

Community-Based Correctional Facility FY13 Grant Manual

BUREAU OF COMMUNITY SANCTIONS



Alicia M. Handwerk, Chief
Bureau of Community Sanctions
770 W Broad Street
Columbus, Ohio 43222

Christopher Galli, Assistant Chief
Bureau of Community Sanctions

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
GARY C. MOHR, Director

DIVISION OF PAROLE AND COMMUNITY SERVICES
Sara Andrews, Deputy Director

Community-Based Correctional Facilities Administration

Chief

Alicia M. Handwerk, Chief
770 W Broad St
Columbus, Ohio 43222
Phone: (614) 728-752-0605
Fax: (614) 728-9946
E-mail: Alicia.Handwerk@odrc.state.oh.us

Assistant Chief

Christopher Galli, Assistant Chief
770 W Broad St
Columbus, Ohio 43222
Phone: (614) 728-9990
Fax: (614) 728-9946
E-mail: Christopher.Galli@odrc.state.oh.us

CBCF Grants and Contracts Administration Staff

Cynthia Ali, Grants and Contracts Coordinator
770 W Broad St
Columbus, Ohio 43222
Phone: (614) 728-1494
Fax: (614) 728-9946
E-mail: Cynthia.Ali@odrc.state.oh.us

Sonya Dunlap, Grants and Contracts Specialist
(614) 728-1615
E-mail: Sonya.Dunlap@odrc.state.oh.us

Angus Igwe, Grants and Contracts Specialist
(614) 752-1120
Email: Angus.Igwe@odrc.state.oh.us

Stephen Russell, Grants and Contracts Specialist
(614) 995-3600
E-mail: Stephen.Russell@odrc.state.oh.us

INTRODUCTION

Ohio's Community-Based Correctional Facility (CBCF) program was established in 1978 to provide state funding to assist local criminal justice systems in reducing prison commitments. The program is a unique partnership between state and local governments. The state benefits by having community corrections options in the counties for non-violent offenders, saving costly prison bed space for more violent offenders. The county benefits by having a locally controlled sentencing option.

The Ohio Department of Rehabilitation and Correction administers the funds for the Community-Based Correctional Facility program. The state provides the funding and standards of operation, but the Governing Board administers the staff and program. The facilities are 24-hour minimum secured facilities housing 50-200 offenders. Programs are highly structured with assessment and treatment to reduce criminal behavior by offenders. CBCFs are the last step in the continuum of increasing punishment before prison incarceration.

The goals of Community-Based Correctional Facilities are to:

- ❑ Reduce recidivism
- ❑ Provide productive offender reintegration into the community
- ❑ Reduce state prison commitments
- ❑ Reduce the cost of incarceration in Ohio
- ❑ Make efficient use of limited prison space for serious offenders
- ❑ Provide maximum public safety

Community-Based Correctional Facilities have operated for over thirty years and have expanded to serve all 88 counties in Ohio. Since their inception, CBCFs have been a successful state and county partnership allowing local criminal justice officials to utilize cost effective residential options for managing offender populations.

This manual provides the following:

1. Instructions for completing grant applications.
2. Procedures for program, financial and statistical reports.

TABLE OF CONTENTS

<u>TOPIC</u>		<u>PAGE</u>
SECTION I	General Requirements	5
SECTION II	Financial Guidelines	11
SECTION III	Grant Application Instructions	27
SECTION IV	Grant Application	30

SECTION I

GENERAL REQUIREMENTS

A. CBCF FUNDING REQUEST

To be eligible for grant funding each fiscal year, the following requirements must be met and provided to the Bureau of Community Sanctions (BCS).

1. COMPLETED GRANT APPLICATION

A completed application must be submitted to BCS via the Grants Management System (IntelliGrants) following the guidelines and instructions outlined in this document. **All completed grant applications must include the following:**

A. GOVERNING BOARD

In accordance with O.R.C. 2301.51 all applicants must have a single or multiple county Governing Board to be eligible to receive funds. The grant application must be submitted through the Governing Board. A listing of the current membership of the Facility Governing Board and Judicial Advisory Board must accompany the application. Each listing must contain the names of all members with the identification of the Chair listed first, titles, phone numbers, and e-mail addresses (if applicable) of members.

B. A LIST OF CURRENT INVENTORY ITEMS

An accurate inventory list must be maintained for all equipment items purchased with CBCF grant funds. Inventories must include the following information: name of equipment, date purchased, purchase amount, vendor, inventory number, location, condition, and transfer date, if applicable. An inventory list must be submitted with the grant application.

B. APPLICATION PROCESS

The Bureau of Community Sanctions (BCS) staff will review the grant application and all required materials upon receipt. During the review of the application, the grantee may be asked for modifications for clarification. The BCS review will not resume until the modifications have been submitted. Applicants will be notified via IntelliGrants regarding the final status of their application.

Upon approval of the application, a grant agreement will be sent to the grantee's Project Director via the IntelliGrants system. If the program is multi-jurisdictional, one participating jurisdiction must be designated as the agency responsible for overseeing the program and managing the funds. The grant agreement will state the amount of the award and the terms and conditions of the grant. The grant agreement constitutes the operative document obligating and reserving state funds for use by the grantee in execution of the program as disclosed in the grant application. If the grantee fails to affirm the award by having the applicable governing authority sign and return the grant agreement to BCS by the specified deadline, this obligation may be terminated without further cause. If circumstances prevent timely return of the signed grant agreement, the grantee must submit a written request for an extension prior to the deadline. BCS must approve the request for an extension. The grant agreement is not effective until the Grant Approval letter is available in the IntelliGrants system.

OPERATIONAL TIME FRAMES:

1. Operational Within 60 Days. If a program is not operational within 60 days of the award date, the grantee must report by letter, to BCS, the steps taken to initiate the program, the reasons for delay and the expected start date.
2. Operational Within 90 Days. If a program is not operational within 90 days of the award date, the grantee must submit a second statement to BCS explaining the implementation delay. BCS may, where extenuating circumstances warrant, extend the implementation date of the program past the 90-day period. When this occurs, the appropriate files and records must reflect the extension. BCS may also, where circumstances warrant, cancel the program and redistribute the funds to other programs.

C. PROGRAM ADJUSTMENTS OR CHANGES

All requests for programmatic and/or fiscal changes to the approved grant program must be submitted to BCS via the Grant Revision process in the IntelliGrants system. All requests for changes to the approved program will be reviewed for consistency with DRC guidelines. In requesting an adjustment, the grantee must set forth the reasons and basis for the proposed change(s) and any other data deemed helpful for Bureau staff review.

Examples of such changes are as follows:

- ❑ Change in the scope of the programmatic activities or purpose of the program.
- ❑ Changes which alter the cost categories of the program.
- ❑ Change in or temporary absence of, the program director or implementing agency.

D. RETENTION AND ACCESS OF RECORDS

1. **RETENTION OF RECORDS.** All financial records, supporting documents, statistical records, and all other records pertinent to the program shall be retained by the grantee for at least three (3) years following the closure of the most recent audit report. Retention is required for purposes of examination and audit. Offender records may be retained in an automated format. The retention policy for offender case records may be determined for longer periods by the Governing Board(s).
 - a) **Coverage.** The retention requirements extend to books of original entry, source documents supporting accounting transactions, general ledgers, subsidiary ledgers, personnel and payroll records, canceled checks and related documents, and records. Source documents include copies of all grant applications, award letters, and required financial and narrative reports.
 - b) **Retention Period.** The fiscal year retention period starts from the date of the audit report that covers the grant period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of the action or until the end of the regular three (3) year period, whichever is later.
2. **MAINTENANCE OF RECORDS.** Grantees of funds are expected to ensure that records of different fiscal periods are separately identified and maintained so that information desired may be readily located. Grantees are also obligated to protect records adequately against fire or other damages. When records are stored away from the principal office, the location of records stored must be available for ready access.

