



CRIMINAL JUSTICE  
COORDINATING COUNCIL

# 2022 Title II Formula Grant Program

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

Continuation Applicants ONLY

Due by July 17, 2023

CRIMINAL JUSTICE COORDINATING COUNCIL

One Government Center, Suite 1720

Toledo, Ohio 43604

Telephone: 567.200.6850

Fax: 567.200.6855

[www.lucascountycjcc.org](http://www.lucascountycjcc.org)

Holly Matthews, Executive Director

## **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 DYS in administering the Title II grant solicitation to eligible Lucas County agencies.

CJCC is soliciting applications for programs, services and systems improvement activities that reduce the likelihood that youths engage in delinquent behavior that leads to arrest or contact with the juvenile justice system.

## **APPLICATION DUE DATE**

Applications are due July 17, 2023 by 4:30 PM to be considered for funding. Applicants must complete the on line application: <https://webportalapp.com/sp/cjcc-fy22jjdp>

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

## **FUNDING AMOUNTS**

Federal funding has not increased so applicants should request the same amount as the previous year of funding.

## **ELIGIBLE APPLICANTS**

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

- Public and private youth serving agencies
- Juvenile courts working with community programs
- Schools, school districts, and educational service centers
- Social service agencies
- Community organizations with experience serving youths

Awards to public agencies, under the jurisdiction of city or county government, may not be a direct recipient. Funding will be awarded to the county or city to pass through to the agency under its jurisdiction. Private agencies may receive a direct award.

## **FUNDING PERIOD**

Programs applying for funding will have a project period that begins on October 1, 2023 and ends on September 30, 2024 regardless of when the program officially begins to operate.

### **TARGET POPULATION**

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

### **EVIDENCE-BASED PROGRAMS**

Applicant programs must be an evidence-based program or practice, or a promising program and the source/type must be included in the application. For more information, please go to <https://www.ojjdp.gov/mpg> or <https://www.crimesolutions.gov>.

### **SPECIAL REQUIREMENTS**

CJCC/ODYS is requiring that applicants demonstrate knowledge of adolescent development, demonstrate an understanding of trauma informed care, and have a plan to engage families in services to youth.

### **PRE – AND – POST TEST**

Youth receiving services must have an initial assessment to determine the needs of youth and to establish a baseline for tracking progress. When baseline data is available, such as truant days or grades, it must be documented as part of the youths' record.

## **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. Charges for transportation, hotel and meals are itemized separately. Time for travel, preparation, or follow-up may be charged but must be reasonable and cannot exceed the allowable daily rate.
- Travel: costs for use of a personal vehicle may be charged at \$.58 per mile. Mileage may not be charged for commuting or activities not directly related to program activities.
- Equipment: the costs of equipment needed to meet the program goals. General office equipment may or may not be approved depending on the justification provided in the application. If equipment will be shared or used by more than one program, the costs must be prorated.
- Supplies: supplies may be purchased to be used by youths. 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 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 or \$81.25 per hour, 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 \$0.58 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**

Supplies may be purchased to be used by youths. A small amount of funding may be allocated for general office supplies.

### **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.

## **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 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.

## **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 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 ODYS/CJCC collect documentation for all expenditures and receipts are required with all payment requests. For those agencies that cannot operate solely on a reimbursement bases, ODYS 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