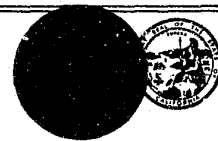


STATE OF CALIFORNIA

GEORGE DEUKMEJIAN, Governor

OFFICE OF CRIMINAL JUSTICE PLANNING  
OFFICE OF THE DIRECTOR  
1130 K STREET, SUITE 300  
SACRAMENTO, CALIFORNIA 95814



MARCH 1, 1989

TO: ALL CALIFORNIA SCHOOL DISTRICTS AND LAW ENFORCEMENT AGENCIES

SUBJECT: REQUEST-FOR-PROPOSAL (RFP) SUPPRESSION OF DRUG ABUSE IN SCHOOLS  
PROGRAM FOR FIRST YEAR

The Office of Criminal Justice Planning (OCJP) is authorized to administer the Suppression of Drug Abuse in Schools Program (DSP), in accordance with Assembly Bill 1983 (Chapter 952, Statutes of 1983). Governor George Deukmejian's proposed budget for Fiscal Year 1989/90 provides approximately \$1.9 million in State General Funds for the DSP available on July 1, 1989. Of this amount, approximately \$1.4 million will be used to fund, upon successful reapplication, continuing DSP projects.

This Request-for-Proposal (RFP) will use the remaining \$600,000 to fund new projects on July 1, 1989. If additional funds become available, OCJP reserves the right to negotiate the program components with the applicant which may result in modification of the existing program and proposed budget.

The DSP is designed to encourage and strengthen the efforts of local law enforcement agencies and school districts to restore safety to the schools and playgrounds, and to create a drug-free environment in which teachers can teach and children can learn. OCJP expects to fund approximately ten to twelve new projects in July, 1989.

Co-applicant law enforcement agencies and school districts are eligible to apply for grant funding. The enclosed materials are provided for that purpose. The following are included:

- Request-for-Proposal Information and Instructions
- Suppression of Drug Abuse in Schools Program, Program Guidelines
- Grant Forms

In order to apply for funding, the applicant must conform to all the requirements contained in these documents. Please note that the RFP and related documents specify that all responses must be received by OCJP no later than 5:00 p.m., Wednesday, April 26, 1989. Proposals received after the due date and time will not be evaluated.

116512

ALL CALIFORNIA SCHOOL DISTRICTS AND LAW ENFORCEMENT AGENCIES

March 1, 1989

Page 2

If you require additional information or have any questions relating to this RFP process, please contact Arlene Shea, Senior Program Specialist at (916) 323-7728 or Cherie McKone, Chief, Crime Prevention Branch at (916) 323-7722.

Sincerely,

A handwritten signature in dark ink, appearing to read "G. Albert Howenstein, Jr.", with a stylized flourish at the end.

G. ALBERT HOWENSTEIN, JR.  
Executive Director

Enclosures

OFFICE OF CRIMINAL JUSTICE PLANNING  
SUPPRESSION OF DRUG ABUSE IN SCHOOLS PROGRAM  
REQUEST-FOR-PROPOSAL  
MARCH 1, 1989

OFFICE OF CRIMINAL JUSTICE PLANNING  
SUPPRESSION OF DRUG ABUSE IN SCHOOLS PROGRAM  
REQUEST-FOR-PROPOSAL AND INSTRUCTIONS FOR PROGRAM APPLICANTS

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## I. GENERAL INFORMATION

### A. Introduction

As the lead agency responsible for implementing Governor Deukmejian's Public Safety Plan for California, the Office of Criminal Justice Planning (OCJP) provides support and technical assistance for criminal and juvenile justice agencies, local victim services programs, schools, community-based organizations, community crime prevention programs and training programs for prosecutors and public defenders. OCJP administers grant funding for state and local units of government and private nonprofit organizations. This Request-for-Proposals (RFP) furnishes grant applicants with the following:

- Policies and procedures for preparing grant proposals;
- Forms and instructions necessary for submitting proposals;
- OCJP procedures for processing proposals; and
- Glossary of terms (See Appendix A).

OCJP has a strong commitment to work closely with potential applicants and current grantees. To this end, OCJP is available to provide technical assistance and consultation when requested. Once an RFP is issued, however, OCJP may only answer technical questions about the RFP and the specific program guidelines. OCJP staff may also be consulted to review program objectives, but cannot assist applicants with the preparation of their proposals.

### B. Program Guidelines

Consult the program guidelines for a description of the program's background and history, as well as general information about eligibility requirements for funding. The program guidelines should be read first to enable the applicant to better understand the RFP.

### C. Requests for Proposals (RFP)

This RFP requires that proposals be submitted on the grant proposal forms. Information must be provided as directed. This includes following all instructions, using specific forms and formats and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

### D. Submission of Proposals

THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT OCJP IS:

DATE: Wednesday, April 26, 1989  
TIME: No later than 5:00 p.m.

Mail or deliver proposals in an envelope to:

Office of Criminal Justice Planning  
1130 K Street, Suite 300  
Sacramento, CA 95814

Attention: Suppression of Drug Abuse in Schools Program RFP

All proposals are date and time stamped upon receipt at OCJP. Proposals received after the due date and time will not be eligible for consideration. It is the responsibility of the applicant to ensure that the proposal is received by OCJP by the specified deadline. OCJP will not be responsible for any late or incomplete proposal due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient.

All the required forms must be completed. The information provided cannot exceed the space provided on the single side of each form unless specified on the particular form. All proposals will be rated solely on their content. Anything not included in the written proposal will not be considered. Omission of the required information or failure to complete and submit the forms in accordance with the instructions may cause the proposal to be ineligible to compete or may result in a lower score. OCJP will not notify applicants regarding omissions or accept any late additions to the proposals.

Proposals must be typewritten and double-spaced where appropriate. Additional pages may be added as indicated on specific forms.

Applicants must submit four (4) copies of the proposal with original signatures on all four copies of OCJP A301, the GRANT PROPOSAL/AWARD FACE SHEET.

Each copy of the proposal must be assembled separately and individually fastened in the upper left corner.

E. Funding Cycle and Duration

Agencies responding to this RFP must budget funds for 12 months. The grant period will begin on July 1, 1989 and end on June 30, 1990. It is anticipated that successful applicants will be eligible for three years of funding based on the availability of funds and the successful completion of previous year grant activities.

This RFP package provides information on how to prepare a proposal for grant funds in accordance with the authorizing legislation, and the funding terms, conditions and eligibility criteria established by OCJP. The package is composed of three parts: the program guidelines which describe the overall program, this RFP and the grant proposal forms. Each required form has corresponding instructions.

F. Fund Availability

If during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated

by the California Legislature or by the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

If additional funds become available, OCJP reserves the right to negotiate the program components with the applicant which may result in modification of the existing program and proposed budget.

The agreement entered into with OCJP is subject to any applicable restrictions, limitations or conditions enacted by the California Legislature and/or the United States government subsequent to execution of the agreement.

#### G. Preference Points

California Government Code Section 7093 requires OCJP to give preference to applicants from areas in the state designated as Enterprise Zones or as Employment Incentive Areas. These are areas that have been identified to receive state contract preference points due to high unemployment and population density. Five percent of the total possible points awarded will be added to the proposal for applicants that specifically target a designated zone or incentive area for services. Two percent will be added to the proposal for applicants whose service area includes a zone or incentive area, but who do not specifically target the area for services. Appendix B includes a list of Enterprise Zones and Employment Incentive Areas, addresses and telephone numbers of contacts and a sample letter to use to document eligibility for these preference points. The letter must be specific to the proposed project. Applicants eligible for preference points must:

- Contact the local office listed in Appendix B and request that an official from the zone or area sign the letter;
- Identify the zone or area that is targeted for services in the Project Narrative; and
- Include the letter in the appendix to the proposal.

### II. DRUG SUPPRESSION PROGRAM INFORMATION

#### A. Introduction

The purpose of this RFP is to solicit proposals from eligible applicants for the Suppression of Drug Abuse in Schools Program (DSP).

#### B. Proposal Components

Please use the following checklist to ensure that all four copies of the completed proposal contain the required components in the order listed below:

- Grant Proposal/Award Face Sheet (OCJP A301) (with ORIGINAL signatures on each of the 4 copies)

- Certification of Suppression of Drug Abuse in Schools Local Advisory Committee (Form 1)
- Assurance of Compliance (OCJP A302)
- Project Service Area Information
- Project Contact Information
- Prior and Current OCJP Funding
- Resolution
- Interagency Agreement (Form 2)
- Project Summary (Form 3)
- Project Budget
- Summary of Prior Experience (Form 4)
- Problem Statement/Target Area Description (Form 5-7)
- Project Objectives and Activities (Forms 8-13)
- Organization Chart (Form 14)
- Working Relationships (Form 15)
- Staff Training (Form 16)
- Work Schedule (Form 17)
- Evaluation/Project Assessment (Form 18)
- Plan for Assumption of Costs (Form 19)
- Other Funding Sources (Optional)
- Proposed Audit Plan and Information (OCJP 601)
- Certification for Two-Month Advance of Grant Funds (OCJP 202)
- Project Narrative
- Proposal Appendix

Failure to include all necessary forms may result in the rejection of the proposal. OCJP will not advise applicants that their proposal is incomplete prior to its rejection.

#### C. Funding Guidelines

Funds can be used to purchase training and educational materials related to drug abuse. Funds may also be used for limited personnel costs where it can be demonstrated that these costs are essential to the success of the project (e.g., project coordinator, intervention services for the prevention of drug abuse).

Funds may not be used for the acquisition of equipment, payment of informants, or purchase of drugs.

#### D. Eligibility Criteria

1. Applicants must be co-applicant law enforcement agencies and school districts.
2. Applicants' proposals submitted to OCJP must first be reviewed and approved by the Suppression of Drug Abuse in Schools Local Advisory Committee.
3. Applicant must agree to provide a 25 percent cash match.
4. Applicants must address each of the required program components and the mandatory objectives.
5. Applicants must select a target area(s) in which to focus their drug suppression efforts.

