REQUEST FOR PROPOSALS

RFP TITLE:	**FY26 Juvenile Justice and Delinquency Prevention Title II Formula Grant**
RFP ISSUE DATE:	**August 11, 2026**
PROPOSAL DUE DATE:	**September 11, 2026 at 12:00 p.m.**
ISSUING DEPARTMENT:	**Department of Public Safety & Justice Services** **2079 East 9th Street, Room 5-200** **Cleveland, Ohio 44115**
PRE-PROPOSAL CONFERENCE:	**August 25, 2026, at 11:00 a.m.** **2079 E. 9th 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: FY26 JJDP Pre-Proposal Conference | Meeting-Join | Microsoft Teams

Call in (audio only)
+1 440-462-2064
Phone Conference ID: 496 846 17#

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.

Award Period

Programs selected for funding will have a tentative start date of October 1, 2026, and an end date of March 31, 2028, regardless of when the program officially begins to operate.

Award Notifications and Expectations

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

Availability of Funds

This funding opportunity and awards under this funding opportunity are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or law.

Statutory Authority

The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, at 34 U.S.C §§ 11131-11133.

Technical Assistance

For technical assistance on any part of the JJDP Title II application, please contact:

Linda Jones
Senior Grants Coordinator
Department of Public Safety & Justice Services
216-698-6463
ldjones@cuyahogacounty.gov

APPLICATION SUBMISSION

If applying for a local project in Cuyahoga County, completed applications must be emailed to ldjones@cuyahogacounty.gov no later than **12:00 pm on September 11, 2026**. Only emailed applications on provided templates will be accepted.

PROGRAM INFORMATION

Applicants may submit no more than one application with the request not-to-exceed $75,000 for Categories 1 and 2, or $10,000 for Category 1a.

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.

This grant does not require cost sharing or match.

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.

Compliance Requirements

Civil Rights Statutes

As a condition of eligibility, all applicants must certify that they maintain written policies regarding conflict of interest and comply with all applicable civil rights laws and non-discrimination requirements.

Determination of Suitability

Applicants must maintain internal policies and/or protocols to determine the suitability of individuals to interact with participating minors. While these documents do not need to be submitted with the application, successful applicants will be required to demonstrate compliance, including the submission of suitability determinations for all grant-funded staff, as a condition of receiving an official award agreement. The details of this requirement are posted on the Office of Justice Programs website: Determination of Suitability Award Condition.

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

Funding Category 1: Comprehensive Juvenile Justice & Delinquency Prevention

Funding in this category is strictly reserved for data-informed prevention, early-intervention strategies, and localized systemic development. Subgrantees must focus resources on high-need communities, specifically targeting high-risk urban jurisdictions in Cuyahoga County to ensure equitable delivery of services. Eligible projects under this category must focus on reducing local juvenile arrests and preventing formal juvenile court referrals. This includes behavioral health support, targeted outreach, and system diversion initiatives that safely redirect youth away from system contact before formal court involvement occurs.

To achieve sustainable outcomes, allowable initiatives may include comprehensive landscape mapping to identify community service gaps, analyze systemic challenges, and diagnose the root causes of youth justice involvement. Subgrantees are encouraged to utilize these funds to build and strengthen the local, multi-system collaborative infrastructure required to support at-risk youth and maintain effective diversion pathways over the long term.

- **Targeted Outreach and Case Management**: Collaborative system programs designed to support youth showing early indicators of risk or system touchpoints.
- **Behavioral Health and Crisis Support**: Evidence-based behavioral and mental health services designed to address underlying trauma, substance risk, or behavioral challenges before formal court involvement occurs.
- **System Diversion and Infrastructure* Building:** Local multi-system initiatives that safely redirect youth away from initial or further contact with the juvenile justice system. This includes supporting communities in conducting asset and gap mapping to identify localized challenges, analyzing root causes of delinquency, and building the collaborative infrastructure needed to support youth over time.

Important Note on Infrastructure:** For the purposes of this solicitation, "infrastructure" refers exclusively to systemic and operational capacity—such as establishing multi-agency data-sharing protocols, organizing community steering coalitions, developing referral networks, and building strategic tracking frameworks. **Title II federal funds strictly prohibit physical construction, brick-and-mortar renovations, or land acquisition.

