



# Organized Retail Theft Prevention Grant Program

## Proposal Instruction Packet

**Release Date:** April 14, 2023

**Letter of Intent due:** May 15, 2023

**Proposals Due:** July 7, 2023



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# Table of Contents

## Part I: Grant Information

Background Information.....	1
Contact Information.....	1
Proposal Due Date and Submission Instructions.....	1
Virtual Bidders' Conference .....	2
Notice of Intent to Apply.....	2
Scoring Panel .....	3
Description of the Grant.....	3
Funding Information.....	10
Data Collection, Reporting, and Evaluation Requirements .....	12
General Grant Requirements.....	13
Overview of the RFP Process.....	17

## Part II: Proposal Instructions

Proposal Narrative Instructions.....	20
Proposal Budget Instructions .....	24

## Part III: Appendixes

Appendix A: Senate Bill 154 .....	27
Appendix B: Project Work Plan.....	30
Appendix C: Glossary of Terms .....	32
Appendix D: Grantee Assurance for Non-Governmental Organizations .....	35
Appendix E: Local Impact Letter(s).....	37
Appendix F: Letter(s) of Commitment .....	38
Appendix G: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement .....	39
Appendix H: Governing Board Resolution .....	40

## PART I: GRANT INFORMATION

### Background Information

The State Budget Act of 2022 (Senate Bill 154, Chapter 43, Statutes of 2022) established the Organized Retail Theft Prevention Grant Program. Funding is available to California city police departments, sheriff departments, and probation departments to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.

### Contact Information

This Request for Proposal (RFP) Instruction Packet provides the necessary information to prepare a proposal to the Board of State and Community Corrections (BSCC) for the Organized Retail Theft Prevention Grant Program.

The BSCC staff cannot assist the applicant or its partners with the preparation of the proposal. Any questions concerning this RFP, the proposal process, or the submission process must be submitted by email to: [ORT@bscc.ca.gov](mailto:ORT@bscc.ca.gov).

The BSCC will accept and respond to written questions until June 12, 2023. A frequently asked questions and answers (FAQs) document will be posted to the [BSCC website](#) and periodically updated through June 16, 2023.

### Proposal Due Date and Submission Instructions

Organized Retail Theft Prevention Grant Program proposals must be received by **5:00 P.M. (PST) on Friday, July 7, 2023**.

### Submission Instructions

Applications for the Organized Retail Theft Prevention Grant Program must be submitted through the BSCC-Submittable Application portal. The BSCC-Submittable Application portal, Organized Retail Theft Prevention Grant Program Application, and all required attachments are available on the [BSCC website](#).

To apply for this funding opportunity, applicants must create a free Submittable account OR use an existing Submittable account when prompted. After an account is established, applicants may proceed with the application process. As part of the submission process, applicants will be required to download mandatory forms that must be completed, signed, and uploaded to the BSCC-Submittable Application portal. All required documents are available on the [BSCC website](#).

The BSCC-Submittable Application will not allow submissions after 5:00 p.m. (PST) on July 7, 2023. Please allow sufficient time to begin and submit your application. If the BSCC does not receive a submission by 5:00 p.m. (PST) on July 7, 2023, the proposal **will not be considered for funding**. Applicants are strongly advised to submit proposals well in advance of the due date and time to avoid disqualification.

Once you have successfully submitted your application and all required attachments, you will receive an email acknowledging your application has been received. If you experience challenges with your submission, please email the BSCC at: [ORT@bscc.ca.gov](mailto:ORT@bscc.ca.gov). Be advised that applicants contacting the BSCC at the close of the submission due date/time may not receive timely responses. Please allow sufficient time for BSCC staff to provide technical assistance.

## Virtual Bidders' Conference

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Prospective applicants are invited to attend a virtual Bidders' Conference. Attendance at the virtual Bidders' Conference is not a requirement. The purpose of this Bidders' Conference is to answer technical questions from prospective bidders (applicants) and provide clarity on RFP instructions. Topics may include, but are not limited to, proposal submission instructions, eligibility, funding, and an overview of the rating factors. Bidders' Conference details are listed below:

**Organized Retail Theft Prevention Grant Program**  
Virtual Bidders' Conference  
Thursday, May 11, 2023, at 10:00 A.M.

Public access options for this meeting include:

**Join by Zoom:**

- <https://us02web.zoom.us/j/86328175681?pwd=M0hTVVJ2SCtTbWFRUWxiWmtXRVRlQT09>
- Meeting ID: 863 2817 5681| Passcode: 959280

**Call In:**

- 1-669-900-9128
- Meeting ID: 863 2817 5681| Passcode: 959280

## Notice of Intent to Apply

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Prospective applicants are asked (but not required) to submit a non-binding letter indicating their intent to apply. These letters aid the BSCC in planning for the proposal evaluation process. Please submit your letter in Microsoft Word or as a PDF.

There is no formal template for the letter, but it should include the following information:

1. Name of the applicant entity;
2. Name of a contact person; and
3. A brief statement indicating the applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized.

Please email your non-binding Letter of Intent to Apply by Monday, May 15, 2023. Please identify the email subject line as “ORT Letter of Intent” and submit the letter to: [ORT@bscc.ca.gov](mailto:ORT@bscc.ca.gov).

## **Scoring Panel**

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To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESC) and Scoring Panels to inform decision making related to the Board’s programs. The BSCC’s ESCs and Scoring Panels are composed of subject matter experts, community partners, and interested parties representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs and Scoring Panels, in breadth of experience, geography and demographics.

The Organized Retail Theft Prevention Grant Program will convene a Scoring Panel. The Scoring Panel will read and rate submissions and develop funding recommendations for the Board. The Board may approve, reject, or revise those recommendations. Members of the Scoring Panel are not paid for their time but are reimbursed for travel expenses incurred to attend meetings. If the BSCC is unable to convene a full Scoring Panel, BSCC staff may rate proposals. Please check the [BSCC website](#) for updated information on the Scoring Panel.

