



Board of State and Community Corrections  
Edward Byrne Memorial Justice Assistance Grant Program

## **Bidder's Conference**

**OCTOBER 31, 2022 | 10:00 AM**

# WELCOME AND INTRODUCTIONS

- Ian Silva, Field Representative
- Teah Hairston, Data Research Specialist I
- Danielle Feist, Staff Services Manager I
- Chad Norred, Associate Governmental Program Analyst
- Ricardo Goodridge, Deputy Director
- Linda Penner, Chair of the Board of State and Community Corrections

# AGENDA

- BSCC Overview
- JAG Program Background
- Review of Key RFP Components
- Proposal Rating Factors & Process
- Proposal Submission Process
- Key Takeaways



# BSCC OVERVIEW

- Reports directly to the Governor's Office.
  - Organized under a Governor appointed Board made up of 13 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.
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# BSCC Divisions

- **Corrections Planning and Grant Programs (CPGP)**
    - State and Federal Grant Programs
  - **Standards and Training for Corrections (STC)**
    - Selection, Training and Standards
  - **County Facilities Construction (CFC)**
    - Construction Financing for Facilities
  - **Facilities Standards and Operations (FSO)**
    - Inspections, Regulations, Compliance Monitoring
  - **Administration, Legal, and Research Units**
    - Cross Agency Support
-



# JAG Program Background

- Edward Byrne Memorial Justice Assistance Grant (JAG) Program
    - Named after Officer Edward R. Byrne
  - Federally Funded through the Bureau of Justice Assistance (BJA)
  - Leading source of federal justice funding to state and local jurisdictions
    - **\$191,553,102** Available to States and Territories in FFY 2022
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# About The JAG Program

In general funding may be used to...

- Hire personnel and/or purchase equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice, including for any one or more of the BSCC approved Program Purpose Areas.
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# 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/)
  - A Frequently Asked Questions document 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: [JAG2022@bscc.ca.gov](mailto:JAG2022@bscc.ca.gov)
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# Key Dates

- Request for Proposal (RFP) Released - October 14, 2022
  - Bidders' Conference - October 31, 2022
  - Non-Binding Letters of Intent Due November 18, 2022
  - Proposals Due **December 2, 2022, by 5:00 p.m.**
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# QUESTIONS





# REVIEW OF KEY RFP COMPONENTS

## Topics:

- California State Strategy
  - Program Purpose Areas and Priority Areas of Need
  - Project Description
  - Funding
  - Evaluation
  - Disqualifications
-



# California State Strategy

- BJA requires states to develop a multi-year strategic plan for the JAG Program.
  - The California Plan was updated in 2022 to combine:
    - Findings from a year-long public input process that began in 2020 and
    - Program Purpose Areas that have been in place since 2013
-



# California's Multi-Year State Strategy

- Provides Equal Emphasis on five Program Purpose Areas (PPAs):
  - Applicants are restricted to proposals that address one or more of these five JAG PPAs **AND**
  - Includes one or more related priority areas of need
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# 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



# PPA 1: Law Enforcement Programs

## Priority Areas of Need:

- Violent crime reduction initiatives
  - Drug enforcement
  - Crisis intervention/mental health/suicide prevention
  - Pre-arrest diversion
  - Mental health training for law enforcement
-



# PPA 2: Prosecution and Court Programs

## Priority Areas of Need:

- Problem solving courts (e.g., mental health, veterans, drug, reentry)
  - Gun/gang prosecution
  - Violent crime prosecution and defense
  - Innovations in indigent defense
  - Mental health liaisons
-





# PPA 3: Prevention and Education Programs

## Priority Areas of Need:

- School violence
  - At-promise youth
  - Mental health education
  - Job-specific training and certification programs
-



# PPA 5: Drug Treatment and Enforcement Programs

## Priority Areas of Need:

- Co-occurring treatment (e.g., substance use and mental illness or other chronic health conditions)
  - Community-based substance use residential treatment
  - Community-based substance use outpatient treatment
-



