



## **REQUEST FOR PROPOSALS**

**RFP TITLE:** FY25 Juvenile Justice and Delinquency Prevention  
Title II Formula Grant

**RFP ISSUE DATE:** July 31, 2025

**PROPOSAL DUE DATE:** August 29, 2025, at 12:00 p.m.

**ISSUING DEPARTMENT:** Department of Public Safety & Justice Services  
2079 East 9<sup>th</sup> Street, Room 5-200  
Cleveland, Ohio 44115

**PRE-PROPOSAL CONFERENCE:** August 18, 2025, at 11:00 a.m.  
2079 E. 9<sup>th</sup> Street, Room 5-207  
Cleveland, Ohio 44115

Cuyahoga County Public Safety and Justice Services will hold a pre-proposal conference before the application deadline. Information on the requirements, expectations and guidelines will be addressed. The conference will be scheduled via Microsoft Teams.

Teams Meeting Link: [FY25 JJDP Pre-Proposal Conference | Meeting-Join | Microsoft Teams](#)

Call in (audio only)

+1 440-462-2064

Phone Conference ID: 313 603 288#

**Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements or using another application template will also result in the application not being reviewed or considered for funding.**

## **INTRODUCTION AND PURPOSE**

The Cuyahoga County Department of Public Safety and Justice Services (PSJS) is the agency responsible for administering the Title II Formula Grant funding awarded to Cuyahoga County by the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the Ohio Department of Youth Services (ODYS).

### **Purpose of Solicitation**

PSJS is accepting applications for Title II Formula Grant funding to assist communities in addressing juvenile crime and delinquency by providing programs and services for at-risk and delinquent youth ages 10 to 17.

### **SAM Registration - Unique Entity ID Number**

Applicants are required to register with the System for Award Management (SAM) and get a Unique Entity Identifier (UEI). The UEI must be listed on the face page of the application. If the applying organization does not have a UEI, visit <https://sam.gov/content/entity-registration> for additional information.

## **PROGRAM INFORMATION**

Applicants may submit no more than one application with the request not to exceed more than \$75,000.

### **Eligible Applicants**

The applicant agency must be a public or private agency with demonstrated experience providing services to youths and families. Eligible applicants include:

- Non-profit agencies that serve youth.
- Community organizations with a history of providing services to youth.
- Educational service centers.
- Social service agencies.
- Grassroots start-up agencies with local partnerships and credible references.

### **Target Geographic Area**

All Cuyahoga County communities are eligible for funding provided that the applicant demonstrates a need and substantiates the problem. However, all programs cannot be funded so those communities with the greatest need may be deemed a priority.

### **Target Population**

Youths, ages 10 to 17, who are at-risk of delinquent behavior, or who have been identified as delinquent, are the target population. Specific risk factors must be identified in the application.

### **Pre-and Post-Test**

Programs must include an initial assessment to determine the needs of youth and to establish a baseline for tracking progress. Baseline data, such as truant days or grades, may be used when applicable.

### **Funding Categories**

Applicants may apply for funding under **one** of the following categories:

Positive Youth Development (PYD) – programs that use a “prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on leadership strengths.”

Racial and Ethnic Disparities (RED) – programs that reduce and/or prevent a minority youth from engaging in delinquent behavior leading to subsequent contact with the juvenile justice system. The program approaches used in Positive Youth Development should also be used to provide programming to minority youth.

**The category code listed on the application face page should be PYD or RED for the above funding categories.**

## **CUYAHOGA COUNTY PROPOSAL INFORMATION**

### **Technical Assistance**

For technical assistance on any part of the JJDP Title II application, please contact Cuyahoga County Department of Public Safety and Justice Services Sr. Grants Coordinator, Linda Jones, by email at [ldjones@cuyahogacounty.gov](mailto:ldjones@cuyahogacounty.gov) or by phone at 216-698-6463.

### **Award Notifications and Expectations**

Applicants that are recommended for funding will be notified via email and must complete and return all required forms.

### **Start Date and Project Period**

Applicants approved for funding will have a tentative start date of October 1, 2025, and an end date of March 31, 2027, regardless of when the program officially begins to operate. Funding may be prorated if the start date is delayed. These funds are limited to a project period of 18 months.

## **APPLICATION CRITERIA AND REVIEW**

Applications received by the due date and time will be reviewed and scored by members of the Juvenile Justice and Delinquency Prevention (JJDP) Allocation Committee. Each section of the application has been assigned a point value, and the applications will be ranked based on the

highest total scores. However, total score may not be the only factor used to determine whether a program will be funded. Provider risk, past performance and/or history in providing the services as well as the level of community need will also be considered during the final selection process. Recommended applications will be submitted to the Ohio Department of Youth Services for approval. Successful applicants will be notified in writing by Public Safety and Justice Services.

