



REQUEST FOR PROPOSAL

The California Commission on Peace Officer Standards and Training (POST) is soliciting proposals for the following program:

DISTANCE LEARNING GRANT PROGRAM

Release Date: July 6, 2020

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

PROGRAM SYNOPSIS

Program Description:

POST was established by the Legislature in 1959 to set minimum selection and training standards for California law enforcement. POST participation is voluntary and incentive based. Participating agencies agree to abide by the standards established by POST, as outlined in [POST regulations](#). More than 600 agencies are designated as POST participating and are eligible to receive the Commission's services and benefits.

Pursuant to the California State Budget Act of 2020, POST has developed the Distance Learning Grant Program (DLGP). POST recognizes distance learning as a powerful tool that provides opportunities for readily accessible high-quality training that is delivered more efficiently and effectively. The DLGP is designed to award funds on a competitive basis to qualified governmental entities and non-profit law enforcement educational institutions to fully develop and facilitate the delivery of quality training and increase equitable access to high-quality learning experiences using distance learning technologies. **A key component of this grant requires the developed courses be available for law enforcement personnel statewide.**

Grants will be awarded to develop and deliver training in one of five (5) program topic areas:

- Use of Force and De-escalation
- Implicit Bias and Racial Profiling
- Community Policing

- Cultural Diversity (to include identification and investigation of crimes motivated by bias)
- Organizational Wellness (to include public safety dispatchers and other relevant support staff)

While these areas will be prioritized, POST reserves the right to identify and support other program areas that have unmet and/or urgent training needs.

Eligibility:

Governmental entities and non-profit law enforcement educational institutions, to include community colleges and universities in the California State University and University of California systems, are eligible to submit applications for DLGP funding.

Grant Award Performance Period:

October 15, 2020- June 30, 2021

Available Funding:

A total of five million dollars (\$5,000,000) is allocated for grants and administration of the program. Applicants may request up to a maximum of three hundred fifty thousand dollars (\$350,000) per program topic area.

Submission Deadline:

Monday, August 03, 2020

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DISTANCE LEARNING GRANT PROGRAM

PART I – OVERVIEW

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i. PUBLIC RECORDS ACT NOTICE

Grant proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not add any personal identifying information or private information to the proposal. If any of the information on the proposal is exempt from the Public Records Act, please indicate what portions of the proposal are exempt and the basis for the exemption. A statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

j. CONTACT INFORMATION

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

Jackie Nelson, Law Enforcement Consultant
California Commission on Peace Officer Standards and Training (POST)
DLGP@post.ca.gov

POST will allow questions to this RFP between the dates of July 6 and July 15, 2020. All questions must be submitted to DLPG@post.ca.gov and will be answered no later than July 20, 2020. All questions and answers will be published on POST's website.

POST staff cannot assist the applicant with the actual preparation of the proposal. POST can only respond to technical questions about the RFP during the allowable questions period.

k. SUBMISSION DEADLINE AND OPTIONS

One original and two copies of the proposal must be delivered to POST by the date and time below. Submission options are either postmarked or hand-delivered to the address below, by 5:00 pm on Monday, August 03, 2020.

Commission on Peace Officer Standards and Training
860 Stillwater Road, Suite 100
West Sacramento, California 95605
Attn: Distance Learning Grant Program

In addition to the hard copy submission, **applicants must submit** an electronic copy to POST via the electronic submission form available at:
DLGP@post.ca.gov.

I. ELIGIBILITY

1. Grants are restricted to qualified governmental entities and non-profit law enforcement educational institutions, to include community colleges and universities in the California State University and University of California systems.
2. Applicants must score a minimum of 50% of available points on the rating sheet.

Applicants may submit only one proposal per program topic area (Use of Force and De-escalation, Implicit Bias and Racial Profiling, Community Policing, Cultural Diversity and Organizational Wellness). Applicants may be eligible to receive grant funding under multiple program topic areas. If awarded, the maximum amount awarded to each grant recipient cannot exceed three hundred fifty thousand dollars (\$350,000) per program topic area.

m. GRANT AWARD PERFORMANCE PERIOD

The grant award performance period is October 15, 2020- June 30, 2021

n. FUNDS

Approximately five million dollars (\$5,000,000) is available for the program for the grant award performance period.

