



**Board of State and Community Corrections**  
600 Bercut Drive, Sacramento, CA 95811  
916.445.5073 PHONE  
916.327.3317 FAX  
[bscc.ca.gov](http://bscc.ca.gov)

**GOVERNOR Edmund G. Brown Jr.**  
**CHAIR Linda Penner**  
**EXECUTIVE DIRECTOR Kathleen T. Howard**

October 8, 2014

**To:** PROJECT DIRECTORS AND FISCAL OFFICERS

**From:** DARYLE McDANIEL, Field Representative  
Corrections Planning and Programs Division  
Board of State and Community Corrections

**Subject:** MARIJUANA SUPPRESSION PROGRAM, FISCAL YEAR (FY) 2013/2014  
REQUEST FOR APPLICATIONS

On September 25, 2013, the Board of State and Community Corrections (BSCC) approved funding the Marijuana Suppression Program for one (1) additional year. The following information will assist you in preparing the Request for Application (RFA) packet to apply for 2013/2014 Marijuana Suppression Program grant funding.

For FY 2013/2014, \$2,078,541 in JAG funds is allocated to the Marijuana Suppression Program (MSP). Applicants must budget for a 12-month grant award period that begins October 1, 2013, and ends September 30, 2014. There is no match requirement associated with this program.

#### **FY 2013/2014 MSP Allocation Chart**

Butte	\$179,873
Humboldt	\$179,873
Monterey	\$179,873
Placer	\$179,873
Santa Barbara	\$179,873
Santa Clara	\$179,873
Shasta	\$319,779
Trinity	\$179,873
Tulare	\$319,778
Tuolumne	\$179,873

Please complete the following required components of the Application packet which are available on our website at: [www.bscc.ca.gov/programs-and-services/cpp/services](http://www.bscc.ca.gov/programs-and-services/cpp/services). Click the Edward Byrne Memorial Justice Assistance Grant Program dropdown accordion and scroll down to 2013-14 Request for Applications, MSP Program.

#### **Grant Application Face Sheet**

Please complete the Grant Application Face Sheet. This document contains basic applicant contact information and must be completed, signed and mailed to the address identified on Page 3 with original signatures.

### Project Contact Information Sheet

Please complete the Project Contact Information Sheet. This document contains Applicant contact information for agency personnel working on the grant and must be completed in its entirety.

### 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 plan. The Project Narrative must contain a Problem Statement, a Plan and Implementation Strategy as well as Goals, Objectives, Activities, Performance Measures and a Sustainability Strategy.

### Project Budget

Applicants are required to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective continuation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the original objectives and activities of the project.

### Budget Summary with Line Item Detail

Please provide a detailed Project Budget Summary (including specific line item detail) that includes presumed and projected expenses related to Salaries and Benefits, Services and Supplies, Fixed Assets/Equipment and any other grant-related costs. In addition, please provide a Budget Narrative and Duty List outlining the duties of project staff and the role that each staff has in the effort.

### Organizational Chart

Please provide a diagram that shows the structure of your organization, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, **listing the percentage of time funded by the grant**. Titles for individuals should match those in the budget.

### Governing Board Resolution

Applicants must submit a Resolution from their Governing Board addressing specific requirements. The BSCC recognizes that obtaining a Resolution takes time. Therefore, Applicants must submit a signed Resolution no later than February 15, 2014.

***Please be advised that no invoices will be processed for reimbursement until your agency's Board Resolution has been received by the BSCC.***

### Quarterly Progress Reports

Grantees will submit quarterly progress reports, including results for the Federal performance indicators, in a format developed by the BSCC that describes progress made with respect to continuing program objectives and activities.

Progress Report due dates are as follows:

<u>Report #</u>	<u>Progress Reporting Period</u>	<u>Due Date</u>
1	October 1, 2013 through December 31, 2013	January 15, 2014
2	January 1, 2014 through March 31, 2014	April 15, 2014
3	April 1, 2014 through June 30, 2014	July 15, 2014
4	July 1, 2014 through September 30, 2014	October 15, 2014

### Quarterly Financial Invoices

Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all expenditures claimed on invoices.

Invoice due dates are as follows:

<u>Invoice #</u>	<u>Financial Reporting Period</u>	<u>Due Date</u>
1	October 1, 2013 through December 31, 2013	February 17, 2014
2	January 1, 2014 through March 31, 2014	May 15, 2014
3	April 1, 2014 through June 30, 2014	August 15, 2014
4	July 1, 2014 through September 30, 2014	November 17, 2014

In order to expedite the contracting process, please email a signed copy of your completed Application packet to: [jagr\\_grants@bscc.ca.gov](mailto:jagr_grants@bscc.ca.gov) no later than Wednesday, November 20, 2013, and mail the original Application packet to: Board of State and Community Corrections, 600 Bercut Drive, Sacramento, CA, 95811, Attention: JAG Program, Corrections Planning and Programs Division.

Should you have any questions or concerns in completing this Application packet, please contact Brian Wise by telephone at 916-341-7326 or by e-mail at [brian.wise@bscc.ca.gov](mailto:brian.wise@bscc.ca.gov).