

**Edward Byrne Memorial Justice Assistance Grant Program
Federal Fiscal Year 2018 Application**

PROGRAM NARRATIVE

State Strategy and Funding Priorities for 2018

In 2017, the Board of State and Community Corrections (BSCC) approved the formation of an Executive Steering Committee (ESC) to develop the state strategy, funding priorities, request for proposals and scoring recommendations for a new 3-year grant cycle. The ESC adopted the same strategic plan approved by the Board in 2015 and selected the same funding priorities. However, the 2017 grant development process has been delayed because California has yet to receive its Edward Byrne Memorial Justice Assistance Grant (JAG) award for FFY 2017.

Once BJA completes the process of awarding the 2017 and 2018 JAG allocations, California will expedite and complete the development process for the California JAG program for the next (3) three-year cycle.

This documentation shall be used as a placeholder until California has finalized the State JAG strategy and the priorities.

History

Commencing March 1, 2015, California used JAG funding for 32 local JAG projects throughout the state. These competitively awarded projects reflected the approved state strategy and the (3) three program purpose areas of Law Enforcement; Prevention and Education; and Prosecution, Defense and Indigent Defense.

On December 31, 2017, 13 local JAG projects concluded, having exhausted available funding. The remaining 19 projects are continuing to operate following the Bureau of Justice Assistance's (BJA) approval of a one-year, no-cost extension for the JAG program that was effective January 1, 2018. These remaining local JAG projects will continue to operate until all funds are exhausted or until December 31, 2018. It is anticipated each local project will exhaust all funding prior to the end of the one-year extension.

Prior to March of 2015, California used JAG funds to support the Law Enforcement program purpose area, with a strong emphasis on task forces to address narcotic and gang investigations. In 2012, 98 percent of JAG funds were allocated to the Law Enforcement PPA. In 2012, the JAG program was transferred to BSCC from the California Emergency Management Agency.

In 2013, the BSCC Board approved BSCC staff to develop policies, procedures and the infrastructure to initiate strategic planning to increase the program participation into additional program purpose areas throughout the state. The Board also approved the continuance of the 2012 JAG program objectives of law enforcement for an additional year while changes were being implemented to update the focus of the JAG program based on the strategic planning process.

In March 2013, as part of the state's planning process for its JAG allocation, BSCC staff began working with the National Criminal Justice Association (NCJA) to develop a stakeholder engagement strategy for the state strategic plan. As part of this engagement strategy, BSCC sought input from traditional and non-traditional criminal justice partners from across the state. This was accomplished through a survey and listening sessions. The listening sessions allowed stakeholders throughout the state to voice their opinions as to how JAG funding should be spent.

NCJA and BSCC staff developed a 14-question survey, which was distributed beginning April 1, 2013 to criminal justice stakeholder groups through an independent website, multiple listservs, and individual email messages. The survey closed on April 30, 2013, with 890 responses from around the state and across multiple elements of the criminal justice community, including Law Enforcement, Administration, Probation, Community Based Organizations, Victim Assistance, Juvenile Justice, Prosecution, Defense, Corrections, Mental Health, Education, Social Services, Courts, Substance Abuse Treatment, Public Health and Private Citizens.

The survey was designed so that responses could be sorted by function within the criminal justice system. Analysis focused on finding consensus around the JAG purpose areas in greatest need of limited funds and determining which projects in each purpose area were viewed as most critical to California's state and local criminal justice systems.

Respondents' top-ranked initiatives were those that addressed issues that impact multiple system partners. For example, gang prevention initiatives were the highest-ranked priority within the Prevention and Education purpose area. These initiatives address a problem that impacts law enforcement, juvenile justice, the courts, education, and social services. Likewise, problem-solving courts (e.g. mental health, veterans, drug, reentry), the top-ranked initiative within the Prosecution, Courts and Public Defense purpose area, address issues that impact multiple fields, (e.g., mental health, substance abuse, corrections, community corrections, public defense, prosecution and the courts). The survey results identified three Priority Purpose Areas and the top areas of need within each purpose area.

Priority Purpose Areas

Top Three (3) JAG Program Purpose Areas	Top Areas of Need within each PPA
Prevention and Education	<ul style="list-style-type: none">• Gang Initiatives• Juvenile Delinquency• Substance Abuse• School Violence
Law Enforcement	<ul style="list-style-type: none">• Gang Violence• Violent Crime Reduction• Drug Enforcement• Gun Violence Reduction
Prosecution, Courts and Defense	<ul style="list-style-type: none">• Problem Solving Courts• Gun/Gang Prosecution• Violent Crime Prosecution and Defense• Court-Based Restorative Justice Initiatives• Innovations in Indigent Defense

The survey results were reviewed by the BSCC Board and the following Multi-Year strategy was developed and approved for the JAG Program in California.

California Multi-Year Strategy for the Byrne JAG Program

- (1) The strategy will honor responses from the California stakeholders in the survey with priority given to the survey supported areas of:
 - a. Education and Prevention
 - b. Law Enforcement
 - c. Prosecution, Courts and Defense
- (2) The needs of small, medium and large counties will be taken into account.
- (3) Funding will be based on local flexibility and on the needs of the juvenile and adult criminal justice communities and on input from a balanced array of stakeholders.
- (4) Applicants must demonstrate a collaborative strategy based on the Community Engagement Model that involves multiple stakeholders in the project or problem addressed.
- (5) Some emphasis in the strategy will be given to the development of innovative and/or promising strategies to reduce recidivism.

Subrecipient Award Process and Timeline

The BSCC follows the state strategy when selecting JAG program subrecipients. The selection of subrecipients is a competitive process for eligible jurisdictions. The Request for Proposals (RFP) for the previous grant cycle limited eligibility to the 58 California counties. Partnerships of two or more counties could be submitted as one joint proposal, though one county Agency was required to serve as lead on the proposal and be identified as Lead Agency in the application to the BSCC. The BSCC applies and will apply the following activities in awarding previous and new JAG funds:

Analyze Statutory Requirements: The BSCC begins each grant program by researching the subject area, analyzing the solicitation, statutory requirements, best practices and related legislative intent. This forms the basis of future steps and actions

taken by the BSCC. The BSCC applies for funding to the BJA. The completed JAG application is posted for public viewing and comment for 30 days.

Establish an Executive Steering Committee (ESC) to develop a Request for Proposal (RFP): The BSCC appoints an ESC, chaired by a Board Member, to guide the grant process and provide recommendations on specific implementation procedures within the constructs of the JAG state strategy. This includes recommendations on priorities, criteria, equitable competition, and distribution of funds, RFP, rating factors to evaluate project proposals, and effectiveness indicators to determine project success.

BSCC Request for Proposals (RFP): ESC recommendations are provided to the BSCC Board for action at a regularly scheduled meeting, and public comment is always provided. The BSCC Board may accept, change, or modify any ESC recommendations. The BSCC Board then approves the RFP, which is distributed to the public and posted on the BSCC's website.

ESC Rates Proposals and Develops Funding Recommendations: Each member of the ESC is assigned to evaluate applications, and will independently review and score written proposals by applying the BSCC-approved rating factors included in the RFP. For each proposal, the cumulative scores on all rating factors will determine the applicant's rank in relationship to other projects.

Award Grants: The BSCC Board is provided with a rank-ordered list of proposed projects for funding at a regularly scheduled meeting, and public comment is provided. The BSCC Board may accept, change, or modify any ESC funding recommendations. The BSCC Board awards the subrecipient grants, and applicants are formally notified. Each project description and funding level is then posted on the BSCC's website.

Tentative 2018 JAG Implementation Timeline

DATE	ACTIVITY
October 2018	ESC to complete and approve the RFP recommendation.
November 8, 2018	ESC JAG recommendation to the Board for approval. Release of the RFP to the field.
January 14, 2019	Notice of Intent to apply to BSCC.
Last week January 2019	JAG Bidder's Conference.
March 28, 2019	JAG proposals due back to BSCC.
March 29 thru April 8, 2019	Technical Review.

