group. The word **competence** is used because it implies having the capacity to function effectively. Five essential elements contribute to a system's institution's, or agency's ability to become more culturally competent which include:

1. Valuing diversity
2. Having the capacity for cultural self-assessment
3. Being conscious of the dynamics inherent when cultures interact
4. Having institutionalized culture knowledge
5. Having developed adaptations to service delivery reflecting an understanding of cultural diversity

These five elements should be manifested at every level of an organization including policy making, administrative, and practice. Further these elements should be reflected in the attitudes, structures, policies and services of the organization.

Evaluation: Process Evaluation versus Outcome Evaluation

Process Evaluation[2]

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 could include:

- Project staff have been recruited, hired and trained according to the proposal.
- Activities/strategies have been implemented on time according to the proposal.
- Number of interagency agreements entered into by the program compared to the number planned.
- Number of trainings conducted.
- Number of neighborhood meetings conducted.

Outcome Evaluation[3]

The purpose of the outcome evaluation is to identify 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:

- Results of pre/post surveys (e.g., changes in the reported confidence/trust in law enforcement among community members).

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[1] Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care, Volume I.* Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center.

[2]Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from http://www.jrsa.org/njjec/publications/program-evaluation.pdf.

[3] *Id* at pp. 7-8.

- Implementation of regular, ongoing community forums where law enforcement/community dialogue takes place.
- Changes in policies at the Lead Agency level to reflect procedural justice principles.

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

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 the long-term intended outcome of the program[4].

Examples of goal statements[5]:

- To reduce the number of serious and chronic juvenile offenders.
- To divert nonviolent juvenile offenders from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are defined by statements of specific, measurable aims of program activities[6]. Objectives detail the tasks that must be completed to achieve goals[7]. Descriptions of objectives in the proposals should include three elements[8]:

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[9]:

- By the end of the program, young, drug-addicted juveniles will recognize the long-term consequences of drug use.
    - To place eligible juveniles in an intensive supervision program within two weeks of adjudication to ensure offender accountability and community safety.
- To ensure that juvenile offenders carry out all of the terms of the mediation agreements they have worked out with their victims by program completion.

Principles of Effective Intervention

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen,

[4] Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition).* Retrieved from http://www.jrsa.org/njjec/publications/program-evaluation.pdf. *See also* New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program.* Retrieved from http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm.

[5] *Id. at p. 4.*

[6] National Center for Justice Planning. Overview of Strategic Planning. *Where Do We Want to Be? Goals and Objectives.* Retrieved from http://ncjp.org/strategic-planning/overview/where-do-we-want-be/goals-objectives.

[7] *Id.; see supra* fn 1.

[8] Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from http://www.jrsa.org/njjec/publications/program-evaluation.pdf.

[9] *Id.*

Lipsey and others.[10] Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990[11]; Cullen and Gendreau, 2000[12]; Lipsey 1999[13]), several "principles of effective intervention" have been identified. These principles can be briefly categorized as the following:

- Assess Actuarial Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
    - Risk Principle
    - Need Principle
    - Responsive Principle
    - Dosage
    - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

<u>Trauma-Informed Care</u>[14]

According to the Substance Abuse and Mental Health Services Administration, "A program, organization, or system that is trauma-informed:

- Realizes the widespread impact of trauma and understands potential paths for recovery;
- Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
- Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Seeks to actively resist re-traumatization

SAMHSA's concept of trauma-informed care is guided by six key principles:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues.

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[10] For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. Offender rehabilitation: Effective correctional intervention. Brookfield, Vt.: Ashgate Darthmouth.

[11] Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. Criminology 28(3):369-404.

[12] Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

[13] Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? The Annuals of the American Academy of Political and Social Science, 564(2):142-166.

[14] Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services. *Trauma-informed Approach and Trauma-Specific Interventions.* Retrieved July 22, 2016, from http://www.samhsa.gov/nctic/trauma-interventions

Attachment B-2
Project Work Plan

Applicants for Task Force funds shall complete a 1-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. To build the Project Work Plan, applicants should copy and paste the following tables into a separate document. List only the top three goals of the project.

(1) Goal:	
Objectives (A., B., etc.):	

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

(2) Goal:	
Objectives (A., B., etc.):	

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

(3) Goal:	
Objectives (A., B., etc.):	

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date