



## BOARD OF STATE AND COMMUNITY CORRECTIONS

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### Anti Drug Abuse Program Federal Fiscal Year 2012/2013

# REQUEST FOR APPLICATION: APPLICATION PACKET

Released August 10, 2012

*Applications due by 5:00 p.m., September 21st, 2012*

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*In addition to the grant application, this Request for Application (RFA) packet includes important information about funding provisions, grant eligibility, and application submission requirements.*



**Board of State and Community Corrections**  
600 Bercut Drive, Sacramento, CA 95811

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GOVERNOR Edmund G. Brown Jr.  
EXECUTIVE DIRECTOR Patricia Mazzilli

As part of the Governor's 2011 Public Safety Realignment, a number of grant programs previously administered by the California Emergency Management Agency are now under the jurisdiction of BSCC. The Justice Assistance Grant Program is one such program. Given the timing of the transfer of responsibility for the JAG program, BSCC determined it best to continue the funding approach previously employed by the Cal EMA for one more year. This will allow BSCC time to establish the systems and processes needed to effectively undertake the administration of the programs and its responsibilities, and address the needs of the current grantees in preparation for a redirection of JAG funding in subsequent years.

As such, the FFY 2012/2013 JAG grant reapplication concludes the funding strategy established in the 4-year statewide plan developed by the Cal EMA for JAG spending. In light of both the realignment activities and the end of the 4-year statewide plan, the BSCC intends to provide technical assistance to JAG grantees through a number of venues over the course of the 2012/13 funding cycle. First, this reapplication includes two additional elements:

1. The BSCC has prioritized sustainability planning activities as a part of the project description in hopes of assessing each jurisdictions' ability to sustain the task forces at the local level; and
2. The BSCC will schedule a Project Director's meeting for the purpose of fact-finding and brainstorming ideas for local sustainability of the ADA task forces.

We look forward to working with our JAG partners to capitalize on this opportunity to review and assess the most effective components of the ADA task forces and explore avenues for sustainability. Moreover, we are excited to collaboratively examine opportunities presented by the Public Safety Realignment and the resulting countywide efforts to integrate the contributions of various criminal justice stakeholders.

We look forward to working with you in partnership! Thank you.

Shalinee Hunter, Field Representative/DMC Coordinator  
Office (916) 322-808; [shalinee.hunter@bscc.ca.gov](mailto:shalinee.hunter@bscc.ca.gov)

Kimberly Bushard, Field Representative  
Office (916) 324-0999; [kimberly.bushard@bscc.ca.gov](mailto:kimberly.bushard@bscc.ca.gov)

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**ANTI-DRUG ABUSE (ADA) ENFORCEMENT TEAM PROGRAM**  
**PART I – OVERVIEW**

- A. CONTACT INFORMATION
  - B. APPLICATION DUE DATE AND SUBMISSION OPTIONS
  - C. ELIGIBILITY
  - D. FUNDS
  - E. PROGRAM INFORMATION
- 

A. CONTACT INFORMATION

Questions concerning programmatic issues should be submitted by telephone, or e-mailed to:

Shalinee Hunter, Field Representative/DMC Coordinator  
Office (916) 322-808; [shalinee.hunter@bscc.ca.gov](mailto:shalinee.hunter@bscc.ca.gov)

or

Kimberly Bushard, Field Representative  
Office (916) 324-0999; [kimberly.bushard@bscc.ca.gov](mailto:kimberly.bushard@bscc.ca.gov)

Questions concerning the application process, or format issues should be submitted by telephone or e-mailed to:

Sandra Fletcher, Associate Governmental Program Analyst  
Office (916) 323-8600; [sandra.fletcher@bscc.ca.gov](mailto:sandra.fletcher@bscc.ca.gov)

B. APPLICATION DUE DATE AND SUBMISSION OPTIONS

**One original copy** of the application must be delivered to the Board of State and Community Corrections by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **September 21st, 2012** OR hand-delivered by 5:00 p.m. on **September 21st, 2012** to:

Board of State and Community Corrections  
600 Bercut Drive  
Sacramento, CA 95811  
Attn: Anti Drug Abuse RFA

The Anti-Drug Abuse (ADA) Enforcement Team Program grant period is from October 1, 2012 through September 30, 2013.