# PPA 8: Mental Health Programs and Related Law Enforcement and Corrections Programs

## Priority Areas of Need:

- Crisis intervention teams
  - Co-responder initiatives
  - Residential in-patient behavioral health treatment programs
  - General mental health services
-



# California's Multi-Year State Strategy (Continued)

In addition to identifying eligible PPAs, the Multi-Year State Strategy:

- Considers the needs of small, medium, and large counties
  - Bases funding on local flexibility, on the needs of the juvenile and adult criminal justice communities, and on input from a balanced array of stakeholders
-



# California's Multi-Year State Strategy (Continued)

Requires Applicants to:

- Incorporate evidence-based principles and programs for all funded projects
  - Demonstrate a collaborative strategy based on the community engagement model that involves multiple stakeholders in the project or problem addressed
-



# California's Multi-Year State Strategy (Continued)

## Funded Programs Should:

- Emphasize reducing recidivism, racial and ethnic disparities, and violence
  - Incorporate trauma-informed care and be culturally informed, competent, and responsive
  - Prioritize mental health needs and the avoidance of system involvement, within each PPA
  - Prioritize community-based organizations as service providers
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# QUESTIONS





# Eligibility

- All 58 counties are eligible.
  - Only one proposal may be submitted by each county
  - All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities.
  - The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA
-





# GRANT PERIOD

- Grant Agreement Term: June 1, 2023 to December 31, 2026
- Grant Service Period: June 1, 2023 to June 30, 2026
  - Additional six months (July 1, 2026 to December 31, 2026) solely for finalizing and submitting the required financial audit and Local Evaluation Report
- Funding is subject to California receiving its award and grantee adherence to grant agreement terms and conditions.



# Funding

- \$47,316,384 available competitively
- Funding allocated across small, medium, and large sized counties based on county population
- Applicants may apply for any dollar amount up to and including the maximum grant amount identified in the small, medium, or large funding category

# Funding Thresholds

Category	Population Size	Maximum Grant Amount*	Available Funding
Small Counties	< 200,000	\$660,000	\$9,463,277
Medium Counties	200,001 to 700,000	\$2,145,000	\$14,194,915
Large Counties**	700,000+	\$3,136,875	\$23,658,192
*Total Amount for the entire 42-month period			\$47,316,384
**Due to its disproportionately large population, <u>Los Angeles County</u> may apply for up to \$6,000,000.			

- Applicants must prepare a 3-year budget within the applicable threshold

# MULTI-COUNTY PARTNERSHIPS

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- Multiple counties may partner to submit a joint application.
- Please refer to the example in the RFP for the funding thresholds applicable to multi-county partnerships.
- A county may not apply alone AND as a part of a multi-county partnership.





# Funding Requests

- Budget must last for the entire 42-month grant period
  - No Match Requirement
  - Proposals will be scored on the reasonableness of the budget
  - **Only Request What is Needed**
-



# Budget Attachment Overview

Completing the Excel Budget Attachment

Presentation by Danielle Feist, Staff Services Manager I

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# Filling out the Budget Attachment

- ◆ Navigate to the BSCC webpage found here:  
[http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/)

## Budget Instructions

Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 6: Proposal Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Table and Budget Narrative. The grant budget must cover the entire grant period.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

The Budget Attachment is provided as a stand-alone document on the BSCC website at [http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/).

## JAG Budget Attachment \*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

Upload the completed JAG Budget Attachment here.

# Download the document from:

## Step 2, Section 1

### Application Process

- **Step 1:** Read the [JAG Instruction Packet](#).
- **Step 2:** Download and complete the following required attachments. You will be prompted to upload th

1. [JAG Budget Attachment](#)

2. [Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds](#)

3. [Project](#)

opens excel file

4. [JAG Steering Committee Roster](#)





Before starting your budget, please navigate to the “Instructions” tab at the bottom to locate important information regarding which budget sections should contain specific line items. There will also be a table reflecting funding thresholds as a reference.



