

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2018 RFP
Frequently Asked Questions (FAQ)**

General RFP Questions	
1 What if both the Sheriff’s Department and the District Attorney’s Office want to submit a proposal? Can the county submit more than one proposal?	No, BSCC will accept only one proposal per county. If the BSCC receives more than one proposal the county applicants will be notified and will be given the opportunity to resubmit one proposal.
2 Are the Program Purpose Areas and corresponding Areas of Need weighted differently for the purposes of scoring? Do applicants that choose to do Prevention/Education programs score higher than those that do not?	All three Program Purpose Areas and Subgroups are weighted equally. No preference will be given concerning the Program Purpose Areas or Subgroups.
3 Can you please clarify the role of the Authorized Officer and Project Director for the Justice Assistance Grant? My interpretation is that the Project Director oversees the fiscal and contractual obligations but does not get involved in grant project activities. The Authorized Officer oversees grant project activities and is responsible for the actual administration. Is that correct or is it the other way around?	The Authorized Officer refers to the individual with authority to sign for the grant. The Project Director is the individual at the applicant agency with overall responsibility for the grant.
4 Most of the websites listed as “EBP Informational Resources” (pages 17-18 of the RFP) are not applicable to local law enforcement agencies. Could BSCC provide additional resources that are more applicable to law enforcement, including examples of strategies that might be considered “evidence-based” for law enforcement?	<p>The following websites are provided as informational resources only. Inclusion on this list does not imply endorsement by the BSCC and no preference or priority will be assigned to these or any other programs or strategies. Examples of law enforcement-led prevention, intervention and diversion initiatives could include:</p> <ul style="list-style-type: none"> • National Criminal Justice Association (NCJA) www.ncja.org • Crime Solutions (CS) www.crimesolutions.gov
5 Are JAG funds to be used only for County Departments (Probation, Sheriff, etc.) or can our City Police apply with us and receive funds?	The county is the eligible applicant but can collaborate with city police and other agencies and organizations. The county must establish a local JAG Steering

<p>Committee that is responsible to develop a county strategic plan, determining the county needs, priorities, intervention and oversees the project. The steering committee must be made-up of stakeholders both traditional and non-traditional who have the expertise to be a part of the collaborative. Collaboration among county stakeholders is encouraged. The county can allocate funds to other county agencies, cities, community-based organizations, faith-based organizations, non-profits, research consultants, universities, etc.</p>
<p>6 Are JAG funds to be used only for new programs, not existing programs?</p>
<p>JAG local funds can be used for existing programs as long as there is no supplanting of funds. (42 U.S.C. § 10153.) In other words, an applicant county may not reduce State or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. JAG funds may be used to supplement existing State or local funds for program activities and may not replace State or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace State or local funding that is required by law. In those instances where a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.</p>
<p>7 A non-governmental entity approached our county and wants to be a part of our JAG application. Are we required to use their services?</p>
<p>No, you are not obligated to use any particular service provider. The county through the Local Steering Committee must decide if a non-governmental proposal fits into the proposed local project. (See page 10 of the RFP.)</p>
<p>8 How many counties may partner together on one proposal?</p>
<p>The Request for Proposal (RFP) does not limit the number of counties that may partner on a proposal.</p>
<p>9 Does the service provider receiving grant funds from the County have to be part of the Steering Committee?</p>
<p>No. The RFP provides examples but does not specify the Local Steering Committee membership. In addition, applicants should consider state and local conflicts of interest laws when selecting members of the Local Steering Committee. The Applicant is advised to check with its counsel about potential conflicts.</p>
<p>10</p>
<p>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 will not award funding until all documents have been signed.</p>

<p>11 Can you confirm if the County Administrative Officer (rather the Board of Supervisors) creates the JAG Steering Committee?</p>
<p>Page 10 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. The county also has the option to use an existing committee to serve at the Local JAG Steering Committee.</p>
<p>12 Is there a requirement to hold all Steering Committee meetings open to the public?</p>
<p>No, 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, planning, priorities, execution and operation of the local project. In addition, depending on how the JAG Executive Steering Committee was created locally, the Brown Act may apply. (Gov. Code, §§ 54950 et seq.) Please consult your counsel for additional advice.</p>
<p>13 Will a grant proposal supporting a law enforcement program dedicated to methamphetamine lab-related incidents be supported?</p>
<p>Yes, the methamphetamine lab-related incident would be covered under the Law Enforcement Program Purpose Area and Subgroup Drug Enforcement.</p>
<p>14 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?</p>
<p>No. However, collaboration, including a demonstration of a balanced group including non-traditional stakeholders is a rating factor and your score will be affected by this omission. Please see page 28 (Collaboration) of the RFP.</p>
<p>15 Is there a percentage breakdown necessary for allocation aside from descriptions of program/partnerships proposed?</p>
<p>Yes. There is a five percent or \$25,000 set aside, whichever is greater, or the local JAG project evaluation services for the Local Evaluation Plan and the Final Evaluation Plan. (See page 20.)</p>
<p>16 Is there a presentation piece aside from the written application?</p>
<p>No, the BSCC will not require presentations as part of the application process</p>

Evaluation Efforts

17 How detailed of an evaluation plan do we need to turn in with the proposal?

Applicants are not required to submit the Local Evaluation Plan (LEP). This is required of successful applicants after award, on December 31, 2019. All applicants are to provide information as described on page 29 and the applicant must decide upon the level of detail to provide for this rated factor.

