

BOARD OF  
STATE AND  
COMMUNITY  
CORRECTIONS

 **BSCC**  
CALIFORNIA



# Byrne Justice Assistance Grant

Equipment and Training Program  
Grantee Orientation  
November 13, 2025

# Welcome & Introductions

- Ian Silva, Field Representative
- Lisa Tringali, Associate Governmental Program Analyst
- Chad Norred, Staff Services Manager I
- Adrienne Winuk, Assistant Deputy Director
- Colleen Curtin, Deputy Director
- Aaron Maguire, Executive Director
- Linda Penner, Chair of the Board of State and Community Corrections

# Agenda

- BSCC and JAG Grant Overview
- Administrative and Program Responsibilities
- Fiscal Responsibilities
- Progress Reports

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- **BSCC and JAG Grant Overview**
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# Overview – Board of State and Community Corrections (BSCC)

- Reports directly to the Governor's Office.
- Organized under a Governor appointed Board made up of 15 members.
- Provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to public safety.

# BSCC Divisions

- **Corrections Planning and Grant Programs (CPGP)**
  - **State and Federal Grant Programs**
- **Standards and Training for Corrections & Research (STC)**
  - Selection, Training and Standards & Research
- **County Facilities Construction (CFC)**
  - Construction Financing for Facilities
- **Facilities Standards and Operations (FSO)**
  - Inspections, Regulations, Compliance Monitoring
- **In-Custody Death Review (ICDR)**
  - Review Local Detention Facility Death-Incident Reports
- **Administration and Legal**
  - Cross Agency Support

[www.bscc.ca.gov](http://www.bscc.ca.gov)

# Byrne JAG Overview

- Edward Byrne Memorial Justice Assistance Grant (JAG) Program
  - Named after [Officer Edward R. Byrne](#)
- Leading source of federal justice funding to state and local jurisdictions
- **Federally Funded** through the Bureau of Justice Assistance (BJA)

[http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/)

# About The JAG Program:

California's Multi-Year State Strategy provides equal emphasis on five Program Purpose Areas (PPAs):

- ❖ **PPA 1:** Law enforcement programs
- ❖ **PPA 2:** Prosecution and court programs
- ❖ **PPA 3:** Prevention and education programs
- ❖ **PPA 5:** Drug treatment and enforcement programs
- ❖ **PPA 8:** Mental health programs and related law enforcement and corrections programs

# General Information

- A copy of this PowerPoint Presentation and Recording will be available on the BSCC website at [http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/)
- Questions may be submitted to: [JAG@bscc.ca.gov](mailto:JAG@bscc.ca.gov)

Questions



# Agenda

- BSCC and JAG Grant Overview
- **Administrative and Program Responsibilities**
- Fiscal Responsibilities
- Progress Reports

# Administrative Responsibilities

## Topics

- Communications
- Grant Agreements and Exhibits
- Invoicing & Reporting Due Dates
- Audits
- BSCC and DOJ Grant Administration Guides

# Communications

**BSCC Communications are limited to staff identified on the official Contact Information Sheet.**

- Changes to the Contact Information Sheet must be authorized by the Project Director.
- Update Contact Sheet anytime there is a change in key project staff:
  - Project Director
  - Authorized Officer
  - Financial Officer (AFO)
  - Day-to-Day Fiscal Contact
  - Day-to-Day Program Contact
- Project Director and Financial Officer must be employees and cannot be the same person.
- Financial Officer cannot be the preparer of the BSCC Invoice