Funding Category 1a: Infrastructure Awards – Collaborative Capacity Building

Long-term success in juvenile justice requires more than direct service funding; it requires an intentional, community-led process to build sustainable infrastructure. To support this, "Infrastructure Awards" (up to $10,000) are being offered to facilitate local multi-system collaboration.

These awards are intended to support communities in moving beyond fragmented services toward a self-sustaining model by funding the essential "pre-work" of system reform. Eligible activities include:

- **Collaborative Asset and Gap Mapping**: Bringing together cross-sector stakeholders (e.g., schools, law enforcement, mental health, community leaders) to formally map existing resources and identify service gaps for youth.
- **Root Cause Analysis**: Convening diverse working groups to analyze local delinquency trends, identify systemic drivers of system involvement, and develop data-informed strategies to address these root causes.
- **Infrastructure Development**: Building the formal collaborative framework needed to support youth, such as establishing data-sharing agreements, creating sustainable referral pathways, and forming long-term steering coalitions that persist beyond the life of the grant.

Goal: The primary objective of the infrastructure awards is not to fund ongoing service delivery, but to catalyze the development of a resilient, locally-owned framework that can sustain youth support efforts independently over time. Applicants interested in this **Infrastructure Award** should specifically identify **Category 1a: Infrastructure Award** in their application.

<u>Funding Category 2: Positive Youth Development (PYD)</u>

Positive Youth Development funds will support strength-based interventions within communities exhibiting high levels of systemic risk. Projects funded under this area must deploy structured models that increase a youth's baseline sense of safety, belonging, efficacy, and self-worth. This includes structured, safe after-school or community-based activities, such as mentoring, tutoring, and pro-social engagement within high-risk communities. Subgrantees will track success using prescribed OJJDP performance measures across both social and academic domains.

- **Pro-Social Engagement and Leadership Programs:** Structured, safe after-school or community-based activities that foster teamwork, accountability, and positive peer relationship building.
- **Mentoring and Tutoring Initiatives:** High-quality adult or peer mentoring matches combined with academic support systems to ensure youth remain connected to and successful within alternative or traditional learning environments.
- **Strength-Based Skill Building:** Programs offering life skills training, emotional regulation strategies, or workforce readiness to empower at-risk youth within the target urban service areas.

APPLICATION AND SUBMISSION INFORMATION

Applicants must address each section of the provided application (Word document template) and budget worksheet (Excel template) provided.

The following are the application sections and the point values assigned.

Section I: Organizational Background
Provides identifying information for PSJS about the subgrantee and contacts for the program. The project director is the person that will be responsible for operating the program including programmatic activities. The implementing agency is responsible for the award and will most often be the same agency as the one operating the project. Lastly, the Fiduciary Subgrantee is the fiduciary agent for the subgrant award.

Section II: Problem Statement & Statement of Need (20 Points)
Describe the specific safety, delinquency, or juvenile justice issues within your target community that this program will address. Comprehensive answers must include:

1. **Supporting Data**: Provide recent qualitative or quantitative data/statistics to substantiate the documented need or service gaps.
2. **Barriers to Success**: Identify existing systemic or environmental barriers faced by at-risk or system-involved youth in your service area.
3. **Community Assets**: Detail existing resources or programs that support youth in your area, and how your proposed programming will supplement or partner with them rather than duplicate services.

Section III: Program Design & Implementation (25 Points)
Provide a detailed overview of the proposed program, explaining how its design serves as a direct, strength-based solution to the problems identified in your Statement of Need. Comprehensive answers must include:

1. **Core Modality & Skills:** Describe the specific services provided (e.g., mentoring, tutoring, behavioral health, pro-social engagement) and the skills taught to youth. Detail how these services are delivered (individual, group, classroom, role-play, etc.). If group-based, specify average group sizes.
2. **Dosage & Timeline:** Detail the frequency and duration of youth participation (e.g., hours per week/month) and the average length of time required to complete the program.
3. **Referral & Selection:** Explain how youth are identified, recruited, or referred to your program.
4. **Stakeholder Engagement:** Describe how youth, families, and community members are meaningfully included in program design and decision-making processes.
5. **Success Criteria:** Clearly define what a youth must accomplish to successfully graduate or complete the program.

