

---

# OHIO PRESCRIPTION DRUG GRANT

---



2010

## REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Telephone: 614.466.7782  
Fax: 614.466.0308  
[www.ocjs.ohio.gov](http://www.ocjs.ohio.gov)

TED STRICKLAND, Governor  
LEE FISHER, Lt. Governor  
THOMAS STICKRATH, ODPS Director  
KARHLTON MOORE, OCJS Executive Director

---

---

**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
**Ohio Prescription Drug Grant**  
**2010 Request for Proposals**  
**C O N T E N T S**

---

---

OCJS and Ohio Prescription Drug Grant	1
What to Expect	1
Eligibility	1-2
Program Purpose	2
Length of Funding	2
Funding Cap	2
Match	2
Proposal Checklist	2
Format and Submission	3
Ohio Prescription Drug Grant Proposals Narrative	3-5
Unallowable Costs	5-6

## **OCJS AND OHIO Prescription Drug Grant**

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance agency for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities.

Proposed to defray the expenses incurred during a prescription drug investigation related to illegal prescription drug abuse, the Ohio Prescription Drug Grant provides agencies with funding to investigate and prosecute these types of cases. **The focus of this grant is to target organized illegal prescription drug cases that involve source targets. Generally, source targets are those responsible for knowingly making the abuse possible by supplying users through illegal or unlawful means as defined by state and federal law.**

## **WHAT TO EXPECT**

**Application.** For technical assistance on any part of the Ohio Prescription Drug application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator or e-mail Shawn Rowley: [sdrowley@dps.state.oh.us](mailto:sdrowley@dps.state.oh.us).

Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>.

**Review.** Ohio Prescription Drug Grant proposals will be competitively reviewed by law enforcement professionals and administrative staff, who are familiar with these types of investigative needs. The application review process will determine which applicants have demonstrated the best use of the funds based upon a number of factors including but not limited to, geographic location, case evidence/preparation, experience of investigators and other factors involving the successful prosecution of the investigation. Project budgets will be reviewed to assure that costs are allowable and directly relate to the program.

Collaboration with state, federal, and local law enforcement is strongly encouraged during grant awarded investigations. Combining resources and experience from other agencies increases likelihood of a successful investigation.

In addition, successful applications should do all of the following:

- Identify illegal prescription drug abuse cases that require additional funding to complete the investigation.
- Create a pharmaceutical diversion plan to investigate the cases.
- Execute the plan to successfully prosecute violators.

Final funding recommendations are made by the OCJS Executive Director and approved by the Department of Public Safety Director or designee.

**Award.** Award notifications will be mailed to selected applicants. Before final approval, applicants must complete and return all required forms. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies.

The solicitation release date will be **June 11, 2010** and proposals will be **due by July 12, 2010**. Award notifications of funding will be released on August 30<sup>th</sup> 2010.

**Miscellaneous.** Any application that is not approved for funding may be referred to other law enforcement entities that may be able to contribute manpower and resources to help with the submitted investigations.

## **ELIGIBLE APPLICANTS**

The fund will be open to any local law enforcement agency that is actively involved in or about to commence an investigation of a prescription drug abuse case.

Eligible applicants include: county, municipal corporation, township, township police district, joint township police districts, and multi-jurisdictional drug task forces. These entities may only apply for a grant award from the Prescription Drug Grant if they meet the following criteria:

(1) The amount of money desired is specified in the application and does not exceed fifteen thousand dollars in the specified grant period; **and**

(2) Evidence is provided that the investigation has merit and the request for funding is reasonable to investigate and successfully prosecute the described case; **and**

(3) The grant award amount will only be given to an implementing agency who participates in OIBRS or in the Summary Uniform Crime Reporting program of the Federal Bureau of Investigation as set forth in section 5502.62(C)(6) of the Revised Code.

### **ELIGIBILITY REQUIREMENTS**

All Ohio Prescription Drug Grant applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. This organization, or subgrantee, must be a unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more law enforcement agencies jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer.

### **PROGRAM PURPOSE**

The Ohio Prescription Drug Grant will provide funding to defray expenses that a prescription drug investigation incurs in performing its functions related to the enforcement of the state's prescription drug laws and other state laws related to illegal prescription drug activity. The funds can be used for overtime costs of case investigators, equipment necessary to complete the investigation and costs for prosecuting the case.

