

**TARGETED COMMUNITY
ALTERNATIVE TO PRISON (T-CAP)
GRANT**

FINANCIAL GUIDELINES

FY 2020-2021

A. INTRODUCTION

The Department of Rehabilitation and Correction (DR&C) Bureau of Community Sanctions reviewed all Memorandum of Understanding (MOU) upon receipt. After the MOU is approved, a grant agreement is created which states the amount and conditions of the grant. The grant agreement must be signed by the counties governing authority and returned to the DR&C, Bureau of Community Sanctions (BCS) before the grant can be awarded. The grant agreement is not effective until signed by the Deputy Director of Parole and Community Services in the Department of Rehabilitation and Correction. These financial guidelines are part of the conditions that must be met for each grant award.

Programs receiving Targeted Community Alternatives to Prison (T-CAP) grant funds from the Department of Rehabilitation and Correction must follow the guidelines outlined in the following pages. No local policies shall exceed grant guidelines. Expenditures of grant funds must be clearly documented and documentation of expenditures made available to Department of Rehabilitation and Correction (DRC) upon request. For each grant agreement, separate financial records must be maintained and quarterly T-CAP Expenditure Reports must be emailed to: DRC.BCSgrants@odrc.state.oh.us to account for grant expenditures. Every program is subject to financial review by the Department of Rehabilitation and Correction. These reviews are intended to ensure adherence to the laws of the State of Ohio, the administrative regulations and policies of DRC, and the grant guidelines. During the grant period, the Bureau of Community Sanctions (BCS) may issue interpretations or revisions to these guidelines.

B. METHOD OF GRANT PAYMENT

1. All grant payments will be made via Electronic Fund Transfer (EFT). Electronic Fund Transfers will be received between two to four weeks after the start of each quarter. The first payment will be made within 30 days of receipt of the grant agreement.

Quarter Periods:

July 1 – September 30

October 1 – December 31

January 1 – March 31

April 1 – June 30

C. REVENUES AND FUNDS FROM OTHER SOURCES

1. Revenue received from other sources must not be co-mingled with T-CAP grant funds. Grant funds from DRC should be readily identifiable and audited independently.

2. Revenues generated from any and all supervision fees must adhere to O.R.C. 2951.021 and utilized in accordance with O.R.C. 321.44 and O.R.C. 737.41.
3. Interest earned on grant funds must be reported separately and returned to the state after the DPCS Business Office reviews the final fiscal report.

D. EXPENDITURES OF T-CAP FUNDS

1. Expenditure Periods

- a. The grant-funding period for the T-CAP grant begins July 1, 2019 and ends June 30, 2021. The expenditure period begins July 1, 2019 and ends June 30, 2022.
- b. Total expenditures shall not exceed the grant award for the expenditure period.
- c. Expenditures must be encumbered prior to the end of the expenditure period June 30, 2022 and must be paid within 45 days after the close of the expenditure period – August 15, 2022. Obligated expenditures remaining after 45 days may not be paid with T-CAP funds.
- d. Expenditures not encumbered prior to close of the expenditure period will not be allowed as an expenditure from the grant.
- e. Any funds remaining unspent or unobligated at the end of the expenditure period must be returned to the State. BCS will notify the program of the amount due after the final fiscal report is reviewed. Under no circumstances, shall unspent funds be used as payment for bonuses, awards, or any other distribution. Programs shall remit unspent funds within 90 days of notification of amount due.
- f. Warrants for unspent balances should be made payable to the Treasurer, State of Ohio and mailed to: **Department of Rehabilitation and Correction, Bureau of Community Sanctions 4545 Fisher Road, Suite D, Columbus, Ohio 43228**. The warrant, cover letter and any other documentation should clearly identify the grant type and the unspent balance for each grant period/fiscal year.

2. General Purchasing Procedures

The grantee must adhere to established statutory bidding requirements in addition to the following guidelines regarding MBE, OPI and OIH purchasing. When these requirements do not apply, the grantee will follow established county/municipal guidelines regarding the purchase and acquisition of supplies, service, and equipment. Funding received from the T-CAP grant may be expended on any Community Corrections use as defined by ORC 5149.30 (A) which states "Community corrections programs" include, but are not limited to, probation, parole, preventive or diversionary corrections programs, release-on-recognition programs, prosecutorial diversion programs, specialized treatment programs

for alcoholic and narcotic-addicted offenders, and community control sanctions as defined in section 2929.01 of the Revised Code.