E. SANCTIONS AND TERMINATION

1. **SANCTIONS.** If a grantee fails to comply with the terms and conditions of an award, whether stated in a statute, regulation, agreement, addendum, or application, the Department of Rehabilitation and Correction, as the awarding agency may take one or more actions, as appropriate. The following actions will not be taken without reasonable written notice to the grantee and the opportunity for the grantee to present their position to the Bureau of Community Sanctions:
 - ☐ Temporarily withhold payments pending correction of the deficiency by the grantee
 - ☐ Disallow (deny use of funds) all or part of the cost of the activity or action not in compliance with requirements.
 - ☐ In whole, or in part, suspend or terminate the current award.
 - ☐ Withhold further awards for the program.
 - ☐ Take other remedies that may be legally available.
2. **TERMINATION.** In the event that a program is terminated, 60 days prior to termination the Bureau of Community Sanctions will:
 - ☐ Notify the recipient in writing of the decision.
 - ☐ Specify the reason.
 - ☐ Set an effective date that will afford the grantee a reasonable time to terminate program operations.

A program that is terminated will be subject to the same requirements, regarding audit, record keeping, and submission of reports, as a program that runs for the duration of the grant period. Equipment purchased with state funds must be returned to the Department of Rehabilitation and Correction. The grantee shall have 30 days following receipt of termination notice to present or petition for reconsideration to the Director of the Department of Rehabilitation and Correction.

F. EXPANSION FUNDING

All requests for new or expansion funding will require a detailed justification describing the following:

- * Program to be funded
- * Target population to be diverted
- * Estimated annual cost
- * Justification of need for the program within the local criminal justice system

Requests for expansion funding must be completed through the IntelliGrants Grant Addendum process as explained in Section II.

G. TECHNICAL ASSISTANCE

Bureau of Community Sanctions staff are available to provide technical assistance to grantees, program directors, fiscal managers, and governing boards for the purpose of implementing the program. Technical assistance can be obtained by contacting the Bureau of Community Sanctions.

H. OTHER PROVISIONS

DRUG FREE WORKPLACE: The grantee agrees to comply with all applicable state and federal laws regarding a drug-free workplace. The grantee shall make a good faith effort to ensure that all contract employees, while working in the program, will not purchase, transfer, use or possess illegal drugs, alcohol or abuse prescription drugs.

EEO COMPLIANCE: The grantee agrees to comply with all applicable state and federal laws regarding Civil Rights and Affirmative Action.

OHIO ETHICS: All Contractors who are actively doing business with the State of Ohio or who are seeking to do business with the State of Ohio are responsible to review and comply with all relative divisions of O.R.C. Sections 102.01 to 102.09, and Executive Order **2011-03K** for Ethics.

In accordance with Executive Order **2011-03K**, Contractor, by signature on this document, certifies: (1) it has reviewed and understands Executive Order **2011-03K** (2) has reviewed and understands Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and Executive Order **2011-03K**. The Contractor understands that failure to comply with Executive Order **2011-03K** is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the state of Ohio up to and including debarment.

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

Executive Order **2011-03K** is available for review at:
<http://governor.ohio.gov/ExecutiveOrders.aspx>

SECTION II

FINANCIAL GUIDELINES

A. INTRODUCTION

The Bureau of Community Sanctions reviews all grant applications. After the application is approved, a Grant Agreement is created which states the amount and the conditions of the grant. The chair or member of the Governing Board must sign the grant agreement and return to the Bureau of Community Sanctions via the IntelliGrants system before the grant can be awarded. The grant agreement is **not effective** until the Grant Approval letter is available in the IntelliGrants system. Every political subdivision, private or non-profit entity receiving grant funds from the Department of Rehabilitation and Correction must follow the guidelines outlined in the following pages and must apply the same accounting treatment to 501 grant subsidies as it applies to other grant revenue/receipts and expenditures/disbursements. No local policy shall supersede the grant guidelines. Expenditures of grant funds must be clearly documented and solely dedicated to CBCF activities. For each grant agreement, separate financial records must be maintained and Quarterly Financial Reports must be filed with the Bureau of Community Sanctions and the Auditor of the State of Ohio to account for grant expenditures. Every program is subject to financial review by the staff of the Bureau of Community Sanctions. These audits are intended to ensure adherence to the laws of the State of Ohio, the administrative regulations and policies of DRC, and the grant guidelines. During the grant period, the Bureau of Community Sanctions (BCS) may issue interpretations or revisions to these guidelines. Ohio Revised Code Section 2301.56(D)(1) also requires the Auditor of State to audit these grant subsidies at least once every two years, pursuant to Ohio Revised Code Section 117.10.

B. GRANT SUBSIDY PAYMENTS

All subsidy payments will be made by the Office of Ohio Shared Services by Electronic Fund Transfer (EFT) on a quarterly basis. Payments will be received within 30-days after the start of each quarter. The front page of the approved grant agreement/addendum shall serve as voucher documentation for the Office of Ohio Shared Services to initiate payment to the county fiscal agent. Quarterly periods are as follows:

July 1 – September 30
October 1 – December 31
January 1 – March 31
April 1 – June 30

C. REVENUES AND FUNDS FROM OTHER SOURCES

1. Revenue received from other sources must not be co-mingled with CBCF grant funds (federal grants, etc.). Grant funds from DRC should be readily identifiable and able to be audited independently.
2. Revenues generated from any and all supervision fees must adhere to O.R.C. 2951.021 and utilized in accordance with O.R.C. 321.44 and O.R.C. 737.41.
3. Revenues generated from reception fee, medical treatment or costs of confinement must adhere to ORC 2301.56, 2301.58, 2929.37 and 2929.38.
4. Revenues generated from commissary activities, commissions on telephone systems, reimbursable costs such as per diem, and medical services and similar services must adhere to ORC 2301.58.
5. All offender fees collected for specific grant related activities must be collected and reimbursed to the appropriate cost category as the expenditure (i.e. medical fees, drug testing, electronic monitoring). Revenue cannot be generated from offender fees collected.
6. Capital revenues are maintained in a separate account and cannot be used for operating expenses.
7. Interest earned on grant funds must be reported separately and returned to the State after the audit report is published by the Auditor of State.
8. Monies received from overpayments, refunds, rebates, etc. must be credited back to the category originally paid from.

D. EXPENDITURES OF CBCF FUNDS

1. **Expenditure Periods**
 - a. **The utilization of state grant funds for purchase of food and meal related expenses are prohibited for anyone other than for resident offenders.** This includes, but is not limited to recognition events, staff retreats and retirement parties, committee meetings, training sessions and working lunches, ACA audit meetings, graduation and other recognition ceremonies, and offender group events. This does not include reimbursement for food purchases made in compliance with travel expense guidelines. This restriction is not intended to prohibit the ability of agencies to provide meals on-site for staff if staff purchases said meals.

This does not prohibit funds collected from employees, fund raisers, vending commissions, etc.

- b. The grant funding period is one biennium, two fiscal years beginning July 1 and ending June 30. Total expenditures shall not exceed the grant award for the fiscal year. If the grant award is increased or decreased, revised budget pages with justification must be submitted to the Bureau of Community Sanctions via the IntelliGrant Program Revision process. Grant awards cannot be increased without a signed amended grant agreement addendum.
- c. Expenditures encumbered prior to the end of the grant period must be paid within 90 days after the close of the grant period. Obligated expenditures remaining after 90 days must be paid for out of the next grant year. To facilitate fiscal year end closing, no extensions will be granted.
- d. Expenditures not encumbered with a purchase order prior to close of the grant period will not be allowed as an expenditure from that grant award period.
- e. Any funds remaining unspent at the end of the grant period must be returned when invoiced by the State. Under no circumstances, shall unspent funds be used as payment for bonuses, awards, or any other distribution. Programs shall remit unspent funds within 60 days of notification of amount due.

2. General Purchasing Procedures

In order for any expenditure to be allowable, it must be approved in the original proposal or the most recently approved budget revision. The grantee must adhere to all established statutory purchasing requirements in addition to the following guidelines regarding Minority Business Enterprise (MBE), Ohio Penal Industries (OPI), Ohio Industries for the Handicapped (OIH) and Encouraging Diversity, Growth and Equity (EDGE), purchasing. When these requirements do not apply, the grantee will follow established county or governing board guidelines regarding the purchase and acquisition of supplies, services, and equipment. All purchasing guidelines established by the governing board shall be submitted to the Bureau of Community Sanctions on an annual basis with the grant application.

a. Minority Business Enterprise Purchasing (MBE)

In compliance with ORC 125.08.1 the grantee must set aside at least 15% of the estimated aggregate dollar value of all its direct purchases of equipment, materials, supplies, and services for certified minority vendors as specified in the MBE reporting section.

