



*Office of Criminal Justice Services*

Edward Byrne Memorial  
Justice Assistance Grant (JAG)

**2022**

REQUEST FOR PROPOSALS

**APPLICATIONS ARE DUE JUNE 2, 2022 at 5:00 PM**

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for JAG online using the OCJS Grants Management System



# OFFICE OF CRIMINAL JUSTICE SERVICES

Edward Byrne Memorial Justice Assistance Grant

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## OCJS AND JAG

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 office 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. Governor Mike DeWine has designated OCJS to administer the FY 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) program.

Proposed to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant programs so that agencies can prioritize their funding needs and choose where to place justice funds.

In 2019, OCJS implemented its strategic plan. The action items included identifying priority areas for funding and encouraging projects to use evidence-based practices in their funded programs. The “Goals, Priorities and Requirements” section of this document outlines these priorities, and references evidence-based practices for OCJS funding areas. Please read this section carefully as there were changes to the Goals, Priorities and Requirements. Fiscal year 2022 applicants must continue to follow these most recent guidelines.

## WHAT TO EXPECT

**Application.** For technical assistance on any part of the JAG application, call OCJS at 614.466.7782 and ask to speak to your Grants Coordinator. You can find your OCJS Regional Contact here: [www.ocjs.ohio.gov/grants.stm](http://www.ocjs.ohio.gov/grants.stm). **OCJS staff are working remotely, emails are recommended for a quicker response.**

**Review.** OCJS staff and external criminal justice professionals competitively review JAG proposals using an established process discussed in the “Proposal Narrative” section below. Reviewers assure that project budget costs are allowable and directly relate to the program. OCJS conducts internal compliance reviews of funded projects, assessing the timeliness and thoroughness of their financial and programmatic reporting. The OCJS Executive Director makes final funding recommendations, and the Director of the Ohio Department of Public Safety approves them.

**Peer Grant Reviewer.** OCJS encourages applicants to participate in the peer review process. Participating as a peer grant reviewer is an important role and provides an excellent opportunity for participants to strengthen grant writing skills, gain knowledge, and share programmatic best practices occurring throughout the field. OCJS confirms reviewers based on the number of applications received, availability of reviewers, and other aspects related to coordinating review teams. OCJS compensates reviewers. If interested in participating as a grant reviewer, please email [lamielcarek@dps.ohio.gov](mailto:lamielcarek@dps.ohio.gov) using the subject line “2022 Peer Review” by **May 13, 2022**.

## **AWARD NOTIFICATIONS AND EXPECTATIONS**

OCJS will notify projects, instructing them that they are required to complete all forms and pre-award conditions electronically through the [Online Grants Management System](#). Prior to funding, the grantee will receive orientation information regarding funding conditions and grant management strategies. Forms and assurances included with pre-award conditions include, but are not limited to:

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form (including conflicts of interest)
- Special Conditions Form
- Fidelity/Surety Bond (Note: only applicable for non-profit applicants)
- Proof of Tax-Exempt Status (Note: only applicable for non-profit applicants)
- Registration in the System for Award Management ([www.sam.gov](http://www.sam.gov))
- Certification of background checks for those who work with minors
- Most recent external audit or annual financial review

In addition to the above requirements and this Request for Proposals, all subrecipients are bound by the [Federal Subgrant Conditions Handbook](#). Project directors are required to attend a mandatory online orientation. Please note: the Edward Byrne Memorial Justice Assistance Grant is a reimbursement grant. Projects will submit Quarterly Subgrant Reports through the online grants management system to request reimbursement for grant expenses. Reimbursements are contingent on meeting the requirements of the grant including but not limited to performance reporting requirements as described in the Pre-Award Conditions.

**Average Award Amount.** In 2021, the **average award** (*i.e., first-year award of OCJS dollars - not including match*) across all funded projects was **\$31,315** (ranging from \$2,240 - \$150,018).

## **LENGTH OF FUNDING**

All awards will be for 12 months of funding, operating from January 1, 2023 through December 31, 2023.

## ELIGIBLE APPLICANTS

All JAG applicants must have an organization, or subrecipient, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible JAG subrecipients include:

1. A unit of local government that 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 jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. State agencies, state-supported universities, or
3. Statewide and local nonprofit or faith-based associations, or
4. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

*\*Please note that the FBI retired the Summary Reporting System January 1, 2021. Therefore, the only available option to report crime statistics is through OIBRS or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA).*

**NOTE:** Projects implemented by courts, law enforcement agencies, and mental health boards may not act as their own subrecipients. Pass-through agencies will also need to be involved in programming.

## APPLICANT TRAINING

A voluntary Bidders Training webinar for the 2022 Edward Byrne Memorial Justice Assistance Grant and 2022 STOP Violence Against Women Act Funding programs will take place **May 16, 2022 from 10 am to 11:30 am**. The training will provide information helpful for both the application preparation and review process. Please register for the webinar at <https://attendee.gotowebinar.com/register/2462320428839431181> to complete your registration.

## PROGRAM PURPOSE

Applicants can use JAG funds for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one of the following Program Purpose Areas:

- A Law Enforcement Programs
- B Crime Prevention Programs
- C Adult and Juvenile Corrections, Community Corrections and Reentry Programs
- D Courts, Specialty Dockets, Defense, Prosecution, and Victim Services Programs
- E Cross-agency and Cross-system Collaboration, Training and Research Programs

*Applicants are responsible for submitting their proposal under the correct program category.*

## **EVIDENCE-BASED PROGRAMS AND PRACTICES**

**OCJS prioritizes funding evidence-based programs and practices.** The Bureau of Justice Assistance, which oversees the federal Justice Assistance Grant (JAG) Program, has placed strong emphasis on improving the quantity and quality of programs and practices that are effective in the criminal justice system. They have defined ‘evidence-based’ as those programs and practices with causal evidence of effectiveness, generally obtained through one or more outcome evaluations. The strength of causal evidence will influence the degree to which they consider a program or practice to be evidence-based.

For projects that intend to implement a program or practice, the project description should clearly explain:

- the program or practice being implemented
- whether the program is considered evidence-based
- the research documenting the effectiveness of the program or practice, and
- Local data (if available) to demonstrate the need for the project and its effectiveness after it is implemented.

Applicants who propose programs or practices that are not evidence-based must clearly explain why they expect that the program or practice will be effective, and how they will evaluate it.