### **Application Elements**

Applicants must address each section of the application on the form pages provided. The following are the application sections and the point value that has been assigned.

Cover Page – the cover page provides identifying information. The project director is the person that will be responsible for operating the program including programmatic activities and fiscal accountability. The implementing agency is the agency that will operate the program; The subgrantee is the agency that will serve as the fiduciary for the award (often these are the same agency).

Problem Statement (10) – describe the youth-related problem(s) and the community conditions or other factors contributing to the problem. Include statistics or other data (local data preferred) to substantiate the problem.

Program Description (20) – provide a detailed description of the program to be implemented and explain how it provides a solution to the problem. The program description should include information about:

- Program activities and services.
- How the program will operate.
- How the program provides a solution to the problem.
- Outreach and referrals to the program.
- Outside agencies collaborating with the program, if applicable.

Program Geographic Area/Location (10) – provide information about the location and geographic area/community where the program will operate.

Target Population (15) – describe the youths that will be served in the program including demographic information, negative behaviors, and why these youth need services. Explain how youth will be recruited into the program and/or the sources of referrals.

Intended Outcomes (15) – describe the intended outcomes based on information provided in the program description and the problem statement. Explain how youth will be positively impacted by the program and provide outcomes that will be quantifiable over time. If you are a current JJDP funding recipient, also include an update on your program's performance in relation to the Intended Outcomes from last year's application.

Organizational Experience and Abilities (15) – describe the experience of the agency and staff that will be working with at-risk and delinquent youth. Explain how staff were vetted prior to working with youth. Describe staff understanding of adolescent development and trauma informed care.

Performance Measures (5) – describe how data will be collected and progress measured for OJJDP's predetermined performance measures.

Detailed Budget (10) – cost must be reasonable based on the number of youths to be served and program activities.

Total points = 100

### **BUDGET AND FISCAL GUIDANCE**

All items must be reasonable and necessary for the program or services that will be provided. PSJS and DYS reserve the right to revise or adjust budgets prior to final approval.

#### **Application Budgets**

Approved budgets may not be changed without prior approval of PSJS and DYS. Additionally, PSJS and/or DYS reserves the right to disallow any costs and/or reduce the amount of the award when costs appear too high or unnecessary to program success.

#### **Allowable Costs**

The following items may be listed in the application budget.

Salaries for Personnel – costs for hours spent working with or other activities **directly** related to the program. Overtime cannot be charged against an award.

**\*\*Please Note\*\*** Grant recipients seeking reimbursement for personnel expenses must have the appropriate documentation for the charges. Examples of items that may support salaries and wages can include timesheets, time and effort reports, or activity reports that have been certified by the employee and approved by a supervisor with firsthand knowledge of the work performed.

Fringe Benefits – costs based on a percentage of the salary. Narrative justification must explain the costs and calculations.

Consultants/Contracts/Purchased Services – costs may not exceed \$650 per day for an 8-hour workday or \$81.25 per hour. Preparation, travel, and follow-up may be charged but must be reasonable and cannot exceed the allowable daily rate. Each item must be itemized separately.

Travel – costs for use of a personal vehicle may be charged at \$.58 per mile. Mileage may not be charged for commuting or activities not directly related to program activities.

Equipment – equipment may be purchased as needed to meet the program goals. General office equipment may or may not be approved depending on the justification provided in the application and the cost of shared equipment must be prorated.

Supplies – supplies may be purchased for youth activities. A small amount of funding may be used for general office supplies with sufficient justification.

Other Costs – costs may include prorated rent, utilities, telephone, copying, and printing. Other items may be considered when the cost is reasonable.

Unallowable Costs – the following costs are not allowable.

<ul style="list-style-type: none"><li>• Administrative costs</li><li>• Unrelated salary costs</li><li>• Food for employees</li><li>• Parking fees</li><li>• Taxes</li><li>• Bonus and employee incentives</li><li>• Auto purchases</li><li>• Lobbying</li><li>• Land and building acquisition</li></ul>	<ul style="list-style-type: none"><li>• Licensure cost</li><li>• Fundraisers</li><li>• Corporate formation</li><li>• Fines or penalties</li><li>• Entertainment with no programmatic value</li><li>• Tips, Bar charges/alcoholic beverages</li><li>• Laundry charges</li><li>• Visas, passports</li><li>• Costs incurred outside the project period</li></ul>
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## **POST-AWARD CONDITIONS**

### **On-Site Monitoring**

The Department of Public Safety and Justice Services (PSJS) will conduct one or more on-site monitoring visits per year. Project directors will also be subject to desk monitoring or project meetings as deemed necessary by PSJS.