1. Source of Funds

The program is supported through the California State General Fund, under the 2020 State Budget Act.

2. Funding Amount

Applicants may apply for a maximum of three hundred fifty thousand dollars (\$350,000) per program topic area.

The number of grants awarded will be determined by a variety of factors including the number of qualified applicants, the amount of funds requested, and the score received on the rating criteria.

3. Self-sustainment

Grant funds are only available for the proposed project year. Proposed projects need to demonstrate self-sustainment as early as possible. Provide a detailed summary and timeline of the plan to continue approved distance learning when these funds are no longer available.

o. PROGRAM INFORMATION

- **Background Information**

POST was established by the Legislature in 1959 to set minimum selection and training standards for California law enforcement. POST participation is voluntary and incentive based. Participating agencies agree to abide by the standards established by POST, as outlined in POST regulations. More than 600 agencies are designated as POST participating and are eligible to receive the Commission's services and benefits.

- **Program Description**

California State Budget Act of 2020 established the Distance Learning Grant Program within POST. The intent of the program is to award funds, on a competitive basis, to qualified public entities for the purpose of developing, delivering, and sharing innovative training through distance learning modalities. The target audience must be California law enforcement personnel who work for POST-participating agencies, as defined in [Penal Code §13522, et seq.](#) The program is intended to meet the short-term needs of social distancing, as well as the potential long-term impacts of reduced state and local budgets, and the anticipated reductions in discretionary spending available for training.

DLGP grants will be available to develop and provide training in synchronous (instructor-led formats), asynchronous (self-paced formats), or hybrid versions utilizing both formats. All training shall be taught by subject matter experts, as approved by the POST Program Coordinator.

DLGP mandates the developed online distance learning be available for law enforcement personnel statewide. Developed courses can be hosted via their agency LMS, the POST Learning Portal, a synchronous online meeting, or a combination of platforms. All courses will be listed on POST's website.

Training developed or supported under this grant solicitation must be POST-certified prior to any student instruction. Grant recipients are required to develop a proposed course budget (consistent with [POST Regulation §1054](#)), to include an expected per-student cost (tuition), for evaluation and reimbursement purposes. Grant recipients may not charge student tuition for any course or workshop developed or instructed under this program during the grant period.

To the extent possible, grant recipients should develop and utilize curriculum that is evidence-based or evidence-informed. Learning outcomes should be both observable and measurable using proven training methodology that supports distance learning. As a condition of award, grant recipients will be required to conduct evaluations of their programs to demonstrate their effectiveness and ensure that the relevant outcomes of the distance learning are equal to, or greater than, traditional classroom-based courses.

Grant recipients are encouraged to use innovative strategies, concepts, and methodologies in the development and delivery of training under this grant. However, POST reserves the right to not certify, or decertify, courses and/or curriculum which is inconsistent or in conflict with other POST certified training, officer or community safety, law enforcement community care taking standards, case law, legal statutes, or best practices. Any disagreements between the POST Program Coordinator and the grant recipient regarding course certification will be resolved pursuant to POST regulatory guidelines. An inability for a grant recipient to certify a course consistent with [POST Regulations](#) may be grounds for termination of the grant award.

- **Program Activities**

The grant recipient must develop, provide, and deliver innovative distance learning training to law enforcement officers in one of five identified program topic areas, or other unmet or urgent training needs. The program topic areas and minimum training hours required are:

Program Topic Area	Min. Hours*
Use of Force and De-escalation	1 hour
Implicit Bias and Racial Profiling	1 hour
Community Policing	1 hour
Cultural Diversity	1 hour
Organizational Wellness	1 hour

** All POST-certified training shall be a minimum of one hour. See [POST Regulation §1052](#).*

The following are the required activities of the Distance Learning Grant Program:

a. Curriculum Development and Training

The recipient may use grant funds to develop training curriculum or use existing curriculum, provided the existing curriculum and training otherwise meets all other criteria described in this RFP. Any training delivered to law enforcement personnel must include the certification requirements listed. Any training curricula developed or taught under this grant must be approved and certified by POST *prior* to instruction.