The National Institute of Justice manages a registry of evidence-based practices and programs called [www.crimesolutions.gov](http://www.crimesolutions.gov). To assist applicants, OCJS also maintains a website with [other directories](#) of evidence-based practices in criminal justice. Further, within each JAG funding category below you will find links to evidence-based programs and practices specific to the category. Finally, applicants can find relevant state and local data online at the [Ohio Crime Dashboard](#) maintained by OCJS.

Additionally, OCJS has made available a pool of academic researchers who are willing to provide technical assistance at no cost to those applicants who seek assistance in the planning, implementation, and/or evaluation of their proposed project. These researchers are part of the [Ohio Consortium of Crime Science \(OCCS\)](#), and their mission is to provide evidence-based solutions to the real-world problems faced by local criminal justice agencies. Interested applicants should complete all components of their proposal, note in the Project Description whether they are considering requesting assistance from the OCCS, and describe the type of assistance they would like to have. If OCJS funds your grant application, we will connect you with a researcher with expertise in your field once your project meets all pre-award conditions.

For further information on the OCCS and the types of assistance they can offer, please go to the OCJS home page and click on the OCCS link on the right-hand side of the page, or use the following link: <https://services.dps.ohio.gov/OCCS/Pages/Public/Welcome.aspx>.

## PLANNING GRANTS

Applicants may submit proposals for an amount of funding designated toward start up and planning activities for new projects, prior to participation in step-down funding through the Edward Byrne Memorial Justice Assistance Grant (JAG). The planning grant period is an opportunity that may be used toward activities that historically impact the success of programs throughout stepdown funding. Under this funding, select grantees are eligible for up to \$20,000<sup>a</sup> toward capacity building and program development activities including, but not limited to:

- Costs associated with recruiting, hiring, and training Program Coordinators, or other frontline staff for the proposed project;
- Costs associated with community needs assessments used, in part, to determine needs of specific groups within the identified target population;
- Curriculum development as applied to the target population. *Note: A general curriculum (evidence-based or best practice) or model should be identified in the proposed application;* and
- Assessment development to ensure that individuals are being appropriately and consistently referred to program services throughout the program period. Examples include risk assessments and performance assessments.

Once the startup funding period is complete, programs who would like to continue to receive funding through JAG will be required to reapply for funding as a first-year program. The requirements to receive JAG funding after the startup period include:

- Apply for and meet the requirements of the 2022 JAG Request for Proposals. Applications are subject to the same review process as all other JAG applications for the given year;
- Successfully complete fiscal monitoring conducted by OCJS's Fiscal Monitoring section<sup>b</sup>;
- Successfully complete programmatic monitoring conducted by OCJS Policy and Research section<sup>b</sup>;
- Participate in OCJS's Grant Writing Training if the program manager or other staff have not done so within the last three years; and
- Complete a detailed program implementation plan once startup funding is no longer available utilizing the model provided to your agency through your grant's pre-award conditions.

Planning grantees are highly encouraged to work with the [Ohio Consortium of Crime Science](#) (OCCS) to develop project activities and materials, and develop an implementation plan for stepdown funding during the planning grant period. Funding to work with OCCS is separate from the proposal request and is at no cost to grantees if projects are awarded. Work with OCCS should be taken into account when planning and within the applicant's project proposal.

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<sup>a</sup> Requested amounts and costs are subject to OCJS approval.

<sup>b</sup> OCJS will contact your program to schedule on-site visits.

Applications submitted under the planning category are required to meet the same components outlined in the “Proposal Components Checklist” on page 10 and the Proposal Narrative explanation starting on page 23.

### **STEP DOWN AND MATCH**

Each grant year, all applicants must submit a complete application for the new grant cycle. If the project is a continuation of a previous project, please select “Continuation” on the Title Page and provide the grant number. If the project is **new**, please select “New” on the Title Page and give the project a new, unique Title. *Failure to designate the project as “New” or “Continuation” properly may jeopardize your funding.* **Please note that the amount of OCJS funding for the step down projects is contingent upon the amount of funding OCJS will receive under FY2022. Projects may be subject to a cut in OCJS funds.** The A01 Multi-Jurisdictional Task Forces are not subject to step down funding. For all other projects, step-down funding follows these guidelines: an eligible project may apply for 75% of its total operating cost for the first two years. The local match requirement is 25%. For the third year of funding, the project can only request 50% of its total project operating cost and must then provide 50% match. For the fourth year of funding, the project can only request 25% of the project and must provide 75% match.

The following is an example of the four-year step-down cycle:

Example: First Year	Total Project Cost =	\$20,000
	75% Federal Share =	\$15,000
	25% Local Match =	\$ 5,000
Example: Second Year	Total Project Cost =	\$20,000
	75% Federal Share =	\$15,000
	25% Local Match =	\$ 5,000
Example: Third Year	Total Project Cost =	\$20,000
	50% Federal Share =	\$10,000
	50% Local Match =	\$10,000
Example: Fourth Year	Total Project Cost =	\$20,000
	25% Federal Share =	\$ 5,000
	75% Local Match =	\$15,000

Once a project has completed the four-year step down cycle, the project will no longer be funded unless there are extenuating circumstances of which OCJS is aware. Parties interested in additional JAG funding can submit an application that proposes an expansion or enhancement of the previous project, a new focus of the previous project, or a new project altogether. These projects can serve a different target population, operate in a new service area, or offer new or enhanced programming. Funding for these projects is competitive, and evaluated on a case-by-case basis. For step down related questions, contact Linda Mielcarek at [lamielcarek@dps.ohio.gov](mailto:lamielcarek@dps.ohio.gov) or 614.644.7733.



## Cash Match

Acceptable forms of Cash Match include:

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources, like corporate or private donations
- Funds from the Housing and Community Development Act of 1974, 42 U.S.C. 5305, et. seq.
- Funds from the Appalachian Regional Development Act
- Project income

## In-Kind Match

Acceptable forms of In-Kind Match include:

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
- Monetary value of donated time contributed by volunteers such as professional, technical, skilled, or unskilled personnel if services are an integral and necessary part of the project

## Match Waivers

Applicants can request to have their match portion waived if they can demonstrate that economic conditions have significantly undermined their ability to provide match. Interested applicants must upload a match waiver request as an attachment to their application. **NOTE: Applicants can upload the waiver in the *Collaboration Board* section of the application forms in the [Online Grants Management System](#).**

## FISCAL CONSIDERATIONS

Applicants will find **unallowable costs** for the JAG program and other grant programs [here](#).