21	Budget Line Item Descriptions				
22					
23	1.	<b>Salaries and Benefits:</b> List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person from the applicant that will be funded by the grant. Within the corresponding narrative section, briefly describe their roles/responsibilities within the grant program			
24	2.	<b>Services and Supplies:</b> Include grant funds associated with services and supplies purchased or donated by the applicant. Services and supplies purchased by partner agencies, subgrantees or subcontractors should be included in the applicable budget section (e.g. Professional Services, CBO Contracts, etc.).			
25	3.	<b>Professional Services:</b> Include grant funds associated with public agency subcontracts or professional consultant subcontracts.			
26	4.	<b>Non-Governmental Organization (NGO) Subcontracts:</b> Include grant funds associated with NGO subcontracts.			
27	5.	<b>Equipment and Fixed Assets:</b> Include grant funds associated with equipment and fixed assets purchased by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Equipment and fixed assets purchased by partner agencies, subgrantees or subcontractors should be included in the applicable line item (e.g. Professional Services, NGO Contracts, etc.). Equipment and fixed assets over \$5,000 included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by BSCC.			
28	6.	<b>Data Collection, Reporting and Evaluation Efforts:</b> Include all grant funds associated with the project's data collection, reporting and evaluation efforts and/or necessary enhancements to an existing data collection mechanism that will be used to capture grant-program required data as defined in the RFP.			
29	7.	<b>Other (Travel, Training, Etc.):</b> Include only training, travel, or other costs set aside for such purposes for use by the applicant agency. Similar type costs allocated by partner agencies, subgrantees or subcontractors should be included in the applicable budget section (e.g. Professional Services, NGO Subcontracts, etc.) Note: Out-of-state travel using grant funding is permissible in rare cases. The use of state funds for out-of-state travel is monitored very closely. Justification for out-of-state travel undergoes a high level of review and scrutiny and approval is granted only in limited cases. Out-of-state travel included in the proposed budget does not guarantee automatic approval; out-of-state travel requests require separate and prior approval by the BSCC.			
30	8.	<b>Indirect Costs:</b> Indirect costs may be charged as detailed above. These are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website.			
31					
32					
<div><div>Instructions</div><div>Project Budget NARRATIVE JAG</div><div>PPA Allocations</div><div>+</div></div>					

18	<b>1. Salaries and Benefits</b>				
19	Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds		
20	Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352		
21	Example (FTE): Counselor	25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000		
22					


Instructions
Project Budget NARRATIVE JAG
P A Allocations
+

Ready Accessibility: Investigate

Please now navigate back to the Project Budget NARRATIVE JAG tab and locate the section at the top named “Applicant County:” and enter your County’s name here.

			
1			
2	<b>Project Budget and Budget Narrative</b>		
3	<b>2022 JAG Program</b>	<b>Applicant County:</b> COUNTY NAME HERE	
4	<b>Project Budget</b>		
5	<i>Note: This table will auto-populate based on the information entered in the sections below.</i>		
6	<b>Budget Line Item</b>		<b>Grant Funds</b>
7	1. Salaries and Benefits		\$0

16							
17							
18	<b>1. Salaries and Benefits</b>						
19	<b>Title</b>	<b>(% FTE <u>or</u> Hourly Rate) &amp; Benefits</b>					<b>Grant Funds</b>
20	Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752					\$26,352
21	Example (FTE): Counselor	25 FTE @ \$60,000 x 3 years = \$45,000					\$45,000
22							
23							
24							
25							
26							

BOARD OF 



Each line item within sections will need to have a narrative explaining how this calculation was formulated and information about what this line item will be used for.

<b>1. Salaries and Benefits</b>			
Title	(% FTE <u>or</u> Hourly Rate) & Benefits		Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752		\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000		\$45,000
Staff Position A	1FTE @ \$100,000 annually x 3 years		\$300,000
		TOTAL	\$300,000
<b>Salaries and Benefits Narrative:</b>			
Explain what "Staff Position A" will be doing for this grant			

# Indirect Costs

5 For this grant program, indirect costs may be charged using only **one** of the two options below:

7 Option 1) Indirect costs will be charged using a Federally approved Negotiated Indirect Cost Rate (NICR). Enter your approved NICR percentage as a number (e.g., 25, 31, 32.25) in cell E277. Your project indirect costs cannot exceed the total shown in cell G277. If using Option 1, enter the amount to be charged to indirect costs in cell H277.

**\*If the amount entered in H277 turns red, please adjust it to not exceed the line item limit noted in G277**

3 Option 2) Indirect costs will be charged using the Federal De Minimis, 10% of Modified Total Direct Costs, calculated as 10% multiplied by ( total direct costs, minus equipment, plus up to the first \$25,000 of each subcontract (cell F278)). If using the Federal De Minimis, your project indirect costs cannot exceed the total shown in cell G278. If using Option 2, enter the amount to be charged to indirect costs in cell H278.

**\*If the amount entered in H278 turns red, please adjust it to not exceed the line item limit noted in G278**

Note: You'll need to calculate your Indirect Cost Section. You may choose only one option according to if you have a Federally approved Negotiated Indirect Cost Rate OR

10% of (total costs-equipment) + up to \$25,000 of each subcontract

*Depending on your number of subcontracts and your MOU amounts for each, you may need to update this number as it pulls from a total amount of the subcontracting section.*





# Program Purpose Area Funding Table

Object Budget Table

Budget Line Item	Grant Funds
Salaries and Benefits	\$0
Services and Supplies	\$0
Professional Services	\$0
Non-Governmental Organization (NGO) Subcontracts	\$0
Equipment/Fixed Assets	\$0

► Instructions | Project Budget NARRATIVE JAG **PPA Allocations** ⊕

Navigate to your “PPA Allocations” tab once your budget is completed

Program Purpose Area Funding Table	Total Grant Award
Total Grant Funds Requested	\$386,000
1. Law Enforcement Programs	
2. Prosecution and Court Programs	
3. Prevention and Education Programs	
5. Drug Treatment and Enforcement Programs	
8. Mental Health and Related Law Enforcement and Corrections Programs	
<i>PPA allocations must equal the total grant funds requested*: Totals</i>	<b>\$0</b>

*\* If PPA allocation totals show as red font, they do not equal the amount of grant funds requested as required.*

Project Budget Table	
Budget Line Item	Grant Funds
1. Salaries and Benefits	\$300,000
2. Services and Supplies	\$0
3. Professional Services	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$50,000
5. Equipment/Fixed Assets	\$0
6. Data Collection, Reporting and Evaluation <i>Must be at least 5 percent of the total grant award</i>	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$36,000

You'll see two budget tables; the bottom table will carry over the amounts you located to each budget section.

You'll need to update the table on the top section to allocate funding to each PPA you have identified in your proposal to utilize the total amount of requested Grant Funding



Be sure you save your completed budget workbook as an Excel document so you can properly upload this in your Submittable application

Acceptable file types:  
.csv, .xls, .xlsx





# Upload your document, then move to the next section

## Budget Instructions

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Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

**Upload the completed JAG Budget Attachment here.**

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# QUESTIONS



# Non-Governmental Organizations

- NGOs receiving grant funds must meet specific criteria.
- NGOs Include:
  - Community-Based Organizations (CBOs)
  - Faith-Based Organizations
  - Non-Profit Organizations/501(c)(3)s
  - Evaluators (except government institution such as universities)
  - Grant Management Companies
  - Any other non-governmental agency or individual

# NGO Criteria


Any NGO that receives funding (as a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months
- Be a nonprofit and recognized by the IRS as a 501(c)(3) organization
- Be registered with the California Secretary of State's Office, if applicable
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship)
- Have a valid business license, if applicable
- Have any other state or local licenses or certifications necessary to provide the services requested, if applicable
- Have a physical address within California (An agent for service of process with a California address is insufficient)



