

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALGANG DATABASE PROJECT
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part IV.

The applicant must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

The narrative provides a detailed discussion of the type of program being implemented, developed, and/or expanded. The narrative further clarifies the applicant's perspective of the specific plan that will be used to address the continued operations of a reliable and secured statewide gang intelligence system, through appropriate, measurable and quantifiable objectives and supporting activities.

1. Problem Statement

The problem statement is the foundation of the project.

a. Description of the project.

Describe the fully operational CALGANG Database Project and any existing/proposed connectivity issues. Include specific program/system improvements that are needed. Fully define what will occur as a result of any proposed enhancements and how this will benefit law enforcement and ensure a safer California. This discussion should include information that the current project is devoted to the continued automation, accessibility, and legal retention of statewide gang intelligence information.

Identify each staff person that will have CALGANG project responsibilities, to include the name, position, title, qualifications and hours/schedule to be worked on the system. This description shall clarify and differentiate between those who will be grant funded for CALGANG, with staff who are not grant funded.

Identify the need and specifics for any contract services, to include the method of obtaining services, which is to be in compliance with the *Recipient Handbook* sections 4000 through 4910, and sections 5000-5400. Provide detailed information as to the

necessity for any contracted services to be produced from non-state services and/or employees. Provide specific details and a timetable of proposed services, including any required qualifications and/or certifications, and expected type and/or hours of service needs.

2. **Plan and Implementation**

Plan: Project Objectives and Activities (Limit to 2 pages per objective)

This section of the application describes the goals for each component of the CALGANG Database Project. Under each objective, describe the activities that will be implemented by the project and the projected results that will be achieved during the 12-month grant award period. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic. At a minimum, the following must be included:

Objective Number One: Coordination with the California Gang Node Advisory Committee (CGNAC) and CALGANG Executive Board (CEB).

Maintaining cooperative working partnerships in a statewide intelligence information system requires regular communications. Coordination among collaborative members to implement consistent and compatible data is necessary to share information and ensure the desired system development and outcomes are designed and implemented.

Narrative: Describe the efforts and role DOJ anticipates to utilize to accomplish continued communications between the CGNAC and CEB.

Activities: (List activities in narrative or bullet comment format)

Projected Goals: (List projected goal results in narrative or bullet comment format)

Coordination will be measured by the following activities:

- 1a. Provide a narrative of planned/implemented coordination and communications.
- 1b. Provide the number of proposed/attended CGNAC meetings to be attended.
- 1c. Submit the established Memorandums of Understanding (MOU) between DOJ and the node agencies.
- 1d. Provide the date each MOU was submitted by each regional node to DOJ.
 1. San Diego Police Department
 2. San Bernardino County Sheriff's Department
 3. Los Angeles County Sheriff's Department
 4. Los Angeles Police Department
 5. Orange County District Attorney's Office
 6. Kern County Sheriff's Department
 7. Santa Barbara Police Department
 8. Alameda County Sheriff's Department
 9. Fresno County Sheriff's Department
 10. San Jose Police Department

11. Sonoma County Sheriff's Department
12. California Youth Authority
13. California Department of Corrections

Objective Number Two: Utilization of the CALGANG system by the California law enforcement community.

To increase the effectiveness and utilization of the CALGANG system, all law enforcement agencies should be trained and capable of utilizing the system.

Narrative: Describe current accessibility and end user operations of the CALGANG system by the California law enforcement community. Provide information on all California law enforcement agencies having authority to use the CALGANG system. Describe training available to assist with the utilization of the CALGANG system.

Activities: (List activities in narrative or bullet comment format.)

Projected Goals: (List projected goal results in narrative or bullet comment format.)

Utilization of the CALGANG system will be measured by the following activities:

- 2a. Provide the number of California law enforcement agencies, which are authorized to use the CALGANG system to date.
- 2b. Provide a narrative summary of any and all outreach, training, presentations, etc. proposed by DOJ to increase the utilization of the CALGANG system.

Objective Number Three: System Use Analysis

The CALGANG project will provide supplementary system use analysis information.

Narrative: Provide information defining and describing a transactional inquiry. Include the number of transactional inquiries to the CALGANG system.