Applicants are encouraged to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at [Office of Justice Programs: Financial Guide](#). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs. Funding recipients are also required to receive OCJS review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients). Finally, the guidance generally prohibits using funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all). *Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should consider this when submitting proposals.* Applicants should also understand that conference cost limits may change and that they should regularly check the guidance for updates before incurring such costs.

Note on food and beverages: OCJS may make exceptions to the general prohibition on using funding for food and beverages, but will do so only in rare cases, such as:

- where food and beverages are not otherwise available (e.g., in extremely remote areas)
- where the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages, and/or

- where a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages.

Any such exception requires OCJS's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs associated with language assistance (if applicable): If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at [Office of Justice Programs: Civil Rights Overview](#).

The personnel cost category should include all staff salaries for which reimbursement will be requested. It is important to include any changes that may occur over the course of the funding period including raises or cost of living increases. Fringe benefits may include:

- PERS (government agencies)
- FICA (private agencies)
- Unemployment Compensation
- Defined retirement benefit plan (private agencies)
- Medicare
- Health, dental, and vision insurance
- Life insurance
- Long term and short-term disability insurance
- Employee assistance programs
- Paid time off (vacation, sick, compensatory, holiday, and personal) accrued and used during the award period.

#### Fiscal Compliance Review

- OCJS is required to perform a funding pre-risk assessment on all grant applicants resulting in a risk assessment of low risk, moderate risk, or high risk.
- Moderate or high risk subrecipients will receive a fiscal compliance review. OCJS staff will be monitoring fiscal and programmatic activities to ensure federal subawards are being used for authorized purposes and financial and performance goals are being achieved.
- Reviewing performance and financial reports and following up on noted deficiencies are required activities per the Office of Management and Budget Uniform Guidance 200.331-333 Subrecipient Management and Monitoring and Subpart F Audit.

## **POST AWARD REPORTING REQUIREMENTS**

All JAG subgrantees are required to submit **quarterly** performance measurement reports to the Bureau of Justice Assistance (BJA) using their [BJA Performance Measurement Tools \(PMT\) website](#). The due dates are April 15, July 15, October 15 and January 15. The Bureau of Justice Assistance considers late reports overdue. **Late projects may be subject to freezing of funds.**

## **2022 JAG LE**

In 2021, OCJS made the decision to eliminate the separate JAG LE application. OCJS added the A03 category as its replacement. The A03 category will be for Law Enforcement – Equipment Only grants. Additional detail is located in the Goals, Priorities and Requirements section of this document, beginning on page 11.

**If your agency is eligible to receive FY 2022 Edward Byrne Memorial Justice Assistance Grant funds directly from the U.S. Bureau of Justice Assistance, you will not be eligible to apply for the JAG A03 Equipment Only grant (formerly known as the JAG LE grant) through OCJS.**

## PROPOSAL COMPONENTS CHECKLIST

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire JAG RFP before completing and submitting proposals.

- Title Page
- Problem Statement/Target Population
- Project Description
- Sustainability/Accomplishments/Obstacles
- Project Objectives
- Timeline/Activities
- Organization Capacity
- Collaboration Board
- Executive Summary
- Budget

## FORMAT AND SUBMISSION

Applicants must submit proposals online through the Online Grants Management System, by 5 p.m. EST on June 2, 2022. Please visit [www.ocjsgrants.com](http://www.ocjsgrants.com). *OCJS will not review late applications or consider them for funding.* Failure to follow the specified application requirements will also disqualify applications from review and consideration for funding.

**IMPORTANT:** Applications must be in the “APPLICATION SUBMITTED” status in the Online Grants Management System to be considered for funding. Designated Project Directors will receive an email confirmation that the application has been submitted.

Agencies that registered for the Online Grants Management System previously should use the same username and password information for this application. OCJS will deny duplicate registration requests. For more information on how to access the application portion of the Online Grants Management System, use the application manual located at [www.ocjsgrants.com](http://www.ocjsgrants.com).

For technical assistance on any part of the JAG application, call OCJS at 614.466.7782 and ask to speak to your Grants Coordinator. You can find your OCJS Regional Contact here: [www.ocjs.ohio.gov/grants.stm](http://www.ocjs.ohio.gov/grants.stm). **OCJS staff are working remotely, emails are recommended for a quicker response.**

**Regional Planning Units.** For applicants submitting proposals for a local project in Cuyahoga, Franklin or Lucas counties, OCJS will forward your Regional Planning Unit a copy of your application who, in turn, will review and prioritize it. There is no need to send a paper copy. All reviewers read and rate grant applications using the Online Grants Management System.

NOTE: OCJS reviews A01 and A03 projects as well as statewide projects located in these counties.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)  
GOALS, PRIORITIES AND REQUIREMENTS**

Listed below are the Program Areas and Goals of each.  
Applicants must apply under one of these five program areas.

**A. Law Enforcement Programs**

**1. Multi-Jurisdictional Task Forces (A01)**

The goal of the Multi-Jurisdictional Task Force is to reduce the impact of drug and firearm traffickers, gangs, pharmaceutical diversion, terrorism, and other organized criminal activity on the health and safety of Ohioans through multi-jurisdictional collaboration.

For more information about Multi-Jurisdictional Task Force programs, see the “Task Force Guidelines” section near the end of this document.

**Requirements for the A01 Program Area**

- Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the [Ohio Incident-Based Reporting System](#) (OIBRS) or the FBI Uniform Crime Reporting Program’s National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

*Please note that the FBI retired the Summary Reporting System January 1, 2021. Therefore, the only available option to report crime statistics is through OIBRS, or the FBI Uniform Crime Reporting Program’s National Incident-Based Reporting System (NIBRS) Collection Application (NCA).*

**2. Law Enforcement (A02)**

The goal of this program area is to provide public safety measures that meet the needs of local communities through innovative criminal justice programs, and develop enforcement and training programs that target the needs of victims, suspects, or offenders. Agencies are strongly encouraged to submit applications for projects that incorporate evidence-based practices (see items a – c below). The following types of projects can be funded through A02 grants:

- a. Policing strategies that are data-driven, evidence-based, proactive and focused, and centered around community education and engagement
- b. Interacting with specialized, underserved and juvenile populations
- c. Resources to initiate and enhance investigations
- d. Training and education

NOTE: Applicants seeking to fund [focused deterrence](#) projects and/or [problem oriented policing strategies](#) that [reduce gun violence](#) and that require ongoing [collaboration](#) between local justice agencies, social service systems, and community members, should apply to the E01 Program Area (below) as a *Cross-*

**Agency/Cross-System Collaboration.** (For example, an effective, evidence-based program that meets these criteria is [Operation Ceasefire](#)).

