

Community-Based Correctional Facility Grant Manual

BUREAU OF COMMUNITY SANCTIONS



OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
Annette Chambers-Smith, Director

DIVISION OF PAROLE AND COMMUNITY SERVICES
Cynthia Mausser, Deputy Director

BUREAU OF COMMUNITY SANCTIONS
Christopher Galli, Chief

**Bureau of Community Sanctions
4545 Fisher Road Suite D
Columbus, Ohio 43228
Phone: (614) 752-1188
Fax: (614) 728-9946**

INTRODUCTION

Ohio's Community-Based Correctional Facility (CBCF) program was established in 1978 to provide state funding to assist local criminal justice systems in reducing prison commitments. The program is a unique partnership between the state of Ohio and local governments.

Since the inception over forty years ago, Community-Based Correctional Facilities have expanded to serve all 88 counties in Ohio. CBCFs have been a successful state and county partnership allowing local criminal justice officials to utilize cost effective residential options for managing offender populations. The state benefits by having local community corrections options in the counties thus, saving costly prison bed space for those offenders who need a higher level of intervention. The county benefits by having a locally controlled sentencing option.

The state/Ohio Department of Rehabilitation and Correction administers biennial funds to the Community-Based Correctional Facility program. The state provides the funding and standards of operation via the Bureau of Community Sanctions. The Governing Board administers the staff and program. The facilities are operated 24-hours a day, seven days a week, and provide minimum level security housing to offenders. Programs are highly structured with assessment and treatment services to reduce criminal behavior by offenders.

The goals of Community-Based Correctional Facilities include, but are not limited to:

- Reducing recidivism
- Providing productive offender reintegration into the community
- Reducing state prison commitments/Post Release Control Sanction Time
- Reducing the cost of incarceration in Ohio
- Providing maximum public safety

TABLE OF CONTENTS

TOPIC	SECTION	PAGE
General Information	I	4
Grant Application	II	10
Financial Guidelines	III	22

SECTION I

GENERAL INFORMATION

APPLICATION & GRANT AWARD PROCESS SUMMARY

- A. Organizations must obtain access to the DRC Grants Management System (IntelliGrants) to apply for a grant.
- B. A completed grant application must be submitted to BCS via IntelliGrants following the guidelines and instructions outlined in this document.
- C. The Bureau of Community Sanctions (BCS) staff will review the grant application and all required materials upon receipt. During the review of the application, the grantee may be asked for modifications for clarification. The BCS review will not resume until the modifications have been submitted. Applicants will be notified via IntelliGrants regarding the final status of their application.
- D. Upon approval of the application, a grant agreement will be sent to the grantee via IntelliGrants. If the program is multi-jurisdictional, one participating jurisdiction must be designated as the agency responsible for overseeing the program and managing the funds. The grant agreement will detail the grant award amount and the terms and conditions of the grant. The grant agreement constitutes the operative document obligating and reserving state funds for use by the grantee in execution of the program as disclosed in the grant application. If the grantee fails to affirm the award by having the applicable governing authority sign and return the grant agreement to BCS by the specified deadline, this obligation may be terminated without further cause. If circumstances prevent timely return of the signed grant agreement, the grantee must submit a written request for an extension prior to the deadline. BCS must approve the request for an extension. The grant agreement is not effective until the grant approval letter is available in IntelliGrants.
- E. OPERATIONAL TIME FRAMES:
 - Operational Within 60 Days. If a program is not operational within 60 days of the award date, the grantee must report by letter, to BCS, the steps taken to initiate the program, the reasons for delay and the expected start date.
 - Operational Within 90 Days. If a program is not operational within 90 days of the award date, the grantee must submit a second statement to BCS explaining the implementation delay. BCS may, where extenuating circumstances warrant, extend the implementation date of the program past the 90-day period. When this occurs, the appropriate files and records must reflect the extension. BCS may also, where circumstances warrant, cancel the program and redistribute the funds to other programs.

TECHNICAL ASSISTANCE

Bureau of Community Sanctions staff are available to provide technical assistance to grantees, program directors, fiscal managers, and governing boards for the purpose of implementing the program. Technical assistance can be obtained by contacting the Bureau of Community Sanctions.

GRANT ADJUSTMENTS OR CHANGES

All requests for programmatic and/or fiscal changes to the approved grant program must be submitted to BCS via the Grant Revision process via IntelliGrants. All requests for changes to the approved program will be reviewed for consistency with DRC guidelines. In requesting an adjustment, the grantee must set forth the reasons and basis for the proposed change(s) in the revision request.

Examples of such changes are but not limited to the following:

- Changes in the scope of the programmatic activities or purpose of the program.
- Changes that alter the cost categories of the program.
- Updates to personnel movement, pay rates, and/or benefits.

RETENTION AND ACCESS OF RECORDS

A. RETENTION OF RECORDS. All financial records, supporting documents, statistical records, offender records and all other records pertinent to the program shall be retained by the grantee for at least three (3) years following the closure of the most recent program review report. The record retention timeframe policy may be extended by the Governing Board(s).

- Coverage: The retention requirements extend to books of original entry, source documents supporting accounting transactions, general ledgers, subsidiary ledgers, personnel and payroll records, canceled checks and related documents, and records. Source documents include grant applications, award letters, and required financial and narrative reports.
- Retention Period: The retention period starts from the date of the program review report that covers the grant period. If any litigation, claim, negotiation, fiscal audit, program review, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of the action or until the end of the regular three (3) year period, whichever is later.

B. MAINTENANCE OF RECORDS. Grantees of funds are expected to ensure that records of different grant periods are separately identified and maintained so that information desired may be readily located. Grantees are also obligated to protect records adequately against fire or other damages. When records are stored away from the principal office, the location of records stored must be available for ready access.

GRANT AWARD CALCULATION

The following factors are considered by the Bureau of Community Sanctions when determining the grant award amount for a CBCF:

- Size of the facility and number of funded beds
- Average cost per diversion from prior grant period (grant award divided by number of intakes)
- Location of facility (rural vs. urban) and other costs related to the location/operation of the facility
- Each facility's cost per diversion compared to the average cost per diversion for all facilities
- BCS program review results
- DRC recidivism report
- Amount of funding available
- Demonstrated need and justification documents submitted by the facility
- DRC priorities
- Data and trends regarding prison commitments by gender, crime type or other category from counties within each facilities catchment area
- Facility's bed utilization throughout the prior grant period.
- Auditor of State fiscal report results and findings
- Funding amount from previous grant period
- Expansion of beds or services at the facility

SANCTIONS AND TERMINATION

A. SANCTIONS:

If a grantee fails to comply with the terms and conditions of an award, whether stated in a statute, regulation, agreement, addendum, or application, the Department of Rehabilitation and Correction, as the awarding agency may take one or more actions, as appropriate. The following actions will not be taken without reasonable written notice to the grantee and the opportunity for the grantee to present their position to the Bureau of Community Sanctions:

- Temporarily withhold payments pending correction of the deficiency by the grantee.
- Disallow (deny use of funds) all or part of the cost of the activity or action not in compliance with requirements.

- In whole, or in part, suspend or terminate the current award.
- Withhold further awards for the program.
- Take other remedies that may be legally available.

B. TERMINATIONS:

In the event that a program is terminated, 60 days prior to termination the Bureau of Community Sanctions will:

- Notify the recipient in writing of the decision.
- Specify the reason.
- Set an effective date that will afford the grantee a reasonable time to terminate program operations.

A program that is terminated will be subject to the same requirements, regarding program reviews, record keeping, and submission of reports, as a program that runs for the duration of the grant period. Equipment purchased with state funds must be returned to the Department of Rehabilitation and Correction. The grantee shall have 30 days following receipt of termination notice to present or petition for reconsideration to the Director of the Department of Rehabilitation and Correction.

EXPANSION FUNDING

- A.** Requests for expansion funding must be completed through the IntelliGrants Grant Addendum process as explained in Section II.
- B.** All requests for new or expansion funding will require a detailed justification describing the following:
- Program to be funded
 - Target population to be diverted
 - Estimated annual cost
 - Justification of need for the program within the local criminal justice system

OTHER PROVISIONS

- A. DRUG FREE WORKPLACE:** The grantee agrees to comply with all applicable state and federal laws regarding a drug-free workplace. The grantee shall make a good faith effort to ensure that all contract employees, while working in the program, will not purchase, transfer, use or possess illegal drugs, alcohol or abuse prescription drugs.
- B. EEO COMPLIANCE:** The grantee agrees to comply with all applicable state and federal laws.

- C. OHIO ETHICS:** All grantees who are actively doing business with the state of Ohio or who are seeking to do business with the state of Ohio are responsible to review and comply with all relative Division of O.R.C. Sections 102.01 to 102.09, and **Executive Order 2019-11D for Ethics**.

In accordance with **Executive Order 2019-11D**, grantees by signature on, the grant agreement certify: (1) it has reviewed and understands **Executive order 2019-11D**, (2) has reviewed and understands Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those **Executive Order 2019-11D**. The grantee understands that failure to comply with **Executive Order 2019-11D** is, in itself, grounds for termination of this grant and may result in the loss of other grant/s with the state of Ohio up to and including debarment.

Grantee certifies it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws. **Executive Order 2019-11D** is available for review at <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-11d>.

- D. ADMISSION CRITERIA:** The grantee shall be in-compliance with **Ohio Administrative Code Section 5120: 1-14-09 (B), (C) and (D)**. BCS will monitor admission criteria data submitted by the grantee via CCIS-Web on a quarterly basis to ensure compliance. BCS program review staff will verify the accuracy of data randomly selecting data and comparing it with conviction information. The level of compliance will be noted on the program review or site visit report.
- E. ANNUAL PROGRAM ANALYSIS REPORT:** Grantees are required to upload their annual program analysis report with their Year-End financial report or separately prior to the submission of the YER
- F. PROGRAM REVIEW PLANS OF ACTION:** Any communication between BCS grant/program staff and the grantee regarding the need to update a report or Plan of Action (POA) will be documented via notes in IntelliGrants. Information contained within the note will include the date of the contact, the person contacted and a brief summary of the interaction to include any direction provided.

SECTION II
GRANT APPLICATION

INTRODUCTION

- A. CBCF-grant applications may be submitted bi-annually or when grant funds are available for new grants.
- B. The grant application period will be open for no less than 30 days.
- C. All requests for grant funds shall be submitted via IntelliGrants at: <http://www.ocisgrants.com/>. (BCS staff shall provide assistance with system access and technical issues).
- D. Prior to beginning the grant application, carefully read the Grant Management System (GMS) Department of Rehabilitation and Correction (DRC) User Guide and the Bureau of Community Sanction (BCS) CBCF Grant Manual.
- E. The CBCF grant application process consists of four components: Pre-Application, Application, Grant Agreement, and Approval Letter.
 - Pre-Application: BCS staff will initiate the Pre-Application, which will provide the pre-approved eligibility amount. Once the Pre-Application has been initiated, the grantee will receive an email notification that the grant application can be completed.
 - Application: The application consists of Program Component Pages, Budget, Facility Governing Board Membership List, and Inventory List.
 - Grant Agreement: The grant agreement will state the amount of the award and the conditions of the grant.
 - Approval Letter: The approval letter is the final step in the grant application process. The approval letter confirms the approved funding for the CBCF program.

PRE-APPLICATION REVIEW

BCS will complete a Pre-Application to establish the grant amount for grantees prior to application. This shall be reviewed prior to completing the grant application for accuracy. If corrections need to be made to the Pre-Application, grantees shall contact BCS for further assistance.

COMPLETING THE GRANT APPLICATION

- After reviewing the Pre-Application, select the Pre-Application Document Information.

The screenshot displays the 'Online Grants System' interface. The header includes the system name, logos for OES (Office of Criminal Justice Services) and DRC (Department of Rehabilitation and Correction, Ohio), and navigation links such as 'My Home', 'My Pre-Applications', 'My Applications', 'My Performance Reports', and 'My Quarterly Financial Reports'. A secondary navigation bar contains 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Action buttons for 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS' are visible. The main content area shows a breadcrumb trail: 'You are here: > CBCF Pre-Application 2013 Menu > Forms Menu'. Below this, the 'ELIGIBILITY AMOUNT' section contains instructions and a form with the following data:

ELIGIBILITY AMOUNT	
Instructions: Please complete this page and click SAVE. Fields will populate with information and any errors will be noted at this point. Required fields are marked with a *.	
Total Eligible Amount	\$9,000.00
Residential	\$5,000.00
Non-Residential	\$4,000.00
Number of Funded Beds	50
Number of Projected Felony Offenders	60
Projected Cost Per Offender	\$150.00

- Scroll to the Examine Related Items section. Select Review Related Items.

The screenshot shows a web browser window with the following content:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2013	Franklin County	Project Director	Pre-App Completed	N/A - N/A N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Examine Related Items
Select the **View Related Items** button below to view related items such as claims, messages, etc.
[VIEW RELATED ITEMS](#)

A red arrow points to the [VIEW RELATED ITEMS](#) button.

System tray: 10:46 AM 8/20/2012

- The CBCF grant associated with the Pre-Application will be listed.

Online Grants System

Office of Criminal Justice Services

DEPARTMENT OF REHABILITATION AND CORRECTIONS
OHIO

My Home | My Pre-Applications | My Applications | My Performance Reports | My Quarterly Financial Reports

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2013 Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [CBCF-3-FRANKCO-00001](#)

[Details](#)

Related Documents

Sort search results by: -- Select --

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
CBCF Application 2013	CBCF-App-2013-FRANKCO-00003	Application In Process	N/A - N/A 03/31/2013 12:00PM	Steve Russell 3/2/2012 2:13:18 PM	Chris Galli 8/20/2012 10:52:59 AM

Related Messages

Sort search results by: -- Select --

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Agreement Submitted	6/5/2012 1:17:41 PM	Unread

10:58 AM
8/20/2012

- Select the CBCF grant application. Scroll to the View, Edit and Complete Forms section and select View Forms.

