



**CRIMINAL JUSTICE
COORDINATING COUNCIL**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG)**

**LUCAS COUNTY
2017/2018
REQUEST FOR PROPOSALS**

CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)
ONE GOVERNMENT CENTER, SUITE 1720
TOLEDO, OH 43604
Telephone: 567.200.6850 • Fax: 567.200.6855
www.lucascountycjcc.org

HOLLY MATTHEWS, EXECUTIVE DIRECTOR



Edward Byrne Memorial Justice Assistance Grant Funding (JAG)

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JUSTICE ASSISTANCE GRANT PROGRAM (JAG) AND CJCC

Proposed to streamline justice funding and grant administration, the JAG Program allows states, tribes and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant programs so that agencies can prioritize their funding needs and choose where to place justice funds.

Regional Planning Units (RPU) provide criminal justice funding plans and technical assistance for the counties they serve. The Criminal Justice Coordinating Council (CJCC) has an established history of administering and implementing federally funded projects and currently administers the following federal funds: Justice Assistance Grant (JAG), Juvenile Justice and Delinquency Prevention (JJDP), Violence Against Women (VAWA), Second Chance Act Co-Occurring (SCA) Grant and the Justice and Mental Health Collaboration (JMHC) Program. CJCC strives to promote and foster cooperation, coordination and cost-savings between governmental units and agencies and to improve the criminal justice system through research, analysis, technical assistance, grant development, training, information management and other services as requested by the governmental agencies served.

Statutory Authority: The JAG Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968. Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10158), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

ELIGIBLE APPLICANTS

JAG applicants must have an organization, or subrecipient that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible JAG subrecipients include:

1. A unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. Local agencies, local-supported universities, or
3. Local nonprofit or faith-based associations, or
4. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).

BIDDERS TRAINING

A voluntary bidder's training will be offered at One Government Center (1st Floor Large Conference Room) on 03.20.19 at 1:00 PM. The training will provide detailed information that will be useful in preparing a Justice Assistance Grant (JAG) application as well as a Title II grant application. Please contact Tara Butler at tara.butler@noris.org if you are interested in attending or have additional questions.

TECHNICAL ASSISTANCE

For technical assistance on any part of the JAG application, please contact Tara Butler.

Phone: 567.200.6826

E-Mail: tara.butler@noris.org

WHAT TO EXPECT

CJCC Grants staff and Lucas County criminal justice professionals will review JAG proposals internally. The review process includes:

1. Financial and programmatic reporting compliance
2. Ensuring project budget costs are related to the program
3. An in-depth look at the subject matter discussed in the proposal

The **Allocation Review Committee (ARC)** will make funding recommendations. The **CJCC Board** is responsible for granting final approval of those recommendations.

Selected projects will receive an **Award Notification Letter**. Projects must complete and return all required forms. Prior to project start date, subgrantees will receive orientation information including funding conditions and grant management strategies. Payments are made on a reimbursement basis.

Forms and assurances included with pre-award conditions include but are not limited to the following:

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form
- Special Conditions Form
- Fidelity Insurance/Surety Bond (Note: Only applicable for non-profit applicants)
- Proof of Tax Exempt Status (Note: Only applicable for non-profit applicants)
- Registration in the System for Award Management (sam.gov)

PROGRAM PURPOSE

Applicants can use JAG funds for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support and information systems for criminal justice for any one of the following Program Purpose Areas:

A: Law Enforcement Programs

B: Crime Prevention Programs

C: Adult and Juvenile Corrections, Community Corrections and Reentry Programs

D: Courts, Defense, Prosecution and Victim Service Programs

E: Cross-Agency and Cross-System Collaboration, Training and Research Programs

**** APPLICANTS ARE RESPONSIBLE FOR SUBMITTING THEIR APPLICATION UNDER THE CORRECT PROGRAM CATEGORY****

EVIDENCE-BASED PROGRAMS AND PRACTICES

“The Office of Justice Programs (OJP) emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice and crime victim services” (OJP-BJA FY18 JAG RFP, p. 13, 2018). Their focus is improving upon the quantity and quality of evidence generated. For a program or practice to be considered evidence-based a demonstration of casual evidence must exist, which is generally, achieved through one or more outcome evaluations.