# Local Steering Committee Responsibilities

The JAG Steering Committee will be used to:

- Identify priorities and the community needs
  - Determine the intervention (PPA) type needed to address the local need
  - Develop the local strategies to address the local community need
  - Identify the projects and/or services to be provided to address the community need.
  - Develop written operational policies/procedures for the Local JAG Steering
  - Provide ongoing oversight of the project
- 



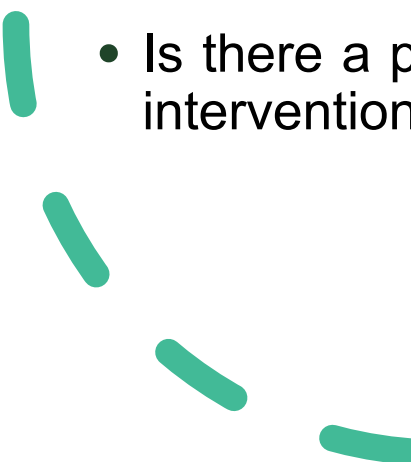
# Letters of Agreements and Operational Agreements

- Letter of Agreement (less formal)
- Operational Agreement (more formal)
- If necessary, signatures may be provided after the proposal due date



# Evidence-Based, Innovative, and Promising Strategies

Consider the following questions:

- Is there evidence or data to suggest that the intervention or strategy is likely to work (i.e., produce a desired benefit)?
  - Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?
  - Is there a plan to collect evidence or data that will allow for an evaluation of whether the intervention or strategy work?
- 





# Evaluation Requirements

Required to set aside at **least 5 percent** of the total grant award for data collection and evaluation efforts, to include the development of:

- The Local Evaluation Plan: Due no later than December 31, 2023
- The Local Evaluation Report: Due no later than December 31, 2026

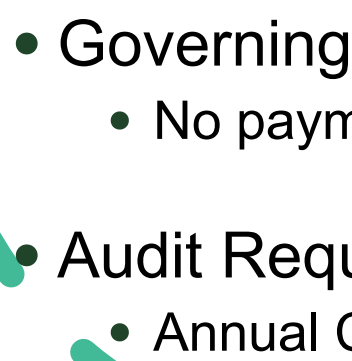
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# QUESTIONS





# General Grant Requirements

- Grant Agreement
    - Applicants approved for funding are required to enter into a Grant Agreement with the BSCC and comply with all terms and conditions of the Grant Agreement
  - Federal Award Conditions
    - FFY 2020, 2021, 2022
  - Governing Board Resolution
    - No payment will be issued until the Governing Board Resolution has been received
  - Audit Requirements
    - Annual City/County Single Audit or a Grant Specific Audit
- 

# General Grant Requirements (Continued)

- Debarment, Fraud, Theft or Embezzlement
  - Certification required from all applicants
- Progress Reports
  - Additional information will be provided to successful applicants
- Supplanting
  - JAG may be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.
- Grantee Orientation
  - Additional information will be provided to successful applicants



# Overview of the RFP Process

- Applicants will receive a confirmation email
- A Scoring Panel will be convened to read and rate proposals and develop funding recommendations for the BSCC Board.
- A list of Scoring Panel members will be posted to the BSCC website no later than December 2022.



# Overview of the RFP Process

- Unless disqualified, proposals will advance to the Scoring Panel for funding consideration
- BSCC Board will consider funding recommendations in April 2023

# Disqualification

The following will result in an automatic disqualification:

- Electronic proposal packet is not received by 5:00 p.m. PST on December 2, 2022
- Applicant does not meet the Eligibility Criteria
- Proposal does not address required Program Purpose Areas
- Funding request exceeds allowable amounts
- Budget Attachment (Excel document) is incomplete, or the total amount included in the budget table does not match the requested amount included elsewhere in the application.