3. Cost Category Definitions

In order to ensure uniformity and comparability of all programs, the following cost categories and explanations shall apply:

A. Personnel:

- (2) Personnel include payroll and benefits for employees who provide direct service (e.g. Program Director, Probation Officer(s), Clerical, etc.).
- (3) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they were employed full-time or part-time.
- (4) Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project.
- (5) Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. Leave payouts are allowable upon separation from the agency. Leave payouts can be charged to the grant only to the extent the person was employed by the grant. Programs should use the same accrual and leave payout procedures utilized by the county/municipality.
- (6) Personnel receiving overtime must work full-time on the grant during the pay period in which overtime was earned.
- (7) Fringe benefit expenditures should not exceed thirty percent (30%) of the employee's pro-rated or base salary. Fringe benefits exceeding 30% must be explained in the fiscal report. In recording fringe benefits, include the employer's share only. Do not include the employee's share.
- (8) Retirement includes Public Employees Retirement System (PERS), FICA (Social Security), or other established plan. The T-CAP grant is responsible for retirement payments only for the years of service the employee is paid from the T-CAP grant. Payments for retirement for years of service prior to the grant must be charged to the county/municipality. If retirement invoice is received after 90 day close out period, payments should be paid from current fiscal year.
- (9) Worker's Compensation, in most cases, will be pro-rated by county/city auditors and charged to the grant program. Workers compensation bills from the previous fiscal year are to be paid from current fiscal year funds (cash basis).
- (10) Unemployment Insurance is an allowable cost to the program if the program contributes (or has applied) to the Bureau of Unemployment Compensation for a

contribution rate. Programs that pay actual costs for unemployment expenses cannot also claim unemployment insurance expense.

(10) Quarterly reporting and payment of fringe benefits to the appropriate agencies, are the sole responsibility of the program.

B. General Operating Expenses: Any of the following expenses should be listed in the General Operating expenses row.

- (1) **General Office:** Office supplies are defined as items that will be expended within one year and a unit cost less than \$100.00.
- (2) **Communications:** This category includes telephone installation fees, monthly service rates for local and long distance calls, Internet provider fees, pager and mobile phone usage costs. This category should also include postage, courier services and other communication expenditures.
 - Purchases of phones, cellular phones and pagers, are to be charged to the equipment cost category.
 - Internet usage must follow the policy and procedures of the agency administering the program. If no policy is established, the current Ohio Department of Rehabilitation and Correction (DRC) policy is to be used. Contact the Bureau of Community Sanctions (BCS) for a copy of the policy if needed.
- (4) **Advertising:** This category includes the cost of advertising to fill position vacancies.
- (5) **Printing:** This category includes costs for outside printing for forms, special reports, and brochures.
- (6) **Insurance:** This category includes professional liability insurance for staff not covered under the county's/municipality's general liability coverage and bonding which insures the program against losses suffered by participants and other program vendors as a result of activities within the scope of the program's responsibilities. This category also includes vehicle insurance for grant purchased vehicles.
- (7) **Transportation:** This category includes travel costs necessary for the operation of program such as mileage (reimbursement at the established local rate), gas reimbursement for actual fuel expenses, airfare, per diem reimbursements (meals and lodging), etc. for program activities, (approved conferences and seminars).
 - Documentation for travel reimbursement for program employees should include the name of the person traveling, the purpose of the trip, the method of reimbursement (per diem rate, mileage rate, or actual receipts) and the total to be reimbursed. Travel vouchers and receipts should be available for audit-DRC review purposes.
 - Mileage, meals, and overnight lodging are to be paid at the rate established by the county/municipality. If no rate is established, the current Ohio Office of

Budget and Management (OBM) rates are to be used. This rate can be obtained from BCS.