## C. ELIGIBILITY

Only the counties previously funded under the Anti-Drug Abuse (ADA) Enforcement Team Program are eligible to submit an application for Fiscal Year (FY) 2012/2013 funds to support a multi-jurisdictional drug task force. Criteria for eligibility specific to the counties include:

- Counties must include implementation of an ADA Steering Committee, which includes the Sheriff, District Attorney (and at least one City Attorney, where applicable), Chief Probation Officer, County Alcohol and Drug Program Administrator and at least one Chief of Police within the county;
- In order to ensure uniformity, the agency selected by the ADA Steering Committee is to submit the application(s) under one cover, administer the ADA grant, and act as the single point of contact for the grant. The agency must be a local unit of government;
- Pursuant to PC Section 13879.80 and special legislation in the FY 2004/2005 California Budget, to be eligible for funding, an agency **must** show the existence of a written Drug Endangered Children (DEC) protocol; and,
- The amount requested is not to exceed the allocation as listed on the ADA Enforcement Team Program FY 2012/2013 Funding Allocation Chart, located on page 3 of this application packet.

## D. FUNDS

For FY 2012/2013, the BSCC will provide these funds to the state and local units of government that have historically received these funds via the California Emergency Management Agency (Cal EMA). These funds will be used to assist state agencies and local jurisdictions to improve the functioning of the criminal justice system, with emphasis on convicting violent and serious offenders and enforcing drug control laws. In California, these programs fall under the ADA Enforcement Team Program and are funded by the Edward Byrne Memorial Justice Assistance Grant (JAG).

Congress established the JAG Program in the 2005 Omnibus Appropriations Package (H.R. 3036). The JAG Program combined the Edward Byrne Memorial Formula Grant (Byrne) Program and the Local Law Enforcement Block Grant Program into a single program in an effort to streamline justice funding and grant administration. The JAG Program allows states, tribes and local government to support a broad range of activities to prevent and control crime based on their own local needs and conditions through seven authorized Program Purpose Areas (PPAs).

For FY 2012/2013, the PPA of the ADA Enforcement Team Program is “**Law Enforcement Programs.**”

For FY 2012/2013, \$13,545,433 in JAG funds has been allocated to the ADA Enforcement Team Program. Applicants responding to this RFA must budget for a 12-month award period that begins October 1, 2012, and ends on September 30, 2013. Currently, there is no match requirement associated with this program.

## FY 2012/2013 ADA Allocation Chart

Alameda	\$583,591	Orange	\$528,547
Alpine	\$85,582	Placer	\$141,922
Amador	\$92,202	Plumas	\$88,646
Butte	\$135,447	Riverside	\$589,216
Calaveras	\$91,788	Sacramento	\$541,531
Colusa	\$89,596	San Benito	\$96,116
Contra Costa	\$354,515	San Bernardino	\$592,180
Del Norte	\$90,659	San Diego	\$714,613
El Dorado	\$110,229	San Francisco	\$277,004
Fresno	\$361,951	San Joaquin	\$336,644
Glenn	\$89,104	San Luis Obispo	\$126,411
Humboldt	\$116,436	San Mateo	\$205,208
Imperial	\$126,646	Santa Barbara	\$159,223
Inyo	\$87,617	Santa Clara	\$407,109
Kern	\$365,016	Santa Cruz	\$152,323
Kings	\$108,205	Shasta	\$129,755
Lake	\$100,511	Sierra	\$85,514
Lassen	\$88,265	Siskiyou	\$92,045
Los Angeles	\$2,437,159	Solano	\$202,692
Madera	\$116,637	Sonoma	\$157,176
Marin	\$125,360	Stanislaus	\$251,372
Mariposa	\$87,539	Sutter	\$100,142
Mendocino	\$99,507	Tehama	\$97,436
Merced	\$152,636	Trinity	\$86,622
Modoc	\$85,962	Tulare	\$211,963
Mono	\$88,377	Tuolumne	\$94,248
Monterey	\$185,682	Ventura	\$193,667
Napa	\$109,760	Yolo	\$124,533
Nevada	\$97,603	Yuba	\$97,995

## E. PROGRAM INFORMATION

The focus of the ADA Enforcement Team Program is the support of multi-jurisdictional drug task forces (MJDTFs) to combat street- to mid-level drug sales, manufacturing and distribution. The MJDTFs integrate federal, state and/or local law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence, and to facilitate multi-jurisdictional investigations. MJDTFs are further defined as cooperative programs involving two or more separate law enforcement entities which have different jurisdictional responsibilities, with formal agreements to work together as a team to enforce drug laws. Prosecutorial projects must be clearly integrated with the operations of MJDTFs to be included in the Law Enforcement Program Purpose Area. The role of the District Attorney's Office (and/or City Attorney's Office, where applicable) shall be to support the MJDTFs with prosecution efforts.

