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# Utah Commission on Criminal and Juvenile Justice Requests for Proposals

# Byrne State Crisis Intervention Programs Grant

Grant Period: July 1, 2024, to June 30, 2026

RFP Released: Friday, March 8, 2024

Proposals Due: Friday, April 12, 2024, 4:00pm

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State of Utah

Commission on Criminal and Juvenile Justice

Utah State Capitol Complex

Senate Office Building, Suite 330

P.O. Box 142330

Salt Lake City, Utah 84114-2330

[www.Justice.Utah.Gov](https://justice.utah.gov/)

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| ELIGIBILITY AND FUNDING SOURCES |

Maximum award $500,000 -BYRNE STATE CRISIS INTERVENTION PROGRAM (SCIP):

Qualified applicants can apply for up to $500,000. The minimum award under this program area will be $20,000. Multiple awards may be granted with this funding. Funds will be awarded on a competitive award process. Qualified applicants will be required to apply for funding each fiscal year.

**Crisis Intervention Program Projects – July 1, 2024 – June 30, 2026**

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence and save lives, and to make progress toward keeping guns out of dangerous hands. In signing the bill into law, the President noted that this historic act “invests in antiviolence programs that work — that work directly with the people who are most likely to commit these crimes or become victims of gun crimes.”

The Utah Commission on Criminal and Juvenile Justice was awarded $2,421,967.00 in Byrne State Crisis Intervention Program Formula funding. The funding will be primarily used for a competitive and open solicitation, along with a 40 percent portion to local governments.

Eligible applicants include:

* State of Utah agencies
* Units of local government
* Institutes of higher learning
* Behavioral Health
* Private and nonprofit neighborhood or community-based organizations

(For the purpose of Byrne SCIP, a “unit of local government” is a city, county, township, town, or certain federally recognized American Indian tribes.) The state of Utah has discretion on how the funds are passed through to units of local government, as informed by their Crisis Intervention Advisory Board, also known as the Utah Commission on Criminal and Juvenile Justice.

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| APPLICATION AND SUBMISSION REQUIREMENTS |

A completed grant application, with original signatures and required attachments, including properly executed signatory approval, are due by 4:00pm on Friday, April 12. Completed applications should either be emailed to the Program Manager, Morgan Williams at [mvwiliams@utah.gov](mailto:mvwiliams@utah.gov), or delivered to the office of the Commission on Criminal and Juvenile Justice at the address below. If applications are mailed, they must be received by close of business on Friday, April 12. No copies of the application are required, only the original application with original signatures and attachments. No preference will be taken in the delivery of the application.

**Commission on Criminal and Juvenile Justice**

**Attn: Morgan Williams**

**Utah State Capitol Complex**

**Senate Office Building, Suite 330**

**P.O. Box 142330**

**Salt Lake City, Utah 84114-2330**

**ALL Applications Due Date: Friday, April 12 at 4:00 PM**

**Late submissions will not be considered.**

The program contact for the SCIP program is Morgan Williams.

Email: [mvwilliams@utah.gov](mailto:mvwilliams@utah.gov). Phone: (801) 538-1088

**Crisis Intervention Projects**

**BYRNE STATE CRISIS INTERVENTION PROGRAM (BYRNE SCIP)**

**FEDERAL FISCAL YEAR 2022-2024**

**(Maximum Award $ 500,000)**

This Request for Proposals (“RFP”), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals ("RFP”) is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence. It is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

**RFP Response Checklist**:

* Application Narrative (maximum 15 pages)
* One-page summary of proposed program
* Completed Grant Application Page
* Completed Performance Measurements and Budget Narrative and Tables
* 2 Letters of Support
* Properly Executed Signatory Approval

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| PROJECT OVERVIEW |

**READ THIS ENTIRE RFP DOCUMENT PRIOR TO INITIATING THE RFP PROCESS**

The Office of Justice Programs is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Utah SCIP program aims to support strategic crisis interventions, evidence-based programs, and initiatives in three significant sectors: Specialized Court-Based Programs, Behavioral Health, and Law Enforcement-Based Programs.