Recipients are required to adhere to the course certification process as outlined under [POST Regulations §1051-1084](#) (Course Certification Program. 11 CA ADC § 1051, California Code of Regulations). Law enforcement personnel who participate in training funded under this program will receive continuing professional training credit hours for completion of the course.

If the recipient is developing training which has not been previously certified by POST, the recipient shall complete the development and certification within one hundred and twenty (120) days of the award of the grant. Extensions may be allowed upon a showing of good cause with prior approval of the POST Program Coordinator.

Generally, POST certified courses [Regulation §1052](#) must include the following content areas.

- Course Content
- Expanded course outline minimally to the third level of detail to sufficiently explain the course content
- Hours of instruction
- Qualifications of instructors
- Target audience and number of trainees
- Methods of course presentation
- Learning activities (e.g., peer review, simulations, presentations, discussion forums) or other means of assessing student learning (e.g., cognitive or manipulative skills test)
- Provide brief description of any learning activity (as defined in [Regulation 1001](#)) that may be used during each course presentation.

The training shall be based on sound learning objectives and include learning and evaluation activities. POST defines these as:

Learning Objective: A statement that specifies in behavioral (measurable) terms what a learner will be able to do as a result of instruction. At a minimum, the objective will include the behavior and the conditions under which that behavior is measured. The level of the behavior used in the objective must match the performance level desired of the student upon completion of the course.

Learning Activity: The activity in which a learner engages that is designed to change his/her knowledge, skill, and/or attitude regarding a particular topic. A learning activity provides practice in meeting the learning objectives and gives learners corrective/confirming feedback regarding their performance in the activity. The action the student performs in the learning activity should match the level of learning defined in the learning objective for the topic.

Evaluation Activity: An activity designed to measure whether the learner has achieved a sufficient change in his/her knowledge, skill, and/or attitude regarding a particular topic. The action the student performs in the evaluation activity should match the level of learning defined in the learning objective for the topic. The evaluation activity may measure the learner's performance regarding several learning objectives.

- The activities in the training shall engage the learners in a creative and meaningful way. Interactions shall not be gratuitous, but instead be designed to elicit actions from the learner that indicate a level of learning (e.g., Bloom's Taxonomy) that appropriately corresponds to desired performance on the job.
- Media use (e.g., video, audio, animation) must be based on its ability to achieve the learning outcomes, within project constraints, while keeping the audience in mind. Any proposed media use must be identified in the appendices and receive approval.

Pursuant to [Regulation §1052\(e\)](#), web based learning may be synchronously facilitated training and is considered instructor-led for the purposes of certification. Trainee attendance and course completion is verified in the following method:

- Online registration – access code
- Audio or text (chat area) interaction
- Video transmission of trainee

Method in which trainee interaction with the instructor for questions or exercises occur:

- Audio or text (chat area) interaction
- Video transmission of trainee

Method in which instructor evaluates trainee performance and verifies the learning took place:

- Assessment activity (test or submitted written assignment)
- Taped webinars

POST credit will not be given for taped webinars as there is no ability verify attendance, learning or provide the trainee interaction with the instruction.

POST self-paced training requirements [Regulation §1053](#) must include the following content areas.

- Need and justification for the course
- Description of self-paced course
- Target audience and estimate of total time to complete the course
- Alignment of course description and target audience with the instructional objectives, trainee activities, and evaluation
- Hours of instruction
- Proposed Continuing Professional Training hours
- Expanded course outline
- Qualifications of subject matter experts

b. Evaluation and Measurable Outcomes

The recipient must develop a process for which trainees can be evaluated and measurable outcomes for the course identified, recorded, and reported to POST.

The recipient must develop a process for which trainees can evaluate and provide feedback to the presenter, and POST, about the training received. The evaluation instrument, format, and process must be approved by POST prior to any instruction completed under this grant. The process and the results must be provided to POST staff upon request and allow POST to assess user satisfaction of services provided under this grant.

c. Technology Requirements

The recipient must detail if the developed course will be hosted via their agency LMS, the POST Learning Portal, a synchronous online meeting, or a combination of platforms. All courses will be listed on POST's website and regardless of format, recipient **must** establish protocol to allow non-agency members to enroll in developed course.