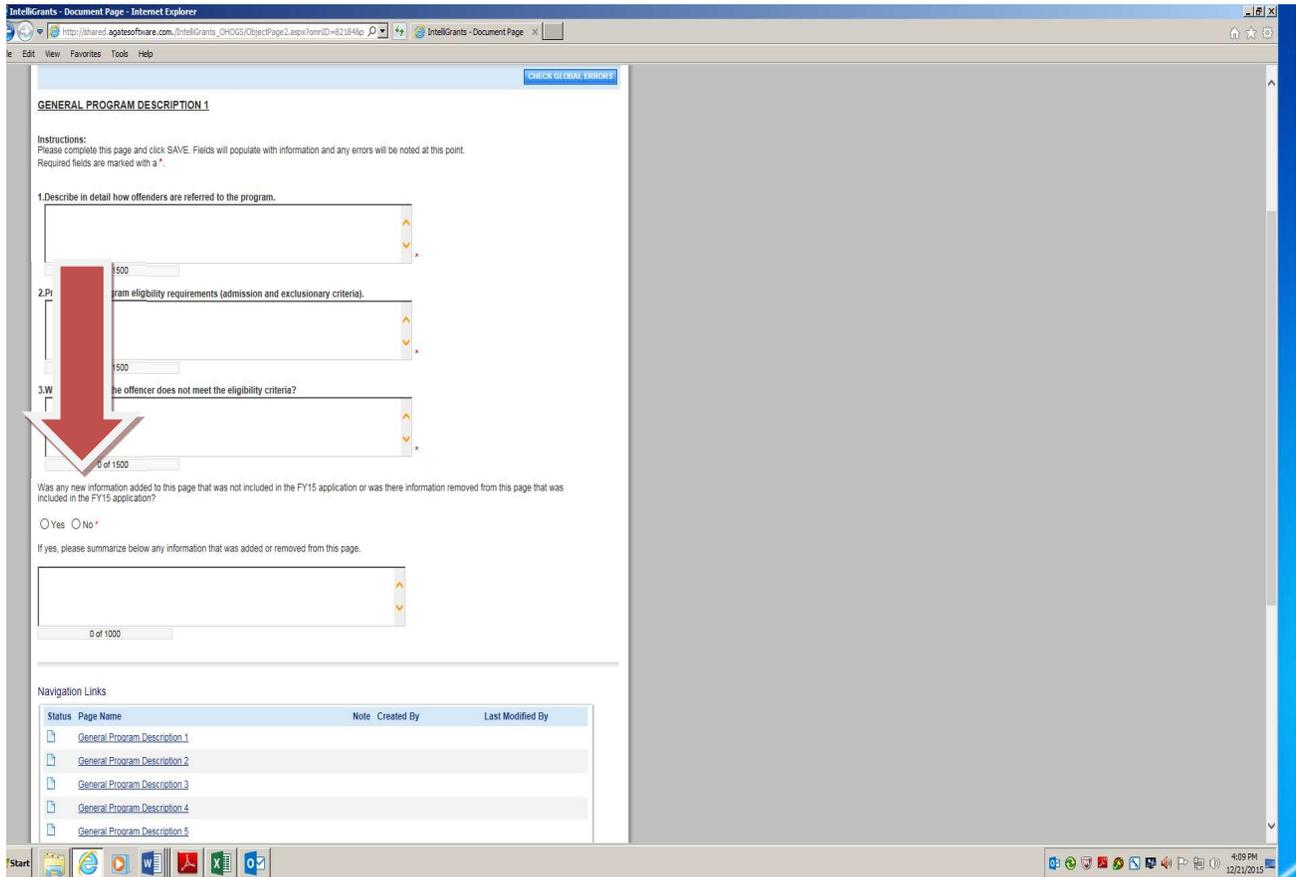
Information: [CBCF-App-2013-FRANKCO-00003](#)
 Information: [CBCF-PA-2013-FRANKCO-00001](#)

Document Type	Organization	Role	Current Status	Period Date / Date Due
Application 2013	Franklin County	Project Director	Application In Process	N/A - N/A 03/31/2013 12:00PM EST

View, Edit and Complete Forms
 Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

- Proceed to completing all sections of the grant application. Answer all questions in detail. If the question is not applicable, please indicate "N/A". **Select "Save"** after completing each page.
- **Grantees may use the copy forward option to create a new CBCF application from a previous application.**



A. SALARY AND WAGES:

- **Name of Employee:** Enter the name of each employee whose salary/wages will be funded through the grant.
- **Title:** Enter the title of each employee whose salary/wages will be funded through the grant.
- **Full-time Salary/Full-time Hourly/Part-time:** Enter the status (part time/full time) of each employee whose salary/wages will be funded through the grant
- **Start date for the wage period**
- **End date for the wage period**
- **Hourly Rate:** Enter the actual hourly rate for the employee. If the rate is expected to change during the grant period, list the employee each time there is a wage change with the applicable number of hours and hourly rate.
- **Number of Hours Worked:** Enter the total number of hours that each employee will work on grant activities during the wage period.
- **Salary:** This column will be automatically calculated and transferred to the Budget Summary page.
- **Justification:** Use this section to provide information about the Salary and Wages page, e.g. scheduled wage increases, vacancy information, etc.

SAVE THE DOCUMENT.

B. OVERTIME:

- **Total Overtime:**
- **Less:**
 - Allowance for Full-time vacancies:
 - Allowance for Part-time vacancies:
- **Total Personnel Wages:** The total will be automatically calculated.

SAVE THE DOCUMENT.

C. FRINGE BENEFITS:

Fringe benefits are based on the employer's share only. Do not include the employee's share. Basic fringe benefits include the following:

- **Retirement:** Includes Public Employees Retirement System (PERS), FICA (Social Security), or another established pension plan.
- **Worker's Comp:** Rate for the program can be obtained from the Bureau of Workers Compensation of Ohio if the program does not already have an established rate.
- **Unemployment:** Rate for the program can be obtained from the Bureau of Unemployment Compensation of the Ohio Department of Job and Family Services.
- **Medicare:** Refers only to the employers' share of an established group policy.
- **Health Insurance:** Refers only to the employers' share of an established group policy.
- **Vision/Dental:** Refers only to the employers' share of an established group policy.
- **Life Insurance:** Refers only to the employers' share of an established group policy.
- **Other:** List specific benefit costs and rates.
- **Justification:** Use this section to provide information about the Salary and Wages page, e.g. scheduled wage increases, vacancy information, etc.

