



2024 Project Safe Neighborhoods (PSN) United States Attorney's Office, Southern District of Ohio

2024 Request for Proposals

Applications Are Due June 9, 2026, at 5:00 PM EST

ATTENTION: This solicitation is for grant funding that the Ohio Department of Public Safety, Office of Criminal Justice Services (OCJS) administers that originates from the United States Department of Justice. To continue program activities designed to maintain public safety services, OCJS will proceed with this solicitation, however, OCJS anticipates that new grant guidance may be issued in 2025 to reflect DOJ's revised policies and priorities. Updated DOJ guidance could impact terms and conditions and the availability of funding for any grants that are awarded from this solicitation. OCJS will share new grant conditions, guidance, and requirements with all grantees as they become available. In some instances, executed grant contracts may be revised or cancelled.

By submitting an application, the potential subrecipient understands that if awarded funding pursuant to this solicitation, the terms, the conditions, and the availability of continued funding are subject to future communications and guidance from DOJ.

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OCJS And PSN

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and products, develops training, resources, and best practices for criminal justice professionals and communities. The United States Attorney's Office in the Southern District of Ohio designates OCJS as fiscal agent for the 2024 Project Safe Neighborhoods (PSN) program and oversees implementation of the initiative.

The US DOJ designed PSN to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies – and the communities they serve - engaged in a unified approach led by the U.S. Attorney in all 94 districts. Acting decisively in a coordinated manner at all levels – federal, state, local, and tribal – will help reverse a rise in violent crime and keep American citizens safe. PSN provides the critical funding, resources, and training for law enforcement, prosecutors, and their PSN teams to reduce violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

What To Expect

For technical assistance on any part of the PSN FY2024 application, call Laura Garcia at OCJS at: 614.359.2874 or e-mail laura.garcia@dps.ohio.gov or OCJS at 614.466.7782 and ask to speak to your Grants Coordinator. You can find your OCJS Regional Contact here: [Regional Contact here: Grants Administration Contact | Office of Criminal Justice Services \(ohio.gov\)](#)

Application

Agencies may submit only one application per subrecipient.

- **All Subrecipients must be approved by the Bureau of Justice Assistance prior to being awarded. Subrecipients may need to make updates to applications and projects to align with current Project Safe Neighborhood requirements. Funding is subject to the availability of funds provided by the federal government.**

Review

OCJS staff and external professionals competitively review PSN proposals using an established process discussed in the “Proposal Narrative” section below. Reviewers assess compliance with all programmatic requirements and assure that project budget costs are allowable and directly relate to

the program. OCJS conducts internal compliance reviews of funded projects, assessing the timeliness and thoroughness of financial and programmatic reporting. Final funding recommendations are made by the OCJS Executive Director and approved by the Department of Public Safety Director and are presented to the U.S. Attorney for the Southern District of Ohio for final review and acceptance. OCJS will provide written notification to BJA of selected projects for approval of sub-awards.

NOTE: OCJS cautions strongly against the use of Artificial Intelligence (AI) in the drafting of an application. Tools such as ChatGPT can be problematic when employed for grant writing as specific information needed about a particular community is often lacking. Further, AI has been known to make assumptions that are inaccurate or misleading about a particular problem or program, which causes challenges during grant review. However, should your agency choose to utilize AI tools such as ChatGPT in the creation of its application, that must be disclosed in the Executive Summary under the project description.

Award Notifications And Expectations

OCJS will notify projects and require them to complete all forms and pre-award conditions electronically through the grants management system. Prior to funding, the grantee will receive orientation information regarding funding conditions and grant management strategies. Forms and assurances included with pre-award conditions include, but are not limited to:

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form (including conflicts of interest)
- Special Conditions Form
- Registration in the System for Award Management (www.sam.gov). Agencies are encouraged to make their profile public facing.
- Most recent external audit or annual financial review.

Eligible Applicants

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

1. A unit of local government. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a 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

2. 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 law enforcement agencies may not act as their own subrecipients.

Length Of Funding

Projects may apply for up to 12 months of funding, operating from October 1, 2026, to September 30, 2027

Match

This grant program does not require a match; therefore, applicants should leave this section of the budget blank.