State of Utah Crisis Intervention Program (SCIP) aims to significantly reduce gun violence and crime throughout the state of Utah through strategic funding of relevant initiatives and programs. Managed by the Utah Commission on Criminal and Juvenile Justice, the SCIP funds will be directed by the following goals:

* + - Preventing firearm related injuries and suicide throughout all 29 counties, with heightened priority focused on youth under the age of 18.
    - Provide training for crisis teams, hospitals, mental health professionals, schools, and first responders to high-risk individuals.
    - Improve safe storage of firearms, aiming to create a blueprint that can be evaluated, improved, and brought to scale statewide.
    - Specialized court-based programs such as drug, mental health, and veterans’ treatment courts, including those that specifically accept clients with firearm violations.
    - Funding for law enforcement agencies to safely secure, store, track, and return relinquished guns.

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| PROJECT DESCRIPTION |

CCJJ administers SCIP grant funds allocated by the U.S. Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance. The Utah SCIP grant program is administered by CCJJ and allocated to units of state and local government along with private non-profit and faith-based organizations throughout the state.

**BUDGET:**

The minimum award under this program area will be $20,000.

The maximum award under this program area will be $500,000. All costs must be reasonable and justified.

**MATCH REQUIREMENT:**

There is no match requirement for this program area.

**BUDGET DEVIATION ALLOWANCES:**

All budget and programmatic changes will require a formal amendment.

**REDUCING RACIAL AND ETHNIC DISPARITIES:**

The Racial and Ethnic Disparities (R.E.D.) Advisory Committee is a branch of the Utah Board of Juvenile Justice (UBJJ) that was created to help address the fourth core protection of the federal Juvenile Justice and Delinquency Prevention Act (JJDPA), which requires states to assess and address racial and ethnic disparities at key points (from arrest to confinement) in the youth justice system.   In addition, local R.E.D. Working Groups have been established in Salt Lake, Utah, and Weber counties as they currently have the highest concentrated youth of color.   R.E.D. Advisory Committee Members and Working Groups are comprised of juvenile justice practitioners, educators, and community-based leaders and advocates.   For additional information about reducing racial and ethnic disparity (R.E.D.), prospective applicants may contact the R.E.D. Coordinator, Alyssha Dairsow at adairsow@utah.gov.

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| REPORTING REQUIREMENTS AND DATA COLLECTION |

**REPORTING REQUIREMENTS:**

If this application is selected for a Byrne SCIP award, the requirements below must be followed. Failure to do so may cause your award to be suspended or revoked.

**PERFORMANCE/PROGRESS/PERFORMANCE MEASUREMENT TOOL (PMT) REPORTS:**

Progress reporting will take place no later than 20 days after the end of each quarter through the federal PMT system located at: http://www.bjaperformancetools.org. If applicable, another report (also due no later than 20 days after the end of each quarter) must be submitted and will include performance on implementation, activity, goals and objectives as well as metrics specific to the program area.

Quarterly due dates are outlined below:

• October 16, 2024

• January 15, 2025

• April 16, 2025

* July 16, 2025

All Performance/Progress/PMT Reports must be completed by the 20th day after the end of each quarter. It is the grantees responsibility to familiarize themselves with the requirements of the Performance/Progress/PMT Reports, which are contained within an awarded contract.

**QUARTERLY REPORTING REQUIREMENTS:**

Applicants who are awarded grant funding will be required to submit quarterly Progress Reports and Financial Status Reports to the Commission through its online financial reporting database (<https://fsr.utah.gov>). The quarterly Progress Reports must provide information and data related to the goals of the project.

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| APPLICATION NARRATIVE & SUMMARY PROPOSAL |

**Summary Proposal:**

Please provide a one-page summary of the proposed program in Microsoft Word format, along with your response application.

