



2023 Comprehensive Opioid, Stimulant,
& Substance Use Program (COSSUP)
**Ohio Deflection and Pre-arrest Diversion
Grant Program
2024**

REQUEST FOR PROPOSALS

Deadline: April 30, 2024

OFFICE OF CRIMINAL JUSTICE SERVICES

1970 West Broad Street, P. O. Box 182632
Columbus, OH 43218-2632

Telephone: 614.466.7782 or 888.448.48242 Fax:614.466.0308

www.ocjs.ohio.gov

MIKE DEWINE, *Governor*

JON HUSTED, *Lt. Governor*

ANDY WILSON, *ODPS Director*

NICOLE M. DEHNER, *OCJS Executive Director*

Apply online using the OCJS Grants Management System





OFFICE OF CRIMINAL JUSTICE SERVICES

COSSUP Deflection & Pre-arrest Diversion Grant

Table of Contents

OCJS AND THE COSSUP GRANT PROGRAM	3
APPLICATION DETAILS	3
How to Get Help.....	3
Eligible Applicants	3
Length of Funding	3
Amount of Funding	4
Fiscal Requirements	4
Grant Application Review	4
Award Notification and Expectations	5
Equal Employment Opportunity	5
COSSUP PROGRAM PURPOSE	5
COSSUP APPLICATION SUBMISSION	6
Application Checklist.....	6
Application Submission Process.....	6
PROPOSAL NARRATIVE	7
Problem Statement.....	7
Project Description.....	7
Sustainability/Accomplishments/Obstacles	8
Project Objectives	8
Timeline and Activities.....	8
Organization and Staff Capacity.....	9
Collaboration Board	9
Budget.....	10

OCJS AND THE COSSUP GRANT PROGRAM

The Ohio Office of Criminal Justice Services ([OCJS](#)) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also conducts and supports research and evaluation, and develops technology, training, and products for criminal justice professionals and communities.

In October 2023, OCJS was awarded a three-year, \$4M grant through the BJA Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). The goal of the BJA COSSUP program is to reduce the impact of the use and misuse of opioids, stimulants, and other substances on individuals and communities. To this end, OCJS seeks to provide resources supporting the development, expansion, or enhancement of substance use deflection and pre-arrest diversion programs in diverse Ohio communities that are disproportionately challenged by high fatal and nonfatal overdose rates.

APPLICATION DETAILS

[How to Get Help](#)

For technical assistance on any portion of the application, please contact Amy Gillard at 614-466-1831.

[Eligible Applicants](#)

Applicants must have an organization, or subrecipient, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible applicants include:

- a unit of local government that 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, or
- state agencies, state-supported universities, or
- statewide and local nonprofit or faith-based associations.
- Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

****NOTE:** Projects implemented by courts, law enforcement agencies, and mental health boards may not act as their own subrecipients. Pass-through agencies will also need to be involved in programming.

[Length of Funding](#)

All awards will be for 2 years of funding, operating from June 1, 2024 to May 31, 2026.

Amount of Funding

There is no cap on the amount of funding that an agency can request; however, funding is limited in comparison to the large number of potential applicants. Please carefully consider and justify your budget requests, as excessive costs will not be considered.

All costs associated listed in the grant budget must be necessary and reasonable for proper and efficient performance and administration of the grant; be consistent with policies, regulations, and procedures that apply uniformly to both Federal and state awards; and be allocable to the grant. A list of unallowable costs can be accessed at [Unallowable Costs | Office of Criminal Justice Services \(ohio.gov\)](#).

Specific cost limits exist for certain allowable costs including:

- Lodging and meal per diem rates, which cannot exceed the rates set by the federal Government Services Administration (GSA). The rates can be found at [GSA Per Diem Rates](#).
- Mileage rates, which cannot exceed the rates set by Ohio Budget Management (OBM). These rates can be found at [OBM Travel Rule](#).
- Laptops, which cannot exceed \$1250.
- Cell phones, which cannot exceed \$600.