The following links are helpful resources to find information regarding evidence-based programs in criminal justice, juvenile justice and crime victim services and policing.

<https://www.crimesolutions.gov/>

<https://www.bja.gov/Programs/CRPPE/innovationsuite.html>

LENGTH OF FUNDING

Applicants may apply for 12 months of funding operating from July 1, 2019 – June 30, 2020.

MATCH INFORMATION

All awards require a **Cash Match** or an **In-Kind Match** of at least 25 percent of the total project cost.

Acceptable forms of **Cash Match** include:

- Local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources, like corporate or private donations
- Funds from the Housing and Community Development Act of 1974, 42 U.S.C. 5305, et. seq.
- Funds from the Appalachian Regional Development Act
- Project income

Acceptable forms of **In-Kind Match** include:

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
- Monetary value of donated time contributed by volunteers such as professional, technical, skilled, or unskilled personnel if services are an integral and necessary part of the project

FISCAL CONSIDERATIONS

All costs must directly relate to the goals and objectives of the proposed project. CJCC reserves the right to modify project budgets, remove costs deemed to be inappropriate and/or provide partial funding.

Applicants are encouraged to review the OJP guidance on conference approval, planning and reporting that is available on the OJP web site at [Office of Justice Programs: Financial Guide](#). This guidance sets out the current OJP policy. Additionally, applicants can find unallowable costs for the JAG program at <https://www.justice.gov/ovw/file/1030311/download>.

SUSTAINABILITY

Sustainability refers to the ability for a program to maintain its services for an extended period of time after initial funding support and technical assistance from an external donor has ended (US Agency for International Development, 1988). It is important for programs to develop a plan to continue programmatic activities. Applicants should demonstrate a commitment to their program by briefly describing the steps that will be taken to ensure long-term program sustainability.

POST AWARD REPORTING REQUIREMENTS

All CJCC subgrantees are **required to submit** quarterly and semi-annual performance reports. Additionally, subgrantees are required to report on any grant-funded activity that occurred during the project period. Performance and financial reports will be available for subgrantees on the CJCC website under [Grant Reports and Forms](#).

JAG PROGRAM AREAS, GOALS, PRIORITIES AND REQUIREMENTS

Listed below are the **Program Areas** and **Goals** of each. Applicants must apply under one of these five programs.

A. LAW ENFORCEMENT PROGRAMS

Multi-Jurisdictional Task Force (A01)

The goal of the Multi-Jurisdictional Task Force is to reduce the impact of drug and firearm traffickers, gangs, pharmaceutical diversion, terrorism and other organized criminal activity on the health and safety of Ohioans through multi-jurisdictional collaboration. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

Requirements for the A01 Program Area:

Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident Based Reporting System or the Uniform Crime Reporting Summary Reporting System, per Ohio Revised Code Section 5502.62(C)(6).

Law Enforcement (A02)

The goal of this program area is to provide safety measures that meet the needs of local communities through innovative criminal justice programs and develop enforcement and training programs that target the needs of victims or offenders. OCJS prioritizes projects in the following categories that are evidence-based or that incorporate evidence-based practices:

- a. Equipment and technology improvement
- b. Training and education
- c. Resources to initiate and enhance investigations
- d. Interacting with specialized, underserved and juvenile populations
- e. Policing strategies that are data-driven, evidence-based, proactive and focused and centered around community education and engagement

NOTE: Projects seeking to fund focused deterrence projects that require collaboration between local justice agencies, social service systems and community members, should apply to the E01 Program Area (below) as a cross-agency/cross-system collaboration.

