# THE OHIO COMMUNITY-POLICE RELATIONS GRANT PROGRAM

## 2017

## REQUEST FOR PROPOSALS

# OHIO OFFICE OF CRIMINAL JUSTICE SERVICES

## The Ohio Community-Police Relations Grant Program

## FY 2017 Request for Proposal

## C O N T E N T S

**OCJS AND OCPRG**
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 2017 Ohio Community-Police Relations Grant (OCPRG) program. **The Ohio Community-Police Relations Grant program aims to encourage, improve, and enhance the important relationship between communities and law enforcement agencies serving those communities.**

**BACKGROUND INFORMATION** – **Ohio Task Force on Community-Police Relations**
In December 2014, Gov. John R. Kasich signed Executive Order 2014-06K, announcing the Ohio Task Force on Community-Police Relations (Task Force) after a series of incidents in Ohio and around the nation highlighted the challenging situations that exist in too many places between some communities and police. The task force included 24 members representing the governor, legislature, attorney general, chief justice of the Supreme Court of Ohio, local law enforcement, organized labor, local community leaders, the faith-based community, business, municipalities and prosecuting attorneys.

On April 29, 2015, after a series of public forums, the Task Force delivered its final report to the Governor, who in turn signed Executive Order 2015-04K, establishing the Ohio Collaborative Community-Police Advisory Board (Ohio Collaborative) to oversee implementation of recommendations from the Task Force.

The Ohio Collaborative, a 12-person panel, established state standards – for the first time in Ohio's history - on August 28, 2015, for use of force including use of deadly force and agency employee recruitment and hiring that can help guide law enforcement agencies in Ohio. Since implementation, the Ohio Collaborative has established additional standards, with the intention of holding law enforcement agencies and their communities accountable and instill a greater confidence with the public. The Collaborative continues to work closely with partners, including the community and law enforcement agencies, to implement the standards. All law enforcement agencies are expected to meet or exceed these new standards as they develop policies and procedures to meet these new expectations. A report was published on March 31, 2017 listing which agencies have adopted and fully implemented the new state minimum standards. Establishing state standards is just the first milestone for the Ohio Collaborative.

For more information on the Ohio Collaborative Community-Police Advisory Board, click here.

**WHAT TO EXPECT**
**Application.** For technical assistance on any part of the OCPRG 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.** OCPRG proposals will be competitively reviewed by OCJS staff. 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 and approved by the Department of Public Safety Director.

**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 July 1, 2017 through June 30, 2018.**

## ELIGIBILE APPLICANTS

All OCPRG applicants must have an organization, or sub-recipient, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible sub-recipients include one of the following:

1. A unit of local government. 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. Law enforcement agencies may not act as their own sub-recipients.
2. Statewide and local nonprofit or faith-based organizations.

Additionally, each application must include one organization that will serve as the implementing agency. Implementing agencies are limited to law enforcement agencies and community-based organizations.

## ELIGIBILITY REQUIREMENTS
In order to make application under this solicitation, law enforcement agencies serving the community(ies) discussed in the application are required to be working toward the Ohio Collaborative certification. Applicants will be required to provide a status update regarding the Ohio Collaborative certification process within the Organization and Staff Capacity section of the narrative. Information regarding the certification process can be accessed here.

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 Uniform Crime Reporting Summary Reporting System, per Ohio Revised Code Section 5502.62(C)(6).

## APPLICANT TRAINING
OCJS plans to host a voluntary Grant Bidder's Training. The bidder's training will discuss the application process and provide detailed information that will be useful in preparing an application. The bidder's trainings will be held via webinar April 27, 2017. Registration for the webinar is limited and required. Please visit https://www.surveymonkey.com/r/2017CPR to complete the registration information.

## EVIDENCE-BASED PROGRAMS AND PRACTICES
**OCJS prioritizes programs and practices that have been shown to be evidence-based**. 'Evidence-based' is defined as those programs and practices whose effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. The strength of causal evidence will influence the degree to which a program or practice is considered to be evidence-based.

For projects that involve the implementation of a program or practice, the project description should clearly explain: 1) the program or practice being implemented; 2) whether the program is considered evidence-based; 3) the research documenting the effectiveness of the program or practice; 4) local data (if available) to demonstrate the effectiveness of the program or practice to be implemented. If the program or practice being proposed is not considered evidence-based, information must be provided to indicate why the program or practice is expected to be effective.

