OHIO DRUG LAW ENFORCEMENT FUND GRANT

2015

REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
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Apply for DLEF online using the OCJS grants management system! See page 2 for details.

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
Ohio Drug Law Enforcement Fund Grant
2015 Request for Proposals
C O N T E N T S

OCJS and Ohio Drug Law Enforcement Fund	1
What to Expect	1
Eligible Applicants	1
Eligibility Requirements	1
Program Purpose	2
Length of Funding	2
Match	2
Proposal Components	2
Format and Submission	2
2015 DLEF Goals and Requirements	3
2015 DLEF Proposal Narrative	4
Funding Guidelines	7

OCJS AND OHIO DRUG LAW ENFORCEMENT FUND

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 agency 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.

Proposed to defray the expenses that a drug task force organization incurs in performing its functions related to the enforcement of the state's drug laws and other state laws related to illegal drug activity, the Ohio Drug Law Enforcement Fund provides agencies with the flexibility to prioritize and place funds where they are needed most.

WHAT TO EXPECT

Application. The solicitation release date will be December 1, 2015. For technical assistance on any part of the Drug Law Enforcement Fund 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. Ohio Drug Law Enforcement Fund proposals will be competitively reviewed by OCJS staff and outside reviewers. 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. Funding decisions will be posted on the OCJS website and award notifications will be emailed to selected applicants. Before final approval, applicants must complete and return all required forms. All awards will be for up to 12 months of funding, operating from **July 1, 2016 to June 30, 2017**.

ELIGIBLE APPLICANTS

Eligible applicants include: County, municipal, township, and village law enforcement agencies. These entities may only apply for a grant award from the drug law enforcement fund if they meet the following criteria:

(1) The amount of money desired is specified in the application and does not exceed two hundred fifty thousand dollars in any calendar year; **and**

(2) Evidence is provided that the drug task force will receive a local funding match of at least twenty-five per cent of the task force's projected operating costs in the time period covered by the grant; **and**

(3) The grant award amount will only be given to a drug task force whose implementing agency participates in OIBRS or in the Uniform Crime Reporting program of the Federal Bureau of Investigation as set forth in section 5502.62(C)(6) of the Revised Code; **and**

(4) The grant award amount will be given to a drug task force that received funding through the Office of Criminal Justice Services in calendar year 2007 (follow link) http://codes.ohio.gov/oac/4501%3A6-3-01 **or**

(5) The grant award amount will be utilized by a drug task force in a county that has a population exceeding seven hundred fifty thousand; **or**

(6) The grant award amount will be utilized by a drug task force that is not in existence on the date of application; **or**

(7) The drug task force is in existence on the date of application but did not receive funding through the Office of Criminal Justice Services in calendar year 2007 or the county within which the taskforce is located does not have a population exceeding seven hundred fifty thousand.

ELIGIBILITY REQUIREMENTS

All Ohio Drug Law Enforcement Fund applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. This organization, or subgrantee, must be 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 county, municipality, 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. The law enforcement agency cannot act as the subgrantee.

PROGRAM PURPOSE

The Ohio Drug Law Enforcement Fund will provide funding to defray expenses that a drug task force organization incurs in performing its functions related to the enforcement of the state's drug laws and other state laws related to illegal drug activity. Each applicant will need to demonstrate how their application meets the stated purpose of the fund.

LENGTH OF FUNDING

Projects may apply for up to 12 months of funding, operating from **July 1, 2016 to June 30, 2017**. Please note the change relative to the project period. **This funding source will no longer be awarded with a February 1st start date. The new annual start date will be July 1st.**

MATCH

All awards require a match of at least 25 percent of the task force's total project cost. It is not required that match funds be reported proportionately to state funds throughout the grant; however, all match funds need to be obligated by the end of the grant period and liquidated prior to the closeout deadline or a refund of state funds will be required.

PROPOSAL COMPONENTS

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire DLEF 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!

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

1. **Register to use the system. NOTE: If you have already registered as an OCJS or 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 DLEF submission.**

FORMAT AND SUBMISSION

- ❑ **Applications are submitted online through the OCJS Grants Management System and are due by 5:00 p.m. on December 30, 2015. 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 DLEF application, call OCJS at 614.466.7782 and ask to speak to your Grants Coordinator. Regional Contacts: http://www.ocjs.ohio.gov/grants.stm

OHIO DRUG LAW ENFORCEMENT FUND: GOALS AND REQUIREMENTS

Goal	Requirements
Provide safety measures and meet the needs of local communities through innovative criminal justice programs. Reduce impact of drug traffickers, pharmaceutical diversion, and other organized criminal activity on the health and safety of Ohioans through multi-jurisdictional collaboration.	MULTI-JURISDICTIONAL LAW ENFORCEMENT TASK FORCES ▪ Task force projects must follow the guidelines in this request for proposals and application instructions. ▪ Task forces must maintain a collaboration board representing local agencies, a county prosecutor, and a state or federal agency responsible for multi-jurisdictional drug investigations. ▪ 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 mandated. ▪ A task force is required to deconflict using the program available through EITHER Ohio HIDTA or Riss Safe from MAGLOCLEN. In recent years OCJS required the use of Ohio HIDTA for deconfliction reported. Technical assistance is available from Ohio HIDTA John Glasgo (john.glasgo2@ohiohidta.org) or Alan Hayes of MAGLOCLEN (ahayes@magloclen.riss.net).