If recipient intends to provide a complete course that is housed or supported on the current POST Learning Portal learning management system, all components of the course that are developed must be compliant with either the SCORM 1.2, 1.3, or xAPI formats. Recipients interested in applying under this option should contact the POST program manager for additional details regarding technology compatibility requirements prior to submitting a proposal. The recipient will be required to provide verification via the organization's IT department that the identified technology can be used appropriately and in a timely manner.

d. Quality Assurance Program (QAP)

Recipient presenters and the individual course presentations may be subject to a review utilizing POST's Quality Assurance Program (QAP). If the instructors or the course receive a rating of "Unacceptable" in any component area (see POST form 2-341 or form 2-342), POST may immediately suspend the course until remedial steps can be implemented, or decertify the course entirely, at the discretion of the POST Executive Director.

e. Timeline of Significant Activities and Milestones

The recipient must develop and provide a high-level timeline for the completion of specific activities and significant milestones anticipated under the program.

Recipients are free to develop their own format, but the timeline should identify, at a minimum, the task number, specific activities to be completed or objectives accomplished, expected activity dates, fiscal year of activities, and the projected costs for those activities. The projected costs should be estimates, with more detailed costs contained in the budget pages of the RFP response.

Example Timeline of Activities

Task No.	Activity or Milestone	Expected Activity Dates	Fiscal Year	Expected Costs
#1	Curriculum Development	October 15 – November 30, 2020	20-21	\$25,000
#2	POST Course Certification	December 1 - December 31, 2020	20-21	\$5,000
#3	Course Delivery - 100 students trained	January 1 - June 30, 2021	20-21	\$15,000
#4	Course Delivery cont. - 100 students trained	April 1 - June 30, 2021	20-21	\$15,000
<i>Cont....</i>				

f. Specified Number of Trainees

Recipients must develop a plan to train a specific number of law enforcement personnel per program topic area, and articulate the methodology, rationale, and steps they will take to ensure the course is provided to as many law enforcement personnel as possible, in the most cost-effective manner. The rationale and justification may include identifying a need through a Training Needs Assessment (TNA), highlighting existing relationships, Memorandums of Understanding (MOUs), or Operational Agreements (OAs) with law enforcement agencies or demonstrated experience in providing distance learning training to law enforcement personnel in the program and/or geographic area.

g. Tracking System

Recipients must develop a system for receiving, tracking, and responding to requests for training in the identified program topic area.

Recipients must develop and utilize a system for tracking and verifying the number of students who receive the specified training, including a POST course control number, dates of instruction, instructors, identifying student information (name and POST ID number), employing agency, employee status (Peace Officer, Reserve Officer, Dispatcher), time basis (full-time or part-time), number of course hours attended, whether or not the course was successfully completed, and any other information deemed necessary or desirable by the recipient or POST program staff. This tracking is distinct from, and in addition to, any other listed requirements for individual evaluation or assessment of training.

Recipients must demonstrate the ability to enter successful course completion into a student’s POST profile utilizing the Electronic Data Interchange (EDI).

h. Specific Course Budget

In addition to a programmatic budget, recipients must develop a specific course budget for each course they intend to instruct. This course budget must be included in the response to this RFP and follow the course budget guidelines outlined in [POST Regulation §1054](#).

i. Reporting Requirements

Recipients are required to participate in data collection activities.

Progress reports serve as a record for the implementation of the project. Statistics for progress reports must be collected on a quarterly basis, even when reporting occurs less frequently. Reports must, at a minimum, identify the recipient and award amounts, summaries of training programs that were developed, the number of students who received the training, and any measurable outcomes identified by the recipient or required by POST.

Recipients must keep accurate records as source documentation to support the information in the reports.

The following reports are required:

POST Course Roster (POST Form 2-111)

Recipients must submit a course roster within 10 days of the completion of each course presentation.

Progress Reports

There are two progress reports required for the program. See the chart below for report periods and due dates. The progress reports can be accessed on the POST website.

