



Edward Byrne Memorial
Justice Assistance Grant
Law Enforcement (JAG LE)

2019

REQUEST FOR PROPOSALS

Applications are due October 31, 2019 at 5:00 p.m.

OFFICE OF CRIMINAL JUSTICE SERVICES

1970 West Broad Street, P.O. Box 182632

Columbus, Ohio 43218-2632

Telephone: 614.466.7782 or 888.448.4842 • Fax: 614.466.0308

www.ocjs.ohio.gov

MIKE DEWINE, *Governor*

JON HUSTED, *Lt. Governor*

THOMAS J. STICKRATH, *ODPS Director*

KARHLTON MOORE, *OCJS Executive Director*

Apply for JAG online using the OCJS Grants Management System



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. OCJS has been designated by Governor Mike DeWine to administer the FY 2019 Edward Byrne Memorial Justice Assistance Grant Law Enforcement (JAG LE) funds.

JAG LE funds projects that reduce crime, increase public safety, and support the Ohio Incident-Based Reporting System (OIBRS). OIBRS is a crime reporting system that allows criminal justice agencies to submit data directly to state and federal government in an automated format.

WHAT TO EXPECT

Application. Projects may request a **maximum of \$20,000** of OCJS/JAG LE funds, and there will be a 10 percent cash match requirement on the total project cost. **Agencies may submit only one application per subgrantee**, multiple applications will not be considered for funding. Local law enforcement agencies are eligible to apply as the implementing agency. The unit of local government must serve as the official subgrantee (e.g., township/village/city/county).

To apply, please visit: www.ocjsgrants.com. For technical assistance on any part of the JAG LE application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator. Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>

Award. Award notifications will be made via <http://www.ocjs.ohio.gov/> for selected projects. Before final approval, projects must complete and return all required forms. **All awards will be for seven months of funding, operating from March 1, 2020 through September 30, 2020.**

ELIGIBLE APPLICANTS

Per Ohio Revised Code Section 5502.62 (C) (6), all law enforcement agencies must be compliant with reporting crime statistics, using either the Ohio Incident-Based Reporting System (OIBRS) or Uniform Crime Reporting Summary, in order to receive funding through OCJS. Note: if the applying agency is not reporting using OIBRS or Uniform Crime Reporting Summary the application will not be reviewed and will not receive funding.

Programs under criminal justice departments that are consistently reporting crime statistics are the only law enforcement agencies eligible for OCJS funding pursuant to Ohio law. Ohio law requires all law enforcement agencies to report their crime statistics in order to be eligible for criminal justice grants from OCJS.

APPLICANT TRAINING

The Ohio Office of Criminal Justice Services is pleased to offer a voluntary Grant Bidder's Training on October 7, 2019 at 10:00 am via webinar. The Bidder's Training will discuss the application process and provide detailed information that will be useful in preparing a Justice Assistance Grant Law Enforcement (JAG LE) grant application. Registration for the webinar is limited and required. Please visit <https://register.gotowebinar.com/register/163288873506393357> to register. **For any additional questions, contact OCJS at 614-466-7782.**

PROGRAM PURPOSE

Funds will be used for:

- Hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel.
- Paying overtime to employed law enforcement officers and necessary support personnel for the purposes of increasing the number of hours worked by such personnel.
- Procuring 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.

LENGTH OF FUNDING

Projects may apply for seven months of funding, operating from **March 1, 2020 to September 30, 2020**.

MATCH

For FY 2019, a 10 percent cash match requirement on the total cost of the project is in place. If you would like to request a waiver of cash match, please indicate this in both the narrative and budget portions of your application and attach a letter, on your agency letterhead, seeking the waiver in the collaboration board section of the application. No match amount will need to be entered in the budget of the application if a waiver is requested.

If your agency is eligible to receive 2019 Edward Byrne Memorial Justice Assistance Grants directly from the U.S. Bureau of Justice Assistance, you will not be eligible to apply for this JAG LE solicitation through OCJS. Please see <https://www.bja.gov/Programs/JAG/jag18/OH.pdf> for more information on agencies that receive funds directly from the U.S. Bureau of Justice Assistance.

