

**Edward Byrne Memorial Justice
Assistance Grant Program (JAG)**
JAG Equipment and Training Program

**NON-COMPETITIVE
Request for Applications (RFA)**

Eligible Applicants: California Counties



Grant Period: October 1, 2025 to September 30, 2026

RFA Released: July 18, 2025

Applications Due: September 8, 2025

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CONFIDENTIALITY NOTICE:

All documents submitted as a part of the Edward Byrne Memorial Justice Assistance Grant application 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 application. (Gov. Code, §§ 7920.000 et seq.)

PART I: GRANT INFORMATION

Questions about the Grant?

This Request for Applications (RFA) provides the information necessary to submit an application to the Board of State and Community Corrections (BSCC) for grant funds available to all California counties on a non-competitive basis through the federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

The BSCC staff cannot assist the applicant or its partners with the preparation of an application. Any technical questions concerning the RFA, the application process, or programmatic issues must be submitted by email to: JAG@bscc.ca.gov

The BSCC will accept and respond to written questions about this RFA through September 8, 2025. A Frequently Asked Questions (FAQs) document will be posted to the BSCC website on the [JAG homepage](#) and updated periodically through September 8, 2025.

Background and Purpose of the Grant

The BSCC is the designated State Administering Agency for the JAG Program, which is federally funded through the Bureau of Justice Assistance (BJA). The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions.

While the BSCC administers the JAG Program as a competitive grant program every 2-3 years, the JAG Equipment and Training Program is a separate and distinct, one-time allocation funding opportunity. **The JAG Equipment and Training Program RFA offers funding to all California counties through a non-competitive, population-based formula.**

Please note that the spending authority associated with these funds has a very limited window, and, therefore, these funds must be used for expenditures and purchases that can be executed quickly within the scope of the JAG Program Purpose Areas (PPA).

Specifically, funds awarded through this RFA may only be used for the following:

- 1) The purchase of **equipment and supplies** related to one or more of the JAG Program PPAs specified in this RFA, and/or
- 2) **Training Initiatives** related to one or more of the JAG PPAs specified in this RFA.

Additional information about California's JAG PPAs is provided on page 7.

Federal Requirements

The JAG Program is authorized by Title I of Public Law No. 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151- 10158](#)); see also [28 U.S.C. 530C \(a\)](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Application Due Date and Submission Instructions

Application Submission Process

The JAG Equipment and Training Program RFA Package is available through an online portal called Submittable. Applicants must submit applications through the BSCC Submittable Application Portal by **3:00 p.m. (PST) on Monday, September 8, 2025**, at which time the portal will close and no longer accept applications.

Be advised that completing the application and uploading the required documents into the Submittable portal may take a significant amount of time. Please allow sufficient time to begin and submit your application. If the BSCC does not receive a submission by **3:00 p.m. (PST) on September 8, 2025**, the application will **not be considered for funding**. Applicants are strongly advised to submit applications in advance of the due date and time to avoid disqualification.

Submission Instructions

This RFA contains all the necessary information to successfully complete and submit an application for the JAG Equipment and Training Program.

Applications for the JAG Equipment and Training Program must be submitted through the BSCC Submittable Application portal. A link to the BSCC Submittable Application portal, the JAG Equipment and Training Program RFA, and all required attachments are available on the BSCC's website on the [JAG homepage](#). Once there, the JAG RFA is accessible by clicking the "Click here to Submit; Powered by Submittable" button. You will be prompted to create a free Submittable account and login (or sign into an existing account) prior to accessing the online RFA. After an account is established, applicants may proceed with the submission process. As part of the online BSCC Submittable process, applicants will be required to upload a completed Budget Attachment (Project Budget Table and Budget Narrative).

Note: You must click the "Save Draft" button at the end of the application page to save any updates and/or changes you have made to your application prior to applying, each time you log in to your application. In addition, most of the fields within the RFA require information to be entered. The system will not allow application submission if all mandatory fields are not completed. Once you have successfully submitted the application through the BSCC Submittable portal, you will receive an email acknowledging your application has been received.