E. Grant Award Amounts

Applicants will be eligible to apply for funds according to the categories below:

<u>Student Target Population</u>	<u>Maximum Amount of Funds Eligible</u>
2,000 - 14,999	\$ 50,000
15,000 - 29,999	\$ 90,000
30,000 - above	\$125,000

No grant will be awarded for less than \$20,000. Prior experience has shown that a successful "comprehensive" DSP project is difficult to administer with less than \$20,000.

School districts with less than 2,000 students are encouraged to coordinate their efforts with adjacent school districts.

NOTE: The 25 percent local match must be added to the amount of state/federal funds requested. (See Match, page 10.)

OCJP intends to fund projects in accordance with the following target population breakdown:

<u>Student Target Population</u>	<u>Approximate number of projects to be funded</u>
2,000 - 14,999	6
15,000 - 29,999	4
30,000 - above	2

F. Funding Priorities

In awarding grants, OCJP has determined the following funding priorities:

- To provide funds to projects which operate in a service area where there is a high crime rate;
- To provide funds to projects which are representative of the state geographically;
- To provide funds for programs and services directed toward members of minority groups so as to provide representative coverage;
- To provide funds to projects providing programs and services to large population areas in order that as many persons as possible may benefit;
- To provide funds for rural projects recognizing that they provide needed programs and services to smaller communities, and, in some cases, large geographical areas; and
- To provide funds for projects where there is a demonstrated need for services.

III. PREPARING PROPOSALS

A. General

When completed, the forms discussed below and in the Project Narrative section become the proposal to be submitted to OCJP for consideration. They must be completed according to the instructions. Consult Chapter II

for information regarding the specific requirements of the program.

The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the OCJP Subgrantee Handbook.

B. Grant Proposal/Award Face Sheet (OCJP A301)

The Grant Proposal/Award Face Sheet is the cover page for the proposal and becomes part of the agreement between the applicant and OCJP. The official signing the face sheet for the applicant must be the official designated by title in the resolution (see Resolution, page 8).

C. Assurance of Compliance (OCJP A302)

This form is an assurance that the applicant will comply with the following:

1. Title V, Section 504 of the Rehabilitation Act of 1973 and federal regulations on its implementation;
2. California Government Code, Article 9.5, Sections 11135-11135.9;
3. California Administrative Code, Title 22, Sections 98000-98413; and
4. Environmental Impact Statement (Negative Declaration), California Administrative Code, Title 14, Sections 15080-15082.

By signing the Grant Proposal/Award Face Sheet (OCJP A301), including the Assurance of Compliance form in the proposal and submitting the proposal to OCJP, the applicant acknowledges awareness of and the responsibility to comply with all the above.

D. Environmental Impact

The California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, Section 21000 et. seq.) requires that a Lead Agency (the public agency which has principal responsibility for carrying out or approving a project which may have a significant effect on the environment) prepare an environmental document on that project. A nonprofit organization cannot be a Lead Agency; only governmental agencies can carry out this function.

A project is defined as the whole of an action which has a potential for resulting in a physical change in the environment, directly or ultimately. For the purposes of this RFP, a project can include, but is not limited to, the acquisition or leasing of real property such as office buildings, warehouses, police stations or shelters. Applicants should contact the local planning department or agency for assistance and to determine which of the categories listed below applies. Nonprofit applicants must have a local unit of government within whose jurisdiction the project lies file the necessary documents.

In order for OCJP to approve the funding of projects submitted through this RFP, the applicant or Lead Agency must provide OCJP with evidence of CEQA compliance. Such evidence of compliance may be any one of the following:

1. A statement, signed and dated by the Lead Agency, citing the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Section 15061 (b)(3)) and stating that the Lead Agency can say with certainty that there is no possibility that the activity in question may have a significant effect on the environment and that the project is not subject to CEQA. Use of this statement must be weighed carefully since any subsequent action by the applicant can be litigated if the project is determined to have a significant impact. This statement must be included as an appendix to the proposal.
2. If the proposed project falls under the provisions of the CEQA Guidelines, Sections 15301 - 15329, a Notice of Exemption must be filed with the Office of Planning and Research, State Clearinghouse, 1400 Tenth Street, Sacramento, CA 95814. Such filing will result in a date stamped on the Notice. A copy of this date stamped Notice must be included as an appendix to the proposal. If this is not possible, a copy of the submitted Notice must be included. The date stamped notice will be required if the proposal is selected for funding.
3. If the proposed project does involve impacts that are not significant, a Negative Declaration must be prepared in accordance with CEQA Guidelines (California Administrative code, title 14, Division 6, Section 15000 et. seq.). After completion of the Negative Declaration process, a Notice of Determination must be filed with the State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be included as an appendix to the proposal. If this is not possible, a copy of the submitted Notice must be included. The date stamped Notice will be required if the proposal is selected for funding.
4. If the proposed project involves significant impact, an Environmental Impact Report (EIR) must be prepared. At the end of that process, a Notice of Determination must be filed with the State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be included as an appendix to the proposal. If this is not possible, a copy of the submitted Notice must be included. The date stamped Notice will be required if the proposal is selected for funding.

E. Project Service Area Information

Instructions

1. Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
2. Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
3. Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

4. Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.
5. Enter the total population of the service area served by the project.

F. Project Contact Information

Instructions

1. Provide the name, title, address and telephone number for the person having day-to-day responsibility for the project.
2. Provide the name, title, address and telephone number for the Chief Executive of the implementing agency.
3. Provide the name, title, address and telephone number for the Chair of the Governing Body of the implementing agency.
4. Provide the name, title, address and telephone number for the person responsible for the project from the co-applicant agency.
5. Provide the name, title, address and telephone number for the Chair of the Governing Body of the co-applicant agency.

G. Prior and Current OCJP Funding

Instructions

List all currently OCJP funded projects and all OCJP grants awarded to the applicant during the last three fiscal years. Include the fiscal year of operation, the grant number and the amount of OCJP funding. For current and proposed grants that include positions funded by more than one OCJP grant, list these personnel by title and the percentage of the position funded by OCJP. The percentage of funding must not exceed 100% for any one individual. For example:

<u>FISCAL YEAR</u>	<u>GRANT NUMBER</u>	<u>GRANT AMOUNT</u>	<u>PERSONNEL BY TITLE</u>	<u>PERCENTAGE PAID BY OCJP</u>
1986-87	CR86010001	\$50,000		
1988-89	CP87010001	\$50,000	PROJECT DIRECTOR	25%
1988-89	CR88020001	\$67,000	PROJECT DIRECTOR	25%
1988-89	DS88020001	\$68,000	PROJECT DIRECTOR	50%

H. Resolution

The original or a current certified copy of the resolution from the applicant's governing board or council must be submitted with the proposal. A sample resolution is included in Appendix C. If the resolution cannot be submitted with the proposal, a letter must be

included which indicates when OCJP will receive it (no later than June 1, 1989).

The resolution by the governing board or council must designate the official authorized by title to sign the Grant Proposal/Award Face Sheet (OCJP A301) for the applicant.

NOTE: The official authorized to sign the Grant Proposal/Award Face Sheet in the resolution cannot also certify the resolution.

## **I. Budget**

### **1. General**

The budget is the basis for management, fiscal review and audit. Project costs must be in line-item detail, and include the basis for computation of the cost and an explanation indicating the item's necessity to the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant (including matching) funds. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget any matching funds in excess of the required 25 percent match. Use the optional "Other Funding Sources" to indicate the project's cost in relation to the total project budget. OCJP policy and instructions for preparing the budget are provided below.

### **2. Non-Allowable Budget Items**

#### **a) Real Property Purchases and Improvements**

The purchase of real property, including land, and improvements to land and structures are not allowable budget items.

#### **b) Motorized Vehicles, Except Automobiles**

The purchase of aircraft, watercraft and other motorized vehicles are not allowable budget items.

#### **c) Interest Payments**

Interest payments are not allowable budget items.

#### **d) Food and Beverages**

Food and beverages for grant-sponsored conferences, meetings or office functions, other than per diem in accordance with Travel Policy (page 24), are not allowable budget items.

#### **e) Weapons and Ammunition**

Weapons and ammunition of any type are not allowable budget items unless part of the employee's benefit package. (See Personal Services - Employee Benefits, page 13.)

### 3. Supplanting Prohibited

Funds for the project must not be used to replace or offset state or local funds that in the absence of state or federal aid would be made available for any portion of the project.

### 4. Copyrights and Rights in Data

Where activities supported by a grant award agreement produce original computer programs, writing, sound recordings, pictorial reproductions, drawings or other geographical representation and works of any similar nature (the term computer program includes executable computer programs and supporting data in any form), OCJP reserves the right to use, duplicate and disclose, in whole or in part, in any manner for any purpose whatsoever, and to authorize others to do so. If any material described in the previous sentence is subject to copyrights, OCJP reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials, in whole or in part, and to authorize others to do so.

### 5. Patents

If any discovery or invention arises or is developed in the course of or as a result of work performed under a grant award agreement, the grantee must refer the discovery or invention to OCJP. Determinations of rights to inventions or discoveries made under a grant award agreement shall be made by OCJP, or its duly authorized representative, who shall have the sole and exclusive powers to determine whether or not and where a patent application should be filed and to determine the disposition of all rights in such inventions or discoveries, including title to and license rights under any patent application or patent which may issue thereon. The determination of OCJP or duly authorized representative shall be accepted as final. Grantees must agree and otherwise recognize that OCJP shall acquire at least an irrevocable, non-exclusive and royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under a grant award agreement.

### 6. Match

A cash match of 25 percent is required for first year projects. A cash match is income from a source other than state or federal funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel and operating expenses are considered a cash match if not in violation of the prohibition on supplanting. (See Supplanting Prohibited, page 10.) All match specified in the budget will become part of the grant award. To calculate the 25 percent match, divide the grant award amount by .75 to determine the total project cost, and then subtract the grant award amount to determine local match.

TOTAL PROJECT COST:

Grant Amount	= \$50,000	
Divide \$50,000 by .75	= \$66,667	(Total Project Cost)
Subtract Grant Amount	- \$50,000	(75 percent)
Local Match	= \$16,667	(25 percent)

a. Match Categories

1) Asset Forfeitures

Funds derived from law enforcement actions (e.g., assets from federal or state forfeiture proceedings) are allowable match.

