

DATE: January 5, 2011  
TO: Interested Parties  
FROM: Jan MacLeod, Criminal Justice  
RE: Concept Papers for FY 2013

The Hillsborough County Criminal Justice Office is accepting Concept Papers from governmental and nonprofit agencies desiring to provide sustainable, innovative, treatment, prevention, intervention, education, enforcement and prosecution services to residents of Hillsborough County to prevent, reduce or control crime and improve the criminal justice system. Concept Papers are requested for planning the use of available Justice Assistance Grant (JAG) FY 2013 funds. **A mandatory pre-application meeting is scheduled at 10:00 a.m. on January 20th, 2012 in the Hillsborough Code Enforcement/Criminal Justice Training Room located at, 10119 Windhorst Rd., Tampa, FL 33619.**

The Concept Paper is designed to provide a summary of the proposed initiative. This package does not attempt to list the federal, state or county laws, ordinances, rules or regulations that may affect your proposal or performance under any resulting contract. Lack of knowledge will not relieve the respondent from complying with applicable laws. We encourage you to read the enclosed documents carefully and respond to this request on the forms provided.

It is important to note that the federal funder's guidelines have been narrowed to meet the County's goals and objectives. The applicant cannot plan to use any funds offered to replace funding shortfalls or supplant existing revenue streams. Selected initiatives, regardless of the funding source, are intended to support new programs, additional capacity, significant expansion or other enhancements that improve outcomes and reduce crime.

Selection criteria will rely on application completeness, community need for the initiative, support of Board of County Commissioners' goals, how well developed the initiative is, the agency's capability to implement the initiative, leveraging of additional resources, collaboration and plans for sustainability. Funding shall be available through the Board of County Commissioners from Federal and State Edward Byrne Memorial Formula Justice Assistance Grant Programs.

**The submission deadline is 4 p.m., February 10, 2012.** In fairness to respondents who meet the deadline, staff will not be able to accept any late submissions. If you have any questions or inquiries regarding the forms or this process, please submit them via email to Rob Parkinson at [parkinsonr@hillsboroughcounty.org](mailto:parkinsonr@hillsboroughcounty.org).

**HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Criminal Justice**

**INSTRUCTIONS FOR CONCEPT PAPERS**

**IMPORTANT NOTE: To have an application considered for Justice Assistance Grant funds all applicants must attend a mandatory pre-application meeting on January 20, 2012. The meeting will be held in the Code Enforcement/Criminal Justice Training Room located at 10119 Windhorst Rd., Tampa, FL 33619.**

**SUMMARY**

The Hillsborough County Board of County Commissioners (BOCC) may have up to approximately **\$236,992 of allocated Justice Assistance Grant (JAG) Funds** available over 12 months beginning October 1, 2012. These funds are intended to provide sustainable, innovative, treatment, prevention, intervention, education, enforcement, and prosecution services within Hillsborough County to prevent, reduce or control crime and improve the criminal justice system.

The BOCC, Public Safety Coordinating Council (PSCC), and Criminal Justice Office share public safety concerns and are working together to implement strategies that reflect community priorities. The Criminal Justice Office is specifically tasked with representing the County for public safety, criminal and juvenile justice, mental health, and substance abuse issues and works to attain the BOCC's objective to reduce overall crime.

All proposed initiatives must meet a need identified by: (1) the BOCC's most recent strategic goals to provide a quality of life to citizens and visitors that emphasize public safety, or, (2) local documented findings such as a needs assessment indicating a community priority, or (3) a priority identified by local law enforcement.

The Federal Funder's guidelines have been narrowed to meet the County's goals and objectives. The respondent cannot plan to use any funds offered to replace funding shortfalls, supplant or replace existing revenue streams. Selected initiatives, regardless of the funding source, are intended to support new programs, additional capacity, significant expansion or other enhancements that improve outcomes and reduce crime.

Awards resulting from any submittal may only be made to existing community-based nonprofit agencies (501C-3), faith-based organizations or public entities with the capacity to implement the initiative.

**BACKGROUND**

As a part of the Consolidated Appropriations Act of 2005, the 108<sup>th</sup> Congress merged the Edward Byrne Memorial Grant Program (Byrne) with the Local Law Enforcement Block Grant Program (LLEBG) to establish the Edward Byrne Memorial Justice Assistance Grant Program (JAG). Local trust funds are funds generated through court fines, asset seizures, and donations.