18 Will BSCC require a community survey as a part of the outcome evaluation process?

No, the way the county chooses to develop and execute an outcome evaluation is up to the county's discretion.

19 It is difficult to quantify prevention. For purposes of an outcome evaluation, how would a county collect, or measure data related to prevention?

There is no one answer to this question. Counties are encouraged to be creative in the ways that they measure effectiveness or success within their chosen strategies.

20 Regarding the 5 percent of grant funds required for data collection and evaluation purposes, can those funds be split? For example, we have an analyst internally who will do some of the work, but we will likely need to contract with an outside provider for other parts of the work.

The set aside for the evaluation process is 5% or \$25,000 whichever is greater. Yes, the funds can be split, as long as the total funds dedicated to data collection and evaluation efforts total five percent or \$25,000 whichever is greater. Be sure to clearly indicate such in the budget detail.

Budget Issues

21 Under the "Salaries & Benefits" category in the budget, do applicants list salaries and benefits for employees of ONLY the applicant agency, or for all county employees who may be on the grant, including those from a different department/agency?

When completing the budget section for the applicant county, Salaries/Benefits for all county employees who will be paid from the JAG Program should be listed in the Salaries and Benefits Category regardless of agency within the county. Salaries/Benefits of employees not employed by a county agency should be listed under professional services, unless that employee works for a vendor that is contracted with the applicant county/agency. If the Salaries/Benefits incurred are for an employee that works for a contracted vendor, those Salaries/Benefits should be encompassed within the contract with the vendor.

22	Do salaries and benefits for community-based organizations go under the “Salaries and Benefits” category on the budget?
	No, all expenses incurred through a contract with a community-based organization must be listed in the “Non-Governmental Organizations (NGO) Contracts” category.
23	Am I correct in understanding that no grant funds may be used for administrative costs related to management of the grant (i.e., administrative overhead)?
	Grant funds may be used for administrative costs related to the management of the JAG program, but those cost must be calculated and incorporated into the allowable budget attachment (e.g., Salaries and Benefits (to include fringe Benefits), Services and Supplies, Other). Applicant counties must show line item detail for each of these items. To be clear, applicant counties cannot put a line item that simply states, “administrative overhead”, that represents a straight-off-the-top percentage of total costs
24	Regarding prohibited use of funds in the area of REAL ESTATE: Does that include rent?
	No, the JAG Program prohibits only the purchase of real property.
25	Does the county have to be the fiduciary agent on the grant, or can it designate that to the city?
	The county must serve as the fiduciary agent on the grant.
26	Will we be required to maintain functional timesheets for staff being paid by the grant?
	Yes, counties are required to maintain functional timesheets for all staff being paid by the grant.
27	Part of our JAG proposal includes a Narcotic Law Enforcement component. Within that component program is a budget line for the use of funds to do “controlled buys” using a variety of informants. They are not employees of the applicant agency nor really a subcontractor so where would be the best place to plug this into the budget table?
	The applicable budget category for that line item would be the “Other” category. Please make sure to notate it appropriately and provide a detailed explanation of the line item in the corresponding narrative section.
28	Our county will not be paying salaries for employees participating in the County’s JAG Program but have agreed to pay overtime associated with the project. Would that also go under the “other” category?
	Overtime for employees from the applicant agency should be listed in the Salaries and Benefits category. Overtime for outside employees should be listed in the Professional Services category; however, if the employee that has incurred overtime

currently works for a vendor under contract with the applicant county, the overtime needs to be covered by their contract. If you don't know the exact amounts, you should estimate and provide explanations in the corresponding narrative section. Again, it is very important that all over time be clearly noted as such.

29 Does each year have to request the same funding level? After Year 1, our need under fixed assets/equipment decreases. Is it okay for the total amount requested to decrease each year or should we funnel the excess in Years 2 and 3 into another category as was done on the example that was sent out?

The funding level must be the same for each year for proposal purposes. The BSCC will work with successful grantees to adjust the annual budgets based upon available funding and spending.

Formatting

30 Are there page limits for the proposal?

Yes, page limits are listed on page 25 of the RFP for the Proposal Narrative and on page 25 for the Proposal Budget. Required attachments do not count toward the page limits. Required attachments are listed on the Proposal Checklist on page 24.

31 If we include tables or charts within the Proposal Narrative, do they have to be in 12-point Arial font?

No, tables and charts inserted into the Proposal Narrative do not have to be in 12-point Arial font. They must, however, fall within the page limit of 20 pages.

32 If we have a list of references, must it be included in the 20-page limit, or can it be a separate attachment?

Yes, a list of references would have to fit within the 20 pages.