### **Drug Endangered Children (DEC) Protocol:**

In order to receive ADA Enforcement Team Program funding, an agency must submit a Memorandum of Understanding (MOU) demonstrating a Drug Endangered Children's (DEC) protocol in their county that includes, but is not limited to the following:

- 1) Protocols for a multi-agency response to cases involving children;
- 2) A multi-agency team consisting of law enforcement, prosecution, and health or children's services personnel to respond to drug endangered children cases;
- 3) Coordinated medical treatment and family services for drug endangered children under the direction of a child services worker; and,
- 4) Written policies and standards for response to a narcotics crime scene where a child is present or when there is evidence that a child lives at the scene pursuant to Penal Code Section 13879.80 and Penal Code Section 13879.81.

Funds may be budgeted in support of DEC teams.

### **Mandatory Training for ADA Enforcement Teams:**

- 1) **Project Director's Meeting:** All applicants must budget for a minimum of one BSCC sponsored Project Director's Meeting during the grant year. Applicants must also include sufficient per diem and travel allocations for persons to participate. If several staff will be attending the same event, budget for the total number of people. Unless otherwise notified, a minimum of two project staff from each participating agency must participate in the BSCC-sponsored meeting. The BSCC Project Director's meeting date is tentatively scheduled for the first quarter of the grant award period. Additional information is forthcoming.
- 2) **Drug Endangered Children (DEC) Training:** In 2009, the state funded the DEC Training Program. The DEC Training Program allows for DEC experts to properly train all BSCC funded drug task forces on how to handle children found in drug environments. Additionally, the DEC Training Program provides staffing for a DEC Resource, Training and Technical Assistance Center for additional technical assistance for BSCC funded drug task forces. Within FY 2012/13, each ADA Enforcement Team may be visited by a member of the DEC Training Program team to discuss, among other things, protocols, barriers and how to overcome them and services for drug endangered children.

**California Public Safety Procurement Program:**

The California Public Safety Procurement Program provides assistance to the California public safety community through two federal programs, the 1033 “free” Program and the 1122 “buy” Program. The 1033 Program enables law enforcement agencies to screen and obtain excess property from the U.S. Department of Defense at no expense except for the cost of transportation. Through the 1122 Program, state and local units of government can purchase equipment suitable for counter-drug, homeland security and emergency response activities through federal government channels. A purchasing advantage is achieved through discounts that are available through the federal government due to the large volume of purchases. MJDTFs are strongly encouraged to use the 1033 and/or the 1122 Programs available through the Cal EMA for your equipment needs.

**The Federal Funding Accountability and Transparency Act:** The intent of the Federal Funding Accountability and Transparency Act (FFATA) is to empower every American with the ability to hold the government accountable for each spending decision; the end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website: [www.USASpending.gov](http://www.USASpending.gov).

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against subgrants awarded. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award furthering Federal spending transparency.

Funding used to support the 2012/13 ADA Program grant activities will trigger the FFATA reporting requirement. We will contact your agency to obtain the necessary information for the FSRS once funding is awarded.

**Statistical Reporting Requirements:**

Recipients will be required to submit progress reports using the Bureau of Justice Assistance, Performance Measurement Tool (PMT). PMT reports are due quarterly and must be completed in the PMT system 15 days after the end of each quarter. The following are the PMT reporting dates:

July – September Statistics Due: **October 15, 2012 – Task Forces will report “non-operational”.**

October – December Statistics Due: **January 15, 2013**

January – March Statistics Due: **April 15, 2013**

April – June Statistics Due: **July 15, 2013**

July – September Statistics Due: **October 15, 2013**

In addition to the quarterly PMT report, you will also be required to submit **one** BSCC ADA Program Progress Report which will be due after the end of the grant period. **BSCC Progress Report Due: November 15, 2013.**