For more information about evidence-based law enforcement practices, view the following resources:

- [Proactive Policing: Effects on Crime and Communities](#) (National Academies)
- [National Institute of Justice: CrimeSolutions.gov](#)
- [Center for Evidence-Based Crime Policy: Evidence-Based Policing](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [National Policing Institute](#)

As a reference, the table below lists some examples of effective, evidence-based law enforcement practices with their main outcomes.

*Examples of Evidence-Based Law Enforcement Models:*

Model	Outcomes
<p><a href="#">Hot Spots Policing</a> A proactive policing strategy that focuses law enforcement resources on high-crime places such as street segments or intersections in order to deter crime</p>	<p>Neighborhoods receiving hot spots policing strategies have lower crime rates and do not displace crime into surrounding areas. Hot spots policing efforts that rely on <a href="#">problem-oriented policing strategies</a> generate larger crime reduction effects than those that apply <a href="#">traditional policing strategies</a> in crime hot spots. Hot spots strategies that properly engage communities do not negatively affect community-police relations.</p>
<p><a href="#">Offender-Focused Policing</a> A proactive policing strategy that focuses attention on repeat violent offenders operating in neighborhoods with high violent-crime rates.</p>	<p>Neighborhoods receiving offender-focused policing strategies experience significantly fewer violent crimes. Offender-focused policing involves ongoing collaboration between police departments and intelligence analysts. Offender-focused strategies that <a href="#">properly engage communities</a> do not negatively affect community-police relations.</p>

**Requirements for the A02 Program Area**

- The A02 Program Area is only available to law enforcement agencies. Proposed *Activities* must [supplement, not replace](#), local enforcement activities.
- Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the [Ohio Incident-Based Reporting System](#) (OIBRS) or the FBI Uniform Crime Reporting Program’s National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

*Please note that the FBI retired the Summary Reporting System January 1, 2021. Therefore, the only available option to report crime statistics is through OIBRS, or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA).*

### **3. Law Enforcement Equipment (A03)**

The goal of this program area is to procure equipment, computer technology, and other materials directly related to law enforcement functions. Please note: OCJS does not consider traffic enforcement equipment a priority funding area at this time and related requests will not be granted. Allowable costs include equipment needed to implement OIBRS. Funded OIBRS projects will be required to report OIBRS data within a specified time after completion of the subgrant, and the records management system vendor must be an Ohio certified OIBRS vendor.

#### **Requirements for the A03 Program Area**

- The A03 Program Area is only available to law enforcement agencies. Proposed *Activities* must supplement, not replace, local enforcement activities.
- Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

**If your agency is eligible to receive FY 2022 Edward Byrne Memorial Justice Assistance Grant funds directly from the U.S. Bureau of Justice Assistance, you will not be eligible to apply for the JAG A03 category through OCJS.**

### **B. Crime Prevention Programs (B01)**

The goal of the Crime Prevention Programs area is to reduce and prevent crime from occurring by supporting practices that work with individuals *prior to* their commitment of crimes **or** that *improve the environment* within which crime develops or occurs (e.g., families, schools, communities). Projects that provide services to offenders or alleged offenders following arrest or filing charges in court are not prevention for the purposes of this program. Such projects should apply for funding under another JAG program area (e.g., Corrections, Courts, etc.). Projects that use evidence-based models receive funding priority.

Applicants will find effective, evidence-based crime prevention models at the following registries:

- [National Institute of Justice: CrimeSolutions.gov](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Institute of Medicine: Preventing Mental, Emotional, and Behavioral Disorders among Young People](#)
- [Blueprints for Healthy Youth Development](#)
- [Center for Evidence-Based Crime Policy: Evidence-Based Policing](#)

As a reference, the table below lists some of the most effective Crime Prevention practices with their social and economic benefits.

*Examples of Evidence-Based Crime Prevention Models*

Model	Prevents
<p><a href="#">Good Behavior Game</a>            A <a href="#">universal classroom management strategy</a> practiced throughout the school year by elementary school teachers</p> <p><a href="#">Benefit to Cost Ratio</a>: \$63.00            Odds Benefits will Exceed Costs: 76%            Cost per Student per Year: \$150            Time to Break Even (Years): 1            % Minorities Participating in Evaluation Studies: 56%</p>	<ul style="list-style-type: none"> <li>✓ School discipline problems</li> <li>✓ Substance abuse</li> <li>✓ School drop-out</li> <li>✓ Antisocial behavior</li> <li>✓ Suicidal ideation &amp; attempts</li> </ul>
<p><a href="#">Positive Action</a>            A universal, <a href="#">curriculum-based program</a> practiced throughout the year by teachers or other trained practitioners in schools or community settings. Youth ages 5-15 and/or family members complete 140, 15-minute lessons annually for four academic years (on average).</p> <p><a href="#">Benefit to Cost Ratio</a>: \$29.00            Odds Benefits will Exceed Costs: 94%            Cost per Youth per Year: \$1,000            Time to Break Even (Years): 10            % Minorities Participating in Evaluation Studies: 63%</p>	<ul style="list-style-type: none"> <li>✓ School truancy</li> <li>✓ School discipline problems</li> <li>✓ School grade repetition</li> <li>✓ Juvenile delinquency</li> <li>✓ Anxiety &amp; depression</li> <li>✓ Substance use</li> </ul>

**Requirements for the B01 Program Area:**

Unallowable project requests: crime deterrent hardware, [D.A.R.E.](#)

**C. Adult and Juvenile Corrections, Community Corrections and Reentry Programs (C01)**

The goal of this program area is to increase community-based alternatives to incarceration and detention for non-violent offenders in Ohio. Treatment programs must target criminogenic needs and improve offender assessments. Programs may be in residential and/or non-residential settings. OCJS prioritizes evidence-based projects that implement and adhere to the Principles of Effective Intervention, including: targeting high-risk offenders, assessing offenders' needs, designing responsivity into programming, developing behavioral management plans, delivering services using cognitive-based strategies, motivating and shaping offender behavior, engaging the community, and identifying outcomes and measuring progress.



