



2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Bidders' Conference

Frequently Asked Questions

Updated: 11.21.2022

Technical Questions:

Q: What is the Deadline to submit proposals for the 2022 Edward Byrne Memorial Justice Assistance Grant (JAG)?

A: The Deadline to submit JAG proposals is Friday, December 2, 2022, at 5:00pm PST.

Q: Can the proposal be sent electronically, or do you need a hard copy?

A: The proposal **MUST** be submitted online through the Submittable website. Applicants can access the application by going to http://www.bscc.ca.gov/s_bsccjag/ and clicking the button that says "BSCC-Submittable Application." Then click on the appropriate application titled, "Edward Byrne Memorial Justice Assistance Grant Program Application." Neither hard copies nor other methods of submission of the proposal will be accepted.

Q: On the Submittable website, the Proposal Narrative instructions indicate that there is a character limit (33,556) that is equal to approximately 15 pages. Is the limit 15 pages or the number of characters?

A: The limit is the total number of characters as counted by the Submittable application. The total number of characters includes punctuation, numbers, spaces, and any text. For reference only, the total number of characters would equal **approximately** 15 pages in a word document with Arial 12-point font, 1-inch margins on all sides, and 1.5-line spacing in a word document. Please note that if the character limit of 33,556 is exceeded, the narrative will be cutoff at that point and no further text will be shown. This is also the case for the proposal summary and bibliography, both of which have different character limits that can be found in the Submittable application.

Q: If a county has a previous Submittable account under a former employee, does the county need to use the previous account or can a new one be established for this proposal?

A: No, a county does not need to use the previous account. There is no preference for which account a county uses as long as the email linked to the account is active and can receive responses. Applicants may want to designate one account to submit the proposal to ensure that the proposal is not submitted multiple times.

Q: On the Submittable website, if the work is saved prior to final submission of the

proposal, will the user be able to make edits to the saved portions until the proposal is finally submitted?

A: Yes, all parts of the Application can be edited up to the final submission of proposal. Once a user hits the submit button the proposal will no longer be editable.

Q: The template for the Project Work Plan included in the RFP (Appendix D) only includes space for the top three Goals, Objectives, and Activities. Are counties to include only the top three Goals, Objectives, and Activities?

A: Applicants should complete the Project Work Plan (Appendix D) for the three most important Goals, Objectives, and Activities for their project. Any additional goals, objectives, or activities should be addressed in the proposal narrative.

Q: Where should the projects total amount of funding requested be entered?

A: There is a field in the Submittable application where the amount requested must be entered, as well as totals automatically calculated on the Excel Budget Attachment.

Please note: The total amount requested on the Project Narrative and PPA Allocation tabs of the Excel JAG Budget Attachment must match the amount entered in the Submittable application. The total amount requested must be the same throughout the application and excel attachment to avoid disqualification (see Pg. 18 of the JAG Instruction Packet.)

Q: Must the Local JAG Steering Committee sign off on the Work Plan or proposed narratives? Will the committee be able to change or revise those materials over the course of the implementation of the grant?

A: There is no requirement that the Local JAG Steering Committee provide certification or approval on specific elements of the application, such as the Work Plan or proposed narratives. However, the Local JAG Steering Committee must be active in the development, implementation, and oversight of the local JAG project. It is the applicant's responsibility to incorporate the Committee's input into the project design and proposal materials.

During the grant period, the Local Steering Committee is responsible for ongoing oversight of the grant project(s). Thus, it can recommend changes to the project even after an award has been made. However, recommended changes which are substantial in that they affect the project scope, objectives, or specific program components are generally not allowed.

Application Guidelines:

Q: Can a City Police Department apply for JAG on its own or does it have to go through the County?

A: The applicant must be a County. The County may designate a Lead Public Agency that is under its jurisdiction, but a Police Department or Non-County Agency cannot be the applicant.

Q: Can multiple county agencies within the same county submit separate proposals that deal with different Program Purpose Areas (PPAs)?

A: Each county may only submit one proposal, which must address at least one of the five JAG PPAs and at least include one or more related priority areas of need. There may be multiple county agencies that perform activities to address one or more of the PPAs within the one proposal. However, the county must also select one Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA may be either the county itself or a department agency or office under its jurisdiction.