MBE vendor purchases shall take precedent over other vendors until the 15% set aside is met. Once the 15% is obtained, all other grant conditions concerning purchases shall prevail (example: OPI). If purchasing from MBE vendors is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained from the Bureau of Community Sanctions prior to the purchase of goods and/or services.

MBE vendors may be found through the Department of Development, Office of Contract Procurement Services, www.procure.ohio.gov. This office maintains an ongoing list of contracting opportunities with minority vendors. MBE vendors may also be found on state term contracts under the Department of Administrative Services, State Purchasing.

b. Ohio Penal Industries (OPI)

In compliance with ORC 5147.07 grantees are required to purchase goods and/or services provided by the Ohio Penal Industries. If purchasing from OPI is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained from the Bureau of Community Sanctions prior to the purchase of goods and/or services.

c. Ohio Industries for the Handicapped (OIH)

In compliance with ORC 4115.31-.35, grantees are required to purchase goods and/or services provided by the Ohio Industries for the Handicapped.

d. Encouraging Diversity, Growth and Equity (EDGE).

In compliance with ORC 123.152, 5% of eligible direct expenditures shall be awarded to certified EDGE participants.

3. Cost Category Definitions

In order to ensure uniformity and comparability of all programs, the following cost category explanations shall apply:

a. Personnel

1. Personnel includes payroll and benefits for employees who provide direct services to the CBCF program, (i.e. Director, Case Manager(s), Clerical etc.).
2. Only employees or positions specified in the program proposal will be compensated with grant funds. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they were employed full-time or part-time. **A current personnel staff listing (the salary and wages pages of the budgets sheets) of all employees paid with grant funds shall be submitted to BCS at least each quarter with the programs quarterly fiscal report if any changes in personnel have occurred. Updated personnel staff lists may also be submitted at any time a change in personnel occurs.**
3. Salaries must be reasonable and comparable to similar positions in the community or the unit of government associated with the program. One-time salary adjustments are allowable. The facility should have a written policy describing how one-time payments are determined and follow all state and local guidelines regarding one-time payments. One-time payments using grant funds are permitted with the following restrictions:
 - a. One-time payments cannot exceed \$1,500 for any one employee during a fiscal year.
 - b. The total amount of one-time payments to all employees in the facility cannot exceed 3% of the total amount of the grant for the fiscal year.
4. Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. Leave payouts can be charged to the grant only to the extent the person was employed by the grant. Leave payouts are allowable upon separation from the agency and if policy does not exist, programs should use the same accrual procedures and leave payout utilized by the county.
5. Personnel receiving overtime must work full-time on the grant during the pay period in which overtime was earned. Anticipated overtime must be specified in the grant application.

6. In recording fringe benefits, include the employer's share only. Disregard the employee's share.
7. Retirement includes Public Employees Retirement System (PERS), FICA (Social Security), or other established plan. The CBCF program is responsible for retirement payments only for the years of service the employee is paid from the CBCF grant. Payments for retirement for years of service prior to the grant must be charged to the previous employing entity. Retirement plan bills from the previous fiscal year should be paid from the current fiscal year funds if receipt occurs after fiscal year end reports have been completed. If retirement invoice is received after the 90 day close out period, payment should be paid from current fiscal year.
8. Worker's Compensation, in most cases, will be pro-rated by the county auditors and charged to the grant program. Workers compensation from the previous fiscal year should be paid from current fiscal year funds.
9. Unemployment Insurance expense is an allowable cost. The program may pay unemployment if the program contributes (or has applied) to the Bureau of Unemployment Compensation for a contribution rate. Programs that pay actual costs for unemployment expenses cannot also claim unemployment insurance expense.
10. Quarterly reporting and payment of fringe benefits to the appropriate agencies, as disclosed on program budgets, are the sole responsibility of the program.

b. General Operating Expenses:

- (1) **Supplies:** Supplies are defined as items that will be expended within one year and cost less than \$100.
- (2) **Communications:** This category should include telephone installation fees, monthly service rates for local and long distance calls, Internet provider fees, pager and mobile phone usage costs. This category should also include postage, courier services and other communication expenditures.

Purchases of phones, cellular phones and pagers, are to be charged to the equipment cost category.

Internet usage must follow the policy and procedures of the agency administering the program. If no policy is established, the current Ohio Department of Rehabilitation and Correction (DRC) policy shall be used. Contact the Bureau of Community Sanctions for a copy of the policy if needed.

- (3) **Advertising:** This category includes the cost of advertising which consists of public relations related to the program, and advertising to fill position vacancies
- (4) **Printing:** Printing costs include the cost of outside printing for forms, special reports and brochures.
- (5) **Administration Costs: Insurance** includes professional liability, insurance for staff not covered under the county's general liability coverage, bonding which insures the program against losses suffered by participants and other program vendors as a result of activities within the scope of the programs responsibilities, building insurance and vehicle insurance for grant purchased vehicles.

- (a) **Insurance** includes professional liability, insurance for staff not covered under the county's general liability coverage, bonding which insures the program against losses suffered by participants and other program vendors as a result of activities within the scope of the programs responsibilities, building insurance and vehicle insurance for grant purchased vehicles.
 - (b) **Legal Fees** are defined as actual costs incurred for legal counsel. Grant funds may not be used to retain counsel to dispute findings made by the Auditor of State or the Ohio Department of Rehabilitation and Correction.
 - (c) **Accounting/Administrative** include costs rendered by the fiscal agent for administrative costs.
 - (d) **Evaluation Fees** include costs for independent audits and/or evaluations directly related to the program.
- (6) **Program Transportation:** This category includes travel costs necessary for the operation of the program such as mileage, gasoline, airfare, per diem reimbursements (meals and lodging) for program activities, approved conferences and seminars.
- (a) Mileage, meals, and overnight lodging must be paid according to policy established by the county or governing board administering the program. Travel policies established by the governing board shall be submitted to the Bureau of Community Sanctions on an annual basis with the grant application. Travel policy rates cannot exceed the limitations set forth in the Ohio Office of Budget and Management (OBM) Administrative Regulation **126-1-02**, <http://obm.ohio.gov/MiscPages/TravelRule/>.

Employees of private non-profit organizations contracting with a governing board must follow the OBM travel policies except in regards to overnight lodging. Due to the ineligibility of private non-profits to receive established government lodging rates, the maximum lodging rate reimbursed from the grant cannot exceed 60% above the OBM established rate.
 - (b) Documentation for travel reimbursement for program employees should include the name of the person traveling, the purpose of the trip, the method of reimbursement (per diem rate, mileage rate, or actual receipts) and the total to be reimbursed. Travel vouchers and receipts must be available for audit purposes.
 - (c) Out of State Travel is an allowable expense.
 - (d) Expenditures for agency-owned vehicles may include gasoline, oil changes, tires, batteries, and routine maintenance.
 - (e) Parking, telephone, or any other incidental travel costs are allowable expenses.
- (7) **Rentals:** This category includes the cost of renting office space, copier equipment, and other appropriate items used by the program. Items obtained through a lease to purchase agreement are charged to the equipment category. If rental office space is shared with other programs funded from other sources, the cost of the space shall be pro-rated between the programs according to their utilization. Rental agreements must be maintained and available for review.
- (8) **Utilities:** This category includes the cost for water, sewer service, electric, gas, and waste disposal if applicable.

(9) **Maintenance and Repairs:** This category includes costs required to maintain and repair any equipment used by the program, building maintenance, maintaining or repair of the facility. Examples are office and computer equipment, maintenance contracts, roof top units, cameras, etc. Copies of service agreements must be maintained and available for review.

(10) **Staff Recruitment, Retention and Training:** Staff includes paid employees, volunteers and interns, etc. whose positions are approved in the program proposal and that directly relate to the CBCF program.

(a) Professional and organizational memberships are allowable expenses provided that:

- i. The benefit from the membership is related to the agency program;
- ii. The expenditure is for agency membership;
- iii. The cost of the membership is reasonably related to the value of the services or benefits received, and;
- iv. The expenditure is not for membership in an organization, which devotes a substantial part (more than 50%) of its activities to influencing legislation.

(b) Reference materials: the cost for books, subscriptions to civic, business, professional and technical periodicals are allowable when related to the program.

(c) In-state meeting and conferences: costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the program.

