



Franklin County
Board of Commissioners

JUSTICE POLICY & PROGRAMS

FY 2022 Targeted Community Alternatives to Incarceration (TCAP) Grant Solicitation

Eligibility:

Local government agencies, non-profit organizations and/or for-profit treatment, workforce development and housing providers applying in collaboration with a unit of local government and/or law enforcement agency.

Deadline:

**The deadline for application has been extended to 5pm EST on
December 15, 2021**

Original submission deadline was 5pm EST on December 3, 2021

Applications will be submitted electronically by email attachment to Courtney Benner, Grants Specialist at cmbenner@franklincountyohio.gov

Technical Assistance:

If you have any questions about this grant solicitation, contact Melissa Pierson at mspierson@franklincountyohio.gov or Courtney Benner at cmbenner@franklincountyohio.gov.

All correspondence related to this solicitation shall be in writing.

Franklin County Office of Justice Policy and Programs
373 S. High Street, 25th floor
Columbus, OH 43215
Office: (614) 525-5577
<https://jpp.franklincountyohio.gov>

TARGETED COMMUNITY ALTERNATIVES TO PRISON (TCAP) GRANT APPLICATION SOLICITATION

The Ohio Department of Rehabilitation and Correction established the Targeted Community Alternatives to Prison (TCAP) program to reduce the number of persons convicted of nonviolent, non-sex related fifth degree felony offenses committed to state penal institutions and/or detained in and/or committed to local corrections agencies. Pursuant to authority in Sections 2929.34 and 5149.38 of the Ohio Revised Code, **TCAP funding will support initiatives designed to offer community-based services for individuals diverted from the prison system and/or at high risk for future criminal justice involvement.**

By authority of the Franklin County Commissioners and in agreement with the Franklin County Common Pleas Court and Franklin County Sheriff's Office, a portion of TCAP funding is administered through the Office of Justice Policy & Programs.

INTRODUCTION

The Franklin County Office of Justice Policy and Programs (OJPP) is seeking applications for the Targeted Community Alternatives to Prison (TCAP). This grant opportunity furthers the Agency's mission by assisting criminal justice efforts to reduce the over-incarceration of non-violent, non-sex related felony offenses while improving the functioning of the criminal justice system, specifically through support for innovative and evidence-based practices, more effective information sharing, and multi-agency collaboration.

The TCAP grant provides services and programming for at-risk individuals residing in persistently distressed neighborhoods facing significant drug and violent crime challenges, with an emphasis on addressing social determinants of health and inequitable access to quality social services.

ELIGIBILITY

The following entities are eligible to apply:

- Units of local government
- Non-profit organizations
- For-profit organizations in collaboration with a unit of local government and/or law enforcement agency. Eligibility for for-profit organizations is limited to treatment providers, workforce development and/or housing providers.

A unit of local government may contract or make subawards to one or more neighborhood or community-based organization.

Applicants must have a Dun & Bradstreet D-U-N-S number, which is used to establish a business credit file. Please go to <http://www.dnb.com/duns-number.html> for additional information.

AWARD AMOUNTS

OJPP anticipates awarding between 7 and 10 awards, with amounts ranging between \$25,000 and \$100,000. Applicants may submit no more than one application.

PROJECT PERIOD

- Existing/Continuation Applicants: Extension of current award through December 31, 2022.
- New Applicants: January 1, 2022 through December 31, 2022 (12 month). Funding will be prorated if the start date is delayed.

COST SHARING OR MATCHING REQUIREMENT

This solicitation does not require a match.

PROGRAM SPECIFIC INFORMATION

The successful application will have **at least one or more of the following goals** identified:

1. Reduce recidivism and implement effective reentry efforts through comprehensive and collaborative strategies focused on successfully reintegrating medium and high-risk offenders back into the community.
2. Reduce illicit drug use and overdose fatality rates of justice involved individuals by enhancing treatment and intervention efforts along with harm reduction education.
3. Reduce all levels of crime by addressing the social determinants of health of justice involved individuals including housing instability, workforce development, economic stability, transportation, behavioral health, and medical care.

GRANT CRITERIA

All applications should have the following components built into the program design:

- The project includes evidence-based practices and/or is considered a best practice in the field.
- The project supports individuals that are justice involved. Implementing agency must utilize a validated risk instrument.
- The program must have the ability to monitor and track current and future justice involvement of program recipients.