Instructions:(If rates vary during the two-year grant period, you may be required to enter data for two separate years)

- **Rate column:** Enter the applicable rate for Retirement, Workers Comp, Unemployment and Medicare and percentage rates. Health, Vision/Dental and Life Insurance are entered as the monthly dollar amount charged.

- **Wages column:** Enter the amount from the Total Salary and Wages page to be considered for Retirement, Workers Comp, Unemployment and Medicare.
- **Health Insurance:** Enter the provider, the rate, the applicable number of months, and the number of employees.
- **Life Insurance:** Enter rate and the number of employees.
- **Vision/Dental:** Enter rate and the number of employees.
- **Other:** Enter rate and the number of employees.
- **Total Fringe Benefits:** The total will be automatically calculated.
- **Justification:** Use this section to provide information about Fringe Benefits page, e.g. scheduled rate increases, less offset, etc.

SAVE THE DOCUMENT.

D. GENERAL OPERATING EXPENSES:

- **Administrative Cost:** Includes Insurance, Legal Fees, Administrative/Accounting Fees, License Fees, Evaluation Fees, and Health Insurance Administration Fees.
- **Communications:** Projections for monthly communication expenses (telephone, cellular, and internet,) should include anticipated usage increases and rate increases.
- **Note:** Costs for the purchases of telephones and other communication items are itemized on the Equipment page.
- **Advertising/ Printing:** Printing costs include the cost of advertising to fill position vacancies, outside printing for forms, special reports, and brochures. See Section III, Financial Guidelines, for important information regarding OPI printing services.
- **Rentals:** Include the cost of renting office space, copier, and other equipment used by the grantee.
- **Utilities:** Include the projected costs for water, sewer service, electric, gas and waste disposal if applicable.
- **Justification:** Use this section to provide information about Administration Costs, Communications, Advertising, Printing, Rentals, and Utilities
- **Supplies:** Supplies are defined as items that will be expended within one year **or do not meet the definition of equipment.** Items that do not fit this definition will be listed on the Equipment budget page.
- **Maintenance and Repairs:** Include costs required to maintain and repair equipment used by the grantee. Examples are office and computer equipment repair and computer/copier maintenance contracts. List the type of service agreement, then multiply the cost per item by the number of items under the agreement to compute the total cost.
- **Program Transportation:** Include travel costs and vehicle maintenance expenses necessary for the operation of the program. Estimate mileage and normal maintenance for agency-owned vehicles purchased by the program. Transportation and per diem costs for appropriate meetings are also listed in this category. Enter the number of travelers, the purpose of the trip, number of miles to destination, the rate or fare, and the total cost for each travel item.
- **Mileage Reimbursement:** Calculate mileage using the per mile reimbursement rate allowed per your agency's guidelines.
- **Actual Gasoline:** Use estimated gasoline expenditures in place of mileage for agency-owned vehicle (AOV) estimates. State the miles per year and total gasoline expenditures anticipated.
- **Vehicle Maintenance:** Vehicle maintenance should include projections for oil changes, tires, batteries, and other routine maintenance expenses.
- **Lodging and Meals for Non-Training Events:** The rate for lodging and meals should not exceed the rate normally allowed by the county/municipality and shall not include gratuities. Per Diem rates or other methods of payment established by the county/municipality must be stated in the proposal narrative. If meals are reimbursed using a daily allowance (per diem rate) rather than actual expenses, meals provided free must be deducted from the per diem allowance. The

- purpose of any major travel expenses should be further described in the justification section.
- **Other:** Parking, telephone, or other allowable incidental travel costs shall be noted as “other”.
 - Out of State Travel is an allowable expense.
 - **Staff Recruitment Retention and Training:** Specify the name of the conference/seminar, the rate of registration, and the number of staff members attending. Include the costs incurred for lodging and meals and membership fees. Training courses must be specified and directly related to enhancing community corrections skills.
 - **Membership fees:** Membership fees are an allowable expense, provided that:
 - The benefit from the membership is related to the program;
 - The expenditure is for agency membership;
 - The cost of the membership is reasonably related to the value of the service or benefits received, and;
 - The expenditure is not for membership in an organization, which devotes a substantial part (more than 50%) of its activities to influencing legislation.
 - **Reference Materials:** the cost of books, subscriptions to civic, business, and professional and technical periodicals is allowable when related to the program.
 - **Meetings and Conferences:** Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the program.
 - **College tuition:** Reimbursement for individuals is an allowable expense and will not exceed county/agency guidelines.
 - **Justification:** Provide justification for Supplies, Maintenance, Repairs, Program Transportation, Staff Recruitment, Retention, and Training
 - **Total general operating expenses:** The total will be automatically calculated.

SAVE THE DOCUMENT.

E. PROGRAM EXPENSES:

- **Medical Services:** Includes Physician, Dentist, Psychologist, Hospital Miscellaneous Services, and Pharmacy.
- **Counseling:** Provide the vendor name, the unit cost, and the quantity. This category includes the costs for counseling services provided by outside independent contractors or service providers.
- **Program Materials:** Including Program Supplies or Workbooks, e.g. Thinking for a Change, Carey Guides, etc.
- **Educational/Vocational Materials:** Including books magazines, newspapers or other program materials for offenders.
- **Assessments:** Provide the costs per assessment, the assessment instrument used, and if applicable the outside vendor contracted for assessments.
- **Public Transportation:** Provide the costs per unit and the number of units to be purchased for offender travel. If other modes of travel are used, list the appropriate information.
- **Substance Use Testing:** Provide the quantity and amount for Drug Testing, Alcohol Testing, Confirmation Testing, Drug/Alcohol Supplies, and Specimen Cups.
- **Total Substance Use Testing:** The total will be automatically calculated.
- **Less Offset:** Provide the amount of offender fees collected for specific grant related activities to reimburse the appropriate cost category as the expenditure (i.e. medical fees, drug testing, electronic monitoring).
- **Justification:** Provide justification for the Program Expenses section.
- **TOTAL PROGRAM EXPENSES:** The total will be automatically calculated.

SAVE THE DOCUMENT.

F. EQUIPMENT:

Equipment is defined for the purpose of the grant as property purchased by grant funds that:

- Are expected to maintain a useful life of more than one year.
- Had a purchase value equal to or exceeding \$1,000.
- Had a purchase value exceeding \$500 but less than \$1,000 to include the following sensitive items: audio visual, audio, communication, surveillance equipment, lawn/garden equipment, power tools, and officer safety equipment.
- Are included in the following descriptions regardless of the purchase cost: computing and information technology equipment, desktop computers, laptops, notebooks, tablets, servers and personal digital assistants, cell phones/smart phones, routers, mobile WIFI devices, and radios.

Enter the item name/description, unit cost, and quantity. The total will be automatically calculated and transferred to the Budget Summary page.

SAVE THE DOCUMENT.

G. BUDGET SUMMARY:

The Budget Summary provides an overview of the funding allocation for each of the four categories: Personnel, General Operating, Program, and Equipment Expenses. Review the Budget Summary for accuracy.

