

GUN VIOLENCE REDUCTION PROGRAM
FISCAL YEAR 2021-22
REQUEST FOR PROPOSAL
DOJ-GVRP-2021-22-1



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Attorney General

OFFICE OF THE ATTORNEY GENERAL

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GENERAL INFORMATION

A. Introduction

This Request for Proposal (RFP) relates to the Gun Violence Reduction Program and furnishes grant applicants with the following:

- Information about procedures for preparing and submitting grant proposals
- Information about the selection process
- A proposal template

Information must be provided as directed. This includes following all instructions, using specific 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.

Once an RFP is issued, staff in the California Department of Justice (Department) may promote the Gun Violence Reduction Program in general terms and may answer technical questions about the RFP and Grantee Handbook, but may not assist applicants with the preparation of their proposals. Individuals who will serve on the Department's Merits Review Committee shall be insulated so that they do not comment on the grant program to any applicant or potential applicant, or respond to questions about the RFP or Grantee Handbook asked by any applicant or potential applicant.

Questions regarding this grant can be directed to:

Program Manager
California Department of Justice
Gun Violence Reduction Program
GVRPGrantRFP@doj.ca.gov

B. Submission of Proposals

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:

DATE: FRIDAY, NOVEMBER 5, 2021

Mailed proposals must be submitted in an envelope to:

**California Department of Justice
Division of Operations
Gun Violence Reduction Program: PROPOSALS
P.O. Box 160167
Sacramento, CA 95816-9998**

Alternatively, proposals may be submitted via email to GVRPGrantRFP@doj.ca.gov. Email submissions must be received by 11:59 p.m. on the due date noted above. The subject line for email submissions must include the following information:

“GVRP_RFP_PROPOSAL_21-22_[Agency Name]”

All proposals are time stamped upon receipt by the Department. Proposals received after the deadline shall not be eligible for consideration. It is the responsibility of the applicant to ensure that the proposal is postmarked or received by the specified deadline. The Department will not be responsible for late delivery of a proposal due to mistakes or delays of the applicant or the carrier used by the applicant.

The Department will not notify applicants regarding omissions or accept any late additions to the proposals. All proposals will be rated solely on the timely-submitted content.

All grant applicants must strictly adhere to the following:

- Each proposal must be completed by the applicant in its entirety. Templates for each section are included and must be utilized.
- Proposals must be typed or computer-generated using the application template provided. Font size shall not be modified.
- When submitting via hard copy, one (1) original and four (4) copies of the proposal must be submitted.
- When submitting via hard copy, the original and each copy of the proposal must be assembled separately and individually fastened in the upper left-hand corner.

If the applicant does not adhere to the items listed above, the Department may disqualify the proposal.

C. Funding Priorities and Duration

The DOJ Gun Violence Reduction application process is competitive. To best fulfill its purposes, grants shall be made on a competitive basis to agencies based on, and subject to, the following criteria:

- (1) priority shall be given to counties with the highest per capita population of armed prohibited persons residing in the county;
- (2) priority shall be given to counties that do not have a Department of Justice Bureau of Firearms field office within their boundaries;
- (3) priority shall be given to proposals that include innovative techniques or approaches to prohibited persons investigations and seizures that differ from existing efforts by the Department, other law enforcement agencies, or other grant applicants;
- (4) priority shall be given to proposals that include integration of prohibited persons investigations and seizure operations into existing patrol and investigatory functions; and
- (5) priority shall be given to proposals that demonstrate the greatest likelihood of firearm and ammunition seizures from persons who are prohibited from possessing them.

Grant funds shall be available for expenditure for two years from the award date.

D. Resolution from Governing Body

Applicants selected for funding must obtain a resolution of the applicant's governing body authorizing the applicant to accept the award.

E. Proposal Components

The original and each copy of the proposal must contain the following required components in the order listed below. Templates for the proposal are provided and must be utilized.

- Proposal Template
- Budget Detail Spreadsheet
- Payee Data Record (STD 204)

Failure to include all required information will result in the rejection of the proposal. The Department will not advise applicants that their proposal is incomplete prior to its rejection.