### **Quarterly Performance Reporting**

Data collection and reporting are required per the OJJDP Performance Measures. Data must be reported to PSJS to be reported to DYS quarterly and to OJJDP annually. The project director will be responsible for collecting and reporting data and submitting reports by the 10<sup>th</sup> day after the end of each quarter.

### **Financial Reporting - Monthly Subgrant Report**

Financial reports must be submitted to PSJS by the 10<sup>th</sup> of every month during the grant period along with a brief monthly progress update entered in the appropriate field on the Monthly Subgrant Report. Documentation showing how funding was expended must be submitted with financial reports.

**Audit**

Agencies that receive and expend \$1,000,000 or more annually in federal funds must have an independent audit that follows the requirements prescribed in 2 C.F.R. Subpart F or OMB Circular A-133, as applicable.

**APPLICATION SUBMISSION**

If applying for a local project in Cuyahoga County, please submit an application via **email** to:

Linda Jones  
Senior Grants Coordinator  
Department of Public Safety & Justice Services  
216-698-6463  
[ldjones@cuyahogacounty.gov](mailto:ldjones@cuyahogacounty.gov)

**STATE AND FEDERAL AWARD CONDITIONS**

ODYS will apply state and federal conditions of award that must be adhered to if the program is funded. Standard conditions will apply to every program and special conditions are specific to an individual program.

**CUYAHOGA COUNTY TERMS AND CONDITIONS**

This document is intended to provide the basic information needed to apply for federal funding under this solicitation. If funding is approved, the project director will receive complete state and federal terms and conditions with the award.

**NON-DISCRIMINATION**

The PROVIDER agrees to provide the program services without discrimination on account of race, sex, color, religion, national origin, age, occupation, physical or mental disability, military or veteran status, ancestry, sexual orientation, sexual identity, or genetic information to the extent required by law. The parties agree that discrimination and affirmative action clauses contained in Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor in Title 41, Part 60 of the Code of Federal Regulations, are incorporated herein to the extent binding upon the PROVIDER.

**SUPPLANTING**

Federal funds must supplement, not replace, existing funds appropriated for the same program activities.

**CONTRACTOR REGISTRATION**

The Cuyahoga County Code requires that Contractors doing more than \$10,000 in business with the County annually must be registered with the Cuyahoga County Agency of Inspector General ("AIG"). Any person or entity that has an agreement with the County is a Contractor. It is the Contractor's responsibility to track its annual aggregate amount of contracting with the County

and register with the AIG upon reaching the \$10,000 threshold. Contractor registration expires 4 years after the year of registration on December 31. Information about contractor registration can be found here: [Agency of Inspector General Contractor and Lobbyist Registrations \(cuyahogacounty.gov\)](https://cuyahogacounty.gov/AgencyofInspectorGeneralContractorandLobbyistRegistrations)

Some Contractors are exempt from registration, even if they do more than \$10,000 in business with the County annually. The Contractor Exemption Listing can be found here: [Agency of Inspector General Contractor Exemption Listing \(cuyahogacounty.gov\)](https://cuyahogacounty.gov/AgencyofInspectorGeneralContractorExemptionListing)

### **CUYAHOGA COUNTY INSURANCE REQUIREMENTS**

Agencies awarded funding must comply with Cuyahoga County insurance requirements according to the terms of the contract. All agencies who receive funding under this award must have the coverage listed below:

#### **PSJ-1352**

#### **FY25 JJDP Grant**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Nothing in this Agreement shall be construed to be a waiver of defenses or immunities afforded to the County under applicable law.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

(a) **Worker's Compensation Insurance** as statutorily required by the State of Ohio.

For Contractors with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and Federal laws as applicable including Employers' Liability coverage with limits of no less than \$1,000,000 per accident for bodily injury or disease.

(b) **Commercial General Liability Insurance** with limits of liability not less than:

\$2,000,000 each occurrence bodily injury & property damage;  
\$2,000,000 personal & advertising injury;  
\$2,000,000 general aggregate;  
\$2,000,000 products/completed operations aggregate.

This policy must include, or not specifically exclude, coverage for Sexual Abuse and Molestation in the same amount. This must be explicitly noted on the Certificate of Insurance.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form CG 00 01 or its equivalent. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this specific project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

The policy limits may be achieved by any combination of primary and access policies so long as the overall minimum limits are procured so long as the Umbrella and excess insurance shall be written on an occurrence basis and be provided on a true "following form" or broader coverage basis with the necessary endorsements and without exclusions.