Section IV: Geographic Area & Target Population (15 Points)
Define the target population and the specific geographic area/community where the program will operate. Comprehensive answers must include:

1. **Demographics & Risk Factors:** Describe the specific youth to be served, including demographic data and indicators explaining why this population requires targeted delinquency prevention services.
2. **Location of Services:** Detail the physical settings where programming occurs (e.g., schools, recreation centers, community spaces).
3. **Geographic Justification:** Provide neighborhood-level data or justification explaining why this specific area was selected, highlighting how it aligns with Ohio's focus on high-need or high-risk urban jurisdictions.

Section V: Expected Program Outcomes & Data Collection (20 Points)
Detail the intended short-term and long-term outcomes of your program, demonstrating how they will measurably reduce juvenile justice system contact and/or improve youth well-being. Comprehensive answers must include:

1. **Outcome Alignment:** Describe how your program tracks improvements in youth behavior, academic performance, or social-emotional well-being.
2. **Data Collection Plan:** Detail your organization's concrete plan to collect, track, and report the mandatory OJJDP performance measures, including:
    a. Total number of program youth served.
    b. Number of youth completing all program requirements.
    c. Number of youth who commit a new offense or re-offend while receiving services.
    d. Number of youth exhibiting the desired change in intended outcomes.
    e. Number of youth satisfied with the program.
3. **Systemic Impact:** Explain how your program will track its contribution to reducing formal juvenile arrests and court referrals within your target service area.

Section VI: Organizational Experience & Capabilities (10 Points)
Detail your organization’s qualifications, historical performance, and capability to successfully manage this grant project. Comprehensive answers must include:

1. **Direct Service Experience:** Demonstrate your organization's past success in providing direct service programming to at-risk or justice-involved youth and families.
2. **Staff & Contractor Qualifications**: Summarize the experience, certifications, or specialized training of key program staff and contractors executing the project.
3. **Administrative Capacity:** Briefly explain your organization's capacity to accurately track federal performance metrics and maintain compliance with grant reporting schedules.

Section VII: Evidence-Based or Promising Practice (10 Points)
Is your program model based on an established evidence-based practice (EBP), or is it a promising, locally developed intervention? Please identify the framework, curriculum, or research model guiding your strength-based approach.

BUDGET AND FISCAL GUIDANCE

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

Allowable Costs

The following items may be included in the application budget.

<u>Salaries for Personnel</u> – costs for hours spent working with or other activities **directly** related to the program. Overtime cannot be charged against an award. For each position funded by this grant the budget must include each position title, time devoted to the project (total hours), pay rate and responsibilities of this position for implementing and operating the grant program.

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.

<u>Fringe Benefits</u> – costs based on a percentage of the salary for the personnel listed in the budget and only for the percentage of time each position is charged to the project. These are the extra costs you pay for your employees on top of their salary, including items like FICA taxes, health insurance, retirement, and paid time off. Budget does not need to break down dollar value of each benefit. Narrative justification must explain the costs and calculations (agency approved fringe rate for employees charged to the grant).

<u>Consultants/Contracts/Purchased Services</u> – costs for outside experts or professional services provided by third parties, such as training consultants, subject matter experts, or bookkeepers. Costs may not exceed $650 per day for an 8-hour workday or $81.25 per hour. Narrative must explain how the consultant(s) is necessary for the success of the project. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees, travel, meals, and lodging. Each consultant/service must be listed separately and include the name and service provided. Applicants must ensure they choose the specific category that fits their vendor.

<u>Travel</u> – expenses for staff traveling on official grant business, including mileage for site visits, airfare for required training, and lodging or meals for conferences. 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. Budget should include aggregate project related expenses required for staff (for example, training, field work, meetings). Narrative must indicate why the travel is necessary for the success of the project. Meals and lodging may not exceed the GSA published per diem rates

<u>Equipment</u> – 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. This category is for high-value

items that cost $1,000 or more and last for more than a year, such as specialized vehicles, computer servers, or expensive scientific tools. Narrative must explain how the equipment is necessary for the success of the project, procurement method used, and allocation methods (if applicable).
Supplies – costs are divided into three subcategories. Applicants must allocate funds to the appropriate sub-category based on the primary purpose of the item:

- Office Supplies: Routine administrative items necessary for project operation.
- Program/Intervention Supplies: Specialized materials used directly by youth participants to facilitate program activities (e.g., sensory tools, art therapy materials, educational kits). The narrative must describe how these materials are linked to the program's intervention goals.
- Food & Refreshments: A strictly controlled sub-category. Funding is restricted to essential program activities (e.g., snacks during long-duration sessions).