(d) College tuition reimbursement for individuals is an allowable expense and will not exceed county or governing board guidelines. All tuition reimbursement guidelines established by the governing board shall be submitted to the Bureau of Community Sanctions on an annual basis with the grant application.

(e) Immunization includes costs for Hepatitis B series.

(f) Employee testing includes costs for employee drug testing, confirmation testing and TB shots.

c. Program Expenses:

This category includes all program costs that are specific to the operation of the program. Program expenses include any costs for consultants or professional services that are provided to the CBCF program (i.e. medical services, psychological services, drug and alcohol treatment, drug testing, counseling services, public transportation costs for offenders, educational/vocational materials, assessments, etc.).

(1) An individual may not be designated as an independent contractor or service provider in one program funded by DRC, while being paid as personnel in another DRC funded program.

(2) Travel, meals, and other expenditures for contract service providers should be recorded in this category as part of the fee.

- (3) The program must have a written performance based contract with the service provider which is available for audit review and includes the following:
- ☐ Type of service or product provided.
 - ☐ Fee rate (which includes travel, meals, etc.) and conditions.
 - ☐ Total cost of the service, product, or treatment provided.
 - ☐ Name of the individual or organization providing the service.
 - ☐ Number of clients to be served during a specified period of time.

d. Equipment:

Equipment is defined as moveable items with a useful life of more than one year and costs over \$100. Equipment items that may be purchased with grant funds include, but are not limited to, the following:

- ☐ Laboratory equipment
- ☐ Furniture
- ☐ Audio and visual equipment
- ☐ Communication equipment
- ☐ Computers and peripherals
- ☐ Safety and security equipment

- (1) Only equipment specified in the approved program proposal may be purchased.
- (2) Purchases of equipment not specified in the program proposal must have prior written approval from the Bureau of Community Sanctions in the form of a budget revision.
- (3) Equipment purchased will remain the property of DRC for a period of five (5) years from the date of acquisition. After the five-year period, requests for transfer of equipment from the state to the program must be submitted in writing to the Bureau of Community Sanctions. All requests for transfer of equipment must be accompanied by an inventory list that includes quantity, description, serial number, ID number, purchase price, date of acquisition, vendor, condition and location. Transferred equipment must continue to be used in the program for its useable life.
- (4) When equipment is traded in for new equipment during that five-year period, the five-year time frame begins again with the purchase of the new equipment. Unless submitted with the budget proposal, written approval for trading equipment must be obtained from the Bureau of Community Sanctions.
- (5) Proper inventory schedules must be maintained for all equipment items purchased with grant funds. Inventories must include the following information for all equipment: quantity, description, serial number, identification number, purchase price, date of acquisition, funds used to purchase, vendor, condition, and location. Inventory schedules must be submitted with the application.
- (6) Written approval must be obtained from the Bureau of Community Sanctions prior to disposing salvaging usable/unusable, damaged, and/or non-repairable equipment. Local established guidelines will be used for the salvage of usable/unusable, damaged, and/or non-repairable equipment taken out of the program's service. Salvaged equipment must be reported as such on the inventory submitted with the Biennial grant application. Documentation must be maintained on the disposition of all equipment removed from program services.

- e. In-Kind Contributions:** Defined as goods and services provided by county sources. Provide the estimated monetary equivalence for in-kind contributions in the four (4) cost categories. Please provide estimates for the fiscal year. No additional record keeping is required.

E. GRANT REVISIONS

BUDGET REVISIONS

1. All budget revisions must be submitted through the Grant Revision process in the IntelliGrants system. Any changes in the approved budget must be submitted in advance to the Bureau of Community Sanctions for approval. Budget revisions follow the same guidelines used in preparing the original budget proposal. Decreases are noted by parenthesis (), and the revised budget in the last column.
2. Grant revision requests are required if **changes are made to the budgets of any of the four (4) cost categories, to include changes made within these categories.** The four (4) cost categories include Personnel, General Operating Expenses, Program Expenses and Equipment. Budget pages for each related cost category must accompany budget revisions. The justification section of the revised budget sheet must be completed. Increases as well as reductions will require detailed explanation as to how the change(s) will affect program operations. Changes to the equipment category will require an updated equipment list for approval.
3. **June 15th** is the deadline for all budget revision requests. Exceptions to this rule must be requested and approved by the Bureau of Community Sanctions.
4. Additional Grant Revision instructions are being developed for Intelligrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

PROGRAM REVISIONS

- (1) All proposed changes to the program must be submitted through the Grant Revision process in the IntelliGrants system. Any changes to the approved program must be submitted in advance to BCS for approval.
- (2) Grant revision requests are required for program changes that alter the program description or impact the goals and objectives of the overall program. A detailed explanation for the requested changes must be provided. Justification for the proposed change(s) and the effect the change(s) will have on the project must be included in the explanation.

Note: Additional Grant Revision instructions are being developed for IntelliGrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

F. GRANT ADDENDUMS

FUNDING INCREASES

Note: Grant Addendum instructions for funding increases are being developed for IntelliGrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

FUNDING DECREASES

Note: Grant Addendum instructions for funding decreases are being developed for IntelliGrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

G. QUARTERLY FINANCIAL REPORTS

1. Program Directors must maintain accurate and legible accounting records to prepare financial reports.
2. **All income and expenditures must be supported with documentation** to provide a clear audit trail for every financial transaction.
3. **Revenue received from other sources must not be co-mingled with CBCF grant funds. Grant funds from DRC should be readily identifiable and audited independently.**
4. Quarterly Financial Report
 - a. Financial reports must be prepared separately for each CBCF funded program.
 - b. Financial Reports must be submitted within 30 days following the end of the quarter via IntelliGrants. Programs must upload supporting documentation, such as copies of transaction reports and/or county cash reports at the end of each quarter with the financial report.
 - c. The fund cash balance of the financial report must be completed each quarter.
 1. Cash balances must be reconciled with the county auditor records and non-profit entities monthly.
 2. Discrepancies must be researched and errors corrected in the following month.
 3. All differences must be documented and maintained with the financial reports for future audits.
 - d. Total grant funds reported in each cost category of the financial reports must equal the amounts that are reflected in the most recently approved or amended budget.
 - e. After all encumbrances have been paid by September 30th of the following fiscal year, grantees will submit a final year-end financial report. These reports are due no later than October 15th of the following fiscal year and must be submitted to the Bureau of Community Sanctions. (Note: There should be no unpaid obligations or encumbrances on the final report.) Programs shall submit copies of transaction reports and county cash reports to the Bureau of Community Sanctions with the final year-end report.

Note: Additional Quarterly Report instructions are being developed for IntelliGrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

f. Instructions – Cost Category Reporting Section

- ❑ Total Grant Funds Approved: The “Total Grant Funds Approved” will auto-populate from the most recent approved budget.
- ❑ Expenditures This Quarter: Enter the current quarter’s actual expenditures for each cost category from the program’s fiscal records after reconciliation with the County Auditor’s records. Supporting documentation must be submitted and should include copies of transaction reports and county auditor’s records
- ❑ Expenditures Year-to-Date: Year-to-Date Expenditures will auto-populate to this category based upon approved quarterly financial reports for the current fiscal year.
- ❑ Remaining Balance Year-to-Date: The Remaining Balance Year-to-Date will auto-populate to this category based upon the most recent approved budget and the total Expenditures Year-to-Date.
- ❑ Unpaid Obligations/Encumbrances: **4th Quarter only**. Enter the amount of expenditures obligated in the 4th quarter that are currently obligated by encumbrances and projected salary expenses for the remainder of the fiscal year for each cost category. Do not copy the total from the “Remaining Balance Year-to-Date”.

g. Instructions - Quarterly Cash Flow Section:

- ❑ Total Cash Balance at the Beginning of Quarter: The “Total Cash Balance at Beginning of Quarter” will auto-fill based upon the amount of the “Total Cash Balance End of Quarter” from the preceding quarter. **For the first quarter of fiscal year 2013 only, the balance will be based upon the total of the amount entered for the Cash Reserve plus the amount entered for Unspent Funds.**
 - * Cash Reserve Beginning of Quarter: The “Cash Reserve Beginning of Quarter” will auto-fill based upon the amount held in reserve at the prior year end fiscal report. This amount cannot exceed 1/12 of the total grant award from the prior fiscal year. **For the first quarter for fiscal year 2013 only, programs will be required to enter this amount.**
 - * Unspent Funds: The “Unspent Funds Prior Years” will auto-fill based upon any remaining Unspent Funds that have not been paid from prior years. **For the first quarter of fiscal year 2013 only, programs will be required to enter this amount.**
 - * Current Year Grant Dollars Unspent: The “Current Year Grant Dollars Unspent” will auto-fill based upon the balance of grant funds remaining from previous quarterly payments received within the current fiscal year.
- ❑ Receipts This Quarter: The “Receipts this Quarter” will auto-fill based upon the amount of each quarterly payment.
- ❑ Receipt Adjustment / Justification: Enter the amount the quarterly payment was increased or decreased for the quarter if applicable. Justification for the increase/decrease must be provided in the “Receipt Adjustment Justification” box.
- ❑ Expenditures This Quarter: The “Expenditures This Quarter” will auto-fill based upon the expenditures entered by the program.