- **Justification**: Provide justification for any expenditure that requires a more detailed explanation.

SAVE THE DOCUMENT.

H. MISCELLANEOUS/GENERAL CORRESPONDENCE:

- **Facility Governing Board**:
In accordance with O.R.C. 2301.51, all applicants must have a single or multiple county Governing Board to be eligible to receive funds. The grant application must be submitted through the Governing Board. A listing of the current membership of the Facility Governing Board must accompany the application. Each listing must contain the names of all members with the identification of the Chair listed first, titles, phone numbers, and e-mail addresses of members.
- **A list of current inventory items**:
An accurate inventory list must be maintained for all equipment items purchased with CBCF grant funds. Inventories must include the following information: name of equipment, date purchased, purchase amount, vendor, inventory number, location, condition, and transfer date, if applicable. An inventory list must be submitted with the grant application.
- **To process the document/attach it to the application**:
 - Select the appropriate template:
 - Enter all requested information in the Excel document.
 - Save the completed document to your computer.
 - To upload the saved document, select the Browse button:
 - Locate and select the saved document from your computer files.
 - Select Open

SAVE THE DOCUMENT.

Budget Forms			
	Salary and Wages (8)		
	Overtime	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 10/22/2019 3:12:16 PM
	Fringe Benefits	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 10/23/2019 2:53:44 PM
	General Operating		3/28/2019 5:01:51 PM Ms. Nikki Cameron 10/23/2019 1:55:29 PM
	Program Expenses	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 4/16/2020 3:25:08 PM
	Equipment	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 10/23/2019 2:03:48 PM
	Budget Summary	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 4/16/2020 3:25:37 PM
Miscellaneous			
	Facility Governing Board	3/28/2019 5:01:51 PM	Mr. Steven Figueroa 4/10/2019 11:17:19 AM
	Grant Purchased Inventory	3/28/2019 5:01:51 PM	Ms. Nikki Cameron 4/12/2019 8:38:41 AM
CBCF Grant Revisions			
	CBCF Grant Revision	Ms. Nikki Cameron 3/30/2020 2:22:59 PM	Ms. Nikki Cameron 3/30/2020 2:31:23 PM
General Correspondence			
	General Correspondence	3/28/2019 5:01:51 PM	Mrs. Nicole Hepler 6/4/2020 3:20:39 PM

PROGRAM GOALS

(PERFORMANCE-BASED) PROGRAM GOALS AND OBJECTIVES

All applications must include **performance-based** goals and objectives with **measurable criteria** that will achieve the stated goals. Objectives usually begin with “To” followed by a specific action (e.g., To identify, to increase, to screen). The specific action must be measurable. The Objective specifies the procedural activities that are necessary to achieve the desired end result (goal).

EXAMPLES

Goal: The CBCF program will reduce incarceration in state prison for high risk felony offenders.

Objective: To divert 200 eligible high-risk felony offenders to the CBCF from the catchment area.

Outcome Measure(s): The number of high-risk offenders placed in the CBCF program

SECTION III
FINANCIAL GUIDELINES

INTRODUCTION

Once application is approved by the Bureau of Community Sanctions, a Grant Agreement is created which states the amount and the conditions of the grant. The chair or member of the Governing Board must sign the grant agreement and return to the Bureau of Community Sanctions via IntelliGrants before the grant can be awarded. The grant agreement is **not effective** until the Grant Approval letter is available in IntelliGrants. Every political subdivision, private or non-profit entity receiving grant funds from the Department of Rehabilitation and Correction must follow the guidelines outlined in the following pages and must apply the same accounting treatment to 501 grant subsidies as it applies to other grant revenue/receipts and expenditures/disbursements. No local policy shall supersede the grant guidelines. Expenditures of grant funds must be clearly documented and solely dedicated to CBCF activities. For each grant agreement, separate financial records must be maintained, and Quarterly Financial Reports must be filed with the Bureau of Community Sanctions and the Auditor of the State of Ohio to account for grant expenditures. Every grantee is subject to financial review by the staff of the Bureau of Community Sanctions. These audits 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. Ohio Revised Code Section 2301.56(D)(1) also requires the Auditor of State to audit these grant subsidies at least once every two years, pursuant to Ohio Revised Code Section 117.10.

The absence of guidance from BCS regarding appropriate expenditures in no way relieves the grantee from compliance with statutory and ethical obligations as a government entity spending public monies. Any inappropriate handling of BCS grant funding that results in a finding for recovery is the responsibility of the grantee.

GRANT SUBSIDY PAYMENTS

All subsidy payments will be made by the Office of Ohio Shared Services by Electronic Fund Transfer (EFT) on a quarterly basis. Payments will be received within 30-days after the start of each quarter. The front page of the approved grant agreement/addendum shall serve as voucher documentation for the Office of Ohio Shared Services to initiate payment to the county fiscal agent. Quarterly periods are as follows:

July 1 – September 30
October 1 – December 31
January 1 – March 31
April 1 – June 30

REVENUES AND FUNDS FROM OTHER SOURCES

- A. Revenue received from other sources shall not be co-mingled with CBCF grant funds (federal grants, etc.). Grant funds from DRC shall be readily identifiable and able to be audited independently.
- B. Revenues generated from any and all supervision fees shall adhere to O.R.C. 2951.021 and utilized in accordance with O.R.C. 321.44 and O.R.C. 737.41.
- C. Revenues generated from reception fee, medical treatment or costs of confinement shall adhere to ORC 2301.56, 2301.58, 2929.37 and 2929.38.
- D. Revenues generated from commissary activities, commissions on telephone systems, reimbursable costs such as per diem, and medical services and similar services shall adhere to ORC 2301.58.
- E. All offender fees collected for specific grant related activities shall be collected and reimbursed to the appropriate cost category as the expenditure (i.e. medical fees, drug testing, electronic monitoring). Revenue cannot be generated from offender fees collected.
- F. Capital revenues shall be maintained in a separate account and cannot be used for operating expenses.
- G. Interest earned on grant funds shall be reported separately and returned to the State after the audit report is published by the Auditor of State.
- H. Monies received from overpayments, refunds, rebates, etc. shall be credited back to the category originally paid from.

EXPENDITURES OF CBCF FUNDS

A. Expenditures

- **The utilization of state grant funds for purchase of food and meal related expenses are prohibited for anyone other than for resident offenders.** This includes, but is not limited to recognition events, staff retreats and retirement parties, committee meetings, training sessions and working lunches, American Correctional Associations (ACA) audit meetings, graduation and other recognition ceremonies, and offender group events. This does not include reimbursement for food purchases made in compliance with travel expense guidelines. This restriction is not intended to prohibit the ability of agencies to provide meals on-site for staff if staff purchases said meals. This does not prohibit funds collected from employees, fund raisers, vending commissions, etc.
- The grant funding period is one biennium, two fiscal years beginning July 1 and ending June 30. Total expenditures shall not exceed the grant award for the grant period. If the grant award is increased or decreased, revised budget pages with justification must be submitted to the Bureau of Community Sanctions via the IntelliGrants Program Revision process. Grant awards cannot be increased without a signed amended grant agreement addendum.
- Expenditures encumbered prior to the end of the grant period must be paid within 90 days after the close of the grant period. Obligated expenditures remaining after 90 days must be paid for

out of the next grant period. To facilitate the closing of the grant no extensions will be granted.