Fiscal Requirements

Electronic Funds Transfer. OCJS is committed to ensuring grant payments to Subawardees in the most cost-effective and efficient manner possible. To enhance existing accounts receivable procedures, OCJS will begin requiring all Subawardees receiving State of Ohio payments via paper check, to enroll in Electronic Funds Transfer (EFT) by January 1, 2024. For organizations with multiple physical address codes, specific EFT locations (accounts) may be connected to each address code. Instructions for EFT enrollment are available on the OCJS website: [Electronic Funds Transfer Instructions | Office of Criminal Justice Services \(ohio.gov\)](#)

External Audit or Financial Report. Applicants are required to upload a copy of the organization's most recent external audit or most recent financial report to the Collaboration Board Upload section of the application. This allows OCJS to ensure requirements are met for 2 C.F.R. § 200.331(f). Single Audit Act Amendment of 1996, and the OMB Circular A-133. The external audit or most recent financial report should be dated within the past 24 months.

General Ledger. Applicants are required to confirm the ongoing active use of a general ledger defined as a complete record of all the financial transactions over the life of your organization. The general ledger holds all the information needed to prepare financial statements and includes assets, liabilities, equity (net asset), revenue and expenses.

Pre-Risk Assessment. Each application receives a Pre-Risk Assessment to determine risks associated with financial integrity. If an applicant is determined to be moderate, high, or priority high risk, specific conditions of awards may be required as part of the award process. An applicant may be deemed unqualified due to poor performance history of lack of demonstrated honesty or ethics.

Grant Application Review

A team of internal (OCJS) and external subject matter experts will review grant proposals using an established process discussed in the "Proposal Narrative" section. Reviewers will ensure that the proposed project is responsive to the problem to be addressed and that project budget costs are allowable

and directly relate to the program. The OCJS Executive Director makes final funding recommendations and the Director of the Ohio Department of Public Safety approves them.

[Award Notification and Expectations](#)

Projects will be notified and required to complete all forms and pre-award conditions electronically through the [Online Grants Management System](#).

All subrecipients are bound by the [Federal Subgrant Conditions Handbook](#). Project directors are required to attend a mandatory online orientation.

This is a reimbursement grant. Projects will be required to submit Quarterly Subgrant Reports (QSRs) through the online grants management system as well as meet the requirements of the grant including but not limited to performance reporting requirements as described in the Pre-Award Conditions.

[Equal Employment Opportunity](#)

The Subgrantee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, disability, age or Vietnam-era status as well as gender identity, provided the subgrantee receives Violence Against Women Act funding. The Subgrantee will ensure applicants are hired and employees are treated fairly during employment without regard to their race, religion, color, sex, sexual orientation, national origin, disability, age or Vietnam-era status as well as gender identity, provided the subgrantee receives Violence Against Women Act funding. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation, and selection for training including apprenticeship.

The Subgrantee agrees to post in conspicuous places available to employees and applicants for employment, notice setting forth the provisions of this nondiscrimination clause. The Subgrantee will, in all solicitations or advertisements for employees placed by or on behalf of the Subgrantee, State that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, national origin, disability, age or Vietnam-era veteran status as well as gender identity, provided the subgrantee receives Violence Against Women Act funding. The Subgrantee shall incorporate the foregoing requirement in all its contracts for any of the work prescribed herein (other than subgrants for standard commercial supplies or raw materials) and will require all of its Subgrantees for any part of such work to incorporate such requirements in all subgrants for such work.