**Application Narrative:**

Please write your application narrative to respond to each of the items listed below using statistics and other data when possible (Maximum 15-page limit including Coversheet (1 page).

* Description of the Issue OR Statement of the problem.
  1. Identify the strategy/funding priorities for the Crisis Intervention funds, any progress or challenges, and a description of the programs to be funded over the grant period.
  2. Using statistics and other data when possible, clearly identify the need for the criminal justice project in your community.
* Project Design and Implementation.
  1. This should include a description of the project and how it will include and affect the local community or the State of Utah, and the challenges faced in coordination.
  2. The applicant should identify the stakeholders involved, and the gaps in the needed resources for criminal justice purposes, plans to improve the administration of the criminal justice system, court system, or behavioral health system, and how SCIP funds will be used to benefit the local community and/or State of Utah.
  3. Identify the geographical area(s) that will be served by the crisis intervention project.
  4. Provide a time-line of project milestones for the period of your grant.
* Capabilities and Competencies
  1. Describe any additional strategic planning/coordination efforts in which the applicant participates with other criminal justice agencies or crisis intervention in the state. Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might affect the local community and/or State of Utah.

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| LETTERS OF SUPPORT |

* Provide a letter of support from a community-based system partner working with crisis intervention programs in the state of Utah.
* Provide a letter of support from a system-based (behavioral health, courts, law enforcement) partner working with crisis intervention programs in the state of Utah.

**GENERAL INFORMATION FOR ALL APPLICANTS**

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| MISCELLANOUS INFORMATION |

**ALLOWABLE EXPENSES AND ACTIVITIES:**

CCJJ offers grants to help entities prepare comprehensive plans to implement collaboration programs that target qualified offenders and promote public safety and public health. Specifically, per the authorizing statute, grants awarded under this program shall be used to create or expand:

* Preventing firearm related injuries and suicide throughout all 29 counties, with heightened priority focused on youth under the age of 18.
* Provide training for crisis teams, hospitals, mental health professionals, schools, and first responders to high-risk individuals.
* Improve safe storage of firearms, aiming to create a blueprint that can be evaluated, improved, and brought to scale statewide.
* Specialized court-based programs such as drug, mental health, and veterans’ treatment courts, including those that specifically accept clients with firearm violations.
* Funding for law enforcement agencies to safely secure, store, track, and return relinquished guns.

**UNALLOWABLE EXPENSES AND ACTIVITIES:**

• Costs in applying for this grant (e.g., consultants, grant writers, etc.).

• Any expenses incurred prior to the date of the contract.

• Any administrative costs not directly related to the administration of this grant award.

• Personnel, including law enforcement officers, not connected to the project for which you are applying.

• Lobbying or advocacy for particular legislative or administrative reform.

• Fund raising and any salaries or expenses associated with it.

• Legal fees.

• All travel including first class or out-of-state travel (except preauthorized under certain program areas).

• Promotional items (except preauthorized under certain program areas).

• One-time events, prizes, entertainment (e.g., tours, excursions, amusement parks, sporting events) (except preauthorized under certain program areas).

• Contributions and donations.

• Management or administrative training, conferences (only pre-approved project related training).

• Management studies or research and development (costs related to evaluation are permitted).

• Fines and penalties.

• Losses from uncollectible bad debts.

• Purchase of land.

• Memberships and agency dues, unless a specific requirement of the project (prior approval required).

• Compensation to federal employees for travel or consulting fees.

• Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.

• Purchase vehicles, vessels or aircraft.

• Construction costs and/or renovation (including remodeling).

• Service contracts and training beyond the expiration of the grant award.

• Informant fees, rewards or buy money.

* Food, refreshments, snacks.

\*Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the U.S. Department of Justice. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

**INITIATION OF PROJECT:**

All awarded projects will not start until 7/1/2024 or another date as otherwise discussed with program manager.