- * Cash Reserve Payment: If the program returns the cash reserve to the State, the amount must be entered as “Cash Reserve Payment”
- * Unspent Fund Payment: Enter the amount of cash returned from previous fiscal year.
- ❑ Total Cash Balance End of Quarter: The “Total Cash Balance End of Quarter” will auto-fill with the appropriate calculations.

The Project Director or authorized official must review and submit the Quarterly Financial Report. This serves a dual purpose of attesting to the report’s accuracy and informing the Project Director of the program’s financial status.

h. Year-end Reconciliation: Instructions are being developed for Intelligrants and will be made available once finalized. Consult with the Bureau of Community Sanctions staff for further information.

- ❑ Total Cash Balance Beginning of Year: The “Total Cash Balance Beginning of Fiscal Year” will auto-fill.
- ❑ Receipts This Year: The “Receipts this Year” will auto-fill.
- ❑ Expenditures This Year: The “Expenditures this Year” will auto-fill.
 - * Cash Reserve Payment: The “Cash Reserve Payment” will auto-fill.
 - * Unspent Fund Payment: The “Unspent Fund Payment” will auto-fill.
- ❑ Total Cash Paid Out: The “Total Cash Paid Out” will auto-fill.
- ❑ Cash Balance End of Fiscal Year : The “Cash Balance End of Fiscal Year” will auto-fill.
- ❑ Cash Balance to be Retained for Next Fiscal Year: Enter the amount of unspent funds to be held as cash reserve for the next fiscal year. This amount cannot exceed 1/12 of the grant award.
- ❑ Balance to be Returned to the State: The “Balance to be Returned to State” will auto-fill. An invoice will be generated for the balance to be returned to the state. Checks must be made payable to the Treasurer, State of Ohio and mailed to: **Bureau of Community Sanctions, Attention: Grant and Contracts Administration, 770 West Broad Street, Columbus, Ohio 43222**

4. Quarterly Auditor of State (AOS) report (revised 3.09)

- a. A quarterly statement of cash receipts, cash disbursements, and changes in fund cash balances, required by the AOS, must be prepared separately for each CBCF funded program.
- b. The quarterly statement of cash receipts, cash disbursements, and changes in fund cash balances must be submitted with the final year-end financial report no later than October 15th of the following fiscal year to the Bureau of Community Sanctions.

H. ANNUAL MINORITY BUSINESS ENTERPRISE COMPLIANCE REPORTS

1. Programs will maintain records of all expenditures from certified minority business enterprises (MBE)
2. MBE compliance reports must be prepared separately for each CBCF funded program.
3. The MBE report must be submitted with the year-end financial report to the Bureau of Community Sanctions.
4. Instructions for completing the CBCF Program Annual MBE Compliance Report:

Program: Enter the name of the program.

Fiscal Year: Enter the applicable fiscal year.

Phone and Fax: Enter the telephone and fax number of the person completing the form.

Total Approved Budget: Enter the annual approved budget amount as disclosed in the grant agreement.

Exempt Budget Amounts: List the exempt balances for each cost category. Calculate the Total Exempted Funds by adding together the categories. Only the items included in the following list should be used to determine the exempt amounts for each cost category. All other items in the categories are not exempt unless written approval is received from the Bureau of Community Sanctions.

a. **Personnel Costs:** entire category is exempt

b. **General Operating Expenses:**

- ☐ **Supplies:** nothing in this category is exempt.
- ☐ **Administrative Fees:** amounts paid to government agency for administrative costs are exempt.
- ☐ **Evaluation Fees:** amount paid to government agency for program evaluation costs are exempt.
- ☐ **Communications:** amounts paid to telephone, pager and Internet service providers, courier services and postage expenses are exempt.
- ☐ **Printing:** OPI printing costs are exempt.
- ☐ **Insurance:** self-insurance or if provided by county.
- ☐ **Transportation:** vehicle fuel, mileage reimbursement, meal and lodging expenses, miscellaneous travel expenses (parking, tolls taxes, etc.) are exempt.
- ☐ **Rentals:** building, land, and office rent expenses are exempt.
- ☐ **Utilities:** gas, water, sewage, and electric expenses are exempt.
- ☐ **Maintenance and Repair:** maintenance and repair services provided by another government agency and other proprietary software maintenance expenses are exempt.
- ☐ **Staff Recruitment, Retention and Training:** registration fees, membership dues, and expenses for educational reading materials for staff are exempt.

c. **Programming Expenses:**

- ❑ Amounts paid to non-profit organizations(s) and services provided by other government agencies are exempt.
- ❑ Hospital, ambulance, emergency room care, offender travel (bus tokens), and resident compensation (wages) are exempt.

d. **Equipment:** none of this category is exempt.

Less Total Exempted Amounts: Calculate the total exempted budget amount.

Non-exempt Funds: Calculate the non-exempt amount by subtracting the Total Exempt Amount from the Total Approved Budget amount.

Total MBE Expenditure Budget: Multiply the non-exempt amount by the 15% set aside requirement to achieve the total MBE Expenditure Budget amount.

Actual MBE Expenditures: Enter the total MBE set aside expenditures for the fiscal year.

**CBCF PROGRAM
ANNUAL MBE COMPLIANCE REPORT**

Program: _____

Fiscal Year: _____

Phone: _____

Fax: _____

TOTAL APPROVED BUDGET: \$ _____

EXEMPTED BUDGET AMOUNT

Personnel Costs: \$ _____

Administrative Costs: \$ _____
(provided by government agency)

Evaluation Fees: \$ _____
(provided by government agency)

Communication: \$ _____
(telephone, pager, internet services,
courier services, postage)

Printing (OPI printing): \$ _____

Insurance (self-insurance): \$ _____

Transportation Costs: \$ _____
(vehicle fuel, mileage reimbursement,
meals, lodgings, parking, tolls)

**Staff Recruitment, Retention
Development:** \$ _____
(registration fees, membership dues, education
reading materials, mileage reimbursement, meals, lodgings, parking, tolls)

Rentals (building, land, office) \$ _____

Utilities (gas, water, sewage, electric) \$ _____

Maintenance and Repair: \$ _____
(Maintenance and repair services provided
by another government agency)

LESS TOTAL EXEMPTED AMOUNTS: \$ _____

NON-EXEMPT AMOUNT \$ _____

x 15%

TOTAL MBE EXPENDITURE BUDGET \$ _____

ACTUAL MBE EXPENDITURES \$ _____

Mail to: BUREAU OF COMMUNITY SANCTIONS

SECTION III

**GRANT APPLICATION
INSTRUCTIONS**

A. INTRODUCTION

- Carefully read the Grant Management System (GMS) Department of Rehabilitation and Correction (DRC) User Guide and the Bureau of Community Sanction (BCS) CBCF Grant Manual prior to beginning the grant application.
- Technical assistance is available. Contact your BCS Grants and Contracts Specialist for further assistance.
- All programs are required to submit the completed grant application and budget pages via the IntelliGrants system, <http://www.ocjsgrants.com/>. Please do not forward any paper copies.
- All grant applications can be submitted once the program receives notification through the IntelliGrants system that the grant application period is open.
- The grant application period will be open for no less than 30 days.
- The CBCF grant application process consists of four components: the Pre-Application, the Application, the Grant Agreement, and the Approval Letter.
 - Pre-Application: BCS staff will initiate the pre-application, which will provide the pre-approved eligibility amount. Once the pre-application has been initiated, the Project Director(s) will receive an email notification that the grant application can be completed.
 - Application: The application consists of Program Component Pages, Budget, Facility Governing Board Membership List, and Inventory List.
 - Grant Agreement: The grant agreement will state the amount of the award and the conditions of the grant.
 - Approval Letter: The approval letter is the final step in the grant application process. The approval letter confirms the approved funding for the CBCF program.