Report	Report Period	Due Date
1 st Report	October 15, 2020 – February 1, 2021	February 28, 2021
Final Report	March 1, 2021 – June 30, 2021	July 31, 2021

- Project Management and Site Visits

Recipients are required to attend a mandatory project management meeting. This meeting will provide education and instruction on grant requirements, reporting requirements, and training in the POST course certification process.

Prior to beginning any grant activities or expending any funds under this grant, recipients may be subject to a pre-site meeting and assessment by the POST Program Coordinator or designee, to further assess capability and capacity to execute the activities under this grant. Any determination as to suitability will be at the discretion of the POST Program Coordinator or designee.

The POST Program Coordinator may conduct site visits at any time during the grant performance period as needed to ensure compliance with the terms and conditions contained within the Grant Award documents. Recipients will receive notice of the date and time of the scheduled visit in advance. The POST Program Coordinator reserves the right to review each recipient's accounting system and records.

- Program Cost Reimbursement and Eligible Costs

Depending upon the scope of the proposal and grant award amount, recipients may be reimbursed for:

- Personal Services (Salaries/Employee Benefits), Operating Expenses, and Equipment as outlined in the proposed budget. These expenses must be in support of development, evaluation, reporting, and ongoing administration of training delivered or developed under this grant.
- Per-student costs for students who successfully complete each course. Student cost reimbursement will be reimbursed at a rate consistent with the course tuition calculated as part of the POST course certification process and as contained in any recipient award documents. Grant recipients may not charge student tuition for any course or workshop developed or instructed under this program during the grant period.
- Grant Modification Process

Modifications to the approved grant award must be requested in writing. POST reserves the right to require a grant award modification (POST Grant Award Modification Form) for any change in the grant award.

Modifications are changes to the approved grant award and include:

- Budget modification
- Adding a new line item to any budget category
- Change in key personnel
- Change in goals, objectives, or activities
- Changes to the liquidation period
- Noncompetitive bid approval
- Independent contractor/consultant approval
- Out-of-state travel approval
- Changes in operational agreements
- Changes to either physical or mailing address
- Invoicing and Payments

Recipients shall receive reimbursement for services satisfactorily rendered, and upon receipt and approval of the recipient's invoices, POST agrees to compensate the recipient for expenditures incurred, up to the maximum amounts specified and in accordance with the award documents.

The recipient agrees to submit a detailed invoice using the form and format developed and approved by POST for reimbursement requests. Invoices not containing the necessary information will be disputed and payment will be held until complete information and/or documentation is submitted.

The recipient shall submit electronic invoices not more frequently than monthly, in arrears, to the email address provided below, before the 15th of the upcoming month:

Commission on POST
Accounting Section
invoicereceived@post.ca.gov

- Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

- Special Conditions

If the recipient is found to be incapable of providing the services specified in the terms of this grant, either by not successfully having the courses POST-certified, failing to meet projected training goals and timelines, or for otherwise being unable to complete the terms and conditions of the grant throughout the entire grant performance period, POST reserves the right to terminate the grant upon written notice to recipient.

INNOVATIONS GRANT PROGRAM

PART II – RFP INSTRUCTIONS

- A. RECIPIENT HANDBOOK
 - B. COPIES OF THE PROPOSAL
 - C. FORMS
 - D. SPACE LIMITATIONS
 - E. PROPOSAL COMPONENTS
 - F. BUDGET POLICIES
 - G. ADMINISTRATIVE REQUIREMENTS
-

j. RECIPIENT HANDBOOK

Applicants are strongly encouraged to review the *POST DLGP Recipient Handbook (Handbook)*. The *Handbook* outlines the terms and conditions that apply to POST State-funded grants. The Recipient Handbook may be supplemented by further guidance which will outline additional specific terms and conditions for grants.

k. COPIES OF THE PROPOSAL

One original and two copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

In addition to the hard copies, one copy of the proposal must be submitted electronically via the electronic submission form available at: dlgp@post.ca.gov.

l. FORMS

The applicant must use the forms provided on the [POST 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 Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

m. SPACE LIMITATIONS

If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one of the factors that may negatively impact the applicant's comprehensive assessment score.

n. PROPOSAL COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part VI is included to ensure applicants submit all required components.