Having Technical Issues?

If you experience technical difficulties with submitting your application through the Submittable portal, you should submit a Help Ticket through [Submittable](#), as the BSCC does not control that site. Please also email the BSCC at JAG@bscc.ca.gov and/or call the BSCC main line at (916) 445-5073 and ask to speak to someone about the JAG Program. Be advised that applicants contacting Submittable and/or the BSCC on the due date may not receive timely responses.

IMPORTANT: Do not wait until the last minute to submit your application. Please allow sufficient time for Submittable and BSCC to provide technical assistance.

Want to Learn More About the JAG Equipment and Training Grant?

Prospective applicants are invited, but not required, to attend a virtual **Grant Applicant Information Session**. The purpose of this Information Session is to answer technical questions from prospective applicants and provide clarity on RFA instructions. Details are listed below:

JAG Equipment and Training RFA Virtual Grant Applicant Information Session

***Thursday, August 7, 2025
at 1:30 P.M.***

[Join Zoom Here](#)

Or

Call In:

1-669-444-9171

Meeting ID: 861 2577 2976

Passcode: 296647

Eligibility to Apply

Eligibility for JAG Equipment and Training funding is limited to California counties. County applications must be approved by the Board of Supervisors or the Chief County Administrative Officer. Eligible applicants **may not** submit more than one (1) proposal for funding consideration.

To be considered for approval, the completion and submission of the application must be authorized by an individual vested with the authority to enter into an agreement on behalf of the applicant county. Any staff member with a Submittable account can upload the application into the BSCC Submittable Application Portal. However, the system will ask for the address, email, phone number, name, and title of the “Authorized Officer.” By completing this information, the applicant confirms that their Authorized Officer has read and understood the acknowledgement and has authorized the application, and has authorized the application and its submission.

Eligible applicants may not submit more than one proposal for funding consideration. Counties that currently have a JAG grant are eligible to apply for this RFA.

Lead Public Agency

All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA must be a governmental agency with local authority within the

applicant county. 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.

The role of the LPA is to coordinate with local government agencies and non-governmental organizations, as necessary, to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person) and will serve as the primary point of contact with the BSCC.

Grant Period

The period to spend the funding available through this JAG Equipment and Training RFA is limited. Counties that apply for this non-competitive funding will be under grant agreement with the BSCC for one year, from **October 1, 2025 through September 30, 2026**.

Grant Agreements are not fully executed until they are signed by both the Grantee and the BSCC, and all required attachments including documentation of signing authority, have been received by the BSCC. All grant-related expenditures must be made within the 12-month grant term period. Counties are expected to work closely with the BSCC to spend grant funds expeditiously within the requirements of this RFA.

Project Description

Activities Eligible for Funding

JAG Equipment and Training Program funds may only be used for the following:

- 1. Equipment/fixed assets and supplies**, and/or
- 2. Training initiatives.**

All expenditures made as a part of this grant must be related to one or more of the JAG Program Purpose Areas (PPAs) and corresponding Priority Areas of Need, as shown below in Table 1.

Examples of eligible expenditures are provided for each of the PPA in the table below.

Applicants may request funds to support *new or existing* activities, strategies, or programs (without supplanting funds - see supplanting definition in the **General Grant Requirements** section below).

Please see **Appendix A: Glossary of Terms and Resources** for definitions of equipment/fixed assets, supplies, and training expenditures.

Note: Grantees may budget for indirect costs. See **Attachment A: Project Budget** for more details regarding indirect cost rates.

Table 1. JAG Program Purpose Areas (PPAs) and Priority Areas of Need

Reminder: All grant expenditures must have a connection to one or more PPA and Priority Area of Need.