**USE OF AWARDS**

Eligible initiatives for the JAG funds may include any of the authorized JAG "Purpose Areas". The program has six purpose areas under which funds may be awarded:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections program
- Drug treatment programs
- Planning, evaluation, and technology improvement programs

## **ELIGIBILITY CRITERIA**

Each agency seeking funding for an initiative must have a representative attend a mandatory pre-application meeting. The BOCC is especially interested in initiatives that include creative measures for sustainability. Additionally, proposed initiatives must operate in and can only serve residents of Hillsborough County during the period of any funding award.

The Public Safety Coordinating Council (PSCC) may recommend funding for initiatives through faith-based agencies provided they 1) have a secular purpose, and 2) neither advances nor inhibits religion, and 3) do not require worship or religious instruction activities as a condition of participation.

Respondents must be public entities or incorporated nonprofit agencies that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation under Section 509(a). Private nonprofit agencies must submit documentation of their 501(c)(3) status, and a copy of their most recent audit, along with their Concept Paper or the concept may be rejected.

Respondents providing substance abuse treatment, prevention, intervention or education services **must** also be:

- a. Appropriately licensed by DCF and/or other required state agency (i.e., Florida Department of Professional Regulation, Health Care Administration, etc.). A copy of said licensure(s) must be attached to and submitted with the Concept Paper or the concept may be rejected.
- b. Certified Medicaid providers of substance abuse treatment services if the program is providing treatment services. A copy of said licensure(s) must be attached to and submitted with the Concept Paper or the concept may be rejected.

**The PSCC may seek clarifying information regarding any Concept Paper. Such clarifying information shall be provided by the respondent, in writing, and shall become part of the application. Clarifying information must be submitted to Criminal Justice within 10 days of the request or the Concept Paper may be rejected.**

## **SUBMISSION**

Seven sets (one of which must be a signed original) plus one electronic copy (sent to [ParkinsonR@hillsboroughcounty.org](mailto:ParkinsonR@hillsboroughcounty.org)) of the Concept Paper and all supporting documentation should be delivered to staff. The electronic copy shall be a Word document.

The respondent must thoroughly present the initiative (including resources, expenditures, measurable outcomes and plans for sustainability) in a manner consistent with the policies and procedures stated in this packet. The sets shall be prepared utilizing the forms provided by the Criminal Justice Office. Additional pages shall be attached and should be labeled and numbered, as

necessary. All materials and supporting documentation become public documents and are the property of Hillsborough County.

The sets shall be addressed as follows:

ATTN: Concept Paper  
Hillsborough County Criminal Justice  
10119 Windhorst Road  
Tampa, Florida 33619

**All Concept Papers must be received by Criminal Justice staff and be time stamped by the deadline, in order to be considered. Regardless of the method of delivery any Concept Paper received after the deadline will be rejected.** A respondent may elect to use a courier service or the U.S. Mail to accomplish delivery.

### **REVIEW AND SELECTION PROCESS:**

The Concept Papers will be reviewed by the Selection Subcommittee. The Subcommittee will be comprised of PSCC members and Criminal Justice staff. Initiatives will be ranked and prioritized. Subcommittee recommendations will be presented to the PSCC for consideration. The PSCC will make their award selections based on the Subcommittee's prioritization. (Respondents will receive the appropriate notification as soon as practical after the PSCC meeting.) Criminal Justice will submit the PSCC's recommendations to the BOCC for consideration at an appropriate board meeting. All BOCC funding decisions are pending the continued availability of funds, subsequent approvals if applicable, and the outcome of any appeals filed before the deadline.

Selection criteria will rely on application completeness, community need for the initiative, how well developed the initiative is, the agency's capability to implement the initiative, leveraging, collaboration and plans for sustainability. **The Selection Subcommittee shall not consider more than one Concept Paper from any agency or its affiliates under any single funding source. Only complete and timely proposals which satisfy all the eligibility and submission criteria will be considered. The determination of whether a Concept Paper meets the defined criteria will be made solely by the Selection Subcommittee.**

### **FUNDING PROCESS**

The provider(s) selected as a result of this process will be required to negotiate with staff and enter into a formal contract agreement with the BOCC, specifying the budget, service levels, methodology, evaluation, funding source, procedures, performance measures, terms, conditions and contract period. Funds are provided on a reimbursement basis.

Approved objectives, methodologies and other approved information provided in the Concept Paper shall become a part of any resulting contract. Any misrepresentation and/or failure to carry out the initiative as set forth in the Concept Paper may result in immediate termination of such an agreement. The earliest anticipated implementation date for initiatives selected for funding will be October 1, 2012.