1. Proposal Cover Sheet

The Cover Sheet identifies the program for which the applicant is submitting a proposal.

2. Grant Award Face Sheet

The Grant Award Face Sheet is the title page of the grant award that is signed by the recipient and the POST Executive Director (or designee). Instructions are included on the form.

3. Project Contact Information

The Project Contact Information form provides POST with all relevant recipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

4. Signature Authorization

The Signature Authorization form provides POST 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.

5. Certification of Assurance of Compliance

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

- State and Federal Civil Rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

6. Budget Pages

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 POST 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 project.

The budget pages automatically calculate the subtotal at the end of each budget category and provide the total of the four spreadsheets at the bottom of the Course Certification page. Applicants may add additional columns to the budget pages when necessary.

POST requires the applicant to develop a budget for each fiscal year of the program. POST 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:

- Identify the appropriate fiscal year and cover the entire grant award performance period
- Include costs related to the objectives and activities of the project
- Ensure strict adherence to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, Equipment, Course Presentation – see below)

Include **only** those items covered by grant funds. Applicants may supplement grant funds with funds from other sources. Approved line items are subject to audit.

POST requires the applicant to develop a budget in two parts:

- **Part I-Programmatic Budget**
This budget contains all of the categories associated with the development and ongoing maintenance of activities authorized under this program. This may include regular business expenses, advertising, and monitoring costs associated with either developing curriculum or providing for the necessary business structures for the delivery of curriculum.
- **Part II-Course Presentation Budget**
This budget contains all of the categories associated with the actual delivery of the course to the field and is the basis upon which recipients will be reimbursed for student attendance at delivered courses.

Part I-Programmatic Budget

The Part I-Programmatic Budget consists of three categories, Personal Services, Operating Expenses, and Equipment.

a. Personal Services – Salaries and Employee Benefits

1) Salaries

Personal Services include services performed by project staff **directly employed by the applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must 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 project 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).

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 award) and be encumbered during the grant award performance period.

Examples of an operating expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance (10% maximum)
- Salaries of participating staff who are not employed by the applicant
- Travel (not related to the actual delivery of courses)
- Office supplies
- Equipment maintenance
- Software equipment rental/lease
- Online subscriptions
- Telephone, postage
- Printing
- Facility rental (not related to the actual delivery of courses)
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

c. Equipment

Equipment is defined as nonexpendable tangible business 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).

Part II-Course Presentation Budget

The Part II-Course Presentation Budget consists of five categories, Services, Travel, Indirect Costs, Supplies and Equipment, and Support Costs.

- a. Applicants are required to include a proposed course budget that meets the format and guidelines specified in [POST Regulation §1054](#). This budget should reflect all costs associated with delivering the course to the intended audience and include all required information, including expected costs per student (tuition). Recipients will be reimbursed on a cost-per-student basis based upon the course budget approved at the time of course certification. Recipients are prohibited from charging students tuition to attend a course developed, presented, or funded under this program.

7. Budget Narrative – Maximum Four (4) Pages

The Budget Narrative should describe the following.

- a. How the project's proposed budget supports the objectives and activities.
 - b. How funds are allocated to minimize administrative costs and support direct services.
 - c. How shared costs, if applicable, are allocated.
 - d. How project-funded staff duties and time commitments support the proposed objectives and activities.
 - e. The necessity for subcontracts and unusual expenditures.
 - f. The self-sustainment plan.
8. Project Narrative

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. Applicants must identify each section of the Project Narrative using the headings listed below.

- a. Problem Statement – Maximum Four (4) Pages

In narrative form, address the following:

- 1) Describe, in general, the need for training in the chosen program topic area (Use of Force and De-escalation, Implicit Bias and Racial Profiling, Community Policing, Cultural Diversity and Organizational Wellness).
- 2) Describe how the proposed training fulfills an unmet training need.
- 3) Describe how the proposed training will provide quality distance learning to law enforcement personnel 24/7.
- 4) Specifically identify the target audience and describe barriers to providing this training to this audience.