JAG PPA 1: Law enforcement programs	
Priority Areas of Need:	<ul style="list-style-type: none"> • Violent crime reduction initiatives • Drug enforcement • Crisis intervention/mental health/suicide prevention • Pre-arrest diversion • Mental health training for law enforcement
Examples of eligible expenditures:	<ul style="list-style-type: none"> • <i>Safety equipment for enforcement task forces</i> • <i>Crisis intervention training for patrol or corrections staff</i> • <i>Safety and response equipment for personnel</i>
JAG PPA 2: Prosecution and court programs	
Priority Areas of Need:	<ul style="list-style-type: none"> • 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
Examples of eligible expenditures:	<ul style="list-style-type: none"> • <i>Case management systems/software</i> • <i>Training for attorneys or mental health liaisons</i>
JAG PPA 3: Prevention and education programs	
Priority Areas of Need:	<ul style="list-style-type: none"> • School violence • At-risk youth • Mental health education
Examples of eligible expenditures:	<ul style="list-style-type: none"> • <i>Job-specific training and certification programs</i> • <i>Safety and response equipment for School Resource Officers</i> • <i>Supplies or curriculum for training programs</i>
JAG PPA 5: Drug treatment and enforcement programs	
Priority Areas of Need:	<ul style="list-style-type: none"> • 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
Examples of eligible expenditures:	<ul style="list-style-type: none"> • <i>Case management systems/software</i> • <i>Substance use disorder treatment curriculum</i> • <i>Training for community-based treatment providers</i> • <i>Office furniture, supplies for community-based treatment providers.</i>

JAG PPA 8: Mental health programs and related law enforcement and corrections programs	
Priority Areas of Need:	<ul style="list-style-type: none"> • Crisis intervention teams • Co-responder initiatives (law enforcement and mental health clinicians working together to respond to calls for service involving a person experiencing a behavioral health crisis) • Residential in-patient behavioral health treatment programs • General mental health services
Examples of eligible expenditures:	<ul style="list-style-type: none"> • <i>Case management systems/software</i> • <i>Safety equipment</i> • <i>Mobile data devices for crisis intervention or co-responder teams</i> • <i>Training for mental health and/or law enforcement personnel</i> • <i>Police Cruisers dedicated to co-responder teams</i>

JAG Funding Prohibitions

The JAG statute, [34 U.S.C. § 10152\(d\)](#), specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, for any of the items listed in the Bureau of Justice Assistance JAG [Prohibited and Controlled Equipment Guidance for Awards Made During or After \(federal\) Fiscal Year 2023](#).

Additionally, specific to this RFA, JAG funds may not be used to pay for any of the following items:

- Personnel (Personnel expenses are not allowable unless classified as Training Expenses as defined in Appendix A: Glossary of Terms and Resources or as part of an indirect cost calculation)
- Construction / Renovation
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverages
- Supplanting state or local funds
- Participant support items

Eligible Grant Expenditures that Require Special Approval Post Grant Award

Once a Grant Agreement is executed, grantees must obtain explicit prior written approval from the BSCC for the purchase of any of the items listed below, *even if these items were included in the proposed budget*. Please refer to the [BSCC Grant Administration Guide](#), pages 28 - 35 for more information.

- Out of State Travel: page 27
- Equipment/Fixed Assets (Items Costing \$3,500 or more per unit): pages 33-35
- Hosting Training Events (see Appendix A: Glossary of Terms below for more detail)

Grantees will be required to maintain and provide detailed documentation for any travel and equipment/fixed assets purchased with grant funds. Discretion for final approval of any purchases under this section lies with the BSCC. Purchases should not be made until the BSCC

approves the written request. The BSCC shall not be obligated to reimburse purchases made with JAG grant funds without prior approval.

For information on eligible and ineligible costs, refer to the [BSCC Grant Administration Guide](#), found on the [BSCC Correction Planning and Grant Programs](#) website.

Funding Information

There is approximately \$30,650,563 available through this RFA. Funding will be allocated to counties based on county population* as shown in Table 2 below. **This is a non-competitive, one-time grant.** Applicants may apply for any dollar amount up to and including the available amount allocated to their county.