Each applicant will need to demonstrate how their application meets the stated purpose of the fund.

### **LENGTH OF FUNDING**

Projects may apply for 12 months of funding, operating from Sept. 1, 2010 to Aug. 31, 2011.

### **FUNDING CAP**

Agencies may apply for a **maximum of \$15,000** in federal funds to investigate and prosecute substantiated prescription drug abuse cases.

### **MATCH**

**No match is required** for this grant program. However, the applicant should be able to show the agency's vested interest by supplying personnel, equipment etc. to supplement the investigation.

### **PROPOSAL CHECKLIST**

Use the following checklist as a general guide for submitting your proposals. Please read through the entire application packet before completing and submitting proposals.

- Title Page**
  
- Project Proposal**, *with the narrative headings clearly marked*
  
- Executive Summary**
  
- Detailed Budget Application**

## **FORMAT AND SUBMISSION**

- ❑ Proposals should be single-sided pages, 12-point font, double-spaced, with one-inch margins. Required forms, including budget pages, do not count as part of the six-page total. Please do not attach additional pages. Submit a total of six proposal packets. All parts of the proposal, including the Title Page, Project Proposal, Executive Summary, and Detailed Budget Application must be submitted at the same time. Use binder clips only on applications. Please do not fax any part of the proposal. Proposals must be postmarked or received by OCJS by **5:00 p.m. on July 12<sup>th</sup> 2010**. **OCJS is unable to review or consider proposals that are not submitted within the established application process.**
- ❑ **The grant application forms can be obtained online at the OCJS website. They can be found at the following link: [http://www.ocjs.ohio.gov/grant\\_forms.stm](http://www.ocjs.ohio.gov/grant_forms.stm).**
- ❑ **Applications must be mailed or delivered directly to:**

**Ohio Office of Criminal Justice Services  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Attention: Project Control**

For technical assistance on any part of the Ohio Prescription Drug Grant application, call OCJS at: 614.466.7782 or e-mail Shawn Rowley: [sdrowley@dps.state.oh.us](mailto:sdrowley@dps.state.oh.us).

Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>.

## **2010 OHIO PRESCRIPTION DRUG GRANT PROPOSAL NARRATIVE**

All Ohio Prescription Drug Grant proposals must use the following bold, underlined headings in the same order as presented. Although the bulleted questions following each heading are not required, if used, they will help applicants draft stronger proposals. Proposals may not exceed six pages.

### **Problem Statement**

Describe the problem or issue to be addressed, and its impact on the community. Application will be evaluated as to how effectively it:

- clearly describes the problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Ohio Prescription Drug Grant. Please discuss any relevant national, state, and local level data/statistics to document the problem, as well as short or long-term consequences if the problem is not addressed.
- identifies other resources in the community that are currently available to address the problem. If none exist, applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

### **Project Description**

Describe the plan of action that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement section of the application. Application will be evaluated as to how effectively it:

- describes the proposed activities and approach to be taken and clearly demonstrates how they are appropriate for the problem to be addressed.
- discusses the necessary resources that are required to implement the approach or the response outlined in the proposed application. The resources should be reasonable given the scope and detail of the identified approach.
- presents evidence to support the rationale for choosing the approach or response and how it is based on the demonstrated effectiveness of activities similar to those proposed. This should include information showing that the approach or response has been shown to be effective or that there is a basis in professional experience to believe it will be effective.

Please note that pursuant to Ohio Revised Code § 149.43(A)(1)(h), confidential law enforcement investigatory records are exempted from public records law. Any information an applicant submits that falls under this definition will be protected from public release. Confidential law enforcement investigatory records are defined as follows:

“Confidential law enforcement investigatory record” means any record that pertains to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature, but only to the extent that the release of the record would create a high probability of disclosure of any of the following:

- (a) The identity of a suspect who has not been charged with the offense to which the record pertains, or of an information source or witness to whom confidentiality has been reasonably promised;
- (b) Information provided by an information source or witness to whom confidentiality has been reasonably promised, which information would reasonably tend to disclose the source’s or witness’s identity;
- (c) Specific confidential investigatory techniques or procedures or specific investigatory work product;
- (d) Information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential information source.