F. Eligibility Criteria

In accordance with the State Budget Act, any county sheriff's department within the State of California is eligible to receive funds.

G. Evaluation Criteria

In accordance with the State Budget Act, funds will be awarded to applicants on a competitive basis to agencies based on, and subject to, the following criteria:

- 1) Priority shall be given to counties with the highest per capita population of armed prohibited persons residing in the county;
- 2) Priority shall be given to counties that do not have a Department of Justice Bureau of Firearms field office within their boundaries;
- 3) Priority shall be given to proposals that include innovative techniques or approaches to prohibited persons investigations and seizures that differ from existing efforts by the Department, other law enforcement agencies, or other grant applicants;
- 4) Priority shall be given to proposals that include integration of prohibited persons investigations and seizure operations into existing patrol and investigatory functions; and
- 5) Priority shall be given to proposals that demonstrate the greatest likelihood of firearm and ammunition seizures from persons who are prohibited from possessing them.

PREPARING PROPOSALS

A. General

When completed, the following documents become the proposal to be submitted to the Department for consideration: Proposal Template, STD 204, and Budget Detail Sheet. The templates are attached to this RFP and must be used.

B. Cover Sheet

The Proposal Cover Sheet is the cover page for the Proposal Template and must contain signatures of those authorized to submit a grant application on behalf of the requesting agency. The Proposal Cover Sheet must be filled out in its entirety.

C. Scope of Work

The Scope of Work is the main body of information, which describes the applicant's proposed use of funding to conduct activities related to the seizure of weapons and ammunition from persons who are prohibited from possessing them, including efforts based upon entries in the Department's Armed Prohibited Persons System (APPS).

When preparing the proposal, utilize the template provided and address each of the following five areas.

- i. Summary – Description of Request
Information in this section must explicitly address the following components.

Description	Describe agency mission, agency size, structure and staffing.
Funding Requested	Dollar amount requested (Minimum of \$250,000; Maximum of \$1,000,000. The amount should exactly match the total from the Budget Detail document.
Funding Duration	24 months

ii. County Data

Geographic Area to be Served	Include population data, relevant demographic and socio-economic characteristics of the community.
Population	Population of the county.
APPS Entries	Number of APPS entries within the county, as indicated in the CLEW database.
APPS per Capita	Per capita calculation of armed prohibited persons residing within their boundaries.

iii. Project Description - Describe the goals and objectives of the proposed project

Measurable Outcomes	Clearly defined and measurable objective for closing entries in APPS and reducing the number of registered firearms in the possession of prohibited persons.
Goals for Existing Activities	Describe how the applicant proposes to use the grant funds to enhance existing law enforcement activities.
Goals for New Activities	Describe how the applicant proposes to use the grant funds for new law enforcement activities, including any innovative techniques or approaches.

iv. Budget – The Budget Detail Sheet has been developed to assist applicants with describing all costs associated with this application. The Budget Detail Sheet will be included for review by the Merit Review Committee as part of the proposal.

Budget Detail Sheet	This Excel worksheet must clearly describe all expenditures the applicant wishes to fund under this grant. All project costs must be reasonable and directly related to the objectives and activities of the project.
Travel	All travel-related expenditures are subject to State rates, rules, and regulations. These can be found at: http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx . Rates are subject to change without notice.

SELECTION OF PROPOSALS FOR FUNDING

A. Administrative Review

All grant applications will be reviewed upon submission to the Department to ensure that all requirements are met under Sections I and II. This administrative review will render a pass/fail score.

B. Merits Review

All grant applications that pass the administrative review will move forward to the merit review. The Merits Review Committee will be comprised of five individuals selected by the Attorney General or his designee, to read, evaluate, and rate all proposals that pass administrative review.

The committee will consist of a senior member of Department's policy staff, two members of the Division of Law Enforcement, a member of Department's Budget Office staff, and a member of Department's Government Law Section. The committee will receive instruction, as set forth below, regarding scoring, and each member will make a written declaration, prior to reviewing any proposal, regarding the confidentiality of the procedure and attesting to the absence of a conflict of interest.

