EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

2012

REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
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JOHN R. KASICH, Governor
MARY TAYLOR, Lt. Governor
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KARHLTON MOORE, OCJS Executive Director

Apply for JAG online using the new OCJS grants management system! See page 5 for details.

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
Edward Byrne Memorial Justice Assistance Grant Funding
FY 2012 Request for Proposal
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The Edward Byrne Memorial Justice Assistance Grant program was established by passage of the fiscal year 2005 omnibus spending measure. The program is federally administered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. JAG funds are designed to allow 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.

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 John R. Kasich to administer the FY 2012 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 to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

In 2012 OCJS will begin implementing its strategic plan. The process of developing a strategic plan began in 2011 and OCJS conducted a series of interviews with key stakeholders, conducted a survey completed by many criminal justice professionals and hosted a strategic planning conference to gain the insight of a diverse group of people within the criminal justice community. Through these methods OCJS has developed an action plan to implement various components of its strategic plan. These action items include identifying priority areas for funding and encouraging projects to use evidence-based practices in the programs that are funded. These priorities as well as guides to evidence-based practices for OCJS's funding areas are outlined in the Goals, Priorities and Requirements section of this document. **Please read this section carefully as some OCJS's Program Areas and Goals, Priorities and Requirements have changed for 2012.**

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.

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

Review. JAG proposals will be competitively reviewed by OCJS staff and outside external criminal justice professionals. Internal compliance reviews are conducted and consist of reviewing the timeliness of financial and programmatic reporting. Project budgets will be reviewed to assure that costs are allowable and directly relate to the program. Final funding recommendations are made by the OCJS Executive Director.

***Peer Grant Reviewer.** OCJS encourages applicants to identify the name of a qualified professional who may have an interest in participating as a peer grant reviewer. Participating as a peer grant reviewer is an important role, and provides an excellent opportunity for participants to strengthen grant writing skills, and gain knowledge or share programmatic best practices occurring throughout the field. Confirmation of reviewers will be based upon the number of applications that are received, availability, and other aspects related to coordinating review teams.

To register as a grant reviewer please visit www.surveymonkey.com/s/OCJSpeerreview.

Award. Projects will be notified and required to complete all forms and pre award conditions electronically through the grants management system. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies. **All awards will be for 12 months of funding, operating from January 1, 2013 through December 31, 2013.**

ELIGIBILE APPLICANTS

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

1. 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 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. Projects implemented by courts, law enforcement agencies, and mental health boards may not act as their own subgrantees.
4. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting Summary System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).

APPLICANT TRAINING

OCJS will host a voluntary Grant Bidder's Conference on May 4, 2012 from 9 a.m. to noon at the Ohio Department of Transportation building located at 1980 W. Broad Street, Columbus, Ohio, in the auditorium. The Bidder's conference will discuss the application process and provide detailed information that will be useful in preparing a Justice Assistance Grant (JAG) and/or Violence Against Women Act (VAWA) grant application. Individuals interested in attending must register for the Bidder's Conference. Changes to the scoring matrix will be addressed at the training. **Registration is required for attendance to the Bidder's Conference and space is limited**. Please visit http://www.surveymonkey.com/s/BiddersConference to register.

In addition to this year's Grant Bidder's Conference OCJS will host a training on how to submit an application through OCJS's new Grants Management System. The training is scheduled from 1 to 4 p.m. at the Ohio Department of Transportation building located at 1980 W. Broad Street, Columbus, Ohio, in the auditorium. **Registration is required for attendance to the Grants Management System training and space is limited.** Please visit http://www.surveymonkey.com/s/C38RNN7 to register.

PLEASE NOTE: Due to space limitations, SEPARATE REGISTRATION IS REQUIRED for the Bidder's Conference and Grants Management Training.

PROGRAM PURPOSE

JAG funds can be used 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, Defense, Prosecution, and Victim Services Programs**

E **Cross-agency and Cross-system Collaboration and Training Programs**

****Please note the JAG program areas have changed for 2012, please be sure to submit your application under the correct program category.**

LENGTH OF FUNDING

Projects may apply for 12 months of funding, operating from January 1, 2013 to December 31, 2013.

FISCAL CONSIDERATIONS

No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained.