2) State Funds Matching State Funds

State grant funds cannot be used as match for other state funded projects. However, OCJP may allow state funds awarded by this office to be used as a match for other non-OCJP funded projects only if all of the following conditions have been met:

- a) The other funding source does not prohibit this practice;
- b) The funds are to be used for identical activities (e.g., to augment the project); and
- c) The project has obtained prior written approval from OCJP.

3) State Funds Matching Federal Funds

State funds cannot be used as a match for federally funded projects. However, OCJP may allow state funds awarded by this office to be used as a match for other non-OCJP funded projects if all the conditions as addressed in items a-c above have been met.

4) Federal Funds Matching Federal or State Funds

Federal funds cannot be used as a match for federally or state funded projects except from the General Revenue Sharing Act, 31, U.S.C., 6701, et. seq.

b. Type of Match

1) Cash Match

Cash match is income from a source other than state or federal funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting (see Supplanting Prohibited, page 10). All match specified in the budget will become part of the grant award.

2) In-Kind Match

In-kind match is not allowed for this program. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations and individuals. Examples include the donation of equipment and volunteer time. In general, the value of in-kind contributions is determined by fair market value. Applicants that use the donation of equipment as part of the in-kind match should be aware that all equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government and may be claimed at the end of the grant period.

#### 7. Project Income

Project income, such as fees for service, sale of project products and conference proceeds are the result of a direct trade of time or products for money. These proceeds must be used to offset or augment the grant. Project income cannot be used as matching funds.

#### 8. Sole Source Requests

A competitive bid process is generally required to solicit consultant services with grant funds. Sole source approval is required without using a competitive bid process or to hire a specific consultant charging over \$2,500. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different contractors. Whenever a specific brand name or individual/organization name is identified in the project budget, a sole source request will be required. It is recommended that applicants refrain from this type of identification. OCJP will provide assistance in submitting a sole source request if the proposal is selected for funding.

#### 9. Personal Services - Salaries (OCJP A303a)

##### a. Policy

Personal services include all services performed by employees who are to be funded by the project and are directly controlled by the applicant. They may be either salaried or hourly, full- or part-time positions.

Sick leave, vacation, holidays, overtime and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

##### b. Instructions

A line-item is required for each different position/classification, but not for each individual employee. If several

people will be employed full- or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1-1/2 clerical positions).

List each position by title and show the percentage of time devoted to the project. Example: If the person is employed full-time, show the following: Project Director, \$2,500 per month at 100% time X 9 months = \$22,500. If the person is employed part time, show the hourly rate and the number of hours devoted to the project (e.g., Project Director, \$25/hour for 10 hours per month X 9 months = \$2,250) or the monthly salary and the percentage of time devoted to the project (e.g., Project Director, 50% X \$2,500/mo. X 12 months = \$15,000).

Justify each position by briefly stating the duties and the relationship to the project. Example: Volunteer Coordinator @ \$1,500 per month X 3 months = \$4,500. One full-time staff person recruits, trains and supervises 50 crisis line volunteers.

Sick leave, vacation and holidays are computed as salaries, not benefits.

Place the total amount for this category in the space provided at the bottom right corner of the form.

10. Personal Services - Employee Benefits (OCJP A303b)

a. Policy

Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, if negotiated as a part of the employee benefit package, are allowable budget items.

b. Instructions

Generally, provide one level of line-item detail unless further explanation is needed. The narrative description below each item can explain what the item encompasses.

A line-item is required for each different position/class, but not for each individual employee unless the benefits vary from person to person in a position/class. If several people will be employed full-time or part-time in the same position/class, provide the number of full-time equivalents.

Itemize each benefit by type and percentage of total salaries

(e.g., State Unemployment Insurance @ 01% of \$10,000 = \$100); or by the amount paid per month (e.g., health benefits @ \$25 per month X 12 months X 3 employees = \$900). If fixed percentages of salaries are used to calculate benefits, indicate this is the agency's accepted method of computation. Sick leave, vacation and holidays are computed as salaries, not benefits.

Place the total amount for this category in the space provided at the bottom right corner of the form.

11. Travel (OCJP A303c)

a. Policy

1) General

Budget for all anticipated travel related to the project. Applicants must include sufficient per diem and travel allocations for persons to attend (2) required OCJP training conferences or workshops - one each in Sacramento and Los Angeles. If several staff will be attending the same event, budget for the total number of people. A minimum of one project staff person from each participating agency must attend each training conference. In addition, the fiscal officer(s) responsible for financial reporting to OCJP must attend one training conference. If the project does not comply with this requirement, these funds cannot be redirected for another purpose. Applicants should budget a minimum of \$100 for registration fees for each person plus the state per diem rate of \$82 per day.

The state mileage rate is a maximum of \$.21 per mile unless a higher rate is justified. When project employees are authorized by project department heads or designees to operate a privately owned vehicle on project related business, the employee will be allowed to claim \$.21 per mile without certification or up to \$.30 per mile with an annual certification that the cost of operation of the vehicle equals or exceeds the amount claimed. An operating cost worksheet is available from OCJP for calculating private vehicle costs. This documentation must be on file and available for audit, but should not be submitted with the proposal.

a) Units of Government

Units of government may use their own written travel and per diem policy or state policy. See Appendix D, for the state travel and per diem policy.

Units of government that plan to use cars from a state, county, city or district car pool or garage may budget either the mileage rate established by the loaning agency or the state mileage rate, not to exceed the loaning agency rate.

b) Private Nonprofit Organizations

(1) Application to OCJP

A private nonprofit organization that submits a proposal directly to OCJP may use the state travel and per diem policy in Appendix D or the applicant's written policy only if the applicant's travel policy is more restrictive than the state's.

(2) Application to Units of Local Government

A private nonprofit organization that applies through or is funded by a local unit of government with OCJP grant funds may use its own written travel policy, the written travel policy of the sponsoring unit of local government or state travel and per diem policy at the discretion of the local unit of government.

2) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. To request approval for out-of-state travel, complete the form in Appendix E and attach it to the proposal appendix.

b. Instructions

Generally provide one level of line-item detail unless further explanation is needed. The narrative description below each item can explain what the item encompasses.

Itemize travel expenses of project personnel and show the basis for computation (e.g., travel to OCJP conference in Sacramento, 100 miles @ \$.21 per mile = \$21) or by the month (e.g., Project Director travels 100 miles per month @ \$.21 miles X 12 months = \$252). Justify the travel by briefly stating the purpose (e.g., Project Director travels to community education presentations).

Check the appropriate box and complete the travel policy statement at the bottom of the form. Place the total amount for this category in the space provided at the bottom right corner of the form.

12. Consultant Services - (OCJP A303d)

a. Policy

1) General

Consultant services are provided on a contractual basis by individuals or organizations that are not employees of the applicant (see Personal Services-Salaries, page 12).

Consultants must not be used in lieu of employees.

Consultants are defined as individuals or organizations that meet some or all of the following criteria:

- a) They produce a specific product or service;
- b) They work independently without direct supervision from the applicant;
- c) They work on specific projects; and/or
- d) They provide services for a limited number of hours or period of time.

If a specific consultant is identified as a sole source, additional justification will be required if the proposal is selected for funding (see Sole Source Requests, page 12).

## 2) Consultant Rates

### a) Regular Rate

Up to \$40 per consultant hour (\$320 per eight-hour day) may be allowed for independent consultants. The rate is the total amount payable including any and all benefits.

### b) Exception

Staff from applicant units of government may be hired as consultants through an intergovernmental agreement for an amount not to exceed their actual salary plus benefits.

## 3) Criteria for Higher Consultant Rates

A higher rate may be allowed for consultants in some instances, based on an acceptable justification, included in the proposal appendix. The following criteria are considered when determining justification for increased consultant rates:

### a) Qualifications

What is the consultant's specific expertise in relation to the task? What is the consultant's experience with the task? Is the consultant renowned in the field or published on the topic? Has the consultant provided the service or product before; to whom, when and for what rate? A resume must be included.

### b) Availability

Is this type of consultant available at the regular or a lower rate? What efforts have been made to obtain a qualified consultant at the regular or lower rate?

c) Task

Is the task to be performed by the consultant technical or complex? Describe the skill necessary to perform the task or produce the product at this level.

b. Instructions

Generally, provide one level of line-item detail unless further explanation is needed. The narrative description below each item can explain what the item encompasses.

A line-item is required for each task or project, but not for each consultant who will work on the task or project. However, if the rate requested for a consultant is over \$40 per hour a separate line item is required and the justification must be attached in the proposal appendix.

List each type of consultant and the specific services to be rendered, the proposed fee rates per hour and the total number of hours devoted to the project. The cost of consulting services must be broken down by items of expense, such as professional fees, subsistence and reimbursable items. Where subcontract services are shown, a breakdown of the contract price by major cost elements or other applicable bases for computation must be included.

Place the total amount for this category in the space provided at the bottom right corner of the form.

### 13. Operating Expenses (OCJP A303e)

#### a. Policy

##### 1) General

The following items fall within this category: office supplies, training materials, research forms, equipment maintenance, equipment rental, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of \$300 or less per unit (including tax, installation and freight) or with a useful life of less than one year fall within this category.

Rented or leased equipment must be budgeted as an operating expense.

##### 2) Facility Rental

If budgeted, the proposal must indicate the number of square feet that will be rented for the project. Space cannot exceed 125 square feet per full-time project employee including, but not limited to, space for files, conferences, mail, supplies and reproduction. Space for part-time employees must be prorated. For example, an employee that is paid half-time will require 62.5 square feet.

Up to \$10 per square foot annually (\$0.83 per square foot per month) without maintenance or \$12.50 per square foot annually (\$1.04 per square foot per month) with maintenance is allowed for facility rental. If the rental cost for office space exceeds these rates, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

##### 3) Rented or Leased Equipment

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement.

##### 4) Indirect Costs/Administrative Overhead

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, depreciation, accounting services and administrative salaries are examples of indirect costs.

Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs may be budgeted by applicants for indirect costs.

