

FRANKLIN COUNTY

Title II Formula Grant Solicitation

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

Request for Applications

Due by 5:00 PM - January 31, 2018

Franklin County Office of Justice Policy and Programs
373 S. High Street, 25th floor
Columbus, OH 43215
(614) 525-5563

APPLICATION SUBMISSION AND DUE DATE

The completed application must be received by 5:00 pm. EST on **January 31, 2018** to be considered for funding. The application must be returned via email to mspiero@franklincountyohio.gov or mailed to:

Melissa Pierson, Deputy Director
Franklin County Office of Justice Policy and Programs
30 West Spring Street, 5th Floor
Columbus, OH 43215

Mailed applications must be received by January 31, 2018. Please allow adequate time if mailing.

CONTACT INFORMATION

For general assistance and/or clarification when completing the application, please contact **Melissa Pierson**, Deputy Director of Justice Services, at (614) 525-5563 or by email at mspiero@franklincountyohio.gov. Please note, staff will not be able to proofread draft versions of applications or provide ideas for funding outside of the information provided by this solicitation document.

The remainder of this page left intentionally blank.

DISPROPORTIONATE MINORITY CONTACT

The Ohio Department of Youth Services (DYS) serves as the state agency 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 Franklin County Office of Justice Policy and Programs serves as the administrative agency for projects operated in Franklin County and funded by a Title II Formula Grant. 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 disparity exists, 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 than white youth.

Annual arrest data has consistently shown that minority youth are about four times more likely to be arrested than white youth but referred to juvenile court at rates lower than white youth. This gap between arrests and referrals to juvenile court may imply many arrests could be avoided. 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.

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.

In November of 2017, Franklin County advocated for and was authorized by ODYS to include at risk LGBTQ youth in the definition of minority youth as it relates to eligibility for Title II Formula Grant funds.

GENERAL INFORMATION

Purpose of solicitation

Franklin County Office of Justice Policy and Programs is soliciting applications for programs, services, and systems improvements that help reduce disparity in arrests and contact with juvenile courts. The goals are to prevent at risk minority youth from engaging in activities that could lead to arrest and/or contact with the juvenile justice system and ensuring that all youth are treated fairly and equitably.

Eligible Applicants

The applicant agency must be a public or private agency with a demonstrated ability to provide appropriate programs for minority youth. Eligible applicants include:

- Police and law enforcement
- Juvenile courts, detention centers, and community correctional facilities
- Schools and schools districts
- Social service agencies
- Community organizations

County or city government agencies cannot be the direct recipient of an award. Funding will be awarded to the Mayor or Commissioner's offices as the subgrantee, which will be the direct recipient of the award. The agency operating the program is the implementing agency. Checks or electronic deposits will be issued to the subgrantee, and it is the responsibility of the project director to work with the subgrantee to obtain payments. Private agencies may act as both the subgrantee and implementing agency.

D-U-N-S Number

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.

PROGRAM INFORMATION

Funding

Applicants may request up to \$35,000 in Title II funding. Applicants may submit more than one application but only one may be funded. Funding is not guaranteed, and current and future funding is contingent on the annual award of Title II Formula Grant funding from OJJDP.

Funding Category

Disproportionate minority contact (DMC) is the only category of funding allowable for this request for applications. Only applications for programs, services, and system improvement activities that address disparity in arrests and in the juvenile justice system are eligible for funding.

Target Population

The target population is minority youth, ages 10 to 17, who are at high risk of delinquency due to specific risk factors (other than simply being a minority). **Minority youth who are NOT likely to engage in delinquent behavior must not be included in the target population.** The applicant must be able to articulate how they identified the targeted population as "high risk".

Start Date and Project Period

The project period for successful applicants will be March 1, 2018 through February 28, 2019. Programs with satisfactory performance in the first year will be eligible to apply for 12-month continuation funding. Continuation funding will be based on the availability of federal funds, positive youth outcomes, and the need for the program or service in the community served.

Program Types and Requirements

Behavioral Change Programs

Programs intended to produce positive behavioral change must be grounded in an evidence-based program or practice. Applicants proposing an evidence-based program (EBP) must cite the name of the program in the description section of the application and demonstrate an understanding of how the program should be implemented and operated. Fidelity and adherence to the developer's quality assurance standards are required. For more information on EBPs, please go to <https://www.ojjdp.gov/mpg> or <https://www.crimesolutions.gov/>.

Applicants may also propose a hybrid program that consists of one or more EBPs. Hybrid programs typically incorporate components of research-based programs, and modify the original design to meet the needs of target population. Hybrid programs must also be implemented and operated with fidelity and adherence to the approved program design.

Skills and Knowledge Programs

Programs intended to increase skills and knowledge must provide youth with structured learning that includes guidance, consistency, feedback, and practice. Skills and knowledge programs must have a specific purpose and an intended outcome that will reduce the likelihood of delinquent behavior.

Pre- and Post-Test

Behavioral change programs, and skills and knowledge programs must include an assessment, test, or survey of each minority youth prior to beginning the program or service. The purpose is to establish a baseline in a particular domain, for later comparison, or as a means of identifying the needs of a youth. A post-test must be administered to determine whether the program or service has induced a behavioral change or increased skills and knowledge. When baseline data is available, such as truant days or grades, no additional pretest is required.