If funds remain unallocated after all awards have been made, BSCC may distribute the unallocated funds among grant awardees.

Table 2. Amount of Funding Available to each County

County (in alpha order)	2024 Estimated Population	Percent of Total CA Population	JAG Funding Available (Non-Competitive)
Alameda	1,644,569	4.2%	\$1,285,947
Alpine	1,163	0.003%	\$10,000*
Amador	39,893	0.102%	\$31,194
Butte	206,194	0.5%	\$161,230
Calaveras	44,436	0.113%	\$34,746
Colusa	22,016	0.056%	\$17,215
Contra Costa	1,148,324	2.9%	\$897,915
Del Norte	26,607	0.068%	\$20,805
El Dorado	189,079	0.483%	\$147,848
Fresno	1,019,566	2.6%	\$797,235
Glenn	28,711	0.073%	\$22,450
Humboldt	133,359	0.340%	\$104,278
Imperial	183,812	0.469%	\$143,729
Inyo	18,644	0.048%	\$14,578
Kern	911,180	2.3%	\$712,484
Kings	152,833	0.390%	\$119,506
Lake	66,918	0.171%	\$52,326
Lassen	28,027	0.072%	\$21,915
Los Angeles	9,822,800	25.1%	\$7,680,798
Madera	160,788	0.410%	\$125,726
Marin	252,899	0.6%	\$197,751
Mariposa	16,798	0.043%	\$13,135
Mendocino	89,389	0.228%	\$69,896
Merced	290,346	0.7%	\$227,032

County (in alpha order)	2024 Estimated Population	Percent of Total CA Population	JAG Funding Available (Non-Competitive)
Modoc	8,495	0.022%	\$10,000*
Mono	12,882	0.033%	\$10,073
Monterey	436,308	1.1%	\$341,165
Napa	134,913	0.344%	\$105,493
Nevada	100,363	0.256%	\$78,477
Orange	3,150,716	8.0%	\$2,463,657
Placer	416,014	1.1%	\$325,296
Plumas	18,841	0.048%	\$14,732
Riverside	2,455,509	6.3%	\$1,920,050
Sacramento	1,583,935	4.0%	\$1,238,535
San Benito	65,798	0.168%	\$51,450
San Bernardino	2,184,474	5.6%	\$1,708,118
San Diego	3,297,545	8.4%	\$2,578,468
San Francisco	837,165	2.1%	\$654,609
San Joaquin	795,790	2.0%	\$622,257
San Luis Obispo	278,076	0.7%	\$217,438
San Mateo	740,468	1.9%	\$578,998
Santa Barbara	442,648	1.1%	\$346,122
Santa Clara	1,904,477	4.9%	\$1,489,178
Santa Cruz	262,862	0.7%	\$205,541
Shasta	179,723	0.459%	\$140,532
Sierra	3,132	0.008%	\$10,000*
Siskiyou	42,882	0.109%	\$33,531
Solano	447,028	1.1%	\$349,547
Sonoma	479,237	1.2%	\$374,733
Stanislaus	550,680	1.4%	\$430,596
Sutter	100,071	0.255%	\$78,249
Tehama	64,648	0.165%	\$50,551
Trinity	15,807	0.040%	\$12,360
Tulare	480,564	1.2%	\$375,770
Tuolumne	53,004	0.135%	\$41,446
Ventura	824,051	2.1%	\$644,355
Yolo	222,326	0.6%	\$173,845
Yuba	83,959	0.214%	\$65,651
Total	39,172,742	100.00%	\$30,650,563

*Counties that would have been allocated less than \$10,000 based on the population-based distribution of funds have been allocated a flat amount of \$10,000.

Source: California Department of Finance, Population Estimates, April 2025

No Match Requirement

There is no match requirement for the JAG Grant.

Data Collection and Reporting Requirements

Performance Management Tool (PMT)

The Bureau of Justice Assistance requires projects selected for funding to submit quarterly data into the federal Performance Management Tool (PMT) system. Federal reporting requirements for the PMT can be found on the BSCC's [JAG homepage](#). More detailed information and evaluation-related resources will be made available to grantees after awards are made.

