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**Byrne Memorial Justice Assistance Grant (JAG) Program
FY 2014 Request for Proposals
Frequently Asked Questions (FAQ) - #4**

Questions submitted October 28, 2014 – November 16, 2014

Budget Section

1. ***The instructions for the Budget Section (Section VIII, pages 27-29) are confusing? Should applicants address items 8.1-8.9 on page 27, or items 1-7 on pages 28-29? Or both? How do the budget tables fit in?***

A: BSCC is providing the following clarification to the budget instructions, as follows (this information will also be posted to the BSCC website):

A. Budget Line Item Totals: As stated in the RFP, the applicant should complete one table (as shown on page 28) for each of the three grant years. The table must include a grand total for each of the seven categories listed in the table. As a part of this section, the applicant may also provide detailed line-item calculations under each category. ***Please see JAG Sample Budget Tables***, available on the main Information, Resources and FAQ page.. Each table may be more than one page. Please note that the budget tables are separate attachments, not included in the page limit assigned to the Budget Narrative.

B. Budget Narrative: As per the instructions in the RFP, the applicant must limit the budget narrative to five (5) pages. The narrative is separate from the budget tables. In this section, the applicants should address rating factors 8.1 through 8.9. Please note for rating factors 8.3 and 8.8, the applicant must complete budget line-item narrative for budget items 1-7 (as per instructions starting on page 28). ***Please see attached JAG Sample Budget Narrative***, available on the main Information, Resources and FAQ page

Please be advised that no applicant will be disqualified based solely on the budget section. The samples provided here are provided for guidance only and represent one example of an acceptable format. BSCC staff will work with prospective applicants during the Technical Review period to address any major concerns.

2. ***I have a question regarding Section VIII: Proposal Budget, B. Budget Line Item Detail – is a Budget Narrative required for all three (3) years?***

A: The expectation is for one budget narrative to cover all three years.

3. ***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 sub-contractor so where would be the best place to plug this into the budget table?***

A: The appropriate place for that line item would be in the "Other" category. Please be sure to notate it appropriately and provide line-item detail.

- 4. 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?**

A: 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. If you don't know the exact amounts, you should estimate and provide explanations in the narrative. Again, it is very important that all overtime be clearly noted as such.

- 5. If we have matching funds committed for our program which will be covering some line items, how do we indicate this in the budget forms and narrative?**

A: You can discuss matching funds in the budget narrative and note them somehow on the budget forms, just be sure not to add the matching dollars into your total budget, as your budget totals should reflect only grant funds you are requesting.

- 6. 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?**

A: The funding level for each year must be the same. Do your best to estimate where you might need those excess funds, recognizing that there will be an opportunity to make adjustments at the starts of years 2 and 3.

Letters of Agreement

- 7. If we intend on using an existing committee as our executive steering committee, do we still need a letter from each member, or can we get one letter from the Chairperson indicating that committee has voted on and agrees to the role?**

A: One letter from the Chairperson indicating that the committee has voted on and agrees to the role would be acceptable. Preferably, BSCC would like to see the signatures of each member of the committee on that letter.

- 8. We have a number of proposed Steering Committee members who will only be providing oversight and advice. My intent is to have them sign Letters of Agreement only. My question is whether you need a separate LOA for each entity, or since they will all be providing the same level of involvement and there will be no funds exchanged, can we have a single LOA with multiple signatories?**

A: A single Letter of Agreement with multiple signatures is acceptable; be sure the format is clear for rating purposes. Thank you.

- 9. I have a question about Operational Agreements versus Letters of Agreement. The Sherriff's Office will be the applicant. The Probation Department and DA's Office will be partners. Probation will enlist service providers through the grant. The DA's office plans to hire a legal assistant with a core focus on truancy.**

Do we need operational agreements or letters of agreement? Also, do we need letters from every single person on our steering committee?

A: Please refer to page 10 of the RFP. The determining factor is the exchange of funds. If either agency will be receiving grant funds, there must be an Operational Agreement in place; if they are providing services on an in-kind basis, a Letter of Agreement will suffice.

As for the Steering Committee, a single Letter of Agreement with multiple signatures is acceptable; be sure the format is clear for rating purposes.

10. Are original signatures required on Operational Agreements and Letters of Agreement?

A: Electronic signatures will be accepted.

11. Do the letters of agreement need to be on department letterhead and do they need to say letter of agreement centered at the top?

A: There were no specific formatting guidelines for Letters of Agreement included in the RFP, though it would probably make sense to use department letterhead and to indicate "Letter of Agreement" somewhere in the header of the letter. Please see Appendix D, page 35, for a sample letter.

Subcontracting

12. Our Probation Department, Sheriff's Office and City Police all want funds from the JAG Grant. We will split the money, but when it comes to invoicing will Probation submit their own invoices to the BSCC and Sheriff will submit their own to the BSCC, etc.? Or is the one Agency that submitted the Grant responsible for submitting all the invoices for every department?

A: The applicant agency is the grantee can submit only ONE invoice per quarter. The grant agreement is between the BSCC and the applicant agency and ONLY the applicant agency will be reimbursed. What you have described would be subcontract relationships between the applicant agency and the other departments. The applicant agency must pay the other departments and then request reimbursement from the BSCC.

Timeline

13. 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.

A: Yes, it is acceptable to enter a chart or table here, and I will point you to one of the past FAQ that pertains to your question--

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

Format

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

A: Yes, a list of references would have to fit within the 20 pages. Nothing beyond the 20 pages will be considered by the raters (with the exception of allowable attachments, listed on the Proposal Checklist, page 21 of the RFP).

Project Director vs. Administrative Officer

15. Can you please clarify the role of the Administrative 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 Administrative Officer oversees grant project activities and is responsible for the actual administration. Is that correct or is it the other way around?

A: If you are referring to the titles on the Applicant Information Form, the Administrative Officer refers to the individual with authority to sign for the grant. In most cases, this is the County Administrative Officer or Chair of the Board of Supervisors. The Project Director is the individual at the applicant agency with overall responsibility for the grant. In small counties, we see the sheriff or chief probation officer here, but in larger counties it is usually a second or third line supervisor. The day-to-day contact person is the individual on the ground overseeing the day-to-day operations of the grant. I hope that makes sense. It will be different for every county, depending on the nature of the project and the size of the county.