### **ANTICIPATED OR PROJECTED RESOURCES**

Resources which are identified to support the initiative will remain the responsibility of

the respondent. In the event such resources are reduced or prove to be unattainable, the BOCC will not be obligated to replace anticipated or projected resources. The respondent's failure to obtain or otherwise replace such resources may constitute a breach of contract and forfeiture of any award.

### **DISCLAIMER**

The County reserves the right to: 1) accept or reject any or all Concept Papers received by staff on behalf of the PSCC, 2) waive any non-substantive deficiency or irregularity, 3) negotiate with any qualified source, 4) award a contract in what it believes to be in the best interest of the County, 5) cancel this request -- in part or its entirety -- if it is deemed to be in the best interest of the County, 6) reject the initiative of any respondent who has previously failed to perform properly, 7) reject the initiative of any respondent who has failed to complete contracts on time, and/or 8) reject the initiative of any respondent who is not in a position to fulfill a resulting contractual obligation.

This request does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Concept Paper.

### **APPEAL PROCESS**

Appeals refuting significant errors made by the Selection Subcommittee must be submitted to Criminal Justice in writing by the deadline, under the delivery criteria utilized above. Appeals are limited to substantive issues that refute the findings (basis of decision) upon which the Selection Subcommittee's recommendations were based. An appeal cannot be filed to challenge the recommended level of funding for an initiative. Nor can the appeal process be used as a forum to submit additional information to supplement the initial submittal. Any respondent's appeal must be submitted to:

ATTN: Concept Appeal  
Hillsborough County Criminal Justice  
10119 Windhorst Road  
Tampa, Florida 33619

Appeals shall be presented to an Appeals Subcommittee for consideration and possible discussion at a future PSCC meeting. To warrant review, an appeal must clearly state the alleged error.

### **INQUIRIES**

Monday through Friday, from 8:00 a.m. to 5:00 p.m. interested parties should send inquiries marked "ATTN: Concept Proposal Inquiry" (via email) to [ParkinsonR@hillsboroughcounty.org](mailto:ParkinsonR@hillsboroughcounty.org). However, it will be your responsibility to confirm delivery and verify receipt by Criminal Justice. Direct all written inquiries to:

ATTN: Concept Inquiry  
Hillsborough County Criminal Justice  
10119 Windhorst Road  
Tampa, Florida 33619

### **TIMELINE**

All dates may be adjusted by staff as necessary.

01/20/12 Mandatory Pre-Application Meeting at 10:00 a.m.

02/10/12 Concept Papers due by 4:00 pm.

02/24/12 Staff distributes Concept Papers to Selection Committee.  
02/24/12- Selection Subcommittee meets.  
03/09/12  
03/16/12 PSCC develops funding recommendations  
03/21/12 Deadline for appeals (4:00 pm).  
03/22/12- If necessary, Appeals Committee meets.  
03/30/12

**HILLSBOROUGH COUNTY BOARD OF COUNTY COMMISSIONERS**

**Criminal Justice**

**FY 2013 CONCEPT PAPER, SUBMITTAL PACKAGE**

1. Organization: (Full Legal/Corporate Name or Governmental Entity)  
\_\_\_\_\_
2. Initiative: \_\_\_\_\_
3. Service:  Treatment  Prevention  Intervention  Education  
 Law Enforcement  Prosecution/court  Corrections   
Planning, evaluation, technology improvement  Other
4. Amount Requested: \$ \_\_\_\_\_
5. Clients to be Served: # \_\_\_\_\_ Cost per Client \$ \_\_\_\_\_
6. Taxpayer/Employer Id #: \_\_\_\_\_
7. Organization Status:  Public Entity  Private Non-Profit [attach 501(c)(3)]
8. Charitable Organization:  Registered in Florida  Not Registered in Florida
9. Date of Incorporation: \_\_\_\_\_
10. Contact Person: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Fax: ( ) - \_\_\_\_\_  
E-mail: \_\_\_\_\_
11. Mailing Address: \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_
12. \_\_\_\_\_  
1) Respondent understands they are required to disclose any conflict of interest they may have in connection with this application. 2) The respondent certifies that the information contained in its application is accurate, true, and complete. 3) The respondent agrees to make available upon request additional documentation to support this application. 4) The respondent further certifies that the organization will comply with all requirements/conditions of any resulting agreement.
13. Printed Name and Title of Authorized Official: \_\_\_\_\_
14. Official's Signature: \_\_\_\_\_

If the respondent wishes to deviate from the contract, such deviation shall be listed and explained in an addendum to the Concept Paper. Deviations are not encouraged and may be grounds for rejection of the Concept Paper. Staff may consider changes when such deviation is in the best interest of Hillsborough County or as special circumstances may warrant.