- b. Plan – Maximum Four (4) Pages

In narrative form, address the following:

- 1) Describe the plan to develop curriculum, or the existing curriculum to be used, in the chosen program topic area.

- 2) Describe the plan to collaborate with subject matter experts and/or law enforcement agencies in the development and implementation of the specified training.
- 3) Describe the plan for providing training, including the delivery method for law enforcement personnel statewide.
- 4) Describe the number of law enforcement personnel to be trained and describe the rationale and justification for that number.
- 5) Describe the proposed geographic project service area, and the plan for providing training across the project service area.
- 6) Describe the plan to create a tracking system, including information to be tracked, and the methods for receiving and responding to requests for training, and inputting course requirements into EDI.
- 7) Describe the plan for evaluating the training provided, including measurable outcomes to determine the effectiveness of the training.
- 8) Describe the plan for how POST will be able to assess user satisfaction with services.

c. Capabilities – Maximum Four (4) Pages

In narrative form, address the following:

- 1) Demonstrate the organization's expertise and staff qualifications in the specified program topic area.
- 2) Demonstrate the organization's capacity to develop training in the program topic area.
- 3) Demonstrate the organization's capacity to provide training in the program topic area.
- 4) Demonstrate the organization's expertise in developing and/or delivering curriculum to law enforcement personnel in general.
- 5) Demonstrate the organization's expertise, experience, and capacity to deliver the specific program training curriculum to the targeted audience, to include existing relationships, MOUs, or OAs.

- 6) Demonstrate the organization's capacity to effectively provide outreach to advertise the training in the geographical project service area and program topic area.
- 7) Demonstrate the organization's capacity to administer grant funds over the full length of the grant award performance period.

9. Project Service Area Information

The project service area information form identifies the counties, cities, and congressional districts served by the project. 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 project. This chart should 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.

o. BUDGET POLICIES

The following sections of the *Handbook* may be helpful in developing the budget pages and budget narrative.

- Salaries
- Benefits
- Operating Expenses
- Equipment
- Budget Narrative

p. ADMINISTRATIVE REQUIREMENTS

Recipients must administer their grants in accordance with all *Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

- Public Records Act Notice
- Supplanting
- California Environmental Quality Act (CEQA) Negative Declaration
- Governing Board Resolution
- Suspension and Termination
- Indirect Costs

- Competitive Bid

INNOVATIONS GRANT PROGRAM

PART III – SELECTION AND FINALIZING THE GRANT AWARD

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

Q. 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 Executive Director of POST. 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

Projects previously funded by POST, or other State agencies, may 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 project may not be selected for funding
- The amount of funding may be reduced
- Grant award conditions may be placed in the grant award

3. Notification Process

The authorized signer (designated on the grant award 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, budget narrative, and budget pages for the top-ranked proposal may be posted on the POST website.

R. FINALIZING THE GRANT AWARD

1. Grant Award Application

Once selected for funding, POST may require additional documentation to finalize the grant award application package. The program manager identified in your award letter can provide technical assistance in completing these components.

2. Grant Award

A copy of the executed grant award and pertinent attachments will be sent to the project director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed grant award is received. When the executed grant is received, a Report of Expenditures and Request for Funds may be submitted for reimbursement.

a. Grant Award Conditions

POST may add grant award conditions to the grant award prior to or after funding. If conditions are added, these will be discussed with the applicant/recipient and a copy of the conditions will be sent to the recipient when the conditions are made part of the grant award.

b. Grant Award Amounts

If the amount of funds available is limited, POST may reduce the amount of the grant award from the amount requested by the applicant. In addition, POST reserves the right to negotiate budgetary changes with the applicant prior to executing the grant award. If either of these actions is required, POST will notify the applicant prior to executing the grant award.

3. Standard Project Funding Authority

POST does not have the authority to disburse funds until the budget is passed, and the grant award is fully executed. Expenditures incurred prior to authorization are made at the recipient's own risk and may be disallowed. POST employees are not able to authorize an applicant to incur expenses or financial obligations prior to the execution of a grant award. However, once the grant award is finalized the recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the grant award performance period.