- Expenditures for agency-owned vehicles (AOV) used solely by the program may include gasoline, oil changes, tires, batteries and maintenance.
- Parking, telephone, or any other incidental travel costs are allowable expenses.
- Out of State Travel is NOT an allowable expense.

(8) **Rentals:** This category includes the cost of renting office space, copier equipment, and other appropriate items used by the program. Items obtained through a lease to purchase agreement are charged to the equipment category. If rental office space is shared with other programs funded from other sources, the cost of the space shall be pro-rated between the programs according to their utilization. Rental agreements must be maintained and available for DRC review.

(9) **Utilities:** This category includes the cost for water, sewer service, electric, gas, and waste disposal if applicable.

(10) **Maintenance and Repairs:** This category includes costs required to maintain and repair any equipment used by the program. Examples are maintenance contracts for office and computer equipment. Copies of service agreements must be maintained and available for DRC review.

(11) **Staff Training and Development:** Staff includes employees, volunteers and interns, etc. paid by T-CAP grant funds or hired to perform T-CAP grant related functions.

- Include costs incurred for staff training, such as, in-service training, conference or seminar registration fees, renting the space necessary for training staff, and other costs which are incidental to staff training.
- College tuition reimbursement for individuals is NOT an allowable expense.
- Professional and organizational memberships are an allowable expense.
- Reference Materials: The cost of books, subscriptions to civic, business, and professional and technical periodicals is allowable when related to the program.
- In-state Meetings and Conferences: Costs are allowable when the primary purpose of the meeting or conference is the dissemination of technical information relating to the agency program.

(12) **Program Evaluation:** This category includes costs for independent audits and/or evaluations directly related to the program.

C. Program Expenses: The program expense category includes the following categories on the fiscal forms: Drug/Alcohol Testing, Electronic Monitoring/GPS services, Residential Treatment, Outpatient Treatment or Counseling services, Local Jail Facility and Staff Training and Development.

This category includes all program costs that are specific to the operation of the program. This category includes any costs for consultants or professional services that are paid for by the T-CAP grant.

(1) An individual who currently receives funding (as an employee or service provider) in a program currently funded by DRC may serve as an independent contractor or service

provider in the T-CAP grants-provided services (hours worked) are only paid through one grant. The individual cannot double bill any two DRC grants for the same service or hour worked.

- (2) Travel, meals, and other expenditures incurred for professional, technical, and contractual service providers should be recorded in this category as part of the fee. Copies of contract provider expense records must be maintained and available for DRC review.
- (3) The program must have a written, performance based contract with the service provider which includes the following:
 - Type of service or product provided,
 - Fee rate (which includes travel, meals, etc.),
 - Total cost of the service, product, or treatment provided
 - Name of the individual or organization providing the service
 - Number of clients to be served during a specified period of time.
- (4) In each county, the Sheriff shall determine the per diem costs for housing felony prisoners serving a term of confinement in their local jail in calendar year 2018. This per diem shall apply in calendar year 2019. Commencing in calendar year 2020, on or before February 1, of each year the Sheriff shall determine the per diem costs for housing prisoners serving a term of confinement in the local jail in calendar year in the proceeding calendar year. This per diem rate shall apply during the calendar year in which the determination is made. The per diem costs shall be the actual costs of housing the specified prisoners, on a per diem basis.

D. Equipment

Equipment is defined as items with a useful life of more than one year and cost over \$100. Equipment items that may be purchased with grant funds include, but are not limited to, the following:

- Laboratory equipment
 - Furniture
 - Audio and visual equipment
 - Communication equipment
 - Office equipment such as typewriters, fax machines etc...
 - Computers and peripherals
 - Safety and security equipment
- (1) Equipment purchased will remain the property of DRC for a period of five (5) years from the date of acquisition. After the five-year period, request for transfer of equipment from the state to the program must be submitted in writing to the Bureau of Community Sanctions. Transferred equipment must continue to be used in the program for its useable life.
 - (2) When equipment is traded in for new equipment during that five-year period, the five-year time frame begins again with the purchase of the new equipment. Written approval for trading equipment must be obtained from the Bureau of Community Sanctions.