ORC § 149.43(A)(2)

**If your operational plan or information submitted in any portion of your application falls into this definition, it will be redacted from any public record request prior to releasing the application.**

**Project Objectives**

Describe the objectives the investigation will focus on during the grant period. The achievement of the objective should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. Provide two project objectives, with performance measures and baseline numbers that further the goal of the fund. Application will be evaluated on how effectively it:

- clearly identifies two project objectives,
- clearly identifies performance measures (**how you will measure work accomplished on project objectives**), and
- clearly identifies any baseline data that exists.

The project objectives should reflect an appropriate amount of change anticipated or accomplishments that are logical and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application.

EXAMPLE	<u>PROJECT OBJECTIVES</u> Area of focus by the investigation during the grant period.	<u>PERFORMANCE INDICATOR</u> Information collected to document expected changes.	<u>BASELINE NUMBER</u> Evidence based information indicating problem exists.
OBJECTIVE	Reduce by 25% the number of prescriptions issued to out of state residents	Perform undercover investigations of pain clinic suspected of illegally prescribing pain medication  The number of successful illegal transactions conducted by the undercover operation	Prescriptions from this clinic have increased 100% since last year. 80% of filled prescriptions are for out of state residents

**Organization Capacity**

Identify key staff, including a project director who will be responsible for all administrative and programmatic issues, as well as correspondence between the project and OCJS. Application will be evaluated as to how effectively it:

- clearly identifies the mission and the capacity to administer grants of similar size and scope. Applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.).
- clearly identifies the qualifications, experience, and education of key staff and shows that successful completion of the project is realistic given the staff implementing the project. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

### **Collaboration Board**

The applicant should describe the collaborative effort between themselves and other organizations, including the project's Collaboration Board. The Collaboration Board, representing local agencies, county prosecutors, and state or federal agencies responsible for multi-jurisdictional drug investigations must conduct meetings at least quarterly and keep minutes of discussion items. Application will be evaluated as to how effectively it:

- describes the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the project. Partner agencies should be clearly identified and clearly linked with their role and function within the collaborative group.
- provides details describing the management of the Collaboration Board. The applicant should be able to document when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings.
- describes how the collaborative group will work together to achieve project goals and objectives.

### **Budget**

Describe any costs associated with implementing the program. Application will be evaluated as to how effectively it:

- presents a clear and detailed budget with a narrative that clearly explains and justifies the budget information.
- justifies the costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected outcomes and impacts.
- explains how the agency will invest/contribute resources to contribute to the goal of the grant.

### **UNALLOWABLE COSTS**

Alcoholic Beverages

Awards, Bonuses, or Commissions

Bad Debts

Basic or Standard Police Equipment

- Uniforms

- Dry Cleaning

Contingency Provision Funds

Contributions and Donations by the Subgrantee or Implementing Agency

Corporate Formation Costs

Defense and Prosecution of Criminal and Civil Proceedings and Claims

Depreciation and Use Allowances on Publicly Owned Buildings

Dual Compensation

Entertainment

Federal Employee Compensation, Consulting Fees, or other Remuneration

Fines and Penalties

Foreign Travel (outside United States/territories, Canada)

Fund Raising

General Government Expense (OBM Circular A-87 Item 23 exceptions)

Grant Management/Administrative Costs

Idle Facilities

Incentive Payments

Inmate Wages

Interest (OBM Circular A-122 Item 19 exceptions)

Land Acquisition

Lobbying  
Losses on Other Awards  
Luxury Items  
Medicines, Drugs, Pharmaceuticals, or Cosmetics for consumption  
Military-type Equipment/Lethal Weapons  
Real Estate  
Recreational Activities  
Restitution Payments  
Snacks  
Sporting Goods/Equipment  
State and Local Taxes (Standard Conditions exceptions)  
Stipends  
Tips, Bar Expenses, or Laundry Costs Incurred at Conferences  
Toys, Games, etc.  
Under Recovery of Costs under Federal Agreements

- ★ All costs must directly relate to the goals and objectives of the proposed project. OCJS reserves the right to modify project budgets or provide partial funding.
- ★ The Ohio Prescription Drug Grant cannot be used directly or indirectly for security enhancements or security equipment to nongovernmental entities not engaged in criminal justice or public safety.