DATE	ACTIVITY
April 15, 2019	ESC Rater Training.
June 21, 2019	ESC Board Recommendation.
July 11, 2019	Presentation of the ESC funding recommendation. Approval of the state strategy and funding recommendation.
August 1, 2019	New JAG Cycle to Start.

Programs Eligible for Funding

The BSCC limits the JAG grant funds to government (except as provided in the JAG solicitation for the under \$10,000) programs designed within the State Strategy priority program purpose areas of Prevention and Education, Law Enforcement, and Prosecution, Courts and Defense. The BSCC does not require grantees to operate specific programs, but does require grantees to use principles of evidence-based practice in the selection of local projects. The state strategy also allows subrecipients to select promising and innovative projects/programs for implementation based on the needs of the community. A list of subrecipients and program descriptions of programs funded with the 2018 award will be provided to BJA at the completion of the BSCC subaward process. How many "under \$10,000" funds are awarded non-competitively to the California Department of Justice (CA DOJ) to support regional task force commanders

Evidence-Based and Innovative or Promising Projects

The BSCC is committed to achieving the best outcomes from criminal justice system programs. The principles of evidence-based and innovative and promising JAG projects are reflected in the state strategy. Subrecipients were required to follow three basic principles when designing their programs:

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, (i.e., produce a desired benefit)? For example, was the intervention or strategy you selected used by another jurisdiction with documented positive results? Is there published research on the intervention you are choosing to implement showing its effectiveness? Is the intervention or strategy being used by another jurisdiction with a similar problem and similar target population?

2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended? For example, does this intervention or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention or strategy was implemented in another jurisdiction,

are there procedures in place to ensure that that you are following the model closely (so that you are more likely to achieve the desired outcomes)?

3. Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy worked? For example, will the intervention or strategy you selected allow for the collection of data or other evidence so that outcomes can be measured at the conclusion of the project? Do you have processes in place to identify, collect and analyze that data/evidence?

Subrecipients were to develop an overall project that incorporates these principles and is tailored to fit the needs of their communities. Innovation and creativity are encouraged.

The JAG State Strategy adopted indicated that, "some emphasis shall be given to innovative and/or promising strategies to reduce crime and recidivism." Applicants are encouraged to identify innovative or promising strategies in their applications for JAG funds. Applicable terms are defined as follows:

1. "Innovative," shall be broadly construed to include programs or strategies that are "new" in the county or area where applied or represent expanded or reconfigured programs targeting additional populations or needs in the applicant county. Innovative programs or strategies described in the proposal must be linked to one or more components of an evidence-based practice.
2. "Promising," is broadly construed to include crime-reduction and recidivism-reduction programs or strategies that have been implemented elsewhere with evidence of success, but with evidence that is not yet strong enough to conclude that the success was due to the program, or that it is highly likely to work if carried out in the applicant's circumstances. The difference between evidence-based and promising approaches is a difference in degree that depends on the number of situations in which a program or strategy has been tested and the rigor of the evaluation methods that were used. Applicants seeking to implement "promising" programs or strategies should be able to describe the documentation, data and evidence available to support the approach and why it is best suited to the needs and objectives described in the proposal.
3. Evidence, which may vary in terms of its novelty or its strength, is relevant to the assessment of a program's potential benefits, whether described as innovative, promising, or evidence-based.

A. Project Design and Implementation

The BSCC uses a comprehensive approach for implementing the JAG program. The strategy is designed to incorporate stakeholders, both traditional and non-traditional, at the state and local level to ensure the program design fits the needs of the local

jurisdictions. This approach includes strategic planning, community engagement, collaboration, stakeholder participation, and encouraging the leveraging of funds. The BSCC has also developed a comprehensive monitoring and technical assistance program to ensure proper utilization of federal resources throughout the grant cycle.

National Incident-Based Reporting System (NIBRS) 3 Percent Set-Aside

At the time of the release of the FFY 2018 Byrne JAG solicitation, California was not certified by the FBI that it was compliant with the federal National Incident-Based Reporting System (NIBRS). As such, the BSCC will set aside three percent of its award to further NIBRS compliance. The California Department of Justice currently acts as the Statistical Analysis Center for California. The estimated \$247,704 that will be set aside will be used, subject to approval by the JAG ESC and BSCC Board, to fund additional improvements at the California Department of Justice. The California Department of Justice, in conjunction with the National Crime Statistics Exchange effort, is in the process of planning its transition to the California Incident Based Reporting System (CIBRS) repository which will house California's FBI mandated National Incident-Based Reporting System (NIBRS) data collection and the mandated California specific data elements. The monies allocated in the Byrne/JAG fund for NIBRS will be used to procure a Project Manager to oversee this project and to provide training to local reporting law enforcement agencies on the new CIBRS repository and data collection. Additional budgetary detail will follow once the JAG award is made.

California Strategic Planning Process

Since 2012 the BSCC has embraced the leadership, direction and philosophy of both Bureau of Justice Assistance (BJA) and the National Criminal Justice Association (NCJA) concerning technical assistance, strategic planning, evidence-based principles, and data driven strategies for the JAG program. California has adopted the principles of the JAG program first announced in the 2013 JAG solicitation, when BJA placed an emphasize on the state strategic plan, planning and the process of using a community-engagement model to guide local JAG projects now and in the future.

California has developed a multi- year state strategy and priorities selected by the criminal justice stakeholders throughout the state. In March 2015, BSCC implemented the state strategy and the priorities through the projects at the local level. This program change was a major departure from the previous JAG program, in which 98 percent of JAG funding was placed in the law enforcement program purpose area for the creation of law enforcement task forces.

In addition, local subrecipients have been required to identify local issues/problems, plan, prioritize, collaborate and develop their own three-year strategy plan in one-year increments. This process has led to traditional and non-traditional stakeholders being able to collaborate towards a common goal to reduce violent crime and recidivism.

Community Engagement

Subrecipients must form a Local JAG Steering Committee comprised of stakeholders representing diverse disciplines who have experience and expertise in the proposed local interventions. The Local JAG Steering Committee will use a community-engagement model to determine the community needs and develop a three-year JAG strategy in one-year increments.

The Local JAG Steering Committee will represent a significant cross-section of juvenile and/or criminal justice stakeholders, depending on the intervention chosen, within the applicant county. The Local JAG Steering Committee composition will be diverse to include a balanced representation of both traditional and non-traditional stakeholders. Examples of non-traditional stakeholders could include community-based and faith-based organizations, educators, and social service providers, family member of a criminal justice involved person, job developers, advocacy groups, or citizens. Examples of traditional stakeholders could include law enforcement, prosecution, probation, courts, and other city and county departments. The county will determine the total number of members to serve on the Local JAG Steering Committee.

Stakeholders identified for membership on the Local JAG Steering Committee shall possess a working knowledge of the problem areas being discussed within the identified JAG priorities. The Local JAG Steering Committee will work collaboratively with the local communities to identify the needs of the community as they relate to the JAG priorities and to create and develop a comprehensive project plan with the overall goal of reducing violent crime and recidivism within their county.

- The Applicant must describe how it ensured full and equal participation and voting rights for all members of the Local JAG Steering Committee throughout this process.
- The Applicant must describe the process that took place to engage membership for the Local JAG Steering Committee, as well as any working relationships that existed with members prior to the development of the Local JAG Steering Committee
- The Applicant may use an existing group, or a subcommittee of an existing group, as its Local JAG Steering Committee but must address all requirement listed in this section.
- The Applicant must describe the expertise of each of the Local Steering Committee member and how he or she relate to the intervention being proposed in the submitted JAG application.