Applicants must have on file an indirect cost allocation plan which demonstrates how the rate was established. This plan must clearly indicate that line items charged to a direct cost category (e.g., "Postage") are not included in the indirect cost category. All costs included in the plan must be supported by formal accounting records which substantiate the propriety of eventual charges.

## 5) Audits

OCJP grant-funded projects are required to have the grant audited and are allowed to budget up to one percent of the total grant award for this purpose. Complete the Proposed Audit Plan form in the Grant Proposal Forms package. Both the form and the Audit Information page must be included in the proposal. Audit requirements are as follows:

- a) Grant recipients must arrange for a financial and compliance audit in accordance with OCJP policy, and if applicable, with the Single Audit Act of 1984 (OMB Circular A-128). Failure to comply with this requirement may result in the withholding of grant funds or termination of the grant award agreement.
- b) An audit must be conducted at the conclusion of the grant year. However, the OCJP audit may be included in the grantee agency-wide audit if the details of the specific OCJP grant(s) are shown separately by supplemental information.
- c) Audits must be conducted by qualified state or local government auditors or independent public accountants licensed by the State of California in accordance with the financial and compliance audit requirements of the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions published by the United States General Accounting Office (revised 1981).
- d) Audits must be completed and submitted to the OCJP Audits Division no later than six months after the close of the grant period unless a time extension is preapproved by OCJP.
- e) OCJP or its representatives must have access to all audit reports, audit working papers, correspondence or other documents related to the audit reports. OCJP performs quality control reviews of working papers of randomly selected grant recipients.

- f) Payment by the grant recipient for audits may be made upon receipt of audit reports and invoices from the auditors conducting the audit.
- g) Audit programs will be provided by the OCJP Audits Division upon request of the project auditor.
- h) OCJP reserves the right to perform audit examinations of any OCJP grant award.

b. Instructions

Generally, unless further explanation is needed, provide one level of line-item detail for each type of operating expense, such as facility rental, indirect costs, office supplies or audits. The narrative description below each item can include an explanation of all that the item encompasses.

A line-item is required for each category of expenditures, but each category does not need to be itemized. Printing for example, may include numerous items. Do not itemize each, but rather describe what will be printed in the narrative. For example, do not state how many brochures will be printed (500 brochures @ \$.50 each), but rather state the total costs of printing brochures (brochures = \$1500).

If this category includes facility rental costs, provide the costs per square foot and the total amount of square feet to be purchased with grant funds. For example: 1 employee @ \$.83/sq.ft. per month X 125 sq.ft. X 12 months = \$1,245.

Show the basis for computation (e.g., Postage, \$50/month x 12 months = \$600).

Place the total amount for this category in the space provided at the bottom right corner of the form.

3) Automobiles

Automobile purchases are not allowable budget items under the DSP guidelines.

J. Project Narrative

In this section the applicant must provide a detailed statement of the project that includes the what, where, why, and how it will be done, who will be involved, and what results are expected. Instructions are included on each form. When writing the grant proposal, follow the format and address each of the major headings. Use the forms provided.

1. **Certification of Suppression of Drug Abuse in Schools Local Advisory Committee (Form 1)**

A sample certification form is included in the Grant Proposal Forms Package as Form 1, and must be submitted to OCJP with the proposal. Include on the certification form the names of the representative(s) for each category, as required by the legislation. Also provide verification that this committee has been appointed by the Board of Supervisors or the City Council.

NOTE: If there are no school peace officers in the county, specify this in the space provided. In such cases, the appointment of school security personnel to the committee satisfies this requirement.

2. **Interagency Agreement (Form 2)**

Each proposal must contain an interagency agreement between the coapplicants. The form must be signed by the chief executive of the law enforcement agency and the superintendent of the school district. It must include signatures verifying that the Board of Education and the governing body (City Council or Board of Supervisors) of the coapplicant agencies have approved the application. It must specify which agency will be the administrator of the grant.

3. **Project Summary (Form No. 3)**

All of the necessary project information must be placed on the form in the space allowed. This is an "informational" document only. Do not reference other sections of the application.

Project Title: The title must describe the focus of the project. Acronyms are not acceptable.

Project Number: Leave blank.

Applicants: List the name of the law enforcement agency and school district which will implement the project.

Funds Requested: This amount must be the same amount used on all other budget attachments. Use the state fund amount requested.

Problem Statement: Describe the problem and need the project is designed to address. Briefly explain the nature and scope of the problem through indicators such as number of offenses, type of offenses, target area and impact. Use supportive data to back up assertions.

Objectives: Provide specific, measurable statements of the desired result or impact of the project. Each objective should explain what is being measured, the amount of change anticipated, who will benefit, the time frame within which results will be achieved and the comparison against which the results will be measured.

Activities: Describe the activities that will be performed to accomplish the objectives.

Typed name and Signature of Responsible Official: The official legally responsible for the project must sign and date this document.

4. Summary of Prior Experience (Form 4)

See attached form for instructions.

5. Problem Statement/Target Area Description (Form 5-7)

See attached form for instructions.

6. Project Objectives and Activities (Form 8-13)

See attached form for instructions.

7. Organizational Chart (Form 14)

See attached form for instructions.

8. Working Relationships (Form 15)

9. Project Staff Training (Form 16)

10. Work Schedule (Form 17)

11. Evaluation/Project Assessment (Form 18)

12. Plan for Assumption of Costs (Form 19)

K. Proposal Appendix

The proposal appendix provides additional information required by OCJP to back up components of the grant proposal. The appendix must include the following:

1. Memorandum of Understanding (MOU) and Letters of Support

The MOU and letters of support must demonstrate a formal system of networking and coordination with other agencies and the project.

The MOU and Letters of Support must be included in the proposal appendix. If submitted separately either by the applicant or by the writer, these documents will not be attached to the proposal or considered by OCJP.

a. MOU

For the purpose of this RFP, a MOU must be submitted describing the working relationship with the School District, Law Enforcement agency and/or other cooperating agencies. The MOU must describe, in detail, the arrangement between the agencies involved in the

project regarding the provision of certain services. It must include, at a minimum, a description of the services provided and methods to assure quality of service and must be signed by both applicants and any additional agencies, group or individuals providing services. Refer to DSP Guidelines for a detailed outline of the MOU.

**b. Letters of Support**

Letters of Support are required from the county drug/alcohol administrator. Letters are recommended from the county probation department, community based organizations, etc., that will be involved in the project.

This type of letter describes the need for the project, the quality of the project, the type and quality of the interaction between the project applicant and the person and/or agency submitting the letter, and support for funding the project.

**3. Advance of Funds**

Private nonprofit organizations, school districts, cities and counties may submit a Monthly Report of Expenditures and Request for Funds (OCJP 201) for a two-month advance. Generally, the maximum advance is one-sixth of the grant award. Complete the Certification for Two-Month Advance of Grant Funds in the Grant Proposal Forms package to qualify for the advance. The completed form must be included in the proposal appendix. To receive funds, a completed OCJP 201 form must be submitted to OCJP.

**4. Other Requirements**

The proposal appendix may also include any of the items listed as required by the RFP.

- a. Enterprise Zones and Employment Incentive Areas (Appendix B)
- b. Out-of-State Travel Request (Appendix E)
- c. Higher Consultant Rate Justification (page 16)
- d. Statement of use of OCJP funds as matching funds (page 11)
- e. Sole Source Request (page 12)

**IV. SELECTION OF PROPOSALS FOR FUNDING**

**A. Evaluation**

OCJP reads, evaluates and rates proposals. The rating form is included in Appendix I. To be considered for funding, the proposal must be complete and in accordance with the RFP and the Program Guidelines. Incomplete proposals may be rejected or result in a lower rating. OCJP will not contact or advise applicants prior to their proposal's rejection.

Entities that have been previously funded by OCJP will be reviewed for past compliance, including financial management, quarterly

progress and annual reports, monitoring results, audit reports and any other relevant documentation or information. If past projects have not been in compliance with funding criteria, the current proposal could be ineligible or special condition could be attached to funding.

#### B. Selection

- Recommendations for funding are reviewed by the DSP Advisory Committee who then makes funding recommendations to the Executive Director of OCJP who makes the final decision in accordance with California Penal Code Section 13863.

### V. PROCESSING GRANT AWARDS

#### A. General

The complete and approved proposal becomes the grant award agreement when signed by OCJP's Executive Director or designee.

The OCJP Subgrantee Handbook is on file at the State Library and may be obtained from OCJP at cost by contacting the OCJP Grants Control Unit. The Handbook is provided to first-time recipients with the signed grant award agreement. It contains administrative information and requirements necessary to implement the project.

#### B. Grant Award Conditions

OCJP may add one or more Grant Award Conditions to the grant award agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the grant award agreement. Grant Award Conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OCJP.

#### C. Notification of Grant Award

A copy of the executed grant award agreement and all the attachments will be sent to the project director. Applicants cannot incur costs against the grant until:

1. The applicant has received written notification from OCJP that the proposal has been selected for funding; and
2. The appeal process has been completed or the applicant has been notified by OCJP that its funding is not contingent on the appeal process; and
3. The grant period, as indicated on the signed notification, has begun.

OCJP does not have authority to disburse any funds on a grant until the grant award agreement is fully executed. If the above three (3) conditions have been met, but a copy of the approved executed grant has not been received, it is recommended that projects refrain from

disbursement of grant funds.

**D. Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. If this is required, OCJP will notify the applicant prior to executing the grant award. The applicant may decline to accept the reduced grant award or may request a commensurate reduction in the scope of the project.

**E. Blanket Fidelity Bond**

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond applicable to all grant employees within 60 days of the receipt of the signed grant award agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the grant award agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Office of Criminal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant. The bond must be in an amount equal to 50 percent of the total grant award. There must be no deductible. The bond must be accompanied by proof of payment and indicate the following:

- Bonding company name
- Bond number
- Blanket coverage
- Amount of coverage
- Bond period

If there is already an existing blanket fidelity bond naming the grantee as beneficiary, the notarized copy of the bond must be accompanied by an original certificate from the bonding company listing the "State of California, Office of Criminal Justice Planning" as first loss payee. A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government need only submit documentation to this effect in lieu of the bond unless otherwise notified.

