



CRIMINAL JUSTICE
COORDINATING COUNCIL

2018 Title II Formula Grant Program

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

CRIMINAL JUSTICE COORDINATING COUNCIL

One Government Center, Suite 1720

Toledo, Ohio 43604

Telephone: 567.200.6850

Fax: 567.200.6855

www.lucascountycjcc.org

Holly Matthews, Executive Director

GENERAL INFORMATION

Please read the Guidelines and make sure you understand all the requirements before beginning the application. Applicants should review the Allocation Review Committee (ARC) 2015 Strategic Plan for Lucas County priorities (see Juvenile Justice, pages 7-12). All applicants must submit the following application materials, 1) FFATA form, 2) Title Page Form, 3) Executive Summary Form and 4) The Application/Budget. Additionally, if possible, applicants should submit their application package in PDF format.

APPLICATION DUE DATE

Applications are due April 12, 2019 by 4:30 PM to be considered for funding. Applicants may email, mail or deliver completed application packets.

Email: tara.butler@noris.org

Mail: Criminal Justice Coordinating Council, Suite 1720. Toledo, OH 43604 (Attention: Tara Butler)

For technical assistance on any part of the Title II application, call Tara Butler at 567.200.6826 or email (provided above).

****Do not submit duplicate copies of the application. Please select only one delivery method****

FUNDING PERIOD

Programs applying for funding will have a project period that begins on July 1, 2019 and ends on June 30, 2020.

INTRODUCTION AND PURPOSE

The Ohio Department of Youth Services (DYS) 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). Funding is conditional and includes adhering to several requirements including addressing Disproportionate Minority Contact (DMC), which is disparity or over-representation of minority youth in the juvenile justice system. As part of this requirement, states must determine whether and where disparities exist and address those factors that were found to be contributors to disparity.

Beginning in August 2007, DYS implemented a State DMC initiative to reduce disparity in the juvenile justice systems of Ohio. Census data was reviewed and findings concluded that 86 percent of minority youth reside in just 14 of Ohio's 88 counties so efforts to reduce disparity are primarily focused towards these counties. Annual data collection, in these counties, has shown that African-American youth are far more likely to have contact with the juvenile justice system than white youth.

PROGRAM PURPOSE

Disproportionate Minority Contact (DMC) is the only program area fundable under this solicitation and this includes programs, services, training and systems improvement activities that should positively influence—reducing the inappropriate arrests of minority youth.

APPLICANT ELIGIBILITY

To be eligible to apply for 2018 Title II Formula Grant funding, applicants must represent a unit of local government (county, city, township and village), agency/association, university, or, be an official of a private or nonprofit agency.

Applicants from a governmental agency or a school board must have the county, city or township act as the Subgrantee. Police departments, sheriff's offices, juvenile courts, social service agencies and school boards must work through a unit of local government and act as the implementing agency.

Private and nonprofit organizations, including faith-based organizations, may act as a subgrantee and implementing agency when the agency provides proof that it has insurance coverage against specified losses that occur from the dishonest acts or defalcations of employees.

All applicants, regardless of the agency they represent, must be willing to participate in their county's DMC Initiative

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 Title II grant application as well as JAG grant application. Please contact Tara Butler at tara.butler@noris.org if you are interested in attending or have additional questions.

APPLICATION REVIEW

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.

PROBLEM STATEMENT

Applicants should clearly explain the problem being addressed in the target community or jurisdiction. The narrative should detail the magnitude of the problem and demonstrate the need for services or programming. The problem statement should be clear and concise and contain qualitative and

quantitative local facts and data to substantiate the problem (See the ARC Strategic Plan, Juvenile Justice, pages 7-12).

DMC PROGRAM DESCRIPTION

This includes programs or other direct services aimed at reducing the disproportionate number of juvenile members of minority groups that come into contact with the juvenile justice system. Programs are encouraged to utilize evidence-based programs.

TARGETED GEOGRAPHIC AREA

The primary targeted geographic areas are large and medium sized metropolitan cities in counties participating in the DMC initiative. The targeted geographic area should be one where there are a large number of juvenile arrests.

TARGET POPULATION

The target population is minority youth, ages 10 to 17, who are at high risk of being arrested or who are involved in activities that lead to arrest. In both cases, the criteria that will be used to determine risk of arrest and criminal activity must be clearly defined in the application. **Minority youth who are NOT likely to engage in criminal behavior must not be included in the target population.**

REFERRALS AND OUTREACH

Explain how youth will be identified and recruited for program participation. Describe any outreach activities, referral sources, assessments or other resources that will be used to reach youth and/or to ensure the most appropriate youth receive services or benefit from system improvements.

COLLABORATION

Provide a list of agencies that will work with the program to reduce juvenile arrests and increase the likelihood of better outcomes for youth. Describe the agency's contribution or role in the program. Explain to what degree collaboration is important to the success of the program and why.

PROGRAM LOGIC

Describe the logical connection between the problem and description and explain how and the program will positively affect the targeted youth in the specified geographic area. The value of any referral sources and collaboration should also be explained. Explain how the components of the program will work to produce outcomes. The Program Logic section should include the following:

- What community problem will be addressed through the implementation of this program/reduction strategy?
- What activities will be implemented to address the community problem?
- What short-term (program/activity) outcomes will result from a youth's participation in the program—how will program participants change?
- To what intermediate outcomes will short-term outcomes contribute?