Examples of types of programs include:

1. Substance abuse and mental health treatment programs for offenders
2. Other evidence-based programs for offenders
3. Reentry programming and services
4. Community control, transitional control, and post-release control programs
5. Treatment and services for youth
6. Training and education

For more information about evidence-based corrections and reentry programs, visit:

- [National Institute of Justice: CrimeSolutions.gov](https://www.crimesolutions.gov)
- [National Institute of Corrections: Principles of Effective Intervention with Offenders](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Council of State Governments: What Works in Reentry?](#)

As a reference, the tables below list some of the most effective C01 programs with their social and economic benefits:

*Example of Evidence-Based Juvenile Corrections and Re-Entry Models*

Juvenile Corrections and Re-Entry Models
<p><a href="#">Functional Family Therapy</a></p> <p>Functional Family Therapy (FFT) enhances protective factors and reduces risk factors for justice-involved youth and their family members. <a href="#">Family practitioners</a> implement FFT in juvenile institutions and with families of youth on probation. The intervention typically involves 12 to 14 visits over a three to five month period. <b>Outcomes: Reduces re-arrest and youth drug use problems</b></p> <p><a href="#">Benefit to Cost</a> Ratio: \$2.75 Odds Benefits will Exceed Costs: 72% Cost per Youth per Year: \$4,000 Time to Break Even (Years): 4 % Minorities Participating in Evaluation Studies: 36%</p>

*Examples of Evidence-Based Adult Corrections and Re-Entry Programs*

Adult Corrections and Re-Entry Models
<p><a href="#">Risk, Need, and Responsivity Supervision (high and moderate risk offenders)</a> Corrections officers supervise high and medium risk offenders using “Risk Need Responsivity” principles, tailored to each offender’s needs. <b>Outcome: Reduces re-arrest</b></p> <p><a href="#">Benefit to Cost Ratio:</a> \$7.00 Odds Benefits will Exceed Costs: 98% Cost per Person per Year: \$1,400 Time to Break Even (Years): 2 % Minorities participating in Evaluation Studies: 36%</p>
<p><a href="#">Cognitive-Behavioral Therapy for Moderate and High Risk Offenders</a> Cognitive-Behavioral Therapy emphasizes individual accountability and teaches offenders that cognitive deficits, distortions, and flawed thinking processes can lead to criminal behavior. Participants typically attend weekly or biweekly sessions for 2.5 months. <b>Outcome: Reduces re-arrest</b></p> <p>Benefit to Cost Ratio: \$6.30 Odds Benefits will Exceed Costs: 97% Cost per Person per Year: \$1,400 Time to Break Even (Years): 2 % Minorities participating in Evaluation Studies: 24%</p>

**Requirements for the C01 Program Area:** Unallowable project requests: [Scared Straight](#)

**D. Courts, Specialized Dockets, Defense, Prosecution, and Victim Services Programs**

The goal of the courts, specialized dockets, defense and prosecution category is to support cost-effective programs that contribute to the reduction of crime, enhance public safety, and promote the fair and equitable treatment of victims and defendants/offenders. Projects must use funds to support programs that assist in the timely clearing of cases, help to decrease the dockets, and focus on tailoring services to ensure accountability on the part of the offender while also ensuring offenders return to the community with the appropriate services and supervision to help lower recidivism. OCJS prioritizes projects that are evidence-based or that incorporate evidence-based practices.

For more information about exemplary courts, specialized dockets, defense, prosecution, and victim services programs, visit:

- [National Institute of Justice: CrimeSolutions.gov](#)
- [Washington State Institute for Public Policy \(WSIPP\): Benefit-Cost Results](#)
- [Domestic Violence Evidence Project](#)
- [National Institute of Corrections: Principles of Effective Intervention with Offenders](#)

## 1. Victim Services (D01)

The goal of the victim services programs is to provide individual victims of crime with services to help them overcome the trauma of victimization, participate in all critical stages of the criminal justice process, and to help assist them in returning to full active lives.

### Requirements for the D01 Victim Services Program Area

- Applicants must explain how the project will market its services to potential users in the *Project Description* section of the grant
  
- Applicants must explain how the project will ensure:
  - Protection of privacy and confidentiality of clients
  - That victim participation is voluntary, not mandatory
  - That victims will receive appropriate safety planning
  - It does not engage in or promote activities that compromise victim safety
  
- Applicants must articulate how they will prohibit program activities that compromise victim safety and recovery in their *Project Description*, including:
  - Policies and procedures that exclude victims from receiving safe shelter, [advocacy services](#), counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, sex, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or age and/or gender of their children;
  - Requiring mediation or counseling for couples as a systemic response to domestic violence, human trafficking or sexual assault, or in situations in which child sexual abuse is alleged;
  - Requiring victims to report sexual assault, stalking or domestic violence or human trafficking crimes to law enforcement or forcing victims to participate in criminal proceedings;
  - Supporting policies or engaging in practices that impose restrictive and/or mandatory conditions to be met by the victim in order to receive services (e.g., attending counseling seeking an order of protection);
  - Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
  - Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator
  
- [Ohio Revised Code Section 2907.10](#) "Preliminary polygraph test of sex offense victim" requires the following:
  - (A) (1) "A peace officer, prosecutor, or other public official shall not ask or require a victim of an alleged sex offense to submit to a polygraph examination as a condition for proceeding with the investigation of the alleged sex offense."

- (A) (2) “The refusal of the victim of an alleged sex offense to submit to a polygraph examination shall not prevent the investigation of the alleged sex offense, the filing of criminal charges with respect to the alleged sex offense, or the prosecution of the alleged perpetrator of the alleged sex offense.”