# Disqualification (Continued)

The following will result in an automatic disqualification:

- Proposal Package does not contain the following sections:
  - Proposal Narrative, Required Attachments, Budget Attachment (in Excel)
- Electronic attachments are illegible
- Electronic attachments will not open or are corrupted

**NOTE:** Disqualification means that the proposal will not move forward to the Scoring Panel for the Proposal Rating Process, and, therefore, will NOT be considered for funding.



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# QUESTIONS





# Proposal Rating Factors & Process

- Presentation by Teah Hairston, Data Research Specialist I
-

## RFP Process

- ❖ Submit proposal
- ❖ Technical compliance review
- ❖ Proposals forwarded to the Scoring Panel
- ❖ Scoring Panel reads and scores proposals
- ❖ Scoring Panel meets to make final recommendations
- ❖ Scoring Panel recommendations go to Board
- ❖ Applicants notified of results

## Scoring Panel

(pg. 3)

The BSCC convened a JAG Executive Steering Committee in 2018 to develop the RFP (Appendix A). For this RFP, a Scoring Panel will be convened with the responsibility of:

- ❖ Rating the proposals using transparent and fair measurement principles developed by the ESC
- ❖ Make funding recommendations to the Board

# JAG Rating Factors & Scores

(pg.19)

Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
<b>1 Project Need</b>	<b>0 - 5</b>	<b>5%</b>	<b>10</b>
<b>2 Project Description</b>	<b>0 - 5</b>	<b>35%</b>	<b>70</b>
<b>3 Collaboration</b>	<b>0 - 5</b>	<b>10%</b>	<b>20</b>
<b>4 Capability and Qualifications</b>	<b>0 - 5</b>	<b>20%</b>	<b>40</b>
<b>5 Project Evaluation and Monitoring</b>	<b>0 - 5</b>	<b>15%</b>	<b>30</b>
<b>6 Project Budget</b>	<b>0 - 5</b>	<b>15%</b>	<b>30</b>
<b>Maximum Proposal Score</b>		<b>100%</b>	<b>200</b>
<p><i>A proposal must meet a threshold of <b>60%</b>, or minimum score of <b>120 total points</b> to be considered for funding.</i></p>			

## **Rating Factors**

(pp. 19-26)

The Scoring Panel will evaluate the merits of each proposal received in terms of how well each applicant responds to the rating factors found in the:

- Project Need
- Project Description
- Collaboration
- Capability and Qualifications
- Project Evaluation and Monitoring
- Project Budget

# Proposal Rating Process

(p. 19)

## Six Point Scoring Rubric

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response <b>fails to address</b> the criteria.	The response addresses the criteria in a <b>very</b> <b>inadequate</b> way.	The response addresses the criteria in a <b>non-</b> <b>specific or</b> <b>unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

## Rating Factor: Project Need

(pg. 22)

<b>Section 1. Project Need</b> (Percent of Total Value: 5%)	
1.1	Describe the need(s) to be addressed including how the need(s) is related to one or more of the JAG Program Purpose Areas and corresponding Priority Areas of Need.
1.2	Identify service gaps that contribute to the need (e.g., programs, accessibility, service area, geographic location).
1.3	Describe current racial and ethnic disparities, violence, and/or recidivism (if applicable) which demonstrate the need for the proposed project.
1.4	Relevant local qualitative and/or quantitative data with endnote citations in support of the need are provided.
1.5	Demonstrate a compelling justification for the grant funds.



## Rating Factor: Project Description

(pg. 23)

### Section 2. Project Description

(Percent of Total Value: 35%)

2.1

Describe the proposed project. Description should include:

- the intervention(s) being proposed for implementation.
- the proposed project goals, measurable objectives, and impact.
- the proposed services/interventions of the project including how the services will be delivered and the length and duration.
- how the proposed project will address the Project Need, the intent of the JAG Program, and the identified Program Purpose Areas and corresponding Priority Areas of Need.
- how the project will address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need.
- how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive.
- how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement.
- a complete Project Work Plan (see Appendix D).