**Quarterly Financial Invoices:** The financial invoices are due to be submitted to BSCC no later than forty five (45) days after the end of each quarter. The quarterly Financial Invoice reporting dates are as follows:

First quarterly financial invoice due covering Oct. – Dec. 2012: **February 15, 2013**

Second quarterly financial invoice due covering Jan. – March 2013: **May 15, 2013**

Third quarterly financial invoice due covering April – June 2013: **August 15, 2013**

Fourth and final financial invoice due covering July – Sept. 2013: **November 15, 2013**

**ANTI-DRUG ABUSE (ADA) ENFORCEMENT TEAM PROGRAM**  
**PART II – RFA INSTRUCTIONS**

- A. PREPARING AN APPLICATION
  - B. PROJECT NARRATIVE
  - C. PROJECT BUDGET
  - D. APPLICATION
  - E. APPLICATION APPENDIX
- 

A. PREPARING AN APPLICATION

Please provide the 8 (eight) required application components in the order listed below:

- 1) Grant Application Face Sheet
- 2) Project Narrative
- 3) Project Budget Narrative
- 4) Budget Form
- 5) Organizational Chart
- 6) ADA Steering Committee Minutes: The application must include the formal meeting minutes from the ADA Steering Committee meeting at which the agreement was made regarding the focus and role of each agency participating in the multi-jurisdictional drug task force. These formal meeting minutes must contain all of the following:
  - Agencies participating in the Steering Committee
  - How the ADA program addresses the county's plan
  - How the implementing agency was determined
  - How JAG funds are being used to implement the plan

The BSCC will accept photocopied signatures on the Steering Committee Meeting Minutes. The implementing agency must retain original signatures. (Please see Page 7 for a list of agencies required to participate on the ADA Steering Committee.)

- 7) Current Operational Agreement(s)
- 8) Signed DEC protocol. The BSCC will accept photocopied signatures. The implementing agency must retain original signatures.

**B. 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.

To be eligible for funding, agencies within a county are required to meet and prepare a plan to address illegal drugs and associated violence in their jurisdiction. The Steering Committee also must determine how the JAG funds will be utilized to implement this plan as well as which agency should be the implementing agency. Funds for this program are to be used for the purposes of enforcing the state and local controlled substances laws and to improve the functioning of the criminal justice system. The ADA Steering Committee's plan must be a cooperative, collaborative, multi-disciplinary approach. The composition of the ADA Steering Committee requires the **mandatory participation** of:

- Law enforcement (including both the Sheriff's Department AND at least one police department);
- Prosecution (including both the District Attorney's Office AND at least one City Attorney's Office, where applicable);
- Probation agencies; and,
- County Alcohol and Drug Program Administrators.

For these projects, participants are strongly encouraged to also include school superintendents, judges, the Public Defender, state/federal enforcement agencies, treatment and rehabilitation professionals, and additional agencies as appropriate to their project.

**Please note:** The focus of the ADA Enforcement Team Program is to support Multi-Jurisdictional Drug Task Forces (MJDTFs) to combat street to mid-level drug sales, manufacturing and distribution. Therefore, a majority of the ADA grant funds (51 percent or greater) **MUST** directly support the MJDTFs. The ADA Enforcement Team Program defines the role of the District Attorney's Office (and/or the City Attorney's Office, where applicable) as *support only*.

In developing a comprehensive strategy, all of the key individuals should be included in the process (i.e., ADA Steering Committee members and others with relevant knowledge of the drug issues within their jurisdiction). Through a facilitated and collaborative effort, the objectives are determined and the approach is collectively decided upon.

The project narrative also contains detailed information that describes the Applicant, the need for funding, and the plan to address the community drug problem/issue through appropriate and achievable objectives and activities. The project narrative should be page numbered and is to be divided into three sections:

Problem Statement, Plan, and Implementation.

1) Problem Statement

The Problem Statement should include a brief description of the county, a detailed description of the nature and extent of the drug problem affecting the county, and the anticipated impact of the ADA Enforcement Team Program.

2) Plan

This section describes the **mandatory** objectives to address the problem. For each objective, describe the activities and processes that will be implemented for FY 2012/2013. All activities must be realistic, measurable, and quantifiable. In developing the objectives there is no space limit; however, ***begin a new page for each objective***. The plan will demonstrate the processes and

methods the county will utilize to address the various problems that have been identified and prioritized in the Problem Statement.