The committee members will score each application that passes administrative review. The initial assessment will be whether or not the proposed project is within the scope of the Gun Violence Reduction Program. If the project is within the scope, it will be scored according to the following criteria: (1) per capita population of armed prohibited persons residing in the county; (2) description of the proposed project and its goals; (3) the capacity of the applicant to achieve the goals. The committee members may score based on individual review of the proposals, discussion with other members of the committee, or a combination. A committee member may ask Department staff for additional information relevant to scoring an application and staff may provide this information; such information shall be provided to all committee members.

More information about the evaluation criteria is contained in the Grantee Handbook.

C. Selection

The Merits Review Committee's recommendations for funding will be submitted to the Attorney General for final selection.

PROCESSING AND FINALIZING GRANT AWARDS

A. Processing of Grant Award

- i. The following are the steps the Department will take in processing grant proposals and awards:
 - a. Department receives proposals and supporting documentation.
 - b. Department performs administrative review.
 - c. Merits Review Committee reads and evaluates proposals.
 - d. Merits Review Committee submits scoring and recommendations to Department staff. Staff submit the results of the administrative review, and the scoring and recommendations of the Merits Review Committee to the Attorney General for approval.
 - e. Attorney General approves or modifies final recommendations.
 - f. Department sends selection notification letters to all applicants, successful and unsuccessful.
 - g. Department finalizes grant and ensures all necessary documentation is in place.
 - h. Department requests funding distribution from the State Controller's Office.

B. Scope of Work Funded

Applicants selected for funding must retain a copy of this RFP and the Grantee Handbook because these materials set forth the requirements for the entire grant award period. The grant award is based on this RFP, the Grantee Handbook, the proposal and all documents referenced therein, and any other documents duly incorporated.

SAMPLE GOALS AND OBJECTIVES

The APPS database contains information on firearms purchased or registered in California and the owners of those firearms. Consistent with legislative mandates, the database is the result of records and information originating from Dealer Records of Sale (DROS) (firearms purchases/transfers through a California firearm dealer), various firearm ownership self-reporting forms, and assault weapon registrations. Combined, those records represent all individuals who purchased or transferred firearms legally within California and all known firearms associated with those individuals. Individuals are moved to the Armed and Prohibited File within the APPS database when they have subsequently become prohibited.

Armed and prohibited individuals, while the primary focus of the DOJ's enforcement efforts, are a subset representing less than one percent of the APPS database. As of January 1, 2021, there were 2,999,872 known firearm owners in APPS, of which 23,598 are prohibited from owning firearms. The Department encourages applicants to consider innovative strategies to reduce the amount of armed and prohibited subjects in their areas of responsibility.

The Department provides the following sample goals and objectives to help guide applicants and provide ideas upon which to build. Applicants may incorporate goals and objectives to help solve local problems, specifically. The Department also encourages applicants to develop their own strategies for addressing local issues pertaining to APPS individuals. Other resources applicants may find helpful include the California Department of Justice, Bureau of Firearms website; <https://oag.ca.gov/firearms>.

- Identify and target subjects immediately as they become prohibited from owning or possessing firearms, ammunition, or magazines, i.e. at the time of conviction, a court order being served, probation orders, etc.
- Conduct probation and/or parole compliance checks on APPS individuals within their specific area of responsibility.
- Conduct enforcement operations with the BOF.
- Collaborate with the BOF to remove subjects from the APPS database. For example, support enforcement activities with BOF's Special Agents, in the capacity of transportation of subjects, complete lost or stolen firearms reports, residential searches, etc.
- Increase communications with the local court and prosecution offices in an attempt to have APPS individuals surrender their firearms and ammunition upon when the individuals become prohibited during court proceedings.
- Develop and implement a multi-agency task force and/or a multi-jurisdiction task force to address APPS individuals within their area of responsibility.
- Develop and implement a policy that ensures firearms are entered into the Automated Firearms System (AFS).

- Prepare written reports (i.e. criminal reports of lost or stolen firearm reports) and statistical reports (i.e. number of APPS individuals contacted, subjects' pertinent information, firearms seized, ammunition seized, etc.).
- If the applicant does not have a CLEW account established, the applicant will apply for a CLEW account through the CA-DOJ.