Sub-Category: Supplies (Food & Refreshments)
Federal Authority Notice: Per the *DOJ Grants Financial Guide*, food and beverage costs are generally unallowable under Department of Justice awards. Under OJJDP Title II Formula Grant guidelines, an exception is only made when food is classified as a *direct programmatic service cost* or a necessary participant accommodation (e.g., maintaining cognitive focus during long-duration interventions).
If requesting funds under this specialized sub-category, the applicant must provide a detailed programmatic justification in the budget narrative. While exact daily agendas may not be finalized at the time of application submission, the narrative must clearly outline the general programmatic framework by addressing the following:

- Target Audience & Structure: Identify who will receive the food (e.g., youth participants during after-school sessions, families during mandatory evening workshops) and the estimated frequency of the events.
- Programmatic Nexus & Duration: Explain how the food directly supports the evidence-based intervention. State the expected duration of the sessions (e.g., "youth are engaged in 3 hours of intensive behavioral programming immediately following the school day") and why nutritional sustenance is required to maintain participant engagement and focus.
- Cost Appropriateness: Detail the anticipated cost-per-head or cost-per-session (e.g., "$2.50 per youth for healthy snacks across 40 sessions"). Costs must be modest, reasonable, and strictly restricted to healthy snacks or light refreshments.

Note: Budget line items simply labeled "Food," "Pizza," or "Meals for events" without the specific programmatic context outlined above will be flagged for removal during the application review process.

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

Other Facilities and Utilities Narrative Requirement: Applicants must itemize all facility-related costs, including rent, utilities, and communications (phone/internet).

- **Direct Allocation:** If these costs are billed directly to this project, provide the basis for allocation (e.g., square footage percentage, full-time equivalent staff ratio, or dedicated line usage). You must submit a clear, written cost allocation methodology.
- **Indirect Costs:** If these items are covered under an existing federally negotiated indirect cost rate (NICRA) or the *de minimis* rate (15% of Modified Total Direct Costs), please indicate this. Costs included in an indirect rate cannot be claimed as direct.

Unallowable Costs

• Administrative costs	• Licensure cost
• Unrelated salary costs	• Fundraisers
• Parking fees	• Corporate formation
• Taxes	• Fines or penalties
• Bonus and employee incentives	• Entertainment with no programmatic value
• Auto purchases	• Tips, Bar charges/alcoholic beverages
• Lobbying	• Laundry charges
• Land and building acquisition	• Costs incurred outside the project period

Strictly Prohibited Under OJJDP Funding

1. **Lobbying or Fundraising:** No federal funds or matching funds may be used for political influence or securing future capital.
2. **Food and Beverage:** Standard meeting refreshments and working lunches are generally unallowable unless specifically pre-approved by the federal program manager for a formal, day-long training event. (*See ***Sub-Category: Supplies (Food & Refreshments)*** above for details specific to this funding opportunity for food & refreshment expenses and required documentation.)
3. **Prizes, Rewards, and Cash Incentives:** Gift cards or cash rewards given to youth participants as participation incentives require highly specific, prior written approval from OJJDP and are routinely denied unless structured as part of an approved evidence-based program model.

APPLICATION REVIEW INFORMATION

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 ODYS for approval. Successful applicants will be notified via email by PSJS.

Application Elements

Applicants must address each section of the application on the forms provided. There is a form provided for the narrative portion and an excel template for the budget. Both must be received for the application to be considered complete.

Evaluation Criteria

Applications are scored on each section by each reviewer using the set criteria below.

Section II. Problem Statement & Statement of Need (Max: 20 Points)	
Evaluation Criteria: Employs recent data; outlines systemic/environmental barriers; identifies existing community assets and details non-duplication.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (17 – 20 pts)	Incorporates recent, highly localized (county/zip-code level) qualitative or quantitative data. Clearly distinguishes between systemic barriers and individual behavior. Identifies specific local assets and explicitly details how this program partners with or supplements them without duplicating services.
Adequate (12–16 pts)	Provides data, but it is high-level (e.g., statewide only) or slightly outdated. Outlines barriers but lacks structural depth. Mentions community assets but fails to clearly articulate a partnership or non-duplication strategy.
Poor (0–11 pts)	Reliance on anecdotal narratives rather than data. Fails to identify systemic barriers or completely omits community assets/resource mapping.