B. REQUIREMENTS

ORGANIZATION SUMMARY

It is important to keep contact information up-to-date for timely messaging. When system messages are sent from IntelliGrants, they are sent to the email address listed in the user profile. When an incorrect email address is in the contact information, automatic notifications will not be received. Also, in the event of a forgotten password, the email address is required and must match the email address listed in the contact information. Please refer to Section 5-User Contact Information of the Grant Management System (GMS) Department of Rehabilitation and Correction (DRC) User Guide for further instructions.

SECTION IV

GRANT APPLICATION

A. PRE-APPLICATION REVIEW

The Pre-Application must be reviewed prior to completing the grant application(s). Review the Pre-Application for accuracy of the eligibility amount. If corrections need to be made to the Pre-Application, contact BCS for further assistance.

B. COMPLETING THE GRANT APPLICATION

After reviewing the Pre-Application, select the Pre-Application Document Information.

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com>. The browser tabs include 'IntelliGrants - Document P...' and 'State of Ohio Outlook Web App'. The page title is 'Online Grants System' and it features logos for the Office of Criminal Justice Services (OCJS) and the Department of Rehabilitation and Correction (DRC). The navigation menu includes links for 'My Home', 'My Pre-Applications', 'My Applications', 'My Performance Reports', 'My Quarterly Financial Reports', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. There are buttons for 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. The main content area shows the document information for 'CBCF-PA-2013-FRANKCO-00001'. A red arrow points to the 'Details' link. Below the document information, there is a section titled 'ELIGIBILITY AMOUNT' with instructions to complete the page and click 'SAVE'. The form includes fields for 'Total Eligible Amount' (\$9,000.00), 'Residential' (\$5,000.00), 'Non-Residential' (\$4,000.00), 'Number of Funded Beds' (50), 'Number of Projected Felony Offenders' (60), and 'Projected Cost Per Offender' (\$150.00).

Back
Document Information: [CBCF-PA-2013-FRANKCO-00001](#)
[Details](#)
You are here: > [CBCF Pre-Application 2013 Menu](#) > [Forms Menu](#)

ELIGIBILITY AMOUNT

Instructions:
Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point.
Required fields are marked with a *.

Total Eligible Amount	\$9,000.00
Residential	\$5,000.00
Non-Residential	\$4,000.00
Number of Funded Beds	50
Number of Projected Felony Offenders	60
Projected Cost Per Offender	\$150.00

Scroll to the Examine Related Items section. Select Review Related Items.

http://demo.agatesoftware....IntelliGrants - Document M...State of Ohio Outlook Web App

FileEditViewFavoritesToolsHelp

SHOW HELP

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2013	Franklin County	Project Director	Pre-App Completed	N/A - N/A N/A

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS

10:46 AM
8/20/2012

The CBCF program associated with the Pre-Application will be listed.

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com>. The page is titled "Online Grants System" and features logos for the State of Ohio and the Office of Criminal Justice Services (OCJS). The navigation menu includes links for "My Home", "My Pre-Applications", "My Applications", "My Performance Reports", "My Quarterly Financial Reports", "My Training Materials", "My Organization(s)", "My Profile", and "Logout".

The main content area is titled "CBCF Pre-Application 2013 Menu - Related Items" and includes a "Back" link. Below this, there is a section for "Document Information" showing the document ID "CBCF-App-2013-FRANKCO-00001" and a "Details" link. A red arrow points to the document name "CBCF-App-2013-FRANKCO-00003" in the "Related Documents" table.

The "Related Documents" table has the following data:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
CBCF Application 2013	CBCF-App-2013-FRANKCO-00003	Application In Process	N/A - N/A 03/31/2013 12:00PM	Steve Russell 3/2/2012 2:13:18 PM	Chris Galli 8/20/2012 10:52:59 AM

Below the table, there is a "Related Messages" section with a "Sort search results by:" dropdown menu and a "GO" button. The messages table shows one message:

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Agreement Submitted	6/5/2012 1:17:41 PM	Unread

The Windows taskbar at the bottom shows the system clock as 10:58 AM on 8/20/2012.

Select the CBCF program application. Scroll to the View, Edit and Complete Forms section and select View Forms.

Online Grants System

My Home | My Pre-Applications | My Applications | My Performance Reports | My Quarterly Financial Reports | My Training Materials | My Organization(s) | My Profile | Logout

[SHOW HELP](#)

[Back](#)

CBCF Application 2013 Menu

Document Information: [CBCF-App-2013-FRANKCO-00003](#)
 Parent Information: [CBCF-PA-2013-FRANKCO-00001](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2013	Franklin County	Project Director	Application In Process	N/A - N/A 03/31/2013 12:00PM EST

[View, Edit and Complete Forms](#)
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

[Change the Status](#)
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Proceed to completing all sections of the grant application. Answer all questions in detail. If the question is not applicable, please indicate "N/A". Select "Save" after completing each page.

NOTE: Selecting "Save" is a very important function throughout the grant application process. The "Save" function must be used frequently to prevent loss of information/work.

SALARY AND WAGES:

- **Name of Employee:** Enter the name of each employee whose salary will be funded through the grant.
- **Title:** Enter the title of each employee whose salary/ wages will be funded through the grant.
- **Full-time Salary/Full-time Hourly/Part-time:** Enter the status (part time/ full time) of each employee whose salary/wages will be funded through the grant
- **Start date for this fiscal year**
- **End date for this fiscal year**
- **Hourly Rate:** Enter the actual hourly rate for the employee. If the rate is expected to change during the grant period, list the employee twice with the applicable number of hours and hourly rate. Also, enter the date of the expected rate change. **NOTE:** If the rate is expected to change during the grant period, list the employee twice with the applicable number of hours and hourly rate. Also enter the date of the expected rate change.
- **Number of Hours Worked:** Enter the total number of hours that each employee will work on grant activities during the fiscal year.

- **FY Salary:** This column will be automatically calculated and transferred to the Budget Summary page.
- **Justification:** Use this section to provide information about the Salary and Wages page, e.g. scheduled wage increases, vacancy information, etc.
SAVE THE DOCUMENT.

OVERTIME:

- **Total Overtime:**
- **Less:**
 - **Allowance for Full-time vacancies:**
 - **Allowance for Part-time vacancies:**
- **Total Personnel Wages:**

SAVE THE DOCUMENT.

FRINGE BENEFITS

Fringe benefits are based on the employer's share only. Do not include the employee's share. Basic fringe benefits include the following:

- **Retirement** - includes Public Employees Retirement System (PERS), FICA (Social Security), or other established pension plan.
- **Worker's Comp** - rate for the program can be obtained from the Bureau of Workers Compensation of Ohio if the program does not already have an established rate.
- **Unemployment** - rate for the program can be obtained from the Bureau of Unemployment Compensation of the Ohio Department of Job and Family Services.
- **Medicare:** refers only to the employer's share of an established group policy
- **Health Insurance** - refers only to the employer's share of an established group policy.
- **Vision/Dental** - refers only to the employer's share of an established group policy.
- **Life Insurance** - refers only to the employer's share of an established group policy.
- **Other** - List specific benefit costs and rates.
- **Justification:** Use this section to provide information about the Salary and Wages page, e.g. scheduled wage increases, vacancy information, etc

Instructions:

- **Rate column:** Enter the applicable rate for Retirement, Workers Comp, Unemployment and Medicare and percentage rates. Health, Vision/Dental and Life Insurance are entered as the monthly dollar amount charged.
- **Wages column:** Enter the amount from the Total Salary and Wages page to be considered for Retirement, Workers Comp, Unemployment and Medicare.
- **Health Insurance:** Enter the provider, the rate, the applicable number of months, and the number of employees.
- **Life Insurance:** Enter yearly rate and the number of employees.
- **Vision/Dental:** Enter yearly rate and the number of employees.
- **Other:** Enter yearly rate and the number of employees.
- **Total FY Fringe Benefits:** This amount will automatically fill the appropriate cell.
- **Justification:** Use this section to provide information about Fringe Benefits page, e.g. scheduled rate increases, less offset, etc.