Stakeholders Participating in Planning Process

As noted previously, the BSCC uses an Executive Steering Committee (ESC) to make recommendations on decisions related to the JAG programs. The JAG ESC is composed of subject-matter experts and stakeholders representing both the public and private sectors. The BSCC considers experience, geography, and demographics when considering ESC membership. The JAG ESC is tasked with providing

recommendations to the BSCC Board regarding the state strategy, RFP, evaluations of the project proposals, and provide funding recommendations. The BSCC Board then approves, rejects, or revises those recommendations. Members of JAG ESC are not paid for their time, but are reimbursed for travel expenses incurred to attend meetings. The BSCC approved the formation of the current JAG ESC. The Members are listed below:

JAG Executive Steering Committee

JAG ESC Membership Roster	
Linda Penner, Chair	ESC Chairperson, Chairperson, Board of State and Community Corrections
Cyndee Borges	Mental Health Services Program Manager, San Joaquin County
Mark Delgado	Executive Director, Los Angeles County's Countywide Criminal Justice Coordination Committee, Los Angeles County
Eric Durnell	Ph. D. Candidate, Social Psychology, California State University, San Francisco, San Francisco County
David Fernandez	Senior Special Agent, California Department of Corrections and Rehabilitation
Robin Lipetzky	Public Defender, Contra Costa County
Lyle Martin	Police Chief, Bakersfield Police Department, Kern County
Steve Meinrath	Attorney, Sacramento County
Debbie Paolinelli	Assistant County Administrative Officer, Fresno County
Jonathan Raven	Chief Deputy District Attorney, Yolo County
Darren Thompson	Sheriff-Coroner, San Benito County
Erik Upson	Police Chief, Benicia Police Department, Solano County
Erica Webster	Juvenile Justice Advocate, Sacramento County
Charles Wilhite	Ph. D., Director, Criminal Justice, Azusa Pacific University, San Diego

Addressing Gaps in Resources

The BSCC allows flexibility for the subrecipients to examine funding gaps and tailor the JAG projects to fund local project needs. Each jurisdiction examines funding gaps and designs a project plan that will fund the areas of need. Subrecipients of previous JAG funding have consistently identified supportive services, substance-abuse treatment, trauma-informed care, youth and adult reentry services, restorative justice, specialty courts, youth and adult programs and family counseling services provided by county and community-based organizations (CBO's) as needing resources to implement effective programming.

Leveraging State Funds

Although supplanting is prohibited, the BSCC encourages leveraging federal, state, local, and private funds. In instances where leveraging occurs within a program, BSCC tracks and reports all federal funds separately to ensure funds are not comingled.

Monitoring and Technical Assistance

BSCC provides monitoring and technical assistance to ensure subrecipients understand and follow the JAG requirements and make progress towards the stated grant objectives. BSCC provides technical assistance regarding fiscal, programmatic and administrative requirements, and special conditions

Grantee Orientation

Following the start of the grant period, BSCC staff conduct a mandatory Grantee Orientation to review the program requirements, special conditions, contract requirements, invoicing and budget modification processes, data collection and reporting requirements, and grant management and monitoring activities. Attendance is required by the subrecipient Project Director, Financial Officer, Day-to-Day Contact, the individual tasked with Data Collection and Evaluation and a minimum of one Community Partner.

Grant Administration Guide

The BSCC Grant Administration Guide (Guide) is intended to help subrecipients comply with the terms and conditions that apply to JAG funded projects. The Guide can be accessed and downloaded by the subrecipients from the BSCC website at www.bscc.ca.gov. Any forms referenced in the Guide are also available.

Monitoring and Technical Assistance

Designated BSCC staff monitor each JAG subrecipient and provide training and technical assistance throughout development, implementation, and maintenance of the project. The goal of BSCC monitoring, training, and technical assistance is to provide early intervention and resolution of any issues that may arise during the term of the

grant. Monitoring also helps ensure that projects meet stated goals and objectives, and desired outcomes.

The BSCC Field Representatives responsible for grant program development, administration and oversight have significant experience in the field of criminal justice and, at a minimum, must have three years of progressively responsible corrections or law enforcement supervisory, management, consultative or equivalent staff experience above first-line supervisory level in local corrections or probation agency or a state or federal corrections system. This experience must include at least two years in program development, program planning or research, program monitoring, staff workload, jail inspections, training or equivalent consultative experience.

B. Capabilities

Established in 2012, the BSCC is an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, a data and information clearinghouse, and technical assistance on a wide range of community corrections issues. (Pen. Code, §§ 6024-6025). The BSCC is the designated State Administering Agency (SAA) for the state. In addition, the BSCC promulgates regulations for adult and juvenile detention facilities, conducts regular inspections of those facilities, develops standards for the selection and training of local corrections and probation officers, and administers significant public safety-related grant funding. When the BSCC was established, the administration of the Edward Byrne Memorial JAG grant program was transferred from the California Emergency Management Agency to the BSCC.

The BSCC also inspects for compliance to local correctional standards and directs funding for construction of local adult and juvenile detention facilities and ensures that the local jail projects meet recent Legislative mandates to provide program space to rehabilitate offenders.

The BSCC's work involves extensive collaboration with stakeholders, including, police chiefs, local probation departments, sheriffs, county administrative offices, justice system partners, community-based organizations, and others. The BSCC sets standards and provides training for local adult and juvenile corrections and probation officers. It is also the administering agency for a host of federal and state public safety grants, including evidence-based practices to reduce gang violence, and it works to reduce racial and ethnic disparities in the juvenile justice system.

Policy for the agency is set by the 13-member Board of State and Community Corrections, whose members are prescribed by statute, appointed by the Governor and the Legislature, and subject to approval by the state Senate. The Board Chair reports directly to the Governor.

Board of State and Community Corrections Members

	Designation per Statute	Board Member (as of August 2018)
1	The Chair of the Board (a full-time paid position), appointed by the Governor.	Linda Penner, Chair (former Chief Probation Officer, Fresno County)
2	The Secretary of the California Department of Corrections and Rehabilitation (CDCR).	Scott Kernan Secretary, CDCR
3	The Director of the Division of Adult Parole Operations for CDCR.	Jerry Powers Director, CDCR Division of Adult Parole Operations
4	A county sheriff in charge of a local detention facility which has a BSCC rated capacity of 200 or less inmates, appointed by the Governor.	Dean Growdon Sheriff, Lassen County
5	A county sheriff in charge of a local detention facility which has a BSCC rated capacity of over 200 inmates, appointed by the Governor.	William Gore Sheriff, San Diego County
6	A county supervisor or county administrative officer. This member shall be appointed by the Governor.	Leticia Perez County Supervisor of Kern County
7	A chief probation officer from a county with a population over 200,000, appointed by the Governor.	Mark Varela Chief Probation Officer Ventura County
8	A chief probation officer from a county with a population under 200,000, appointed by the Governor.	Michael Ertola Chief Probation Officer Nevada County
9	A judge appointed by the Judicial Council of California.	Gordon S. Baranco Retired Judge, Alameda County
10	A chief of police, appointed by the Governor.	David Bejarano Chief of Police (Ret.), City of Chula Vista
11	A community provider of rehabilitative treatment or services for adult offenders, appointed by the Speaker of the Assembly.	Scott Budnick Founder, Anti-Recidivism Coalition
12	A community provider or advocate with expertise in effective programs, policies, and treatment of at-risk youth and juvenile offenders, appointed by the Senate Committee on Rules.	David Steinhart Director, Commonweal Juvenile Justice Program
13	A public member, appointed by the Governor.	Francine Tournour Office of Public Safety Accountability, City of Sacramento

The BSCC is further comprised of four Divisions, each of which plays an important role in monitoring and supporting the state's local corrections systems: (1) Corrections Planning and Grant Programs (CPGP), (2) Facilities Standards and Operations (FSO),

(3) Standards and Training for Corrections (STC), and (4) County Facilities Construction (CFC).

The CPGP Division develops, administers, and evaluates state and federally funded grant programs to improve the effectiveness of state and local correctional systems, reduce costs, maximize resources and enhance public safety. As part of BSCC's responsibilities, the CPGP serves as a resource for evidence-based, effective, and promising programs, practices, and strategies; and provides technical assistance, consultation, and training to state and local justice system policy makers. The grants administered by the CPGP include the following:

State Grant Programs Administered by the BSCC, subject to annual awards/appropriations

Juvenile Justice Crime Prevention Act Program: Supports probation departments by funding programs that have proven effective in reducing crime and delinquency (In FY 15/16 \$107,100,000 to 58 counties).

