



Franklin County  
Board of Commissioners

## **JUSTICE POLICY & PROGRAMS**

# FY 2022 Title II Juvenile Justice and Delinquency Prevention Formula Grant

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### **REQUEST FOR PROPOSALS**

**The deadline for submission is 11:59 PM EST on November 30, 2023**

Applications should be submitted electronically by email to Courtney Moats, Grants Administrator, at [Courtney.Moats@franklincountyohio.gov](mailto:Courtney.Moats@franklincountyohio.gov). Late applications will not be reviewed or considered for funding.

#### **Franklin County Office of Justice Policy and Programs**

373 South High Street, 25<sup>th</sup> Floor

Columbus, Ohio 43215

614-525-5577

<https://jpp.franklincountyohio.gov>

**JOHN O'GRADY**, President Commissioner

**KEVIN L. BOYCE**, Commissioner

**ERICA C. CRAWLEY**, Commissioner

**RUCHELLE PRIDE**, Director

The application template may be accessed and downloaded directly from the OJPP website at <https://jpp.franklincountyohio.gov/Grants>

## **TITLE II JUVENILE JUSTICE AND DELINQUENCY PREVENTION FORMULA GRANT**

### **INTRODUCTION**

The Franklin County Office of Justice Policy and Programs (OJPP) serves as the Metropolitan County Criminal Justice Services Agency for Franklin County and is directed by oversight of the Franklin County Board of Commissioners and the Franklin County Criminal Justice Planning Board. OJPP provides oversight and support for many County initiatives including administration of formula and discretionary justice grants, systemwide reentry planning, domestic violence/intimate partner violence prevention and response services, juvenile delinquency and prevention services, and efforts related to the local overdose crisis, national Stepping Up and Justice Counts initiatives.

OJPP is seeking applications for the Title II Juvenile Justice and Delinquency Prevention Formula Grant. This funding opportunity furthers the mission of OJPP by supporting programs, services, and system improvement activities that reduce the likelihood that youths engage in delinquent behaviors that lead to arrest or contact with the juvenile justice system. Funding is intended to increase the availability of prevention programs and services for at-risk youth in Franklin County.

### **ABOUT THE TITLE II FORMULA GRANT SOLICITATION**

The Title II Formula Grant is awarded annually by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to the Ohio Department of Youth Services (ODYS), the state administrative agency, and then is passed through to Franklin County based on a formula determined by population. The purpose is to assist states in addressing juvenile crime and delinquency at the local level.

Applicants submitting proposals intended to serve Franklin County residents shall apply directly to OJPP. Applicants submitting proposals with a statewide impact, including Franklin County, shall apply directly to ODYS.

### **APPLICATION SUBMISSION**

Applications will be submitted electronically by email attachment to Courtney Moats at [Courtney.Moats@franklincountyohio.gov](mailto:Courtney.Moats@franklincountyohio.gov). The deadline for submission is **11:59 PM EST on November 30, 2023**. Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements will also result in the application not being reviewed for funding.

### **TECHNICAL ASSISTANCE**

For technical assistance on any part of the Title II application, please contact Courtney Moats by email at [Courtney.Moats@franklincountyohio.gov](mailto:Courtney.Moats@franklincountyohio.gov). All correspondences related to this solicitation shall be in writing.

## **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 program
- 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 city or county to pass through to the agency under its jurisdiction.

Applicants must have a Unique Entity Identifier (UEI) to receive funding. Organizations can register at <https://sam.gov/content/entity-registration> to receive their UEI.

## **AWARD AMOUNTS**

Applicants may submit no more than one application with the request not to exceed more than \$50,000. OJPP anticipates issuing between 5 to 7 awards.

## **PROJECT PERIODS**

Applicants are invited to apply through this solicitation and should indicate a program model and budget that operates for a period beginning no earlier than January 1, 2024 and ending no later than December 31, 2024.

## **COST SHARING OR MATCHING REQUIREMENT**

This solicitation does not require a match.

## **FUNDING CATEGORIES**

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

1. Positive Youth Development (PYD)—programs that assist delinquent and at-risk youths in obtaining a sense of safety and structure, belonging and membership, self-worth and social contribution, independence and control over one's life, and closeness in interpersonal relationships.
2. Racial and Ethnic Disparities (RED)—programs to reduce and/or prevent a disproportionate number of minority youths from being arrested or having contact with the juvenile justice system.