## **Conflicts of Interest**

Existing law prohibits any grantee, subgrantee, partner, or like party participating on the Organized Retail Theft Prevention Grant Program Scoring Panel from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Scoring Panel membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the Scoring Panel.

## **Description of the Grant**

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The Organized Retail Theft Prevention Grant Program was established in Senate Bill 154 (SB 154) (Appendix A). Per SB 154:

Grant funds shall be used to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft. Permissible uses of grant funds include, but are not limited to, purchase of technology or other equipment to help deter strategies for preventing or responding to crime. These funds shall be used to supplement and not supplant existing funds for these activities.

All entities receiving grant funding shall be required to comply with all applicable privacy laws and regulations.

Grants shall be made on a competitive basis to localities that can demonstrate, using data, that organized retail theft, motor vehicle or motor

vehicle accessory theft, or cargo theft pose a significant problem in their jurisdictions.

An applicant shall submit a proposal, in a form prescribed by the Board of State and Community Corrections, which shall include, but not be limited to, the following:

- a) Data demonstrating the nature and scale of the specific crime problem, which the applicant proposes to address using grant funds.
- b) Clearly defined and measurable objectives for this grant.
- c) A description of how the applicant proposes to use the grant funds to achieve the stated objectives, including any plans to coordinate or collaborate with other entities such as public agencies, community organizations, or retailers.
- d) A discussion of research or other evidence indicating that the proposed activities would likely achieve the intended objectives.
- e) A discussion of how the applicant plans to sustain the proposed activities after grant funds expire or an explanation of why proposed activities are limited term in nature.
- f) A description of existing or proposed policies to limit racial bias in utilizing these funds.
- g) If proposing an investment in surveillance technologies, a description of existing or proposed policies to govern the use of those technologies, including how the applicant will comply with applicable privacy laws and secure any data collected or stored.

The Board of State and Community Corrections shall post to its public website all applications received.

In awarding grants, the Board of State and Community Corrections shall give preference to applicants whose grant proposals demonstrate the greatest need for additional resources and likelihood of success in reducing organized retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft.

In support of these efforts, each applicant will develop a Project Work Plan that identifies measurable project goals, objectives, and commensurate timelines (Appendix B). Please reference the Glossary of Terms (Appendix C) to view key definitions for this RFP.

### **Eligibility to Apply**

Eligible applicants are California police departments, sheriff departments, and probation departments.

Applications must be submitted by the City Council, Board of Supervisors, or the Chief County Administrative Officer. Eligible applicants **may not** submit more than one (1) proposal for funding consideration. However, two (2) or more applicants may submit a

collaborative proposal (e.g., multi-agency proposal). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous.

### **Lead Public Agency**

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with local government agencies and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

### **Eligible Activities**

Applicants must propose activities, strategies, or programs that address a minimum of one (1) of the following Program Purpose Areas (PPAs):

- PPA 1: Organized Retail Theft
- PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft
- PPA 3: Cargo Theft

Applicants may implement new activities, strategies, or programs, OR expand existing activities, strategies, or programs (without supplanting funds - see supplanting definition in the General Grant Requirements).

**All proposed activities, strategies, or programs must have a link to the Organized Retail Theft Prevention Grant Program as described in the authorizing legislation and this RFP.**

### Organized Retail Theft Prevention Grant - Program Purpose Areas (PPA)

#### **PPA 1: Organized Retail Theft**

For the purposes of the PPA, the definition of organized retail theft is adopted from Penal Code section 490.4.

Organized Retail Theft is defined as acting in concert with one or more persons to steal merchandise from one or more merchant's premises or online marketplace with the intent to sell, exchange, or return the merchandise for value, acting in concert with 2 or more persons to receive, purchase, or possess merchandise knowing or believing it to have been stolen, acting as the agent of another individual or group of individuals to steal merchandise from one or more merchant's premises or online marketplaces as part of a plan to commit theft, or recruiting, coordinating, organizing, supervising, directing, managing, or financing another to undertake acts of theft.



For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

- Programs that promote collaboration and coordination between law enforcement and retailers to reduce organized retail theft.
- Programs that promote collaboration and coordination between law enforcement and District Attorney Offices to prosecute organized retail theft.
- Development of organized retail theft policies and procedures, memorandum of understanding (MOU), and/or formal agreements between law enforcement and retailers.
- Deployment of law enforcement officers and taskforces to combat organized retail theft.
- Use of proactive approaches to minimize organized retail theft risks (e.g., anti-theft devices, use of cameras and security systems).
- Use of databases, equipment, software, and technology to combat organized retail theft.

### **PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft**

For purposes of this PPA, the definition of motor vehicle theft shall have the same meaning as California Vehicle Code section 10851, which defines vehicle theft or the unlawful taking of a vehicle as when any person who drives or takes a vehicle not his or her own, without the consent of the owner thereof, and with intent either to permanently or temporarily deprive the owner thereof of his or her title to or possession of the vehicle, whether with or without intent to steal the vehicle, or any person who is a party or an accessory to or an accomplice in the driving or unauthorized taking or stealing. Motor vehicle theft may also include violations of Penal Code section 487, subdivision (d)(1). Motor vehicle accessory theft may include the theft of any part of the vehicle or accessory thereof, including, but not limited to, violations of Penal Code sections 487 and 488.

For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

- Investigations of motor vehicle and motor vehicle accessory theft.
- Motor vehicle theft prevention public awareness campaigns.
- Programs that deter motor vehicle or motor vehicle accessory theft.
- Use of databases, equipment, software, and technology to track stolen motor vehicles and/or motor vehicle accessories to combat organized retail theft.