Such an exception would require prior approval. This restriction 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 impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

STEP DOWN AND MATCH

All projects that have previously received JAG funding, with the exception of 2009 American Recovery and Reinvestment Act JAG projects, can be considered continuation projects. Although, for fiscal year 2012 all projects will be considered to be in the year 1 step-down phase and will receive 75% of project costs in federal funding and provide 25% in matching funds. A01 Multi-Jurisdictional Task Forces are not subject to step down funding. 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

Cash Match

- 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

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

Due to the effects of the economy the match portion may be waived. When submitting your application please upload a match waiver request as an attachment to your application. **Please note, when applying online cash match must be entered in the budget section, but you can request to have match waived through an uploaded attachment. NOTE: The waiver can be uploaded in the Collaboration portion of the application forms.**

2012 JAG LE

Please note that a **separate** JAG solicitation will be released October 1, 2012. This year JAG LE projects will complete online applications via the www.OCJSgrants.com website. This grant application will focus on traditionally allowable costs under the original Local Law Enforcement Block Grant, and will be referred to as **JAG LE**. This program will fund projects that reduce crime, increase public safety, and support the Ohio Incident-Based Reporting System (OIBRS). OIBRS is a crime reporting system that allows law enforcement agencies to submit data directly to state and federal government in an automated format.

Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting Summary System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).

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.

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. Allowable costs include equipment needed to implement OIBRS. Funding 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.

Seven-month awards will be issued from February 1, 2013 to August 31, 2013. 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. Due to the effects of the economy the match portion may be waived. When submitting your application please upload a match waiver request as an attachment to your application. 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., mayor or commissioner's office). Agencies are allowed to submit only one application. Agencies submitting multiple JAG LE applications will be deemed ineligible.

If your agency will receive 2012 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.

PROPOSAL COMPONENTS

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**
- ❑ **Project Objectives**
- ❑ **Timeline/Activities**
- ❑ **Organization Capacity**
- ❑ **Collaboration Board**
- ❑ **Executive Summary**
- ❑ **Budget**

APPLY ONLINE!

JAG applicants must apply for OCJS grants online at:
www.ocjsgrants.com

1. **Register to use the system. NOTE: If you have already registered as a DRC grantee please use that log in information to access the system.**
2. **Work on your grant over an extended period of time, saving changes until you're ready to preview and submit your final proposal to OCJS.**
3. **Print an e-confirmation of your JAG submission.**

FORMAT AND SUBMISSION

- ❑ **Applications are submitted online through the OCJS Grants Management System, by 5 p.m. on May 31, 2012. visit: www.ocjsgrants.com. Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.**

  IMPORTANT: Applications must be in the APPLICATION SUBMITTED STATUS in the OCJS Grants Management System to be considered for funding.

For technical assistance on any part of the JAG application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator. Regional Contacts: http://www.ocjs.ohio.gov/grants.stm

If applying for a local project in Cuyahoga, Franklin, Montgomery or Lucas counties, please also submit a copy of your application to the contact listed below. **However, if you are applying under Program Area A01, you should not submit a second copy to the contact below. You should only submit applications to OCJS. Also, if you are a statewide organization located in Cuyahoga, Franklin, Montgomery or Lucas counties, you should not submit a copy of your application to the contact below, only submit applications to OCJS.**

Franklin County
Kathy Crandall
Office of Homeland Security and Justice Programs
373 S. High Street, 25th Floor
Columbus, Ohio 43215
Telephone: 614.462.5577
kbcrandall@franklincountyohio.gov

Cuyahoga County
Paula Young
Department of Public Safety and Justice Affairs
310 W. Lakeside Ave. Suite 795-A
Cleveland, Ohio 44113
Telephone: 216.443.5924
pyoung@cuyahogacounty.us

Lucas County
Ann Bowland
Criminal Justice Coordinating Council
One Government Center, Suite 1720
Toledo, Ohio 43604
Telephone: 419.213.3828 Ann Bowland
ann.bowland@NORIS.ORG

Montgomery County
Joe Spitler
Montgomery County Criminal Justice Council
451 West Third Street, 11th Floor
Dayton, Ohio 45422
Telephone: 937.224.8425
spitlerj@mcohio.org

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

The Program Areas for FY2012 funding have changed. 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)

Reduce 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.

Per Ohio Revised Code Section 5502.62 (C) (6), compliance in reporting crime statistics, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting is a requirement for all program areas.

2. Law Enforcement (A02)

The goal of this program area is to provide safety measures and meet the needs of local communities through innovative criminal justice programs. Develop enforcement and training programs that target special needs victims or offenders.

**See evidence-based policing matrix http://gemini.gmu.edu/cebcp/Matrix.html for examples.

a. Equipment and technology improvement
b. Training and education
c. Resources to initiate and enhance investigations
d. Interacting with specialized, underserved and juvenile populations
e. Policing strategies that are data-driven, evidence-based, proactive and focused

The following requirements need to be met for the program area.