## Rating Factor: Project Description Cont.

(pg. 23)

### Section 2. Project Description

(Percent of Total Value: 35%)

2.2	<p>For project participants, describe:</p> <ul style="list-style-type: none"><li>• the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected.</li><li>• the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation.</li><li>• plans to overcome any inability to access and/or serve those individuals.</li><li>• the strategy/strategies for maintaining sustained engagement.</li><li>• the plan for determining which services a participant receives; for example, risk/needs assessment.</li></ul>
2.3	<p>Describe relevant evidence, findings, or research to support the selection of the proposed services/interventions. Description should include:</p> <ul style="list-style-type: none"><li>• whether the intervention is evidence-based, innovative, or promising (according to the definitions on page 12).</li><li>• how the outcomes achieved elsewhere support using the proposed practices in the applicant's jurisdiction to achieve the goals and objectives described in the proposal.</li><li>• how the intervention is appropriate for the proposed target population.</li><li>• steps taken to ensure that the support factors required or necessary for the intervention can be mobilized in the local setting.</li></ul>

## Rating Factor: Collaboration

(pg. 24)

### Section 3. Collaboration

(Percent of Total Value: 10%)

3.1	Provide a roster for the Local JAG Steering Committee, to include names, titles, and organizational affiliations (see Appendix E). Include a Letter of Agreement for each member (see Appendix F).
3.2	Describe the process used to identify, recruit, and engage steering committee members.
3.3	Demonstrate that there is full and balanced representation from both traditional and non-traditional stakeholder groups.

## Rating Factor: Collaboration Cont.

(pg. 24)

<b>Section 3. Collaboration</b> (Percent of Total Value: 10%)	
3.4	Describe how full participation and voting rights were ensured for all members throughout the process.
3.5	Describe the process used to identify the problem area(s) and develop the Project Need.
3.6	Describe the process used to establish and maintain collaboration as it relates to supporting this proposed project.
3.7	Describe the steering committee's ongoing role throughout the project.

## Rating Factor: Capability and Qualifications (pp. 24-25)

<b>Section 4. Capability and Qualifications</b> (Percent of Total Value: 20%)	
4.1	Describe applicant's ability to conduct the proposed project(s).
4.2	List the project partners that will provide services (agencies, community-based organizations, contractors, stakeholders, private and/or public), including a description of the services to be provided, the partners' credentials, involved personnel, justification for choice, and the value the partners add to the proposed project. If applicable, address the prioritization of community-based organizations as service providers.
4.3	Describe applicant's/partners' experience and capability to conduct the project(s).
4.4	Describe staff allocations and assignments for the separate project components.
4.5	Describe the experience and qualifications of key project staff to provide and manage services.
4.6	Describe management structure and decision-making process for the project.
4.7	Describe the readiness for development and implementation for the proposed project.

## Rating Factor: Project Evaluation and Monitoring

(pg. 25)

### Section 5. Project Evaluation and Monitoring

(Percent of Total Value: 15%)

5.1	Describe the plan to determine the staff and/or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
5.2	Identify the process and outcome indicators that are quantifiable and in line with the intent of the proposal and the objectives listed in the Project Work Plan.
5.3	Describe the preliminary plan for how to collect and evaluate baseline and outcome data related to the process and outcome indicators identified in 5.2. Describe a plan for entering into data sharing agreements, if necessary.

## Rating Factor: Proposal Budget

(pg. 26)

### Section 6. Proposal Budget

(Percent of Total Value: 15%)

6.1	<p>Provide complete and detailed budget information in each section of the Budget Attachment (link below) which includes:</p> <ul style="list-style-type: none"><li>• Expenses that are appropriate for the project's goals and planned activities.</li><li>• An explanation justifying each expense tied to the services offered and target population served.</li><li>• Describe within each budget section how the expenditures are being applied to the benefit of project participants.</li></ul>
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# Project Work Plan

(pp. 32-33)

## Appendix D: Project Work Plan Instructions

JAG applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline (see template below).