Proud Parenting Program: Supports community-based parenting services to young parents between the ages of 14 and 25 who have been involved in the justice system and/or welfare system, to break the inter-generational cycle of violence and delinquency (\$835,000 to seven projects).

Youth Center/Youth Shelter Program: Provided state funds for the acquisition, renovation and construction of afterschool youth centers and overnight youth shelters throughout California; all funds have been disseminated (\$54,000,000 paid out with 14 active contracts remaining under review).

Youthful Offender Block Grant: Utilizes funding for counties to provide custody and care to youthful offenders who previously would have been committed to the CDCR's DJJ (In FY 16/17 \$134,278,456 to 58 counties).

California Violence Intervention and Prevention Program: Provides funding, through a competitive process, to cities using a local collaborative approach for gang prevention, intervention, education, and/or suppression activities (\$9,215,000 annually – currently 19 projects).

Pay for Success Project: A Social Innovation Financing Program having an innovative funding model, it provides funds for projects to reduce recidivism using evidence-based approaches (\$5,000,000 to 3 projects).

Law Enforcement Assisted Diversion Project: A two-year pilot program designed to divert individuals with a history of criminal involvement related to low-level drug offenses and/or prostitution to social service providers in lieu of prosecution (\$11,800,000 for 2 projects).

Proposition 47: Provides funding for mental health and substance abuse treatment, housing assistance, legal services and job assistance to reduce recidivism of individuals in the criminal justice system (\$103,000,000 to 23 projects).

Federal Grant Programs Administered by the BSCC

Juvenile Accountability Block Grant: Provides funds to units of local government to enhance efforts to combat serious and violent juvenile crime through accountability-based reforms. Funding for this program was discontinued at the federal level in 2013 and only nine projects are currently active.

Title II Formula Block Grant: Program supports local efforts to plan, establish, operate, coordinate, and evaluate projects directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system, including the Juvenile Detention Alternative Initiative core strategies (\$2,800,000 to 12 projects).

Reducing Racial and Ethnic Disparity: Programs support a statewide systems-change initiative using a multi-faceted approach of direct service, education, and support to reduce the overrepresentation of youth of color coming into contact with the juvenile justice system (\$700,000 to four projects).

Tribal Youth Grant: Supports programs operated by federally recognized tribal governments that serve at-risk youth using the beliefs and values as defined by the Gathering of Native Americans principle (\$240,000 to two projects).

Edward Byrne Memorial Justice Assistance Grant: Provides states and local governments with funding to support law enforcement, prosecution, and court programs, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement and crime victim and witness programs (\$16,996,174 to 32 projects).

Residential Substance Abuse Treatment: Assists states and local governments in developing and implementing substance-abuse treatment programs in state, local, and tribal correctional detention facilities (\$942,139 for 4 local jail-based sub-grantees).

Additional Strategic Planning Coordination

State Advisory Group on Juvenile Justice and Delinquency Prevention

Pursuant to the federal Juvenile Justice and Delinquency Prevention Act (JJDPA), each state must establish a State Advisory Group (SAG) on Juvenile Justice to receive Title II Formula Block Grant funds. California's SAG is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). Its members are Governor-

appointed subject matter experts who are committed to enhancing the quality of life for all youth in California. Guiding principles include:

- Strategy – a coalition of knowledgeable stakeholders and communities, current or former wards, and local elected officials
- Advocacy – a plan to prevent juvenile crime while providing treatment and rehabilitation for juvenile offenders
- Compliance – a means of monitoring program compliance and ensuring adherence with the core protections of federal law

Reducing Racial and Ethnic Disparity (R.E.D.) Standing Sub-Committee of SACJJDP (Previously Disproportionate Minority Contact – DMC)

The State R.E.D. Subcommittee uses intentional, collaborative and multi-faceted approaches to eliminate bias and reduce the overrepresentation of youth of color coming into contact with the juvenile justice system. Key responsibilities include:

- Address the overrepresentation of youth of color involved in the justice system
- Provide a leadership approach for reducing racial/ethnic disparities in a state with a highly diverse youth population
- Serve as a key example of how to invest funds to make R.E.D. efforts attainable both locally and at the state level

Juvenile Justice Standing Committee

The Juvenile Justice Standing Committee was formed to assist in fulfilling statutory requirements in relation to a wide range of juvenile justice issues that fall within the purview of the BSCC. Key responsibilities include:

- Data and performance outcomes
- Juvenile Justice Realignment
- Juvenile facility regulations (California Code of Regulations, Title 15)

The committee membership provides diversity, expertise and geographic representation. Each member represents an important discipline related to the mission of advising the Board on juvenile justice mandates and issues.

C. Data Collection Plan

The BSCC emphasizes compliance with the data collection requirements of the JAG grant program by including the BJA Performance Measurement Tool (PMT) quarterly accountability metrics report and semi-annual progress reporting requirements as special conditions for subrecipients; and by monitoring subrecipient reporting compliance. Subrecipients are required to submit the PMT accountability measures that pertain to their JAG funded activities to the BSCC at the end of each quarter.

Subrecipients are required to set aside at least five percent (or \$25,000, whichever is greater) of their total grant award for data collection and evaluation efforts, which includes the development of the Local Evaluation Plan and Final Local Evaluation Report. Subrecipients are strongly encouraged to use outside evaluators to ensure objective and impartial evaluations, especially state universities or community colleges.

Local Evaluation Plan

The purpose of the Local Evaluation Plan is to ensure that projects funded by the BSCC can be evaluated. Subrecipients will include a detailed description of how the applicant will assess the effectiveness of the proposed program in relationship to each of its goals and objectives. This relationship should be apparent in the Plan. The Plan describes the evaluation design or model used to evaluate the effectiveness of the project component(s), with the project goals and the project objectives clearly stated. Subrecipients must also address process and outcome evaluations within the plan.

Final Local Evaluation Report

The purpose of the Final Local Evaluation Report is to determine whether the overall project (including each individual component) was effective in meeting the goals laid out in the Local Evaluation Plan. Subrecipients are required to assess and document the effectiveness of the activities that were implemented within each individual project component, as identified in Plan. The project evaluations are not research within the meaning of 28 C.F.R. § 46.102(d). The reports are intended to generate internal improvements to the program and to account for the projects' overall effectiveness.



LINDA M. PENNER
Chair

KATHLEEN T. HOWARD
Executive Director

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EDMUND G. BROWN, JR.
Governor

August 20, 2018

Tracey Trautman, Acting Director
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street, NW
Washington, D.C. 20531

Dear Ms. Trautman:

Please accept the Board of State and Community Corrections' ("BSCC") FY 2018 application for the Edward Byrne Memorial Justice Assistance Grant ("JAG") Program. As part of this application, the BSCC was required to make Certified Standard Assurances that "the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award" and that "the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations." A Bureau of Justice Assistance representative informed the BSCC that it "should complete the online version" of these Certified Standard Assurances when submitting the application. Therefore, the BSCC makes these Certified Standard Assurances, **except it makes no certifications or assurances about any federal statutes that have been selected by the Office of Justice Programs (OJP) as "applicable" to the JAG program and imposed unlawfully. Furthermore, the BSCC does not agree to comply with any other unlawfully imposed award conditions or requirements.**

Specifically, notwithstanding the BSCC's submission of the Certified Standard Assurances as part of this application, the BSCC does not agree at this time to any of the requirements connected to the "Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" and the "FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a)(4), 1324(a), 1357(a) & 1366(1) & (3)" (collectively, "the Certification Requirements") described, in part, on page 37 and contained in Appendices B and C, respectively, of the JAG State Solicitation. The requirement to certify compliance with 8 U.S.C. § 1373 ("Section 1373 Condition") for JAG has been declared unconstitutional by the courts because of the unconstitutionality of 8 U.S.C. § 1373 itself. *City of Chicago v. Sessions*, No. 17-cv-5720, --- F. Supp. 3d ---, 2018 WL 3608564, at *7-13 (N.D. Ill. July 27, 2018); *City of Philadelphia v. Sessions*, 309 F. Supp. 3d 289, 329-31 (E.D. Pa. 2018); cf. *United States v. California*, No. 18-cv-490, --- F. Supp. 3d ---, 2018 WL 3301414, at *14 (E.D. Cal. July 5, 2018) (finding constitutionality of § 1373 "highly suspect"). Some of the other Certification Requirements are substantively similar to the Access and Notification Conditions that USDOJ added to FY 2017 JAG funding that have been held to be unconstitutional by the

courts as well. See *City of Chicago v. Sessions*, 888 F.3d 272, 277 (7th Cir. 2018); *Philadelphia*, 309 F. Supp. 3d at 321; cf. *City of Los Angeles v. Sessions*, 293 F. Supp. 3d 1087, 1098 (C.D. Cal. 2018).