▪ Available only to law enforcement agencies. Proposed activities must supplement, not replace, local enforcement activities

B. Crime Prevention Programs (B01)

The goal of the Crime Prevention Programs area is to prevent crime from occurring by supporting programs or training that work with individuals prior to their commitment of crimes or that improve the environment within which crime occurs. 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 may be funded under another JAG program area. Priority will be given to program in the following categories that are evidence-based or that incorporate evidence-based practices.

**For more information about exemplary violence prevention programs, see the Blue Print for Violence Prevention website, www.colorado.edu/cspv/blueprints/.

1. Community crime prevention programs, including crime prevention specialists
2. Family-based prevention and intervention programs
   Examples of Model Programs Include:
   a. Strengthening Families Program for Parents and Youth 10-14
   b. Strong African American Families
3. School-based delinquency prevention programs, including after-school programs and school resource officers
   Examples of Model Programs Include:
   a. Promoting Alternative Thinking Strategies (PATHS)
   b. Safe Dates
   c. Life Skills Training
4. Evidence-based youth mentoring Programs, including those addressing special populations
   Treatment for youth 0-18
   Examples of Model Programs Include:
   a. Functional Family Therapy (FFT)
   b. Infant-Parent Psychotherapy
   c. Multisystemic Therapy
   d. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)
5. Training and Education

The following requirements need to be met for the program area.

▪ Unallowable project requests: crime deterrent hardware, D.A.R.E.

Per Ohio Revised Code Section 5502.62 (C) (6), compliance in reporting crime statistics, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting is a requirement for all program areas.

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 assessment. Programs may be in residential and/or non-residential settings.

Priority will be given to programs listed below that implement and adhere to the Principles of Effective Intervention: target high risk offenders; assess offenders' needs, design responsivity into programming; develop behavioral management plans; deliver services using cognitive-based strategies; motivate and shape offender behavior; engage the community; identify outcomes and measure progress.

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 an overview of the Principles of Effective Intervention in community corrections, see http://www.cjinstitute.org/files/Community_Corrections_BoxSet_Oct09.pdf
**For more information on evidence-based practices in community corrections, see www.drc.state.oh.us/web/iej_files/evidencebasedpracticesincommunitycorrections.pdf

Per Ohio Revised Code Section 5502.62 (C) (6), compliance in reporting crime statistics, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting is a requirement for all program areas.

D. Courts, Defense, Prosecution, and Victim Services Programs (D01)

The goal of the courts, 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. Resources will be used 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.

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

Priority will be given to the following programs:

1. Specialized dockets actively working with the Ohio Supreme Court
2. Diversion programs
3. Community control, transitional control, and post-release control programs that implement and adhere to the principles and effective intervention
4. Victim service programs
5. Training and education

**For an overview of the Principles of Effective Intervention in community corrections, see www.cjinstitute.org/files/Community_Corrections_BoxSet_Oct09.pdf
**For information on evidence-based practices in community corrections, see www.drc.state.oh.us/web/iej_files/evidencebasedpracticesincommmunitycorrections.pdf

The following requirements need to be met for the Courts, Defense and Prosecution programs.

- Specialized docket projects will be expected to coordinate with the Ohio Supreme Court Specialized Dockets Section regarding the specialty docket operations and Rules and Superintendence
- **Unallowable project requests: court security projects.**

The following requirements need to be met for the Victim Service programs.

- Project descriptions must explain how the program will market its services to potential users.
- Applicants must demonstrate in the application narrative how the program will ensure:
- Protection of privacy and confidentiality of clients

- That victim participation is voluntary not mandatory
- Victims will receive appropriate safety planning (for example: www.ndvh.org/wp-content/uploads/2008/10/Safety-Planning-2.pdf
- Does not engage in or promote activities that compromise victim safety
- Project descriptions must also ensure the following activities will not be carried out that compromise victim safety and recovery
- Procedures and policies 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, 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 or sexual assault, or in situations in which child sexual abuse is alleged
- Requiring victims to report sexual assault, stalking or domestic violence 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
- 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

Per Ohio Revised Code Section 5502.62 (C) (6), compliance in reporting crime statistics, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting is a requirement for all program areas.

E. Cross-agency and Cross-system Collaboration and Training Programs (E01)

Improve criminal justice systems to promote training and collaboration across systems to assist law enforcement, prosecution, courts and correction agencies.

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

Per Ohio Revised Code Section 5502.62 (C) (6), compliance in reporting crime statistics, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting is a requirement for all program areas.

