



## REQUEST FOR PROPOSAL

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The California Governor's Office of Emergency Services (Cal OES), State Threat Assessment Center (STAC), is soliciting applications for the following program:

### **CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (CCSS) PROGRAM**

Release Date: January 12, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds.

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The "California Comprehensive School Security" (CCSS) Program is meant to assist local school districts in identifying and addressing the needs or gaps in school violence prevention and intervention.

#### **Eligibility:**

The Office of Education for a rural area or small county with a population of 100,000 or less.

#### **Performance Period:**

April 1, 2021 – June 30, 2022

#### **Available Funding:**

Individual Applicants may request up to \$150,000

#### **Submission Deadline:**

Monday, February 15, 2021



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 636-2941 TELEPHONE

[CalOES Website](#)

# CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (CCSS) PROGRAM

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**PART I – OVERVIEW**

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- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINES AND OPTIONS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAM INFORMATION
- 

A. PUBLIC RECORDS ACT NOTICE

Grant proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Tina DeRungs, Comprehensive School Security Coordinator  
[Christina.Derungs@caloes.ca.gov](mailto:Christina.Derungs@caloes.ca.gov)

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and due date.

C. SUBMISSION DEADLINE AND OPTIONS

One proposal must be delivered to Cal OES by 5:00 PM on Monday, February 15, 2021. Submission options are:

- Emailed to: [Christina.DeRungs@caloes.ca.gov](mailto:Christina.DeRungs@caloes.ca.gov)

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- Postmarked or hand-delivered to the address below:

California Governor's Office of Emergency Services  
State Threat Assessment Center  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Tina DeRungs, Comprehensive School Security Coordinator, STAC

### D. ELIGIBILITY

To be eligible to receive funds, the entity must:

1. Be a County Office of Education for a rural area or small county with a population of 100,000 or less. Each County Office of Education will identify select elementary, middle and/or high schools within their area of authority to implement the pilot projects.
2. Applicants applying for programs supported with federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the Application due date. [Check SAM status.](#)

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

### E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2021 – June 30, 2022.

### F. FUNDS

There is up to \$150,000 of federal funds available for one Applicant for the 15-month Grant Subaward performance period. A 25 percent match of the total project cost (\$50,000) is required for each applicant.

1. Source of Funds

The Program is supported through the U.S. Department of Justice (DOJ) Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) Students, Teachers, and Officers Preventing (STOP) School Violence Grant to support State and local jurisdictions in improving efforts to reduce violent crime in schools.

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### 2. Funding Amount

Applicants may apply for up to \$150,000, for the 15-month Grant Subaward performance period. This Program requires a cash and/or in-kind match equal to 25 percent of the total project cost. Please see the chart below for the breakdown of the fund source.

2020 STOP	MATCH	TOTAL PROJECT COST
\$150,000	\$50,00	\$200,000

### G. PROGRAM INFORMATION

#### 1. Background Information

The STOP School Violence Act of 2018 authorized BJA to manage a grant program that would support efforts by state and local units of government and federally-recognized Indian tribes to prevent and reduce school violence. Statutory Authority: Pub. L. 90-351 as amended by Pub. L. 115-141, 132 Stat 348, 1128-32; (generally codified at 34 USC 10551-56).

#### 2. Program Description

The STOP School Violence Act is designed to improve school security by providing students and teachers with the tools they need to recognize, respond quickly to, and prevent acts of violence. Through the creation and analysis of the three pilot projects, Cal OES STAC strives to develop a framework which proposes suitable guidance for conducting threat assessments, implementing safety plans, critical infrastructure enhancement, effective protocols for violence prevention and response, and developing multidisciplinary crisis intervention teams for schools in California's urban, suburban, and rural areas. Cal OES will conduct comprehensive evaluations of the three pilot projects to identify areas of effectiveness, lessons learned, and gaps; and use evaluation results to inform and drive statewide models for California's diverse educational communities. Please note: The urban and suburban counties have already been selected.

#### 3. Program Components

- a. Development and implementation or enhancement of Behavioral Threat Assessment and Management Teams.

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- b. Campus, building, and classroom vulnerability assessments completed by local fusion centers, school resource officers/other law enforcement, or district staff that provide options to achieve increased security awareness, preparedness for threats, and/or facility security.
  - c. Staff trainings and drills which may include, but are not be limited to:
    - i. Comprehensive School Security Plan Review
    - ii. Table-top exercises
    - iii. Drills run in coordination with local first responders
    - iv. The Department of Homeland Security (DHS) Science and Technology Directorate's (S&T) [Enhanced Dynamic Geo-Social Environment](#) (EDGE) virtual training platform
  - d. Development or enhancement of a staff assignment to coordinate and track prevention and preparedness efforts.
4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

There are five Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 <sup>st</sup> Report	April 1, 2021 – June 30, 2021	July 31, 2021
2 <sup>nd</sup> Report	July 1, 2021 – September 30, 2021	October 31, 2021
3 <sup>rd</sup> Report	October 1, 2021 – December 31, 2021	January 31, 2022
4 <sup>th</sup> Report	January 1, 2022 - March 31, 2022	April 30, 2022
Final Report	April 1, 2022-June 30, 2022	July 31, 2022

### 5. Disbursement of Funds

Requested funds will be reimbursed on a quarterly basis, once all documentation has been completed and approved by Cal OES.