Fiscal Considerations

- OCJS is committed to ensuring grant payments to Subawardees in the most cost-effective and efficient manner possible. In an effort to enhance existing accounts receivable procedures, OCJS requires all Subawardees receiving State of Ohio payments via paper check, to enroll in Electronic Funds Transfer (EFT). For organizations with multiple physical address codes, specific EFT locations (accounts) may be connected to each address code. [Go to Electronic Funds Transfer instructions.](#)
- Applicants are encouraged to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at the [Office of Justice Programs: Financial Guide.](#)
- Lodging and meal per diem rates cannot exceed the rates set by the federal Government Services Administration (GSA). [Go to the GSA Per Diem Rates.](#)
- Mileage rates cannot exceed the rates set by Ohio Budget Management (OBM). The current OBM mileage rate is .58 per mile. [Go to the OBM Travel Rule.](#)
- **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 Notes and Attachments 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.

- [Refer to the OCJS Financial Budget Definition Reference Guide](#) for additional information on budget-related terms.
- 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 or lack of demonstrated honesty or ethics.

Equal Employment Opportunity

The Subgrantee shall follow any directive set forth by the federal government regarding Equal Employment Opportunity.

Americans with Disabilities

The Office of Criminal Justice Services (OCJS) is committed to ensuring equal access to assistance programs, information, and services, regardless of disability. OCJS understands that some individuals with disabilities may need an accommodation in order to have access to or participate in OCJS programs or services. OCJS understands accommodations vary depending upon the needs of the individual. Therefore, accommodation requests will be considered on a case-by-case basis. For more information regarding accommodations, or to request an accommodation, please [email the Department of Public Safety's ADA Unit](#). Additional information regarding disability accommodations can also be found on the Privacy Notice and Policies page of the Department of Public Safety's website.

Project Safe Neighborhoods (PSN) Goals, Priorities and Requirements

Please be aware that all projects are subject to the current Presidential Action and Executive Orders of the President's Administration. Applicants at a minimum must be aware of and comply with Presidential Actions and Executive Orders. A complete list of Presidential Actions and Executive Orders can be found [here](#).

PSN Goal

Launched in 2001, the Project Safe Neighborhoods (PSN) program is a nationwide initiative that brings together federal, state, local, and tribal law enforcement officials, prosecutors, community leaders, and other stakeholders to identify the most pressing violent crime problems in a community and develop

comprehensive solutions to address them. PSN is coordinated by the U.S. Attorneys' Offices in the 94 federal judicial districts throughout the 50 states and U.S. territories. PSN is customized to account for local violent crime problems and resources.

For more information about the Project Safe Neighborhoods Program, view the following resources:

- [CrimeSolutions.gov: Project Safe Neighborhoods](#)
- [U.S. Bureau of Justice Assistance: Project Safe Neighborhoods](#)
- [IACP Project Safe Neighborhoods Initiative](#)
- [PSN Training and Technical Assistance Program \(MSU\)](#)
- [***Proactive Policing: Effects on Crime, Communities, and Civil Liberties in the U.S. \(National Academies\)***](#)

Required PSN Design Features

BJA expects applicants to use funds to support one or more of the following four PSN design features:

1. Community Engagement

Meaningful engagement between and among communities, law enforcement, prosecutors, and other stakeholders is an essential component of an effective violence reduction strategy. Absent community trust, support, and legitimacy, violence reduction strategies are likely to have only short-term, limited, or no effect and may create divisions between law enforcement agencies and prosecutors and the communities they serve. Ongoing engagement involves open communication and builds relationships, trust, and shared public safety values between community members and law enforcement.

2. Prevention and Intervention

Effective PSN Teams engage in problem-solving approaches that address violent crime using all the tools at their disposal. This includes utilizing strategies to address risk and protective factors, which often involves building relationships with representatives of agencies and organizations most suited to provide education, social services, job training and placement, reentry programs, or similar resources to those in need. Prevention and intervention activities can provide individuals and families with skills, opportunities, and alternatives that can ultimately help to reduce violent crime in communities.

3. Focused and Strategic Enforcement

To address violent crime, PSN initiatives often focus strategic enforcement on a limited number of problem places and individuals driving violent crime. Violent crime is often driven by a small number of prolific offenders; they are often involved in gangs, neighborhood crews, and violent street groups and are typically concentrated in hotspots and small "micro-places" (e.g., a street segment with abandoned homes; a problem bar, gas station, or convenience store; or an open-air drug market). In some jurisdictions, intimate partner violence is the main violent crime concern. Critical elements of strategic

enforcement include understanding the most significant drivers of violence and resources, leveraging technology and analytics, developing, and implementing enforcement strategies, and deterring others from engaging in violence, which could also be through public awareness about enforcement actions and available assistance.

4. Accountability

PSN represents a major investment of funding, technical assistance resources, human capital, and other resources at the national, state, and local levels. Since the ultimate goal of PSN is to reduce the level of violence in our communities, analyzing and assessing information about the incidence of violence and the effectiveness of strategies to address it are important for PSN's success and credibility. A research partner is an especially valuable partner who can assist with measuring the impact of PSN strategies on violent crime and community health.

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Proposal Narrative

Problem Statement

Applicants should clearly describe the violent crime or justice problem they intend to address and its impact on their community. Grant reviewers evaluate applications on how effectively they:

- Clearly describe the nature, scope, and causes of the problem based on analysis of multiple data sources. The application will need to provide relevant local data/statistics, as well as agency statistics, to document the existence of the problem. Applicants can find state and county [Uniform Crime Reporting](#) data online at the [Ohio Crime Dashboard](#) maintained by OCJS. Applicants can find jurisdictional [NIBRS](#) crime data at the [Ohio Incident Based Reporting System data portal](#). The FBI's [National Crime Information Center](#) offers additional national, state, and local crime data.
- Clearly identify locations with significant violent crime problems and/or individuals who are driving the violence in those locations that projects will target. The applicant must clearly describe their identified **Target Population** and explain how their target population contributes to the violent crime problem they intend to address. Applicants must provide relevant demographic information that describes the **Target Population**, such as race, ethnicity, age, socioeconomic status, and geography.
- Identify other resources in the community that are currently available to address the problem and/or explain why existing resources are not sufficient to address the problem. If no resources exist, the applicant should discuss the gaps in services and explain how the proposed project will help alleviate those gaps.

Project Description

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the **Problem Statement**. Grant reviewers will evaluate applications on how well they:

- Clearly describe the proposed activities and approach (i.e., evidence-based model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified **Target Population**.
- Document evidence that the model or practice chosen is appropriate for the outcomes the project wants to achieve with the **Target Population and** clearly justifies why applicants selected the particular program model for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or incorporates evidence-based practices of their field.**

- Clearly demonstrate how they will achieve [fidelity](#) to the evidence-based model implemented. Projects that implement evidence-based practices with fidelity ensure that their core services, components, and procedures are consistent with the evidence-based model they utilize. Applicants must provide adequate discussion of the resources that are required to implement their project, and the resources should be reasonable given the scope and detail of their identified approach.

Evidence-Based Programs And Practices

- **OCJS and the U.S. Attorney’s Office for the Southern District of Ohio prioritizes programs and practices that are evidence-based.** The Bureau of Justice Assistance, which oversees the federal Project Safe Neighborhoods (PSN) Program, has placed strong emphasis on improving the quantity and quality of [programs](#) and [practices](#) that are [effective](#) in the criminal justice system. They have defined ‘evidence-based’ as those programs and practices with [causal evidence](#) of effectiveness, generally obtained through one or more [outcome evaluations](#). The strength of causal evidence will influence the degree to which they consider a program or practice to be evidence-based.

BJA provided the following list of resources for PSN projects:

- BJA Police and Mental Health Toolkit <https://bja.ojp.gov/program/pmhc>
- CrimeSolutions.gov <https://crimesolutions.ojp.gov>
- BJA Project Safe Neighborhoods webpage <https://bja.ojp.gov/program/project-safe-neighborhoods-psn>
- Identifying and Working with a Research Partner - **Frequently Asked Questions and Answers** https://psn.cj.msu.edu/tta/researchpartnerqa_version-2_june2017.pdf
- International Association of Chiefs of Police (IACP): Project Safe Neighborhoods Initiative <https://www.theiacp.org/projects/iacp-project-safe-neighborhoods-initiative>
- National Gang Center <https://www.nationalgangcenter.gov>
- PSN Resources webpage (Michigan State University) <https://psn.cj.msu.edu/tta/resources.html>
- Public Safety Clearinghouse <https://www.nationalpublicsafetypartnership.org/Clearinghouse>
- Supporting Effective Implementation of Strategic Crime Reduction Efforts <https://www.policechiefmagazine.org/research-in-brief-supporting-effective-implementation-of-strategic-crime-reduction-efforts/>

