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Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Request for Proposals Frequently Asked Questions (FAQ)

Questions submitted October 2-10, 2014

1. How many counties may partner together on one proposal?

A: The Request for Proposal (RFP) does not limit the number of counties that may partner on a proposal.

2. Does the service provider receiving grant funds from the County have to be part of the Steering Committee?

A: Stakeholder collaboration for the JAG Program (i.e., the JAG Steering Committee) is described on page 9 of the RFP:

“The JAG Steering Committee will represent a significant cross-section of the juvenile and criminal justice stakeholder communities within the applicant county. The JAG Steering Committee will be diverse in its composition; to include a balanced representation of both traditional and non-traditional stakeholders. Examples of traditional stakeholders could include law enforcement, probation, courts, and other city and county departments. Examples of non-traditional stakeholders could include community-based and faith-based organizations, educators, social service providers, job developers, advocacy groups, or citizens. The county will determine the total number of members to serve on the JAG Steering Committee.”

This language leaves the exact composition of the Steering Committee to the county's discretion.

3. The County requires competitive procurement process in order to contract with outside agency for services and an exchange of money. This will have to take place after the grant is awarded, so we are unable to submit Operational Agreements with the proposal. What should we do?

A: In this situation, the county should describe its plan to procure services within the Proposal Narrative, a brief description of the county's procurement process, and an anticipated timeframe for the process. The applicant should still include *draft* Operational Agreements (unsigned). If

successful in the competitive process, the BSCC may place a special condition on the grant award until the subcontracts are executed.

4. Can you confirm that if the County Administrative Officer (rather the Board of Supervisors) creates the JAG Steering Committee?

A: Page 9 of the RFP states: "In order to apply for JAG funding, counties must form a JAG Steering Committee..." The RFP does not specify which entity within the county is responsible for the creation of the JAG Steering Committee. This language leaves the creation of the Steering Committee to the county's discretion.

5. Is there a requirement to hold all Steering Committee meetings open to the public?

A: There is no specific requirement in the RFP to hold Steering Committee meetings open to the public, but it was the intent of the JAG Executive Steering Committee that a broad cross-section of the community have a say in the identification of the problem, as well as in the development and execution of the proposal.

6. Will the new (revised) grant proposal support a law enforcement program dedicated to the response to methamphetamine lab-related incidents?

A: BSCC is unable to answer your specific question without jeopardizing the rules of the competitive process. Please refer to the acceptable Program Purpose Areas and Areas of Need listed on page 6 of the RFP. Law Enforcement is one of the Program Purpose Areas and Drug Enforcement is one of the areas of Areas of Need.

7. Our county would like to confirm that eligibility for a County means solely a department within a County (page 4 of the RFP). Or, can any entity within a County apply (example: non-profit organizations, multi-agency task forces)?

A: The RFP indicates that a county agency must be the applicant and the administrator of the 2014 JAG funds within the county, however, the lead agency may be a separate public or private entity.

8. Are the required forms (i.e., the Section I page, the Budget, the forms in the Appendix, etc.) available as stand-alone forms and completed on the computer and re-numbered to correspond to their location in our completed application?

A: No, the forms are not available as stand-alone forms. You can complete them on the computer and print them out; don't worry about page numbers.

9. Is there a face sheet of some sort required? Or does the Section I sheet act as the face sheet?

A: Section I (Applicant Information Form) will serve as the cover sheet.

10. The “JAG Proposal Checklist” (page 21 of the RFP) shows the proposal budget as Section IX, but there is no Section IX in the body of the RFA. Does Section IX actually start on Page 27 at “A. Budget Line Item Totals,” rather than that portion being included in Section VIII?

A: This is a typographical error. On the Proposal Checklist, the Budget Section should be listed as Section VIII, not Section IX. There is no Section IX.

11. If our county continues the application process without a collaboration with a non-traditional stakeholder, would the submitted application be considered incomplete and a violation of the required grant guidelines?

A: Please see page 9 of the RFP: “The JAG Steering Committee will be diverse in its composition; to include a balanced representation of both traditional and non-traditional stakeholders.” Proposals will not be disqualified up front based on content, but will be rated by the JAG Executive Steering Committee according to the criteria starting on page 24. Rating factor 4.4 (page 25) addresses participation by non-traditional stakeholders.

12. Is it a violation of the grant guidelines to transition a current Executive Board to represent the new Steering Committee?

A: Please see page 9 of the RFP: “The county may use an existing group, or a subcommittee of an existing group, but must address all the requirements listed in this section.”

13. Is there a percentage breakdown necessary for allocations aside from descriptions of programs/partnerships proposed?

A: The only place a specific percentage breakdown is required is for data collection and evaluation efforts. This must be a minimum of 5 percent, as per instructions on page 15 of the RFP. The county has discretion on how to allocate all other funds.

14. Is there a presentation piece aside from the written application?

A: No, the BSCC will not require presentations as a part of the application process.