OFFICE OF CRIMINAL JUSTICE PLANNING

SUPPRESSION OF DRUG ABUSE IN SCHOOLS PROGRAM

FIRST YEAR GRANTS

Grant Proposal Forms

Check List & Required Sequence

- GRANT PROPOSAL/AWARD FACE SHEET (OCJP A301)
- CERTIFICATION OF SUPPRESSION OF DRUG ABUSE IN SCHOOLS LOCAL ADVISORY COMMITTEE (Form 1)
- ASSURANCE OF COMPLIANCE (OCJP A302)
- PROJECT SERVICE AREA INFORMATION
- PROJECT CONTACT INFORMATION
- PRIOR AND CURRENT OCJP FUNDING
- RESOLUTION (SEE APPENDIX C for SAMPLE)
- INTERAGENCY AGREEMENT (Form 2)
- PROJECT SUMMARY (Form 3)
- PROJECT BUDGET (OCJP A303a - A303f)
- OTHER FUNDING SOURCES (OPTIONAL)
- SUMMARY OF PRIOR EXPERIENCE (Form 4)
- PROBLEM STATEMENT/TARGET AREA DESCRIPTION (Forms 5-7)
- PROJECT OBJECTIVES AND ACTIVITIES (Forms 8-13)
- ORGANIZATION CHART (Form 14)
- WORKING RELATIONSHIPS (Form 15)
- STAFF TRAINING (Form 16)
- WORK SCHEDULE (Form 17)
- EVALUATION/PROJECT ASSESSMENT (Form 18)
- PLAN FOR ASSUMPTION OF COSTS (Form 19)
- PROPOSED AUDIT PLAN AND INFORMATION
- CERTIFICATION FOR TWO-MONTH ADVANCE OF GRANT FUNDS
- PROPOSAL APPENDIX

INSTRUCTIONS FOR COMPLETING  
GRANT PROPOSAL/AWARD FACE SHEET

- (1) Enter the complete name of the unit of government or private nonprofit organization that is applying for funding (e.g., Alameda County, City of Fresno, Department of Justice, Fairfield Youth Services Bureau, Inc.).
- (2) If the applicant's name exceeds 30 characters including spaces and punctuation, indicate the abbreviated name to be used on warrants in 30 characters.
- (3) Project Title: Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters including spaces and punctuation.
- (4) Project Director: Enter the name, title, mailing address and telephone number of the individual directly responsible for the project. This information must be limited to four lines.
- (5) Financial Officer: Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. Warrants (checks) for the project will be mailed to the address shown for the financial officer. This information must be limited to four lines.
- (6) Award Number: Leave blank. (To be completed by OCJP.)
- (7) Grant Period: Enter beginning and ending dates of funding as specified in the RFP.
- (8) Federal Amount: If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposal budget. If not applicable, enter N/A.
- (9) State Amount: If applicable, enter the amount of state funds requested for the project. The amount must be consistent with the proposal budget. If not applicable, enter N/A.
- (10) Cash Match: If applicable, enter the amount of cash match. The amount must be consistent with the proposal budget. If not applicable, enter N/A.
- (11) In-Kind Match: If applicable, enter the amount of in-kind match. The amount must be consistent with the proposal budget. If not applicable, enter N/A.
- (12) Total Project Cost: Enter the sum of items 8, 9, 10 and 11. The amount must be consistent with the proposal budget.
- (13) Official Authorized to Sign for Applicant/Grantee: Enter the signature, name, title, address and telephone number of the person authorized by applicant's governing body in the resolution, by position or title, to sign and execute the grant proposal/award. This person's original signature (not a stamp) must be on each copy of the Grant Proposal/Award Face Sheet submitted to OCJP.

**OFFICE OF CRIMINAL JUSTICE PLANNING  
GRANT PROPOSAL/AWARD FACE SHEET**

OCJP A301

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to (1) \_\_\_\_\_ hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award. **Note: If name exceeds 30 characters indicate below the abbreviated name for warrants:**

(2) \_\_\_\_\_

(3) Project Title (60 character maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match
	(11) In-Kind Match
	(12) Total Project Cost

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance form which is attached. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), Program Guidelines, this Request-for-Proposals (RFP), and the OCJP Subgrantee Handbook.

<p style="text-align: center;"><b><u>FOR OCJP USE ONLY</u></b></p> <p>Item:</p> <p>Chapter:</p> <p>PCA No.:</p> <p>Component No.:</p> <p>Project No.:</p> <p>Amount:</p> <p>Split Fund:</p> <p>Split Encumber:</p> <p>Year:</p> <p>Match Requirement:</p> <p>Fund:</p> <p>Program:</p> <p>Region:</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient</p> <p>_____ Name:</p> <p>_____ Title:</p> <p>_____ Address:</p> <p>_____ Telephone:</p> <p>_____ Date:</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____ Fiscal Officer, OCJP                      Date</p> <p>_____ Executive Director, OCJP                      Date</p>
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CERTIFICATION OF  
SUPPRESSION OF DRUG ABUSE IN SCHOOLS  
LOCAL ADVISORY COMMITTEE

COMMITTEE AND ORGANIZATION MEMBERSHIP

The Board of Supervisors established Local Suppression of Drug Abuse in Schools Advisory Committee on \_\_\_\_\_  
(Date)

List the name of representatives of:

- A. Local law enforcement personnel
- B. School district personnel
- C. School site staff
- D. Parents
- E. Students
- F. School Peace Officer\*
- G. County Drug Program Administrator
- H. Drug Prevention Program

\* Note: Specify if the county has no school peace officers. In such cases, the appointment of school security personnel to the committee satisfies this requirement.

I, \_\_\_\_\_, Chair of the \_\_\_\_\_ County/City Advisory Committee on Suppression of Drug Abuse in Schools, certify that this application, jointly submitted by \_\_\_\_\_ school district and \_\_\_\_\_ law enforcement agency(ies) has been reviewed and approved by this committee on \_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

OFFICE OF CRIMINAL JUSTICE PLANNING  
ASSURANCE OF COMPLIANCE

By signing the Grant Proposal/Award Face Sheet and submitting the proposal to the Office of Criminal Justice Planning, the applicant acknowledges awareness of and the responsibility to comply with the following:

Title V, Section 504 of the Rehabilitation Act of 1973 and federal department regulations on its implementation.

As a recipient of federal funds, the state of California is required to comply with Title V, section 504, of the federal Rehabilitation Act of 1973 and those regulations of federal departments on its implementation. Section 504 and federal department regulations mandate that all qualified people with disabilities will not be excluded from, denied benefits of, or discriminated against solely on the basis of their disabilities, under any program or activity that receives federal financial assistance.

California Government Code, Article 9.5, Sections 11135-11139.5

These sections mandate comprehensive state civil rights regulations that prohibit discrimination or denial of benefits to persons in the state of California who are under programs or activities that are funded by or receive financial assistance from the state. Discrimination and denial of benefits are prohibited on the bases of ethnic group identification, religion, age, sex, sexual preference or physical or mental disability.

California Administrative Code, Title 22, Sections 98000-98413.

These sections implement California Government Code sections 11135-11139.5 and establish standards for determining who is protected and guidelines for determining what practices are discriminatory.

Federal and state agencies have the legal right to seek enforcement of the above items of this assurance of compliance.

The assurance is effective as of the date of the proposal and throughout the period during which federal or state funding is extended or during the period of time in which real or personal property, purchased with grant or matching funds, is used after the grant ends.

OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT SERVICE AREA INFORMATION

1. U.S. CONGRESSIONAL DISTRICT(S):

2. STATE SENATE DISTRICT(S):

3. STATE ASSEMBLY DISTRICT(S):

4. COUNTY OR COUNTIES SERVED:

5. POPULATION OF SERVICE AREA:

OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT CONTACT INFORMATION

Applicant: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_  
(if applicable)

Project Title: \_\_\_\_\_

Grant Number : \_\_\_\_\_  
(to be added by OCJP)

Provide the name, title, address and telephone number for the project contact persons named below. If a section does not apply to your project, enter "N/A".

1. The person having day-to-day responsibility for the project:

Name:  
Title:  
Address:

Telephone Number: (    )

2. The Executive Director of a non profit organization or the Chief Executive Officer ( e.g., Chief of Police) of the implementing agency:

Name:  
Title:  
Address:

Telephone Number: (    )

3. The Chair of the Governing Body of the implementing agency:

Name:  
Title:  
Address:

Telephone Number: (    )

4. The person responsible for the project from the applicant agency:

Name:  
Title:  
Address:

Telephone Number: (    )

5. The Chair of the Governing Body of the applicant agency:

Name:  
Title:  
Address:

Telephone Number: (    )

OFFICE OF CRIMINAL JUSTICE PLANNING

PRIOR AND CURRENT OCJP FUNDING

<u>FISCAL</u> <u>YEAR</u>	<u>GRANT</u> <u>NUMBER</u>	<u>GRANT</u> <u>AMOUNT</u>	<u>PERSONNEL</u> <u>BY TITLE</u>	<u>PERCENTAGE</u> <u>OF OCJP FUNDING</u>
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## INTERAGENCY AGREEMENT

The \_\_\_\_\_  
(school district) and \_\_\_\_\_  
law enforcement agency are jointly submitting the drug suppression project application to  
the Office of Criminal Justice Planning. This application has been approved by the Board of  
Education and the governing body of the law enforcement coapplicants. We agree that the  
administrative agent for the project shall be \_\_\_\_\_.

\_\_\_\_\_  
(Signature - School Superintendent)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature - Law Enforcement -  
Chief or Sheriff)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature - Board of Education Chair)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature - Governing Body)

\_\_\_\_\_  
(Date)

## OFFICE OF CRIMINAL JUSTICE PLANNING

## PROJECT SUMMARY

PROJECT TITLE		PROJECT NUMBER
APPLICANT: Law Enforcement Name:	School District Name:	GRANT PERIOD From:
Address:	Address:	FUNDS REQUESTED \$
<u>PROBLEM</u> (Clearly define the problem. Support the existence of the problem with crime data, survey data, number of persons who need services, etc.)		