SAVE THE DOCUMENT.

GENERAL OPERATING EXPENSES:

Administrative Cost: Includes Insurance, Legal Fees, Administrative/Accounting Fees, License Fees, Evaluation Fees, and Health Insurance Administration Fees.

Communications: Projections for monthly communication expenses (telephone, cellular, internet, and pager) should include anticipated usage increases and rate increases. Pager and mobile phone costs should include the projected airtime expense and the quantity of units. Note: Costs for the purchases of telephones and other communication items are itemized on the Equipment page.

Advertising/ Printing: Printing costs include the cost of advertising to fill position vacancies, outside printing for forms, special reports, and brochures. See Section III, Financial Guidelines, for important information regarding OPI printing services.

Rentals: Include the cost of renting office space, copier, and other equipment used by the program.

Utilities: Include the projected costs for water, sewer service, electric, gas and waste disposal if applicable.

Justification: Use this section to provide information about Administration Costs, Communications, Advertising, Printing, Rentals, and Utilities

Supplies: are defined as items that will be expended within one year or cost less than \$100/unit. Items that do not fit this definition will be listed on the Equipment budget page.

Maintenance and Repairs: Include costs required to maintain and repair equipment used by the program. Examples are office and computer equipment repairs and computer/copier maintenance contracts. List the type of service agreement, then multiply the annual agreement cost per machine by the number of machines under the agreement to compute the total cost.

Program Transportation: Include travel costs and vehicle maintenance expenses necessary for the operation of the program. Estimate mileage and normal maintenance for agency-owned vehicles purchased by the program. Transportation and per diem costs for appropriate meetings are also listed in this category. Enter the number of travelers, the purpose of the trip, number of miles to destination, the rate or fare, and the total cost for each travel item.

- **Mileage Reimbursement:** Calculate mileage using the per mile reimbursement rate allowed per your agency's guidelines.
- **Actual Gasoline:** Use estimated gasoline expenditures in place of mileage for agency-owned vehicle (AOV) estimates. State the miles per year and total gasoline expenditures anticipated.
- **Vehicle Maintenance:** Vehicle maintenance should include projections for oil changes, tires, batteries, and other routine maintenance expenses.
- **Lodging and Meals for Non-Training Events:** The rate for lodging and meals should not exceed the rate normally allowed by the county/municipality and shall not include gratuities. Per Diem rates or other methods of payment established by the county/municipality must be stated in the proposal narrative. If meals are reimbursed using a daily allowance (per diem rate) rather than actual expenses, meals provided free must be deducted from the per diem allowance. The purpose of any major travel expenses should be further described in the justification section.
- **Other:** Parking, telephone, or any other allowable incidental travel costs should be included as "other".
- Out of State Travel is an allowable expense.

Staff Recruitment Retention and Training: Specify the name of the conference/seminar, the rate of registration, and the number of staff members attending. Include the costs incurred for lodging and meals and membership fees. Training courses must be specified and directly related to enhancing community corrections skills.

- **Membership fees** are an allowable expense, provided that:
 1. The benefit from the membership is related to the agency program;
 2. The expenditure is for agency membership;
 3. The cost of the membership is reasonably related to the value of the service or benefits received, and;
 4. The expenditure is not for membership in an organization, which devotes a substantial part (more than 50%) of its activities to influencing legislation.
- **Reference Materials:** the cost of books, subscriptions to civic, business, and professional and technical periodicals is allowable when related to the program.
- **Meetings and Conferences:** Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the agency program.
- **College tuition reimbursement** for individuals is an allowable expense and will not exceed county/agency guidelines.

Justification: Provide justification for Supplies, Maintenance, Repairs, Program Transportation, Staff Recruitment, Retention, and Training

TOTAL GENERAL OPERATING EXPENSES: The total will be automatically calculated and transferred to the Budget Summary page.

PROGRAM EXPENSES:

Medical Services: Includes Physician, Dentist, Psychologist, Hospital Miscellaneous Services, and Pharmacy

Counseling: Provide the vendor name, the unit cost, and the quantity. This category includes the costs for counseling services provided by outside independent contractors or service providers.

Program Materials: Including Program Supplies or Workbooks, e.g. Thinking for a Change, Carey Guides, etc.

Educational/Vocational Materials: Including books magazines, newspapers or other program materials for offenders

Assessments: Provide the costs per assessment, the assessment instrument used, and if applicable the outside vendor contracted for assessments.

Public Transportation: Provide the costs per unit and the number of units to be purchased for offender travel. If other modes of travel are used, list the appropriate information.

Drug Testing: Provide the quantity and amount for Drug Testing, Alcohol Testing, Confirmation Testing, Drug/Alcohol Supplies, and Specimen Cups.

Total Drug Testing: The total will be automatically calculated.

Less Offset: Provide the amount of offender fees collected for specific grant related activities to reimburse the appropriate cost category as the expenditure (i.e. medical fees, drug testing, electronic monitoring).

Justification: Provide justification for the Program Expenses section.

TOTAL PROGRAM EXPENSES: The total will be automatically calculated.

SAVE THE DOCUMENT.

EQUIPMENT:

Equipment is defined as items with a useful life of more than one year and costs over \$250.00. Request for equipment purchases must identify the equipment to be purchased and specify the cost of the equipment. Lease purchases of equipment are to be listed under this category. For types of equipment that may be purchased with grant funds refer to the Financial Guidelines section of the CBCF Grant Manual.

Enter the item name/description, unit cost, and quantity. The total will be automatically calculated and transferred to the Budget Summary page.

SAVE THE DOCUMENT.

BUDGET SUMMARY

The Budget Summary provides an overview of the funding allocation for each of the four categories: Personnel, General Operating, Program, and Equipment Expenses. Review the Budget Summary for accuracy.

Justification: Provide justification for any expenditure that requires a more detailed explanation.

SAVE THE DOCUMENT.

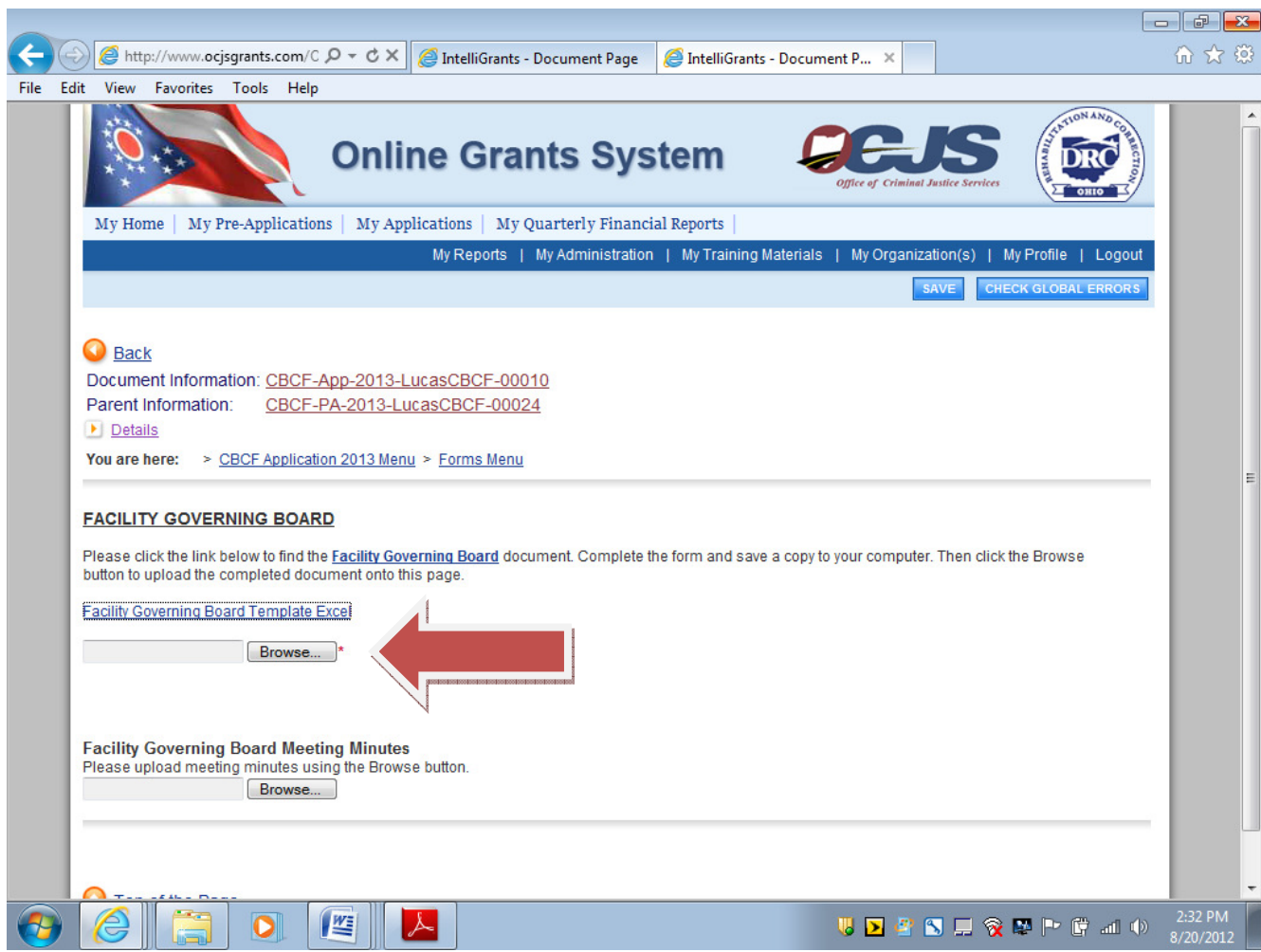
MISCELLANEOUS:

Governing Board : In accordance with O.R.C. 2301.51 all applicants must have a single or multiple county Governing Board to be eligible to receive funds. The grant application must be submitted through the Governing Board. A listing of the current membership of the Facility Governing Board and Judicial Advisory Board must accompany the application. Each listing must contain the names of all members with the identification of the Chair listed first, titles, phone numbers, and e-mail addresses (if applicable) of members.

- Select the Facility Governing Board Template:

The screenshot shows a web browser window with the URL <http://www.ocjsgroups.com/C>. The page is titled "Online Grants System" and features logos for the Office of Criminal Justice Services (OCJS) and the Department of Rehabilitation and Correction (DRC) of Ohio. The navigation menu includes links for "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", "My Reports", "My Administration", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". There are "SAVE" and "CHECK GLOBAL ERRORS" buttons. The main content area shows a "Back" link, document and parent information links, and a "Details" link. A breadcrumb trail indicates the user is in the "CBCF Application 2013 Menu" > "Forms Menu". The "FACILITY GOVERNING BOARD" section contains instructions to click a link to find the "Facility Governing Board" document, complete the form, and save it. A red arrow points to the "Facility Governing Board Template Excel" link. Below this link is a text input field and a "Browse..." button. The "Facility Governing Board Meeting Minutes" section also has a text input field and a "Browse..." button. The Windows taskbar at the bottom shows the time as 2:30 PM on 8/20/2012.

- Enter all requested information in the Excel document.
- Save the completed document.
- To upload the saved document, select the Browse button:



- Locate and select the saved document from your computer files.
- Select Open, then **SAVE THE DOCUMENT** in the IntelliGrants system.
- Check the saved document to ensure the correct document has been uploaded.

Facility Governing Board Meeting Minutes

- To upload the saved LCPB Meeting Minutes, select the Browse button.
- Locate and select the saved document from your computer files.
- Select Open, then **SAVE THE DOCUMENT** in the IntelliGrants system.
- Check the saved document to ensure the correct document has been uploaded.

C. PROGRAM GOALS

(PERFORMANCE-BASED) PROGRAM GOALS AND OBJECTIVES

All jurisdictions submitting a CBCF grant application must include **performance-based** goals and objectives with **measureable criteria** that will achieve the stated goals. Objectives usually begin with “To” followed by a specific action (e.g., To identify, To increase, To screen). The specific action must be measurable. The Objective specifies the procedural activities that are necessary to achieve the desired end result (goal).

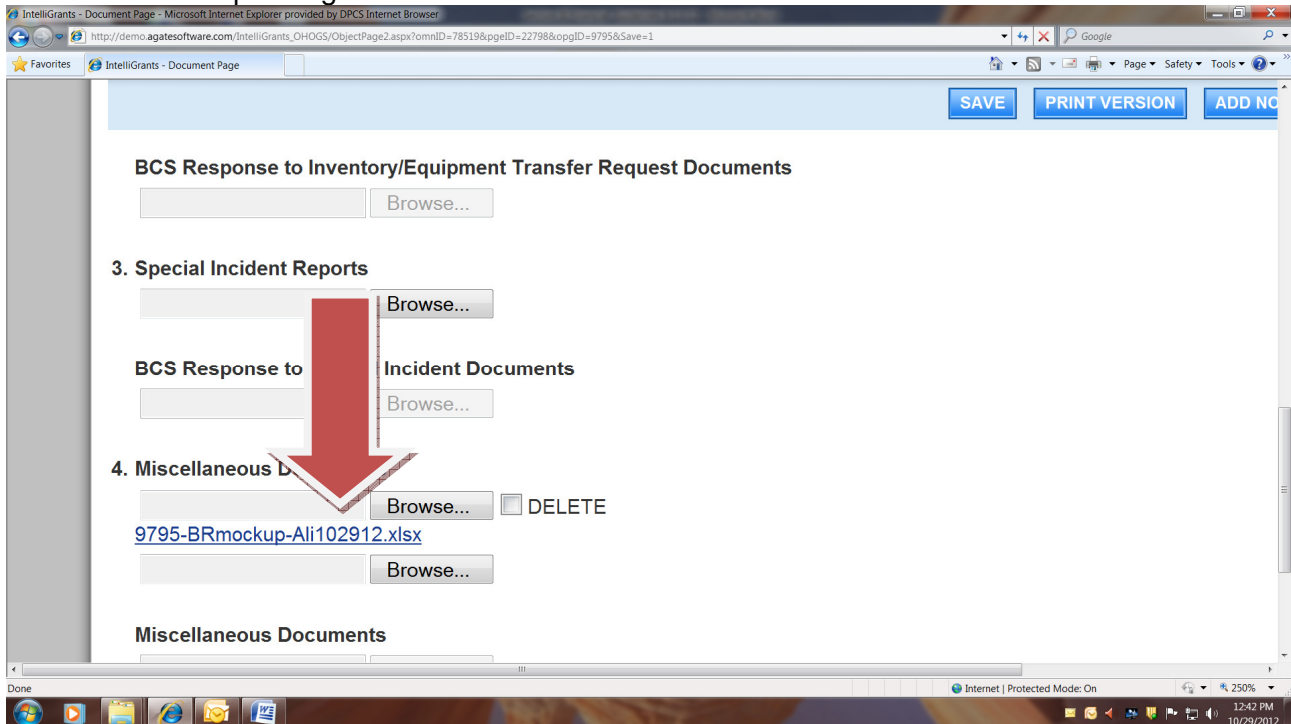
EXAMPLES

Goal:	The CBCF program will reduce incarceration in state prison for high risk felony offenders.
Objective	To divert 200 eligible high risk felony offenders to the CBCF from the catchment area.
Outcome Measure(s):	The number of high risk offenders placed in the CBCF program.

D. GENERAL CORRESPONDENCE

The General Correspondence page allows programs to upload all formal written correspondence and/or documentation pertaining to the grant application directly into the IntelliGrants System. For information on uploading documents, please follow instruction provided in Section B (Miscellaneous) or refer to the GMS Department of Rehabilitation and Correction User Guide.

- Please be sure to include the date in the title of the saved document prior to uploading it into the corresponding browser.



The following categories are available for submitting information and to review responses related to the applicable documents. The grantee will receive email notification via the IntelliGrants system once a response has been uploaded from BCS.

1. MBE/OPI/OHI/EDGE Documents
 - BCS Response to MBE/OPI/OHI/EDGE Documents
2. Inventory/Equipment Transfer Request Documents
 - BCS Response to Inventory/Equipment Transfer Request Documents
3. Special Incident Reports
 - BCS Response to Special Incident Reports
4. Miscellaneous Documents
 - BCS Response to Miscellaneous Documents