## TARGET POPULATION

The target population is youth, ages 10 to 17, who are at-risk of engaging in delinquent behavior or who have been identified as delinquent. Specific risk factors must be identified for youths deemed to be at risk. Please review [Risk and Protective Factors](#) for additional information.

## TARGET GEOGRAPHICAL AREAS

All Franklin County communities are eligible for funding provided that the applicant demonstrates a need and substantiates the problem. However, due to the limited availability of funding, those communities with the greatest need may be deemed a priority. Applicants are encouraged to refer to the [Rise Together Blueprint for Addressing Poverty](#) to identify where the greatest need for programming exists within the Franklin County community.

## SPECIAL PROGRAM REQUIREMENTS

Applicants are required to incorporate the following special requirements into their program models:

1. Evidenced-Based or Promising Programs and Practices  
Applicant programs must be an evidence-based or promising program or practice, 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/>.
2. Adolescent Development, Trauma Informed Care, and Family Engagement  
Applicants must demonstrate knowledge of adolescent development, demonstrate an understanding of trauma informed care, and have a plan to engage families in services to youths.
3. Pre- and Post-Tests  
Programs must include 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' records.

## APPLICATION CRITERIA AND FORMATTING

Applicants are required to use the template prescribed by ODYS outlined on Pages 10-29 of this solicitation. Failure to submit an application on the required template that includes all specified elements will not be reviewed or considered for funding. **The application template may be accessed and downloaded in an editable Word document file directly from the OJPP website at <https://jpp.franklincountyohio.gov/Grants>.**

### A. Cover Page

The cover page provides identifying information. The project director must be the person responsible for oversight of the program both programmatically and fiscally. The subgrantee is the agency that will be ultimately responsible for the award. The implement agency is that agency that operate the program and serve youths.

**B. Problem Statement**

Describe the issue/problem or condition to be improved upon. This may include the conditions in the geographic area, community, or family, and must detail the impact on the targeted youths. Relevant and up to date statistics or other data should be used to substantiate the problem.

**C. 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:

- The program and how it provides a solution to the problem
- Activities and services to be provided
- Program physical location
- Hours and days of operation
- The intended youth outcomes including how delinquency will be reduced (change behavior, increase skill, etc.)
- Identification and description of other agencies collaborating with the programs
- How the activities will be incorporated into existing services

**D. Targeted Geographical Area**

Provide a detailed explanation as to why the geographical area was selected as the target and how the area will be impacted. Describe whether the activity will target a community, neighborhood, zip code, or specific school or school district.

**E. Targeted Youth**

Describe the youth in the targeted geographic area who will receive the program or services, or who will benefit from the system improvement.

**F. Outreach and Referral**

Provide a detailed explanation on how youth will be identified and recruited for participation in the program or service, including any outreach activities, referral sources, assessments, or other resources that will be used to reach minority youth.

**G. Special Requirements**

Identify the evidence-based or promising program or practice used and demonstrate adherence to the program or practice standards and understanding of how the program should be implemented and operated. Demonstrate knowledge of adolescent development, demonstrate an understanding of trauma informed care, and explain the plan to engage families in services to youths. Explain plans for implementing a pre and post-test to monitor changes in predetermined youth outcomes.

**H. Organizational Experience, Abilities, and Sustainability Plan**

Describe the experience and abilities of the applicant organization and program staff, and any contractors that may be used a part of program activities. Demonstrate strategic leveraging of federal, state, local and private funding sufficient to ensure sustainability. Please indicate all sources of revenue supporting your organization's efforts and more

specifically, the proposed program being considered under this solicitation. A sustainability plan acknowledges the intent to continue effective and impactful program activities beyond the grant funding.