## OFFICE OF CRIMINAL JUSTICE PLANNING (Cont.)

## PROJECT SUMMARY

OBJECTIVES (Must reduce or eliminate the problem. Objectives must specify measurable outcomes within specific time frames. List each separately.)

ACTIVITIES (What methods will be used to achieve objectives?)

NAME OF RESPONSIBLE OFFICIAL

Typed Name \_\_\_\_\_

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

OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personal Services - Salaries	
TOTAL	

# OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
B. Personal Services - Employee Benefits	
TOTAL	

## OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
C. Travel	
<input type="checkbox"/> The Applicant will use state travel policy. <input type="checkbox"/> The applicant will use a travel policy other than the state's. The applicant will use the written policy of _____ _____ which is more/less restrictive than the state's. (agency)                                 (circle one)	
TOTAL	

# OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
D. Consultant Services	
TOTAL	

# OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
E. Operating Expenses	
TOTAL	

OFFICE OF CRIMINAL JUSTICE PLANNING

BUDGET CATEGORY AND LINE-ITEM DETAIL				COST
F. Equipment				
CATEGORY TOTAL				
PROJECT TOTAL				
FUND DISTRIBUTION	FEDERAL	STATE	CASH MATCH	IN-KIND MATCH
a. Amount of Funds				
b. Percentage of Funds				

OFFICE OF CRIMINAL JUSTICE PLANNING

OTHER FUNDING SOURCES			
BUDGET CATEGORY	GRANT FUNDS*	OTHER FUNDS	PROGRAM TOTAL
Personal Services - Salaries			
Personal Services - Benefits			
Consultant Services			
Travel			
Operating Expenses			
Equipment			
TOTALS:			

NOTE: THIS FORM IS OPTIONAL. IF INCLUDED IN THE PROPOSAL, IT DOES NOT BECOME PART OF THE GRANT AWARD AGREEMENT.

\* Use only the grant funds identified in the preceeding budget pages.

SUMMARY OF PRIOR EXPERIENCE  
(Use additional pages if needed)

---

INSTRUCTIONS: Describe the department's involvement in and commitment to drug prevention, suppression, and treatment activities. Include prevention, suppression and treatment strategies used by the city/county prior to applying for DSP funding.

---

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROBLEM STATEMENT/TARGET AREA DESCRIPTION  
(use additional pages if needed)

---

PROBLEM STATEMENT

Consult with local agencies involved in your project to summarize the problem in your community. Using the form provided, describe the problem the project is designed to address and the need for the project.

Explain the nature and scope of the problem and the anticipated impact on resolving the problem. Include indicators such as the number of juvenile drug offenses reported by the law enforcement agency and the number of drug related incidences reported by target area schools on the chart provided. Describe the correlation between gangs, drugs, and other high risk activity in your target area.

---

## OFFICE OF CRIMINAL JUSTICE PLANNING

## PROBLEM STATEMENT/TARGET AREA DESCRIPTION

PROBLEM STATEMENT DESCRIPTION				
DRUG-RELATED OFFENSES REPORTED FROM JULY 1, 1987 TO JUNE 30, 1988				
Number Reported To Law Enforcement Agencies				
Offense	<u>JUVENILES</u>		<u>ADULTS</u>	
	Arrests	Informal Handling	Arrests	Informal Handling
Use or Possession of Alcohol				
Use or Possession of Marijuana				
Use or Possession of Other Drugs				
Drug Sales				
Driving under the influence				
Number Reported To School By School Staff/Law Enforcement				
Offense	<u>JUVENILES</u>		<u>ADULTS</u>	
	Arrests	Informal Handling	Arrests	Informal Handling
Use or Possession of Alcohol				
Use or Possession of Marijuana				
Use or Possession of Other Drugs				
Drug Sales				
Driving under the influence				

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROBLEM STATEMENT/TARGET AREA DESCRIPTION  
(use additional pages if needed)

## TARGET AREA DESCRIPTION

All projects must select a target area in which to concentrate the project's efforts. Include a description of the target area and an explanation of how and why a particular target area was chosen. Include in your description: population, socio-economic characteristics, school problem, drug crime problem in and around the target area, gang/drug relationship, and any other information which would assist a reviewer in understanding the nature of the target area.

Refer to the DSP guidelines for further detail on target areas.

	ALL SCHOOLS IN JOINT JURISDICTION OF CO-APPLICANTS		TARGETED SCHOOLS	
	Number of Schools	Students Enrolled*	Number of Schools	Students Enrolled
Elementary Schools	_____	_____	_____	_____
Middle Schools	_____	_____	_____	_____
High Schools	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

\*As submitted to the California Department of Education Basic Education Data System in October 1988.

## OFFICE OF CRIMINAL JUSTICE PLANNING

## PROJECT OBJECTIVES AND ACTIVITIES

INSTRUCTIONS: Under each required program component, complete mandatory objectives and provide additional objectives which relate to your individual project. Be specific when listing each objective and describing the activities relating to those objectives. Each additional objective relating to the individual project must specify the desired result in quantifiable terms. Each activity must discuss how the objectives will be accomplished, who will be providing the services, what existing resources will be used, etc. Use additional pages if necessary. Refer to the DSP Guidelines for a complete discussion of each required component.

PROGRAM COMPONENT #1 - Establishment of a Suppression of Drug Abuse in Schools Local Advisory Committee

A. Mandatory Objective and Activities

- 1) The Suppression of Drug Abuse in Schools Local Advisory Committee will meet \_\_\_\_\_ during the grant year.

(This objective refers to the county or city appointed committee)

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to your specific project. Use the same format as Section A above.)

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT OBJECTIVES AND ACTIVITIES

---

PROGRAM COMPONENT #2 - Drug Traffic Intervention ProgramA. Mandatory Objectives and Activities:

- 1) Juvenile arrests for the possession of drugs on or near all target area schools will increase \_\_\_\_ percent (from \_\_\_\_ to \_\_\_\_) by the end of the grant year.
- 2) Juvenile arrests for the sales of drugs on or near all target area schools will increase \_\_\_\_ percent (from \_\_\_\_ to \_\_\_\_) by the end of the grant year.
- 3) An officer will be present on the school campus a minimum of \_\_\_\_ hours per week, excluding classroom time.
- 4) By the end of the grant year, modifications to current school board policy regarding drug and alcohol use on campus will be completed and all school administrators, teachers, parents and students will be provided a copy.

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to your specific project. Use the same format as Section A above.)

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT OBJECTIVES AND ACTIVITIES

---

PROGRAM COMPONENT #3 - School and classroom oriented programsA. Mandatory Objectives and Activities:

- 1) Provide a substance abuse education program to a total of \_\_\_\_ elementary students, consisting of a \_\_\_\_ week core curriculum, \_\_\_\_ hours per week.
- 2) Provide a substance abuse education program to a total of \_\_\_\_ junior high and high school students, consisting of a \_\_\_\_ week core curriculum, \_\_\_\_ hours per week.
- 3) \_\_\_\_ hours of training in (name of curriculum) will be provided to \_\_\_\_ people.

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to y our specific project. Use the same format as Section A. above.)

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT OBJECTIVES AND ACTIVITIES

---

PROGRAM COMPONENT #4 - Family oriented programsA. Mandatory Objectives and Activities:

- 1) To conduct \_\_\_\_ parent education programs to increase an understanding of drugs and their effects to at least \_\_\_\_ participants.

Activities:

- 2) At least \_\_\_\_ percent of the parents/guardians of the students identified as high risk or having chronic drug abuse problems will participate in this workshop.

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to your specific project. Use the same format as Section A above.)

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT OBJECTIVES AND ACTIVITIES

---

PROGRAM COMPONENT #5 - Use of appropriate written and audio-visual aids for training of school and law enforcement staff for handling drug-related problems and offenses.

A. Mandatory Objective and Activities:

- 1) To provide \_\_\_\_ hours of inservice training to school administrators, school board members, teachers, school staff, law enforcement, etc., in recognizing the signs and symptoms of youth substance abuse and the need for a comprehensive drug prevention program.

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to your specific project. Use the same format as Section A above.)

## OFFICE OF CRIMINAL JUSTICE PLANNING

PROJECT OBJECTIVES AND ACTIVITIES

---

PROGRAM COMPONENT #6 - Development of a coordinated intervention system that identifies high risk juveniles or students with chronic drug abuse problems and facilitates their referral to an established intervention system or drug abuse treatment program.

A. Mandatory Objectives and Activities:

- 1) A minimum of \_\_\_\_ students identified as high risk or having chronic drug abuse problems will be referred through the established intervention system.

Activities: (Describe local definition of high risk/chronic used in referral process)

- 2) A minimum of \_\_\_\_ percent of the referred students will make contact with the treatment agencies.

Activities:

- 3) Of those students who make contact, \_\_\_\_ percent will complete the treatment program.

Activities:

- B. Project Objectives and Activities: (List additional objectives and supporting activities relating to your specific project. Use the same format as Section A above.)

OFFICE OF CRIMINAL JUSTICE PLANNING

ORGANIZATION CHART

---

INSTRUCTIONS: Provide an organization chart indicating the specific staff relationships within the project. In addition, describe the administrative responsibilities of DSP staff. Indicate the number of individuals at each level, both grant and non-grant funded.

---

## OFFICE OF CRIMINAL JUSTICE PLANNING

## WORKING RELATIONSHIPS

---

**INSTRUCTIONS:** Provide evidence that the project has a working relationship with other agencies necessary for the successful operation of the project. Explain the role each cooperating agency will play in the operation of the project. Jurisdictions receiving Senate Bill 110 funds (School Community Primary Prevention Program, jointly administered by the Department of Education and the Department of Alcohol and Drug Programs) and Federal Drug-Free Schools and Communities Act funds must detail how the proposed project and the existing activities will interface. Also highlight if applicable, coordination with the community's gang prevention and suppression activities. Letters and/or Memorandums of Understanding (MOUs) from cooperating agencies must be placed in the appendix detailing the degree of participation of each agency. A letter of support is required from the County Drug/Alcohol Program Administrator.

**NOTE:** All applicants must submit to OCJP a signed MOU between the targeted schools and law enforcement agencies regarding their specific responsibilities. Refer to Appendix D of the DSP Program Guidelines for the required contents.