- Expenditures not encumbered with a purchase order prior to close of the grant period will not be approved as an expenditure from that grant award period.
- Any funds remaining unspent at the end of the grant period must be returned when invoiced by the State. Under no circumstances, shall unspent funds be used as payment for bonuses, awards, or any other distribution. Grantees shall remit the amount invoiced for unspent funds within 30 days of notification of amount due.

B. General Purchasing Procedures

In order for any expenditure to be allowable, it must be approved in the original proposal or the most recently approved budget revision. The grantee must adhere to all established statutory purchasing requirements in addition to the following guidelines regarding Minority Business Enterprise (MBE), Ohio Penal Industries (OPI), Ohio Community Rehabilitation Programs (CRP) and Encouraging Diversity, Growth and Equity (EDGE), purchasing. When these requirements do not apply, the grantee will follow established county or governing board guidelines regarding the purchase and acquisition of supplies, services, and equipment. All purchasing guidelines established by the governing board shall be submitted to the Bureau of Community Sanctions with the grant application.

• Minority Business Enterprise Purchasing (MBE)

In compliance with ORC 125.08.1 the grantee must set aside at least 15% of the estimated aggregate dollar value of all its direct purchases of equipment, materials, supplies, and services for certified minority vendors as specified in the MBE reporting section.

MBE vendor purchases shall take precedent over other vendors until the 15% set aside is met. Once the 15% is obtained, all other grant conditions concerning purchases shall prevail (example: OPI). If purchasing from MBE vendors is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained from the Bureau of Community Sanctions prior to the purchase of goods and/or services.

MBE vendors may be found through the Department of Administrative Services, Office of Contract Procurement Services, www.procure.ohio.gov. This office maintains an ongoing list of contracting opportunities with minority vendors.

• Ohio Penal Industries (OPI)

In compliance with ORC 5147.07 grantees are required to purchase goods and/or services provided by the Ohio Penal Industries (OPI). If purchasing from OPI is not possible, documentation must be submitted to explain why the purchase cannot be made and a written waiver may be obtained from the Bureau of Community Sanctions prior to the purchase of goods and/or services.

• Ohio Community Rehabilitation Programs (CRP)

In compliance with ORC 4115.31-.35, grantees are required to purchase goods and/or services provided by the Ohio **Community Rehabilitation Programs**.

• Encouraging Diversity, Growth and Equity (EDGE)

In compliance with ORC 123.152, 5% of eligible direct expenditures shall be awarded to certified EDGE participants.

C. Cost Category Definitions

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

- **Personnel:**

- Personnel includes payroll and benefits for employees who provide direct services to the CBCF program, (i.e. Director, Case Manager(s), Clerical etc.).
- Only employees or positions specified in the grant proposal will be compensated with grant funds. 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. **A current personnel staff listing (the salary and wages pages of the budgets sheets) of all employees paid with grant funds shall be submitted to BCS at least each quarter with the grantee's quarterly fiscal report if any changes in personnel have occurred. Updated personnel staff lists may also be submitted at any time a change in personnel occurs.**
- Salaries must be reasonable and comparable to similar positions in the community or the unit of government associated with the program. One-time salary adjustments are allowable **once each fiscal year during the grant period**. The facility should have a written policy describing how one-time payments are determined and follow all state and local guidelines regarding one-time payments. One-time payments using grant funds are permitted with the following restrictions:
 - One-time payments amount cannot exceed a maximum of \$3,000 for any one employee during each fiscal year. The total amount of one-time payments to all employees in the facility cannot exceed 3% of the total amount of the grant for each fiscal year.
 - 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 can be charged to the grant only to the extent the person was employed by the grant. Leave payouts are allowable upon separation from the agency and if policy does not exist, grantees should use the same accrual procedures and leave payout utilized by the county.
 - Personnel receiving overtime must work full-time on the grant during the pay period in which overtime was earned. Anticipated overtime must be specified in the grant application.
 - When recording fringe benefits, include the employer's share only. Disregard the employee's share.
 - Retirement includes Public Employees Retirement System (PERS), FICA (Social Security), or another established plan. The CBCF program is responsible for retirement payments only for the years of service the employee is paid from the CBCF grant. Payments for retirement for years of service prior to the grant must be charged to the previous employing entity. Retirement plan bills from the previous grant period should be paid from the current funds if receipt occurs after the grant period end report has been completed. If retirement invoice is received after the 90 day close out period, payment should be paid from current grant period.
 - Worker's Compensation, in most cases, will be pro-rated by the county auditors and charged to the grant funds. Workers compensation from the previous grant period should be paid from current grant period funds.

- Unemployment Insurance expense is an allowable cost. The program may pay unemployment 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.
- Quarterly reporting and payment of fringe benefits to the appropriate agencies, as disclosed on program budgets, are the sole responsibility of the grantee.
- **General Operating Expenses:**
 - **Supplies:** Supplies are defined as items that will be expended within one year **or do not meet the definition of equipment**. Items that do not fit this definition will be listed on the Equipment budget page.
 - **Communications:** This category should include telephone installation fees, monthly service rates for local and long-distance calls, Internet provider fees, **mobile device** usage costs. This category should also include postage, courier services and other communication expenditures. Update

Purchases of phones, **mobile devices**, 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 shall be used. Contact the Bureau of Community Sanctions for a copy of the policy if needed.
 - **Advertising:** This category includes the cost of advertising which consists of public relations related to the program, and advertising to fill position vacancies
 - **Printing:** Printing costs include the cost of outside printing for forms, special reports and brochures.
 - **Administration Costs: Insurance** includes professional liability, insurance for staff not covered under the county's general liability coverage, bonding which insures the grantee against losses suffered by participants and other program vendors as a result of activities within the scope of the programs responsibilities, building insurance and vehicle insurance for grant purchased vehicles.
 - **Insurance** includes professional liability, insurance for staff not covered under the county's general liability coverage, bonding which insures the program against losses suffered by participants and other program vendors as a result of activities within the scope of the programs responsibilities, building insurance and vehicle insurance for grant purchased vehicles.
 - **Legal Fees** are defined as actual costs incurred for legal counsel. Grant funds may not be used to retain counsel to dispute findings made by the Auditor of State or the Ohio Department of Rehabilitation and Correction.
 - **Accounting/Administrative** include costs rendered by the fiscal agent for administrative costs.
 - **Evaluation Fees** include costs for independent audits and/or evaluations directly related to the program.