Sustainability/Accomplishments/Obstacles

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles that have been presented when carrying out similar activities that were discussed in the Project Description.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Explain the steps that will be taken to ensure [long term program sustainability](#) (i.e. the ability for the program to maintain its services over time).
 - The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities in the event that funding support from OCJS is ended.
- Describe any previous program accomplishments and how these accomplishments influence program activities.
 - If the current proposal is requesting funds for the continuation of programming activities, these accomplishments should be related to programming that was completed under previous funding.
- Describe any previous or ongoing programmatic obstacles or challenges and how they were addressed.
 - If the current proposal is requesting funds for a continuation of programming activities, these obstacles should be related to programming that was completed under previous funding.
- Elaborate on collaboration with community resources and how various agencies and stakeholders have played a role in sustainability, accomplishments and obstacles.

Project Objectives

- Applicants should describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. [Go to the OCJS Grants Performance Objectives](#) and select two objectives that correspond with the application's program area.
- **Objectives should be defined to align with [the state's implementation plan](#) priorities.**

- Objectives must link to the problem statement and project description and must be consistent with the program area selected.

There are two types of objectives:

- Outcome objectives describe the measured changes (impact) that will occur as a result of implementing the proposed project.
- Process objectives (also known as “output”) describe the “process” (activities/steps) that a program will implement.

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

Performance Indicator

Describe the evaluation method and performance indicator (measurement) tool that will be used to examine the change that will occur in the client base as a result of the services that the shelter/program provides.

The performance indicator should relate to each mandated objective.

Baseline

Include the result of past evaluations or results of data collection efforts (this is the baseline). If no attempts to evaluate services have been made to date (then the baseline is zero), indicate why this method of doing so proves to be the most effective.

Performance Data Collection

Discuss the procedures and strategies for collecting, analyzing, storing and reporting the data. This should include discussing how anonymity and confidentiality are maintained. The application will be evaluated on how effectively it:

- Clearly identifies project objectives (measure change as a result of implementing the proposed project). If the objective demonstrates a percentage of increase, then indicate how the calculation is derived (i.e. 20% out of 25 individuals).
 - Tip: Be sure that using a percentage of increase makes sense, for example, 21% of 25 individuals is 4.2 which is not a ‘whole’ person and not inclusive of the data to be demonstrated.
- Clearly identifies performance indicators (how you will measure that change, what instrument and/or tools are to be used, etc.).
- Clearly identifies any baseline data that exists from the most recent prior year of the project.

Timeline and Activities

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. Applicants should present a timeline of activities that is comprehensive and well defined.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Specify **what** will be done, **who** (individuals and organizations) will do it, and **when** it will be accomplished. Responses should include:
 - Tasks and activities specific to the project and stated objectives.
 - Tasks and activities associated with Collaboration Board meetings.
 - Tasks and activities associated with OCJS reporting deadlines. To include:
 - Programmatic reports
 - Fiscal reports
 - Program deliverables that will be created and used throughout the project.
- The timeline of activities should be detailed, align with the project description and be clearly organized. Activities may be grouped together as daily, weekly, monthly, quarterly (divide into quarters), and annually.

Organization and Staff Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Describe the mission of the agency that will serve as the subgrantee and/or implementing agency.
- Describe the capacity of the subgrantee and implementing agency's ability to administer grants of similar size and scope.
 - Applicants should **identify/name** the specific grant programs and funding amounts that have been administered.

- Describe adequate resources available (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- Identify key staff, including any volunteers and/or contracted staff that will be participating in the proposed project.
 - Include a description of qualifications, experience, education and training that support the role they will hold on the proposed project.
 - Explain the staff recruitment process and describe staff retention techniques.
 - Special detail should be provided as to those personnel who are identified in the budget.
- Discuss how successful completion of the project is realistic given the key staff implementing the project.
 - In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Collaboration Boards

Collaboration Boards provide leadership and direction and can help applicant agencies achieve project goals and objectives through a shared community vision. Collaboration Boards can allow for the sharing of resources to maximize capacity and project impact. Community task forces, steering committees, coalitions, working groups, advisory groups are samples of the types of Collaboration Boards that may be applicable for the project.