---

1. Roles of Co-applicant Agencies (if appropriate refer to attached Memorandum of Understanding):
  - a. Law Enforcement:
  - b. School District:
2. Roles of County Drug/Alcohol Program Administrator: (Note: A letter of support is required)
3. Roles of Community gang prevention and suppression programs:
4. Roles of Community-Based Organizations:
5. Other:

OFFICE OF CRIMINAL JUSTICE PLANNING

STAFF TRAINING

---

INSTRUCTIONS: Describe the type of training and the name and position of the person to receive training. Explain why the proposed training is necessary.

---

## OFFICE OF CRIMINAL JUSTICE PLANNING

## WORK SCHEDULE

---

INSTRUCTIONS: Use a bar chart or time table to show the specific time schedule of each task described in the objectives and activities section and the planned completion date. Administrative tasks, such as the submission of required financial and progress reports, must also be indicated. Use additional pages if necessary.

---

OFFICE OF CRIMINAL JUSTICE PLANNING

EVALUATION/PROJECT ASSESSMENT

---

INSTRUCTIONS: The Project Director must sign below, indicating that the project will participate in the OCJP/DSP evaluation by complying with the requirements listed below:

---

1. Submit DSP quarterly progress reports.
2. Provide other data as required to meet OCJP requirements for legislative reporting.

Project Director \_\_\_\_\_

## OFFICE OF CRIMINAL JUSTICE PLANNING

## PLAN FOR ASSUMPTION OF COSTS

---

INSTRUCTIONS Each application must include a detailed plan for continuing their DSP project once state funds cease. The plan must include resource identification and planning for continued funding. Contacts may be made with, but not limited to, private industry, foundations, and city/county government, and/or service organizations. Strategies can include, but are not to be limited to, grantsmanship training, research of alternative funding sources and creating non-profit groups to sustain DSP activities.

---

PROPOSED AUDIT PLAN

Applicant: \_\_\_\_\_

A. The attached Audit Information has been reviewed and the project will have the required financial and compliance audit completed: (check appropriate box)

☐ On a grant-by-grant basis.

☐ As part of the agency-wide audit with OCJP grants detailed separately by supplemental information.

B. It is anticipated that the services will be obtained from:

\_\_\_\_\_  
(Name of Firm or Government Audit Organization)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Partner-in-Charge)

\_\_\_\_\_  
(Telephone Number)

C. It is estimated that the required audit report will be submitted to the OCJP Audit Division on:

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

\_\_\_\_\_  
Signature-Financial Officer

OCJP USE ONLY:

Grant Award No. \_\_\_\_\_

Input Date \_\_\_\_\_

AS \_\_\_\_\_

RC \_\_\_\_\_

GS \_\_\_\_\_

#### AUDIT INFORMATION

- 1) Grant recipients will arrange for a financial and compliance audit in accordance with OCJP policy, and if applicable, with the Single Audit Act of 1984 (OMB Circular A-128). Failure to comply with this requirement may result in the withholding of grant funds or termination of the grant award agreement.
- 2) Audits must be conducted at the conclusion of the project year. However, the OCJP audit may be included in the grantee agency-wide audit if the details of the specific OCJP grant(s) are shown separately by supplemental information.
- 3) Audits will be conducted by qualified state or local government auditors or independent public accountants licensed by the State of California in accordance with the financial and compliance audit requirements of the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions published by the United States General Accounting Office (revised 1981).
- 4) Audits will be completed no later than six months after the close of the grant period unless a time extension is preapproved by OCJP. All grant recipients will submit the completed audit report to the OCJP Audits Division for review.
- 5) OCJP or its representatives will have access to all audit reports, audit working papers, correspondence or other documents related to the audit reports. OCJP performs quality control reviews of working papers of randomly selected grant recipients.
- 6) Payment by the grant recipient for audits may be made upon receipt of audit reports and invoices from the auditors conducting the audit.
- 7) Audit programs will be provided by the OCJP Audits Division upon request of the project auditor.
- 8) OCJP reserves the right to perform audit examinations of any OCJP grant award.

OFFICE OF CRIMINAL JUSTICE PLANNING

CERTIFICATION FOR TWO-MONTH ADVANCE  
OF GRANT FUNDS

NOTE: TO RECEIVE FUNDS, A COMPLETED MONTHLY REPORT OF EXPENDITURES AND  
REQUEST FOR FUNDS (OCJP 201) MUST BE SUBMITTED TO OCJP.

Grantee: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Implementing Agency (if applicable): \_\_\_\_\_

By signing below, the chief executive of the implementing agency and the  
financial officer certify that the project requesting a two-month advance of  
grant funds:

1. Does not have a reserve or contingency account equal to two months of  
grant funds; and
2. Is currently unable to pay its outstanding debts and obligations.

The project is:

- ☐ a city government agency
- ☐ a county government agency
- ☐ a private nonprofit agency
- ☐ a public school district

Signatures:

\_\_\_\_\_  
Chief Executive

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

OCJP 202  
7/1/87

## APPENDICES

**APPENDIX A**

**Glossary of Terms**

## GLOSSARY OF TERMS

Activity	Refers to the specific steps or actions that a project takes to achieve a measurable objective.
Agency	Refers to an organization submitting a proposal to implement a project under this program.
Applicant/ Grantee	This is a local unit of government or a nonprofit organization which submits a proposal to OCJP for this program. The applicant becomes the grantee if the proposal is selected for funding.
Control Center File	The official project file kept in the OCJP Control Center.
Grant Award	Refers to the agreement between OCJP and the project receiving funding. A grant award is a proposal which has been selected for funding. The grant award establishes the final agreement between OCJP and the grant project. May also refer to the amount of grant funding.
Guidelines	Refers to the Program Guidelines which provides general information concerning the programmatic and administrative requirements.
Objective	A quantitative measurement of the implementation of a strategy.
Program	As the result of federal or state legislation, funds are appropriated to OCJP to administer and provide funding for a specific type of project.
Project	Refers to the local efforts conducted by an OCJP funded agency or group of agencies implementing the provisions of the grant award.
Proposal	The application packet submitted to OCJP which specifies the priorities, strategies and objectives of the applicant. The proposal (with possible modifications) becomes the grant award if selected for funding.
Quarterly Progress Report	A mandatory report submitted to OCJP by the project each quarter of the grant year. The QPR details statistical data and discusses activities performed to achieve the project objectives.
RFP	The Request-for-Proposals issued by OCJP to solicit proposals for the program.

## APPENDIX B

### Enterprise Zones and Employment Incentive Areas

# ENTERPRISE ZONE CONTACTS

COMMUNITY/CONTACT	TELEPHONE	ADDRESS
AGUA MANSA Riverside County	(714) 788-9770	Dept. of Economic and Community Development, P.O. Box 1180 3499 10th Street Riverside, CA 92502
San Bernardino County	(714) 387-4573	Dept. of Housing and Community Development 474 W. 5th Street San Bernardino, CA 92415-0040
CALEXICO	(619) 357-0981	City of Calexico 408 Heber Avenue Calexico, CA 92231
EUREKA	(707) 443-7331	City of Eureka 531 K Street Eureka, CA 95501-1165
FRESNO	(209) 488-4503	City of Fresno 2300 Tulare Street, Ste. 210 Fresno, CA 93721
LOS ANGELES, Central City	(213) 485-0722	City of Los Angeles Community Development Department 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
PACOIMA	(213) 485-2956	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
PORTERVILLE	(209) 784-1400 Ext. 466	City of Porterville City Manager 291 N. Main Street Porterville, CA 93258
SAN DIEGO	(619) 236-6089	City of San Diego 1200 3rd Avenue, Ste 1620 San Diego, CA 92101
SAN JOSE	(408) 277-5823	City of San Jose 101 Park Center Plaza, Ste.1100 San Jose, CA 95113
YUBA/SUTTER	(916) 741-6463 or (916) 741-6280	Yuba County Airport & Industrial Development Department 1482-A Sky Harbor Drive Marysville, CA 95901

# EMPLOYMENT INCENTIVE AREA CONTACTS

COMMUNITY/CONTACT	TELEPHONE	ADDRESS
BAKERSFIELD/KERN Kern County	(805) 861-2041	Community Development Program Dept. 1415-18th Street, 2nd Floor Bakersfield, CA 93301
City of Bakersfield	(805) 326-3765	Economic Development/Redevelopment Division 1501 Truxtun Avenue Bakersfield, CA 93301
LOS ANGELES, EASE AREA	(213) 485-2956	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, Watts	(213) 725-7361	Community Development Commission County of Los Angeles 1436 Goodrich Boulevard Commerce, CA 90022
PITTSBURG	(415) 439-3505	City of Pittsburg 340 Marina Blvd. Pittsburg, CA 94565
SACRAMENTO	(916) 440-1355	Sacramento Housing and Redevelopment Agency 630 I Street Sacramento, CA 95814
WEST SACRAMENTO	(916) 373-5800	City of West Sacramento 2101 Stone Blvd., Ste. 205 West Sacramento, CA 95691

DATE:

TO: Office of Criminal Justice Planning

FROM: Community Contact  
Enterprise Zone/Employment Incentive Area Program

SUBJECT: PREFERENCE POINTS

(check only one box)

- ☐ (5%) The applicant named below has targeted this enterprise zone/employment incentive area for grant related activities.
- ☐ (2%) The applicant named below has not specifically targeted this enterprise zone/employment incentive area for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Program Zone/Area: \_\_\_\_\_

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code Section 7093.

\_\_\_\_\_  
Print name of community contact

\_\_\_\_\_  
Signature of community contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

## APPENDIX C

### Sample Resolution

SAMPLE RESOLUTION

RESOLUTION OF THE GOVERNING BOARD

WHEREAS the (1) (applicant) desires to undertake a certain project designated (2) (project title) to be funded in part from funds made available through the \_\_\_\_\_ Program administered by the Office of Criminal Justice Planning (hereafter referred to as OCJP).

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (County/City or Organization) is authorized, on its behalf to submit the attached proposal to OCJP and is authorized to execute on behalf of (5) (Governing Board) the attached Grant Award Agreement including any extensions or amendments thereof.