- Project development and implementation must include clear goals, objectives, and performance measures.
- The program model supports outreach and services to an underserved population and includes culturally competent and trauma-informed responses.

ALLOWABLE COSTS

TCAP funding may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources in the *Sustainability Plan* section of the application. Applicants should have a sustainability plan to ensure the program is ongoing beyond this funding availability.

Eligible expenses include personnel, employee related expenses, overtime, travel, supplies, and costs related to contractual or consulting services. Stipends for participant involvement may be built into the program model if strongly justified and a plan for monitoring costs is included. Equipment associated with project activities may be awarded on a limited basis if funding is available. Priority funding will be given to budgets that support direct services and minimize overhead related costs.

Indirect costs may be charged; however, is limited to 10% of the modified total direct costs (MTDC). Modified total direct costs equal the sum of personnel and fringe expenses, travel, supplies, other costs and up to \$25,000 for each sub-award, consultant and/or contract for services. When calculating the MTDC, exclude equipment, stipends, subsistence allowances, and facility rental costs.

EXISTING TCAP RECIPIENTS OF FUNDING

Existing sub-recipients of TCAP funding are eligible to apply through this solicitation and shall submit a proposal and corresponding budget that supports program activities through December 31, 2022. For example, if an agency has an existing TCAP award supporting services through March 30, 2022, the Agency may submit an application for funding under this solicitation for the period April 1, 2022 through December 31, 2022.

NEW TCAP APPLICANTS

New applicants are invited to apply through this solicitation and should indicate a program model and budget that operates for the period January 1, 2022 through December 31, 2022.

INFORMATION SPECIFIC TO FOR-PROFIT ORGANIZATIONS

For-profit organizations eligible to apply for funding through this solicitation are limited to existing TCAP recipients, treatment providers, workforce development programs, and housing partners. In order to apply for TCAP funding, a for-profit organization must apply in collaboration with a unit of local government and/or a law enforcement agency.

To meet this criteria, a letter submitted on behalf of the unit of government and/or law enforcement agency must accompany the application indicating support of the proposed program and the role of the governmental unit in implementation and oversight of the program.

Where for-profit organizations are eligible and able to charge private and/or third party insurance programs, the expectation is that TCAP funding will be used as a last resort. Expenses able to be charged to private and/or third party insurance programs should not be charged to the TCAP grant.

APPLICATION SUBMISSION

Applications will be submitted electronically by email attachment to Courtney Benner at cmbenner@franklincountyohio.gov. The deadline for submission is **5:00 PM EST on December 15, 2021**. (original deadline was indicated as December 3, 2021) 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.

Submission emails should include the following attachments:

1. Title Page
2. Narrative Proposal
3. Letters of Support
4. Budget with Narrative

TECHNICAL ASSISTANCE

For technical assistance on any part of the TCAP application, please contact Melissa Pierson by e-mail at mspierson@franklincountyohio.gov or Courtney Benner by email at cmbenner@franklincountyohio.gov. All correspondences related to this solicitation shall be in writing.

APPLICATION CHECKLIST

All components within each section of the RFP must be addressed and clearly described. Use the following checklist to ensure all required components are addressed. Read the entire 2022 TCAP RFP before completing and submitting proposals.

- Title Page
- Narrative Proposal
 - Project Summary*
 - Problem Statement*
 - Program Description*
 - Collaborative Efforts*
 - Letters of support must be on each collaborative partner's letterhead and attached separate from the Narrative Proposal. The letters must describe each partners role and demonstrate commitment to the proposed project.*
 - Outcome Measures*
 - Sustainability Plan*
 - Budget with Narrative

APPLICATION CRITERIA AND FORMATTING

For this solicitation, OJPP requires the following application components: Title Page, Project Summary, Problem Statement, Program Description, Collaborative Efforts, Outcome Measures, Sustainability Plan and Budget with Narrative.

An applicant should anticipate that if it fails to submit an application containing all specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJPP makes the funds available.

With the exception of the Title Page and Budget Templates, the applicant will be required to develop the body of the application as no template will be provided. Applicants must submit their typed proposal on 8.5 by 11 paper using Times New Roman 12 point font. The proposal should be double spaced with page numbers inserted at the bottom. The narrative proposal should not exceed six (6) pages in length. Please note the title page, letters of support and budget with narrative will be submitted as separate documents and will not count toward the page limit.