- (3) Proper inventory schedules must be maintained for all equipment items purchased with grant funds. Inventories must include the following information: quantity, description, serial number, identification number, purchase price, date of acquisition, funds used to purchase, vendor, condition, and location.
- (4) Pending written approval from the Bureau of Community Sanctions, locally established guidelines will be used for the salvage of unusable, damaged, and/or non-repairable equipment taken out of the program's service. Documentation must be maintained on the disposition of all equipment removed from program services.

4. T-CAP FINANCIAL REPORTS

- A. Program Directors or designated person must maintain accurate and legible accounting records in order to prepare financial reports.
- B. All expenditures must be supported with documentation to provide a clear account of every financial transaction.
- C. Once the County has expended all of the funds received fiscal expenditure reports are no longer required. Counties may expend funds received during the grant period until June 30, 2022.
- D. Quarterly Expenditure Reports must be emailed to **your appropriate grant analyst** and DRC.BCSgrants@odrc.state.oh.us by the 15th of the month following the conclusion of each quarter. Final Expenditure Report is due within 45 days of expending all funds or August 15, 2022; whichever date comes first and must be emailed to **your appropriate grant analyst** and DRC.BCSgrants@odrc.state.oh.us.
- E. The T-CAP grant fund balance must be reported on each quarterly expenditures report.
 - Cash balances must be reconciled with the county/city auditor records for each grant period.
 - Discrepancies must be researched and errors corrected within the next month.
 - All differences must be documented and maintained with the financial reports for future DRC review.
- F. **Instructions – Quarterly Expenditure Report Forms**
 1. County: Enter the name of the county as awarded in the grant agreement.
 2. Grant Funds Awarded: Indicate the total amount of T-CAP grant funds awarded to the county.
 3. Cost Categories: See above Cost Category Definitions (pg. 4-7) for details of which expenditures belong to the categories listed on the form.
 4. Expenditure Report Period: The expenditure report periods are noted in the appropriate column on the Quarterly Expenditure Report. Enter the actual expenditures paid during the time period listed for each cost category from the

program's fiscal records after reconciliation with the County/City Auditor's records.

5. Total Expenditures: Enter the total for all cost categories for the period.
6. T-CAP Account Balance: Enter the T-CAP grant fund account balance at the end of each quarter. (*Grant Funds Awarded – Total Expenditures to Date = T-CAP account balance*)
7. Expenditures to Date: Enter the total expenditure for each cost category in the Expenditures to Date column.
8. Report Completed by: When submitting quarterly expenditure reports, grant recipients are required to print the name and job title of the person completing the expenditure report. A dated signature is also required.

G. Instructions –Final Expenditure Report Forms - The expenditure period begins July 1, 2019 and ends June 30, 2022. The final expenditure report shall be completed 45 days after all grant funds have been completely expended or by August 15, 2022, whichever date occurs first. All funds must be encumbered by June 30, 2022 and paid within 45 days after the close of the expenditure period or by August 15, 2022, whichever occurs first. Obligated expenditures remaining after 45 days may not be paid with T-CAP funds.

1. County: Enter the name of the county as awarded in the grant agreement.
2. Grant Award Amount: Indicate the date the report is completed.
3. Cost Categories: See above Cost Category Definitions (pg. 4-7) for details of which expenditures belong to the categories listed on the form. List grand total of all expenditures by cost category for the expenditure period.
4. Expenditures Grand Total: Enter the grand total of all expenditures for each cost category. Include the grand total of actual expenditures during the expenditure period. This should include any and all expenses paid between July 1, 2019 and August 15, 2022.
5. Final Expenditure Summary: Enter the difference between "Total Grant Funds Awarded" and "Expenditures Grand Total" into the "Unspent Grant Funds" box. If the County has not expended all of the grants funds prior to the grant end date, any remaining balance must be returned to the State of Ohio.
6. Report Completed by: When submitting final expenditure reports, grant recipients are required to print the name and job title of the person completing the expenditure report. A dated signature is also required.

Warrants should be made payable to the
Treasurer, State of Ohio

mail to:
ODRC / Bureau of Community Sanctions
4545 Fisher Road, Suite D
Columbus, Ohio 43228.