### **PPA 3: Cargo Theft**

For purposes of this PPA, cargo theft shall mean the unlawful taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motor truck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the

final destination, regardless of any temporary stop while awaiting transshipment or otherwise. Cargo theft shall also include violations of Penal Code section 487h.

For the purposes of this PPA, eligible activities, strategies, or programs, include but are not limited to:

- Investigations of cargo theft.
- Programs that promote collaboration and coordination between law enforcement and commercial cargo operators (trains, truck, busses, etc.) to reduce organized cargo theft.
- Programs that promote collaboration and coordination between commercial cargo operators and District Attorney Offices to prosecute organized cargo theft.
- Use of databases, equipment, software, and technology to prevent and track stolen cargo.

**Grant Period**

Proposals selected for funding will be under agreement from October 1, 2023 to June 1, 2027 with the BSCC. The grant agreement service period covers October 1, 2023 and ends on December 31, 2026. However, an additional six (6) months (January 1, 2027, to June 1, 2027) will be included in the term of the grant agreement for the sole purposes of finalizing and submitting a required Local Evaluation Report and finalizing and submitting a required financial audit.

A visual illustration of the grant agreement period is provided below:

**October 1, 2023 to June 1, 2027**

Implementation	Service Delivery	Service Delivery	Service Delivery	Data Evaluation/Closeout
Up to 6-Months	Year 1	Year 2	Year 3	Up to 6-Months
October 1, 2023 - April 1, 2024	Start Date - December 31, 2024	January 1, 2025 - December 31, 2025	January 1, 2026 - December 31, 2026	January 1, 2027, - June 1, 2027
<p>Implementation period for hiring, procurement, and other activities that facilitate a timely start.</p> <p>Grantees who <u>do not need</u> the full implementation period can begin service delivery at any time once under contract.</p>	Service delivery and data collection	Service delivery and data collection	Service delivery and data collection	<p>Data analysis and evaluation period to analyze data gathered during the service delivery period.</p> <p>Only expenses incurred for evaluation efforts may be incurred in this period.</p>

## Criteria for Non-Governmental Organizations

Applicants for the Organized Retail Theft Prevention Grant Program may elect to partner, contract, or establish agreements with non-governmental organizations (NGOs)<sup>1</sup> in the implementation of their program. All NGOs must adhere to terms described on the following page.

### Eligibility Criteria for Non-Governmental Organizations Providing Services with BSCC Grant Funds

Any non-governmental organization that receives Organized Retail Theft Prevention Grant Program funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Organized Retail Theft Prevention Grant Program grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens;
- 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 within California. (An agent for service of process with a California address is insufficient.)

All applicants must complete, sign, and submit the *BSCC Grantee Assurance for Non-Governmental Organizations* (Appendix D). Once under contract, grantees must submit an updated *Grantee Assurance for Non-Governmental Organizations* throughout the life of the grant agreement for any additional NGOs that receive funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

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<sup>1</sup> For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

## **Local Impacts**

The Organized Retail Theft Prevention Grant Program encourages collaboration, communication, and innovation to combat organized retail theft. In supporting this approach, proposed projects may have impacts on retailers and local government agencies that prevent projects from operating as intended (e.g., increased law enforcement presence in retail spaces, increased referrals to the District Attorney's Office, overlapping or duplicative public awareness campaigns, etc.) As a part of the application, each Lead Agency will be required to acknowledge any anticipated impacts from the implementation of the proposed project (Attachment E).

## **Written Agreement from Key Partners**

If the success of the applicant's proposed activity, strategy, or program relies on the participation of an outside agency or organization (i.e., an entity other than the applicant or LPA), the applicant must include a Letter of Commitment. Letter(s) of Commitment should reflect that the outside agency or organization is aware of the proposed project, is committed to ensuring the success of the project, their role, and agrees to participate.

Examples of key roles played by outside entities could include the following:

- Data Collection Partnerships
- Referral Sources
- Service Delivery Location

A Letter of Commitment must include the name of the outside entity, be signed by the executive officer, department head, or other authorized representative, and be dated within three (3) months of the proposal submission to the BSCC. Outdated letters or letters that speak to a partnership or grant activities outside of the activities listed in this proposal, will not be accepted. See Appendix F for a sample Letter of Commitment.

A Letter of Commitment is not required if the applicant has determined that an outside agency or organization is not critical to the launch or ongoing implementation of the proposed program.

## **Policies Limiting Racial Bias**

Applicants must provide a description of existing or proposed policies to limit racial bias when utilizing these funds. Applicants will be required to upload existing or proposed policies in a Microsoft Word Document or PDF via the BSCC-Submittable Application portal. (Appendix A, Provision 5(f).)

## **Policies on Surveillance Technology**

Applicants proposing an investment in surveillance technologies must provide a description of existing or proposed policies to govern the use of those technologies, including how the applicant will comply with applicable privacy laws and secure any data collected or stored. Applicants will be required to upload existing or proposed policies in a Microsoft Word Document or PDF via the BSCC-Submittable Application portal. (Appendix A, Provision 5(g).)

## Organizational Capacity and Coordination

Applicants will be rated, in part, on how well they demonstrate they have the experience, a staffing plan, and any partnerships necessary to implement the proposed strategy. If an applicant is unable to identify staff and/or subcontractors until after the grant is awarded, the applicant should explain, at a minimum, the process and criteria by which they will select staff and/or subcontractors after the award. Distinct from administrative staff and partners, applicants must also demonstrate how they plan to ensure that the staff who deliver the services have backgrounds and experience that are relevant to the proposed strategy and/or target population.

## Funding Information

This RFP makes \$242,250,000<sup>2</sup> available competitively to city police, county sheriffs' departments, and probation departments to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.

## Funding Categories

Recognizing that applicants have different capacities, resources, and needs, there are two categories within which applicants will compete. An applicant may apply in either the Medium or Large Scope Category. This means Medium Scope Projects will compete against other Medium Scope Projects and Large Scope Projects will compete against other Large Scope Projects for funding.