# Standard Agreement

Keep a Fully Executed  
Copy on File

Review Agreement  
Carefully

Incorporates the RFP,  
Federal Award Conditions,  
and the Proposal

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES		SCO ID: 5227-BSCCxxx25	
<b>STANDARD AGREEMENT</b> STD 213 (Rev 03/2019)		AGREEMENT NUMBER <b>BSCC xxx-25</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
1. This Agreement is entered into between the Contracting Agency and the Contractor named below:			
CONTRACTING AGENCY NAME <b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>			
CONTRACTOR NAME <b>CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION</b>			
2. The term of this Agreement is:			
START DATE <b>OCTOBER 1, 2025</b>			
THROUGH END DATE <b>SEPTEMBER 30, 2026</b>			
3. The maximum amount of this Agreement is: \$			
4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.			
EXHIBITS	TITLE	PAGES	
Exhibit A	Scope of Work	4	
Exhibit B	Budget Detail and Payment Provisions	4	
Exhibit C	GIA 610: General Terms and Conditions (Interagency Agreements)	1	
Exhibit D	Special Terms and Conditions	4	
Exhibit E	2022 and 2023 JAG Federal Award Conditions	40	
Attachment 1	JAG Equipment and Training Program Request for Applications*		
Attachment 2	JAG Equipment and Training Program Application for Funding	XX	
Appendix A	JAG Executive Steering Committee	1	
<small>*Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at: <a href="http://www.bscc.ca.gov">www.bscc.ca.gov</a></small>			
<i>IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.</i>			
<b>CONTRACTOR</b>			
CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.) <b>GRANTEE NAME</b>			
CONTRACTOR BUSINESS ADDRESS		CITY	STATE   ZIP
PRINTED NAME OF PERSON SIGNING		TITLE	
CONTRACTOR AUTHORIZED SIGNATURE 		DATE SIGNED	
<b>STATE OF CALIFORNIA</b>			
CONTRACTING AGENCY NAME <b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>			
CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Suite 200		CITY Sacramento	STATE   ZIP CA   95833
PRINTED NAME OF PERSON SIGNING Colleen Curtin		TITLE Deputy Director	
CONTRACTING AGENCY AUTHORIZED SIGNATURE 		DATE SIGNED	
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06			

# GRANT PERIOD

- Grant Agreement Term: **October 1, 2025 to September 30, 2026**

# Invoicing Requirements (Quarterly)

Invoice **Due Date** (even if \$0)

Report expenses on a ***cash basis*** (not accrual)

Report Actual Expenses Only

## 1. INVOICING AND PAYMENTS

A. The Grantee shall be paid in quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

### Quarterly Invoicing Periods:

1. October 1, 2025 to December 31, 2025
2. January 1, 2026 to March 31, 2026
3. April 1, 2026 to June 30, 2026
4. July 1, 2026 to September 30, 2026

### Due no later than:

- February 15, 2026  
May 15, 2026  
August 15, 2026  
November 15, 2026

B. All project expenditures must be incurred by the end of the grant project period, September 30, 2026, and included on the invoice due November 15, 2026. Project expenditures incurred after September 30, 2026 will not be reimbursed.

C. The Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.

D. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.



# Reporting Requirements

Quarterly Progress Reports (QPR's)

QPR' = Performance Measurement Tools (PMTS)

## 5. REPORTING REQUIREMENTS

A. Grantee will submit quarterly progress reports, including results for the federal performance indicators, in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

### Quarterly Progress Report Periods

1. October 1, 2025 to December 31, 2025
2. January 1, 2026 to March 31, 2026
3. April 1, 2026 to June 30, 2026
4. July 1, 2026 to September 30, 2026

### Due no later than:

- January 15, 2026  
April 15, 2026  
July 15, 2026  
October 15, 2026

B. The grantee shall submit all other reports and data as required by the BSCC

# Audits

Grantees are required to submit an audit for each Fiscal Year in which grant funds are expended.

Single Audit or,

Program Specific Audit or,

Exempt if the county does not expend \$1,000,000 or more in federal awards during the fiscal year (not just the agency or for the JAG grant.)

Submit Audits and Questions about audits to : [Audits@bscc.ca.gov](mailto:Audits@bscc.ca.gov)

## 7. AUDIT

Grantee is required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the entire grant cycle. Grantees may choose either a program-specific audit or a single federal audit. Federal guidelines allow grantees receiving \$1,000,000 or more in federal funds in a fiscal year to use their federal justice assistance grant funds to pay for the cost of the audit. Grantees falling below the \$1,000,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this grant award grantee is required to check one of the boxes below to indicate how they will meet the audit requirement.