- **Program Transportation:** This category includes travel costs necessary for the operation of the program such as mileage, gasoline, airfare, per diem reimbursements (meals and lodging) for program activities, approved conferences and seminars.

- Mileage, meals, and overnight lodging must be paid according to policy established by the county or governing board administering the grant. Travel policies established by the governing board shall be submitted to the Bureau of Community Sanctions on an annual basis with the grant application. Travel policy rates cannot exceed the limitations set forth in the Ohio Office of Budget and Management (OBM) Administrative Regulation **126-1-02**, <http://obm.ohio.gov/MiscPages/TravelRule/>.

Employees of private non-profit organizations contracting with a governing board must follow the OBM travel policies except in regard to overnight lodging. Due to the ineligibility of private non-profits to receive established government lodging rates, the maximum lodging rate reimbursed from the grant cannot exceed 60% above the OBM established rate.

- 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 must be available for audit purposes.
- Out of State Travel is an allowable expense.
- Expenditures for agency-owned vehicles may include gasoline, oil changes, tires, batteries, and routine maintenance.
- Parking, telephone, or any other incidental travel costs are allowable expenses.
- **Rentals:** This category includes the cost of renting office space, copier equipment, and other appropriate items used by the grantee. 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 review.
- **Utilities:** This category includes the cost for water, sewer service, electric, gas, and waste disposal if applicable.
- **Maintenance and Repairs:** This category includes costs required to maintain and repair any equipment used by the grantee, building maintenance, maintaining or repair of the facility. Examples are office and computer equipment, maintenance contracts, roof top units, cameras, etc. Copies of service agreements must be maintained and available for review.
- **Staff Recruitment, Retention and Training:** Staff includes paid employees, volunteers and interns, etc. whose positions are approved and that directly relate to the CBCF program.
- Professional and organizational memberships are allowable expenses provided that:
 - The benefit from the membership is related to the program;
 - The expenditure is for agency membership;
 - The cost of the membership is reasonably related to the value of the services or benefits received, and;

- The expenditure is not for membership in an organization, which devotes a substantial part (more than 50%) of its activities to influencing legislation.
- **Reference materials:** the cost for books, subscriptions to civic, business, professional and technical periodicals are allowable when related to the program.
- **In-state meeting and conferences:** costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the program.
- **College tuition reimbursement:** is an allowable expense and will not exceed county or governing board guidelines. All tuition reimbursement guidelines established by the governing board shall be submitted to the Bureau of Community Sanctions on an annual basis with the grant application.
- **Immunization:** includes costs for Hepatitis B series.
- **Employee testing:** includes costs for employee drug testing, confirmation testing and TB shots.
- **Program Expenses:**

This category includes all program costs that are specific to the operation of the program. Program expenses include any costs for consultants or professional services that are provided to the CBCF program (i.e. medical services, psychological services, drug and alcohol treatment, drug testing, counseling services, public transportation costs for offenders, educational/vocational materials, assessments, etc.).

- An individual may not be designated as an independent contractor or service provider in one program funded by DRC, while being paid as personnel in another DRC funded program.
- Travel, meals, and other expenditures for contract service providers should be recorded in this category as part of the fee.
- The grantee must have a written performance-based contract with the service provider which is available for audit review and includes the following:
 - Type of service or product provided.
 - Fee rate (which includes travel, meals, etc.) and conditions.
 - 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.
- **Equipment:**

Equipment is defined for the purpose of the grant as property purchased by grant funds that:

- Are expected to maintain a useful life of more than one year.
- Had a purchase value equal to or exceeding \$1,000.
- Had a purchase value exceeding \$500 but less than \$1,000 to include the following sensitive items: audio visual, audio, communication, surveillance equipment, lawn/garden equipment, power tools, and officer safety equipment.

- Are included in the following descriptions regardless of the purchase cost: computing and information technology equipment, desktop computers, laptops, notebooks, tablets, servers and personal digital assistants, cell phones/smart phones, routers, mobile WIFI devices, and radios.
- Only equipment specified in the approved grant proposal may be purchased.
- Purchases of equipment not specified in the program proposal must have prior written approval from the Bureau of Community Sanctions in the form of a budget revision.
- 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, requests for transfer of equipment from the state to the grantee must be submitted in writing to the Bureau of Community Sanctions. All requests for transfer of equipment must be accompanied by an inventory list that includes quantity, description, serial number, ID number, purchase price, date of acquisition, vendor, condition and location. Transferred equipment must continue to be used in the program for its useable life. The grantee will upload into IntelliGrants, a request to transfer equipment into the permanent possession of the agency. Update
- 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. Unless submitted with the budget proposal, written approval for trading equipment must be obtained from the Bureau of Community Sanctions.
- Proper inventory schedules must be maintained for all equipment items purchased with grant funds. Inventories must include the following information for all equipment: quantity, description, serial number, identification number, purchase price, date of acquisition, funds used to purchase, vendor, condition, and location.
- Written approval must be obtained from the Bureau of Community Sanctions prior to disposing salvaging usable/unusable, damaged, and/or non-repairable equipment. Local established guidelines will be used for the salvage of usable/unusable, damaged, and/or non-repairable equipment taken out of the program's service. Salvaged equipment must be reported as such on the inventory submitted with the biennial grant application. Documentation must be maintained on the disposition of all removed equipment.
- **In-Kind Contributions:**

Defined as goods and services provided by county sources. Provide the estimated monetary equivalence for in-kind contributions in the four (4) cost categories. Please provide estimates for the grant period. No additional record keeping is required.

GRANT REVISIONS

A. BUDGET REVISIONS:

All budget revisions must be submitted through the Grant Revision process in IntelliGrants. Any changes in the approved budget must be submitted in advance to the Bureau of Community Sanctions for approval.

- Grant revision requests are required if **changes are made to the budgets of any of the four (4) cost categories, to include changes made within these categories.** The four (4) cost categories include Personnel, General Operating Expenses, Program Expenses and Equipment. The justification section of the revised budget sheet must be completed. Increases as well as reductions will require detailed explanation as to how the change(s) will affect program operations. Changes to the equipment category will require an updated inventory list for approval.
- **June 30th** is the deadline for all budget revision requests. Exceptions to this rule must be requested and approved by the Bureau of Community Sanctions.

B. PROGRAM REVISIONS

All proposed changes to the grant must be submitted through the Grant Revision process in IntelliGrants. Any changes to the approved grant must be submitted in advance to BCS for approval.

- Grant revision requests are required for program changes that alter the program description or impact the goals and objectives of the overall program. A detailed explanation for the requested changes must be provided. Justification for the proposed change(s) and the effect the change(s) will have on the project must be included in the explanation.