Section III. Program Design & Implementation (Max: 25 Points)	
Evaluation Criteria: Core modality & skills; dosage & timeline; referral & selection; stakeholder engagement; success/graduation criteria.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (21 – 25 pts)	Explicitly details *what* is delivered, *how* it is delivered, and average group sizes. Provides a precise formula for dosage (hours/week and total duration). Clearly maps the referral pipeline, demonstrates authentic youth/family engagement in design, and sets clear, objective graduation criteria.
Adequate (15–20 pts)	Describes the program modality but lacks precision on group sizes or delivery methods. Dosage/timeline is vague (e.g., "youth attend as needed"). Referral or graduation criteria are subjective rather than objective.
Poor (0–14 pts)	Broad, philosophical description of programming without structural mechanics (missing dosage, missing referral tracks, or unclear definition of completion).

Section IV. Geographic Area & Target Population (Max: 15 Points)	
Evaluation Criteria: Demographics & risk factors; physical location of services; geographic justification aligned with Ohio's priorities.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (13–15 pts)	Clearly identifies the target demographic with specific risk indicators. Pinpoints the exact physical locations where services occur. Provides compelling neighborhood-level data justifying the location, directly aligning with Ohio's focus on high-need urban jurisdictions.
Adequate (10–12 pts)	Target population is defined broadly without distinct risk indicators. Identifies general service areas (e.g., "schools") but lacks specific sites. Alignment with Ohio's high-need priorities is asserted but not deeply backed by data.

Poor (0–9 pts)	Target population or geographic boundaries are vague, undefined, or lack any data-driven justification.

Section V. Expected Program Outcomes & Data Collection (Max: 20 Points)	
Evaluation Criteria: Outcome alignment; concrete data collection plan for the **5 mandatory OJJDP measures**; tracking systemic impact.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (17 – 20 pts)	Explicitly outlines a tracking mechanism for behavioral/well-being shifts. A comprehensive data collection plan is detailed that **guarantees tracking of all 5 mandatory OJJDP metrics** (served, completions, re-offenses, desired change, satisfaction). Clearly details how they will track local arrest/court referral trends.
Adequate (12–16 pts)	Expresses intent to track outcomes but the actual mechanism/tools are vague. Mentions the mandatory OJJDP metrics but lacks a clear administrative plan for *how* that data is captured and verified.
Poor (0–11 pts)	Promises good results but provides no concrete plan, tools, or staff assignments for tracking data. Omits or glosses over the mandatory federal performance measures.

Section VI. Organizational Experience & Capabilities (Max: 10 Points)	
Evaluation Criteria: Direct service history; staff/contractor qualifications; administrative capacity for federal tracking & compliance.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (9–10 pts)	Demonstrates a strong track record of direct service to justice-involved youth. Key staff/contractors possess clear, relevant certifications/training. Proves strong administrative capacity to handle federal reporting timelines without delays.
Adequate (6–8 pts)	Organization has youth service experience, but perhaps not specifically with high-risk or justice-involved populations. Staff are named, but qualifications/certifications are vague. Administrative capacity is noted but lacks detail on past reporting success.
Poor (0–5 pts)	Little to no documented experience with this target population. Staff roles are undefined, or the organization lacks the clear administrative infrastructure to manage federal requirements.

Section VII. Evidence-Based or Promising Practice (Max: 10 Points)	
Evaluation Criteria: Framework, curriculum, or research model guiding the strength-based approach.	
Score Tier	**Evaluation Look-Fors & Guide**
Excellent (9–10 pts)	Explicitly names an established framework, curriculum, or model (e.g., from CrimeSolutions.gov or a specific recognized curriculum). Clearly explains how their local application adheres to that model's core principles.
Adequate (6–8 pts)	Claims the program is a "promising practice" or locally-developed intervention but provides limited literature, research theory, or curriculum framework to support the approach.
Poor (0–5 pts)	Fails to identify any guiding curriculum, framework, or research methodology behind the program design.