The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. An illustration of the funding categories, maximum grant award, and total available funding by category is provided below:

Funding Categories	Maximum Grant Award	Total Available Funding
Medium Scope	Up to <b>\$6,125,000</b>	\$85,750,000
Large Scope	Up to <b>\$15,650,000</b>	\$156,500,000
<b>Total Funding Available for Competitive Grants:</b>		<b>\$242,250,000</b>

**\*NOTE:** Funding must last for the entirety of the grant (October 1, 2023 to June 1, 2027).\*

## Multi-Agency Partnerships

Applicants may apply for funding as part of a multi-agency partnership (two or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.

<sup>2</sup> Provided funding is appropriated in the FY 2023-2024 and 2024-25 State Budget Acts.

Multi-agency partnerships (Medium Scope or Large Scope) may apply for up to the maximum grant award in that category multiplied by the number of partnering applicants.

For Example:

- Four (4) eligible applicants in the Medium Scope category may submit one application for up to \$24,500,000
  - \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000
- Two (2) eligible applicants in the Large Scope category may submit one application for up to \$31,300,000
  - \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000

### **Funding Decisions**

Applicants will compete for funds within the Medium or Large Scope Category. Proposals will be evaluated, scored, and a ranked list of all scored proposals will be generated. The BSCC will move down the ranked lists to fund all qualified applicants in each of the two funding categories 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 funding remains in one or more categories, the following will occur:

- Funds remaining in the Medium Scope Category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Large Scope Category.
- Funds remaining in the Large Scope Category after all qualified applicants in that category have been fully funded, will be used to fund any additional qualified applicants in the Medium Scope Category.

If an applicant or grantee relinquishes an award, BSCC has authority to offer that award to the next qualifying applicant(s) on the ranked list.

### **Eligible Funding Activities**

Organized Retail Theft Prevention Grant Program funds must address at least one (1) Program Purpose Areas (PPAs) as identified in the Eligible Activities section. To support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft, eligible expenses for this RFP include, but are not limited to, the following:

- Automated License Plate Readers
- Cameras
- Case Management Systems
- Computers/Laptops/Tablets
- Databases
- Investigative Software
- Online and Print Advertising

- RFI Tracker/Tracking Devices
- Routers/Modems/Hotspots
- Staff expenses, including overtime
- Vehicles

Please note, the above list is not intended to be exhaustive. All proposed expenses must have a link to the Organized Retail Theft Prevention Grant Program as described in the authorizing legislation and this RFP.

### **Match Requirement**

No match is required for the Organized Retail Theft Prevention Grant Program.

### **Data Collection, Reporting, and Evaluation Requirements**

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Projects selected for funding will be required to submit a Local Evaluation Plan and Local Evaluation Report. Applicants are encouraged, but not required, to use outside evaluators to ensure objective and impartial evaluations. This may include, but is not limited to, community colleges, universities, and research organizations.

### **Required Set-Aside for Evaluation Efforts**

Grantees are required to set aside at least \$75,000 but not more than 5% percent of the total grant award for data collection and evaluation efforts, including data collection for the Quarterly Progress Reports and statewide evaluation (see below) and the development of the Local Evaluation Plan and Local Evaluation Report.

### **Local Evaluation Plan**

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Grantees will be expected to include a detailed description of how the applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives identified in the proposal. A relationship between the goals and objectives identified in the proposal should be apparent in the Local Evaluation Plan.

The Local Evaluation Plan should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the project objectives clearly stated. Applicants should also address process and outcome evaluations. Once submitted, any modifications to the Local Evaluation Plan must be approved in advance by the BSCC. More detailed instructions on the Local Evaluation Plan will be made available to successful applicants. The Local Evaluation Plan is due no later than April 1, 2024.

### **Local Evaluation Report**

Following project completion, grantees are required to complete a Local Evaluation Report. The Local Evaluation Report must be in a format prescribed by the BSCC. The purpose of the Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan.

To do this, the grantee must assess and document the effectiveness of the activities that were implemented within each individual project component. These activities should have been identified in the previously submitted Local Evaluation Plan. More detailed instructions on the Local Evaluation Report will be made available to successful applicants. The Local Evaluation Report is due no later than June 1, 2027.

### **Statewide Evaluation**

BSCC Research will conduct a statewide evaluation of the impact of the initiatives supported by the grant funding including the outcomes and objectives that were achieved. The evaluator will: develop the research methodology for the statewide evaluation; design and develop instruments for collecting and evaluating data from grantees; provide ongoing technical assistance to grantees for data collection and evaluation activities; compile, screen and analyze data obtained from grantees; and develop a final report on the impact of the program. As a condition of award, grantees agree to collect data requested for the evaluation (this may include standardized Quarterly Progress Report format with specified baseline, output, and/or outcome measures) and fully cooperate and share information within timelines set for the evaluation.

## **General Grant Requirements**

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### **Audit Requirements**

Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2023 - December 31, 2026). The audit report will be due no later than June 1, 2027. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.

In addition, the BSCC reserves the right to call for a program or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period. The Department of General Services, the California State Auditor, the Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

### **BSSC Grant Agreement**

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample Grant Agreement for the Organized Retail Theft Prevention Grant Program is available on the [BSCC website](#).

The Grant Agreement start date is expected to be October 1, 2023. Grant Agreements are considered fully executed only after they are signed by both the grantee and the BSCC and the BSCC is in receipt of all required attachments including documentation of signing authority. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. Any work, services and encumbrances that occur after the start



date but prior to Grant Agreement execution may not be reimbursed. Grantees and all subgrantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for the life of the grant cycle plus three (3) years after the final payment under the contract.