Police and Law Enforcement Programs

The goal of local police and law enforcement programs is to reduce arrests by building positive relationships with minority youth and increasing understanding related to cross-cultural issues. Law enforcement officers may opt to operate a program or collaborate with community agencies, such as Big Brothers Big Sisters, to provide services to youth. Program suggestions for law enforcement include:

- Mentoring of high-risk youth from community or juvenile court
- Activities and events that promote positive interactions between police, youth and community
- Training topics to consider are:
 - Effective communication with youth
 - Adolescent brain development
 - Anti-bias training
 - Training and/or certification for school resource officers
 - Understanding the impact of trauma
- Review of policies and practices

Police agencies that implement programs may use a short/simple questionnaire to gage the youths' attitude and perceptions about the police before and after program completion.

APPLICATION CRITERIA AND REVIEW

Applications received by the due date and time will be reviewed and scored by staff of the Franklin County Office of Justice Policy and Programs and members of the Franklin County Criminal Justice Planning Board and/or other related Boards/Commissions . Each section of the application has been assigned a point value and the total values will be ranked highest to lowest. However, total score will not be the only factor used to determine whether a program will be funded. Community need, location, and past/present performance are several of the factors that may be considered during the final selection process. An example would be several high scoring applications in one city, which would limit funding of programs in other geographic areas. Successful applicants will be notified in writing.

Application Criteria

Applicants must address each section of the application on the form pages provided. The following lists the sections of the application and the point value that has been assigned. Instructions are included at the top of each application page.

Page 1—Cover Page
Page 2, Section 1—Problem Statement—20 points
Pages 3 and 4, Section 2—Program Description—25 points
Page 5, Section 3—Targeted Geographic Area—15 points
Page 6, Section 4—Targeted Youth—15 points
Page 7, Section 5—Outreach and Referral—15 points
Page 8, Section 6—Collaboration—10 points
Page 9, Section 7—Program Logic—20
Page 10, Section 8—Organizational Capacity—15
Page 11, Section 9—Community Barriers—10
Page 12, Section 10—Work Plan and Timetable—10
Page 13, Section 11—Outcome Measures—20
Pages 14 through 18—Detailed Budget—25
.
Total points = 200

BUDGET AND FISCAL GUIDANCE

Application Budgets

Approved budgets may not be changed without the prior approval of the Franklin County Office of Justice Policy and Programs (OJPP). Additionally, OJPP reserves the right to disallow any costs and/or reduce the amount of the award when costs appear too high or unnecessary to program success. Please read the following information prior to completing the budget.

Allowable Costs

All items listed must be reasonable and necessary for the program or services that will be provided. The following are allowable cost items.

Salaries for Personnel

Salary and fringe benefits may be charged for personnel for hours worked on program activities. Timesheets must be kept for all employees charged to the award. Hourly wages cannot exceed the amount paid for a similar and overtime pay cannot be charged solely to federal funds.

Employer's Share of Fringe Benefits

Fringe benefits may be charged based on a percentage of salary costs when the applicant. 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

Consultant services must be reasonable and necessary to achieve the goals of the program. The maximum federal rate is **\$650 per day** for an 8-hour workday. Charges for transportation, hotel and meals should be itemized separately. Travel time, preparation time, and follow-up time may be charged but it cannot exceed the maximum daily rate. Agencies are required to use their local procurement policy and procedures consistent with applicable federal, state, local and tribal laws. Non-federal entities must include any applicable provisions found at 2 C.F.R. §200 Appendix II ("Contract Provisions for Non-Federal Entity Contracts Under Federal Awards).

Travel

Program staff who use their personal vehicle to travel for program related business may charge **up to \$0.52** per mile. The rate charged must comply with the local agency's standard mileage reimbursement rate but may not exceed \$0.52. 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 the program and/or program youth may be purchased per an approved budget. The cost must be prorated when supplies are shared.

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.

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 for youth with no programmatic value

PRE AWARD REQUIREMENTS

Audit

DYS and OJPP are 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.

POST AWARD CONDITIONS

On-Site Monitoring

Project directors will be required to facilitate on-site monitoring visits to be conducted by the Grants Management Representative (GMR) and/or other grants personnel. The GMR may conduct one to two onsite visits per year but will conduct more visits if necessary. The GMR will contact the project director at least two weeks in advance to set up an appointment. While on-site, the GMR will discuss program activities, interview program participants, interview program staff, and review documentation. The project director is responsible for facilitating the onsite visit and should be prepared prior to the onsite visit.

Quarterly Performance Reporting

Project directors are required to collect and report data for performance measures listed in the application. 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.**

IMPORTANT: Recipients of Title II funding **MUST** have an established method of monitoring and tracking participant youth interaction and contact with the juvenile court system. Applicant agencies with an established relationship with the Franklin County Juvenile Court will be favorably reviewed. **Programs relying solely on the use of "self-reporting" to measure juvenile interaction in the justice system will not be funded.**

Quarterly Financial Reporting

Project directors are required to submit quarterly financial reports (QFR) to document expenditure and to request payments. Reports will be due the 30th of the following month after quarter end for quarters ending March 31, June 30, September 30, and December 31 **regardless of the start date of the program.** OJJDP/DYS requires that OJPP collect documentation for all expenditures so receipts are required with all payment requests. For those agencies that cannot operate solely on a reimbursement bases, OJPP will allow small advances with justification.

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, the project director will receive complete local, state and federal terms and conditions with the award.