



**CRIMINAL JUSTICE
COORDINATING COUNCIL**

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

**LUCAS COUNTY
FY2025
REQUEST FOR PROPOSALS**

The deadline for application submission is:

4:00 PM EST August 28, 2026

No late application will be accepted.

Application must be submitted on line: [CJCC Foundant](#)

ATTENTION: This solicitation is for grant funding that the Criminal Justice Coordinating Council (CJCC) administers which originates from the United States Department of Justice (DOJ), Bureau of Justice Assistance (BJA). To continue program activities designed to maintain public safety services, CJCC will proceed with this solicitation, however, CJCC anticipates that new grant guidance may be issued in 2026 to reflect DOJ's revised policies and priorities. Updated DOJ guidance could impact terms and conditions and the availability of funding for any grants that are awarded from this solicitation. CJCC will share new grant conditions, guidance, and requirements with all grantees as they become available. In some instances, executed grant contracts may be revised or cancelled.

By submitting an application, the potential subrecipient understands that if awarded funding pursuant to this solicitation, the terms, the conditions, and the availability of continued funding are subject to future communications and guidance from DOJ.

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)
- Innovative Reentry Initiative (IRI)
- Treatment Court Discretionary Grant Program (ATC)
- Justice and Mental Health Collaboration (JMHCP) 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.

In 2015, CJCC implemented its strategic plan. The action items included identifying priority areas for funding and encouraging projects to use evidence-based practices in their funded programs.

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 (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per Ohio Revised Code Section 5502.62(C)(6).

TECHNICAL ASSISTANCE

For technical assistance on any part of the JAG application, please contact Marla Conkin, Grants Manager.

Phone: 567.200.6826

E-Mail: grants@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 final funding recommendations. The **CJCC Board** will have final approval of those recommendations.

Selected projects will receive **Award Notification**. 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.

**All awards will be for 12 months of funding,
operating from January, 1, 2027 through December 31, 2027.**

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

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form (Note, the Federal Office of Civil Rights has temporarily paused the collection of EEOP information. The CJCC will notify subgrantees selected for award via email when additional information, the website and/or associated tool becomes available).
- 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 (www.sam.gov)
- Certification of background checks for those who work with minors.
- Most recent external audit or annual financial review.

In addition to the above requirements and this Request for Proposals, all subrecipients are bound by the [Federal Subgrant Conditions Handbook](#). Project directors are required to attend a mandatory online orientation. Please note: the Edward Byrne Memorial Justice Assistance Grant is a reimbursement grant. Projects will submit Monthly Financial Reports with supporting documentation to the CJCC to

request reimbursement for grant expenses. Reimbursements are contingent on meeting the requirements of the grant including but not limited to performance reporting requirements as described in the Pre-Award Conditions.

Average Award Amount. In 2025, the average award (i.e., first year awarded CJCC dollars – not to include match), across all funded projects was \$25,028.

PROGRAM PURPOSE

Applicants can use JAG funds for 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, Specialty Dockets, Defense, Prosecution

E: Victim Services

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

EVIDENCE-BASED PROGRAMS AND PRACTICES

CJCC prioritizes funding evidence-based programs and practices. The Bureau of Justice Assistance, which oversees the federal Justice Assistance Grant (JAG) Program, has placed strong emphasis on improving the quantity and quality of programs and practices that are effective in the criminal justice system. They have defined ‘evidence-based’ as those programs and practices with causal evidence of effectiveness, generally obtained through one or more outcome evaluations. The strength of causal evidence will influence the degree to which they consider a program or practice to be evidence-based.

For projects that intend to implement a program or practice, the project description should clearly explain:

- The program or practice being implemented
- Whether the program is considered evidence-based
- The research documenting the effectiveness of the program or practice, and
- Local data (if available) to demonstrate the need for the project and its effectiveness after it is implemented.

Applicants who propose programs or practices that are not evidence-based must clearly explain why they expect that the program or practice will be effective, and how they will evaluate it.

Applicants will find information on evidence-based criminal justice programs and data sources on the following sites:

- The Office of Criminal Justice Services (OCJS) maintains a list of some of the more effective and/or common practices known to prevent or reduce crime and other harms that can lead to crime: [List of Evidence-Based Practices for JAG](#)

- The National Institute of Justice (NIJ) maintains a registry of evidence-based practices and programs called [crime solutions](#).
- The OCJS website also provides a listing of other registries of [evidence-based programs and practices](#) from across the criminal justice continuum.
- OCJS provides access to Ohio [crime data, dashboards, and reports](#).

LENGTH OF FUNDING

Applicants may apply for 12 months of funding operating from January 1, 2027 to December 31, 2027.

STEP DOWN MATCH REQUIREMENTS

Each grant year, all applicants must submit a complete application for the new grant cycle. If the project is a continuation of a previous project, please select “Continuation” on the Title Page and provide the grant number. If the project is new, please select “New” on the Title Page and give the project a new, unique Title. Failure to designate the project as “New” or “Continuation” properly may jeopardize your funding. **Please note that the amount of CJCC funding for the step down projects is contingent upon the amount of funding CJCC receives under FY2025 JAG. Projects may be subject to a reduction in BJA funds.** The A01 Multi-Jurisdictional Task Forces are not subject to step down funding. For all other projects, step-down funding follows these guidelines: an eligible project may apply for 75% of its total operating cost for the first two years. The local match requirement is 25%. For the third year of funding, the project can only request 50% of its total project operating cost and must then provide 50% match. For the fourth year of funding, the project can only request 25% of the project and must provide 75% match.

The following is an example of the four-year step-down cycle:

Example: First Year	Total Project Cost =	\$20,000
75% Federal Share =	\$15,000	
25% Local Match =	\$ 5,000	
Example: Second Year	Total Project Cost =	\$20,000
75% Federal Share =	\$15,000	
25% Local Match =	\$ 5,000	
Example: Third Year	Total Project Cost =	\$20,000
50% Federal Share =	\$10,000	
50% Local Match =	\$10,000	
Example: Fourth Year	Total Project Cost =	\$20,000
25% Federal Share =	\$ 5,000	
75% Local Match =	\$15,000	

Once a project has completed the four-year step down cycle, the project will no longer be funded unless there are extenuating circumstances of which CJCC is aware. Parties interested in additional JAG funding can submit an application that proposes an expansion or enhancement of the previous project, a new

focus of the previous project, or a new project altogether. These projects can serve a different target population, operate in a new service area, or offer new or enhanced programming. Funding for these projects is competitive, and evaluated on a case-by-case basis. For step down related questions, contact Marla Conkin, Grants Manager at grants@noris.org.

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

Costs used towards match must be reasonable, allowable, and supported by documentation. The CJCC match rate for volunteers is \$15.00 per hour.

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/SUSTAINABILITY

All subrecipients are bound by the Department of Justice Grants Financial Guide. Please note: the Edward Byrne Memorial Justice Assistance Grant is a reimbursement grant. Projects will submit Monthly Subgrant Financial Reports to the CJCC grants manager to request reimbursement for grant expenses. Reimbursements are contingent on meeting the requirements of the grant including but not limited to performance reporting requirements as described in the Pre-Award Conditions. Failure to timely report may impact the amount or availability of future funding an organization is eligible to receive

Applicants are required to upload a copy of the organization's most recent external audit or most recent financial report to designated section of the application. This allows CJCC to ensure requirements are met for 2 C.F.R. § 200.331(f). Single Audit Act Amendment of 1996, and the OMB Circular A-133. Single Audit Act Amendment of 1996, and the OMB Circular A-133. 2 C.F.R 200.331(f) requires any organization exceeding \$750,000 in federal funds for federal grants issued prior to 10/1/2024 and \$1,000,000 after 10/1/2024 to have a Single Audit completed and uploaded into the Federal Audit Clearinghouse. External or Financial Statement Review Audits must be dated within the last 24 months. Failure to provide the necessary audit documents may impact CJCC's ability to fund an organization. The external audit or most recent financial report should be dated within the past 24 months.

Applicants are required to confirm the ongoing active use of a general ledger defined as a complete record of all the financial transactions over the life of your organization. The general ledger holds all

the information needed to prepare financial statements and includes assets, liabilities, equity (net asset), revenue and expenses.

Specific cost limits exist for certain allowable costs including:

- Lodging and meal per diem rates, which cannot exceed the rates set by the federal Government Services Administration (GSA). The rates can be found at [GSA Per Diem Rates](#).
- Laptops, which cannot exceed \$1250.
- Cell phones, which cannot exceed \$600.

Unallowable costs for the JAG program are located on pg. 26.

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, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs. Funding recipients are also required to receive OCJS review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients). Additionally, the guidance generally prohibits using funding to provide food and beverages at conferences.

The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all). Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should consider this when submitting proposals. Applicants should also understand that conference cost limits may change and that they should regularly check the guidance for updates before incurring such costs.

Note on food and beverages: CJCC may make exceptions to the general prohibition on using funding for food and beverages, but will do so only in rare cases, such as:

- where food and beverages are not otherwise available (e.g., in extremely remote areas)
- where the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages, and/or
- where a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages.

Any such exception requires CJCC prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs associated with language assistance (if applicable): If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include

interpretation or translation services where appropriate. (§ 33.52 Civil rights. The Justice Assistance Act provides that “no person in any state shall on the ground of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any programs or activity funded in whole or in part with funds made available under this title.” Section 809(c)(1) of the Act. Recipients of funds under the Act are also subject to the provisions of title VI of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973, as amended; title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination regulations 28 CFR part 42, subparts C, D, E, and G.).

For additional information, see the “Civil Rights Compliance” section of the OJP “Other Requirements for OJP Applications” web page at [Office of Justice Programs: Civil Rights Overview](#).

The personnel cost category should include all staff salaries for which reimbursement will be requested. It is important to include any changes that may occur over the course of the funding period including raises or cost of living increases. Fringe benefits may include:

- PERS (government agencies)
- FICA (private agencies)
- Unemployment Compensation
- Defined retirement benefit plan (private agencies)
- Medicare
- Health, dental, and visions insurance
- Life insurance
- Long term and short term disability insurance
- Employee assistance programs
- Paid time off (vacation, sick, compensatory, holiday and personal) accrued and used during the award period.

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 complete and submit monthly financial reports and quarterly performance reports. Subgrantees are required to report on any grant-funded activity that occurred during the calendar year. Performance and financial reports will be submitted through the on line grants management system: [CJCC Foundant](#). The forms are available to review on the CJCC website here: [CJCC Current Solicitations Webpage](#).

JAG PROGRAM AREAS, GOALS, PRIORITIES, AND REQUIREMENTS

Please be aware that all projects are subject to the current Presidential Action and Executive Orders of the President's Administration. Applicants at a minimum must be aware of and compliant with Presidential Actions and Executive Orders. A complete list of Presidential Actions and Executive Orders can be found [here](#).

Listed below are the JAG Program Areas and their goals. Applicants must apply under one of these program areas:

A. LAW ENFORCEMENT PROGRAMS

Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

The goal of this program area is to provide public safety measures that meet the needs of local communities through innovative criminal justice programs and develop enforcement and training programs that prioritize the needs of victims, suspects, or offenders. This category is only available to law enforcement agencies. Proposed activities must supplement, not replace local law enforcement activities.

Agencies are strongly encourage to submit applications for projects that incorporate evidence based practices. More information about best practices and approaches around recruitment, hiring and retentions can be found at the following websites:

- [Best Practices Guide: Recruitment, Retention, and Turnover of Law Enforcement Personnel](#)
- [OCJS List of Evidence Based Practices for JAG.](#)
- [Principals of a Comprehensive Recruitment, Hiring, Promotion and Retention Strategy](#)
- The Office of First Responder Recruitment has resources on the recommended selection components for hiring law enforcement officers: [The Selection Process/Department of Public Safety](#)
- [Center for Evidence Based Crime Policy: Evidence Based Policing Handbook](#)
- [National Institute of Justice: CrimeSolutions.gov](#)
- [National Policing Institute](#)

Allowable activities include:

- Recruitment and hiring initiatives (this does not include academy costs)
- Adult and juvenile crime prevention and reduction programs
- Law enforcement deflection, diversion and crisis response
- Law enforcement training
- Law enforcement community outreach
- Officer wellness

B. CRIME PREVENTION PROGRAMS

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 evidenced-based or that incorporate evidence-based practices.

Applicants will find effective, evidence-based crime prevention models at the following registries:

- [National Institute of Justice: CrimeSolutions.gov](https://www.crimesolutions.gov/)
- [Office of Criminal Justice Services List of Evidence Based Practices for JAG](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Institute of Medicine: Preventing Mental, Emotional, and Behavioral Disorders among Young People](#)
- [Blueprints for Healthy Youth Development](#)

Allowable activities include:

- Recruiting and hiring
- Community violence intervention programming (non-LE)
- Crisis response (non-LE)
- Juvenile focused prevention programming
- Adult and youth drug and mental health crime prevention programming
- Other prevention programming
- Community outreach
- Training for prevention professional

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

C. ADULT AND JUVENILE CORRECTIONS, COMMUNITY CORRECTIONS, AND REENTRY PROGRAMS

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 address offender's criminogenic needs and improve offender assessments. Programs may be in residential and/or non-residential settings. CJCC prioritizes evidence-based projects that implement and adhere to the Principles of Effective Intervention, including: prioritizing 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.

Reentry Coalitions bring together and educate local communities and stakeholders on re-entry related issues and needs. The mission of these coalitions is to promote successful reintegration of formerly incarcerated individuals, reduce recidivism and increase public safety. Funding can be used to support

the goals of reentry coalitions related to housing, employment, financial management, substance abuse, education and transportation.

Allowable activities include:

- Recruiting and hiring.
- Offender's mental health and substance use assessment and treatment.
- Crisis response programming.
- Other evidence-based programs for offenders
- Reentry programming and services
- Community Control, transitional control, and post-release control programs
- Training and education for corrections professionals.

For more information about evidence-based corrections and reentry programs, visit:

- [National Institute of Justice: CrimeSolutions.gov](https://www.crimesolutions.gov/)
- [U.S. Department of Justice: National Institute of Corrections](https://www.icjcc.org/)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](https://www.wsipp.wa.gov/ReportsPublications/Benefit-Cost-Results)
- [Council of State Governments: What Works in Reentry?](https://www.councilofstategovernments.org/what-works-in-reentry/)

Unallowable project requests: Scared Straight

D. COURTS, SPECIALIZED DOCKETS, DEFENSE, and PROSECUTION

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.

Allowable activities include

- Recruiting and hiring
- Specialized dockets
- Prosecution and specialized prosecution
- Assisted Outpatient Treatment (AOT)
- Diversion programming
- Training for court professionals

Specialized docket projects must coordinate with the [Ohio Supreme Court Specialized Dockets Section](#), and meet their required certification standards. Priority will be given to specialized docket programs that:

- Are in 'Initial Review' or otherwise certified with the Ohio Supreme Court Specialized Dockets Section at the time of application submission.
- Demonstrate collaborative efforts between the courts (i.e., judge, prosecution, defense, and probation/parole, etc.) and community groups/resources (i.e., treatment and programming providers).

- Utilize assessment tools and measures to determine risk and need of the *Target Population* (e.g., medium to high risk).

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](#). CJCC prioritizes diversion programs that:

- Demonstrate collaborative efforts between the courts (i.e., probation/parole, prosecution, defense, etc.) and community groups/resources.
- Utilize assessment tools and measures to determine program eligibility, risk, and needs of the *Target Population* (e.g., low to medium risk, first time court appearance, non-violent offense, etc.)

Projects seeking to increase the number of cleared cases or decrease court dockets must clearly demonstrate within the Project Description effective practices to help courts reduce the time-to-disposition of pending cases, remove barriers to the timely resolution of cases, and apply creative solutions to improve case flow.

Unallowable project requests: court security projects.

For more information about exemplary courts, defense, prosecution, and victim services programs, visit:

- [National Institute of Justice: CrimeSolutions.gov](#)
- [OCJS List of Evidence Based Practices for JAG](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Domestic Violence Evidence Project](#)

E. VICTIM SERVICES

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.

Allowable activities include:

- Recruiting and hiring
- Direct victim services
- Community outreach
- Training for victim services professionals
- Staff wellness

Requirements for the E01 Victim Services Program Area:

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

- Policies and procedures that exclude any victims from receiving safe shelter, advocacy services, counseling, and other assistance;
- Prohibit requiring mediation or counseling for couples as a systemic response to domestic violence, human trafficking or sexual assault, or in situations in which child sexual abuse is alleged;
- Prohibit requiring victims to report sexual assault, stalking or domestic violence or human trafficking crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Prohibit 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);
- Prohibit sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Prohibit 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.

Applicants must describe how any training for project staff is provided by a state or national entity that provides role-specific training, as well as training around model provided. If the agency itself provides the training, the applicant needs to describe how it has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement official.

- Include a confirmation that any professional facilitating behavioral health services and legal services to individuals has a current license/certification in good standing with the Board or State Agency statutorily responsible for oversight. Discuss how successful completion of the project is realistic given the key staff implementing the project.
- If advocates provide specialized services (e.g., legal or medical advocacy), please provide information on specific training they will receive. For example, legal advocates need to receive training on the unauthorized practice of law, protection order processes, victims' rights (including Marsy's Law) and other aspects of this role. All advocates are expected to receive an introductory 40-hour training offered by a state organization (e.g., OAESV, ODVN, OAG, etc.), training on victims' rights (including Marsy's Law) and information on new best practices or legal changes (e.g., Strangulation statute). If an advocate is credentialed, please note if it is through OAN or NOVA.
- In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria for hiring experienced and qualified staff.