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 the United States Government, or in the event

revenues are not collected at the level appropriated, POST may immediately terminate or reduce the grant award by written notice to the recipient.

POST grant awards 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 award.

DISTANCE LEARNING GRANT PROGRAM

PART IV – RATING SHEET

Control # _____
Rater # _____
Applicant _____
Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROJECT NARRATIVE	_____
a. Problem Statement	80
b. Plan	160
c. Capabilities	140
2. BUDGET PAGES & NARRATIVE	80
3. COMPREHENSIVE ASSESSMENT	40
TOTAL	500

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.

	I	II	III	IV	V
1. PROJECT NARRATIVE					
a. Problem Statement (Maximum 80 Points) (Maximum Four (4) Pages) How well does the proposal:	0	5	10	15	20
1) describe, in general, the need for training in the chosen Program topic area (Use of Force/De-escalation, Implicit Bias and Racial Profiling, Community Policing, Cultural Diversity Organizational Wellness)					
2) describe how the proposed training fulfills an unmet training need?					
3) provide law enforcement personnel 24/7 access to quality distance learning?					
4) specifically identify the target audience and describe barriers to providing this training to this audience?					
b. Plan (Maximum 160 Points) (Maximum Four (4) Pages) How well does the proposal:	0	5	10	15	20
1) describe the plan to develop the curriculum, or the existing curriculum to be used, in the chosen program topic area?					
2) describe the plan to collaborate with subject matter experts and/or law enforcement agencies in the development and implementation of the specified training?					
3) describe the plan for providing training, including the delivery method?					
4) describe the number of law enforcement personnel to be trained, and describe the rationale and justification for that number?					
5) describe the proposed geographic project service area, and the plan for providing training across the project service area?					
6) describe the plan to create a tracking system, including information to be tracked and the methods for receiving and responding to requests for training?					
7) describe the plan for evaluating the training provided, including measurable outcomes to determine the effectiveness of the training?					

	I	II	III	IV	V
8) describe the plan for how POST will be able to assess user satisfaction with services?					
c. Capabilities (Maximum 140 Points) (Maximum Four (4) Pages) How well does the proposal:	0	5	10	15	20
1) demonstrate the organization’s expertise and staff qualifications in the chosen program topic area?					
2) demonstrate the organization’s capacity to <u>develop</u> training in the program topic area?					
3) demonstrate the organization’s capacity to <u>provide</u> training in the program topic area?					
4) demonstrate the organization’s expertise in developing and/or delivering curriculum to law enforcement personnel in general?					
5) demonstrate the organization’s expertise, experience, and capacity to deliver the specific program topic area curriculum to the targeted audience, to include existing relationships, MOUs, or OAs?					
6) demonstrate the organization’s capacity to effectively provide outreach to advertise the training in the geographical project service area and program topic area?					
7) demonstrate the organization’s capacity to administer grant funds over the full length of the grant award performance period?					
2. BUDGET PAGES & NARRATIVE (Maximum 80 Points) (Maximum Four (4) Pages)	0	5	10	15	20
1) How well do the proposed budget pages & narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do project-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed budget pages & narrative support the necessity for subcontracts and unusual expenditures?					
3. COMPREHENSIVE ASSESSMENT (Maximum 40 Points)	0	10	20	30	40

Distance Learning Grant Program RFP

	I	II	III	IV	V
How well does this proposal support the overall intent, goals, and purpose of the program?					

DISTANCE LEARNING GRANT PROGRAM

PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT AWARD FACE SHEET – Signed by the official authorized to enter into the Grant Award.
- PROJECT CONTACT INFORMATION
- SIGNATURE AUTHORIZATION
- CERTIFICATION OF ASSURANCE OF COMPLIANCE
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT)
- BUDGET NARRATIVE
- PROJECT NARRATIVE (MUST INCLUDE THE FOLLOWING HEADINGS)
 - Problem Statement
 - Plan
 - Capabilities
- PROJECT SUMMARY
- PROJECT SERVICE AREA INFORMATION
- RECIPIENT GRANTS MANAGEMENT ASSESSMENT