FEDERAL AWARD ADMINISTRATION INFORMATION

Pre-Award Risk Assessment

Prior to issuing an official grant award, PSJS will review the applicant's risk profile, past grant compliance, and financial stability.

On-Site Monitoring

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 ODYS quarterly and to OJJDP annually. The project director will be responsible for collecting and reporting data and submitting reports by the 10^{th} day after the end of each quarter. PSJS will provide a template for quarterly performance measures.

Financial Reporting - Monthly Subgrant Report

Financial reports must be submitted to PSJS by the 10^{th} of each month during the grant period. A brief monthly progress update must be entered in the designated field on the Monthly Subgrant Report. Documentation showing how funding was expended must be submitted with financial reports.

Documentation and Reimbursement Requirements for Food/Refreshments

To comply with federal Title II audit standards, subrecipients approved for **Supplies (Food & Refreshments)** funding must maintain rigorous tracking. Reimbursement requests submitted with monthly invoices will be denied unless accompanied by the following mandatory documentation:

1. **Itemized Receipts**: Subrecipients must submit original, itemized receipts detailing exactly what was purchased. General credit card signature slips showing only a grand total are not acceptable. Expenditures for unallowable items (e.g., adult meals, excessive catering fees, or sugary/celebratory party foods) will be deducted from the reimbursement.
2. **Finalized Event Agenda**: For every date a food expenditure occurs, a finalized, timed agenda must be provided. The agenda must prove that the food was consumed *during* active, substantive programming or structured intervention blocks, and not during social, recreational, or post-event hours.
3. **Participant Snack & Attendance Log**: Subrecipients must submit a standardized log for each date funds are claimed. The log must explicitly state:
    - The date and time of the session.
    - The specific name of the programmatic activity/intervention.

- The exact number of youth/family participants actively present.
- A description of the specific refreshments provided.

Failure to maintain and submit matching logs, itemized receipts, and agendas that align with the specific dates of invoice expenditures will result in an immediate disallowance of costs and a hold on future reimbursement requests.

Audit

Agencies that 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.

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.

ADDITIONAL GUIDELINES / REQUIREMENTS

SAM Registration & Unique Entity Identifiers

All organizations applying for federal grant funding must first register with the federal System for Award Management (SAM.gov). Upon registration, an organization will be assigned a Unique Entity Identifier (UEI). An active SAM registration is required at the time of application submission and the UEI must be included on the application cover page. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

Post Award Requirement

Documentation verifying non-profit or public agency status, along with proof of internal suitability determination policies, will be collected as part of the formal contracting process once an award is recommended. Applicants should ensure these documents are readily available for submission upon notification of a potential award.

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)

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)

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 included at the end of the RFP.

SUBMISSION CHECKLIST

- ☐ Completed Application using Word template – all sections completed
- ☐ Budget Worksheet Excel template completed
- ☐ SAM/UEI Number active and included in Section I. Organizational Background

CUYAHOGA COUNTY
PSJ-1510 FY26 TITLE II JUVENILE JUSTICE AND DELINQUENCY PREVENTION FORMULA GRANT
Programs and Services for At-Risk and Delinquent Youth Ages 10 to 17
INSURANCE REQUIREMENTS

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.

Contractor shall maintain Employers' Liability coverage with limits of no less than $1,000,000 per accident for bodily injury or disease. Ohio-domiciled Contractors shall evidence Employers' Liability coverage by Ohio stop-gap endorsement to the Commercial General Liability policy (WC 34 03 01 C or its equivalent) or under a separate Employers' Liability policy.

(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.

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 CG 25 04 or its equivalent) or the general aggregate limit shall be twice the required occurrence limit.

The policy shall include coverage for Sexual Abuse and Molestation, by endorsement where the base form does not afford it, written on an occurrence basis, at limits not less than the each occurrence and aggregate limits stated above and subject to no sublimit. Such coverage shall expressly extend to the Contractor's liability for negligent hiring, training, supervision, retention, or investigation of any person alleged to have committed an act of abuse or molestation, and shall not exclude acts alleged against the Contractor's employees, volunteers, or subcontractors. The coverage and its limits shall be stated on the Certificate of Insurance.

(c) **Business Automobile Liability Insurance** written on an occurrence basis on the Insurance Services Office (ISO) form CA 00 01 or its equivalent, with Symbol 1 (Any Auto) shown in Item Two of the declarations, providing a limit of not less than $1,000,000 combined single limit (bodily injury & property damage) each accident.

