



AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

SPECIAL SOLICITATION FOR LAW ENFORCEMENT

RECOVERY ACT: EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

REQUEST FOR PROPOSALS

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OFFICE OF CRIMINAL JUSTICE CRISTICE SERVICES
American Recovery and Reinvestment Act of 2009
Justice Assistance Grant (JAG) Special Solicitation for Law Enforcement
Request for Proposals
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The American Recovery and Reinvestment Act of 2009 was signed into law by President Obama on February 17, 2009. The Edward Byrne Justice Assistance Grant 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 while focusing on job growth and job retention.

OCJS AND JAG ARRA SPECIAL SOLICITATION FOR LAW ENFORCEMENT 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. OCJS has been designated by Governor John R. Kasich to administer the Edward Byrne Memorial Justice Assistance Grant (JAG) funds.

The landmark American Recovery and Reinvestment Act of 2009 was signed into law by President Obama on February 17, 2009. As one of its many elements, the Recovery Act provides funding for grants to assist, state, local and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. 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 while also ensuring **job growth and job retention**.

OCJS has overage funding from the ARRA JAG program and is soliciting applications from law enforcement agencies to attend training, purchase law enforcement vehicles for use in performing investigations and patrol duties. Law enforcement agencies may also request funding for equipment costs associated with administrative law enforcement functions. The funding could assist in alleviating the costs of replacing or purchasing new equipment. This grant fund is a **bonus fund**, outside of the normal OCJS grant cycle. Awards from this grant will not be considered detrimental to obtaining other OCJS grant funds.

WHAT TO EXPECT

Application. The solicitation release date is February 1, 2013. For technical assistance on any part of the JAG ARRA special solicitation application, please 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 ARRA special solicitation for law enforcement proposals will be reviewed by OCJS staff. Project budgets will be reviewed to assure that costs are allowable and directly relate to law enforcement functions. Final funding recommendations are made by the OCJS Executive Director and approved by the Department of Public Safety Director.

Award. Award notifications will be mailed to selected projects. **Please note projects selected for funding with these dollars are not guaranteed future JAG funding. The funds under the Recovery Act will serve as one-time grant awards and will not constitute continuation funding. Applicants should propose project activities and deliverables that can be accomplished without additional OCJS funding.** Before final approval, projects must complete and return all required forms. Prior to funding, grantees will receive information regarding funding conditions and grant management strategies. **All awards will be for 5 months, operating from April 1, 2013 through August 31, 2013.**

ELIGIBILITY

All JAG ARRA special solicitation for law enforcement 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 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.

Multi-Jurisdictional Drug Task Forces are not eligible for these funds. Eligible Applicants include: county, municipal corporation, township, township police district, and joint township police districts. These entities may only apply for a grant award from this special solicitation if they meet the following criteria:

(1) The amount of money desired is specified in the application and does not exceed thirty thousand dollars;

(2) The grant award amount will only be given to a law enforcement agency that 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;

(3) The application details a complete budget containing all training or equipment costs requested. The costs should be reasonable considering all options and manufactures based on cost, reliability and performance; and

(4) Law enforcement vehicles shall be lettered and used in patrol operations. No "un-marked", special purpose or utility style vehicles will be purchased through the grant. Only reputable American manufactured Police Package vehicles will be considered.

PROGRAM PURPOSE

The JAG ARRA special solicitation for law enforcement grant will provide funding to purchase patrol vehicles and equipment needed to perform law enforcement responsibilities. Training and equipment purchases will assist in criminal investigations and mandated responsibilities described by Ohio Law. 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 5 months of funding, operating from April 1, 2013 to August 31, 2013.

FUNDING CAP

Agencies may apply for a **maximum of \$30,000** in federal JAG funds.

MATCH

No matching funds will be required for this grant application.

PROPOSAL CHECKLIST

Use the following checklist as a general guide for submitting JAG proposals. Please read through the entire application packet before completing and submitting proposals.

- Title Page**
- Project Proposal**, *with headings clearly marked*
- Executive Summary**
- Detailed Budget Application**

APPLY ONLINE!

JAG applicants **MUST** apply for OCJS grants online at:

<https://portals.ocjs.ohio.gov/ogss/login.aspx>

1. Register for a username and password.
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

- When applying online, visit: <https://portals.ocjs.ohio.gov/ogss/login.aspx>.** Online proposals must be electronically submitted by **5:00 p.m. on February 28, 2013**. **Hard copy and late applications will not be considered for funding.** Applicants **MUST** use the online system link above when applying.

For technical assistance on any part of the JAG special solicitation for law enforcement grant application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator.

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

JAG SPECIAL SOLICITATION FOR LAW ENFORCEMENT GOALS AND REQUIREMENTS

Goal	Requirements
Attend training, purchase law enforcement vehicles and equipment related to basic Law Enforcement investigations, functions, patrol and mandates.	<p style="text-align: center;">LAW ENFORCEMENT AGENCY</p> <ul style="list-style-type: none"> ▪ Law Enforcement projects must follow the guidelines and addendum attached to this request for proposal ▪ Law Enforcement agency must maintain a collaboration board representing the agency that will use the funds. ▪ 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

2013 JAG SPECIAL SOLICITATION FOR LAW ENFORCEMENT PROPOSAL NARRATIVE

All Ohio Law Enforcement Equipment Grant proposals must use the following bold, underlined headings in the same order as presented. Although the bulleted questions following each heading are not required, if used, they will help applicants draft stronger proposals. Proposals may not exceed six pages. This is the format you should use with Microsoft Word or a similar program. This is the body of your grant application that you must type.