• *Ohio Revised Code Section 2907.10 "Preliminary polygraph test of sex offense victim" requires the following: ▪ (A) (1) "A peace officer, prosecutor, or other public official shall not ask or require a victim of an alleged sex offense to submit to a polygraph examination as a condition for proceeding with the investigation of the alleged sex offense." (A) (2) "The refusal of the victim of an alleged sex offense to submit to a polygraph examination shall not prevent the investigation of the alleged sex offense, the filing of criminal charges with respect to the alleged sex offense, or the prosecution of the alleged perpetrator of the alleged sex offense."*

For more information on effective and/or common evidenced based practices in victim services visit:

- [OCJS List of Evidence Based Practices for JAG](#)
- [National Institute of Justice: CrimeSolutions.gov](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Domestic Violence Evidence Project](#)

PROPOSAL NARRATIVE

Problem Statement

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

The application will be evaluated on how effectively it:

1. Defines the **nature** and **scope** of the problem based on relevant national, state and local data/statistics, as well as agency statistics, to document the existence of the problem. Applicants can find relevant state and local data online on the [Data, Reports & Dashboards Office of Criminal Justice Services](#).
2. Discusses the **short and long-term consequences** of the problem on the community if not addressed, and how the problem will impact the community if CJCC does not fund the proposed project.
3. Clearly identifies and describes the **target population** that will be served through the grant program, 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.
4. Identifies **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**.

The application will be evaluated on how effectively it:

1. Describes 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. Documents 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 demonstrates 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.

Sustainability/Accomplishments/Obstacles

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles they experienced when carrying out similar activities that were discussed in the Project Description.

The application will be evaluated on how effectively it:

1. Explains 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. If the current proposal is requesting funding for an organization that has participated in a stepdown cycle, significant information about long-term sustainability needs to be provided.
2. Describes any previous program accomplishments and how these accomplishments influence program activities. If the current proposal is requesting funds for a continuation of programming activities, these accomplishments should be related to programming that was completed under previous funding.
3. Describes any previous or ongoing programmatic obstacles or challenges and how they were addressed. If the current proposal is requesting funds for a continuation of programming activities, these obstacles should be related to programming that was completed under previous funding.

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 measurable 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.

Proposals 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. Examples of Performance Objectives can be found on the Office of Criminal Justice Services (OCJS) [Website](#).

- Objective: Describe the measure of change that will result from the proposed project (e.g., increase by 25 in number of victims served; decrease by 10% the number of robberies reported to law enforcement; maintain at 15 the number of crime prevention programs presented to residents during the grant period).
- Performance Indicator: Describe what is being measured to track progress (e.g., a count of victims served; a count of robberies; a count of crime prevention programs).
- Baseline: The baseline is the starting value at the beginning of a project, and it serves as a reference point to measure change over time. Baseline numbers are used to compare “before” and “after” to assess impact. If no attempts to evaluate services have been made to date, then the baseline is zero.
- Performance Data Collection: Discuss the procedures and strategies for collecting, analyzing, storing and reporting the data (e.g., data collection through a records management system; hand-entered into a spreadsheet; collected via survey). This should include discussing how anonymity and confidentiality are maintained. Applicants should use the most recent statistics available for your application.

The application will be evaluated on how effectively it:

1. Clearly identifies Project Objectives
2. Clearly identifies performance indicators
3. Clearly identifies any baseline data that exists
4. Clearly describes how the performance data will be collected.

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 application 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. Include program implementation activities as well as grant administration activities. 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 Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization and staff responsible for implementing the project to illustrate their capacity to implement

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 application 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 vacant positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

LETTERS OF SUPPORT

Community support is essential to the funding process and helps projects achieve their goals and objectives. Please provide three letters of support from community partners. The letters should highlight the following:

- What is the nature and extent of your collaboration/partnership?
- What is the supporting agency's role in this project?
- How will the project partner assist the applicant in achieving project goals and objectives?

Letters must be submitted on agency letterhead and dated within the last 30 days.

EXECUTIVE SUMMARY

The Executive Summary serves as a concise and accurate description of the proposed project and should not introduce new information. The information provided should serve as a summarized version of the overall application narrative.