Additional BSCC Grant Requirements

BSCC Grant Agreement

Applicants approved for funding by the BSCC Board are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. A sample BSCC Grant Agreement can be found on the BSCC's [JAG homepage](#).

Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC, and the BSCC is in receipt of all required attachments, including documentation of signing authority. Applicants are advised that any work, services, and encumbrances incurred after the start date, but prior to execution of the Grant Agreement may not be eligible for reimbursement and are undertaken at the applicant's own's risk.

Please note: The BSCC may elect not to enter into a Grant Agreement with your organization if any of the following are true:

- Your organization had a BSCC grant terminated in the past three years.
- Your organization has overdue deliverables from a past or current grant that have not been submitted (e.g., Final Local Evaluation Report, Quarterly Progress Reports, invoices, etc.).
- Your organization has unpaid financial obligations due to the BSCC.

Signing Authority

Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include local ordinances or a board resolution conferring authority to the signatory.

This documentation is not required at the time of application submittal, but applicants are advised that the grant agreement will not be fully executed, nor will any financial invoices be processed for reimbursement until the required documentation has been received by the BSCC. A sample Governing Board Resolution is provided in **Appendix B**.

Federal Award Conditions

The JAG Program is authorized by Title I of Public Law No. 90-351 (generally codified at [34 U.S.C. 10151-10726](#)), including subpart 1 of part E (codified at [34 U.S.C. 10151-10158](#)); see also [28 U.S.C. 530C \(a\)](#). If selected for funding, in addition to implementing the funded project consistent with the Office of Justice Programs (OJP) approved application, grantees must comply with all award requirements (including all award conditions), and applicable federal statutes and regulations.

Please refer to the Sample Grant Agreement (available on the BSCC [JAG homepage](#)) at the to review the Federal Fiscal Year 2022, and 2023 federal award conditions. Federal conditions are subject to change with subsequent funding years.

Supplanting

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. Supplanting is strictly prohibited for all BSCC grants. JAG funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

Audit Requirements

BSCC grantees are required to complete an audit annually for each fiscal year/audit period, or fraction thereof, for the grant cycle (unless exempted as described below). Audit reports must be submitted to the BSCC within 30 days of the Grantee's receipt of the report or within nine months following the end of the audit period, whichever is earlier. A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of this grant.

The Grantee must provide to the BSCC copies of reports generated from either:

- The Annual City/County Single Audit (as submitted to the State Controller's Office), or
- A project-specific audit.

The audit reports must cover the entire grant period. BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three years following the end of the grant period. Grantees, subgrantees, and subcontractors are responsible for maintaining all invoices, records, and relevant documentation for at least three (3) years after the final payment under the Grant Agreement.

Any grantee that does not expend \$1,000,000 or more in total federal awards during the fiscal year is exempt from this audit requirement for the fiscal year. However, grantees must keep and maintain the grant records and make them available for review or audit by appropriate officials of the Federal agency, pass-through agency (i.e., the Board of State and Community Corrections) and Governmental Accountability Office.

Travel

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

Units of Government

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency rate.

Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval that includes a detailed justification and budget information. Grantees must receive written approval from BSCC prior to incurring expenses for out-of-state travel.

Debarment, Fraud, Theft, or Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

- debarred by any federal, state, or local government entities during the period of debarment; or
- convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, State, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

Prior to execution of the grant agreement, grantees will be required to complete **Appendix C** certifying that they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

Program Monitoring / Site Visits

The BSCC staff reserves the right to conduct a monitoring visit to assess whether a county is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Comprehensive Monitoring Visit checklist can be found on the Corrections Planning and Grants Program [website](#).

Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Virtual Grantee Orientation (October or November 2025, date to be determined). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation. Award recipients will be provided with additional details regarding the Grantee Orientation.

