



CRIMINAL JUSTICE
COORDINATING COUNCIL

2024 Title II Formula Grant Program

Programs and Services to Racial and Ethnic Disparities in
the Juvenile Justice System

New Projects ONLY

**Due by July 8, 2024
4:30 PM**

CRIMINAL JUSTICE COORDINATING COUNCIL

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TITLE II FORMULA GRANT AND PURPOSE OF SOLICITATION

The Ohio Department of Youth Services (ODYS) is responsible for administering the Title II Formula Grant, which is awarded to Ohio annually by the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Criminal Justice Coordinating Council's (CJCC) Regional Planning Unit (RPU) assists ODYS in administering the Title II grant solicitation to eligible Lucas County agencies.

CJCC is accepting applications for Title II Formula Grant funding to assist communities in addressing juvenile crime and delinquency by providing programs and services for at-risk delinquent youth.

APPLICATION DUE DATE

Applications are due July 8, 2024 by 4:30 PM to be considered for funding. Applicants must complete the on-line application: <https://webportalapp.com/sp/cjcc-fy24jjdp>.

For technical assistance on any part of the Title II application, call Marla Conkin at 567.200.6826 or email marla.conkin@noris.org

PERIOD OF THE AWARD AND FUNDING AMOUNTS

It is anticipated that Lucas County will receive \$70,000 to fund one or more projects. Programs selected will be expected to operate from October 1, 2024 through September 30, 2025. Programs demonstrating successful outcomes will be eligible for an additional three years of continued funding.

SAM Number

Applicants are required to have a System of Awards Management (SAM) registration. The SAM identification number must be listed on the face page of the application. Please go to SAM.GOV for additional information.

ELIGIBLE APPLICANTS

The applicant agency must be a public or private agency with a demonstrated experience providing services to youths. Eligible applicants include:

- Non-profit agencies that serve youth
- Community organizations with a history of providing services to youth.
- Educational service centers
- Social service agencies
- Grassroots start-up agencies with local partnerships and credible references.

TARGET GEOGRAPHIC AREAS

Applicants from Ohio communities are eligible to apply for funding, but funding may be prioritized based on local needs.

TARGET POPULATION

Youths, ages 10 to 17, who are at-risk of delinquent behavior or who have been identified as delinquent are the target population. Specific risk factors must be identified in the application.

PRE – AND – POST TEST

Programs must include an initial assessment to determine the needs of youth and to establish a baseline for tracking progress. Baseline data, such as truant days or grades, may be used when applicable.

FUNDING CATEGORIES

Applicants may apply for funding under one of the following categories:

- *Positive Youth Development (PYD)*—programs that use a “prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on leadership strengths.” For additional information, please go to: [Positive Youth Development](#).
- *Racial and Ethnic Disparities (RED)*—programs that reduce and/or prevent a minority youth from engaging in delinquent behavior leading to subsequent contact with the juvenile justice system. The program approaches used in Positive Youth Development should also be used to provide programming to minority youth. For additional information, please go to: [Center for Reducing Racial and Ethnic Disparities](#).

APPLICATION ELEMENTS

Applicants must address each section of the application. The following are the application sections:

1. Problem Statement – describe the youth related problem(s) and the community conditions or other factors contributing to the problem. Include statistics or other data (local data preferred) to substantiate the problem.
2. Program Description – provide a detailed description of the program to be implemented and explain how it provides a solution to the problem. The program description should include information about:
 - Program activities and services.

- How the program will operate.
 - How the program provides a solution to the problem.
 - Outreach and referrals to the program.
 - Outside agencies collaborating with the program, if applicable.
3. Program Geographic Area/Location – provide information about the location and the geographic area/community where the program will operate.
 4. Target Population – describe the youths that will be served in the program including demographic information, negative behaviors, and why these youth need services. Explain how youth will be recruited into the program and/or the sources of the referrals.
 5. Intended Outcomes – describe the intended outcomes based on information provided in the program description and the problem statement. Explain how youth will be positively impacted by the program and provides outcomes that will be quantifiable over time.
 6. Organizational Experience and Abilities – describe the experience of the agency and staff that will be working with at risk and delinquent youth. Explain how staff were vetted prior to working with youth. Describe staff understanding of adolescent development and trauma informed care.
 7. Performance Measures – describe how data will be collected and progress measured for OJJDP’s predetermined performance measures.
 8. Detailed budget – cost must be reasonable based on the number of youths to be served and program activities.

BUDGET AND FISCAL GUIDANCE

APPLICATION BUDGETS

CJCC/ODYS reserves the right to disallow budget line items and/or reduce the requested budget amounts during review or prior to award. Typically, this is done when the reviewers feel the budget line item amount is excessive, the cost is not necessary, the cost is not reasonable and/or the amount request exceeds what is needed to do the work of the program. Other considerations include the amount available and program equity.

MATCH

Title II funding does not require a match when funding is used for programs and services.