### **Objectives and Activities:**

Objectives, Activities, and Performance Measures:

To better determine effectiveness, the projects funded through the ADA Enforcement Team Program have moved from process evaluation to impact and outcome evaluation. Process evaluation typically counts/tracks the “outputs” (i.e., arrests), while impact evaluations consider the “outcomes” (safer communities, decrease in drug availability, less demand for drugs, etc.).

- **Objectives** – Include a minimum of three objectives.

Objectives focus on the methods that will be used to address the problem. They should be clearly stated, realistic and **measurable**. They should reflect the project description and support the achievement of the project goals.

Describe in detail the objectives that will be implemented to achieve the goals. Each objective must also be linked to one or more corresponding performance measures.

- **Activities** – The key operational elements of the program are the activities, which occur in support of the achievement of objectives. Activities must be specific, detailed enough to determine effectiveness, and must be reflective of the budget.

Describe in detail the activities to be performed to accomplish each objective. Activities must be specific and **measurable**.

- **Performance Measures** – Performance measures must be clearly identified, results-oriented and reasonably attainable. Use the following **definitions** to assist in your response:

**Output** - The amount of work done; must be quantifiable (numbers projected and numbers achieved). Enter specific numbers, not percentages and not a range of numbers.

**Output Measure** - A measure of the volume of something actually produced; counts the goods and services produced (workload).

**Outcome** - The results of activities designed to accomplish the project’s goal(s) and demonstrate a change.

**Outcome Measure** - The unit of measurement used to evaluate the success of an outcome; measures the actual impact or public benefit of a project’s actions.

Determine how the impact of the plan (project) can be assessed. The measurements for each objective may be a combination of outputs and outcomes. Based on federal requirements, the ADA Program grant has moved from output measures alone, to incorporate outcome measures. Outcome measures can measure the effects/impact of the project efforts. If you eliminate the identified problem, what would or would not happen? Once the anticipated effects have been determined, baseline data needs to be established to measure program effectiveness over time. Recipients will be required to submit output/outcome data in the progress reports. Please see appendix on Page 15 for the program objectives.

3) Implementation

Implementation/Sustainability: The FY 2012-13 JAG grant application concludes the funding strategy established in the 4-year statewide plan developed by Cal EMA for JAG spending. As such, it will be critical for grantees to explore other funding options for task force sustainability. We encourage the task force members to consider whether the activities of the ADA JAG grant relate to public safety realignment efforts or complement their county realignment implementation plans when determining scope of work for this year.

In presenting your plan, please adhere to the following guidelines:

a. Organizational Description

Provide a narrative that describes the relationship between the ADA Steering Committee, the overall project, project staff, and other participating agencies. For all Applicants, describe the project's organizational framework, listing all funded and donated positions assigned to the project.

b. Organizational Chart

Provide an organizational chart demonstrating the relationship between the ADA Steering Committee, if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, **listing the percentage of time funded by grant**. Titles for individuals should match those in the budget.

c. Drug-Endangered Children (DEC) Protocol:

Per Penal Code Section 13879.80 and control language in the California Budget, to be eligible for funding, an agency must show the existence of a written DEC Protocol that includes, but is not limited to:

- A Memorandum Of Understanding (MOU) between Law Enforcement, Prosecution and Health/Children's Protective Services that outlines a written plan, including policies and procedures, that provides details on how agencies will deal with children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
- An identified contact person for each agency included in the MOU who will deal with DEC cases; and
- Protocol that outlines CPS will be responsible for the child's medical and family services.

d. Sustainability Plan:

Making sustainability an explicit goal to enforcement of state and local controlled substances laws requires thinking creatively and maximizing the use of existing community resources and supports. Provide a narrative that describes the activities to be undertaken to facilitate the sustainability of the program using local support and resources.

## C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the Applicant will implement the plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project and must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. Budgets are subject to BSCC modifications and approval.

The BSCC requires the Applicant to develop a budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

***Those Applicants implementing a prosecution component may budget a portion (49 percent or less) of project funds for that purpose. However, the majority (51 percent or greater) of ADA grant funds must be budgeted to provide support directly to the multi-jurisdictional task forces.***

### 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 preceding the budget pages, describing:

- How the project's proposed budget supports the program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments (if applicable).