Overview of the RFA Process

Confirmation of Receipt of Application

Upon submission of an application, applicants will receive a confirmation email generated by the Submittable Application portal stating that the application has been received.

Review Process

BSCC staff will review each application for compliance with the criteria in this RFA. Because this is a non-competitive grant, the BSCC will work with applicants if adjustments are needed in order to come into compliance with grant requirements.

Key Dates

The following table shows an estimated timeline of key dates related to the JAG Equipment and Training Program.

Activity	Date
Release Request for Application	July 18, 2025
Grant Information Session (via Zoom) for Prospective Applicants	August 7, 2025
Applications Due to the BSCC	September 8, 2025
Application Review	September 2025
Grant Period Begins	October 1, 2025
Mandatory New Grantee Orientation	October or November 2025 (TBD)
Grant Period Ends	September 30, 2026

PART II: Application Instructions

This section contains the necessary information for completing the JAG Equipment and Training Program Application. A link to the RFA and all required attachments are provided on the BSCC's website on the [JAG homepage](#).

Completing the Application and Budget

Applicants will complete the Application by accessing the BSCC Submittable Application Portal (see Submission Instructions on page 4) and responding to a series of prompts, including contact information for key grant contacts.

Project Narrative

All applicants are required to complete a Project Narrative inside the Submittable Application Portal.

The BSCC Submittable Application Portal includes an automatically enabled character counter. This feature 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**".

The Project Narrative cannot exceed 6,692 total characters, which is the equivalent to three (3) typed pages in Arial 12-point font with one-inch margins on all four sides and 1.5 line spacing. It is recommended that applicants compose the Project Narrative in a Word document and then cut and paste the text into the Submittable Application Portal.

The Project Narrative should address the following in a cohesive, comprehensive, and concise format:

1. Identify and describe the need(s) to be addressed, the process used to determine the need(s) and how the need(s) are related to the identified JAG Program Purpose Areas and Priority Areas of Need.
2. For each PPA and Priority Area of Need identified:
 - a. Describe the equipment and supplies to be purchased and explain how those purchases will support that PPA and Priority Area of Need, and/or
 - b. Describe the training that will be offered and how it will support that PPA and Priority Area of Need.

Project Budget Attachment

Applicants must also complete and upload a Project Budget Attachment (see Attachment A) in the identified field in the BSCC Submittable Application Portal at the time of submission.

The Budget Attachment must be submitted on the template provided by BSCC, found on the [JAG homepage](#). **Do not use your own format.**

The budget submitted with the application must:

- Identify and name each planned expenditure.
- Include relevant calculations behind each expenditure (e.g., price and number of equipment or supplies, price of training and number of individuals to attend, etc.)
- Include a narrative description and/or brief explanation justifying each expenditure in terms of how it will be used.
- Ensure expenses are appropriate for the grant's intent.
- Not include any unallowable expenses (see page 8).

Generally, once an award is approved by the Board, the proposed budget becomes the approved grant budget and will be incorporated in the Standard Grant Agreement. However, applicants should be aware that budgets will be subject to review and approval by the BSCC staff to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement. In these situations, the revised grant budget will be used for the Grant Agreement.

Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook. All project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period.

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

PART III: Appendices and Attachment

This section includes the following appendices and one attachment:

- **Appendix A:** Glossary of Terms and Resources *(for reference only)*
- **Appendix B:** Governing Board Resolution or Other Proof of Signing Authority *(not required at time of application, but must be submitted prior to contract execution)*
- **Appendix C:** Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement *(not required at time of application, but must be submitted prior to contract execution)*
- **Attachment A:** JAG Project Budget Attachment **(REQUIRED)**

Appendix A: Glossary of Terms and Resources

Key Terms

Below are definitions and descriptors for key terms that are referenced throughout this RFA.

1. Equipment/Fixed Assets: Equipment and fixed assets are nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$3,500 or more per unit (including tax and installation). If equipment is purchased as a complete package (i.e., computer, monitor, modem, software, etc.), the total package cost, not the unit cost, would determine if it qualifies under the equipment category.