**I. Performance Measures**

Indicate target outcomes and describe how data for OJJDP’s predetermined performance measures will be collected and progress will be measured. Programs must collect data on as many of the following OJJDP required measures as applicable to their program:

- Number of youths served
- Number of youths demonstrating change in one or more of the following areas:
  - Self-esteem
  - Family relationships
  - Social competencies
  - School engagement
  - Mental health
  - Substance misuse/abuse
- Number of youths who receiving a high school diploma
- Number of youths obtaining employment
- Number of youths sent to a detention facility
- Number of youths adjudicated for a first-time or subsequent status offense
- Number of youths adjudicated for a first-time or subsequent delinquency offense
- Number of youths assigned a new court ordered condition
- Number of youths violating a court ordered condition
- Number of youths victimized for a first or subsequent time
- Number of youths who complete program requirements

**J. Nexus to Franklin County Rise Together Blueprint for Addressing Poverty**

Describe how the proposed program supports the ongoing efforts of the Franklin County Commissioners to reduce poverty and ensure all residents and youth have equitable access to opportunities for a thriving future. Applicants should review the [\*Rise Together Blueprint for Addressing Poverty\*](#) and demonstrate how their proposed initiative works to directly support the poverty reduction efforts and recommendations as set forth in the Blueprint.

**K. Detailed Budget with Narrative**

Applicants must provide a complete budget with supporting narrative justifying all costs. Costs must be necessary and reasonable for effectively implementing and operating the project. Please review Pages 7-8 of this solicitation for budget and fiscal guidance.

**APPLICATION SCORING AND REVIEW**

Applications will be reviewed, scored, and ranked from the highest to lowest point value. The following point values have been assigned to the required application components:

Cover Page	0 pts
Problem Statement	15 pts

Program Description	30 pts
Targeted Geographic Area	10 pts
Targeted Youths	5 pts
Outreach and Referral	10 pts
Special Requirements	15 pts
Organizational Experience & Sustainability	15 pts
Performance Measures	15 pts
Nexus to Blueprint for Addressing Poverty	10 pts
<u>Detailed Budget with Narrative</u>	<u>10 pts</u>
Total Points	135 pts

OJPP implements a competitive four-tiered application review process:

1. Internal compliance of financial and programmatic reporting (for continuation programs only)
2. Peer (professionals from the field) and/or OJPP subject matter expert reviews.
3. Review of proposed funding plan by OJPP Director.
4. Funding plan reviewed and approved by the Franklin County Criminal Justice Planning Board and Board of Commissioners.

Total score may not be the only factor used to determine whether a program will receive funding. Community need, location, and past/present performance will also be considered during the final selection process.

## **BUDGET AND FISCAL GUIDANCE**

1. Accounting System Requirement  
Applicants are required to have an accounting system that tracks OJPP funds separately from normal operating costs. The system should track revenues and expenses for each individual grant received by OJPP.
2. Financial Guidance  
Applicants are bound by the terms and conditions contained within the Department of Justice (DOJP) Grants Financial Guide which can be accessed by visiting <https://www.ojp.gov/funding/financialguidedojo/overview>.
3. Allowable Costs  
All items must be reasonable and necessary for the program or services that will be provided. OJPP reserves the right to revise or adjust budgets prior to final approval. The following allowable costs may be included in the application budget:

Salaries for Personnel—costs for staff hours spent working with youths and spent planning, implementing, or other activities directly related to the program.

Fringe Benefits—costs based on a percentage of the salary. Narrative justification must explain the costs and calculations.

Consultants/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 \$.50 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.

4. Unallowable Costs – The following costs are not allowable and may not be included in the application budget:

- Administrative costs
- Salary costs not related to programming
- Parking fees
- Taxes
- Incentives or gift cards
- Food, other than up to \$1,500 for nutritional snacks
- Licensure cost for employees
- Fundraising costs
- Corporate formation or lobbying
- Fines or penalties
- Auto purchases
- Entertainment with no programmatic value

## **POST AWARD CONDITIONS**

Applicants should acknowledge the following post award considerations and grant requirements:

1. Grant Orientation: All subgrantees will be required to attend a grant orientation hosted by OJPP during the first quarter of the grant period.
2. Virtual and On-Site Monitoring: OJPP Grants Specialist, Fiscal Administrator, and other grants personnel will conduct one or more virtual or onsite visits per year.
3. Quarterly Financial Reporting: Funding will be distributed quarterly on a reimbursement basis. Financial reporting must be submitted to OJPP to receive payments. The reporting format will be prescribed by OJPP. Subgrantees will be required to submit backup documentation for all expenditures, including but not limited to: timesheets, paystubs, payroll summary, activity logs, mileage logs, invoices, credit card receipts, utility bills,



phone bills, lease agreements, etc.