Collaboration Boards are comprised of the applicant agency representatives as well as various stakeholders from the community. The project's Collaboration Board should be composed of stakeholders who will hold the project accountable to its objectives. Applicants should describe the roles and responsibilities of key partners who will collaborate with law enforcement in developing, implementing, and evaluating the effectiveness of the project. In addition, applicants should describe the structure that ensures a well-coordinated, collaborative effort.

The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items.

The application must include a description of the collaborative effort between the applicant and the Collaboration Board, as well as how it relates to the proposed project. Referrals and requests for services does not equate collaboration.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Identify the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project.
- Describe their roles and demonstrate their commitment to the project.
- The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board.
- Current commitment letters are required from all representatives on the Collaboration Board (letters must specify and reference the proposed grant program).
- Describe the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the proposed project.
 - Partner agencies should be clearly linked with their role and function within the collaborative group.
 - Describe how the collaborative group will provide oversight of project goals and objectives.
- Provide details describing the management of the collaborative group.
 - Describe when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings.
- Collaboration Board commitment letters must be submitted from each member agency and written on each member agency's letterhead.
 - Each letter must be current and must specify and reference the proposed grant program.
 - Each letter must describe the member agency's role and commitment to the proposed project.
 - Letters MUST be uploaded as an attachment within the Collaboration Board section of the online application.

Executive Summary

The Executive Summary serves as a concise and accurate description of the proposed project and should not introduce new information. The information provided should serve as a summarized version of the overall application narrative.

Purpose Statement

The purpose statement should be clear and concise. It describes what the applicant is going to do, the population that is going to be served, how the project will be accomplished and why it is important. Information provided within the purpose statement is reported to the Federal Funding Accountability and Transparency Act (FFATA) reporting system in response to FFATA legislation.

Problem Statement and Project Description

The applicant must provide a condensed version of the problem statement and project description and ensure activities, dates, data/statistics align with previously presented statement narratives.

Participating Agencies/Collaboration

The applicant must provide a detailed collaboration board list.

Budget Requirements

Describe any costs associated with implementing the program. Applicants should refer to [the OCJS Financial Budget Definitions Guide](#) for assistance with developing the budget and budget questions.

Applications will be evaluated on how clearly the following items have been responded to within the budget forms and narratives.

- Present a clear and detailed budget.
 - The budget forms **must** include **detailed** budget narratives that clearly explain and justify the budget information.
 - Costs **must** be determined reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.
- Clearly state how the match funds will be used and the source of the match funds.
- 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.
- 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. Applicants will find **unallowable costs** for the PSN program under the Edward Byrne Memorial Justice Assistance Grant program listing [here](#).
- 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.

Format and Submission

Applications are submitted online through the OCJS Grants Management System. Applicants must first [register in the online system](#).

The deadline for submission is **5 p.m. EST on June 9, 2026**. It is recommended that applications are submitted early in the event technical assistance is needed. **Late applications will not be reviewed or considered for funding.** Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.

For technical assistance on any part of the PSN application, call OCJS at 614.466.7782 and ask to speak to your Grants Coordinator. You can find your OCJS Regional Contact here: [Grants Administration Contact | Office of Criminal Justice Services \(ohio.gov\)](#). You may also contact Laura Garcia at laura.garcia@dps.ohio.gov or 614.359.2874.

IMPORTANT: Applications must be complete and submitted through the [OCJS Grants Management System](#) to be considered for funding. When an application is successfully submitted, the banner at the top of the screen will turn green, and you will receive a confirmation email.

Proposal Components Checklist

All components within each section of the RFP must be addressed and clearly described. Use the following as a checklist to ensure all required components are addressed. Read the entire 2024 PSN RFP before completing and submitting proposals.

- [Problem Statement/Target Population - go to page 8](#)
- [Project Description - go to page 8](#)
- [Sustainability/Accomplishments/Obstacles - go to page 10](#)
- [Project Objectives - go to page 10](#)
- [Timeline/Activities - go to page 12](#)

- [Organization, Staff Capacity - go to page 12](#)
- [Collaboration Board - go to page 13](#)
 - All applicants must upload commitment letters from each Collaboration Board member and upload to the Collaboration Board section.
 - Letters must be on each Collaboration Board member agency's letterhead.
 - The letters must describe each member agency's role and demonstrate commitment to the proposed project.
 - External Audit or Financial Report (Upload to the Collaboration Board section of the application.
- [Executive Summary - go to page 14](#)
- [Budget Requirements - go to page 15](#)

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