Note: The term “personal property” in the definitions of **Equipment/Fixed Assets** and **Supplies** above refers to property that is not “real property.” Expenses for real property, including land, improvements, structures and their attachments, and structural improvements and alterations are **not allowable expenditures** under the JAG Equipment and Training Program.

2. Supplies: Supplies are any personal property that does not meet the definition of Equipment/Fixed Assets.

3. Training Expenses: Training expenses are costs incurred for agency staff to attend approved training programs. This includes registration fees, travel expenses, and paid overtime to attend training. This category may also cover costs incurred for the agency to host training events. See special note below.

Note: Grantees must obtain explicit prior written approval from the BSCC any expense related to hosting training events, **even if these items were included in the original application’s proposed budget**. In their request, grantees must ensure compliance with the food/beverage, meeting room/audio-visual, logistical planner, and programmatic planner limitations and cost thresholds established in the *U.S. Department of Justice Grants Financial Guide* (Section 3.10, starting on Page 66) available at: <https://www.ojp.gov/funding/financialguidedojo/overview>

Appendix B: Sample Governing Board Resolution

NOT REQUIRED AT TIME OF SUBMISSION

Instructions: Before the grant award can be finalized and funds awarded, applicants must provide evidence that the person signing the grant agreement has signing authority, which may include local ordinances or a board resolution conferring authority to the signatory.

Below is a sample of a Governing Board resolution.

SAMPLE GOVERNING BOARD RESOLUTION

WHEREAS the **(insert name of Applicant Agency)** desires to participate in the 2025 Edward Byrne Memorial Justice Assistance Grant Equipment and Training Program administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the **(insert title of designated official)** be authorized on behalf of the **(insert name of Governing Board)** to submit the grant application for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the **(insert name of Governing Board)** in a meeting thereof held on **(insert date)** by the following:

Ayes:

Noes:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____

Appendix C: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

NOT REQUIRED AT TIME OF SUBMISSION

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (verified e-signature is acceptable) X			DATE

Attachment A: Project Budget

Required Attachment: Applicants will be prompted to upload this document from the BSCC [JAG website](#) to the BSCC Submittable Application Portal. Do not use this version.

Instructions for How to Complete the Budget Attachment

This Budget Attachment is included in the official application and upon submission will be rated as such per the requirements set forth in the Request for Applications (RFA). Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

- ▶ Enter the name of the Applicant at the top of the Project Budget worksheet in cell D3.
 - ▶ The maximum amount a county may apply for is determined by formula. Please see the list in the Funding Available By County tab on this spreadsheet. (The list can also be found on Page 9 of the RFA)
- Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All Applicants must build their proposal, objectives, activities, timelines, and budget information for all of the purchase period ending September 30, 2026.
- ▶ Request funds in whole dollars only. Do not use decimals.
 - ▶ Applicants are limited to the use of the budget categories listed. Applicants are not required to request funds for every line item. If no money is requested for a certain line item, enter "N/A" in the corresponding narrative.
 - ▶ This workbook is protected. Applicants may only enter information in unshaded cells. All other cells in the Project Budget worksheet will auto populate based the Applicant's entries.
 - ▶ The purpose of the narrative for each corresponding line item is to provide a narrative description of the item(s) and how the items and amounts requested correspond to one or more of the JAG Program Purpose Areas. To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.
 - ▶ All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during term of the Grant Agreement. The BSCC will notify grantees whenever an updated version is posted.

Budget Category Instructions

1. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Applicant.

NOTE: Meals, snacks, incentives, and participant support items are **NOT** allowed for this grant.