**PART II – RFP INSTRUCTIONS**

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- A. FORMS
  - B. PROPOSAL COMPONENTS
  - C. BUDGET POLICIES
  - D. ADMINISTRATIVE REQUIREMENTS
- 

A. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Programmatic and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

B. PROPOSAL COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part V is included to ensure Applicants submit all [required components](#).

1. Grant Subaward Face Sheet (Cal OES Form 2-101)

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Grant Subaward Contact Information (Cal OES Form 2-102)

The Grant Subaward Contact Information form provides Cal OES will all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

The Grant Subaward Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES Form 2-104)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the City Council/Governing Board

5. Budget Pages (Cal OES Form 2-106b)

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the Grant Subaward
- Strict adherence to required and prohibited expenses

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- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position, cost and time spent on allowable activities for the Program (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant 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. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

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

employed full-time 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 1.5 clerical positions).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Additional information on Equipment can be found in *SRH Part 5*.

6. Budget Narrative (Cal OES Form 2-107)

A Budget Narrative is not required, however, Applicant must provide a detailed description of each line item within the Budget Pages.

7. Project Narrative (Cal OES Form 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Plan

In narrative form, address the following:

- 1) Proposed plan to establish or enhance Behavioral Threat Assessment and Management Teams.
- 2) Proposed method/s for conducting vulnerability assessments.
- 3) Proposed plan to conduct staff trainings and drills.
- 4) Current and future coordination of efforts with first responders.
- 5) The development or enhancement of a staff assignment that tracks and coordinates prevention and preparedness efforts.
- 6) Describe how you qualify as a rural area or small county

8. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients. Instructions are included on the form.

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### 9. Grant Subaward Service Area Information (Cal OES Form 2-154)

The Grant Subaward Service Area Information form identifies the counties, cities, and congressional districts served by the Grant Subaward. Instructions are included on the form.

### 10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

### 11. Additional Forms/Documents

The following are required only if applicable:

- Non-Competitive Bid Request Checklist (Cal OES Form 2-156)
- Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164)

## C. BUDGET POLICIES

All Budget line items must follow title 2 CRF.

## D. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

**PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD**

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- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
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A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal
- Consideration of priorities or geographical distribution specific to this RFP
- Prior negative administrative and programmatic performance, if applicable

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Conditions may be placed in the Grant Subaward

### 3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

The Project Narrative (Cal OES Form 2-107), Budget Narrative (Cal OES Form 2-108), and Budget Pages (Cal OES Form 2-106) for the top-ranked proposal may be posted on the Cal OES website.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

### 2. Grant Subaward Amounts

Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If this action is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

### 3. Standard Grant Subaward Funding Authority

Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

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Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

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**PART IV – RATING SHEET**

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Control # \_\_\_\_\_  
Rater # \_\_\_\_\_  
Applicant \_\_\_\_\_  
Funds Requested: \_\_\_\_\_

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<b><u>CATEGORY</u></b>	<b><u>TOTAL POINTS POSSIBLE</u></b>
1. BUDGET PAGES	<u>12</u>
2. PROJECT NARRATIVE	<u>72</u>
3. COMPREHENSIVE ASSESSMENT	<u>12</u>
<b>TOTAL</b>	<b><u>96</u></b>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

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	I	II	III	IV	V
<b>BUDGET PAGES</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
1) How well does the proposed Budget Pages support the objectives, cover the 15- month grant performance period, and describe the line-item details?					
<b>PROJECT NARRATIVE</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
1) Describe the portion of the narrative that included how Behavioral Threat Assessment and Management Teams will be established or enhanced.					
2) Describe the plan for completing campus, building, and classroom vulnerability assessments.					
3) Describe the plan for conducting staff trainings and drills.					
4) Describe your current and future proposed coordination of efforts with first responders.					
5) Describe the plan for the development or enhancement of a staff assignment to coordinate and track prevention and preparedness efforts					
6) Describe how you qualify as a rural area or small county.					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
1) How well does this proposal support the overall intent, goals, and purpose of the Program?					

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## PART V – CHECKLIST

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This checklist is provided to ensure that a complete application is submitted to Cal OES.

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE– ([Cal OES FORM 2-104](#)) Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106B](#))
- BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXPEMPTION REQUEST ([Cal OES FORM 2-164](#))