### **Debarment, Fraud, Theft or Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board 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 BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation. All applicants must complete an assurance certifying they are compliant with the BSCC's policies on debarment, fraud, theft, and embezzlement (Appendix G).

### **Governing Board Resolution**

Successful applicants will be required to submit a Resolution from their Governing Board before the grant award can be finalized and funds awarded. A signed resolution is not required at the time of proposal submission, but applicants are advised that no financial invoices will be processed for reimbursement until the Governing Board Resolution has been received by the BSCC. A sample Governing Board Resolution can be found in (Appendix H).

### **Grantee Orientation**

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (October 2023, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing, and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided additional details regarding the Grantee Orientation in October 2023.

## **Invoices**

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the Applicant Information Form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on either a monthly or quarterly basis through an online process no later than 45 days following the end of the invoicing period. Grantees will make their choice between monthly or quarterly invoicing prior to grant agreement execution.

Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct a desk review, which requires grantees to submit electronic documentation to support all grant funds claimed during the invoicing period. In addition, BSCC staff may conduct on-site monitoring visits that include a review of documentation maintained as substantiation for project expenditures with grant funds. Additional information about invoicing can be found in the [BSCC Grant Administration Guide](#).

## **Monitoring**

The BSCC staff will monitor each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

## **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports.

## **Supplanting**

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. Organized Retail Theft Prevention Grant Program funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds. It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

- **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

- **Non-Governmental Organizations (NGOs)**

An NGO receiving BSCC funds must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

- **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive a confirmation email from the BSCC stating that the proposal has been received.

### Disqualification

#### Disqualification - **PLEASE REVIEW CAREFULLY**



#### The following will result in an automatic disqualification:

- Submission is not received by 5:00 P.M. (PST) on Friday, July 7, 2023
- Applicant does not meet the Eligibility Criteria
- Application, and all required attachments, are not submitted via the BSCC-Submittable Application portal
- Budget Attachment is incomplete (e.g., impacted fields are not completed)
- Funding request exceeds allowable amount in the Medium or Large Scope category
- Attachment(s) are illegible
- Attachment(s) will not open, or the file(s) are corrupted

**NOTE:** Disqualification means that the proposal will not move forward to the Scoring Panel for the Proposal Rating Process, and, therefore, will NOT be considered for funding.

### Proposal Rating Process

Unless disqualified, proposals will advance to the Scoring Panel for funding consideration. Proposals will be evaluated in accordance with the BSCC's *Grant Proposal Evaluation Process* ([link](#)) and as described below. The Scoring Panel will read and assign ratings to each proposal in accordance with the prescribed rating factors listed in the table below. Scoring Panel members will base their ratings on how well an applicant addresses the criteria listed under each rating factor within the Proposal Narrative and Budget Sections. Scoring Panel ratings, once submitted to the BSCC, will be final.

At the conclusion of this process, applicants will be notified of the Board's funding recommendations. It is anticipated that the Board will act on the recommendations at its meeting on September 14, 2023. Applicants and their partners are not to contact members of the Scoring Panel or the BSCC Board to discuss proposals.

### Rating Factors

The Rating Factors that will be used and the maximum points allocated to each rating factor are shown in the table below. Applicants are asked to address each of these rating factors as a part of their proposal. A percent of total value is assigned to each Rating Factor, correlating to its importance within the overall project (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	0-5	20%	40
2	Project Description	0-5	35%	70
3	Project Organizational Capacity and Coordination	0-5	15%	30
4	Project Evaluation and Monitoring	0-5	10%	20
5	Project Budget	0-5	20%	40
<b>Maximum Proposal Score:</b>			<b>100%</b>	<b>200</b>

Raters will rate an applicant’s response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. For each Rating Factor, the rating point received is then weighted according to the “Percent of Total Value” column associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a final overall proposal score. The maximum possible proposal score is 200.

Senate Bill 154 requires the BSCC to give preference to applicants whose grant proposals demonstrate the greatest need for additional resources and likelihood of success in reducing organized retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft. In fulfillment of this request, 110 out of a total of 200 points is allocated between the Project Need and Project Description categories.

### Six Point Rating Scale

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response <b>fails to address</b> the criteria.	The response addresses the criteria in a <b>very inadequate</b> way.	The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

### Summary of Key Dates

The following table shows the key dates for the Organized Retail Theft Prevention Grant Program.

Activity	Date
Present the RFP for BSCC Board approval	April 13, 2023
Release the RFP	April 14, 2023
Bidders' Conference	May 11, 2023
Letter of Intent Due to the BSCC	May 15, 2023
<b>Proposals Due to the BSCC</b>	<b>July 7, 2023</b>
Proposal Rating Process and Development of Funding Recommendations	July-August 2023
BSCC Board Considers Funding Recommendations	September 14, 2023
Notices to Applicants	September 15, 2023
<b>Grant Period Begins</b>	<b>October 1, 2023</b>
Mandatory New Grantee Orientation	October 2023

## PART II: PROPOSAL INSTRUCTIONS

This document/section contains the necessary information for completing the Organized Retail Theft Prevention Grant Program Application. The Application and all required attachments are provided on the [BSCC website](#).

### Proposal Narrative and Budget Sections

The five rating factors that will be addressed in the Proposal Narrative and the Proposal Budget sections, are shown below

	Rating Factor	Percent Value	Addressed In:
1	Project Need	20%	Proposal Narrative
2	Project Description	35%	
3	Project Organizational Capacity and Coordination	15%	
4	Project Evaluation and Monitoring	10%	
5	Project Budget	20%	Proposal Budget

### Proposal Narrative Instructions

Applicants will complete the Proposal Narrative by accessing the BSCC-Submittable application portal and responding to a series of prompts. The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors. Please do not include website links, charts, tables, or graphs when responding.