For more information about evidence-based law enforcement practices, view the following resources:

- [Proactive Policing: Effects on Crime and Communities \(National Academies\)](#)
- [U.S. Office of Justice Programs: CrimeSolutions.gov](#)
- [Center for Evidence-Based Crime Policy: Evidence-Based Policing Smart Policing Initiative](#)

EXAMPLES OF EFFECTIVE, EVIDENCE-BASED LAW ENFORCEMENT PRACTICES

MODEL	OUTCOMES
<p>Hot Spots Policing: A proactive policing strategy that focuses law enforcement resources on high-crime places such as street segments or intersections in order to deter crime.</p>	<p>Neighborhoods receiving hot spots policing strategies have lower crime rates and do not displace crime into surrounding areas. Hot spots policing efforts that rely on problem-oriented policing strategies generate larger crime reduction effects than those that apply traditional policing strategies in crime hot spots. Properly implemented hot spots strategies do not negatively affect community-police relations.</p>
<p>Offender-Focused Policing: A proactive policing strategy that focuses attention on repeat violent offenders operating in neighborhoods with high violent crime.</p>	<p>Neighborhoods receiving offender-focused policing strategies experience significantly fewer violent crimes. Offender-focused policing involves ongoing collaboration between police departments and intelligence analysts. Properly implemented hot spots strategies do not negatively affect community-police relations.</p>

Requirements for the A02 Program Area

Available only to law enforcement agencies.

Proposed Activities must supplement, not replace, local enforcement activities.

Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or the Uniform Crime Reporting Summary Reporting System, per Ohio Revised Code Section 5502.62(C)(6).

B. CRIME PREVENTION PROGRAMS (B01)

The goal of the Crime Prevention Programs area is to reduce and prevent crime from occurring by supporting practices that work with individuals prior to their commitment of crimes or that improve the environment within which crime develops or occurs (e.g. families, schools, communities). Projects that provide services to offenders or alleged offenders following arrest or filing charges in court are not prevention for the purposes of this program. Such projects should apply for funding under another JAG program area (e.g., Corrections, Courts, etc.). CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

For more information regarding evidence-based crime prevention models, view the following resources:

[U.S. Office of Justice Programs: CrimeSolutions.gov](https://www.crimesolutions.gov/)

[Center for Evidence-Based Crime Policy: Evidence-Based Policing](https://www.cebpolicy.org/)

EXAMPLES OF EVIDENCE-BASED CRIME PREVENTION PRACTICES

MODEL	PREVENTS
<p><u>Good Behavior Game:</u></p> <p>A universal classroom management strategy practiced throughout the school year by 1st and 2nd grade elementary school teachers</p>	<p>School disciplinary incidents Use of alcohol, cocaine, methamphetamines, opioids, & tobacco School drop-out Antisocial behavior and crime in adulthood</p>
<p><u>Positive Action:</u></p> <p>A universal, curriculum-based program practiced throughout the year by teachers or other trained practitioners in schools or community settings. Youth ages 5-15 and/or family members complete 140, 15-minute lessons annually.</p>	<p>School suspensions/expulsions School truancy School grade repetition Use of cannabis, alcohol and tobacco</p>

Requirements for the B01 Program Area

Unallowable project requests: crime deterrent hardware, D.A.R.E.

C. ADULT AND JUVENILE CORRECTIONS, COMMUNITY CORRECTIONS AND REENTRY PROGRAMS (C01)

The goal of this program area is to increase community-based alternatives to incarceration and detention for non-violent offenders in Ohio. Treatment programs must target criminogenic needs and improve offender assessments. Programs may be in residential and/or non-residential settings. OCJS prioritizes evidence-based projects that implement and adhere to the Principles of Effective Intervention, including: targeting high-risk offenders, assessing offenders’ needs, designing responsivity into programming, developing behavioral management plans, delivering services using cognitive-based strategies, motivating and shaping offender behavior, engaging the community and identifying outcomes and measuring progress. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

Examples of programs include:

- Substance abuse and mental health treatment programs for offenders
- Other evidence-based programs for offenders
- Reentry programming and services
- Community Control, transitional control and post-release control programs
- Treatment and services for youth
- Training and education

For more information regarding evidence-based corrections and reentry programs, view the following:

[U.S. Office of Justice Programs: CrimeSolutions.gov](http://www.crimesolutions.gov)

[National Institute of Corrections: Principles of Effective Intervention with Offenders](#)

[Council of State Governments: What Works in Reentry?](#)

EXAMPLES OF EVIDENCE-BASED JUVENILE CORRECTIONS AND REENTRY MODELS

MODEL	OUTCOME
<p><u>Cognitive Behavioral Treatment for Juvenile Offenders:</u></p> <p>Cognitive-Behavior Therapy helps offenders identify cognitive deficits, distortions and flawed thinking processes that lead to criminal behavior. Treatment typically consists of weekly/biweekly sessions ranging from 3-12 months.</p>	Reduces re-arrest
<p><u>Functional Family Therapy (FFT):</u></p> <p>Functional Family Therapy (FFT) enhances protective factors and reduces risk factors for justice-involved youth and their family members. Family practitioners implement FFT in juvenile institutions and with families of youth on probation. The intervention typically involves 12 to 14 visits over a three to five month period.</p>	Reduces re-arrest and youth drug use disorder problems
<p><u>Risk, Need and Responsivity Supervision (high and moderate risk offenders):</u></p> <p>Corrections officers supervise high and medium risk offenders using “Risk Need Responsivity” principles, tailored to each offender’s needs.</p>	Reduces re-arrest
<p><u>Cognitive-Behavioral Therapy for Moderate and High Risk Offenders:</u></p> <p>Cognitive-Behavioral Therapy emphasizes individual accountability and teaches offenders that cognitive deficits, distortions and flawed thinking processes can lead to criminal behavior. Participants typically attend weekly or biweekly sessions for 2.5 months.</p>	Reduces re-arrest

Requirements for the C01 Program Area

Unallowable project requests: Scared Straight

D. COURTS, DEFENSE, PROSECUTION AND VICTIM SERVICES PROGRAMS

The goal of the courts, defense and prosecution category is to support cost-effective programs that contribute to the reduction of crime, enhance public safety and promote the fair and equitable treatment of victims and defendants/offenders. Projects must use funds to support programs that assist in the timely clearing of cases, help to decrease the dockets and focus on tailoring services to ensure accountability on the part of the offender while also ensuring offenders return to the community with the appropriate services and supervision to help lower recidivism. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

For more information regarding evidence-based courts, defense, prosecution and victim services programs, view the following:

[U.S. Office of Justice Programs: CrimeSolutions.gov](https://www.crimesolutions.gov/)

[National Institute of Corrections: Principles of Effective Intervention with Offenders](#)

[Domestic Violence Evidence Project](#)

VICTIM SERVICES (D01)

The goal of the victim services programs is to provide individual victims of crime with services to help them overcome the trauma of victimization, participate in all critical stages of the criminal justice process and to help assist them in returning to full active lives. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

Requirements for the D01 Victim Services Program Area

Applicants must explain how the project will market its services to potential users in the **Project Description** section of the grant.

Applicants must explain how the project will ensure:

- Protection of privacy and confidentiality of clients
- That victim participation is voluntary, not mandatory
- That victims will receive appropriate safety planning
- It does not engage in or promote activities that compromise victim safety

Applicants must articulate how they will prohibit program activities that compromise victim safety and recovery in their **Project Description**, including:

- Policies and procedures that exclude victims from receiving safe shelter, advocacy services, counseling and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, sex, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or age and/or gender of their children;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Supporting policies or engaging in practices that impose restrictive and/or mandatory conditions to be met by the victim in order to receive services (e.g., attending counseling seeking an order of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator

EXAMPLES OF EVIDENCE-BASED VICTIM SERVICES PRACTICES

MODEL	OUTCOME
<p><u>Psychotherapies for Victims of Sexual Assault:</u></p> <p>Treatment interventions - usually cognitive - behavioral- designed for adults to overcome the negative effects of traumatic life events such as sexual or physical abuse. Individuals typically receive between 1-45 hours individual therapy</p>	<p>Reduces PTSD Symptoms</p>
<p><u>Parent–Child Interaction Therapy (PCIT):</u></p> <p>A parenting skill-building model for child maltreatment victims and their parents that improves parent-child interaction and discipline. Over the course of 12-14 sessions, a therapist directly observes a parent and child through a one-way mirror and provides direct coaching to the parent through a radio earphone.</p>	<p>Reduces child maltreatment</p>

Courts, Defense and Prosecution (D02)

The goal of the courts, defense and prosecution category is to support cost-effective programs that contribute to the reduction of crime, enhance public safety and promote the fair and equitable treatment of victims and defendants/offenders. Projects should support programs that assist in the timely clearing of cases, help to decrease the dockets and focus on tailoring services to ensure accountability on the part of the offender while also ensuring offenders return to the community with the appropriate services and supervision to help lower recidivism. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices.

Requirements for the D02 Courts, Defense and Prosecution Program Area

- Specialized docket projects must coordinate with the Ohio Supreme Court Specialized Dockets Section and meet their required certification standards.
- Pretrial diversion projects must demonstrate in the Project Description any evidence-based practices appropriate for the intended Target Population. All projects must adhere to [Ohio Revised Code 2935.36 Pre-Trial Diversion Programs](#).

Unallowable Project Requests: Court security projects

Projects seeking to increase the number of cleared cases or decrease court dockets must clearly demonstrate within the **Project Description** effective, evidence-based practices for the **Target Population** and the type of court.

EXAMPLES OF EVIDENCE-BASED COURTS, DEFENSE AND PROSECUTION MODELS

MODEL	OUTCOME
<p><u>Adult Mental Health Courts:</u> Specialized, treatment-oriented, problem-solving courts that divert mentally ill adult individuals from incarceration to court-mandated, community-based treatment programs in the community. Length of mental health court participation typically ranges from 6-24 months.</p>	Reduces re-arrest
<p><u>Adult Drug Courts:</u> Specialized, treatment-oriented, problem-solving courts that aim to reduce recidivism and substance abuse among eligible offenders with substance use disorders. Length of drug court participation typically ranges from 12-26 months.</p>	Reduces re-arrest

E. CROSS AGENCY AND CROSS-SYSTEM COLLABORATION, TRAINING PROGRAMS AND RESEARCH (E01)

The goal of Cross-agency and Cross-system Collaboration and Training projects is to improve criminal justice systems by promoting collaboration and training across systems - in particular law enforcement, prosecution, courts and correction agencies. CJCC prioritizes projects that are evidence-based or that incorporate evidence-based practices and that have one or more of the following goals:

1. Development and enhancement of cross-agency and cross-system collaborations
2. Cross-agency and cross-system training
3. Implementing or enhancing cross-agency and cross-system data sharing

Examples of Evidence-Based Cross-agency/Cross-system Collaboration and Training Models

MODEL	OUTCOME
<p><u>Group Violence Reduction Strategies:</u> These problem-oriented, proactive policing strategies seek to reduce violent crime associated with gangs and/or overt drug markets in communities through a focused deterrence framework. Communities nationwide have successfully implemented these strategies and researchers have replicated their effectiveness. Effective implementation requires collaboration between local justice and social service systems, as well as community leaders and families.</p>	Reduces violent incidents in target areas
<p><u>Public Health Approaches to Group Violence Reduction:</u> These community violence-prevention approaches are similar to Group Violence Reduction Strategies, though they emphasize the role of youth outreach workers to intervene and mentor younger community members at risk of violent offending or victimization. Communities nationwide have implemented these strategies and researchers have replicated their effectiveness. Effective implementation requires collaboration between local justice and social service systems, as well as community leaders and families.</p>	Reduces violent incidents in target areas

PROPOSAL NARRATIVE COMPONENTS

Problem Statement

Applicants should clearly describe the crime or justice problem that needs addressed and its impact on the community. Please incorporate the following:

1. The nature and scope of the problem. The development of the nature and scope of the problem should be data driven. The application will need to provide relevant national, state and local data/statistics, as well as agency statistics, to document the existence of the problem. Please discuss the short and long-term consequences for the community if the identified problem is not addressed. More specifically, the applicant should discuss how the problem will impact the community if the proposed project is not funded.
2. The Target Population that will be served through the grant program. The applicant is expected to clearly describe the identified Target Population and explain how it is related to the problem that needs addressed. Applicants must provide relevant demographic information that described the Target Population, such as race, ethnicity, age, socioeconomic status and geography.
3. Identify other resources in the community that are currently available to address the problem and/or explains why existing resources are not sufficient to address the problem. If no resources exist, applicant should discuss the gaps in services and explain how the proposed project will help alleviate those gaps.

Project Description

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the **Problem Statement**. *Please review the ARC Strategic Plan for additional Project Description Requirements for each purpose area.* Please incorporate the following:

1. Describe the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified Target Population.
2. Document evidence that the model or practice chosen is appropriate for the outcomes the program wants to achieve with the Target Population and clearly justifies why the particular program model was selected for implementation. Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or incorporates evidence-based practices of their field.
3. Clearly demonstrate how fidelity will be achieved with the evidence-based model being implemented. Projects that implement evidence-based practices with fidelity ensure that their core services, components and procedures are consistent with the evidence-based model they utilize. Applicants must provide adequate discussion of the resources that are required to implement their project and the resources should be reasonable given the scope and detail of their identified approach.
4. Explain the steps that will be taken to ensure long-term program sustainability (i.e. the ability for the program to maintain its services over time). The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities after initial funding support from CJCC/BJA has ended.

Project Objectives

Project Objectives measure changes that result from implementing the proposed project with the Target Population during the grant year. Applicants should describe these anticipated changes (or outcomes). Achieved **Project Objectives** should reflect measureable changes for the **Target Population** due to the services offered by the program during the grant year.

There are two types of objectives

Outcome objectives describe the measured changes (impact that will occur as a result of implementing the proposed project).

Process (also known as “output”) objectives describe the “process” (activities/steps) that a program will implement.

Applications must provide **two objectives** and at least one objective should be an outcome objective. Each objective should include performance indicators, baseline numbers and data collection methods that further the goal of the selected Program Area.

Performance Indicator

Describe the evaluation method and performance indicator (measurement) tool that will be used to examine the change that will occur in the client base as a result of the services that the shelter/program provides.

The performance indicator should relate to each mandated objective.

Baseline

Include the result of past evaluations or results of data collection efforts (this is the baseline). If no attempts to evaluate services have been made to date (then the baseline is zero), indicate why this method of doing so proves to be the most effective.

TIMELINE AND ACTIVITIES

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period.

The proposal will be evaluated on how effectively it:

Presents a comprehensive, thorough timeline that is well defined and comprehensively specifies what will be done, who (individuals and organizations) will do it and when it will be accomplished. Include activities such as anticipated collaboration board meetings, CJCC grant reporting deadlines and any other activities specific to the project. The timeline should be reasonable given the nature of the problem, the target population and the approach/response discussed in earlier sections of the application.

If applicable, include any other deliverables that will be created and/or used throughout the project.

The timeline of activities should be detailed, align with the project description and be clearly organized. Activities may be grouped together as daily, weekly, monthly, quarterly and annually.

ORGANIZATION AND STAFF CAPACITY

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program.

The proposal will be evaluated on how effectively it:

Clearly identifies the mission of the agency that will serve as the subrecipient and/or implementing agency. The application should clearly demonstrate the capacity of the subrecipient and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.

Clearly identifies the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience and education.

Discusses how successful completion of the project is realistic given the key staff implementing the project. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

BUDGET REQUIREMENTS

Describe any costs associated with implementing the program.

The proposal will be evaluated on how effectively it:

Presents a clear and detailed budget with a narrative that clearly explains and justifies the budget information.

Justifies the costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served and the expected results and benefits.

Clearly states how the match funds will be used and the source of the match funds.

BUDGET FORM INSTRUCTIONS

These budget instructions apply to all CJCC grant programs. Applicants must complete the entire budget application and must clearly demonstrate the relationship between their narrative proposal and budget. Budgets are carefully reviewed to ensure that costs directly relate to the project. CJCC reserves the right to modify project budgets.

PART A – BUDGET REQUEST BY RESOURCE

Funds Requested: Represents federal funds requested through the CJCC.

Cash Match: Represents actual cash provided to support the match requirement.

In-kind Match: Represents the in-kind amount to support the project.

Total Project Budget: This amount should be the total of federal and matching funds. The required matching percentage is based on the total project budget.

Source of Match: Identify who is providing the match and the source of the funds.

PART B – BUDGET REQUEST BY COST CATEGORY

Please list all project costs, including match costs, in the appropriate category. Justification for each item listed is required in the narrative fields. **Costs that are not justified will be denied.**

Section 1- Salaries and Personnel

This section is used for implementing agency staff participating on the project for a specific time period. Include staff name, title and average number of hours worked and hourly rate for the project period in the space provided. Provide a detailed narrative of job duties and responsibilities for each project staff.