A list of websites is provided on our website to assist you in identifying evidence-based programs and practices in the criminal justice field. Click here to access this list.

## SUSTAINABILITY PLANNING
OCJS believes that several core elements must be in place to support a successful community-police relations project. These include strong executive support for the project within the law enforcement agency and the community; problem and data analysis efforts; and a commitment to sustaining the project for an extended period of time after financial, managerial, and technical assistance from OCJS is no longer available. Describe the plan for providing and maintaining the services provided by this project once state funding support ends within the project description of the application.

## LENGTH OF FUNDING
Projects may apply for 12 months of funding, operating from July 1, 2017 to June 30, 2018.

## FUNDING CAP

Projects under this solicitation may not request more than $40,000 in Ohio Community-Police Relations Grant program funding.

## MATCH

Matching funds must be provided in the form of cash or in-kind. The matching requirement is 25% of the total project cost.

**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
- 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

## PROPOSAL COMPONENTS

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

- ❑ **Title Page**

- ❑ **Problem Statement/Target Population**

- ❑ **Project Description**

- ❑ **Project Objectives**

- ❑ **Timeline/Activities**

- ❑ **Organization and Staff Capacity**

- ❑ **Collaboration Board**

- ❑ **Executive Summary**

- ❑ **Budget**

## FORMAT AND SUBMISSION

**Applications must be submitted online through the OCJS Grants Management System, by 5 p.m. on May 18, 2017. Please 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.**

**Agencies that registered for the online Grants Management System previously should use the same username and password information for this application. Duplicate registration requests will be denied.**

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

**THE OHIO COMMUNITY-POLICE RELATIONS GRANT PROGRAM**
**EXAMPLE PROGRAMMING**

The list below contains examples of programs that can be funded through the Ohio Community-Police Relations Grant Program. The list below is not intended to be an exhaustive listing of allowable programs. Applications are not limited to these topics, and submitting a proposal involving one of these topics does not guarantee funding. **The Ohio Community-Police Relations Grant program aims to encourage, improve, and enhance the important relationship between communities and law enforcement agencies serving those communities. Please note that programs primarily requesting equipment and technical support services should apply for funding under the Edward Byrne Memorial Justice Assistance Grant for Law Enforcement (JAG LE). Additional details may be found at: http://www.ocjs.ohio.gov/JAG.stm.**

1. Community policing initiatives
    a. Community policing strategies emphasize building relationships within communities and working closely with citizens to reduce crime. Funding can be used to establish neighborhood watch programs, community-police councils, advisory boards, liaisons, or departmental units. See the links below for more information on community policing strategies.
        i. Center for Evidence-Based Crime Policy (George Mason University)
        ii. Community Oriented Policing Services (US Department of Justice)
        iii. Neighborhood Watch (National Institute of Justice)

2. Law enforcement juvenile mentoring program
    a. Mentoring programs for at-risk youth have been shown to reduce drug/alcohol use and antisocial behavior. Law enforcement officers can be trained as mentors for at-risk youth, and participate in after-school mentoring activities. See the links below for more information about law enforcement juvenile mentoring programs.
        i. Career Academies (National Institute of Justice)
        ii. Juvenile Mentoring (National Institute of Justice)
        iii. Mentoring Interventions (Campbell Collaboration Review)

3. Citizen attitude measurement
    a. Programs can receive funding for initiatives that will help law enforcement understand the attitudes of citizens in the community. This can include developing comment cards that enable citizens to describe encounters with officers, or administering an annual community survey to assess citizen perceptions of law enforcement. Programs are strongly encouraged to partner with third party organizations to conduct these evaluations. See the link below for more information on measuring citizen attitudes towards law enforcement.
        i. Community Survey (Community-Oriented Policing Services-US DOJ)
        ii. Community Survey (Temple University; Philadelphia Smart Policing Initiative)
        iii. Public Safety Surveys for Smaller Law Enforcement Agencies (IACP)

4. Education and awareness tools
    a. Education and awareness tools and events can inform the community about the duties of law enforcement and topics relevant to the community (e.g. heroin addiction, elder abuse, cyberbullying, sexting, understanding law enforcement). Funding can also be used to conduct a citizen police academy. Educational tools and curriculums, as well as their sources, should be described in the application. See the links below for more information about education and awareness for community members.
        i. Community Policing Awards (IACP)
        ii. Legitimacy in Policing (Campbell Collaboration Review)
        iii. Strengthening Trust Between Police and the Public (RAND Report)