COSSUP PROGRAM PURPOSE

The overarching purpose of COSSUP funds is to support communities to plan, develop, and implement comprehensive efforts that identify, respond to, treat, and support those impacted by the use and misuse of opioids, stimulants, and other substances. **To this end, OCJS seeks to provide funding supporting the development, expansion, or enhancement of substance use deflection and pre-arrest diversion programs in diverse Ohio communities that are disproportionately challenged by high fatal and nonfatal overdose rates. Specifically, funding must be used to support one or more of the six pathways of deflection and pre-arrest diversion, as described by the Police, Treatment, and Community Collaborative (PTACC) [here](#).**

Eligible applicants can use grant funds to support law enforcement and other first responder deflection and pre-arrest diversion programs in varying ways, including but not limited to:

- funding deflection and pre-arrest diversion program staff;
- embedding licensed social workers and certified peer supporters into deflection and pre-arrest diversion programs;
- legal review of policies and procedures;
- purchasing naloxone and fentanyl test strips for first responders' use and distribution;
- supporting the use of data for real-time and comprehensive planning and response to overdoses and emerging drug trends;
- supporting drug take-back programs as part of an array of outreach services;
- supporting specialized services for underserved and/or high risk populations;
- transportation programs and other basic needs or services that serve grant objectives;
- providing recovery support services, including peer recovery; and
- other identified programs and activities. Projects may propose to use grant funds to support other needs and/or innovative approaches to identify, respond to, and support those impacted by the use and misuse of opioids, stimulants, and other substances. Applicants must provide ample **justification** to show that the program or activity is responsive to the needs of the community and is **evidence-based**. If the program or activity is new or promising, applicants must provide data demonstrating its impact (or its impact in other fields) in addressing substance use and misuse.

COSSUP APPLICATION SUBMISSION

[Application Checklist](#)

Use the following checklist as a general guide for submitting an application to OCJS. Please read the entire RFP prior to completing and submitting applications.

- Title Page
- Problem Statement
- Project Description
- Sustainability/Accomplishments/Obstacles
- Project Objectives
- Timeline and Activities
- Organization and Staff Capacity
- Collaboration Board
- Executive Summary
- Budget

[Application Submission Process](#)

Applications must be submitted online through the Online Grants Management System by 5 p.m. EST on April 30, 2024. Please visit www.ocjsgrants.com for application materials. **OCJS will not review late applications or consider them for funding.** Failure to follow the specified application requirements will also disqualify applications from review and consideration for funding.

IMPORTANT: Applications must be in the “APPLICATION SUBMITTED” status in the Online Grants Management System to be considered for funding. Designated Project Directors will receive an email confirmation that the application has been submitted.

Agencies that registered for the Online Grants Management System previously should use the same username and password information for this application. OCJS will deny duplicate registration requests. For more information on how to access the application portion of the Online Grants Management System, use the application manual located at www.ocjsgrants.com.

PROPOSAL NARRATIVE

The following criteria will be used by reviewers for evaluating project proposals. Points will be allocated based on the extent to which the project proposal addresses the listed criteria.

Problem Statement

Applicants should clearly describe the issue that needs to be addressed in their community, providing details about the scope of its impact on citizens, public safety, public health, and other systems. In doing so, applicants should highlight concerns that are particularly relevant to underserved populations. Reviewers evaluate each application based on how well it:

- provides information about the community impacted, including statistics about fatal and nonfatal overdoses and any other relevant data about challenges faced by EMS, healthcare, or law enforcement as a result of substance use among citizens in their jurisdiction;
- provides detailed information about current/ongoing local efforts to address these problems; and
- explains how receipt of COSSUP 2023 funds will either fill a gap in needed services, support existing local efforts, or enhance existing programs and services.

Project Description

Applicants should clearly describe the agency’s plan to address the impact of substance use in their community. Reviewers evaluate each application based on how well it:

- explains how implementation of the identified program or resources will address the issue identified in the Problem Statement section;
- addresses how the program will improve services and/or access to services in historically marginalized and underserved populations;
- clearly states whether funding is to develop or to expand an existing deflection strategy or program;
 - If developing a new strategy:
 - describe the composition of the team tasked with developing and implementing the program.
 - discuss relevant factors in deciding which strategy is best suited to respond to the substance use issues.
 - provide documentation that shows how the proposed strategy is promising or proven to reduce overdoses and other harms from substance use.
 - If expanding an existing strategy:
 - provide an overview of the current status of the strategy, including successes and barriers.