A. Title Page (reference attached Title Page Template) will be submitted as a separate attachment with your application.

B. Project Summary (Max Length – ½ page)

The project summary will serve as a high-level overview of the proposed program and include the targeted population and justification for the need in the proposed community and/or jurisdiction. The project summary will include a recap of the intended goals, objectives and measures and must include the requested budget amount. An overview of the implementing agency and collaborating partners shall be included in the project summary.

C. Problem Statement (Max Length – 1 page)

The problem statement will identify the need for services in the community and be supported by **relevant and updated** statistical data.

Describe the nature and scope of the issue in the targeted jurisdiction or community, including recidivism rates, reentry rates from state and/or local carceral settings, overdose rates and/or hot spots where a large proportion of crime or illicit drug use occurs.

Describe the geographic boundaries of the targeted jurisdiction or community, as well as the population size and demographic makeup of the population of both the overall jurisdiction or community and targeted area where strategy is proposed.

D. Program Description (Max Length – 2 pages)

The program description should clearly address the goals of the grant and the intended efforts of the proposed program. The project description must clearly state how the program and/or approach will be implemented and how it will impact the stated problem.

Specifically, the program description should provide an in-depth explanation of program components including, but not limited to, the following, if applicable:

- Targeted population
- Referral source
- Hours and days of operation
- Location of services
- Curriculum utilized
- Evidence based model(s) and/or best practices incorporated
- Screening and assessment process
- Modality and/or type of service offered
- Fee model if fees are charged
- Documentation requirements
- Description of all participants and stakeholders involved in the program
- Staffing Model to support the program including staffing ratios
- Quality controls
- Staff Oversight

Please include a section that identifies potential obstacles and/or challenges to program implementation and how your organization plans to mitigate and/or overcome.

A section of the program description should include how your organization will ensure access to services are equitable, culturally responsive and responsive to the needs of the targeted population.

E. Collaborative Efforts (Max Length – ½ page)

The project collaboration with other criminal justice agencies and community organizations is integral to a successful grant project. The project should include and integrate as many partners as appropriate. Please provide an overview of the program partners and stakeholders vested in the implementation and success of this program and its participants. **Current** letters of support from criminal justice partners, community leaders, local government partners including community corrections, law enforcement and other key partners may be attached to your application. Letters of support attached will not be counted toward the page limit.

F. Outcome Measures (Max Length – 1 page)

Goals are broad intentions that are the desired, long-term purpose of the grant project. This TCAP grant requires Applicants select one or more of the following goals:

- a) Reduce recidivism and implement effective reentry efforts through comprehensive and collaborative strategies focused on successfully reintegrating medium and high risk offenders back into the community.
- b) Reduce illicit drug use and overdose fatality rates of justice involved individuals by enhancing treatment and intervention efforts along with harm reduction education.

- c) Reduce all levels of crime by addressing the social determinants of health of justice involved individuals including housing instability, workforce development, economic stability, transportation, behavioral health and medical care.

Please identify which goal(s) aligns with your proposed program and develop objectives that are clearly defined, measurable, and attainable within the project period. The objectives proposed must be reasonable, achievable, and logically connect to the goal(s). Performance measures should include numerical descriptions of work, usually expressed in outputs and outcomes.

A minimum of three objectives with related performance measures should be included in the Outcomes Measures section.

G. Sustainability Plan (Max Length – 1 page)

Applicants must 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 TCAP solicitation.

A sustainability plan acknowledges the intent to continue effective and impactful program activities beyond the TCAP grant funding. Please include an example of your organization’s ability to sustain a program upon expiration of original funding support.

H. Budget with Narrative (reference attached Budget with Narrative Template) will be submitted as a separate attachment with your application

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:

Title Page	0 pts
Project Summary	10 pts
Problem Statement	15 pts
Program Description	30 pts
Collaborative Effort	15 pts
Outcome Measures	15 pts
Sustainability Plan	5 pts
<u>Budget with Narrative</u>	<u>10 pts</u>
Total	100 pts

OJPP implements a competitive four-tiered application review process:

1. Internal compliance of financial and programmatic reporting (for continuation/existing 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 be funding. Community need, location, and past/present performance will also be considered during the final selection process.