**CONCEPT PAPER SUBMITTAL  
(CONTINUED)**

Page Two

1. Concept Description:  *Refer to Attachment - Page # \_\_\_\_\_*  
Explain the initiative and clearly describe all of the services included in the Concept Paper. Identify the target population, and a geographic service area. Include job descriptions and bios of key staff supporting the initiative.
  
2. Organization Summary:  *Refer to Attachment - Page # \_\_\_\_\_*  
Summarize the organization and provide both a current mission and vision statement. Briefly describe the organizational structure, its property and physical plant, its financial capabilities, its fund raising activities, its accreditation and licensing. List the Board of Directors and include an organizational chart. Explain the organization's experience relevant to the proposed initiative. Describe strengths or features that enhance the organization's capability to implement the proposed initiative. Differentiate the initiative from similar programs currently available in this or other areas of the County.
  
3. Community Need:  *Refer to Attachment - Page # \_\_\_\_\_*  
Clearly identify the problem area to be addressed by the initiative and state how it relates to the mission of the County. Substantiate the need for the initiative. Detail the risk factors facing the target population. Discuss what is currently being done to address this need in our community. Document any and all community pledges that tend to support the initiative. Explain, if and how, parents, youth, educators, law enforcement, or other groups were involved in the planning of this initiative. State how this initiative will be coordinated with services currently being provided by other programs. Indicate the related service gap, any innovations, and the impact of technological improvements (if applicable) in this field. Include sufficient supporting statistics or data (i.e. needs assessment, interviews, crime rates, waiting lists, surveys, trends, analyses, etc.). Itemize each request for capital items, training, accreditation, technical assistance, or similar activities.
  
4. Scope of Service:  *Refer to Attachment - Page # \_\_\_\_\_*  
Explain whether this is a new, expansion, or continuation plan and detail the anticipated community impact. Describe activities or how the initiative will be implemented. Detail your service delivery methods and anticipated service levels. Give a staff to client ratio (if applicable). Identify the target population(s) to be served. Describe the geographic areas of the County where they live. State where activities will be located and how they will be accessible to the intended population. Provide an implementation schedule. Clearly state strategies for long-term funding and continued viability.

**CONCEPT PAPER SUBMITTAL**

(CONTINUED)

Page Three

5. Evaluation Plan:  *Refer to Attachment - Page # \_\_\_\_\_*  
 State two primary goals which will adequately address the short-term and long-term changes that will occur as a result of this initiative. Identify any protective factors promoted by the initiative. Specify performance measures to evaluate outcomes. Estimate the number of individuals the organization expects to serve by undertaking this initiative. Show how they will benefit.

6. Funding Sources:  *Refer to Attachment - Page # \_\_\_\_\_*  
 Describe how the organization's assets will be utilized for this initiative. Explain how community and agency assets will support the initiative. (Note: Funds may not be reduced or redirected from another source in anticipation of, or as a consequence of, receiving an award without prior written approval.)

- a. Last year's total income or organizational budget: \$ \_\_\_\_\_
- b. List all available funding sources for FY11:

<u>Source</u>	<u>Amount from Each Source</u>	<u>Amount Rqstd.</u>	<u>% of Funding</u>
Other Hillsborough County Funding (Specify)	\$ _____	\$ _____	_____ %
<input type="checkbox"/> BOCC Non-Competitive Funding	\$ _____	\$ _____	_____ %
<input type="checkbox"/> Ryan White	\$ _____	\$ _____	_____ %
<input type="checkbox"/> Justice Assistance Grant (JAG)	\$ _____	\$ _____	_____ %
<input type="checkbox"/> Family & Aging Services Funds (Mental Health, Indigent Care, etc.)	\$ _____	\$ _____	_____ %
Children's Board of Hillsborough County	\$ _____	\$ _____	_____ %
Florida Department of Children & Families	\$ _____	\$ _____	_____ %
Florida Department of Corrections	\$ _____	\$ _____	_____ %
Florida Department of Juvenile Justice	\$ _____	\$ _____	_____ %
United Way	\$ _____	\$ _____	_____ %
Other Sources of Funds (Specify)	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %

c. How will initiative be funded afterwards:

- d. Total expenses for the initiative. \$ \_\_\_\_\_
- e. Total projected program revenue \$ \_\_\_\_\_
- f. Amount of in-kind contributions from your organization or other agencies if applicable:  
 \$ \_\_\_\_\_
- g. Explain any differences between the total projected program revenue and total expenses.