Local government employees may be employed by a subgrantee and implementing agency in addition to their full-time jobs, if the work is performed on their own time and:

- The compensation is reasonable and consistent with that paid for similar work in other activities of state or local government;
- The arrangement is approved and proper under state or local regulations and
- The time and/or services provided are supported by adequate documentation.

Overtime premiums can only be requested if the position is paid from these grant funds for regular time. The overtime costs must be prorated among jobs and not charged solely to the subgrant.

- To avoid problems from overtime, holiday pay, night differential or payroll regulations, employment arrangements should be made by the subgrantee/implementing agency directly with the individual unless there has been a transfer or loan of the employee for which regular and overtime services provided are to be charged to or reimbursed by the subgrantee. Overtime and night differentials are allowed only if their payment adheres to state or local government policies and has prior CJCC approval.
- Payment of these premiums will be for work performed by subgrant employees in excess of the established workweek.
- Unemployment Compensation may be charged if you are a contributing employer.

Employer's Share of Fringe Benefits

All fringe benefit percentages are based on personnel expense amounts. Only the fringe benefits listed on the budget pages are allowable. Projects that include fringe benefits usually have

provisions for a certain percentage of fringes based on allowable salary costs, or costs that have documentation and are incurred according to subgrant provisions. Only the percentage or amount stated in the subgrant will be allowed, regardless of actual costs.

Worker's Compensation costs are usually paid each spring for hours worked the previous year, at an agency's assigned rate. Since you will not have any actual bills to pay during the subgrant period, you may charge projected Worker's Compensation to the subgrant either quarterly, or in a single charge in the fourth quarter by multiplying direct wages with your most recent rate paid in the current year.

Section 2 - Consultants/Contracts

Consultant contracts and other contractual agreements should state the services to be performed and all reimbursements. Reimbursements may include salary, travel, meals, lodging, supplies, equipment and airfare. Compensation for these services should be reasonable and consistent with similar services in the market place. The maximum rate for consultants cannot exceed \$650 for an eight-hour day, excluding travel and subsistence costs. An eight-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Attach a scope of services and resume for any identified consultants.

Consultant contracts or other written agreements do not affect a subgrantee's responsibility for grant guideline compliance. Federal regulations mandate that all procurement transactions, whether negotiated or competitively bid, will be conducted in a manner that provides maximum open and free competition. Agencies must also observe their own competitive bidding guidelines when procuring consultant, contractual, or purchased personnel services.

Compensation for various consultant classifications includes:

Educational Institution: Maximum compensation is the consultant's academic salary projected for 12 months, divided by 260.

State & Local Government: Maximum not to exceed daily salary and allowable only when government will not provide their services at no cost.

Commercial, Nonprofit Subject to competitive bidding procedures and outside the \$650/day and Not-for-Profit: Maximum compensation. In cases where an individual has authority to consult without employer involvement, compensation should not exceed the individual's daily salary rate paid by employer, subject to the \$650 limitation.

Independent: Reasonable and consistent with similar services in the market place. The rate may include fringe benefits.

Section 3 - Travel

CJCC allows reasonable charges for necessary travel costs related to official project business. Normal charges include hotel, meals, airfare, ground transportation and mileage at the agency policy rate (not to exceed the current federal rate). Provide a detailed narrative on the travel proposed and how it relates to project activities. Registration fees for travel should be included in "Other Costs." Detail any consultant travel under the Consultants/Contracts Section.

The subgrantee/implementing agency may follow their own travel rates for domestic travel. For those agencies without an established travel policy, the federal travel policy will apply.

Section 4 - Equipment

Equipment purchases are allowable when necessary to achieve project goals and objectives. Law enforcement equipment including uniforms, firearms and police vehicles (including vans, motorcycles or aircraft will not be funded).

Equipment is any item purchased for the subgrant whose useful value or "life" extends beyond the subgrant period. Smaller office items such as calculators, recorders and cameras are considered equipment. Expendable items that are "used up" are considered supplies.

Section 5 - Supplies

Supply costs in a subgrant are usually very small and based on estimates. Typical supplies include paper, pens, ink cartridges, postage and disks. General office supplies, such as paper and pens, can be grouped together and assigned a group cost. List other supply costs individually.