Q: Is there a list of examples of evidence-based programs for each of the PPAs available?

A: There is not a list of evidence-based programs by Program Purpose Area. However, there are resources regarding evidence-based grant programs available on the BSCC website here: http://www.bscc.ca.gov/s_webbasedresourceonevidence-basedpractices.

Q: Is there a cap on a grant-funded position's benefits as a percentage of salary?

A: There is not a cap on the benefits as a percentage of salary. However, please keep in mind that budgets will be scored on the reasonableness of the budget.

Q: If a county is submitting a proposal with multiple departments or agencies, do the Program Purpose Areas (PPAs) need to be connected, or can there be different programs addressing different areas of need within the county?

A: The structure of the project and the responsibilities of the agencies involved are to be determined by the applicant. The proposal must address at least one PPA and one related Priority Area of Need within the PPA(s). However, applicants are reminded that raters must be able to understand the project and its structure in relation to which PPAs are being addressed.

Q: If our county wishes to continue a previously funded program under the new grant, do we need to include evaluation data from the previous grant in our new proposal?

A: Applicants are welcome to include that data in your proposal to indicate there is data supporting your approach, but it is not required.

Q: If there is a multi-county submission for one or more small counties, must the sole application be submitted by the CEO or Board of Supervisors of all counties? If only one, who decides which county makes the submission?

A: For a multi-county partnership, the partnership would have to decide which county would be the lead county and submit the joint proposal. Each county would need to provide their own Governing Board Resolution if the proposal is funded.

Q: Can the budget for Data Collection/Reporting and Evaluation be less than 5% of the total Budget?

A: No. The Data Collection/Reporting and Evaluation line item must be equal to at least 5% of the total budget. There are no exceptions to this requirement. (JAG RFP p. 13)

Q: Can the proposal be submitted by a representative of the Lead Public Agency (LPA) or must it be submitted by the County Executive Office?

A: The application must be completed by authorized personnel of the applicant, which must be a county. The county will designate the LPA in the application. (JAG RFP p.6)

Q: If the Board of Supervisors has approved a county department to apply for JAG funds and the resolution indicates a different set of dates for the grant period, can the county still apply?

A: Yes, the county may apply. As stated in the RFP, only California counties are eligible applicants. The applicant must be a county and not a department of the county.

The Governing Board Resolution must accurately identify the grant for which the county is applying, including the correct dates. The resolution must also accurately identify the county as the applicant agency, not a county department. See Attachment J for a general sample.

Please note: The Governing Board Resolution is optional for the proposal and may be submitted after the application due date. The Governing Board Resolution must be submitted before any funds can be paid to an awarded grantee.

General Questions:

Q: Is time spent on the Local Steering Committee by a member of the steering committee that is a full-time county employee eligible for grant funding?

A: If the activities being funded by the county employee are new and related to the JAG funding, then the county employee's salary may be funded. However, funds cannot be used to supplant existing funding; if the county employee would have otherwise participated in the local steering committee and the position is already being funded through county resources, JAG funds may not be used.

Q: What are the responsibilities of the Local Steering Committee after the grant has been awarded?

A: The Local Steering Committee serves to direct the development of the grant program as far as identifying the priorities and community needs, along with what PPAs and priority areas of need will be addressed. Once the grant has been awarded, the Local Steering Committee will provide ongoing oversight of the project to ensure that the needs and priorities of the grant program are being appropriately addressed.

Q: Does the evaluation of the grant program have to be done by a third party or outside agency? Can it be done by an internal analyst?

A: While we encourage the use of a third party or outside evaluator, it is not required, and an internal evaluator would be acceptable.

Q: Do all members of the scoring committee score all proposals or does each member score a selection of the proposals?

A: This will be determined once the scoring panel has been convened and the total number of proposals is known.

Q: If one goal of the proposal is achieved in the first year of the grant period, can the entire budgeted amount of the particular goal be reimbursed in that year or does the amount need to be spread across all three years of the budget?

A: Grantees must apply for reimbursement of costs in the same quarter those costs are paid. Therefore, if all the costs associated with the completion of a goal are paid in the first year, they would be reimbursable in that year.