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 problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the problem. 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 happen to the community if the proposed project is not funded.
- 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 training or equipment will help alleviate those gaps.

Project Description

Applicants should describe a plan of action that the proposed project will implement to address the identified problem discussed in the problem statement. The application will be evaluated as to how effectively it:

- Describes the proposed training equipment purchase and explains how the purchase will be used to benefit law enforcement operations.
- Describes the need for this particular purchase and why this manufacturer or model was chosen.
- Describes how often the equipment purchased will be used.

Project Objectives

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 measures and baseline numbers that further the goal of the selected Program Area. Application will be evaluated on how effectively it:

- Clearly identifies project objectives (measured change as a result of implementing the proposed project), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.), and any baseline data that exists. The project objectives should be logically and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application. Performance indicators should be appropriate to the Objective and be a measure of success in accomplishing the Objective.

EXAMPLE	<u>OBJECTIVE</u> Measure of change that will result from the proposed project during project period.	<u>PERFORMANCE INDICATOR</u> Information collected to document expected changes.	<u>BASELINE NUMBER</u> Number documenting what occurred during the past year.
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.
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.
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.

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 Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organizations 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 identify the key staff, including any volunteers who 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 helps 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 should describe the collaborative effort amongst agency staff to administer the grant. Monthly meetings should be conducted to assure that the purchase and fiscal responsibilities are being met. The board shall document minutes of discussion items detailing progress. Application will be evaluated as to how effectively it:

- 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.

Budget

Describe any costs associated with attending training, purchasing law enforcement vehicles and equipment related to basic law enforcement investigations, functions, patrol and mandates. 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.

RECOVERY ACT GUIDELINES INCLUDING ACCOUNTABILITY AND TRANSPARENCY UNDER THE RECOVERY ACT

Non-supplanting

Federal funds must be used to supplement existing state and local funds for program activities and **must not replace** those funds that have been appropriated for the same purpose. See Standard Federal Subgrant Conditions (Chapter 7: Standards for Financial Management Systems). Additional information appears on the “OJP Recovery Act Additional Requirements” web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

Recovery Act: Wage Rate Requirements

All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act, the text of which appears on the “OJP Recovery Act Additional Requirements” web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm. Government-wide guidance on this provision is not yet available, but is expected.

Recovery Act: Preference for Quick-Start Activities

Pursuant to section 1602 of the Recovery Act, recipient of funds under this solicitation for infrastructure investment are to give preference to activities that can be started and completed expeditiously, and also are expected to use grant funds in a manner that maximizes job creation and economic benefit. For the details of this requirement, please refer to the text of section 1602, which appears on the “OJP Recovery Act Additional Requirements” web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm

Recovery Act: Contracts

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

Recovery Act: Limit on Funds

The Recovery Act specifically provides that funds may not be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Recovery Act: Use of Funds in Conjunction with Funds from Other Sources

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act,” below.)

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes of programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant program will differ from and expand upon OJP/BJA's standing reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the OCJS Recovery Act reporting requirement.

In order for OCJS to meet these new reporting requirements, all quarterly subgrant reports and quarterly performance reports will be according to the calendar below.

QSR Financial	December 16, 2012 – March 15, 2013	March 25, 2013	Always Open
PMT Report	January 1, 2013 – March 31, 2013	April 15, 2013	Always Open
QSR Financial	March 16, 2013 – June 15, 2013	June 25, 2013	Always Open
PMT Report	April 1, 2013 – June 30, 2013	July 15, 2013	Always Open
QSR Financial	June 16, 2013 – September 15, 2013	September 25, 2013	Always Open
PMT Report	July 1, 2013 – September 30, 2013	September 30, 2013	Always Open

The information from these reports will be compiled and posted on a public website. Recovery Act grant recipients may expect that the information posted by OJP will identify grantees that are delinquent in their reporting. Grant recipients that do not submit their required reports by the due date will **not** be permitted to receive quarterly reimbursements. **Specific performance reporting requirements will be forthcoming. The federal OMB is developing measures for the economic impact of equipment purchased and system improvement.**

Subgrantee awards under Recovery Act Grants

Reporting; DUNS and CCR. As previously indicated, quarterly reporting requirements for Recovery Act awards include reporting with respect to all subawards. **In order to facilitate the reporting, all subgrantees must ensure they have a DUNS number and are registered with the Central Contractor Registration (CCR) database, by the date of application. Failure to register will jeopardize funding.**

Reporting Fraud, Waste, Error and Abuse

Each grantee or subgrantee awarded funds made under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act of has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct the U.S. Department of Justice, Office of the Inspector General (OIG) by –

mail: Office of the Inspector General
U.S Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

email: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig/.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonable believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using the Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

UNALLOWABLE COSTS

Alcoholic Beverages

Auto Purchase (excluding police cruisers) vessels (excluding police boats), or aircraft (excluding police helicopters)

- Auto Parts
- Auto Maintenance

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.