PURPOSE STATEMENT

The purpose statement should be clear and concise. It describes what the applicant is going to do, the population that is going to be served, how it will be accomplished and why it is important. Information provided within the purpose statement is reported to the Federal Funding Accountability and Transparency Act (FFATA) reporting system in response to FFATA legislation.

PROBLEM STATEMENT AND PROJECT DESCRIPTION

The applicant must provide a condensed version of the problem statement and project description and ensure activities, dates, data/statistics align with previously presented statement narratives.

PARTICIPATING AGENCIES/COLLABORATION

The application will need to list the agencies that the project will collaborate with in the coming year

and list the services to be provided.

BUDGET REQUIREMENTS

Describe any costs associated with implementing the program.

The application 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.
- Includes a copy of most recent External Audit or Financial Report – upload a copy of your agency’s most recent external audit or most recent financial report at the end of the application.

BUDGET INSTRUCTIONS

These budget instructions apply to all CJCC grant programs. Please refer to the Request for Proposals (RFP) for program specific instructions including additional allowable/unallowable costs and matching requirements. 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, 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.

State or 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 \$81.25 per hour or \$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.

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 maximum/8-hr day. NOTE: If individual works/consults less than 8 hours in a day, they will be compensated at the \$81.25 hourly rate for the amount of hours they work/consult on that day.

Commercial Nonprofit: Subject to competitive bidding procedures, and outside of the \$81.25/hour max (up to \$650/8-hr day).

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

Section 3 - Travel

Lodging and meal per diem rates cannot exceed the rates set by the federal Government Services Administration (GSA). The rates can be found at [Per diem rates | GSA](#). 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 estimated travel 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. Only travel costs within the United States, its territories, and Canada are allowed.

Section 4 - Equipment

Equipment purchases are allowable when necessary to achieve project goals and objectives, and must be purchased in the **first six months** of the project period. Basic 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 \$1,000,000 or more in federal funds (from all sources including pass-through subawards) in a 12-month reporting period.

Auto Lease: Auto lease payments are allowable, with subsequent documentation such as the lease agreement, invoices or canceled checks.

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, flyers, publications, etc., is allowable provided the appropriate acknowledgement 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 15%. 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

Use the following as a checklist to ensure all required components are addressed. Read the entire **FY25 CJCC RFP** before completing and submitting proposals to CJCC.

Proposal Narrative Components:

- ☐ Title Page
- ☐ Executive Summary
- ☐ Problem Statement
- ☐ Target Population
- ☐ Project Description
- ☐ Sustainability/Accomplishments/Obstacles
- ☐ Project Objectives
- ☐ Timeline/Activities
- ☐ Organization Capacity
- ☐ Detailed Budget

Additional Required Forms:

- ☐ Letters of Support
- ☐ External Audit/Financial Reports
- ☐ SAM.Gov Registration
- ☐ FFATA Form
- ☐ Proof of Tax Exempt Status (non-profits)

FORMAT AND SUBMISSION

Applications must be submitted through the on line grants management system: [CJCC Foundant](#). Applicants must first register and create a profile through the on-line grants management system. It is recommended that applicants register at least three weeks prior to application deadline to ensure access to the on-line application.

Deadline for submission is by 4:00 PM Friday, August 28, 2026. It is recommended that applications are submitted early in the event technical assistance is needed. LATE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR FUNDING.

For technical assistance on any part of the application, please call Marla Conkin, CJCC Grants Manager at 567.200.6826 or email at grants@noris.org

UNALLOWABLE COSTS

JAG funds cannot be expended outside of JAG program areas. Even within these program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. 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. Please refer to the [Department of Justice Financial Guide](#) for additional information.

Additionally, JAG funds may not be used directly or indirectly to provide for any of the following matters:

- Bar Charges/Alcoholic Beverages
- Bonuses or Commissions
- Compensation of Federal Employees
- Construction Projects (other than penal or correctional institutions)
- Corporate Formation/Startup Costs
- Costs Incurred Outside the Project Period
- Credit Card Fees
- Entertainment Costs
- Fines and Penalties
- Food and Beverages*
- Fundraising
- Land Acquisition
- Lobbying
- Luxury items
- Membership Fees to organizations whose primary activity is lobbying
- Military-Type Equipment
- Passport Charges
- Real Estate
- State and Local Sales Taxes
- Tips
- Travel of Federal Employees of the Awarding Agency
- Vehicles, Vessels, or Aircraft**
- Unmanned Aerial Vehicles/Unmanned Aircraft, Aircraft System, or Aerial Vehicles

*No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**Police cruisers, police boats, and police helicopters are allowable vehicles under JAG.