As you are aware, California is currently litigating the lawfulness of the Access, Notification, and Section 1373 Conditions that were added to JAG for FY 2017. See *State of California v. Sessions*, No. 17-cv-4701 (N.D. Cal.). As expressed in this case, California does not agree with the interpretation of § 1373 as set forth by the federal government. In making the Certified Standard Assurances, the BSCC does not make any representation about its willingness to agree to the federal government's interpretation of § 1373. It should be noted that the court in *United States v. California* explicitly found that the law USDOJ challenged as violative of § 1373 – the California Values Act – “does not directly conflict with 8 U.S.C. § 1373,” and like every other federal court that has considered the scope of § 1373, rejected the federal government's interpretation of § 1373. *California*, 2018 WL 3301414, at *15-17; see also *Philadelphia*, 309 F. Supp. 3d at 332-33; *Steinle v. San Francisco*, 230 F. Supp. 3d 994, 1015 (N.D. Cal. 2017).

The BSCC is informed that the California Office of the Attorney General will file a lawsuit in short order to challenge the FY 2018 Certification Requirements. The BSCC expressly reserves its right to challenge any of the new Certification Requirements, or avail itself of any court orders made in any of the lawsuits challenging the FY 2017 or FY 2018 JAG conditions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Aaron R. Maguire", with a long horizontal flourish extending to the right.

AARON R. MAGUIRE
General Counsel

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
(DOJ Financial Guide, Section 3.10)

A. Personnel

Name	Position	Computation				
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positio				
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
Mary Jolls	Deputy Director	\$149,255.00	yearly	1	25%	\$37,314
Daryle McDaniel	Field Representative	\$133,760.00	yearly	1	100%	\$133,760
Rosa Pargas	SSMII	\$85,933.00	yearly	1	35%	\$30,077
TBA	SSMI (Fiscal)	\$71,625.00	yearly	1	40%	\$28,650
Anthony Jackson	Research Program Specialist I	\$79,570.00	yearly	1	50%	\$39,785
Juanita Reynaga	Senior Management Auditor	\$83,262.00	yearly	1	50%	\$41,631
April Albright	AGPA (Fiscal)	\$71,784.00	yearly	1	45%	\$32,303
Camina Leeson	AGPA (Fiscal/Program)	\$67,487.00	yearly	1	60%	\$40,493
						\$0
Total(s)						\$384,013
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
	Base	Rate	Total Cost
Mary Jolls	\$69,932.00	25.00%	\$17,483
Daryle McDaniel	\$1,942.00	100.00%	\$1,942
Rosa Pargas	\$49,522.00	35.00%	\$17,333
TBA	\$32,231.00	40.00%	\$12,893
Anthony Jackson	\$36,185.00	50.00%	\$18,093
Juanita Reynaga	\$38,851.00	50.00%	\$19,426
April Albright	\$41,658.00	45.00%	\$18,747
Camina Leeson	\$44,073.00	60.00%	\$26,444
			\$0
Total(s)			\$132,361
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
Grantee Orientation (venue)	Sacramento, CA	Other	N/A	\$2,400.00	1	1	1	\$2,400
New ESC Meeting (venue)	Central California	Other	N/A	\$700.00	1	1	1	\$700
New ESC Meeting (venue)	San Francisco Bay Area, CA	Other	N/A	\$700.00	1	1	1	\$700
New ESC Meeting (venue)	Southern California	Other	N/A	\$700.00	1	1	1	\$700
ESC Meetings (travel from Northern California)	Sacramento, CA	Mileage	Mile	\$0.55	416	2	3	\$1,361
ESC Meetings (travel from Northern California)	Sacramento, CA	Meals	Day	\$46.00	1	2	3	\$276
ESC Meetings (travel from Central California)	Sacramento, CA	Lodging	Night	\$90.00	1	4	3	\$1,080
ESC Meetings (travel from Central California)	Sacramento, CA	Mileage	Mile	\$0.55	372	4	3	\$2,433
ESC Meetings (travel from Central California)	Sacramento, CA	Meals	Day	\$46.00	2	4	3	\$1,104

Purpose Area #4

ESC Meetings (travel from San Francisco Bay Area)	Sacramento, CA	Mileage	Mile	\$0.55	192	4	3	\$1,256
ESC Meetings (travel from San Francisco Bay Area)	Sacramento, CA	Meals	Day	\$46.00	1	4	3	\$552
ESC Meetings (travel from Southern California)	Sacramento, CA	Lodging	Night	\$90.00	1	5	3	\$1,350
ESC Meetings (travel from Southern California)	Sacramento, CA	Transportation	Round-trip	\$132.00	1	5	3	\$1,980
ESC Meetings (travel from Southern California)	Sacramento, CA	Local Travel	N/A	\$78.00	1	5	3	\$1,170
ESC Meetings (travel from Southern California)	Sacramento, CA	Meals	Day	\$46.00	2	5	3	\$1,380
Conference - NCJA Pre-Conference Session: Funding for Grant Mgmt Training	Dallas, TX	Other	N/A	\$150.00	1	2	1	\$300
Conference - 2018 National Forum	Dallas, TX	Other	N/A	\$475.00	1	6	1	\$2,850
Conference - NCJA Post-Conference Session: Partnering w/Community Based Service Providers	Dallas, TX	Other	N/A	\$165.00	1	2	1	\$330
Forensic Mental Health Conference	Monterey, CA	Other	N/A	\$500.00	1	2	1	\$1,000
Conference - NCJA Pre-Conference & Nation Forum	Dallas, TX	Lodging	Night	\$230.00	3	5	1	\$3,450
Conference - NCJA Pre-Conference & Nation Forum	Dallas, TX	Transportation	Round-trip	\$690.00	1	5	1	\$3,450

Purpose Area #4

Conference - NCJA Pre-Conference & Nation Forum	Dallas, TX	Other	N/A	\$20.00	1	5	1	\$100
Conference - NCJA Pre-Conference & Nation Forum	Dallas, TX	Local Travel	N/A	\$60.00	1	5	1	\$300
Conference - NCJA Pre-Conference & Nation Forum	Dallas, TX	Meals	Day	\$46.00	4	5	1	\$920
Conference - NCJA Pre-Conference, Nation Forum, & Post-Conference	Dallas, TX	Lodging	Night	\$230.00	4	1	1	\$920
Conference - NCJA Pre-Conference, Nation Forum, & Post-Conference	Dallas, TX	Transportation	Round-trip	\$690.00	1	1	1	\$690
Conference - NCJA Pre-Conference, Nation Forum, & Post-Conference	Dallas, TX	Other	N/A	\$30.00	1	1	1	\$30
Conference - NCJA Pre-Conference, Nation Forum, & Post-Conference	Dallas, TX	Local Travel	N/A	\$60.00	1	1	1	\$60
Conference - NCJA Pre-Conference, Nation Forum, & Post-Conference	Dallas, TX	Meals	Day	\$46.00	5	1	1	\$230
Forensic Mental Health Conference	Monterey, CA	Lodging	Night	\$142.00	2	2	1	\$568
Forensic Mental Health Conference	Monterey, CA	Local Travel	N/A	\$154.00	1	2	1	\$308
Forensic Mental Health Conference	Monterey, CA	Meals	Day	\$46.00	3	2	1	\$276
BJA Western States	Austin, TX	Lodging	Night	\$230.00	2	5	1	\$2,300