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| Application Scoring and Expected Timeline |

After all applications have been submitted, please expect 4-12 weeks for CCJJ to process, evaluate, score, and receive necessary approvals for the anticipated awards. Awards are not guaranteed and may be rejected during the approval process at the state or federal level.

Scoring will be based on the application, project proposal, and directions followed. Past award performance will be considered if the applicant is a prior subgrantee of a CCJJ award.

If you have questions or concerns regarding your applications, please contact the SCIP program manager, Morgan Williams at [mvwilliams@utah.gov](mailto:mvwilliams@utah.gov), (801) 538-1088.

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| Logo  Description automatically generated **State of Utah**  Text  Description automatically generated  Utah State Capitol Complex x.  East Office Building, Suite E330  Salt Lake City, Utah 84114-2330  Ph: (801) 538-1031  Fax: (801) 538-1024  **SCIP- Byrne State Crisis Intervention Program** CCJJ Grant # | | | | | | | |
| iii. This sub-award is funded by the 2022 Utah SCIP Award # | | **15PBJA-23-GG-00036-BSCI** | | | | xi. CFDA # | **16.738** |
| iv. Federal Award Date (start/end) | **10-1-2022 to 9-30-26** | | | viii. Federal Award Amount | | | **$2,421,967** |
| ix. Date Entered in FFATA sub-awards of $30k or more only) | | **ENTERED BY GRANT MANAGER ONLY** | | | | | |
| xii. Does subaward project fund Research and Development? (Yes /No) | | | | | **No** | | |
| i. **1.** Your Agency Name and Address: | | | | | | | |
|  | | | | | | | |
| **2.** Agency Contact (Grant Project Director): | |  | | | | | |
| **3.** Phone Number: | |  | | | | | |
| **4.** E-mail Address: | |  | | | | | |
| v. **5.** Grant Start Date and End Date: | |  | | | | | |
| **6.** Federal Tax Identification Number (87-?????): | |  | | | | | |
| ii. **7.** Provide your Agency **UEI - (Unique Entity Identifier)** # here: | |  | | | | | |
| **8. INDIRECT COSTS - More information on indirect costs can be found page 10 (condition # 28) of this application.**  **Please CHECK only ONE: a)** \_\_\_ NO, We waive indirect costs**; b)** \_\_\_ YES, MTDC Rate (\_\_\_%)**;** **c)** \_\_\_ YES, Request 10% minimum | | | | | | | |
| xiii. If you selected **b** or **c** in box **8** (above), then please provide your agency federally approved indirect cost here: | | | | | | | **N/A** |
| **9.** Application Budget Summary: \*Note: This grant will have a budget amendment each fiscal year for the 36-month agreement. The following budget is for Fiscal Year 2024. | | | | | | | |
| Personnel: | | |  | | | | |
| Fringe Benefits: | | |  | | | | |
| Equipment, Supplies and Operating (ESO): | | |  | | | | |
| Contract Services: | | |  | | | | |
| Travel and Training: | | |  | | | | |
| Indirect Costs: | | |  | | | | |
| Column Totals**:** | | |  | | | | |
| **Signature in line 11 indicates acceptance of the application narrative, budget, certified assurances, and grant conditions.** | | | | | | | |
| **10.** \*Print Name and Title of Official Authorized to Sign | | **11.** \*Signature of Official Authorized to Sign *(Official authorized to sign includes: City/County Mayor, Manager or Commissioner.* | | | | | |
|  | |  | | | | | |
| **For CCJJ use ONLY** | | | | | | | |
| **Tom Ross, Executive Director of CCJJ** | |  | | | | | |

\* Official authorized to sign includes City/County Mayor, Manager or Commissioner, Agency Director or President

**I. Application Narrative & Scope of Work (SOW)**

**Please address each of the following bullet points in your application (limit to no more than 8 pages):**

* **Strategy to Address the Problem (Project Deliverables):** How will you use funding from this grant to address the problem(s) you have identified?