### 2) Specific Budget Categories –

#### a. Personnel Services – Salaries/Benefits

- Salaries

Personnel services include services performed by project staff **directly employed by the implementing agency** (even though the ADA grant is awarded to the "County of \_\_\_\_\_", only staff employed by the implementing agency belong in the Personnel Services Category. All other county staff belong in the Operating Expenses Category) 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 also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Consultant services remain under Operating Expenses.

- **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 personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and must be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, **participating staff who are not employed by the implementing agency**, 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 (including tax, installation, and freight) and/or with a useful life of less than one year are included within this category. Otherwise, these items are excluded under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a BSCC site visit, a monitoring visit, or an 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.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required BSCC meetings, training conferences or workshops.

**Allowable Expenses:**

- **Confidential Fund** expenditures are costs that will be incurred by law enforcement agencies using grant personnel working undercover or in another investigative capacity. It may include the purchase of information, physical evidence (e.g., narcotics or stolen property), or services. Confidential fund expenditures are only allowable for grants to state or local law enforcement agencies.

- **Drug Endangered Children (DEC) Team** expenditures for personnel working as part of the DEC team to further the goals and objectives of the ADA Enforcement Team Program grant. Supplies and equipment necessary to equip the DEC team for ADA purposes is also allowable.
- **Training** expenditures related to the mandatory trainings identified in Part I of the RFA for personnel working on the task force are allowable.

c. Equipment

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 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).

**Allowable Equipment:**

- **Vehicles** are an allowable expense for the ADA Enforcement Team Program with prior written approval from the BSCC.
- **Weapons and Ammunition** are allowable expenditures for Multi-Jurisdictional Drug Task Forces. Lethal weapons can be approved by the BSCC staff with proper justification as deemed necessary on a case-by-case basis. Non-lethal weapons such as tasers, pepper ball guns, and bean bag guns are allowed.


**Board of State and  
Community Corrections**

 Anti-Drug Abuse Program  
**FY 2012/2013 Application**
**APPLICANT INFORMATION**

A. APPLICANT AND CONTACT INFORMATION				
APPLICANT NAME	TELEPHONE NUMBER	FEDERAL EMPLOYER IDENTIFICATION NUMBER		
STREET ADDRESS	CITY	STATE	ZIP CODE	
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE	
B. PROJECT TITLE		C. PROGRAM PURPOSE AREA		D. AMOUNT OF FUNDS REQUESTED
		N/A		\$
E. BRIEF DESCRIPTION OF PROJECT				
F. IMPLEMENTING AGENCY				
AGENCY NAME		OFFICE NUMBER		
NAME, TITLE OF PROJECT DIRECTOR		CELLPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
G. DESIGNATED FINANCIAL OFFICER				
NAME, TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
H. DAY-TO-DAY PROJECT CONTACT PERSON				
NAME AND TITLE		TELEPHONE NUMBER		
STREET ADDRESS		FAX NUMBER		
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
I. APPLICANT'S AGREEMENT				
By submitting this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.				
NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)			TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE	E-MAIL ADDRESS
APPLICANT'S SIGNATURE				DATE

## BUDGET INFORMATION

### BUDGET SUMMARY

Complete the budget summary table below. Indicate the amount of JAG funds allocated to each budget category. Report amounts in whole dollars.

LINE ITEM	GRANT FUNDS
<b>1. Salaries and Benefits</b>	█
<b>2. Services and Supplies</b>	█
<b>3. Fixed Assets/Equipment</b>	█
<b>4. Other</b>	█
<b>TOTAL</b>	█

**LINE ITEM DETAILS:** For each line item provide the details requested.

**1. SALARIES AND BENEFITS:** Itemize the hours and hourly rates of all project staff.

**2. SERVICES AND SUPPLIES:** Itemize the services/supplies and show the funds, if any, that would be applied to each.

**3. FIXED ASSETS/EQUIPMENT:** Itemize and show the funds, if any, that would be applied to each.

**4. OTHER:** Itemize costs and show the funds, if any, that would be applied to each.

## E. APPLICATION APPENDIX

The following law enforcement objectives are **MANDATORY** and the following prosecution objectives are **MANDATORY** for MJDTFs that fund a prosecutor. Use these measures, as well as others you establish, to determine how your objectives will be achieved.