Purpose Area #4

BJA Western States	Austin, TX	Transportation	Round-trip	\$690.00	1	5	1	\$3,450
BJA Western States	Austin, TX	Other	N/A	\$30.00	1	5	1	\$150
BJA Western States	Austin, TX	Local Travel	N/A	\$60.00	1	5	1	\$300
BJA Western States	Austin, TX	Meals	Day	\$46.00	3	5	1	\$690
USDOJ Financial Management Training	Washington, D.C.	Lodging	Night	\$230.00	4	3	1	\$2,760
USDOJ Financial Management Training	Washington, D.C.	Transportation	Round-trip	\$690.00	1	3	1	\$2,070
USDOJ Financial Management Training	Washington, D.C.	Other	N/A	\$50.00	1	3	1	\$150
USDOJ Financial Management Training	Washington, D.C.	Local Travel	N/A	\$60.00	1	3	1	\$180
USDOJ Financial Management Training	Washington, D.C.	Meals	Day	\$46.00	5	3	1	\$690
Grant Initial Visits	Northern California	Lodging	Night	\$104.00	1	3	10	\$3,120
Grant Initial Visits	Northern California	Local Travel	N/A	\$135.00	1	3	10	\$4,050
Grant Initial Visits	Northern California	Meals	Day	\$46.00	2	3	10	\$2,760

Purpose Area #4

Grant Initial Visits	Central California	Lodging	Night	\$117.00	1	3	12	\$4,212
Grant Initial Visits	Central California	Local Travel	N/A	\$128.00	1	3	12	\$4,608
Grant Initial Visits	Central California	Meals	Day	\$46.00	2	3	12	\$3,312
Grant Initial Visits	San Francisco Bay Area, CA	Lodging	Night	\$159.00	1	3	4	\$1,908
Grant Initial Visits	San Francisco Bay Area, CA	Local Travel	N/A	\$111.00	1	3	4	\$1,332
Grant Initial Visits	San Francisco Bay Area, CA	Meals	Day	\$46.00	2	3	4	\$1,104
Grant Initial Visits	Southern California	Lodging	Night	\$132.00	1	3	6	\$2,376
Grant Initial Visits	Southern California	Transportation	Round-trip	\$446.00	1	3	6	\$8,028
Grant Initial Visits	Southern California	Other	N/A	\$20.00	1	3	6	\$360
Grant Initial Visits	Southern California	Local Travel	N/A	\$142.00	1	3	6	\$2,556
Grant Initial Visits	Southern California	Meals	Day	\$46.00	2	3	6	\$1,656
Grant Technical Assistance Visits	Northern California	Lodging	Night	\$104.00	1	3	2	\$624

Purpose Area #4

Grant Technical Assistance Visits	Northern California	Local Travel	N/A	\$135.00	1	3	2	\$810
Grant Technical Assistance Visits	Northern California	Meals	Day	\$46.00	2	3	2	\$552
Grant Technical Assistance Visits	Central California	Lodging	Night	\$117.00	1	3	3	\$1,053
Grant Technical Assistance Visits	Central California	Local Travel	N/A	\$128.00	1	3	3	\$1,152
Grant Technical Assistance Visits	Central California	Meals	Day	\$46.00	2	3	3	\$828
Grant Technical Assistance Visits	San Francisco Bay Area, CA	Lodging	Night	\$159.00	1	3	2	\$954
Grant Technical Assistance Visits	San Francisco Bay Area, CA	Local Travel	N/A	\$111.00	1	3	2	\$666
Grant Technical Assistance Visits	San Francisco Bay Area, CA	Meals	Day	\$46.00	2	3	2	\$552
Grant Technical Assistance Visits	Southern California	Lodging	Night	\$132.00	1	3	3	\$1,188
Grant Technical Assistance Visits	Southern California	Transportation	Round-trip	\$446.00	1	3	3	\$4,014
Grant Technical Assistance Visits	Southern California	Other	N/A	\$20.00	1	3	3	\$180
Grant Technical Assistance Visits	Southern California	Local Travel	N/A	\$142.00	1	3	3	\$1,278

Purpose Area #4

Grant Technical Assistance Visits	Southern California	Meals	Day	\$46.00	2	3	3	\$828
			N/A					\$0
Total(s)								\$103,025
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>	Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>		
	# of Items	Unit Cost	Total Cost
General Supplies	1	\$14,091.00	\$14,091
			Total(s)
			\$14,091
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			Total Cost
Subrecipient Pass-Through		No	\$16,611,686
			Total(s) \$16,611,686

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
Total						\$0
Narrative						

Purpose Area #4

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H. Procurement Contracts

Description	Purpose	Consultant?	
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
GrantVantage License	1	YR	\$16,000.00	1	\$16,000
NCJA Membership Dues	1	YR	\$10,500.00	1	\$10,500
Statewide Cost Allocation Plan Fees - FY 18/19	1	YR	\$95,113.00	1	\$95,113
Total(s)					\$121,613

Narrative

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
Indirect Costs Applied to Eligible Direct Costs	\$674,081.00	31.51%	\$212,403
		Total(s)	\$212,403
Narrative			

in.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$37,314
	\$133,760
	\$30,077
	\$28,650
	\$39,785
	\$41,631
	\$32,303
	\$40,493
	\$0
\$0	\$384,013

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$17,483
	\$1,942
	\$17,333
	\$12,893
	\$18,093
	\$19,426
	\$18,747
	\$26,444
	\$0
\$0	\$132,361

Purpose Area #4

r of people traveling.	
Non-Federal Contribution	Federal Request
	\$2,400
	\$700
	\$700
	\$700
	\$1,361
	\$276
	\$1,080
	\$2,433
	\$1,104

Purpose Area #4

	\$1,256
	\$552
	\$1,350
	\$1,980
	\$1,170
	\$1,380
	\$300
	\$2,850
	\$330
	\$1,000
	\$3,450
	\$3,450

Purpose Area #4

	\$100
	\$300
	\$920
	\$920
	\$690
	\$30
	\$60
	\$230
	\$568
	\$308
	\$276
	\$2,300

Purpose Area #4

	\$3,450
	\$150
	\$300
	\$690
	\$2,760
	\$2,070
	\$150
	\$180
	\$690
	\$3,120
	\$4,050
	\$2,760

Purpose Area #4

	\$4,212
	\$4,608
	\$3,312
	\$1,908
	\$1,332
	\$1,104
	\$2,376
	\$8,028
	\$360
	\$2,556
	\$1,656
	\$624

Purpose Area #4

	\$810
	\$552
	\$1,053
	\$1,152
	\$828
	\$954
	\$666
	\$552
	\$1,188
	\$4,014
	\$180
	\$1,278

Purpose Area #4

	\$828
	\$0
\$0	\$103,025

or item)

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

ased X the cost per item.	
Non-Federal Contribution	Federal Request
	\$14,091
\$0	\$14,091

Purpose Area #4

er item)	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$16,611,686
\$0	\$16,611,686
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

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<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

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number of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
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Purpose Area #4

	\$0
\$0	\$0

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$16,000
	\$10,500
	\$95,113
\$0	\$121,613

Purpose Area #4

1 costs.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$212,403
\$0	\$212,403

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation				
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positio				
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
						\$0
Total(s)						\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			Total Cost
			\$0
			Total(s)
		\$0	
Narrative			

Purpose Area #4

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of trips				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0

Narrative

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>		Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)							
Description		Purpose		Consultant?			
Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.			
						Total Cost	
						Total(s)	\$0
Consultant Travel (if necessary)							
Purpose of Travel		Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost	
						\$0	
						Total	\$0
Narrative							