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROPOSAL NARRATIVE

Problem Statement

Applicants should explain or clearly 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 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 level data/statistics, as well as agency statistics, to document and support the problem to be addressed.
- 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 target population to be served through the grant program. Applicant is expected to describe and justify the identified target population, and provide specific demographic information on the target population, such as race, ethnicity, age, socioeconomic status, geography.
- identifies other resources in the community that are currently available to address the problem and explains why existing resources are not sufficient to address the problem. If no resources exist, applicant should discuss the gaps in services and link 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. 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 target population.
- discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the model or practice chosen is (are) appropriate for the outcomes the program wants to achieve. Clearly justifies why the particular program model was selected for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field**. For more information on evidence-based practices, go to http://www.ocjs.ohio.gov/ebp.stm.
- clearly demonstrates how they will achieve fidelity to the best practice model being implemented. The applicant must provide adequate discussion of the necessary resources that are 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. Application will evaluated on how effectively it:

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

EXAMPLE	OBJECTIVE Measure of change that will result from the proposed project during project period.	PERFORMANCE INDICATOR Information collected to document expected changes.	BASELINE NUMBER Number documenting what occurred during the past year.	PERFORMANCE DATA COLLECTION The method in which the data will be collected and the means by which it will be stored for later analysis.
EXAMPLE: OBJECTIVE (Increase)	Increase by 10 the number of crime prevention programs presented to residents in Cardinal County by December 31, 2012.	The number of crime prevention programs presented in Cardinal County.	Five crime prevention programs were presented to residents between January 1, 2011 and December 31, 2011.	Data on each crime prevention program (program description, program coordinator, target audience, date of program, number of attendees, etc.) will be documented by the program's coordinator as it occurs, and all programs will be captured in spreadsheet format so that calculations can be made across the programs for the grant period.
EXAMPLE: OBJECTIVE (Decrease)	Achieve a 25% reduction in recidivism among those successfully completing the program by December 31, 2012.	The numbers of new crimes or technical violations that program participants are charged with up to 12 months after discharge from the program.	20% reduction in recidivism as defined by new charges or technical violations was achieved between January 1, 2011 and December 31, 2011.	Program staff will receive a monthly report from the agency responsible for supervision documenting the number of new crimes or technical violations that participants are charged with. This information will be collected by program staff in a spreadsheet for ease of calculation for the grant period.
EXAMPLE: OBJECTIVE (Maintain)	Maintain the current level of client satisfaction with services being delivered between January 1, 2012 and December 31, 2012.	The level of client satisfaction as reported on the Client satisfaction survey administered upon termination from the program.	Participants reported a 95% satisfaction rate on delivered services between January 1, 2011 and December 31, 2011.	Program staff will distribute client satisfaction surveys to each program participant. Data will be collected from all returned surveys and these results will be entered into a spreadsheet for ease of calculation for the grant period.

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. Application will be evaluated as to how effectively it:

- presents 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. 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, 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. Application will be evaluated as to how effectively it:

- clearly identifies the mission of the agency that will serve as the subgrantee and/or 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 key staff, including any volunteers 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 Boards

Collaboration Boards are essential to the funding process as they help projects achieve their goals and objectives. The leadership and direction they provide help projects to 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 children services, community organizations, hospitals, local police departments, and the court system, such as victim advocates, and the prosecutor's office. The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items. Describe the collaborative effort between the applicant and other organizations. The application will be evaluated as to how effectively it:

- identifies 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. **Commitment letters will be required from all representatives on 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.

Applications must include commitment letters from all collaboration board members. Letters must be submitted on the collaboration board member's letterhead and detail each agency's role and commitment as a partner within the proposed project. All applicants will be required to upload collaboration board letters at the time the grant application is submitted. Failure to do so will result in your application being declared incomplete and you will be ineligible for funding.
Collaboration Board Letters are uploaded as an attachment within the Collaboration Board section of the online application

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.
- 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.
- clearly states how the match funds will be used and the source of match funds.

UNALLOWABLE COSTS

Alcoholic Beverages
Awards, Bonuses, or Commissions
Bad Debts
Basic or Standard Police Equipment
    Uniforms
    Dry Cleaning
Construction Costs/Projects
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
Drug Dogs
Dual Compensation
Entertainment
Federal Employee Compensation, Consulting Fees, or other Remuneration
Fines and Penalties (OBM Circular A-87 Item 20 exception)
Food ★★★
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 (OBM Circular A-87 Item 24 exceptions)
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
Military-type Equipment/Lethal Weapons
Real Estate
Recreational Activities
Restitution Payments
Snacks
Space Occupied under Lease-to-Own Agreements
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
Vessels or Aircraft

★ 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.

★ JAG funds cannot be used directly or indirectly for security enhancements or security equipment to nongovernmental entities not engaged in criminal justice or public safety.

★★★ No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction 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 impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.