As a reference, the table below lists some of the most effective D01 practices with their social and economic benefits:

*Examples of Evidence-Based Victim Services Models*

Victim Services Models
<p><a href="#">Psychotherapies for Victims of Sexual Assault</a>            Treatment interventions – usually cognitive – behavioral - designed for adults to manage the negative effects of traumatic life events such as sexual or physical abuse. Individuals typically receive between 1-45 hours individual therapy  <b>Outcome: Reduces PTSD Symptoms</b></p> <p><a href="#">Benefit to Cost Ratio</a>: \$89.00            Odds Benefits will Exceed Costs: 100%            Cost per Person per Year: \$590            Time to Break Even (Years): 1            % Minorities Participating in Evaluation Studies: 42%</p>
<p><a href="#">Parent–Child Interaction Therapy (PCIT)</a>            PCIT is a <a href="#">parenting skill-building model</a> for child maltreatment victims and their parents that improve parent-child interactions and discipline. Over the course of 12-14 sessions, a therapist directly observes a parent and child through a one-way mirror and provides direct coaching to the parent through a radio earphone.  <b>Outcome: Reduces child maltreatment</b></p> <p><a href="#">Benefit to Cost Ratio</a>: \$15.00            Odds Benefits will Exceed Costs: 96%            Cost per Person per Year: \$1,700            Time to Break Even (Years): 4            % Minorities Participating in Evaluation Studies: 48%</p>

## 2. Courts, Specialized Dockets, Defense and Prosecution (D02)

The goal of the courts, specialized dockets, defense and prosecution category is to support cost-effective programs that contribute to the reduction of crime, enhance public safety, and promote the fair and equitable treatment of victims and defendants/offenders. Projects should support programs that assist in the timely clearing of cases, help to decrease the dockets, and focus on tailoring services to ensure accountability on the part of the offender while also ensuring offenders return to the community with the appropriate services and supervision to help lower recidivism. OCJS prioritizes projects in the following categories that are evidence-based or that incorporate evidence-based practices.

### Requirements for the D02 Courts, Specialized Dockets, Defense and Prosecution Program Area

- **Specialized docket projects** must coordinate with the [Ohio Supreme Court Specialized Dockets Section](#), and meet their required certification standards. Priority will be given to specialized docket programs that:
  - Are in “[Initial Review](#)” or otherwise certified with the Ohio Supreme Court Specialized Dockets Section at the time of application submission.
  - Demonstrate collaborative efforts between the courts (i.e., judge, prosecution, defense, and probation/parole, etc.) and community groups/resources (i.e., treatment and programming providers).
  - Utilize assessment tools and measures to determine risk and need of the *Target Population* (e.g., medium to high risk).
  - Demonstrate community control, transitional control, and post-release control programs that implement and adhere to the principles of effective intervention.
  
- **Pretrial diversion projects** must demonstrate in the *Project Description* any evidence-based practices appropriate for the intended *Target Population*. All projects must adhere to [Ohio Revised Code 2935.36 Pre-Trial Diversion Programs](#). OCJS prioritizes diversion programs that:
  - Demonstrate collaborative efforts between the courts (i.e., probation/parole, prosecution, defense, etc.) and community groups/resources
  - Utilize assessment tools and measures to determine program eligibility, risk, and needs of the *Target Population* (e.g., low to medium risk, first time court appearance, non-violent offense, etc.)
  - Demonstrate community control, transitional control, and post-release control programs that implement and adhere to the principles of effective intervention.

Projects seeking to **increase the number of cleared cases or decrease court dockets** must clearly demonstrate within the *Project Description* effective, evidence-based practices for the *Target Population* and the type of court.

**\*\*Unallowable project requests: court security projects.**

As a reference, the table below lists some of the most effective D02 practices with their social and economic benefits:

*Examples of Evidence-Based Courts, Specialized Dockets, Defense and Prosecution Models*

Courts, Specialized Dockets, Defense and Prosecution Models
<p><a href="#">Adult Mental Health Courts</a> Specialized, treatment-oriented, problem-solving courts that divert mentally ill adult individuals from incarceration to court-mandated, community-based treatment programs in the community. Length of mental health court participation typically ranges from 6-24 months. <b>Outcome: Reduces re-arrest</b></p> <p><a href="#">Benefit to Cost Ratio:</a> \$5.50 Odds Benefits will Exceed Costs: 95% Time to Break Even (Years): 3 Cost per Participant per Year: \$3,000 % Minorities Participating in Evaluation Studies: 65%</p>
<p><a href="#">Adult Drug Courts</a> Specialized, treatment-oriented, problem-solving courts that aim to reduce recidivism and substance abuse among eligible offenders with substance use disorders. Length of drug court participation typically ranges from 12-26 months. <b>Outcome: Reduces re-arrest</b></p> <p><a href="#">Benefit to Cost Ratio:</a> \$2.80 Odds Benefits will Exceed Costs: 100% Time to Break Even (Years): 5 Cost per Participant per Year: \$5,000 % Minorities Participating in Evaluation Studies: 42%</p>

**E. Cross-agency and Cross-System Collaboration and Training Programs, and Research (E01)**

The goal of **Cross-agency and Cross-System Collaboration and Training** projects is to improve criminal justice systems by promoting collaboration and/or training across systems - in particular law enforcement, prosecution, courts, and correction agencies. OCJS prioritizes projects that are evidence-based or that incorporate evidence-based practices and that have one or more of the following goals:

1. Development and enhancement of cross-agency and cross-system collaborations
2. Cross-agency and cross-system training
3. Implementing or enhancing cross-agency and cross-system data sharing

As a reference, the table below lists some examples of effective, evidence-based cross-systems practices with their main outcomes:

*Examples of Evidence-Based Cross-agency/Cross-System Collaboration and Training Models*

<b>Cross-Agency and Cross-System Collaboration and Training Models</b>
<p><a href="#">Group Violence Reduction Strategies</a></p> <p>These problem-oriented, proactive policing strategies seek to reduce violent crime associated with gangs and/or overt cross-system data sharing drug markets in communities through a <a href="#">focused deterrence</a> framework. Communities nationwide have successfully implemented these strategies, and researchers have replicated their effectiveness. Effective implementation requires collaboration between local justice and social service systems, as well as community leaders and families.</p> <p><b>Outcome: Reduces violent incidents in target areas</b></p>
<p><a href="#">Public Health Approaches to Group Violence Reduction</a></p> <p>These community violence-prevention approaches are similar to Group Violence Reduction Strategies, though they emphasize the role of youth outreach workers to intervene and mentor younger community members at risk of violent offending or victimization. Communities nationwide have implemented these strategies, and researchers have replicated their effectiveness. Effective implementation requires collaboration between local justice and social service systems, as well as community leaders and families.</p> <p><b>Outcome: Reduces violent incidents in target areas</b></p>

The goal of **Research** projects is to generate evidence critical to the development of sound criminal justice policy. Research projects should advance knowledge and understanding of emerging crime and justice issues in Ohio using scientific methodologies.