4. Quarterly Programmatic Reporting: Data collection and reporting is required. Data must be reported quarterly in a format prescribed by ODYS.
5. Monthly Programmatic Updates: Monthly programmatic updates in a format prescribed by OJPP must be submitted. The purpose is to monitor subgrantee progression towards deliverables and provide opportunities for OJPP grant staff to offer ongoing technical assistance and support.
6. Franklin County Dashboard: OJPP will be developing a dashboard for the Franklin County Commissioners that includes an overview of residents served by our respective grant programs. Applicants can anticipate that in addition to the standard quarterly performance reporting they will be requested to provide deidentified demographic data of program recipients including, but not limited to: age, race, gender, zip code. If this level of data is not already being collected, applicants are encouraged to develop means to do so prior to the project start date. Applicants will be provided a reporting workbook that can be used to report out on this information quarterly.
7. Audit: OJPP is required to ensure that all recipients of federal funding adhere to OBM Circular A-133 and the OJP Financial Guide audit requirements. Agencies that expend \$750,000 or more annually in federal funds must have an audit.

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(above section to be completed by OJPP)

## Franklin County FY 2022 Title II Application

1. Program Title																							
2. Project Period		Start Date								End Date													
3. Type of Application		New								Continuation													
		Positive Youth Development (PYD)								Racial and Ethnic Disparities (RED)													
4. Budget Summary		Funds Requested								\$													
<b>5. Project Director Information</b> —the project director is the person responsible for project management and the primary point of contact for OJPP staff.																							
Prefix				First Name								Last Name											
Position Title												Agency											
Address												City								Zip			
Area Code and Phone												Area Code and Fax											
Email Address												County											
<b>6. Implementing Agency Information</b> —the implementing agency is the agency that will operate the project. Please list the agency's Director or President.																							
Prefix				First Name								Last Name											
Position Title												Agency											
Address												City								Zip			
Area Code and Phone												Area Code and Fax											
Email Address												County											
<b>7. Subgrantee Information</b> —the subgrantee is the unit of local government that will serve as the fiduciary agent for the subgrant. Please list the CEO. Private agencies and state supported universities may act as their own subgrantee.																							
Prefix				First Name								Last Name											
Position Title												Agency											
Address												City								Zip			
Area Code and Phone												Area Code and Fax											
Email Address												County											
Subgrantee Congressional District(s)												DUNS Number											

## Problem Statement

Describe the issue/problem or condition to be improved upon. This may include the conditions in the geographic area, community, or family, and must detail the impact on the targeted youths. Relevant and up to date statistics or other data should be used to substantiate the problem.

## Program Description

Provide a detailed description of the program to be implemented and explain how it provides a solution to the problem. Please refer to Page 5 of the solicitation guidelines for the criteria that should be included.

## Program Description (Continued)

Provide a detailed description of the program to be implemented and explain how it provides a solution to the problem. An additional page may be inserted if needed.

## Targeted Geographic Area

Explain why the geographic area was selected as the target and how the area will be impacted. Describe whether the activity will target a city, a community/neighborhood, a zip code, or a specific school or school district. Include detail about the city/community conditions and any demographic information relative to the targeted area.

## Targeted Youths

Describe the targeted youths in the geographic area who will receive the program or services, or who will benefit from the system improvement. ***Other races may be incidental only.*** Youth must be between the ages of 10 and 17 and be at high risk of arrest due to specific risk factors and behaviors.

Race/Ethnicity		Juvenile Justice Status	
American Indian or Alaska Native		At Risk Population (no prior offense)	
Asian		First Time Offenders	
Black or African American		Repeat Offenders	
Hispanic or Latino (of any race)		Sex Offenders	
White or Caucasian		Status Offenders	
Native Hawaiian and Other Pacific Islander		Violent Offenders	
Two or More Races		Delinquency Offenders	
Other Race, Ethnicity, or Origin			
Age		Other Indicators	
10 – 11		Mental Health	
12 – 13		Teen Pregnancy	
14 – 15		Substance Misuse/Abuse	
16 – 17			
Geographic Information		Gender Identity	
Suburban		Male	
Urban		Female	
		Other Gender Identity(s)	
<b>TOTAL YOUTHS TO BE SERVED</b>			

## Outreach and Referral

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



## Special Requirements

Identify the evidence-based or promising program or practice selected. Demonstrate knowledge of adolescent development, demonstrate an understanding of trauma informed care, and explain the plan to engage families in services to youths. Explain plans for implementing a pre/post test.