Purpose Area #4

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H. Procurement Contracts

Description	Purpose	Consultant?	
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description	Computation				
List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	Show the basis for computation				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such</i>	
	Base	Indirect Cost Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

m.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

r of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

r item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>ased X the cost per item.</i>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

per item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

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<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

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number of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
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Purpose Area #4

[illegible]

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation				
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/positic				
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost
						\$0
Total(s)						\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
		Base	Rate
			Total Cost
			\$0
			Total(s)
		\$0	
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item	Computation		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
		Total(s)	\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>	Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>		
	# of Items	Unit Cost	Total Cost
			\$0
			Total(s) \$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)							
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>		Purpose <i>Describe the purpose of the subaward (subgrant)</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
						Total Cost	
						Total(s)	\$0
Consultant Travel (if necessary)							
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the</i>	
						Cost	Duration or Distance
							# of Staff
							Total Cost
							\$0
						Total	\$0
Narrative							

Purpose Area #4

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H. Procurement Contracts

Description	Purpose	Consultant?	
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0
Narrative						
I. Other Costs						
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost	
					\$0	
Total(s)						\$0
Narrative						

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
		Total(s)	\$0
Narrative			

Purpose Area #4

in.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

r item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<p>ased X the cost per item.</p>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

er item)	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request

Purpose Area #4

[illegible]

Purpose Area #4

7 costs.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
					Total(s)	\$0
Narrative						

B. Fringe Benefits			
Name		Computation	
List each grant-supported position receiving fringe benefits.		Show the basis for computation.	
		Base	Rate
			Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel									
Purpose of Travel	Location	Type of Expense	Basis	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of staff X the number of trips</i>					
				Cost	Quantity	# of Staff	# of Trips	Total Cost	
			N/A					\$0	
								Total(s)	\$0
Narrative									

Purpose Area #4

D. Equipment			
Item	Computation		
List and describe each item of equipment that will be purchased	Compute the cost (e.g., the number of each item to be purchased X the cost per item)		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>	Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>		
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)						
Description	Purpose			Consultant?		
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						Total Cost
					Total(s)	\$0
Consultant Travel (if necessary)						
Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>			
			Cost	Duration or Distance	# of Staff	Total Cost
						\$0
					Total	\$0
Narrative						

Purpose Area #4

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H. Procurement Contracts

Description	Purpose	Consultant?	
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>				
	Quantity	Basis	Cost	Length of Time	Total Cost
					\$0
Total(s)					\$0

Narrative

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
		Total(s)	\$0
Narrative			

Purpose Area #4

n.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

r of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

or item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

ased X the cost per item.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

er item)	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request

Purpose Area #4

[illegible]

Purpose Area #4

1 costs.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/positic</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
					Total(s)	\$0
Narrative						

Purpose Area #4

B. Fringe Benefits			
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>	
	Base	Rate	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

C. Travel								
Purpose of Travel	Location	Type of Expense	Basis	Computation				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
			N/A					\$0
Total(s)								\$0
Narrative								

Purpose Area #4

D. Equipment			
Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	# of Items	Unit Cost	Total Cost
			\$0
			Total(s) \$0
Narrative			

Purpose Area #4

E. Supplies			
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>		Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	# of Items	Unit Cost	Total Cost
			\$0
Total(s)			\$0
Narrative			

Purpose Area #4

F. Construction				
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		# of Items	Cost	Total Cost
				\$0
Total(s)				\$0
Narrative				

Purpose Area #4

G. Subawards (Subgrants)				
Description	Purpose	Consultant?		
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
			Total Cost	
			Total(s)	\$0
Consultant Travel (if necessary)				
Purpose of Travel	Location	Type of Expense	Computation	
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the</i>	
			Cost	Duration or Distance
				# of Staff
				Total Cost
				\$0
			Total	\$0
Narrative				

Purpose Area #4

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H. Procurement Contracts

Description	Purpose	Consultant?	
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	
			Total Cost
Total(s)			\$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the			
			Cost	Duration or Distance	# of Staff	Total Cost

Purpose Area #4

						\$0
Total						\$0

Narrative

I. Other Costs

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>			
		Quantity	Basis	Cost	Length of Time
					\$0
Total(s)					\$0

Narrative

Purpose Area #4

J. Indirect Costs			
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such</i>		
	Base	Indirect Cost Rate	Total Cost
			\$0
		Total(s)	\$0
Narrative			

Purpose Area #4

m.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

<i>r of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

er item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

<p>ased X the cost per item.</p>	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

er item)	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request
	\$0
\$0	\$0

Purpose Area #4

Non-Federal Contribution	Federal Request
	\$0
\$0	\$0
number of people traveling.	
Non-Federal Contribution	Federal Request

Purpose Area #4

[illegible]

Purpose Area #4

7 costs.	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

Budget Summary

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$384,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$384,013
B. Fringe Benefits	\$132,361	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,361
C. Travel	\$103,025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,025
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$14,091	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,091
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$16,611,686	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,611,686
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$121,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,613
Total Direct Costs	\$17,366,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,366,789
J. Indirect Costs	\$212,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$212,403
Total Project Costs	\$17,579,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,579,192
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

Budget Summary

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$384,013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$384,013
B. Fringe Benefits	\$132,361	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,361
C. Travel	\$103,025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,025
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$14,091	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,091
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$16,611,686	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,611,686
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$121,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,613
Total Direct Costs	\$17,366,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,366,789
J. Indirect Costs	\$212,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$212,403
Total Project Costs	\$17,579,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,579,192
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	



U.S. Department of Justice

Office of Justice Programs

Office of the Chief Financial Officer

April 5, 2018

BOARD OF STATE AND COMMUNITY CORRECTIONS
2590 Venture Oaks Way | Suite 200 |
Sacramento | CA | 95833

Dear Mr. Jones:

Enclosed is an original and three copies of the Indirect Cost Negotiated Agreement. These documents reflect an understanding reached between the **California Board of State and Community Corrections** and the **U.S. Department of Justice** concerning indirect cost rates for the fiscal year ending **June 30, 2018**. Your request for an overhead rate of **31.50%** for **FY18** based on total direct cost has been approved.

Please have the appropriate State Official sign, date the original and two copies and return them to me for acceptance by the Chief Finance Officer. All returned copies must bear original signatures. No xeroxing or other duplicating of signatures is acceptable. The fourth copy may be retained by you pending receipt of a fully executed agreement. The signed documents must be returned within 30 days of the date of this letter.

We request that you submit your indirect cost allocation plan for your fiscal year beginning **July 01, 2018** no later than six months after the close of the fiscal year for which the proposal is based upon. Your proposal must be submitted with the following documentation:

- (1) Organization chart showing the structure of the agency during the period for which the proposal applies, along with a functional statement noting the duties and/or responsibilities of all units that comprise the agency.
- (2) Approved Central Service Cost Allocation Plan.

- (3) A copy of the financial statements prepared by either a certified public accountant or State government auditor, or a copy of the official budget of that department, if the budget reports the actual expenditures for the year on which the proposal is based. (Also, transmit a copy of the audit report transmittal letter addressed to the cognizant federal agency, when it becomes available. The original transmittal letter and audit report should be sent to your lead cognizant agency and also the DOJ Regional Inspector General for Audit. Audit reports should be prepared consistent with 2 CFR 255.
- (4) Schedule of indirect costs identified by expense category (or cost object).
- (5) Certification that the indirect cost rate proposal was prepared in a manner consistent with the cost principles of OMB Circular A-87.
- (6) A listing of grants and contracts by Federal agency, amounts, period of performance, and the indirect cost (overhead) limitations (if any) applicable to each, such as ceiling rates or amounts restricted by administrative or statutory regulations.

If you have any questions, please contact me on (202) 616-7765.

