



Title II Formula Grant Solicitation

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. All applications must be typed. Application materials are available at www.lucascountycjcc.org.

APPLICATION DUE DATE

The completed application must be received by 5:00 p.m. on December 29, 2017 to be considered for funding. The application must be submitted to Criminal Justice Coordinating Council (CJCC):

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

Email tara.butler@noris.org

Online Submit your application to: <https://www.dropbox.com/sh/mf2kabibpo1h913/AAADZKA6lNE8t3HlNGRSjsna?dl=0&m=>

For technical assistance on any part of the Title II application, call Tara Butler at 567.200.6826, email: tara.butler@noris.org.

**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 January 1, 2018 and ends on December 30, 2018.

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 overrepresentation 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 juvenile justice system in Ohio. Review of census data showed 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.

In July of 2016, the University of Cincinnati completed an assessment of disparity in Ohio's juvenile justice system. Thirteen counties participated in the assessment, which involved interviews and data collection from police agencies and juvenile courts. Researchers found that disparity in the juvenile justice system is

the result of many variables, which can include community factors, family factors, over use of arrest, lack of alternative and diversion options, cross-cultural barriers, and policies or practices. Additionally, researchers recommended that DYS focus on urban communities and target much of its efforts towards reducing arrests.

To address disparity at the point of arrest, CJCC/DYS is soliciting applications for programs, services, and systems improvement activities that are likely to reduce racial disparity in the juvenile justice system by reducing arrests of minority youth. Applicants should review the Allocation Review Committee (ARC) 2015 Strategic Plan for Lucas County priorities (see Juvenile Justice, pages 7-12).

PROGRAM PURPOSE

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

Data has consistently shown that the large number of minority arrests does not correlate with the number of cases referred to juvenile court and/or charges filed in juvenile court. There are many cases where minority youth are three times more likely to be arrested, but are charged with an offense at a rate nearly equal to white youth. This may imply that more minorities are arrested than should be given the gap between the two rates.

It is also important to note that reducing disparity at the point of arrest does not mean that minority youth should not be arrested when an offense has been committed. It means that all youth should be treated fairly and equitably, and given the same opportunities for alternatives to arrests.

APPLICANT ELIGIBILITY

To be eligible to apply for 2017 Title II Formula Grant funding, applicants must represent a unit of local government (county, city, township, and village), a state agency, association, or 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. If funded, the Subgrantee will be issued an award and subsequent payments will be made to the Subgrantee to pass-through to the agency implementing the program. 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.

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

APPLICATION REVIEW

All applications received the due date will be reviewed and scored by CJCC grants staff in conjunction with internal and external reviewers. Applicant scores will be ranked according to the points, but scoring will not be the sole determinant of whether or not a program is funded. Community needs, the merits of the program, and team recommendations will be factored into the selection process. Recommendations will be submitted to DYS and the Director of DYS and to the Governor's Council on Juvenile Justice for final approval. Applicants will be notified in writing as to the final status of their application.

Problem Statement

Clearly define the problem that will be 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 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 a Positive Youth Justice Framework of Learning/Doing, and Attaching/Belonging (See ARC Strategic Plan, Juvenile Justice, pages 7-12).

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, as well as how those youth will be identified and outreached for the purposes of the program. **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 impact 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 the impact the factors may have and how those factors will be addressed and overcome.

Work Plan and Timetable

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

DMC Output and Outcome Measures

OJJDP requires 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. In the application, you must explain what data will be collected and how it will be collected to meet this requirement.

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

Given the limited amount of funding available, applicants should apply for no more than \$45,000. While this is the upper limit, applicants are encouraged to apply for only the amount needed to implement services. Continuation programs should apply for roughly the same amount as in previous years unless a **justification letter is provided with the application.**

DYS reserves the right to disallow budget line items and/or reduce the requested budget amounts during review or prior to award. This typically 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 give careful consideration to 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 work day, which excludes travel and expenses. Consultant rates exceeding \$650 per day may be requested, but approval of the rate can only be approved at the federal level. 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 REQUIREMENTS

Audit

DYS is 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, DYS 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.

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 go to <http://www.dandb.com/fedgov/>

POST AWARD CONDITIONS

On-Site Monitoring

The Grants Management Representative (GMR) and/or other grants personnel will conduct one to two onsite visits per year but will conduct more visits if necessary. The GMR will contact the project director to determine a date that is convenient for both 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 GMR will discuss program activities, interview youth participants, interview program staff, and review 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.**

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

TERMS AND CONDITIONS

This document is intended to provide the basic information needed to apply for federal funding under this solicitation. If funding is approved, project director will receive additional terms and conditions that include state and federal requirements. Project directors will be expected to review the documents and acknowledge in writing that the terms are accepted. Terms and conditions will be provided with awards.