While all research programs will receive funding consideration, OCJS prioritizes projects in the following categories:

1. Mental Health and Substance Abuse – Possible topics include: 1) An evaluation of existing strategies to combat substance abuse in Ohio. Such strategies may fall in the areas of interdiction and enforcement, treatment, education and awareness, and recovery supports; 2) An analysis of existing strategies to divert individuals with mental health needs out of the criminal justice system; 3) An examination of the effects of mental health crisis intervention teams (CIT) on community safety, individual well-being, and/or officer behavioral change.
2. Law Enforcement Officer Wellness – Possible topic: An evaluation of a program designed to improve officer wellness.
3. School Resource Officers (SROs) – Possible topics include evaluations of the SRO's impact on reducing school truancy, out-of-school suspensions, expulsions, and/or emergency removals within schools that fully implement school-wide positive behavioral interventions and supports.
4. Police-Community Relations – Possible topics include: 1) An evaluation of the current state of police-community relations within a city or county; 2) A program evaluation that examines a project designed to improve police-community relations.
5. Human Trafficking – Possible topics may include: 1) Evaluation of demand reduction strategies 2) A study of human trafficking laws in Ohio, to include analysis of how well the laws are understood and used at the local level, how many cases are prosecuted federally and why cases are prosecuted at the federal level versus the state level, and what seems to result in better outcomes for trafficking victims; 3) the prevalence of human trafficking in Ohio
6. Specialty court evaluation – Possible topics include: 1) An evaluation of emerging specialized dockets, such as veteran courts, reentry courts, juvenile drug courts, 2) Research on mentoring programs in veteran's courts and other specialized dockets.
7. Extraordinary law enforcement related costs directly associated with protection of elections (to deter, detect and protect against threats of violence against election workers, administrators, officials and others associated with the electoral process)



## EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROPOSAL NARRATIVE

### Problem Statement

Applicants should clearly describe the crime or justice problem that needs addressed and its impact on the community. Grant reviewers evaluate applications on how effectively they:

- clearly describe the nature and scope of the problem. The development of the nature and scope of the problem should be data driven. The applicant will need to provide relevant national, state, and local data/statistics, as well as agency statistics, to document the existence of the problem. Applicants can find relevant state and local data online at the [Ohio Crime Dashboard](#) maintained by OCJS.
- discuss the short and long-term consequences of the problem on the community if not addressed, and how the problem will impact the community if OCJS does not fund the proposed project.
- clearly identify the project's *Target Population*. The applicant must clearly describe the identified *Target Population*, and explain its connection to the problem that needs addressed. Applicants must provide relevant demographic information that described the *Target Population*, such as race, ethnicity, age, socioeconomic status, and geography.
- identify other resources in the community that are currently available to address the problem and/or explains why existing resources are not sufficient to address the problem. If no resources exist, applicant should discuss the gaps in services and explain how the proposed project will help alleviate those gaps.

### Project Description

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the *Problem Statement*. Grant reviewers will evaluate applications on how well they:

- clearly describe the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified *Target Population*.
- document evidence that the model or practice chosen is appropriate for the outcomes the program wants to achieve with the *Target Population*, and clearly justifies why the applicant selected the particular program model for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or incorporates evidence-based practices of their field.**
- clearly demonstrate how they will ensure fidelity to the evidence-based model. Projects that implement evidence-based practices with fidelity ensure that their core services, components, and procedures are consistent with the evidence-based model they utilize. Applicants must provide adequate discussion of the resources that are required to implement their project, and the resources should be reasonable given the scope and detail of their identified approach.

## SUSTAINABILITY/ACCOMPLISHMENTS/OBSTACLES

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles they experienced when carrying out similar activities that were discussed in the Project Description. **The application will be evaluated as to how effectively it:**

- Explains the steps that will be taken to ensure long-term program sustainability (i.e., the ability for the program to maintain its services over time). The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities after OCJS funding ends. If the current proposal is requesting funding for an organization that has participated in a stepdown cycle, significant information about long-term sustainability needs to be provided.
- Describes any previous program accomplishments and how these accomplishments influence program activities. If the current proposal is requesting funds for a continuation of programming activities, these accomplishments should be related to programming that was completed under previous funding.
- Describes any previous or ongoing programmatic obstacles or challenges and how they were addressed. If the current proposal is requesting funds for a continuation of programming activities, these obstacles should be related to programming that was completed under previous funding.

## Project Objectives

*Project Objectives* measure changes that result from implementing the proposed project with the *Target Population* during the grant year. Applicants should describe these anticipated changes (or outcomes). *Achieved Project Objectives* should reflect measurable changes for the *Target Population* due to the services offered by the program during the grant year. There are two types of *Project Objectives*:

- 1) **Process objectives** describe the “processes” (*Activities*) that a program will implement during the grant year.
- 2) **Outcome objectives** describe the measured changes that will result from implementing the proposed project during the grant year.

Applicants must provide at least two objectives: one process objective and one outcome objective. Each objective should include a performance indicator that identifies how change will be measured and with what instruments and/or tools. If available, applicants should list baseline data for each performance indicator. Finally, applicants should describe the data collection methods they will use.

Applicants should use the sample Performance Objectives listed [here](#) to help them select at least two objectives that correspond to the applicant's program area. (NOTE: Due to the specialized nature of the E01 Program Area, there are no standardized objectives, so please develop two objectives pertinent to the proposed initiative.)

Grant reviewers evaluate applications on how effectively they:

- clearly identify *Project Objectives*
- clearly identify performance indicators
- clearly identify any baseline data that exists
- clearly describe how performance data will be collected

### Timeline and Activities

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. Grant reviewers evaluate applications based on how effectively they:

- present a comprehensive, thorough *Timeline* that is well defined and comprehensively specifies **what** will be done, **who** (individuals and organizations) will do it, and **when** it will be accomplished. Include activities such as anticipated *Collaboration Board* meetings, OCJS grant reporting deadlines and any other activities specific to the project. Include program implementation activities as well as grant administration activities. The *Timeline* should be reasonable given the nature of the problem, the *Target Population*, and the approach/response discussed in earlier sections of the application.
- if applicable, list any other deliverables that the project will create and/or use throughout the project.