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller’s Accounting Standards and Procedures, Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County Single Federal Audit Report, which will be submitted to the BSCC within 30 days of the Grantee’s receipt of the report or within nine months following the end of the audit period, whichever is earlier.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the California State Controller’s Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a Program-Specific Final Audit Report to the BSCC within 30 days of the Grantee’s receipt of the report or within nine months following the end of the audit period, whichever is earlier.

OR

- In conformance with Federal Office of Management and Budget (OMB) CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the non-governmental entity grantee does not expend \$1,000,000 or more in total federal awards during the fiscal year and is therefore, exempt from Federal audit requirements for this grant contract period. However, the entity understands that it must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

*JAG Agreement – Exhibit A, Sec. 7*

[Audits@bscc.ca.gov](mailto:Audits@bscc.ca.gov)



Questions



# Subcontractors

BSCC and DOJ Grant Requirements apply to subcontractor.

Specific language required in subcontracts

Pass Federal Award Conditions to Subcontractors

Monitor your subcontractors!

E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## Resources: Grant Guides

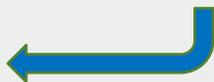
**BSCC**  
GRANT ADMINISTRATION GUIDE

JULY 2023



BOARD OF STATE AND COMMUNITY CORRECTIONS  
**BSCC**  
CALIFORNIA

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)



<https://www.ojp.gov/funding/financialguidedojo/overview>



## DOJ Grants Financial Guide



UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS  
OFFICE ON VIOLENCE AGAINST WOMEN  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

Last Updated October 2024



# Expenses Requiring Prior Approval

**IT'S EASIER  
TO ASK FOR  
FORGIVENESS  
THAN PERMISSION**

# Expenses Requiring Prior Approval



# Expenses Requiring Prior Approval

*(Even if included in the approved project budget or a budget modification)*

- Equipment / Fixed Assets [\*BSCC Admin Guide Pg. 33\*](#)
  - Any item with an acquisition cost of \$3,500 or more (including tax and installation) - per unit or total package cost requires prior approval.
  - Submit a Letter declaring the item(s) is: **1)** to be used for services directly associated with the project; **2)** essential to the success of the project; and **3)** less expensive than leasing or renting the equipment for the grant cycle based on an investigation of lease and rental options.
  - Equipment / Fixed Assets must be tracked on inventory [\*DOJ Grant Guide Pg. 45\*](#)
- Out-of-State Travel [\*BSCC Admin Guide Pg. 27\*](#)

**Expenses Requiring Prior Approval (DOJ)**  
(Even if included in the approved project budget or a budget modification) *DOJ Grant Guide Pg. 40 -42*

- Equipment and Other Capital Expenditures
- Computing Devices and Software, and Information Technology Systems (*that are characterized as Equipment*)
- Pre-Award Costs & Proposal Costs
- **Consultant Rates** (*\$650/day or \$81.25/hr.; includes trainers*)
- **Conference Costs** (including training events)
- **Sole Source/Non-Competitive Procurement Over \$250,000**
- **Confidential Funds**
- Foreign Travel

*DOJ Grant  
Guide Pg. 54*

# Expenses Requiring Prior *written, explicit* Approval

(Even if included in the approved project budget or a budget modification)

DICTIONARY.COM

THESAURUS.COM

GRAMMAR COACH

**prior**<sup>1</sup> [ prahy-er ] [SHOW IPA](#)  

[See synonyms for prior on Thesaurus.com](#)

*adjective*

- 1 preceding in time or in order; earlier or former; previous:  
*A prior agreement prevents me from accepting this.*
- 2 preceding in importance or privilege.

# Prohibited Expenses

*RFP Pg. 8*

- Personnel (Personnel expenses are not allowable unless classified as Training Expenses as defined in Appendix A: Glossary of Terms and Resources or as part of an indirect cost calculation)
- Construction / Renovation
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends; Gift cards; Food and beverages
- Participant support items
- **Supplanting state or local funds**

# Prohibited Expenses

- Bonuses/Commissions
- Lobbying
- Real Property and Improvements
- Interest, Charges, Fees, and Penalties
- Dues, Licenses, and Fees
- Depreciation
- Supplantation of Federal, State, or Local Funds