**II. Performance Measures**

**Please provide three or more measurable, quantitative objectives along with quarterly and annual targets for each. Once these measures and targets are finalized in this application, they will become part of your quarterly reporting requirements for this grant.**

**III. Budget Tables & Narrative**

**Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items and explain how they will benefit your grant project.**

**PERSONNEL**

**Any employee to be paid from this grant must be a new hire for your organization and add to the total number of employees for your organization. Hiring a new employee with SCIP funding and then reducing your staff because of the SCIP paid position is not allowable.** *Salaries may not exceed those normally paid* for comparable positions in the unit of government associated with the project. The hourly rate for personnel salaries can be determined based on 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year. Paid vacation and sick leave are allowable expenditures but *must not exceed the time that is normally allowed by the unit of government* associated with the project. All leave earned must be used or paid during the period of the grant.

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| **Name** | **Title** | **FTE/PTE** | **# Hours** | **Hourly Rate** | **Total Salary** |
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| **Salary Subtotal** | | | | |  |

**– Attach additional pages for personnel information if needed:**

**EMPLOYER’S SHARE OF FRINGE BENEFITS**

Fringe benefits are to be based on the employer’s share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer’s share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. “FICA,” “Pension,” “Health Insurance,” “Workers Compensation,” and “Unemployment Compensation” are matters that should be reviewed by the applicant’s fiscal or personnel officer before completing this part of the application.

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| **Fringe Benefits** | **% or Monthly Rate** | **Eligible Wage Amount or**  **Number of Months** | **Total Fringe Benefits** |
| **FICA** |  |  |  |
| **Pension/Medicare** |  |  |  |
| **Health Insurance** |  |  |  |
| **Worker’s Comp** |  |  |  |
| **Unemployment Comp** |  |  |  |
| **401K** |  |  |  |
| **Fringe Subtotal** | | |  |

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| **Personnel Narrative:** | |
| **PERSONNEL SALARIES AND FRINGE BENEFITS** | |
| **Total Personnel Costs** | **$** |

**CONTRACT SERVICES**

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to the Commission when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). **Fee justification must be provided in the budget narrative. Any contract services requests that exceed $250,000 will require additional federal approval before CCJJ can approve this grant award. Also be sure to provide CCJJ with copies of your executed contract for any contract service paid with this funding. Any single item costing $500,000 or more must receive prior federal written approval.**

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| **Contractor Name** | **Services to be Provided** | **# of Hours** | **Hourly Rate** | **Total Cost** |
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| **Contract Narrative:** |

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| **CONTRACT SERVICES** | |
| **Total Contract Costs** | **$** |

**EQUIPMENT**

Equipmentis tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded. **Unmanned Aerial Vehicles (UAV’s) cannot be purchased with SCIP funding. Any single item costing $500,000 or more must receive prior federal written approval.**

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| **Equipment Narrative:** N/A |

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| **EQUIPMENT** | |
| **Total Equipment Costs** | **$** |

**SUPPLIES AND OPERATION**

Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between $1,000 and $5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding $5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded. **Unmanned Aerial Vehicles (UAV’s) cannot be purchased with SCIP funding. Any single item costing $500,000 or more must receive prior federal written approval.**

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| **Supplies and Operation Narrative:** |

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| **SUPPLIES AND OPERATION** | |
| **Total Supplies and Operation Costs** | **$** |

**TRAVEL AND TRAINING**

Briefly describe the Travel/Training costs you will pay for with SCIP funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See State of Utah Travel Rates: <https://finance.utah.gov/state-travel-a-2/>

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| **Travel and Training Narrative:** |

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| **TRAVEL AND TRAINING** | |
| **Total Travel and Training Costs** | **$** |

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| **TOTAL GRANT BUDGET** | **$** |