Each Rating Factor has a character limit as shown below:

	Rating Factor	Total Characters	Microsoft Word Equivalent*
1	Project Need	6,711	Up to 3 (Three) Pages
2	Project Description	11,185	Up to 5 (Five) Pages
3	Project Organizational Capacity and Coordination	4,474	Up to 2 (Two) Pages
4	Project Evaluation and Monitoring	4,474	Up to 2 (Two) Pages

*\*Assumes text is in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.*

## Character Counter

The BSCC-Submittable application portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants are prohibited from submitting the Organized Retail Theft Prevention Grant Program Application until they comply with all character limit requirements.

## Bibliography

Applicants may, but are not required to, include a bibliography containing citations, using either the Modern Language Association (MLA) or American Psychological Association (APA) style in the "OPTIONAL Bibliography" field on the BSCC-Submittable application page. The bibliography may not exceed 2,218 total characters (includes punctuation, numbers, spaces, and any text). In Microsoft Word, this is approximately one (1) page in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

## Required Attachments

In addition to addressing the Proposal Narrative criteria, the following attachments must be completed and uploaded in the identified fields in the BSCC-Submittable application portal at the time of submission:

- Project Work Plan (Appendix B).
- Grantee Assurance for Non-Governmental Organizations (Appendix D).
- Local Impact Letter(s) *If Applicable* (Appendix E)
- Letter(s) of Commitment *If Applicable* (Appendix F)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)
- Governing Board Resolution *Optional* (Appendix H)

## Proposal Narrative Rating Factors

### Section 1: Project Need (Percent Value – 20%)

Within this section, address the criteria that defines the Project Need Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<b>Project Need:</b> The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
1.1	Describe the need(s) to be addressed, the process used to determine the need(s), and how the need is related to the intent of the grant program.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, geographic location, accessibility).



1.3	Use relevant local qualitative and/or quantitative data with citations to demonstrate the nature and scale of the specific theft problem (organized retail, motor vehicle, motor vehicle accessory, and/or cargo) and provide a compelling justification for grant funds.
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**Section 2: Project Description (Percent Value – 35%)**

Within this section address the criteria that defines the Project Description Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<p><b>Project Description:</b> The applicant provided a description of the project that is related to the identified need and the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.</p>	
2.1	<p>Describe the proposed project that will address the need(s) identified in the Project Need section. The description should include:</p> <ul style="list-style-type: none"> <li>• the proposed activities/services/interventions of the project including how they will be delivered and the length and duration.</li> <li>• the target area and/or population which will be the focus of the project, including how and why it was selected.</li> <li>• how the proposed activities/services/interventions will address the Project Need and the intent of the grant program.</li> <li>• plans to coordinate or collaborate with other entities, if any, such as public agencies (e.g., law enforcement, non-law enforcement, prosecutors' offices), community organizations, or retailers.</li> </ul>
2.2	<p>Describe the proposed project's goals, objectives, and impact that includes a relationship to the identified need(s) and intent of the grant program.</p> <ul style="list-style-type: none"> <li>• The completed Project Work Plan (Appendix B) is appropriate for the proposed project aligning with the identified need(s) and intent of the grant program.</li> <li>• The completed Project Work Plan identifies the top goals and objectives (see Appendix C for definitions) and how those will be achieved in terms of the activities, responsible staff/partner agencies, process and outcome measures, data sources, and start and end dates.</li> </ul>
2.3	<p>Describe the rationale for the proposed activities/services/interventions including research or other evidence indicating that the intended goals and objectives are likely to be achieved.</p>
2.4	<p>Describe existing or proposed policies to:</p> <ul style="list-style-type: none"> <li>• govern the use of surveillance technology (if applicable) including complying with applicable privacy laws/regulations and securing any data collected or stored.</li> </ul>
2.5	<p>Describe existing or proposed policies to:</p> <ul style="list-style-type: none"> <li>• limit racial bias.</li> </ul>

### **Section 3: Project Organizational Capacity & Coordination (Percent Value – 15%)**

Within this section, address the criteria that define the Project Organizational Capacity and Coordination Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<b>Project Organizational Capacity and Coordination:</b> The applicant described their organization's ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
3.1	Describe the applicant's ability to administer the proposed project. In the descriptions include: <ul style="list-style-type: none"><li>• the applicant's staffing required and available to operate the project including staff qualifications and training.</li><li>• the extent to which existing staff resources will be utilized.</li><li>• project management and oversight to ensure the proposed project is implemented as intended.</li></ul>
3.2	Describe any partner agency(ies) or coordination with other agencies necessary to implement the proposed project. If partners are to be selected after the grant is awarded, specify the process and criteria for selecting the partner agency(ies). The description of partners should include: <ul style="list-style-type: none"><li>• their involvement/role that is aligned with the proposed project.</li><li>• their credentials, involved personnel, experience and capability to conduct the project, and the value the partners add to the proposed project.</li><li>• the plan to coordinate with these partners.</li><li>• key partners' letters of commitment provided as attachments (Attachment G).</li></ul>
3.3	Describe the timeline for the execution of contracts or memorandums of understanding with any partner agency(ies) and the implementation of involvement/role to provide services or activities such that they are in a reasonable timeframe to support the project. Include a description of the readiness to proceed, if funded.
3.4	Describe the management structure and decision-making process for the proposed project.
3.5	Describe the plans to sustain the proposed project after grant funds expire or why the proposed project is limited in term.

### **Section 4: Project Evaluation and Monitoring (Percent Value – 10%)**

Within this section, address the criteria that define the Project Evaluation and Monitoring Rating Factor (see table below) in a cohesive, comprehensive, and concise narrative format.

<b>Project Evaluation and Monitoring:</b> The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that are to comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Describe the plan to determine the qualified internal staff and/or external partner or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project (e.g., start-up, implementation, service delivery period).
4.2	Identify and define the process measures and outcome measures that are quantifiable and are in line with the intent of the proposed project and the objectives listed in the Work Plan.
4.3	Describe the preliminary plan for monitoring the project to ensure the project components are implemented as intended.
4.4	Describe the preliminary plan for collecting and evaluating data, including baseline data, related to the process measures and outcome measures identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.
4.5	Describe the research design or methodology that will allow for an assessment of whether the strategy implemented achieved the intended outcomes.