Where Contractor owns no autos, hired autos (Symbol 8) and non-owned autos (Symbol 9) are acceptable in place of Symbol 1 only upon Contractor's written statement that it owns no autos, re-verified at each policy renewal.

(d) **Professional Liability Insurance/Errors & Omissions Liability Insurance** appropriate to the Contractor's profession, providing coverage for claims arising out of the provision of counseling, case management, social work, mentoring, youth development, educational, behavioral health, medical, and other professional services rendered under this Contract, with a limit of liability not less than:

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

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

$1,000,000 per occurrence;
$1,000,000 aggregate.

Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by the Contractor 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, and 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, and credit monitoring expenses.

(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, without exclusions restricting the coverage afforded by the underlying policies, and shall follow form to the Sexual Abuse and Molestation coverage required under the Commercial General Liability policy above. The policy limits required by this Contract may be achieved by any combination of primary and excess policies, 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. 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. Additional insured coverage shall apply to ongoing operations and completed operations, on a primary and non-contributory basis, at the full limits carried by Contractor, notwithstanding any minimum limits stated herein; and the minimum limits stated herein shall not be construed to cap the coverage available to the County as an additional insured. This provision shall apply to all insurance policies evidenced by the Contractor except for Workers' Compensation.

   (iii) Be primary and non-contributory with any insurance or self-insurance maintained by 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 the Contractor's insurance. This priority shall be evidenced by endorsement to the Contractor's policy on ISO form CG 20 01 (Primary And Noncontributory — Other Insurance Condition) or its equivalent, in addition to the additional insured endorsement required above. 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) Contain a "separation of insureds" or "severability of interests" clause applying coverage separately to each insured and each additional insured, except with respect to the limits of the insurer's liability.

(vi) Provide the County of Cuyahoga with Certificates of Insurance evidencing policy coverage as well as reference to and evidence (via physical policy endorsement) that each of the terms and conditions identified in subsections (ii) through (vi) above has been met by the Contractor and its respective insurer(s), by providing proof of Additional Insured, Primary and Noncontributory, Waiver of Subrogation, and severability of interests via policy endorsements.

2. Contractor represents that it has reviewed each insurance policy required by this Contract and confirms that no such policy contains a provision, exclusion, or endorsement of the kind described in subsection 1(vi) above.

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. 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 written on a claims-made policy, such General Liability policy shall provide coverage for claims arising out of incidents that occur during the policy period, regardless of when claims are reported.

   (i) The retroactive date shall be shown on the policy and shall be no later than the earlier of the contract effective date or the first date any services were performed; shall be disclosed in writing at award and at each renewal; and shall not be advanced during the term or any required extended reporting period.

   (ii) Insurance must be maintained, and evidence of insurance must be provided, for at least five (5) years after completion of the contract or work.

   (iii) 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 shall purchase an extended reporting period of not less than five (5) years after completion of work, at Contractor's expense, and shall deliver evidence of that purchase within thirty (30) days of the cancellation or non-renewal. Continuous claims-made coverage with an unadvanced retroactive date is an acceptable alternative. If Contractor fails to purchase a required extended reporting period, or upon Contractor's default or insolvency, the County may purchase the extended reporting period directly on Contractor's behalf and recover the premium by setoff against retainage or any amounts owed to Contractor.

8. Contractor shall not settle with, release, or accept less than policy limits from any insurer on any policy under which the County holds an additional insured interest without the County's prior written consent.

9. The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing that the insurance coverages required herein are in full force and effect.

10. 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.

11. 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 respect 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. Sexual Abuse and Molestation coverage is included under the Commercial General Liability policy referenced within this certificate of insurance at the limits shown. 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 Employers' Liability policies referenced within this certificate of insurance and shall not contain exclusionary language restricting coverage afforded within the underlying insurance policies."

12. 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.

13. Cyber Liability and Professional Liability Insurance shall also cover third-party claims.

14. Policies shall contain no “insured vs. insured”, “cross suits,” or “cross-liability” exclusion that would limit the insurance company from paying for damages incurred by the County due to Vendor’s negligence. If the policy contains an “insured vs. insured” exclusion, the additional insured endorsement shall contain a clause or phrase that overrides the “insured vs. insured” exclusion.