



**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, 2013

**To:** PROJECT DIRECTOR AND FISCAL OFFICER

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

**Subject:** CRACKDOWN MULTI-COMMUNITY TASK FORCE PROGRAM, FISCAL YEAR  
(FY) 2013/2014, REQUEST FOR APPLICATION

On September 25, 2013, the Board of State and Community Corrections (BSCC) approved funding the CrackDown 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 CrackDown grant funding.

For FY 2013/2014, \$2,165,077 in JAG funds is allocated to CrackDown. The Applicant 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.

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, CrackDown 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.

### 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 Aaron Wayne by telephone at 916-445-1541 or by e-mail at [aaron.wayne@bscc.ca.gov](mailto:aaron.wayne@bscc.ca.gov).