



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

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2016

REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Telephone: 614.466.7782  
Fax: 614.466.0308  
[www.ocjs.ohio.gov](http://www.ocjs.ohio.gov)

JOHN R. KASICH, Governor  
MARY TAYLOR, Lt. Governor  
JOHN BORN, ODPS Director  
KARHLTON MOORE, OCJS Executive Director

Applications must be submitted by October 31, 2016

## **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 2016 Edward Byrne Memorial Justice Assistance Grant Law Enforcement (JAG LE) funds.

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

## **WHAT TO EXPECT**

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

To apply, please visit: [www.ocjsgrants.com](http://www.ocjsgrants.com). 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>

**Award.** Award notifications will be made via [www.ocjs.ohio.gov](http://www.ocjs.ohio.gov) for selected projects. Before final approval, projects must complete and return all required forms. **All awards will be for seven months of funding, operating from February 1, 2017 through August 31, 2017.**

## **ELIGIBLE APPLICANTS**

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

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

## **PROGRAM PURPOSE**

Funds will be used for:

- Hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel.
- Paying overtime to employed law enforcement officers and necessary support personnel for the purposes of increasing the number of hours worked by such personnel.
- Procuring equipment, computer technology, and other materials directly related to law enforcement functions. Please note: OCJS does not consider traffic enforcement equipment a priority funding area at this time and related requests will not be granted. Allowable costs include equipment needed to implement OIBRS. Funded OIBRS projects will be required to report OIBRS data within a specified time after completion of the subgrant, and the records management system vendor must be an Ohio certified OIBRS vendor.

## **LENGTH OF FUNDING**

Projects may apply for seven months of funding, operating from February 1, 2017 to August 31, 2017.

## **MATCH**

For FY 2016 a 10 percent cash match requirement on the total cost of the project is in place. If you would like to request a waiver of cash match, please indicate this in both the narrative and budget portions of your application and attach a letter seeking the waiver in the collaboration board section of the application. No match amount will need to be entered in the budget of the application if a waiver is requested.

**If your agency will receive 2016 Edward Byrne Memorial Justice Assistance Grants directly from the U.S. Bureau of Justice Assistance, you will not be eligible to apply for this JAG LE solicitation through OCJS. Please see <https://www.bja.gov/Programs/JAG/jag16/16OH.pdf> for more information on agencies that receive funds directly from the U.S. Bureau of Justice Assistance.**

## **PROPOSAL COMPONENTS**

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

- Title Page
- Problem Statement/Target Population
- Project Description
- Project Objectives
- Timeline/Activities
- Organization Capacity
- Collaboration Board
  - \* Please note Collaboration Board Letters are required and should be uploaded with the application. Letters should demonstrate the collaboration efforts of the project. If letters are not submitted the application will not be reviewed. For personnel only requests and single agency use equipment the Collaboration Board letters are not required, but applicants still need to complete the narrative part of this section.
- Executive Summary
- Budget

### **APPLY ONLINE!**

JAG LE applicants must apply for OCJS grants online at:  
**[www.ocjsgrants.com](http://www.ocjsgrants.com)**

1. Register to use the system. NOTE: If you have already registered as a 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 LE submission.

## **FORMAT AND SUBMISSION**

- Applications are submitted online through the OCJS Grants Management System, by 5 p.m. on October 31, 2016. Visit: [www.ocjsgrants.com](http://www.ocjsgrants.com). Late applications will not be reviewed or considered for funding. Applications must be in the "submitted" status to be considered. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.

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

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

### **Problem Statement**

Applicants should explain or clearly describe the problem or issue to be addressed, and its impact on the community. 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. 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.
- 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. Please see the following sample objectives for guidance:

#### **EQUIPMENT**

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

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

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

### **Training**

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

### **Personnel**

To increase (or maintain) by [insert measure of increase] the number of hours dedicated to [the type of duties person will be responsible for] during the grant period.

Application will be evaluated on how effectively it:

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

### **Timeline and Activities**

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. 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. 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.
- 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 for single-agency use equipment or personnel do not need to attach letters. However, the collaboration board narrative section must still be completed. If an agency requests equipment that will be shared with other agencies collaboration board letters should be uploaded in the collaboration board section of the 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 and descriptions can be found on our website through the link:  
[http://www.ocjs.ohio.gov/ocjs\\_grants\\_unallowable\\_costs.pdf](http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf)