

**Organized Retail Theft Prevention Grant Program  
Request for Proposals (RFP) Instruction Packet  
Frequently Asked Questions (FAQs)**

**Eligibility-To-Apply**

- 1. The proposal instruction packet states that applications must be submitted by the City Council, Board of Supervisors, or the Chief County Administrative Officer. Is a police department eligible to apply?**

Yes, applications must be submitted by the City Council, Board of Supervisors, or the Chief County Administrative Officer. The Police Department can be listed on the application as the Lead Public Agency

- 2. We see that the Applicant needs to be the City Council, Board of Supervisors, or the Chief County Administrative Officer. Seeing that we are a local police department, we are operating under the assumption that our City Council will be the applicant for this grant. In the proposal, does the applicant need to be the Mayor or is it preferred that a council member be the primary applicant? We are just trying to figure out if we need a designated member to submit the application on behalf of the City Council or if all council members need to sign the application.**

The application should be submitted by the person(s) with the vested authority to enter into an agreement on behalf of the City. If more than one person has that authority locally, follow the local process to determine who should submit.

The Submittable application will ask for the address, email, phone number, and name and title of the Authorized Officer. In addition, the Authorized Officer will be required to acknowledge the following "I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding."

- 3. Can the Police Department apply for this grant directly?**

The Police department is an eligible applicant. However, applications must be submitted from the Governing Body (e.g., City Council). The Police Department can be listed on the application as the Lead Public Agency.

- 4. Can a law enforcement agency apply for this grant directly without the Board of Supervisors, or the Chief County Administrative Officer?**

No. Applications must be submitted by the Board of Supervisors, or the Chief County Administrative Officer. However, the law enforcement agency can be listed on the application as the Lead Public Agency.

- 5. What agency should be listed as the applicant?**

The City of .... or County of .... can be listed as the Applicant agency. The law

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enforcement agency can be listed on the application as the Lead Public Agency.

**6. Is City Council approval of the grant funding plan sufficient or does everything need to originate from them?**

Please see the response to question 2.

**Funding Categories**

**1. What is the difference between the Medium and Large Scope funding categories?**

The difference between categories is the amount of funding an applicant can apply for. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category.

**2. I see that the funding amounts are different between medium and large scope projects medium and large scope project, what is the other criteria to place agencies or collaborations in one or the other? For instance, other grants deal with population, problem statistics, or other tangible criteria**

The decision to apply under the Medium or Large Scope category speaks more to the amount of funding the applicant has determined is needed. The only other criteria is under the Rating Factors and that is the same for all applicants no matter the category the applicant applies under. As for the collaborative proposals, it is up to the applicant to describe the need. There are no pre-determined factors that must be addressed for collaborative proposals other than the Rating Factors in the RFP Instruction Packet.

**3. Do applicants have to include language in their application relating to the purchase of investigative software in order to use the funds granted towards that purpose once granted? Or can they apply generally with their proposed project and then use the funds within the parameters of the grant as described in the eligible funding activities. In other words: do they need to say "We will purchase investigative software" or can they apply and purchase later without directly stating this?**

If project specifics are known, it may be beneficial to include those details in the Proposal Narrative and the Budget Attachment. In general, applicants are asked to provide justifications to help support any expenses that will be charged to the grant. The vaguer the response, the greater the likelihood the response will be scored accordingly. As a reminder the Project Description is worth 35% of the total project and the Project Budget is worth 15%.