

**Cuyahoga County**  
**Department of Public Safety & Justice Services**  
**Title II Formula Grant Solicitation**  
**Programs and Services to Reduce Juvenile Arrests and**  
**Racial and Ethnic Disparities in the Juvenile Justice System**  
**Request for Applications**



Cuyahoga County Public Safety & Justice Services  
2079 East 9<sup>th</sup> Street, Suite 5-200 Cleveland, Ohio 44115  
P: 216.443.7265 F: 216.443.2129

## **APPLICATION DUE DATE**

The application must be received via email by **February 2, 2018 at 12:00PM.**

Please submit to:

*Cynthia Mason, Program Officer 3*  
Department of Public Safety and Justice Services  
2079 East 9<sup>th</sup> Street, Suite 5-200  
Cleveland, Ohio 44115  
P: 216.443-5263  
cmason@cuyahogacounty.us

**Late or faxed applications will not be considered for funding**

**A Pre-Bid Conference will be held to answer questions relating to this grant:**

**Date: Friday, January 26<sup>th</sup>, 2018**

**Time: 10:00 a.m.**

**Location: County Administration Headquarters**

**2079 E. 9<sup>th</sup> Street**

**Cleveland, Ohio 44115**

**Conference Room 5-006**

## **INTRODUCTION AND PURPOSE**

The Cuyahoga County Department of Public Safety and Justice Services (PSJS) is the agency responsible for administering the Title II Formula Grant funding awarded to Cuyahoga County by the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the Ohio Department of Youth Services (DYS). States and counties receiving Title II funding are required to address Disproportionate Minority Contact (DMC), which is the overrepresentation of minority youth in the juvenile justice system.

Funding is conditional and includes adhering to several requirements including addressing Disproportionate Minority Contact (DMC), which is disparity or overrepresentation of minority youth in the juvenile justice system. As part of this requirement, states must determine whether and where disparity exists, and address those factors that were found to be contributors to disparity.

Beginning in August 2007, DHS implemented the State DMC initiative to reduce disparity in juvenile justice system in Ohio. Review of census data showed that 86 percent of minority youth reside in just 14 of Ohio's 88 counties so efforts to reduce disparity are primarily focused towards these counties. Annual data collection, in these counties, has shown that African-American youth are far more likely to have contact with the juvenile justice than white youth.

Annual arrest data has consistently shown that minority youth are about four times more likely to be arrested than white youth but referred to juvenile court at rates lower than white youth. This gap between arrests and referrals to juvenile court may imply many arrests could be avoided. It is also important to note that reducing disparity at the point of arrest does not mean that minority youth should not be arrested when an offense has been committed. It means that all youth should be treated fairly and equitably, and given the same opportunities for alternatives to arrests.

In July of 2016, the University of Cincinnati completed an assessment of disparity in Ohio's juvenile justice system. Thirteen counties participated in the assessment, which involved interviews and data collection from police agencies and juvenile courts. Researchers found that disparity in the juvenile justice system is the result of many variables, which can include community factors, family factors, over use of arrest, lack of alternative and diversion options, cross-cultural barriers, and policies or practices. Additionally, researchers recommended that DYS focus on urban communities and target much of its efforts towards reducing arrests.

## **PURPOSE OF SOLICITATION**

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

## **ELIGIBLE APPLICANTS**

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

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

City government agencies cannot be the direct recipient of an award. Funding will be awarded to the Mayor offices as the sub-grantee, which will be the direct recipient of the award. The agency operating the program is the implementing agency. Checks will be issued to the subgrantee, and it is the responsibility of the project director to work with the County to obtain payments.

## **D-U-N-S NUMBER**

Applicants must have a Dun & Bradstreet D-U-N-S number, which is used to establish a business credit file. Please go to <http://www.dnb.com/duns-number.html> for additional information.

## **PROGRAM INFORMATION**

### **Funding**

Total funds available are \$30,963.80. Applicants may submit more than one application but only **one** may be funded. Funding is not guaranteed, and current and future funding is contingent on the annual award of Title II Formula Grant funding from OJJDP.

### **Funding Category**

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

### **Target Communities**

Priority will be given to agencies in urban areas with large minority youth populations.

### **Target Population**

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

### **Start Date and Project Period**

These funds are limited to a project period of 6 months. The project period for successful applicants will approximately be from April 1, 2018 through September 30, 2018.

## **PROGRAM TYPES AND REQUIREMENTS**

### **Behavioral Change Programs**

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

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

### **Skills and Knowledge Programs**

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

### **Pre- and Post-Test**

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

### **Police and Law Enforcement Programs**

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

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

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

### **APPLICATION CRITERIA AND REVIEW**

Applications received by the due date and time will be reviewed and scored by members of the JJDP Allocation Committee. Each section of the application has been assigned a point value and the total values will be ranked highest to lowest. However, total score will not be the only factor used to determine whether a program will be funded. Community need, location, and past/present performance are several of the factors that may be considered during the final selection process. Successful applicants will be notified in writing. All decisions are final and not appealable.