2. **Equipment and Fixed Assets:** 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 \$3,500 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies category. Itemize all equipment and fixed assets to be purchased by the Applicant Agency or the Lead Public Agency (LPA). **NOTE:** Equipment and fixed assets \$3,500 or more require separate and prior approval by the BSCC, even if included the budget.
3. **Training Expenses:** In this category please include costs incurred for agency staff to attend approved training programs. This includes registration fees, travel expenses, and paid overtime to attend training. This category may also cover costs incurred for the agency to host training events.
- Note:** Grantees must obtain explicit prior written approval from the BSCC any expense related to hosting training events, even if these items were included in the original application's proposed budget.
4. **Indirect Costs:** Indirect costs are shared costs that cannot be directly assigned or identified to a particular activity but are incurred and necessary to the operation of a grantee organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide, located on the BSCC website. Examples of indirect costs include, but are not limited to, rent and utilities, office supplies, administrative salaries and fringe benefits (such as managerial, clerical, accounting, human resources, and information technology).
- For the Edward Byrne JAG Equipment and Training Program, indirect costs may be charged to grant funds using only one of the following two options:
- If the applicant organization has a federally approved indirect cost rate, the applicant may claim indirect costs up to the organization's federally approved indirect cost rate. Organizations may not request more than their federally approved rate and will be required to submit their federally approved rate documentation in order to receive reimbursement.
 - If the applicant organization does not have a federally approved indirect cost rate, the applicant may use the Federal De Minimis 15% of their Modified Total Direct Costs (calculated as total direct costs, minus equipment, plus up to the first \$50,000 of each subaward).
- In the Indirect Costs Narrative section please identify the types or categories of expenses that will be supported by the indirect costs rate and what record keeping process will be used to provide source documentation.
- Note:** A project cost must be consistently treated as either a direct or indirect cost, i.e., it cannot be included in both categories. For example, rent for office space cannot be included as a direct cost and also be included in the methodology used to calculate indirect costs.

For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide:
<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>

JAG Equipment and Training Program		
Name of Applicant: Enter name of applicant here		
<p><i>Note: Rows 7-10 will auto-populate based on the information entered in the budget Categories (Services and Supplies, etc.)</i></p>		
Budget Category		Total
1. Services and Supplies		\$0.00
2. Equipment/Fixed Assets		\$0.00
3. Training Expenses		\$0.00
4. Indirect Costs		\$0.00
TOTAL		\$0.00
1a. Services and Supplies		
Itemized List of Services or Supplies	Calculation for Expenditure	Total
Example: Office Supplies (Paper, Pens, etc.)	\$350/month x 12 Months	\$4,200
TOTAL		\$0.00

1b. Services and Supplies Narrative:

Enter narrative here. You may expand cell height if needed.

2a. Equipment/Fixed Assets

Itemized List of Professional Service(s)	Calculation for Expenditure	Total
Example: Purchase of Vehicle	Toyota Prius @ Market Value	\$24,000
TOTAL		\$0.00

2b. Equipment/Fixed Assets Narrative

Enter narrative here. You may expand cell height if needed.

3a. Training Expenses

Itemized List of Equipment/Fixed Asset	Calculation for Expense	Total
Example Crisis Response Training	\$1200 Reg. Fees * 4 Participants + Lodging 2 rooms @ \$200/night * 2 nights + Per Diem \$150/person * 2 days	\$6,800
TOTALS		\$0.00

3b. Training Expenses

Enter narrative here. You may expand cell height if needed.

4a. Indirect Costs				
For this grant program, indirect costs may be charged using only one of the two options below:	Rate	Direct Costs	Max. Allowable Indirect Costs	Grant Funds
If the applicant does not have a federally approved indirect cost rate, the applicant may claim indirect costs using the Federal De Minimis, 15% of Modified Total Direct Costs (calculated as 15% multiplied by total direct costs, minus equipment, plus up to the first \$50,000 of each subcontract) *If the amount entered in H277 turns red, please adjust it to not exceed the line item limit noted in G277	15.00%	\$0	\$0	
If the applicant has a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate. *If the amount entered in H278 turns red, please adjust it to not exceed the line item limit noted in G278		\$0	\$0	
TOTAL				\$0.00
4b. Indirect Costs Narrative				
Enter narrative here. You may expand cell height if needed.				