OHIO DRUG LAW ENFORCEMENT FUND (DLEF) GRANT 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. Please **provide two objectives**, with performance indicators and baseline numbers that further the goal of the program. Please use the standardized objectives listed here JAG Standardized Objectives and select two objectives that correspond with the A01-Multi-Jurisdictional Task Forces program area.

There are two types of objectives:

Outcome objectives describe the measured changes (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.

Applications must provide two objectives and at least one objective should be an outcome objective. Each objective should include performance indicators, baseline numbers and data collection methods that further the goal(s) of the program.

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.

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 at least three (3) collaboration board members.**

- 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.

Commitment letters must be submitted on the collaboration board member's letterhead and detail the agency's role and commitment as a partner within the proposed project. All applicants are required to upload collaboration board letters within the online grants management system prior to submitting the grant application. Collaboration board letters can be 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.

Multi-Jurisdictional Law Enforcement Task Force Funding Guidelines for Ohio Drug Law Enforcement Fund Grant Application

The following are guidelines for multi-jurisdictional law enforcement task forces. For questions concerning population please contact Jim Luebbers at OCJS at 614.644.6797 or JFLuebbers@dps.ohio.gov.

O.R.C. § 5502.68(B) states that "the cumulative amount requested in all applications submitted for any single drug task force may not exceed more than two hundred fifty thousand dollars in any calendar year for that task force." While task forces may apply for up to $250,000 a year, estimated performance of the Drug Law Enforcement Fund indicates that not enough money will be available to fund all eligible task forces at that level. In addition to factors outlined under the "Eligibility" section, award amounts will be subject to availability of funds.

All law enforcement task force applications will be evaluated based upon population served and equitable sharing according to the guidelines below:

- Sixty-five percent (65%) of the total amount distributed from the Ohio Drug Law Enforcement Fund for a given grant period will be based on the population served* by the applicant which satisfies the criteria under O.R.C. § 5502.68(C)(2)(a)(i) or (ii). The applicant will receive the percentage of this distribution equal to the percentage of population covered by their task force from the total population covered by all task forces meeting the O.R.C. § 5502.68(C)(2)(a)(i) or (ii) criteria.

- Thirty-five percent (35%) of the total amount distributed from the Ohio Drug Law Enforcement Fund for a given grant period will be based on equitable sharing by the applicants which satisfy the criteria under O.R.C. § 5502.68(C)(2)(a)(i) or (ii). This portion of the total distribution will be divided equally by the number of task forces that meet the O.R.C. § 5502.68(C)(2)(a)(i) or (ii) criteria.

If any moneys remain in the fund after all drug task forces that apply which satisfy the criteria under O.R.C. § 5502.68(C)(2)(a)(i) or (ii), then all other task forces which satisfy the criteria under O.R.C. § 5502.68(C)(2)(b)(i) or (ii) shall be given priority to be provided money from the fund in the order in which they apply for money from the fund. Funding for the task forces which satisfy the criteria under O.R.C. § 5502.68(C)(2)(b)(i) will be based off of the same funding guidelines identified above for the total amount of funds remaining.

A multijurisdictional drug task force receiving funding is required to deconflict using the program available through EITHER Ohio HIDTA or Riss Safe from MAGLOCLEN.

Technical assistance is available from Ohio HIDTA John Glasgo (john.glasgo2@ohiohidta.org) or Alan Hayes of MAGLOCLEN (ahayes@magloclen.riss.net).

* Task forces should use the 2010 population census from the following site only: http://development.ohio.gov/files/research/P1005.pdf

Population Served – The population served will be based on the task forces' collaboration board/list of participating agencies identified in the application. Agencies listed as part of a collaboration board must be active participants in the drug taskforce. When a municipality is being served exclusively by one task force without the participation of the sheriff of the jurisdiction, the population estimate shall include only the population for that municipality. Population totals must include only the actual population being served.

Counties Served – Each task force must also indicate a numerical "Counties Served" designation. The "Counties Served" number includes all counties being served by the task force with the participation of that county's sheriff on the collaboration board. Provide this in the Collaboration Board section of the application.