## **Application Criteria**

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

Page 1—Cover Page

Page 2, Section 1—Problem Statement—20 points

Pages 3 and 4, Section 2—Program Description—25 points

Page 5, Section 3—Targeted Geographic Area—15 points

Page 6, Section 4—Targeted Youth—15 points

Page 7, Section 5—Outreach and Referral—15 points

Page 8, Section 6—Collaboration—10 points

Page 9, Section 7—Program Logic—20

Page 10, Section 8—Organizational Capacity—15

Page 11, Section 9—Community Barriers—10

Page 12, Section 10—Work Plan and Timetable—10

Page 13, Section 11—Outcome Measures—20

Pages 14 through 18—Detailed Budget—25

**Total points = 200**

## **BUDGET AND FISCAL GUIDANCE**

### **Application Budgets**

Approved budgets may not be changed without the prior approval of DYS. Additionally, DYS reserves the right to disallow any costs and/or reduce the amount of the award when costs appear too high or unnecessary to program success. Please read the following information prior to completing the budget.

### **Allowable Costs**

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

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

- **Employer's Share of Fringe Benefits**  
Fringe benefits may be charged based on a percentage of salary costs when the applicant. Standard fringe benefit costs include:
  - FICA 7.65 %
  - PERS between 12% and 16%
  - Unemployment Compensation between 2% and 6% for the first \$9,000 of an employee's annual wages
  - Insurance Premiums prorated at the same percentage of time as the employee works on the program
- **Consultants/Contracts/Purchased Services**  
Consultant services must be reasonable and necessary to achieve the goals of the program. The maximum federal rate is \$650 per day for an 8-hour workday. Charges for transportation, hotel and meals should be itemized separately. Travel time, preparation time, and follow-up time may be charged but it cannot exceed the maximum daily rate. Consultant contracts should be competitively bid unless the project director has sufficient justification for using a specific consultant.
- **Travel**  
Program staff who use their personal vehicle to travel for program related business may charge up to \$.53.5 per mile. Mileage may not be charged for commuting to and from work, or traveling to non-programmatic related meetings and other activities.
- **Equipment**  
Equipment may be purchased when it is necessary to meet the program goals. General office equipment may or may not be approved dependent on the justification provided in the application. If equipment is shared, the cost must be prorated. Typically, equipment must be purchased in the first quarter of the program with receipts for all purchases required for payment.
- **Supplies**  
General office supplies and supplies for the program and/or program youth may be purchased per an approved budget. The cost must be prorated when supplies are shared.
- **Other Costs**  
Other costs may include items such as rent, utilities, telephone, bookkeeping, maintenance, equipment lease, photocopying, and printing. The cost must be prorated unless it is used solely for the funded program.

### **Unallowable Costs**

The following costs are not allowable under this solicitation:

- Administrative costs
- Salary costs of personnel not working directly on the program

- Conference travel
- Parking fees
- State and local taxes
- Bonuses and awards
- Lobbying costs
- Automobile purchases
- Licensure costs
- Costs related to fund raising
- Costs of corporate formation
- Fines and penalties
- Entertainment for youth with no programmatic value

## **PRE AWARD REQUIREMENTS**

### **Audit**

DYS is required to ensure that all recipients of federal funding adhere to OBM Circular A-133 and the OJP Financial Guide audit requirements. Agencies that expend \$750,000 or more annually in federal funds must have an audit.

## **POST AWARD CONDITIONS**

### **On-Site Monitoring**

The Department of Public Safety and Justice Services will be required to facilitate on-site monitoring visits to be conducted by the program officer responsible for oversight. The program officer will conduct one to two on-site visits per year but will conduct more visits if necessary. The program officer will contact the project director at least two weeks in advance to set up an appointment. While on site, the program officer will discuss program activities, interview program participants, interview program staff, and review documentation. The project director is responsible for facilitating the on-site visit and should be prepared prior to the onsite visit.

### **Monthly Performance Reporting**

Project directors are required to collect and report data for performance measures listed in the application. Reports are due by the 10<sup>th</sup> of every month during the grant period. Data collection and data sources will be verified by your funding agency as part of their monitoring visit. Programs that fail to collect and report the required performance data will be sanctioned and may be terminated.

## **TERMS AND CONDITIONS**

This document is intended to provide the basic information needed to apply for federal funding under this solicitation. If funding is approved, the project director will receive complete terms state and federal terms and conditions with the award.