PROPOSAL COMPONENTS

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

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

FORMAT AND SUBMISSION

Applications are submitted online through the OCJS Grants Management System, by 5 p.m. on October 31, 2019. Visit: www.ocjsgrants.com. Late applications will not be reviewed or considered for funding. Applications must be in the "submitted" status to be considered. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding. For technical assistance on any part of the JAG LE application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator. Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT LAW ENFORCEMENT (JAG LE)
PROPOSAL NARRATIVE**

Problem Statement

Applicants should explain or clearly describe the problem or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- clearly describes the nature and scope of the problem. The application will need to provide relevant national, state, and local level data/statistics, as well as agency statistics, to document and support the problem to be addressed. For example, if you are requesting equipment include how many you have, the current number in use, etc.
- discusses short and long term consequences for the community if the problem identified is not addressed. More specifically, the applicant should discuss what will specifically happen to the community if the proposed project is not funded.
- clearly identifies the area to be served through the grant program. The applicant is expected to describe and justify the identified area, and provide specific demographic information on the population, such as race, ethnicity, age, socioeconomic status, geography.

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. The application will be evaluated as to how effectively it:

- clearly describes 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 area.
- discusses why the particular program model was selected for implementation and is appropriate for the outcomes the agency wants to achieve.
- clearly discusses the necessary resources required to implement the approach or response outlined. The resources should be reasonable given the scope and detail of the identified approach.

Project Objectives

Applicants should describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. **Provide two objectives**, with performance indicators and baseline numbers that further the goal of the selected Program Area. Please see the following sample objectives for guidance:

Equipment

To increase (or maintain) by [insert measure of increase] the number of [type of equipment to be purchased] used during the grant period.

To decrease by [insert measure of decrease] the amount of funds spent on repairs to [type of equipment to be purchase] during the grant period.

To decrease by [insert measure of decrease] the response time for calls for service during the grant period.

Training

To provide [insert number] of [insert type of training(s)] to [insert number] of employees during the grant period.

Personnel

To increase (or maintain) by [insert measure of increase] the number of hours dedicated to [the type of duties person will be responsible for] during the grant period. The application will be evaluated on how effectively it:

- clearly identifies project objectives (measured change as a result of implementing the proposed project)
- clearly identifies performance indicators (how you will measure that change, what instruments and/or tools are to be used, etc.)
- clearly identifies any baseline data that exists.

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. The application will be evaluated as to how effectively it:

- presents a 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, purchase, installation and training related to the equipment and any other activities specific to the project. The timeline should be reasonable given the nature of the problem, and the approach/response discussed in earlier sections of the application.
- if applicable, include any other deliverables that will be created and/or used throughout the project.

Organization and Staff Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing 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. The application will be evaluated as to how effectively it:

- clearly identifies the mission of the implementing agency. The application should clearly demonstrate the capacity of the subgrantee 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 identifies the agency staff, including the total number of officers and the number of officers per shift, that will be participating in the proposed project, including their qualifications, experience, and education.
- discusses how successful completion of the project is realistic given the key 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

Applications for single-agency use equipment, internal training or personnel do not need to attach letters. However, the collaboration narrative section must still be completed. If an agency requests equipment that will be shared with other agencies then support letters or a Memorandum of Understanding (MOU) should be uploaded in the collaboration section of the application. The application will be evaluated as to how effectively it:

- identifies the organizations that will participate in the Collaboration. 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.
- 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 linked with their role and function within the collaborative group.
- provides details describing the management of the collaborative group. 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. 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.
- describes how the collaborative group will work together to achieve project goals and objectives.

Budget

Describe any costs associated with implementing the program. The 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, including the specific names and number of items being requested. If you have a quote for equipment requests, please upload to the Collaboration section of the application.
- justifies the costs of the proposed program and that 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 results and benefits.
- if requesting personnel funds, clearly explain the steps that will be taken to ensure stability in the justification section
- clearly states how the match funds will be used and the source of match funds.

Unallowable costs and descriptions can be found on our website through the link:

http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.