Attachments:

- FY20/FY21 Targeted Community Alternatives to Prison (T-CAP) - Quarterly Expenditure Reports
- FY20/FY21 Targeted Community Alternatives to Prison (T-CAP) - FINAL Expenditure Report

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Annual Minority Business Enterprise Compliance Report

- A. Programs will maintain records of all expenditures from certified minority business enterprises (MBE's)
- B. MBE compliance reports must be prepared separately for each T-CAP funded program
- C. The MBE report must be submitted with the 4th period fiscal report for FY20 expenditures, with the 8th period fiscal report for FY21 expenditures and with the final financial report for FY20-21 expenditures. Submit the MBE report to the DRC Bureau of Community Sanctions.
- D. Instructions for completing the T-CAP Program Annual MBE Compliance Report:

County/Municipality: Enter the name of the county/municipality

Fiscal Year: Enter the applicable fiscal year. The MBE report will be due for each of the following fiscal years if the County has grant expenditures within that Fiscal Year (FY); FY20 and FY21.

Phone & Email: Enter the telephone and email address of the person completing the form.

Total Expenditures: Enter the total fiscal year expenditures.

Exempt Budget Amounts: List the exempt balances for each cost category. Calculate the Total Exempted Funds by adding together the categories. Only the items included in the following list should be used to determine the exempt amounts for each cost category. All other items in the categories are not exempt unless written approval is received from the Bureau of Community Sanctions.

1) Personnel Costs: entire category is exempt

2) General Operating Expenses:

- * **Operating Supplies:** none of this category is exempt
- * **Communications:** amounts paid to telephone, pager and Internet service providers, courier services and postage expenses are exempt.
- * **Printing:** OPI printing costs are exempt.
- * **Insurance:** self insurance
- * **Transportation:** vehicle fuel, mileage reimbursement, meal and lodging expenses, miscellaneous travel expenses (parking, tolls taxes, etc.) are exempt.
- * **Rentals:** building, land, and office rent expenses are exempt.
- * **Utilities:** gas, water, sewage, and electric expenses are exempt.
- * **Maintenance and Repair:** maintenance and repair services provided by another government agency (reimbursement only), and proprietary software maintenance expenses are exempt.
- * **Staff Training and Development:** registration fees, membership dues, and expenses for educational reading materials for staff are exempt.

3) Programming Expenses:

- * Amounts paid to non-profit organization(s) and services provided by other government agencies are exempt.
- * Hospital, ambulance, and emergency room care, offender travel (bus tokens), are exempt.

Less Total Exempted Amounts: Calculate the total exempted budget amount.

Non-exempt Funds: Calculate the non-exempt amount by subtracting the Total Exempt Amount from the Total Expenditure amount.

Total MBE Expenditure Budget: Multiply the Non-exempt amount by the 15% set aside requirement to achieve the Total MBE Expenditure Budget amount.

Actual MBE Expenditures: Enter the total MBE set aside expenditures for the fiscal year.

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T-CAP PROGRAM

ANNUAL MBE COMPLIANCE REPORT

County: _____

Name/Title: _____ Fiscal Year: __

Phone: _____ Email Address: _____

TOTAL EXPENDITURES: \$ _____

EXEMPTED AMOUNT:

Personnel Costs: \$ _____

Communication: \$ _____

(Telephone, pager, Internet services, courier services, postage):

Printing (OPI printing): \$ _____

Insurance (self insurance): \$ _____

Transportation Costs: \$ _____

(Vehicle fuel, mileage reimbursement, meals, lodgings, parking, tolls)

Staff Training: \$ _____

(Registration fees, membership dues, education-reading materials,

Mileage reimbursement, meals, lodgings, parking, tolls)

Rentals (building, land, office) \$ _____

Utilities (gas, water, sewage, electric): \$ _____

Maintenance And Repair: \$ _____

(Maintenance and repair services provided by another government agency)

LESS TOTAL EXEMPTED AMOUNT: \$ _____

NON-EXEMPT Amount \$ _____

x 15%

TOTAL MBE EXPENDITURE AMOUNT \$ _____

ACTUAL MBE EXPENDITURES \$ _____

E-mail to: DRC.BCSgrants@odrc.state.oh.us