Completed Project Work Plans should (1) identify the project's top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals, objectives, and measures with a clear relationship to the need and intent of the grant. Applicants must use the Project Work Plan Template provided below.

This Project Work Plan does not count toward the fifteen (15) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

(1) Goal:			
Objectives (A., B., C...):	A. B. C.		
Project activities that support the identified goal and objectives:	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3.			
List data and sources to be used to measure outcomes:			



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# QUESTIONS





# Proposal Submission Process

- BSCC-Submittable Online Application Portal
-



# BSCC-Submittable

- Submissions are due **December 2 , 2022 by 5:00 p.m.**
  - The application and all required attachments must be submitted using the BSCC-Submittable Online Application Portal
  - All materials are located at: [http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/)
  - If you experience challenges submitting your JAG application or attachments, please email us at: [JAG2022@bscc.ca.gov](mailto:JAG2022@bscc.ca.gov)
-

# Submission Steps

- Select the JAG Application from the application page
- Create a free Submittable Account or Log into your existing Account
- Complete the Application



# \*Asterisks

- Fields with an asterisk (\*) require a response
- The application can not be submitted until all fields with an asterisk are completed

**Tax Identification Number \***

Provide the tax identification number of the applicant.

**Federal Employer ID \***

Provide the employer identification number of the applicant.

**Unique Entity Identifier (UEI) \***

Provide the applicant UEI. For additional information on the UEI, please visit the [U.S. General Services Administration](#) website.

# Character Limits

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- Some field include character limits
- Once the character limit is met, no additional text will be saved

## Proposal Summary \*

Test

4 / 670 characters

Provide a summary of the proposed project.

The Proposal Summary may not exceed 670 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately one (1) paragraph in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit".

Applicants will be prohibited from submit the JAG Grant Program Application until they comply with the character limit requirements.

NOTE: This information will be posted to the BSCC's website for informational purposes.

# Upload Attachments

## JAG Budget Attachment \*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

Upload the completed JAG Budget Attachment here.

## SECTION IV - MANDATORY ATTACHMENTS

*This section list the attachments that are required at the time of submission.*

- Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds (Appendix C)
- Project Work Plan (Appendix D)
- JAG Steering Committee Roster (Appendix E)
- Letter of Agreement or Operational Agreement (Appendix F and G)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix K)

## Criteria for Non-Governmental Organizations Receiving Grant Funds (Appendix C) \*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

Appendix C is provided as a stand-alone document on the BSCC website at [http://www.bscc.ca.gov/s\\_bsccjag/](http://www.bscc.ca.gov/s_bsccjag/).

Upload the completed Appendix C attachment here.

# Attachments

- Budget Attachment - [BSCC Website](#)
- Criteria for Non-Governmental Organizations - [Appendix C](#)
- Project Work Plan - [Appendix D](#)
- JAG Steering Committee Roster - [Appendix E](#)
- Letter of Agreement - [Appendix F](#)
- Operational Agreement - [Appendix G](#)
- Sample Governing Board Resolution - [Appendix J](#)
- Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement - [Appendix K](#)



# Ready To Apply

- Click “Apply” to submit the application and all materials

## CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Edward Byrne Memorial Justice Assistance Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)

Save Draft

Apply

- The submission process must be completed by 5:00 PM PST on December 2, 2022
- The system will not allow submissions after 5:00 PM

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# QUESTIONS



# Key Takeaways

- Proposal must address at least one PPA and corresponding Priority Area of Need
- Only request the funding needed
- The funding amounts on the Application and the Budget must be the same
- Review the Disqualification information on page 18
- Apply prior to 5:00 pm on December 2, 2022

# CONTACT INFORMATION

- JAG Inbox - [JAG2022@bscc.ca.gov](mailto:JAG2022@bscc.ca.gov)
- Field Representative Ian Silva - [Ian.Silva@bscc.ca.gov](mailto:Ian.Silva@bscc.ca.gov)