- provide relevant performance measures (statistics) that demonstrate success with the current project.
- describe how the proposed project will improve or expand upon existing efforts.
- outlines specifically what the agency is looking to purchase with the COSSUP funds; and
- discusses how the agency works with:
 - allied criminal justice partners and other relevant partners that intersect the criminal justice system, such as mental health and related social service providers.
 - local community members to provide education and seek feedback on community concerns regarding substance use and overdose.

Sustainability/Accomplishments/Obstacles

Applicants should clearly describe any accomplishments and/or obstacles that would have a bearing on the success of this project and its sustainability. Reviewers evaluate each application based on how well it:

- discusses any previous accomplishments using the proposed program/project activities;
- discusses any potential obstacles/barriers to implementation and explain how these barriers will be addressed; and
- explains the steps that applicants will take to ensure long-term program sustainability once this grant ends.

Project Objectives

The applicant's proposed project should address at least two objectives that correspond with the six Pathways of Deflection and Pre-Arrest Diversion. Possible objectives include:

- increase eligible self-referrals;
- promote enrollment in treatment services;
- increase naloxone distribution and/or fentanyl test strip distribution for eligible recipients;
- increase referrals to eligible case managers or treatment providers;
- increase qualified officer interventions; and/or
- increase qualified community responses.

In lieu of one or more of these objectives, the applicant can provide alternate objective(s) that clearly support the collection and reporting of data on one or more of the deflection pathways. Project objectives will be finalized in partnership with the grant evaluation team.

Timeline and Activities

The applicant should describe how programmatic and grant administrative activities and the objectives will be reasonably achieved in the given project period. Include activities such as anticipated meetings with partners/community members, OCJS grant reporting deadlines, and any other activities specific to the project. Reviewers evaluate each application based on how well it comprehensively specifies what will be done, who will do it, and when it will be accomplished. Consider using the following format:

Activity	Completion Date	Person(s)/Organization Responsible

Organization and Staff Capacity

The applicant should provide an overview of the agency responsible for implementing the project and key staff involved in the project. Reviewers evaluate each application based on how well it:

- provides a detailed overview of the agency that will serve as the subrecipient and/or implementing agency;
- identifies key staff involved in grant/fiscal administration, describing qualifications and experience;
- identifies key staff involved in program administration, describing qualifications and experience; and
- discusses partnerships with agencies/organizations likely to be impacted by/involved in the program.

Collaboration Board

Collaboration boards are essential to the funding process, as they provide leadership, oversight, and direction that help projects achieve their goals and objectives through a shared community vision. They should be comprised of agency representatives as well as relevant stakeholders from the community, such as local law enforcement, court systems, victim advocates, schools, behavioral health providers, prosecutor’s offices, etc.

Note: The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **However, the Collaboration Board must NOT be an agency’s Board of Trustees or Advisory Board.** Signed commitment letters will be required from all representatives on the Collaboration Board.

The Collaboration Board must meet at least quarterly, prepare meeting agendas, and keep minutes of the discussion items. Reviewers evaluate each application based on how well it:

- Identifies the organizations that will participate on the Collaboration Board;
- Describes how the role and function of each organization supports the overall goal of the project;
- Describes how the group will work together to achieve project goals and objectives; and
- Provides details describing management of the Collaboration Board, including a list of anticipated dates of quarterly meetings, how the applicant will notify board members of meetings, the process for distributing and maintaining meeting minutes, and how the group will provide specific oversight for this project (particularly if the applicant is using an existing community board or group to serve as the Collaboration Board).

Budget

The applicant should provide a detailed and clearly written budget that aligns with what the applicant proposes in the Project Description. Reviewers evaluate each application based on how well it:

- specifies an itemized breakdown of all costs, listed in the appropriate budget categories; and
- provides a budget description that explains and justifies all items in each section of the budget.

Note: Please ensure that costs are considered reasonable and cost-effective when considering the nature and scope of activities to be conducted, the number of participants to be served, and the expected results and benefits.