

CITY OF CINCINNATI



ASSET FORFEITURE DISTRIBUTION For Community Preventive Education Programs



FUNDING APPLICATION

E-mail Completed Applications
to: CPDFiscal@cincinnati-oh.gov.

Questions:

(513) 352- 2965

www.cincinnati-oh.gov

Revision Effective March 31, 2017

Community Preventive Education Programs Guidelines, Process and Administration

Background

The Ohio Revised Code (ORC) Section 2981.13 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.

The Community Preventive Education Grant is a reimbursable grant. The organization receiving the grant is responsible for paying the expenses upfront and seeking reimbursement. Proof of payment is required for funds to be disbursed.

If the organization is approved to receive funding, a contract must be fully executed before any funds will be distributed. Any expenses incurred before the contract is fully executed are not eligible for reimbursement.

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.

Application Process:

Applications for funding will be completed and submitted by requesting agencies and organizations. All applications must be submitted by electronic mail (e-mail) and must be typed. Applications will be accepted during two annual time periods; **FALL**: October 1st, through October 31st, for programs to begin between January and June the following year, and **SPRING**: April 1st through April 30th, for programs to begin between July and December the current year. Applications must be received by e-mail no later than 5:00 p.m. on the final day of the applicable submission period to receive consideration.

The Community Preventive Education Committee will review applications and will consult the Asset Forfeiture Committee on appropriate programs before making recommendations for funding. The review will include information provided by the Police Fiscal Affairs Section regarding any funding currently being provided to the agency/program through any other City or

Hamilton County funding initiative. Neighborhood crime statistics will be considered when reviewing programs for funding. 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.

Community Preventive Education Programs Guidelines, Process and Administration

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 a **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 5.

Application Must Include:

- A. Federal Tax ID number (EIN or 501c3) and a copy of the W-9. The Federal ID number must match the name of the applicant.
 - B. The amount of funding requested along with a detailed narrative description of the program.
 - C. Identify measurable short-term and long-term outcomes along with a detailed description of how you will quantify the outcomes.
 - D. Drug awareness pre and post-tests that will be used as part of the outcome measurements.
 - E. Any funding received or requested for the program from other sources.
 - F. Each funding request must include an **itemized** program budget.
 - G. No more than 25% of the budget can be allocated to salaries.
4. Program evaluation reports will be required and must include statistics and identification information on participants. Evaluation reports must be submitted no later than 90 days after the completion of the contract to receive consideration for future funding.

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:

- An overview or summary of the program funded
 - A summary of how the funds were used
 - An actual schedule of the dates and times of the completed meetings and the subjects discussed
 - A roster of participants
 - A detailed summary of the results of the pre and post tests
 - A statement of the short and long term goals and if the goals were achieved
 - A statement regarding the successes of the program and any improvements the program may need
5. All agencies/organizations selected for funding will be required to have the program director or his/her designee sign a legally binding contract.
 6. Principal program personnel may be required to submit Police Background checks before contracts are signed.

Community Preventive Education Programs Guidelines, Process and Administration

If funding is approved the following conditions will apply:

- CPE funding is solely dependent on available asset forfeiture proceeds.
- Approved applicants will receive 10% or \$500 whichever is greater of the awarded amount.
- Subsequent expenses are reimbursed upon receipt of an invoice from the awardee.
- All reimbursements, including the initial funding, must have receipts to verify expenses.
- CPE funds can be only used for programming and programming support.
(Not for capital improvements or unrelated expenses)
- Funding may be proportionate with the drug and alcohol prevention programming focus.
- Consideration for future funding is dependent on a status report being submitted to CPE Committee no later than 90 days after the completion of the contract.

Questions:

Any questions regarding the application process may be directed to the Cincinnati Police Department Fiscal Affairs Section at 352-2965 or by email to CPDFiscal@cincinnati-oh.gov.

City of Cincinnati Community Preventive Education Committee

FUNDING APPLICATION COVER SHEET

Did you review the CPEP PowerPoint presentation and the eligibility and criteria requirements before completing this application? **YES or No**

(If you answered No, please review this information before completing the application)

<i>Applicant Organization or Group</i>	
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)

1. Describe the overall Community Preventive Education project/program to be funded and specifically identify the target population (age, gender, ethnicity) to benefit from this program: (NARRATIVE DESCRIPTION)

2. Timetable for the project/program:

3. Identify the program's benefits to the target population:

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.)

5. What are the measurable short-term and long-term outcomes of this project/program? (Explain how you will to quantify the measurable outcomes).

Please attach the drug awareness pre and post-test measures that will be utilized in this project/program?

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.

7. Please attach a total project/program budget (showing revenue and line-item expenses). If requested funding is for a specific item(s) within the budget, identify the item(s) for which funding is requested.

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.