

CITY OF CINCINNATI



ASSET FORFEITURE DISTRIBUTION For Community Preventive Education Programs



FUNDING APPLICATION

Submit Completed Applications to:
Cincinnati Police Department
310 Ezzard Charles Drive
Finance Management Section
Cincinnati OH 45214

Questions:
(513) 352- 1291

www.cincinnati-oh.gov

Guidelines, Process and Administration

Background

The Ohio Revised Code (ORC) Section 2933.43 requires that a specified portion of State Asset Forfeiture Funds received by the Police Department be used for community-based drug and alcohol preventive educational programs. On April, 2007, City Council adopted a report outlining the process for distribution of these funds to appropriate organizations, groups and projects as described below.

Mission

To fund the most effective and efficient community alcohol and drug preventive education programs/services in the City of Cincinnati, while providing a fair, equitable, and structured Asset Forfeiture Funding application process.

Process for Distributing Asset Forfeiture Funds

Applications for funding will be completed and submitted by requesting agencies and organizations. The Asset Forfeiture Committee will review applications and will consult the Community Preventive Education Committee on appropriate programs before making recommendations for funding for the current year. The review will include information provided by the Police Finance Management Section regarding any funding currently being provided to the agency/program through any other City or Hamilton County funding initiative. Crime statistics for neighborhoods to be served by the program will also be reviewed by the Asset Forfeiture Committee. Recommendations will be based on “Eligibility and Criteria” as identified in this packet. The Cincinnati Police Chief will provide the final approval for allocation of available funds. The Cincinnati Police Department will initiate contracts for approved programs and funds will be distributed per contract terms. Contracts exceeding \$10,000 must be signed by the Cincinnati City Manager.

Eligibility and Criteria:

1. All programs must serve the needs of the residents of Cincinnati. Those communities, which are victimized by high crime rates based on Police Department statistics, will be given priority.
2. Programs must provide “community preventive education,” with the **primary purpose** of the program being to educate adults or children with respect to the dangers associated with the use of drugs of abuse.
3. All agencies/organizations must complete the “Funding Application Cover Sheet” included in this packet and must provide identifiable answers to each question on page 6.

4. All agencies/organizations must have a Federal Tax ID number.
5. All applications must include the amount of funding requested along with a narrative description of the program to be funded.
6. Each program must identify measurable short-term and long-term outcomes.
7. Drug awareness pre and post tests must be used as part of the outcome measurements.
8. All agencies/organizations must identify any funding received, for the program requesting funding, from other sources.
9. Each funding request must include an **itemized** program budget.
10. Program evaluation reports will be required and must include statistics and identification information on participants.
11. Any agency or organization applying for refunding of a program previously funded by the Community Preventive Education funds must submit a status report for the program with the current application. The status report must include the amount of funding previously granted, the amount received to date and the program outcomes to date.
12. All agencies/organizations selected for funding will be required to have the program director or his/her designee sign a legally binding contract.
13. Principal program personnel may be required to submit Police Background checks before contracts are signed.

Available Funds and other Questions:

Any questions regarding the application process or the amount of uncommitted funds available for distribution may be directed to the Cincinnati Police Department Finance Management Section at 352-1291 or by email to cpep@cincinnati-oh.gov.

City of Cincinnati Community Preventive Education Committee

FUNDING APPLICATION COVER SHEET

(9/05)

Applicant Organization or Group

NAME:

FEDERAL TAX I.D. #

ADDRESS:

CITY/STATE/ZIP:

PRIMARY CONTACT NAME:

PRIMARY CONTACT PHONE:

FAX:

PRIMARY CONTACT E-MAIL:

TOTAL BUDGET FOR THIS PROJECT: \$

AMOUNT OF THIS FUNDING REQUEST: \$

COMMUNITY(IES) SERVED BY THIS PROGRAM/PROJECT:

NUMBER OF INDIVIDUALS TO BE SERVED BY THIS PROGRAM/PROJECT:

APPLICANTS SIGNATURE:

DATE:

(Identifiable answers are required for each question. Attach additional sheets as necessary)

<p>1. Describe the overall Community Preventive Education project/program to be funded and <u>specifically</u> identify the target population (age, gender, ethnicity) to benefit from this program:</p>
<p>2. Timetable for the project/program:</p>
<p>3. Identify the program's benefits to the target population:</p>
<p>4. Please indicate the City departments, other governmental agencies, or any other agency (if any) with whom you have collaborated to analyze the problem and identify the proposed solution. (Feel free to include support data from those agencies.)</p>
<p>5. What are the measurable short-term and long-term outcomes of this project/program?</p>
<p>6. Please list other agencies or funding sources to which this proposal has been or will be submitted. For each, indicate the amount requested, the status of the request (submitted, pending, funded, declined). If funded, specify amount.</p>
<p>7. Please attach a <u>total</u> project/program budget (showing revenue and line-item expenses). <u>If</u> requested funding is for a specific item(s) within the budget, identify the item(s) for which funding is requested.</p>
<p>8. Please attach a listing of the names of the applying organization's board members, officers, and the principal managers or directors for the proposed program or activity.</p>