ALLOWABLE COSTS

Allowable costs under this solicitation include:

- Salaries for personnel: costs for staff spent working with youths and spent planning, implementing or other activities **directly** related to the program. Overtime only **cannot** be charged against an award.

- Fringe Benefits: costs based on a percentage of the salary. Narrative justification must explain the costs and calculations.
- Consultant/Contracts/Purchased Services: costs may not exceed \$650 per day for an 8-hour workday or \$81.25 per hour. Time for travel, preparation, or follow-up may be charged but must be reasonable and cannot exceed the allowable daily rate. Each item must be itemized separately.
- Travel: **costs for use of a personal vehicle may be charged at the State of Ohio rate of \$.58 per mile.** Mileage may not be charged for commuting or activities not directly related to program activities.
- Equipment: equipment may be purchased as needed to meet the program goals. General office equipment may or may not be approved depending on the justification provided in the application and the cost of the shared equipment must be prorated.
- Supplies: supplies may be purchased for youth activities. A small amount of funding may be allocated for general office supplies.
- Other Costs: costs may include prorated rent, utilities, telephone, copying and printing. Other items may be considered when the cost is reasonable.

UNALLOWABLE COSTS

The following costs **are not** allowable under this solicitation:

- Administrative costs
- Salary costs of personnel not working directly on the program
- Parking fees
- State and local taxes
- Bonuses and employee incentives
- Meals for employees
- Lobbying costs
- Automobile purchases
- Licensure costs
- Costs related to fund raising
- Costs of corporate formation
- Fines and penalties
- Entertainment with no programmatic value as it relates to youth

The following guidance is provided to assist in completing the **Detail Budget** sections of the application. Please review prior to completion and consider the amount you are requesting for each budget item. Although requested budget amounts are a best estimate, all costs must be reasonable, allocable and necessary to the success of the program.

SALARIES FOR PERSONNEL

Salary and fringe benefit costs may be charged for personnel who work directly on the program. Charges must be only for those hours worked and timesheets must be maintained for all staff who work on the program. Salary and fringe benefits may be charged for personnel for hours worked on program activities. Timesheets must be kept for all personnel charged to the award. Hourly wages cannot exceed the amount paid for a similar work and overtime pay cannot be charged solely to federal funds.

FRINGE BENEFITS

Fringe benefits can be charged based on a percentage of salary costs when the applicant can justify the cost and has documentation available for review. Standard fringe benefit costs include:

- FICA 7.65 %
- PERS 14%
- Unemployment Compensation Between 2% and 6% for the first \$9,000 of an employee's annual wages
- Insurance Premiums Prorated at the same percentage of time as the employee works on the program

POST-AWARD CONDITIONS/ON SITE MONITORING

CJCC's Grants Manager (GM), and possibly the Grants Management Representative (GMR) from ODYS will conduct one to two onsite visits per year but will conduct more visits if necessary. The GM will contact the project director to determine a date that is convenient for all parties. In some Instances, it may be necessary to accommodate the GMR when other visits are being conducted in the same geographic area. While on-site, the GM, and if able to attend the GMR, will discuss program activities, interview youth participants, interview program staff and review supporting documentation. The GM will review all financial and supporting documentation. The project director is responsible for facilitating the site visit and ensuring that staff, youth and documentation is available during the monitoring visit. Project directors will also be subject to desk monitoring or project meeting deemed necessary by CJCC/ODYS.

AUDIT

CJCC and DYS are required to ensure that all recipients of federal funding, awarded by the agency, adhere to OBM Circular A-133 and the OJP Financial Guide audit requirements, which states that agencies expending \$750,000 or more in federal funds annually have an audit.

Therefore, CJCC is requiring that applicants submit a copy of the Subgrantee agency's most current audit report, or provide a certification stating that it does not meet the \$750,000.

QUARTERLY PERFORMANCE REPORTING

Project directors are required to collect and report data for performance measures set forth by OJJDP. Reporting zero or N/A because no data was collected is not acceptable. Data collection and data sources will be verified by your GM/GMR as part of their monitoring visit. **Programs that fail to collect and report the required performance data will be sanctioned and may be terminated.**

MONTHLY FINANCIAL REPORTING

This is a reimbursement only grant. Project directors are required to submit monthly financial reports (MFR) to report expenditure and request payments. Reports will be due 10 days after completion of the month being reported. OJJDP requires that ODYS/CJCC collect documentation for all expenditures and **receipts are required with all payment requests.**

Acceptable documentation will include:

- Personnel and fringes—payroll records, timesheets and copies of checks
- Consultant and contracts—copies of contracts, payments, vouchers and invoices
- Travel—mileage logs, hotel and parking receipts
- Supplies—detailed receipts for purchases
- Equipment—inventory forms and receipts for purchases (equipment must be tagged)
- Other costs—payment vouchers, receipts and copies of checks

STATE AND FEDERAL AWARD CONDITIONS

CJCC/ODYS will apply state and federal conditions of award that must be adhered to if the program is funded. Standard conditions will apply to every program and special conditions are specific to individual program.