**Organizational Experience, Abilities, and Sustainability Plan**

Describe the experience and abilities of the applicant organization and program staff, and any contractors that may be used a part of program activities. Describe strategic leveraging of funding to ensure sustainability.

## Performance Measures

Indicate target performance measures and describe how data for OJJDP's predetermined performance measures will be collected and progress will be measured.

**Youths Served** – The number of program youths served.

**Protective Factors** – The number of receiving and demonstrating desired change in the areas of self-esteem, family relationships, social competencies, school engagement, mental health, and substance misuse/abuse. Please specify area(s) of desired change that will be measured. At least one is required.

**Productive Lives** – The number of youths receiving a high school diploma, and the number of youths obtaining employment.

**Prevention and Intervention** – The number of youths sent to a detention facility, the number of youths adjudicated for a first time or subsequent status and/or delinquency offense, and the number youths assigned a new court ordered condition and/or violating a court ordered condition.

**Victimization** – The number of youths victimized for the first and/or subsequent times.

**Program Quality** – The number of youths complete program requirements. Please define how program completion is defined.

## Nexus to Franklin County Rise Together Blueprint for Addressing Poverty

Demonstrate how the proposed initiative works to directly support the poverty reduction efforts and recommendations as set forth in the Blueprint.

## Detailed Budget

### 1. Salaries for Personnel

Name	Title	Number of Hours	Hourly Rate	Total Salary
Salaries for Personnel Total \$				

#### 1a. Narrative Justification for Salaries for Personnel

## 2. Fringe Benefits

Fringe Benefits	Annual Rate (%)	Eligible Wage	Total Employer Share
PERS (most recent rate)			
FICA (private agencies)			
Pension			
Health Insurance			
Unemployment Compensation			
Other			
Workers Comp. is unallowable			
Fringe Benefits Total \$			

### 2a. Narrative Justification for Fringe Benefits

**3. Consultant Services**

Name	Number of Hours	Hourly Rate	Total Salary
Consultants Total \$			

**3a. Narrative Justification for Contracts and Purchased Personal Services**

**4. Contracts, and Purchased Services (Other than consulting)**

Name	Number of Hours	Hourly Rate	Total Salary
Contracts and Purchased Services Total \$			

**4a. Narrative Justification for Contracts and Purchased Services**



**5. Travel Expense**

a. Automobile

Automobile	Number of Miles	Cost Per Mile	Total Cost
		.50	

b. Commercial

Type	Destination	Fare	Total Cost

c. Meals and Lodging

Per Deim	Number of Days	Rate	Total Cost

d. Other Travel Related Expenses

Item	Number of Items	Rate	Total Cost

e. Travel Expense Total \$

**5f. Narrative Justification for Travel**

**6. Equipment**

Items to be Purchased	Quantity	Unit Price	Total Cost
Equipment Total \$			

**6a. Narrative Justification for Equipment**

**7. Supplies**

Items to be Purchased	Quantity	Unit Price	Total Cost
Supplies Total \$			

**7a. Narrative Justification for Supplies**

**8. Other Costs Charged to Subgrant**

Other Charges	Cost		Total Cost
Rent/Facilities			
Telephone			
Utilities			
Bookkeeping/Clerical			
Maintenance			
Copying/Printing			
Other (specify)			
Other Costs Total \$			

**8a. Narrative Justification Other Costs Charged to Subgrant**

<b>9. Total Budget by Category</b>	
Category	Total Amount
Personnel	
Fringe Benefits	
Consultants	
Contract and Purchased Services	
Travel	
Equipment	
Supplies	
Other Costs	
Total Budget by Category \$	
<b>TOTAL FUNDING REQUESTED</b>	

<b>10. Financial Resources</b>
<p>1. What other funding sources outside of the Title II grant funds will support the proposed grant project/program?</p> <p>2. What percentage of the total annual project/program budget would Title II grant funds support, if awarded? _____ %</p> <p>3. What percentage of your total annual organizational budget would be supported with Title II grant funds, if awarded? _____ %</p>