Section 6 - Other Costs

Rent: The rental cost of space in a privately owned building is allowable and is limited to the amount stated in a written lease agreement. Rent cannot be paid if the building is owned by the subgrantee or if the subgrantee has substantial financial interest in the property. Cost must be prorated if the facility is supported with other funding sources, regardless of the actual rental cost.

Cost of Ownership: Charges must reflect actual cost (including depreciation based on the useful life of the building, operation and maintenance and other allowable costs).

Telephone: Phone bills may be allocated between one or more programs. Clearly, show the method used to charge phone services to the project, whether by staff time charged to the project, actual calls made, or a combination of both.

Utilities: Utility costs may be allocated between one or more programs. Use the same guidelines used for telephone charges for utility costs not included in the rental or lease agreement.

Bookkeeping, Clerical: For temporary help only. Maintain payroll records to reflect the person's name; hours worked and services provided.

Maintenance: The cost of insurance, security, janitorial services, elevator service and upkeep of grounds, normal repairs and alterations are allowable if not otherwise included in rent or other space costs.

Audit: This item is allowable for non-federal subgrantees expending \$300,000 or more in federal funds (from all sources including pass-through subawards) in a 12-month reporting period.

Equipment Lease: Leasing a copier, fax machine, etc., is an allowable cost with subsequent documentation such as the lease agreement, invoices or canceled checks.

Printing: The cost of printing brochures, flyer's, publications, etc., is allowable provided the appropriate acknowledgment and responsibility language is included in the printed material.

Section 7 - Confidential Funds (Law Enforcement Task Forces Only)

Confidential funds are monies allocated to purchase services, evidence and specific information. These funds should only be allocated when:

- The merits of a project warrant the expenditure of these funds and
- Agencies are unable to obtain the funds from other sources and
- The funds are a reasonable and necessary element of project operations.

Section 8 - Indirect Costs

Indirect costs are allowed only if the applicant has a federally approved indirect cost plan. Allowable indirect costs will be capped at a rate not to exceed 10%. Attach a copy of your certified indirect cost plan to the application.

PART B – BUDGET REQUEST BY RESOURCE & COST CATEGORY

This page provides a project cost synopsis by category. To determine these totals, list costs by category from the Part B, Sections 1-8 and then add the column down. The totals in line 9, Total Project Budget, should match the figures reported in Part A.

Projects may share costs between two or more programs if their budgets show how costs will be allocated and the costs are calculated on a reasonable basis. A reasonable basis will vary according to the type of expenditure. Examples: Photocopying charges may be allocated either on the number of actual copies divided by the monthly charge, or on a percentage basis (33% of staff work on subgrant, so 33% of copies are charged to the subgrant.) Rent might be charged based on the amount of floor space one-project uses, or on an approximate percentage.

PROPOSAL CHECKLIST/FORMAT REQUIREMENTS

Use the following as a checklist to ensure all required components are addressed.

Read the entire **2017/2018 CJCC RFP** before completing and submitting proposals to CJCC.

Proposal Narrative Components Checklist

- Problem Statement
- Target Population
- Project Description
- Project Objectives
- Timeline/Activities
- Organization and Staff Capacity
- Detailed Budget Form – available on the website

Required Forms Checklist

- Title Page – available on the website
- Executive Summary Form – available on the website
- FFTA Form – available on the website

Proposals may not exceed twelve pages. Proposals should be single-sided pages, 12-point font, double-spaced, with one-inch margins. Required forms, including budget pages, do not count as part of the twelve-page total. Proposals should address the identified priorities in the [ARC Strategic Plan](#).

Submit one original packet with required signatures. All parts of the proposal listed above must be submitted at the same time and if possible should be submitted as a PDF.

Applicants may submit the completed application packets via email to tara.butler@noris.org or mailed to the address below:

Criminal Justice Coordinating Council
One Government Center, Suite 1720
Toledo, Ohio 43604
Attention: Tara Butler, Grants Manager

Proposals must be postmarked or received by CJCC by 4:30 PM on April 12, 2019.

Late applications will not be considered for funding.