ORGANIZATIONAL CAPACITY

Describe the capabilities of the organization and human resources that will implement the program or systems improvements. Include areas of expertise and explain why the agency is highly suited for the activities listed in the application.

COMMUNITY BARRIERS

Describe any barriers or factors in the community that may influence the success of the proposed program. Describe how those factors will be addressed through the proposed program.

WORK PLAN AND TIMETABLE

Provide an outline of the activities that will take place and organize the information chronologically. Assign estimated dates when the activity will begin and end.

DMC OUTPUT AND OUTCOME MEASURES

CJCC, DYS and OJJDP require that programs funded through the Title II Formula Grant collect and report data for predetermined outputs and outcomes. All measures are mandatory and must be applicable to the program. Applicants are required to provide an explanation of what data they will be collecting and the process they will be implementing to gather the data. All funded programs are required to collect the following data:

1. Number of minority youth served.
2. Number and percent of minority youth who offend or reoffend.
3. Number of minority youth exhibiting desired change in targeted behavior.
4. Number of minority youth completing program requirements.
5. Number of minority youth victimized.

In addition to the federally required performance measures, specific goals and performance measures will be required for each funded program.

DEFINING MEASURABLE OUTCOMES

Applicants should consider the following when developing program specific outcome measures:

- The intent of the program
- The target population
- The geographic area of the target population
- The success measure
- The number of participants
- The criteria for success and the amount of expected change
- The timeframe to achieve the outcomes

BUDGET AND FISCAL GUIDANCE

APPLICATION BUDGETS

CJCC 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.

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.

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 who work on the program
- Fringe benefits for personnel who work on the program
- Consultants who provide a necessary service
- Contracts with providers
- Purchased services of vendors or suppliers
- Travel of personnel on related business
- General supplies
- Supplies related to youth activities
- A portion of rent for existing facilities
- Utilities, telephone, bookkeeping, maintenance, equipment lease, photocopying and printing (These costs must be prorated unless it is used solely for the funded program)

UNALLOWABLE COSTS

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

- Administrative costs
- Salary costs of personnel not working directly on the program
- Conference travel
- Parking fees
- State and local taxes
- Bonuses and awards
- 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

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: Between 12% and 16%
- 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

CONSULTANTS/CONTRACTS/PURCHASED SERVICES

Compensation for consultant services can be charged to federal funds when the service is reasonable and necessary to achieve the goals of the program. The federal maximum rate is **\$650 per day** for an eight-hour workday, which excludes travel and expenses. Consultant rates exceeding \$650 per day may be requested. Costs not included in the consultant rate include preparation time, travel cost and follow-up.

Federal regulations require that procurement of contractual type services be conducted in a manner that promotes free and open competition. Therefore, contractual services should be competitively bid unless the project director documents that there is only one contractor qualified or available to perform the function.

TRAVEL

Program personnel who use their personal vehicle to travel for program related business may charge up to \$0.54 per mile. Mileage may not be charged for commuting to and from work, or traveling to non-programmatic related meetings and other activities.

EQUIPMENT

Equipment may be purchased when it is necessary to meet the program goals. General office equipment may or may not be approved dependent on the justification provided in the application. If equipment is shared, the cost must be prorated. Typically, equipment must be purchased in the first quarter of the program with receipts for all purchases required for payment.

SUPPLIES

General office supplies and supplies for program youth are allowable. Supplies can include items such as paper, pens, pencils, ink cartridges, postage and other small items that will be used up during the program. When supplies are shared between two or more programs, the cost must be allocated separately. For example, if 50 percent of the supplies are used for the program, 50 percent of the supplies cost can be charged to the subgrant.

OTHER COSTS CHARGED TO SUBGRANTS

Other costs may include items such as rent, utilities, telephone, bookkeeping, maintenance, equipment lease, photocopying and printing. The cost must be prorated unless it is used solely for the funded program.

PRE-AWARD CONDITIONS

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 and DYS are 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.**

D-U-N-S NUMBER

All recipients of federal funding are required to have a *Data Universal Numbering System* (D-U-N-S) number to be eligible for federal funding. This number is a unique, nine-digit number that identifies each physical location, division and/or branch of your company and is used by the federal government to verify and monitor millions of businesses across the nation. For more information on obtaining a D-U-N-S number, view the [Dun & Bradstreet \(D&B\)](#) website.

POST-AWARD CONDITIONS

ON-SITE MONITORING

CJCC's Grants Manager (GM), Program Officer (PO) and possibly the Grants Management Representative (GMR) from DYS 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 PO 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.

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 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.** Programs awarded Title II funding can access performance reports on the CJCC website under [Grant Reports and Forms](#).

MONTHLY FINANCIAL REPORTING

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 DYS collect documentation for all expenditures so **receipts are required with all payment requests**. For those agencies that cannot operate solely on a reimbursement bases, DYS will allow some advances with proper justification. 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