5. Evidence-Based Policing Strategies
    a. A variety of policing strategies have been shown to reduce crime, and evidence suggests these programs also may improve the relationship between law enforcement and community members. Examples of these strategies include the Community Initiative to Reduce Violence (CIRV), problem-oriented policing, community oriented policing, and hot spot analysis. Funding also can be used to conduct an outcome evaluation of already-established programs aimed at improving community-police relations. All programs should be sure to emphasize how these strategies will help improve police-community relations. See the links below for more information on evidence-based policing strategies.
        i. Operation Peacekeeper (National Institute of Justice)
        ii. Operation Ceasefire (National Institute of Justice)
        iii. Police Foot Patrol – 2009 Philadelphia Model (National Institute of Justice)

**THE OHIO COMMUNITY-POLICE RELATIONS GRANT PROGRAM**
**PROPOSAL NARRATIVE**

<u>**Problem Statement**</u>
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 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.
- discusses short and long term consequences for the community if the problem identified is not addressed. 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.

<u>**Project Description**</u>
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:

- Describes the approach (i.e. model or practice) to be taken based on the problem to be addressed and discusses the process for *how* the model addresses the project outcomes (i.e. the logic model for the program). Clearly justifies why the particular program model was selected for implementation.
- 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**. Information on evidence-based practices can be accessed here.
- Describes the proposed activities to be completed based on the chosen model and the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified target population, as well as the chosen objectives and outcomes of the project.
- Describes administrative components of implementation including *but not limited to*: how individuals or service areas are first identified and referred to services, assessments completed to identify individual or community service needs, and/or training for new staff and volunteers on the project model prior to their involvement in implementation.
- Demonstrates how the applicant 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.

<u>**Project Objectives**</u>
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 measureable change for the target population due to the services offered by the program. Applications must include two objectives. One objective must address the improved relationship between law enforcement and the community that is a result of the activities under the funded program. Each objective should include performance indicators, baseline numbers and data collection methods.

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.

There are two types of objectives:

**Outcome** objectives describe the measured changes and impact that will occur as a result of implementing the proposed project.

**Process** (or output) objectives describe the "process" (activities/steps) that a program will implement to achieve the desired outcome.

**Example Objectives related to Programming**

*Training*

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

Outcome: Officers attending the training will show an improvement in post-training test scores by [insert amount of increase].

*Community Education*

Process: The [name of the organization] will increase (or maintain) [insert measure of increase] the number of public presentations to be completed for area citizens, students, and civic clubs.

Outcome: Citizens attending the public presentations will show an increase of [insert amount of increase] in their knowledge about [insert education topic].

*Personnel*

Process: 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.

Outcome: Increase by [insert measure of increase] the number of crime tips provided to the police during the grant period.

*Policing Strategies*

Process: To increase (or maintain) by [insert measure of increase] the number of [insert type of policing strategy(ies)] during the grant period.

Outcome: To decrease by [insert measure of decrease] the total number of [insert crimes here] during the grant period.

*Community-police Initiatives*

Process: Increase by [insert number] the number of community meetings attended by police or law enforcement in [insert coverage area] over the course of the grant period.

Outcome: Increase by [insert measure of increase] the number of residents reporting a positive or very positive attitude toward law enforcement services during the grant period

*Mentoring Programs*

Process: Increase by [insert measure of increase] the number of face-to-face meetings lasting [insert amount of time in minutes, hours, etc.] on average per mentee.

Process: Increase by [insert measure of increase] the number of youth with significant reductions in antisocial behaviors.

### 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 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 sub-recipient and/or implementing agency. The application should clearly demonstrate the capacity of the sub-recipient 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 and/or training for new staff and volunteers on the project model prior to their involvement in implementation.
- 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.

Describe organizational, staff capacity and developmental efforts surrounding the issues of cultural competency:

- describes how issues of cultural competency, outreach, and services have been translated into planning for the particular project or program reflecting the racial make-up of the board, staff, volunteers, and clients.
- explains the staff recruitment process and describes staff retention techniques.
- describes outreach and programming offered.

Provide an update regarding the status of the law enforcement agency's certification process.

### 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 are required to be comprised of both law enforcement personnel and community members regardless of the organization submitting the application**. Further, it is recommended that additional agency representatives as well as relevant stakeholders from the community, including but not limited to representatives from children services, community organizations, hospitals, other law enforcement departments, and the court system, such as victim advocates, and the prosecutor's office be included. 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. **Signed 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.