**Law Enforcement Objective #1:** During the grant year, reduce illegal activities of targeted offenders through law enforcement, prosecution, and probation efforts by conducting special investigations using multi-jurisdictional drug task forces, integrating federal/state/local drug enforcement agencies, prosecution and probation departments.

**Outcome Measures include, but are not limited to:**

- Number of investigations initiated
- Number of investigations closed
- Total amount of drugs seized by type and quantity
- Number of clandestine methamphetamine labs discovered
- Total number of EPIC cards submitted for clandestine meth labs discovered
- Total number of clandestine meth labs dismantled
- Total number of EPIC cards submitted for clandestine meth labs dismantled
- Number of other clandestine drug labs discovered
- Total number of EPIC cards submitted for other clandestine drug labs discovered
- Total number of other clandestine drug labs dismantled
- Total number of EPIC cards submitted for other clandestine drug labs dismantled
- Total number of clandestine lab dump sites discovered
- Total pounds of waste discovered at lab dump sites
- Total number of EPIC cards submitted for lab dump sites discovered
- Total number of referrals to the Dept. of Toxic Substances Control for lab dump site clean-up

**Law Enforcement Objective #2:** Arrest and incarcerate those responsible and use state and/or federal law to identify and seize the assets of those responsible for the sale and supply of illegal drugs.

**Outcome Measures include, but are not limited to:**

- Number of drug investigations resulting in arrest
- Number of suspects arrested
- Total number of weapons seized
- Number of search warrants served
- Number of cases referred for prosecution
- Number of investigations resulting in asset seizure
- Dollar amount of cash and property seized

**Law Enforcement Objective #3:** Focus on the safety and well being of children by removing children who are found in the presence of clandestine meth labs and other clandestine drug labs and/or who are found in settings involving the use, possession, sale or transportation of illicit drugs, pursuant to California Penal Code (PC) Sections 13879.80 and 13879.81.

**Outcome Measures include, but are not limited to:**

- Total number of investigations initiated which resulted in finding children living in or exposed to illicit drug environments
- Total number of children removed jointly with Child Protective Services (CPS) from illicit drug environments as a result of an investigation
- Total number of children removed without CPS involvement from illicit drug environments as a result of an investigation
- Total number of children who were provided services
- Total number of children drug tested for exposure to drugs/chemicals

Total number of children detained, pursuant to California Welfare and Institutions (W&I) Code Section 300  
Total number of children testing positive for controlled substances

**Law Enforcement Objective #4:** Hold accountable those individuals who endanger the safety and well being of children by arresting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to PC Sections 273a and 273b.

**Outcome Measures include, but are not limited to:**

Total number of defendants with arrests referred for 273a  
Total number of defendants with arrests referred for 273b

**Prosecution Objective #1:** Reduce the illegal activities of targeted offenders through coordinated law enforcement, prosecution, and probation efforts by prosecuting and convicting those identified by special investigations using multi-jurisdictional drug task forces, integrating federal/state/local drug enforcement agencies, prosecution and probation departments.

**Outcome Measures include, but are not limited to:**

Number of cases referred from task force for prosecution  
Number of defendants convicted of any charge  
Method of conviction  
Number of defendants NOT convicted of any charge  
Disposition

**Prosecution Objective #2:** Forfeit the assets of sellers, suppliers, and distributors of illegal drugs.

**Outcome Measures include, but are not limited to:**

Number of forfeiture proceedings initiated  
Number of forfeiture proceedings completed  
Dollar amount ordered  
Dollar amount forfeited

**Prosecution Objective #3:** Hold accountable those individuals who endanger the safety and well being of children by prosecuting and convicting those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his/her health injured, pursuant to PC Sections 273a and 273b.

**Outcome Measures include, but are not limited to:**

Total number of defendants with criminal charges referred for 273a  
Total number of defendants with criminal charges referred for 273b  
Total number of defendants with criminal charges filed for 273a  
Total number of defendants with criminal charges filed for 273b  
Total number of defendants convicted of child endangerment (273a)  
Total number of defendants convicted of child endangerment (273b)  
Total number of defendants who were not convicted of any charge because of an acquittal  
Total number of defendants who were not convicted of any charge because charges were dropped  
Total number of defendants who were not convicted of any charge because the case was referred to another jurisdiction  
Disposition of case