*BSCC Admin Guide Pg. 31*

*BSCC Admin Guide Pg. 4*

# Prohibited Expenses (DOJ)

*DOJ Grant Guide Pg. 100*

- Land Acquisition
  - Compensation of Federal Employees
  - Travel of Department of Justice (DOJ) Employees
  - Bonuses or Commissions
  - Lobbying
  - Fundraising
  - Corporate Formation
  - **Supplanting**     *DOJ Grant Guide Pg. 14*
- Other Unallowable Costs
    - Entertainment
    - Fines and penalties
    - Home office workspace and related utilities
    - Honoraria
    - Bar charges/alcoholic beverages
    - Membership fees to organizations whose primary activity is lobbying
  - Food or Beverages
  - Gift Cards & Client Stipends
  - Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)

# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

## Category A – Strictly Prohibited

Any direct or indirect use of Byrne JAG award funds to:

- provide any security enhancements or
- any equipment
- to any nongovernmental entity that is not engaged in criminal justice or public safety.

# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

## Category B – Statutorily Prohibited without Waiver

The use of JAG funds for the purchase of:

- **Vehicles** (excluding police cruisers), **vessels** (excluding police boats), or **aircraft** (excluding police helicopters).
- Luxury items
- Real estate
- Construction projects
- Any similar matter

# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

## Category B (Cont'd) – “Vehicles” includes, without limitation:

- Buses / recreational vehicles.
- Trucks, including pickup trucks.
- Vans, including passenger vans.
- Motorcycles.
- Sport utility vehicles (SUVs).
- Segways, golf carts, all-terrain vehicles (ATVs), utility task vehicles (UTVs) and similar items — when and if applicable state or local law requires licensing or registration of such items.

A vehicle is considered a “**police cruiser**” only if it is used in the **ordinary course for routine police patrol** within the United States. Vehicles (including motorcycles, SUVs, pickup trucks, ATVs, and UTVs) used as “**police cruisers**” are not prohibited under JAG

*JAG 22 Special Condition # 48 & JAG 23 Special Condition #60*



# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

**Category B (Cont'd) – “Vessels”** includes, without limitation: Buses / recreational vehicles.

- Any form of boat or watercraft capable of holding or transporting instruments, other cargo and/or at least one person.

A “vessel” is considered a “police boat” only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States.

# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

## Category B (Cont'd) – “Aircraft\*” includes, without limitation:

- Any craft designed to move instruments, other cargo, and/or at least one person through the air, such as helicopters or airplanes (rotary-wing or fixed-wing aircraft).
- **Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV).**

A helicopter is considered a “police helicopter” only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States. Aircraft used as “police helicopters” are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds.

# Prohibited Expenses (JAG Prohibited Expenditures List)

[jag-prohibited-expenditures-list.pdf](#)

**Requesting a Waiver:** Submit a letter to BSCC, on the letterhead of the recipient jurisdiction and signed by the “authorized officer” for the JAG award that addresses the following elements:

- The use of JAG award funds as to which the recipient requests the required certification and the award number of the JAG award from which funds would be obligated and used.
- A general description of the subrecipient (i.e. agency) that will use award funds for the requested purpose.
- The amount of award funds that would be used for the requested purpose if the Department of Justice makes the required certification.
- A **detailed** justification that provides sufficient information to support a Department of Justice finding and certification that “**extraordinary and exigent circumstances**” exist that make use of the JAG award funds for the requested purpose “essential to the maintenance of public safety and good order.”
- For **UAS/UAV** purchases, attach a completed **Unmanned Aircraft System Certification**, which attests to compliance with requirements specific to UAS/UAV purchases. Additional information and the required certification form may be found here: <https://bjp.ojp.gov/funding/uas>.

# Monitoring Visits

Monitoring Visits (may be in-person or virtual)

- Initial Monitoring Visit (IMV)
- Comprehensive Monitoring Visit (CMV)
- Technical Assistance Monitoring Visit
- Closeout Monitoring Visit (as needed)
- Special Event (Monitoring)



Questions



# Contact information

- JAG Inbox

[JAG@bscc.ca.gov](mailto:JAG@bscc.ca.gov)

- Field Representative Ian Silva

[Ian.Silva@bscc.ca.gov](mailto:Ian.Silva@bscc.ca.gov)