### Proposal Budget Instructions

As part of the application process, applicants are required to complete and upload a Proposal Budget Table and Budget Narrative (Budget Attachment) in the budget section of the BSCC-Submittable application page. The Budget Attachment is provided on the [BSCC website](#).

Applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. Regardless of any ineligible costs that may need to be addressed post award, the starting budget for the reimbursement invoices and the total amount requested will be the figures used for the Standard Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget Table and Budget Narrative. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. The Budget Table must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

## Proposal Budget Rating Factor

### Section 5: Project Budget (Percent Value – 15%)

The following items are rated as part of this section and must be addressed by the applicant in the Budget Attachment.

<b>Project Budget:</b> The applicant provided a complete Budget Attachment (Budget Table and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; rather, although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
5.1	Provide complete and detailed budget information in the Budget Attachment (Budget Table and Budget Narrative) that for each section: <ul style="list-style-type: none"><li>• includes a brief explanation justifying each expense.</li><li>• ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.</li></ul>

## PART III: APPENDIXES

### Appendixes

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This section includes the following appendixes:

- Appendix A: Senate Bill 154
- Appendix B: Project Work Plan
- Appendix C: Glossary of Terms
- Appendix D: Grantee Assurance for Non-Governmental Organizations
- Appendix E: Local Impact Letter(s)
- Appendix F: Letter(s) of Commitment
- Appendix G: Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement
- Appendix H: Governing Board Resolution

## Appendix A: Senate Bill 154

5227-117-0001—For local assistance, Board of State and Community  
Corrections ..... 85,000,000

Schedule:

4945-Corrections Planning  
and Grant Programs  
(1) ..... 85,000,000

Provisions:

The amount appropriated in this item shall be for competitive grants for city police, county sheriffs' departments, and probation departments. These law enforcement agencies may apply individually or on behalf of a group of entities that includes other law enforcement agencies or non-law-enforcement entities, including, but not limited to, community-based organizations or prosecutors' offices.

1.

Grant funds shall be used to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft. Permissible uses of grant funds include, but are not limited to, purchase of technology or other equipment to help deter strategies for preventing or responding to crime. These funds shall be used to supplement and not supplant existing funds for these activities.

2.

All entities receiving grant funding shall be required to comply with all applicable privacy laws and regulations.

3.

Grants shall be made on a competitive basis to localities that can demonstrate, using data, that organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft pose a significant problem in their jurisdictions.

4.

An applicant shall submit a proposal, in a form prescribed by the Board of State and Community Corrections, which shall include, but not be limited to, the following:

5.

Data demonstrating the nature and scale of the specific crime problem, which the applicant proposes to address

(a) using grant funds.

- (b) Clearly defined and measurable objectives for this grant.

A description of how the applicant proposes to use the grant funds to achieve the stated objectives, including any plans to coordinate or collaborate with other entities such as public

- (c) agencies, community organizations, or retailers.

A discussion of research or other evidence indicating that the proposed activities would likely achieve the intended

- (d) objectives.

A discussion of how the applicant plans to sustain the proposed activities after grant funds expire or an explanation

- (e) of why proposed activities are limited term in nature.

A description of existing or proposed policies to limit racial

- (f) bias in utilizing these funds.

If proposing an investment in surveillance technologies, a description of existing or proposed policies to govern the use of those technologies, including how the applicant will comply with applicable privacy laws and secure any data

- (g) collected or stored.

- 6. The Board of State and Community Corrections shall post to its public website all applications received.

In awarding grants, the Board of State and Community Corrections shall give preference to applicants whose grant proposals demonstrate the greatest need for additional resources and likelihood of success in reducing organized retail theft, motor vehicle or motor vehicle accessory theft, and cargo theft.

- 7.

Each grantee shall report to the Board of State and Community Corrections, in a form and at intervals prescribed by the board, their progress in achieving the grant objectives.

- 8.

The Board of State and Community Corrections shall, by no later than 90 days following the close of each grant cycle, prepare and submit a report to the Legislature in compliance with Section 9795 of the Government Code regarding the impact of the initiatives supported by the grant. This report, at minimum, shall include: (a) Grant recipients and the amount awarded to each; (b) How the funding was used; (c) What outcomes and objectives were achieved.

- 9.

Upon order of the Director of Finance, up to 5 percent of the amount appropriated in Schedule (1) shall be transferred to Schedule (1) of Item 5227-001-0001 for costs to administer the grant program. Funds transferred pursuant to this provision are

10. available for encumbrance or expenditure until June 30, 2027.

Any unspent funds identified in Schedule (1) shall revert to the

11. General Fund as of June 30, 2027.



## Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

**Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.**

<b>(1) Goal:</b>	>		
Objectives (A., B., etc.)	> [Redacted]		
Process Measures and Outcome Measures:	> [Redacted]		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> [Redacted]	> [Redacted]	> [Redacted]	> [Redacted]
List data and sources to be used to measure outcomes: >			

<b>(2) Goal:</b>	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>
List data and sources to be used to measure outcomes: >			

<b>(3) Goal:</b>	>		
Objectives (A., B., etc.)	>		
Process Measures and Outcome Measures:	>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
>	>	>	>
List data and sources to be used to measure outcomes: >			

## Appendix C: Glossary of Terms

### **Case Management**

A collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health needs.<sup>3</sup>

### **Community-Based Organization**

For this RFP, a Community-Based Organization is an organization located in the State of California that has been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).

### **Evaluations (Process and Outcomes)**

#### **Process Evaluation<sup>4</sup>**

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<sup>5</sup>**

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).
- Implementation of regular, ongoing community forums where 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.