Sincerely,

Romana Z. Mair

Romana Mair Staff Accountant
Grant Financial Management Division
Office of the Chief Financial Officer

Enclosures

U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

CALIFORNIA BOARDS of STATE and
COMMUNITY CORRECTION

Romana Z Mair

Signature: Romana Z Mair
Grant Financial Management Division
Office of the Chief Financial Officer

April 9, 2018

Date

Kathleen T. Howard

Signature: Kathleen T Howard
Executive Director

04/06/2018

Date



**NEGOTIATED AGREEMENT
STATE AND LOCAL UNITS OF GOVERNMENT**

INSTITUTION:

BOARD OF STATE AND COMMUNITY CORRECTIONS
2590 Venture Oaks Way | Suite 200 | Sacramento | CA | 95833

DATE: April 5, 2018

File Ref: First Time Applicant

SUBJECT: The indirect cost rate(s) contained herein is for use on grants and contracts with the U.S. Department of Justice and other Federal agencies to which 2 CFR Part 225 formerly known as OMB Circular A-87 applies, subject to the limitations contained in Section II, of this agreement.

SECTION I: RATES

OVERHEAD

<u>Type</u>	<u>Effective Period</u>		<u>*Rate</u>	<u>Locations</u>	<u>Applicable</u>
	<u>From</u>	<u>To</u>			<u>To</u>
Fixed (FCF)	07/01/2017	06/30/2018	31.50%	All	All Programs

***Base:** Total direct costs excluding capital equipment, pass-through funds, grant and contracts over \$25,000.

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

SECTION II: GENERAL

LIMITATIONS: Use of the rate(s) contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect costs pool as finally accepted and that such costs are legal obligations of the grantee/contractor and allowable under the governing cost principles; (2) that the same costs that have been treated as indirect costs are not claimed as direct costs; (3) that similar types of costs have been accorded consistent accounting treatment; and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

AUDIT: Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

ACCOUNTING CHANGES: The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was prepared and the agreement was negotiated. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this rate(s) require the prior approval of the office responsible for negotiating the rate(s) on behalf of the Government. Such changes include but are not limited to changes in the charging of a particular type of costs from indirect to direct. Failure to obtain such approval may result in subsequent cost disallowance.

FIXED RATE (S): The fixed rate (s) contained in this agreement is based upon estimate of the costs which will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in a subsequent negotiation to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at the time.

NOTIFICATION TO FEDERAL AGENCIES: Copies of this document may be provided to other Federal offices as a means of notifying them of the agreement contained herein.

SPECIAL REMARKS: Federal programs currently reimbursing indirect costs to this Department/Agency by means other than the rate(s) cited in this agreement should be credited for such costs and the applicable rate cited herein applies to the appropriate base to identify the proper amount of indirect costs allocated to the program.

**Edward Byrne Memorial Justice Assistance Grant Program
Federal Fiscal Year 2018 Application**

Proposed Subaward

The Board of State and Community Corrections (BSCC) will subaward the Justice Administration Grant funds on a competitive basis to eligible jurisdiction in California. The BSCC is the State Adminstrating Agency and will ensure the subrecipient's agencies complete the tasks described within the grant proposal.

**FFY 2018 BYRNE/JAG Formula Grants Program
Additional Attachments and Disclosures**

Applicant Disclosure of High Risk Status

The Board of State & Community Corrections is not currently designated high risk by another federal grant making agency.

Applicant Disclosure of Pending Applications

The Board of State & Community Corrections does not have any pending applications that are for the same purpose. If the 2017 or 2018 JAG funding is released and the BSCC Board approves funding for the same areas, BSCC will amend this segment of the application.

Research and Evaluation Independence and Integrity

The Board of State and Community Corrections (BSCC) intends to pass-through the Justice Administration Grant (JAG) funds through a competitive process to eligible jurisdictions. The BSCC will ensure that the subrecipients of JAG funds maintain research/evaluation independence; including appropriate safeguards to ensure research/evaluation objectivity and integrity, and review of potential conflicts of interest.

30-Day Board Review

The Board of State and Community Corrections Division of Corrections Planning and Grant Programs made its Federal Fiscal Year 2018 JAG application available to the Board of State and Community Corrections membership for its review and comment on September 6, 2018.

30-Day Public Posting and Public Comment

The Board of State and Community Corrections Division of Corrections Planning and Grant Programs made its Federal Fiscal Year 2018 JAG application available to citizens for comment on August 22, 2018. The application will be posted for 30 days on the BSCC website at www.bscc.ca.gov.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining:
(1) a description of the equipment; (2) an identification number; (3) source
of the property, including the award number; (4) where title vests; (5)
acquisition date; (6) federal share of property cost; (7) location and
condition of the property; (8) acquisition cost; &
(9) ultimate disposition information?

☒ Yes ☐ No ☐ Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which
(1) avoid unnecessary purchases; (2) provide an analysis of lease and
purchase alternatives; and (3) provide a process for soliciting goods and
services?

☒ Yes ☐ No ☐ Not Sure

22. Does your procurement system provide for the conduct to determine
selection on a competitive basis and documentation of cost or price
analysis for each procurement action?

☒ Yes ☐ No ☐ Not Sure

23. Does your procurement system include provisions for checking the
"Excluded Parties List" system for suspended or debarred sub-grantees
and contractors, prior to award? Please visit www.sam.gov.

☒ Yes ☐ No ☐ Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy?

☒ Yes ☐ No

(b) adhere to the Federal Travel Regulation? (FTR)

☒ Yes ☐ No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls
in place to monitor activities of subrecipients, as necessary, to determine
that Federal awards are used for authorized purposes in compliance with
laws, regulations, and the provisions of the award and that performance
goals are achieved (2 CFR200)?

☒ Yes ☐ No ☐ Not Sure

☐ N/A (Your organization does not
make subawards.)

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by
the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors,
or similar position.

Name:

Kathleen T. Howard

Kathleen T. Howard

Date:

2018-07-25

Title:

☒ Executive Director

☐ Chief Financial Officer

☐ Chairman

☐ Other

Phone:

(916) 341-6012



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
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FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name: Board of State and Community Corrections

Street1: 2590 Venture Oaks Way

Street2:

City: Sacramento

State: CA: California

Zip Code: 95833

2. Authorized Representative's Name and Title:

Prefix:

First Name:

Middle Name:

Ms.

Kathleen

T.

Last Name:

Howard

Suffix:

Title:

Executive Director

3. Phone: (916) 341-6012

4. Fax: 916-327-3317

5. Email: kathleen.howard@bscc.ca.gov

6. Year Established:

2012

7. Employer Identification Number (EIN):

68-0282717

8. DUNS Number:

9490957310000

9. Type of Organization:



State



Municipality



Non-Profit



Higher Education



Tribal



For-Profit



Other:



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

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AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s) (Please check all that apply):

- ☒ OMB A-133 Single Audit
☐ Financial Statement Audit
☐ Defense Contract Agency Audit (DCAA)
☐ None
☐ Programmatic Audit & Agency:

☐ Other Audit & Agency:

11. Most Recent Audit: ☐ Within the past 12 months ☒ Within the past two years ☐ More than two years

Name of Audit Agency/Firm: Macias Gini & O'Connell

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

0

Please enter the amount of questioned costs:

\$0.00

Were material weaknesses noted in either the Financial Statement or Single Audit? ☐ Yes ☒ No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

☐ Manual ☐ Automated ☒ Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

☒ Yes ☐ No ☐ Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

☒ Yes ☐ No ☐ Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

☒ Yes ☐ No ☐ Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

☒ Yes ☐ No ☐ Not Sure

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See Reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Board of State and Community Corrections 2590 Venture Oaks Way, Suite 200 Sacramento CA 95833-3200 Congressional District, if known: CA 1-53		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency: Department of Justice Office of Justice Programs Bureau of Justice Assistance	7. Federal Program Name/Description: BJA 2018BYRNE/JAG grant program CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 18,056,180	
10. a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI): N/A	b. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Kathleen T. Howard</u> <u>KTH</u> Print Name: Kathleen Howard Title: Executive Director Telephone No.: (916) 445-5073 Date: <u>8/21/18</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward receipt. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.