### Organization Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization and staff responsible for implementing the project to illustrate their capacity to implement the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. Grant reviewers will evaluate applications in terms of how effectively they:

- clearly identify the mission of the agency that will serve as the subrecipient and/or implementing agency. The application should clearly demonstrate the capacity of the subrecipient and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e., personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- clearly identify the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience, and education.
- discuss how successful completion of the project is realistic given the key staff implementing the project. Project applications that have position vacancies should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Applicants should also describe organizational, staff capacity, and developmental efforts surrounding issues of **cultural competency**. Grant reviewers will evaluate how well applicants:

- describe how they incorporated cultural competency, outreach, and services into project planning and how the racial/ethnic make-up of the board, staff, volunteers, and clients
- explain the staff recruitment process and describe staff retention techniques.
- describe outreach and programming offered.

### **Collaboration Boards**

Collaboration Boards are essential to the funding process. The leadership, oversight and direction they provide help projects achieve their goals and objectives through a shared community vision. Collaboration Boards should be comprised of agency representatives as well as relevant stakeholders from the community, including but not limited to representatives from: child and family services, community organizations, schools, hospitals, mental health and/or substance abuse agencies, local law enforcement, court systems, including victim advocates, probation officers, the prosecutor's office, etc. ***The Collaboration Board is not an agency's Board of Trustees or Advisory Board.*** The Collaboration Board **must** conduct meetings ***at least quarterly***, prepare meeting agendas, and keep minutes of discussion items. These meetings must include an overview of program activities during the quarter, updates on progress towards project objectives, discussions about successes and challenges encountered during the quarter, and expectations for program activities during the next quarter. Applicants should describe the collaborative effort between the applicant and other organizations. ***OCJS expects projects to adhere to all of these requirements. Failure to hold quarterly Collaboration Board meetings or keep meeting minutes may result in the freezing of funds.***

Grant reviewers will evaluate the application in terms of how effectively they:

- identify the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describe their roles and demonstrate their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Signed commitment letters will be required from all representatives on the Collaboration Board**
- describe the extent and nature of the collaborative effort and how the role and function of each organization supports the overall goal of the project. Applicants should clearly link partner agencies with their roles and functions within the collaborative group.
- provide details describing the management of the collaborative group. The applicant should list the anticipated dates of quarterly meetings, how the applicant will notify board members of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings. If the applicant uses an existing community board or group to serve as the Collaboration Board, describe how the group will provide specific oversight for this project.
- describe how the collaborative group will work together to achieve project goals and objectives.

Applications must include commitment letters from all collaboration board members. Letters must be submitted on the collaboration board member's letterhead, include the board member's position within the agency and their signature, and detail the member's role and commitment as a partner within the proposed project. All applicants are required to upload collaboration board letters into the Online Grants Management System in the "Collaboration Board" section of the online application. Applications without collaboration letters are incomplete and considered ineligible for funding. Collaboration letters are not required for the A03 Law Enforcement – Equipment Only category if applying for single agency use equipment.

### EXECUTIVE SUMMARY

The Executive Summary serves as a concise and accurate description of the proposed project and should not introduce new information. The information provided should serve as a summarized version of the overall application narrative.

### Purpose Statement

The purpose statement should be clear and concise. It describes what the applicant is going to do, the population that is going to be served, how it will be accomplished and why it is important. Information provided within the purpose statement is reported to the Federal Funding Accountability and Transparency Act (FFATA) reporting system in response to FFATA legislation.

### Problem Statement and Project Description

The applicant must provide a condensed version of the problem statement and project description and ensure activities, dates, data/statistics align with previously presented statement narratives.

### Participating Agencies/Collaboration

The applicant must provide a detailed collaboration board list.

### Budget

Describe any costs associated with implementing the program. Grant reviewers will evaluate the budget in terms of how effectively it:

- presents a clear and detailed budget with a narrative that explains and justifies the budget information.
- justifies the costs of the proposed program and that the costs are considered reasonable and cost-effective in view of the types and range of *Activities* to be conducted, the number of participants to be served, and the expected results and benefits.
- clearly states how the applicant will use match funds and the source of match funds.
- External Audit or Financial Report - upload a copy of your organization's most recent external audit or most recent financial report to the Collaboration Board section of the application. This allows OCJS to ensure requirements are met for 2 C.F.R. § 200.331(f). Single Audit Act Amendment of 1996, and the OMB Circular A-133.

Applicants will find **unallowable costs** for the JAG program and other grant programs [here](#).

Multi-Jurisdictional Law Enforcement Task Force Guidelines for  
2022 Justice Assistance Grant Application

Please read these guidelines prior to completing the grant application. If you have any questions, contact Linda Mielcarek at 614.644.7733 ([lamielcarek@dps.ohio.gov](mailto:lamielcarek@dps.ohio.gov)).

OCJS categorizes multi-jurisdictional law enforcement task force applications based upon the following funding maximums. There will be four categories in all, each with a defined maximum level of funding. Funding maximums do not guarantee funding or funding at that level. Funding may also reflect the overall JAG funding level.

- **Category 1:** Population served greater than 500,000; funding maximum: \$150,000.
  - **Category 2:** Population served 250,000-499,999 and counties served five or less; funding maximum: \$105,000.
  - **Category 3:** Population served 150,000-249,999 and counties served four or less; funding maximum: \$75,000.
  - **Category 4:** Population served less than 150,000 and counties served two or less; funding maximum: \$60,000.
- ✓ **Population Served Estimate.** Each task force project must include in their application's *Problem Statement* a "Population Served Estimate" based upon the 2010 census data found on the [Ohio Department of Development's Office of Strategic Research website](#).
  - ✓ **Counties Served.** Each task force must also indicate a numerical "Counties Served" designation in their application's *Problem Statement*. The "Counties Served" number includes all counties being served by the task force with the participation of that county's sheriff on the *Collaboration Board*. When a task force exclusively serves a municipality without the participation of the sheriff of the jurisdiction, the population estimate shall include only the population for that municipality. When two task forces have overlapping, or concurrent jurisdictions, the two task forces will split the population estimate for that jurisdiction equally.

**Note:** If a task force does not match into a specific category based on population served and counties served then apply based on the higher funded category. For example, if population served is 125,000 and counties served is four then the task force can apply based on Category 3 because counties served is four or less, not two or less.