Letters of Agreement/Operational Agreements

33 We understand that Operational Agreements may be submitted unsigned, in draft form, since many counties will have to engage in a competitive process to select sub-contractors, but what about Letters of Agreement? Do these have to be signed? In our county, even Letters of Support or Letters of Agreement must have Board approval.

If an applicant county's administrative policies prohibit it from signing even Letters of Support or Letters of Agreement without Board approval, the applicant should still submit DRAFT forms of these documents that outline the "intended" agreement as well as an explanation (within the narrative) for why there are no signatures. The raters will expect Letters of Agreement to be signed unless there is an explanation provided. Successful applicants will be required to submit signed letters prior to finalization of the grant award agreement.

34 What components should be included in the scope of work for the Operational Agreements?

Operational agreements should include a description of the services that will be provided, a timeline and deliverables.

35 We know our county will have to undertake a competitive process prior to entering into Operational Agreements for services and we will not know who the subcontractor will be at the time of proposal submission. Even draft Operational Agreements will be difficult for our county. What should we do?

The county should describe within the Proposal Narrative its plan to procure services, a brief description of the county’s procurement process and an anticipated timeframe for completion of the process. The applicant should still include draft Operational Agreements (unsigned). Because your county will not know the name of the successful bidder, “Service Provider – TBD” could, for example, be listed on the Operational Agreement. If the applicants are successful in the competitive process, the BSCC will finalize the grant agreement and all the documents and signatures are gathered.

Funding and Funding Cycle

36 Will applicants be funded at the full dollar amount they request, or could they be offered a reduced amount?

Successful applicants will be funded at the full dollar amount they request in the first year, with one potential exception. If after all successful applicants have been funded there remains a leftover dollar amount, it may be offered to the next applicant on the ranked list. The applicant would have to agree to submit a revised budget and program plan for the reduced funding amount. Year 2 and year 3 awards will depend on 2018 and 2019 federal awards to California.

37 With the “small,” “medium” and “large” county designations, is the goal to have a certain level of funding assigned to each?

Yes, the JAG Executive Steering Committee (ESC) voted to split the JAG funds between the three categories as follows: 50 percent to large, 30 percent to medium and 20 percent to small. The ESC set funding thresholds in such a way that approximately half of the counties in each category could receive funding, assuming applicants request the full amount.

38 The RFP states that second and third year JAG allocations will be based on California’s total JAG allocation. When does the BSCC usually find out what its allocation amount is? In other words, how much time will counties have to make adjustments if there is a reduction?

The BSCC is usually notified of its final JAG allocation in August or September annually. Should there be a reduction in funds from one year to the next, the BSCC

<p>will spread the reduction proportionately among the JAG grantees and notify grantees as soon as possible</p>
<p>39 Potentially, the Board is only going to fund about half of the 58 counties and the grants will last for three years. Three related questions: 1) If counties are not successful in the first three years, will there be an opportunity for them to receive feedback from the ESC? 2) Will counties that did not receive funding in this round have preference in the next round? 3) On the other hand, if counties are successful in those first three years and show great promise, will that county gain some preference for the next round of funding?</p>
<p>If counties are not successful, BSCC does have a process by which they can request feedback, after the final approval of funding recommendations are made by the Board. In response to the last two questions neither group will have preference.</p>
<p>40 With the JAG funding cycle moving three-year cycle, does that mean that counties that are not successful this round will not be able to apply for another three years?</p>
<p>That is correct.</p>
<p>41 Do counties have to spread the funding over three years, or will there be a new allocation each year?</p>
<p>The BSCC anticipates a new allocation each year, dependent on the federal funding allocation.</p>
<p>JAG Steering Committee</p>
<p>42 For purposes of the JAG Steering Committee, what are some examples of “non-traditional” stakeholders?</p>
<p>As stated on pages 9 and 10 of the RFP, “Examples of non-traditional stakeholders could include community-based and faith-based organizations, educators, social service providers, job developers, advocacy groups, or citizens.”</p>
<p>43 The RFP states that there must be an equal distribution of traditional and non-traditional stakeholders on the JAG Steering Committee? Does that mean, literally, that there must be 5 to 5 or 6 to 6, etc.?</p>
<p>The RFP states that there should be “a balanced representation of both traditional and non-traditional stakeholders” on the JAG Steering Committee. Each county has flexibility in determining what “balanced” looks like in its own county; there is no requirement to have an exact equal number of each.</p>
<p>44 Will the proposal be scored in terms of how many individuals are on the JAG Steering Committee, in support of the program, or will it be scored in terms of how many outside agencies are actually receiving funds?</p>
<p>The proposal will be scored according to the rating factors.</p>

Timeline

45 I have a question regarding rating factor 3.9-Timeline. I understand that this section is asking for a “narrative,” however we were wondering if it would be acceptable to enter a chart here (not as an attachment unless that would be acceptable), otherwise it may be very confusing for the reader as the design of the project has a lot of different dates and numbers and it can become confusing quickly if written out. Please advise.

Yes, it is acceptable to enter a chart or table here.