System use information analysis will be measured by the following activities:

- 3a. Number of transactional inquiries made to the CALGANG system._____.
- 3b. Percentage of change (increase or decrease) _____ of transactional inquiries between reporting periods (i.e., date of grant award to final progress report).
- 3c. Number of gang cases currently in the CALGANG system.
- 3d. Number of gang related suspects or associates currently in the CALGANG system.

Objective Number Four: Ensure maintenance of connectivity to the regional nodes and end users.

The continued connectivity and functionality of all regional nodes, and their associated activities, is essential for the overall success of the CALGANG Database Project. Without a

fully functioning and supportive database, end-users cannot utilize the CALGANG system to its full potential.

Narrative: Describe what support will be provided to regional nodes through funding, equipment and technical support. Describe the prioritization of expenditures to support end-users via the regional nodes, including equipment and technical support, support costs at the Department of Justice, and equipment purchases. Address any regional node connectivity issues to include training or other related needs. Provide a detailed time-line for all proposed equipment, activities, or support.

Activities: (List activities in narrative or bullet comment format)

Projected Goals: (List projected goal results in narrative or bullet comment format)

Maintenance and connectivity of regional nodes will be measured by the following activities:

- 4a. Describe your ability to provide necessary equipment and support to the CALGANG system at DOJ.
- 4b. Describe your ability to provide emergency equipment and support to DOJ and the regional nodes.
- 4c. Describe your ability to provide technical support to the regional nodes.
- 4d. Describe your ability to provide maintenance equipment to the regional nodes.

Objective Number Five: Intelligence Information Analysis

The CALGANG Database Project will maintain and provide gang intelligence information analysis.

Narrative: Provide detailed information for the gang intelligence information analysis to include the identification and tracking of individuals responsible for gang crimes and the number of identified individuals within the system. Provide additional information relating to the ability of the CALGANG system to provide law enforcement intelligence information to assist in an arrest or conviction.

Activities: (List activities in narrative or bullet comment format.)

Projected Goals: (List projected goal results for this goal in narrative or bullet comment format.)

Intelligence information analysis will be measured by the following activities:

- 5a. Number of individuals responsible or associated to gang crimes maintained within the CALGANG system.
- 5b. Narrative information describing criminal cases in which, the CALGANG system provided intelligence information, to assist in an arrest and/or conviction.

Implementation: Organizational Description.

Describe the implementing agency, including history, size, composition, and structure of the organization. Discuss the primary mission, philosophy, range, and focus of services and the organization's capacity to implement the project described.

b. Organizational Description.

Provide an organizational chart that reflects the relationships between the implementing agency and the project staff, including service providers. Within the organizational chart provide the physical address, telephone number, and e-mail/web site address of the project location for all grant operations.

At a minimum, the organizational chart will provide staff positions, to include the position title and employing agency of all grant-funded personnel. Clearly show the placement of the project staff and their programmatic responsibility. Titles of positions in the organizational chart must match those described in the project design, project objectives and activities, and budget sections. Identify positions that are grant funded, partially grant funded (with percentage), and not grant funded.

c. Coordination.

- List and describe the agencies with which the applicant proposes coordination. The discussion must be consistent with the mandated requirements and submitted in the memorandum of understanding/operational agreement (MOU/OAs).
- Provide a discussion of the plans for coordination as outlined in the MOU/OA with the agencies described.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including any qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and any unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part IV) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/ or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

1) **Salaries**

Personal services include all services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If

the applicant's 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. **Salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operational Expenses category.**

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).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures exclusive of personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Salaries for staff not directly employed by the applicant must be shown as Participating Staff or consultant costs under the Operating Expenses category. These costs must be supported by a Memorandum of Understanding (MOU) or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

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

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

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements (OA): OAs must be dated and contain original signatures, titles, and agency names for both parties. The OA must demonstrate a formal system of networking and coordination between other agencies and the applicant. Those OAs submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA.
- Project Contact Information;
- Project Summary;
- Additional Signature Authorization;
- Computers and Automated Systems Purchase Justification Guidelines;
- Project Service Area Information; and