(c) **Business Automobile Liability Insurance** covering any auto (symbol 1), or if contractor has no owned autos, hired (symbol 8) and non-owned autos (symbol 9). Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident;

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) CA 00 01 form or its equivalent.

(d) **Cyber Risk Insurance** for all vendors. This coverage shall respond to privacy and network security liability claims with limits of liability not less than:

\$1 million per occurrence;  
\$1 million aggregate.

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

(e) **Professional Liability Insurance/Errors & Omissions Liability Insurance** appropriate to the contractor's profession providing coverage for claims arising out of the provision of design, architectural, engineering, consultants, counselors, medical professionals, legal and/or **other** professional services with a limit of liability not less than:

\$2,000,000 per occurrence;  
\$2,000,000 aggregate.

(f) **Umbrella/Excess Liability Insurance** to provide additional insurance limits for commercial general liability and/or automobile liability, with limits of liability not less than:

\$1,000,000 each occurrence  
\$1,000,000 general aggregate  
\$1,000,000 products/completed operations aggregate

Such insurance shall be written on an occurrence basis and be provided on a true "following form" or broader coverage basis. Such insurance may also be used to meet the limit requirements of the underlying insurance, so long as the total limit provided by the contractor is equivalent to the limits required in this contract for both primary and excess/umbrella coverage.

#### **INSURANCE COVERAGE TERMS AND CONDITIONS**

1. Nothing in this Agreement shall be construed to be a waiver of defenses or immunities afforded to the County under applicable law.
2. All insurance policies of the Contractor required for this Contract shall:
  - (i) Provide that, for each insurance policy provided above, coverage shall not be canceled except with notice to the County of Cuyahoga.
  - (ii) Name The County of Cuyahoga, its officers, officials, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. This provision shall apply to all insurance policies evidenced by the Contractor except for Workers' Compensation.
  - (iii) Be primary and non-contributory as respects the County of Cuyahoga, its officers, officials, employees, and volunteers for

any claims related to the work or operations of the Contractor under this contract. Any insurance or self-insurance maintained by the County of Cuyahoga, its officers, officials, employees, or volunteers, shall be excess of the Contractor's insurance and shall not contribute to Contractor's insurance. This provision shall apply to all insurance policies evidenced by the Contractor except for Workers' Compensation.

(iv) Grant the County of Cuyahoga a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County of Cuyahoga by virtue of the payment of any loss under such insurance.

(v) Provide the County of Cuyahoga with a Certificates of Insurance evidencing policy coverage as well as reference to and provide evidence (via physical policy endorsement) that each of the terms and conditions identified in Sections 2. (ii) through 2. (iv) have been met by the Contractor and their respective insurer(s) by providing proof of Additional Insured, Primary and Noncontributory, and Waiver of Subrogation via policy endorsements.

3. The insurance required for this Contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A-VII or above, or a state regulated captive  
also licensed to transact business and write insurance in the state(s) where operations are performed
4. The terms of this Contract shall be controlling and shall not be limited by any insurance policy provision.
5. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.
6. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract. Any deviation from the above insurance requirements shall require prior approval from the County of Cuyahoga Risk Management.
7. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it

is determined to be in the best interest of the County.

8. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
9. Where coverages are made on a claims-made basis the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Contract. Where Commercial General Liability is claims-made policy such General Liability policy shall provide coverage for claims arising out of the incidents that occur during the policy period, regardless of when claims are reported.
  - a) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b) Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
  - c) If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
10. The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect.
11. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.
12. The Certificates of Insurance evidencing the above coverage shall contain the following language or equivalent where applicable:

"Cuyahoga County and its officers, officials, employees and volunteers, are included as additional insureds on a primary and non-contributory basis with respects to each of the insurance policies referenced within this certificate of insurance except for Workers' Compensation. A Waiver of Subrogation is granted in favor of Cuyahoga County and its officers, officials, employees and volunteers with respect to each of the insurance policies referenced within this certificate of insurance. Any applicable Umbrella or Excess Liability policy referenced within this certificate of insurance shall follow form to the underlying Commercial General Liability, Commercial Automobile Liability and

Employer's Liability policies referenced within this certificate of insurance and not contain exclusionary language restricting coverage afforded within the underlying insurance policies."

13. Proof of Additional Insured status from Contractor's Commercial General Liability policy must be evidenced in the form of an endorsement to said policy and be at least as broad as ISO Form CG 20 10 11 85, or through the combination of the CG 20 10, CG 20 26, CG 20 33, or CG 20 38 endorsement; and CG 20 37 endorsement if a later edition is used.
14. Cyber Liability and Professional Liability Insurance shall cover third-party claims.