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP and that the cash match will be appropriated as required.

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility for any such liability.

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

I hereby certify that the foregoing is a true copy of the resolution adopted by the (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Noes:

Absent:

Signature: (10) \_\_\_\_\_ Date: (11) \_\_\_\_\_

Typed Name and Title: (12) \_\_\_\_\_

ATTEST: Signature: (13) \_\_\_\_\_ Date: (14) \_\_\_\_\_

Typed Name and Title: (15) \_\_\_\_\_

NOTE: The format of the resolution need not be an exact copy, but must include all of the elements contained in the above sample if required by the RFP.

## INSTRUCTIONS

### SAMPLE RESOLUTION

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Grant Proposal/Award Face Sheet (Form A301).
- (3) Enter the full title of the administrator or executive who is authorized to submit the proposal.
- (4) Enter the full title of the organization that will submit the proposal.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council (See item (10)).
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.

**APPENDIX D**

**State Travel Policies for Budgeting Proposals**

## STATE TRAVEL POLICIES FOR BUDGETING PROPOSALS

### A. TRAVEL COSTS

Costs for the use of commercial air carriers and private vehicles may be budgeted. Air travel must be coach. Private vehicle use may be budgeted up to 21 cents per mile. Travel must be by the least expensive means.

### B. PER DIEM COSTS

The maximum per diem rates are as follows:

	<u>Statewide</u>	<u>High Cost Area</u>
Lodging	\$ 53.00	\$ 71.00 (with receipt)
Breakfast	4.00	5.00
Lunch (Only if travel exceeds 24 hrs.)	7.50	8.50
Dinner	13.50	15.50
Incidental (Only if travel exceeds 24 hours)	<u>4.00</u>	<u>4.00</u>
	\$ 82.00	\$104.00

Meals may be reimbursed as follows:

Breakfast	Travel must begin <i>at or before</i> 6:00 a.m. Reimbursement is not allowed if travel ends before 6:00 a.m.
Lunch	Travel must exceed a full 24-hours before lunch is allowable.
Dinner	Travel must begin <i>at or before</i> 7:00 p.m. Reimbursement is not allowed if travel ends before 7:00 p.m.

The higher lodging rate is an allowable budget item if the applicant anticipates staying in a hotel in one of the following zip code areas:

Anaheim	- 92802, 92805
Burbank	- 91601
Costa Mesa	- 92626
Irvine	- 92714, 92715
Newport Beach	- 92660, 92663
San Francisco	- 94102-94106, 94107-94112, 94114-94118, 94121-94124, 94127, 94129, 94131-94134, 94030, 94080, 94010, 94128
Oakland	- 94606, 94607, 94608, 94621
San Jose	- 95110, 95112, 95113, 95121, 95131
Monterey	- 93940
Los Angeles	- 90004-90010, 90012-90015, 90017, 90019-90021, 90024, 90025, 90028, 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049, 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212, 90230, 90245, 90292
Long Beach	- 90801, 90802, 90803, 90804, 90815
Santa Barbara	- 93101, 93105, 93108, 93110, 93117
San Diego	- 92101, 92103, 92106, 92108, 92109, 92110

### C. OTHER

Costs for car rental may be budgeted with supporting justification. Taxi, tolls and parking costs also may be budgeted.

**APPENDIX E**

**Out-of-State Travel Request**

GRANT # \_\_\_\_\_

OFFICE OF CRIMINAL JUSTICE PLANNING  
OUT-OF-STATE TRAVEL REQUEST

1. Grantee Name: \_\_\_\_\_  
Project Director: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_
2. Traveler: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_
3. Purpose:      ☐ Conference      ☐ Meeting      ☐ Other (Specify) \_\_\_\_\_
4. Date(s): \_\_\_\_\_ 5. Location: \_\_\_\_\_
6. Narrative Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there is a flier, brochure or supporting information attach it to this request.

7. Requesting:
- ☐ Transportation Costs Not to Exceed \$ \_\_\_\_\_
- ☐ Per Diem Costs Not to Exceed \$ \_\_\_\_\_
- ☐ Salary and Benefit Costs Not to Exceed \$ \_\_\_\_\_
8. Address each of these issues as an attachment:
- A. What benefits are to be gained by the State of California?
- B. Why is the travel necessary?
- C. How does this trip specifically relate to the funded project and how will it significantly improve the project's effectiveness?
9. I hereby certify that other funds are not available for this travel.

\_\_\_\_\_  
Signature Chief Executive      Date

FOR OCJP USE ONLY

Recommendation

Approve

Disapprove

☐☐

\_\_\_\_\_  
Program Branch Chief

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
Deputy Director of Programs

\_\_\_\_\_  
Date

**APPENDIX F**

**RATING FORM**

OFFICE OF CRIMINAL JUSTICE PLANNING  
SUPPRESSION OF DRUG ABUSE IN SCHOOLS PROGRAM  
1989/90 Funding  
RFP Rating Form  
1st Year Project

Applicant \_\_\_\_\_ Funds Requested \_\_\_\_\_

Rater \_\_\_\_\_

Total Score \_\_\_\_\_

Eligibility Criteria

Is the applicant a coordinating Law Enforcement Agency and School District? No Yes

Has the application been reviewed and approved by the Suppression of Drug Abuse in Schools Local Advisory Committee? No Yes

Does the applicant agree to provide a 25% local cash match? No Yes

Has the applicant addressed each of the required program components and mandatory objectives? No Yes

Has the applicant selected a target area? No Yes

(A "NO" for any of the above will disqualify the applicant.)

Technical Compliance

Four signed Grant Proposal/Award Face Sheets No Yes

Resolution of Support No Yes

Assurance of Compliance No Yes

Project Summary No Yes

Project Budget No Yes

Enterprise Zone Compliance No Yes

1. Budget (Maximum Points = 20)

a. How reasonable is the budget, considering the extent of the problem and the proposed activities?

0 3 5 7 10

b. How cost effective is the project?

0 3 5 7 10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

2. Summary of Prior Experience (Maximum Points = 10)

How well does the applicant describe their involvement in and commitment to drug prevention, suppression and treatment activities?

0 3 5 7 10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

3. Problem Statement/Target Area (Maximum Points = 45)

a. To what degree is the problem identified?

0 3 5 7 10

b. To what degree are complete statistics provided?

0 3 5

c. To what degree does the applicant discuss the impact grant funds will have on the problem?

0 3 5 7 10

d. Does the applicant show a correlation between gangs, drugs, and other high risk activity?

0 3 5 7 10

e. How well is the target area defined? (e.g., number of schools, population of students, geographic boundaries, crime rate, etc.)

0 3 5 7 10

Comments: \_\_\_\_\_

4. Project Objectives and Activities (Maximum Points = 45)

Program Component #1 (Advisory Committee)

Are the mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

Program Component #2 (Law Enforcement Suppression)

Are the mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

Program Component #3 (School Programs)

Are the mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

5. Organization Chart (Maximum Points = 10)

How well does the chart indicate the specific relationships within the project?

0 3 5

How well are the administrative responsibilities described?

0 3 5

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

6. Working Relationships (Maximum Points = 30)

Does the applicant demonstrate an effective MOU between the targeted schools and law enforcement agencies?

0 3 5 7 10

Did the applicant include a letter demonstrating support and interaction with the county drug/alcohol administrator?

0 3 5

Does the applicant demonstrate effective working relationships with other agencies?

0 3 5

Does the applicant describe the coordination with community gang prevention and suppression activities?

0 3 5 7 10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

7. Staff Training (Maximum Points = 5)

Does the applicant identify and describe the training to be given to project staff during the course of the project?

0 3 5

Comments: \_\_\_\_\_

8. Work Schedule (Maximum Points = 5)

Is a specific and realistic time schedule planned for proposed activities to insure the systematic achievement of stated objectives?

0 3 5

Comments: \_\_\_\_\_

Program Component #4 (Family Programs)

Are the mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

Program Component #5 (Written and Audio Visual Aids)

Are the mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

Program Component #6 (Coordinated Intervention System)

Are mandatory objectives addressed?	0	3	5		
Are the project specific objectives stated in measurable/quantifiable terms?	0	3	5		
To what degree are the objectives supported by their corresponding activities?	0	3	5	7	10
To what degree do the objectives relate to the identified problem?	0	3	5	7	10

Total: \_\_\_\_\_

Comments: \_\_\_\_\_

9. Project Assessment (Maximum Points = 3)

Is the page signed by the project director? 0 3

Comments: \_\_\_\_\_

10. Plan for Assumption of Costs (Maximum Points = 10)

Is there a viable plan for assumption of costs? 0 3 5 7 10

Comments: \_\_\_\_\_

SUMMARY OF POINTS  
(Final Score = 738 Points Maximum)

	<u>Raw Score</u>	<u>Weight Factor</u>	<u>Final Score</u>	<u>Possible Score</u>
1. Budget (20)	_____	<u>3</u>	_____	<u>60</u>
2. Summary of Prior Experience (10)	_____	<u>2</u>	_____	<u>20</u>
3. Problem Statement/Target Area (45)	_____	<u>4</u>	_____	<u>180</u>
4. Project Objectives and Activities (150)				
Component #1 (25)	_____	<u>1</u>	_____	<u>25</u>
Component #2 (25)	_____	<u>2</u>	_____	<u>50</u>
Component #3 (25)	_____	<u>2</u>	_____	<u>50</u>
Component #4 (25)	_____	<u>2</u>	_____	<u>50</u>
Component #5 (25)	_____	<u>2</u>	_____	<u>50</u>
Component #6 (25)	_____	<u>2</u>	_____	<u>50</u>
5. Organization Chart (10)	_____	<u>1</u>	_____	<u>10</u>
6. Working Relationships (30)	_____	<u>5</u>	_____	<u>150</u>
7. Staff Training (5)	_____	<u>1</u>	_____	<u>5</u>
8. Work Schedule (5)	_____	<u>1</u>	_____	<u>5</u>
9. Evaluation/Project Assessment (3)	_____	<u>1</u>	_____	<u>3</u>
10. Plan for Assumption of Costs (10)	_____	<u>3</u>	_____	<u>30</u>
Total	_____	_____	_____	<u>738</u>