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<sup>3</sup> Source: National Institute of Health

<sup>4</sup> 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>

<sup>5</sup> Id at pp. 7-8.

## **Evidence-based / Promising Practices**

Evidence-based practices are programs and strategies that have been found effective at improving outcomes, using rigorous scientific research methods. Programs and strategies may be evidence-based across all populations, or only for particular cultures and identities.

Promising practices are programs and strategies that have shown some positive results and potential for improving outcomes. They may have evidence from use in real-world settings, a strong theoretical framework, and/or expert opinion, but have not been fully replicated in scientific studies. Depending on the level of scientific evidence, these are sometimes referred to as “evidence-informed,” “research-supported,” or “emerging” practices.

## **Financial Audit**

A financial audit provides assurances that an organization’s financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

## **Goals and Objectives**

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.<sup>6</sup>

Examples of goal statements:<sup>7</sup>

- 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.<sup>8</sup> Objectives detail the tasks that must be completed to achieve goals.<sup>9</sup> Descriptions of objectives in the proposals should include three elements:<sup>10</sup>

1. Direction – the expected change or accomplishment (e.g., improve, maintain);
2. Timeframe – when the objective will be achieved; and

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<sup>6</sup> 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/njiec/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 .

<sup>7</sup> *Id.* at p. 4.

<sup>8</sup> 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>.

<sup>9</sup> *Id.*; see *supra* fn 1.

<sup>10</sup> 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/njiec/publications/program-evaluation.pdf>.

3. Target Population– who is affected by the objective.

Examples of program objectives:<sup>11</sup>

- 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 the terms of the mediation agreements they have worked out with their victims by program completion.

**Qualitative Data**

Data/information that is based on written or spoken narratives. The purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

**Quantitative Data**

Data/information that is based on numbers and mathematical calculations. The purpose of quantitative data is to explain, predict, and/or control events through focused collection of numerical data.

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<sup>11</sup> *Id.*

## Appendix D: Grantee Assurance for Non-Governmental Organizations

The Organized Retail Theft Prevention Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)<sup>12</sup> providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Organized Retail Theft Prevention Grant Program funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Organized Retail Theft Prevention Grant Program grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens;
- 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 within California. (An agent for service of process with a California address is insufficient.)

### Completing the NGO Assurance (Following Page)

1. Provide the name of the Applicant Agency (the Grantee),
2. List all contracted parties (if known),
3. Check Yes or No to indicate if each contracted part meets the requirements
4. Sign and Submit to the BSCC

**NOTE:** If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the "Name of Contracted Party" field and sign the document.

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<sup>12</sup> For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

**Organized Retail Theft Prevention Grant Program  
Non-Governmental Organization Assurances**

**Name of Applicant:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the RFP. The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

**AUTHORIZED SIGNATURE**

**This document must be signed by the person who is authorized to sign the Grant Agreement.**

NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)			DATE

## Appendix E: Local Impact Letter(s)

The Organized Retail Theft Prevention Grant Program encourages collaboration, communication, and innovation to combat organized retail theft. In supporting this approach, proposed projects may have impacts on retailers and local government agencies that prevent projects from operating as intended (e.g., increased law enforcement presence in retail spaces, increased referrals to the District Attorney's Office, overlapping or duplicative public awareness campaigns, etc.)

To acknowledge any anticipated impacts, each Lead Public Agency is required to:

- Identify each agency agency(ies) that reasonably could be expected to be impacted by this grant project;
- Submit a Letter of Agreement signed by both the Lead Public Agency and the impacted agency agency(ies) that includes the following:
  - The name of the Organized Retail Theft Prevention Grant Program project and a brief project description;
  - A description of how the Organized Retail Theft Prevention Grant Program project might impact retailers and local government agencies; and
  - An explanation of how the Lead Public Agency and the impacted agency(ies) will work together to address stated impacts.

Note: If the Lead Public Agency concludes that the Organized Retail Theft Prevention Grant Program project **will not** impact any other agency agency(ies), the Lead Public Agency must include a letter to that effect.



## Appendix F: Letter(s) of Commitment

If the success of the applicant's proposed activity, strategy, or program relies on the participation of an outside agency or organization (i.e., an entity other than the applicant or LPA), the applicant must include a Letter of Commitment. Letter(s) of Commitment should reflect that the outside agency or organization is aware of the proposed project, is committed to ensuring the success of the project, their role, and agrees to participate.

[To be submitted on letterhead of the OUTSIDE ENTITY]

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To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: [must be within 3 months of proposal submission]

This letter is being submitted to document that [NAME OF THE OUTSIDE ENTITY] agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by [NAME OF APPLICANT].

As a part of this grant, [NAME OF OUTSIDE ENTITY] agrees to [DESCRIBE THE NATURE OF THE PARTNERSHIP, I.E. WHAT THE OUTSIDE ENTITY IS AGREEING TO DO, ETC.].

Signed by,

Name, Title

[must be the Executive Officer, Department Head, or other Authorized Representative of the Outside Entity]

**Appendix G: Certification of Compliance with BSCC Polices on Debarment, Fraud, Theft and Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board 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 BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC 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 BSCC should such debarment or conviction occur during the term of the Grant contract.

I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

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

**Appendix H: Governing Board Resolution**

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., County Board of Supervisors delegating such authority to an Agency head).

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections.

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WHEREAS the ***(insert name of Local Government)*** desires to participate in the Organized Retail Theft Prevention Grant Program funded through the State Budget Act and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the ***(insert title of designated official)*** be authorized on behalf of the ***(insert name of Governing Board)*** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the ***(insert name of Local Government)*** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the ***(insert name of Governing Board)*** in a meeting thereof held on ***(insert date)*** by the following:

Ayes:  
Notes:  
Absent:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_