AWARD TIMELINE

Applications will undergo review December 15th – 21st. Applicants applying for **new** funding and/or continuation funding to support a start date of January 1, 2022 will be notified of award decisions on or around December 22nd. Applicants applying for continuation funding with a start date after January 30, 2022 will be notified of award decisions on or around January 10, 2022. Note that applicants may be required to submit additional supporting information prior to award issuance if requested by OJPP.

OJPP recognizes the timeline restrictions imposed by the dates in the previous paragraph and will work with subrecipients to build in flexibility where necessary.

POST AWARD CONDITIONS

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

1. 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.
2. Quarterly Performance Reporting: Data collection and reporting is required. Data must be reported to OJPP each quarter.
3. Quarterly Financial Reporting: Financial reports must be submitted to OJPP on a quarterly basis.
4. Audit: OJPP is required to ensure that all recipients of federal funding adhere to OMB 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.

More details pertaining to post award conditions and reporting requirements will be provided to organizations following final program selection.

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Title Page

A. Title of Project					
B. Project Period					
C. Type of Application	<input type="checkbox"/> New Project <input type="checkbox"/> Existing Project				
D. Funding Amount Requested	\$				
E. Project Director <i>The project director listed must be the main contact for this project and the person with whom OJPP can regularly communicate.</i>	Prefix	First Name	MI	Last Name	Suffix
	Title			Agency	
	Address			City	Zip
	Phone			Fax	
	Email			County	
F. Implementing Agency <i>Please list the agency that will implement the project.</i>	Prefix	First Name	MI	Last Name	Suffix
	Title			Agency	
	Address			City	Zip
	Phone			Fax	
	Email			County	
G. Application Prepared by: Name:					
H. Budget Pages Prepared by: Name:					
I. Financial Reports will be Prepared by: Name:					
J. Performance Reports will be Prepared by: Name:					

Budget and Narrative

Please complete the budget and budget narrative for funds requested.

PART A - BUDGET REQUEST BY COST CATEGORY

Section 1 - Personnel Costs

Salaries and Personnel

Name	Title	No. Hrs.	Rate per Hr.	Total
			Salary Subtotal:	

Employer's Share of Fringe Benefits

Fringe Benefits	Rate (%)	Annual Wages	Total Cost
PERS (government agencies)			
FICA (private agencies)			
Retirement (private agencies)			
Worker's Compensation (actual rate)			
Unemployment Compensation (rate applies only to first \$9,000/employee)			
Medicare			
Health Insurance			
<i>Fill in the formula: \$ _____ (Monthly Rate) x _____ (# Months) x _____ (FTE)</i>			
			Fringe Subtotal:

<i>Personnel Total</i>	
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Narrative Required: Provide justification for each position; list job duties.

Section 2 – Consultants/Contacts

Name	Hourly Fee	Hours	Total
			Consultants Total

Narrative Required: Provide justification, method of procurement and basis of selection.

Section 3 - Travel

A. Auto	No. Miles	Mileage Rate (\$.56)	Total
B. Per Diem: (Meal & Lodging Only)	No. of days	Rate	Total
C. Other (Specify):	No. Items	Rate	Total
Travel Total			

Narrative Required: Provide justification for travel. Costs must relate to the program staff & objectives.

Section 4- Equipment

Item(s) Being Purchased	Quantity	Unit Price	Total
Equipment Total			

Narrative Required: Provide justification for the Equipment requested.

Section 5 -General Operating Expenses

Other Charges	Quantity	Unit Price	Total
Office Supplies			
Communication			
Advertising			
Printing			
Insurance			
Rentals			
Utilities			
Maintenance & Repairs			
Staff Training and Development			
Program Evaluation			
Other (Specify)			

<i>General Operating Expenses Total</i>	
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Narrative Required: Provide justification for General Operating Expenses; provide allocation methods where appropriate.

Section 6 - Indirect Costs

Item	Costs
<i>Indirect Cost Total</i>	

Narrative Required: Provide justification for Indirect Cost; attach a copy of your federally approved plan, if applicable.

PART B - BUDGET REQUEST BY RESOURCE & COST CATEGORY

Category	Costs
1. Personnel	
2. Consultant/Contracts	
3. Travel	
4. Equipment	
5. General Operating Expense	
6. Indirect Cost	
Total Program Budget	

	Yes	No
Do you have other funding resources not identified above?	<input type="checkbox"/>	<input type="checkbox"/>

Prepared by: Name and Title	Date