To initiate a Grant Revision:

- Go to the Application Menu.
- Click “Change the Status/ View Status Options” link

The screenshot displays the IntelliGrants Online Grants System interface. The page title is "CBCF Application 2013 Menu". Below the title, there is a "Document Information" section with the following details:

- Document Information: [CBCF-App-2013-FRANKCO-00003](#)
- Parent Information: [CBCF-PA-2013-FRANKCO-00001](#)
- [Details](#)

A table with the following columns is shown:

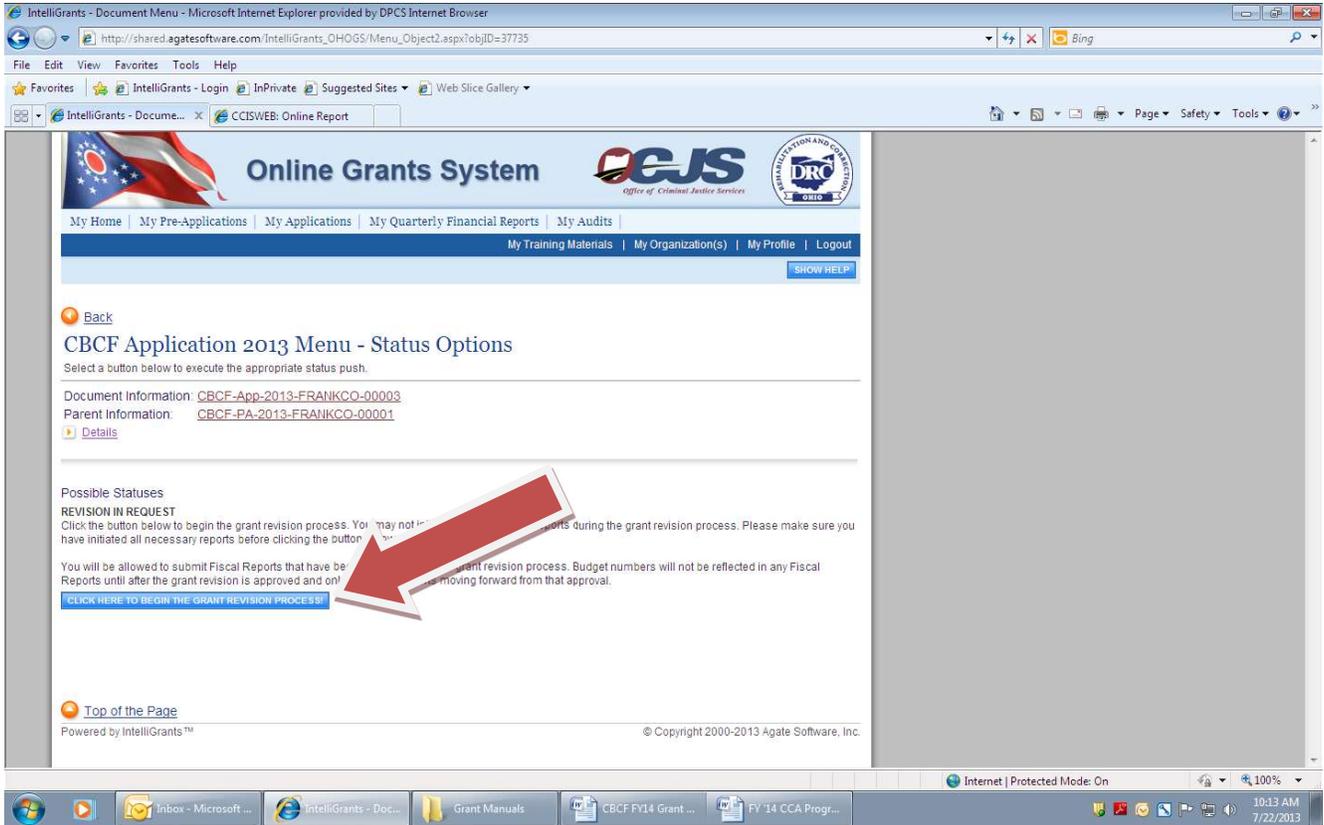
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2013	Franklin County	Project Director	Grant Awarded	N/A - N/A 03/31/2013 12:00PM EST

Below the table, there are two main sections:

- View, Edit and Complete Forms**: Select the **View Forms** button below to view, edit, and complete forms. A **VIEW FORMS** button is visible.
- Change the Status**: Select the **View Status Options** button below to perform actions such as submitting applications or request modifications. A **VIEW STATUS OPTIONS** button is visible. A red arrow points to this button.

The browser window shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=37735. The taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "IntelliGrants - Doc...", "Grant Manuals", "CBCF FY14 Grant...", and "FY 14 CCA Progr...". The system clock shows 10:10 AM on 7/22/2013.

- Select “Click Here to Begin the Grant Revision Process”.



- Select “View Forms”.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Login InPrivate Suggested Sites Web Slice Gallery

IntelliGrants - Docu... CCISWEB: Online Report

Page Safety Tools

Online Grants System

Office of Criminal Justice Services

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Application 2013 Menu

Document Information: [CBCF-App-2013-FRANKCO-00003 \(1\)](#)

Parent Information: [CBCF-PA-2013-FRANKCO-00001](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2013	Franklin County	Project Director	Revision In Request	N/A - N/A 03/31/2013 12:00PM EST

View, Edit and Complete Forms

Select the View Form button to view, edit, and complete forms.

VIEW FORMS

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Internet | Protected Mode: On

10:14 AM 7/22/2013

- Select "CBCF Grant Revision" to access the Grant Revision Request page.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Login InPrivate Suggested Sites Web Slice Gallery

IntelliGrants - Docu... CCISWEB: Online Report

Page Safety Tools

SHOW HELP

Other	Franklin PD	Franklin PD	3/5/2012 5:01:35 PM	3/7/2012 1:30:06 PM
Budget Forms				
Salary and Wages	Franklin PD	DRC IA	4/10/2012 11:21:20 AM	2/18/2013 9:29:39 AM
Overtime	Franklin PD	Franklin PD	4/10/2012 11:26:42 AM	1/25/2013 3:09:37 PM
Fringe Benefits	Franklin PD	Franklin PD	3/6/2012 5:26:53 PM	1/25/2013 3:10:05 PM
General Operating	Franklin PD	Franklin PD	4/10/2012 11:46:18 AM	1/25/2013 3:10:33 PM
Program Expenses	Franklin PD	Franklin PD	4/12/2012 8:48:20 AM	4/17/2012 9:45:11 AM
Equipment	Franklin PD	DRC IA	4/10/2012 10:43:23 AM	2/18/2013 9:30:16 AM
Budget Summary	Franklin PD	DRC IA	10/12 3:17:41 PM	3/1/2013 9:47:58 AM
Miscellaneous				
Facility Governing Board				
Grant Purchased Inventory				
CBCF Grant Revisions				
CBCF Grant Revision				
General Correspondence				
General Correspondence	DRC IA		11/19/2012 9:23:38 AM	

Top of the Page

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Internet | Protected Mode: On

10:16 AM 7/22/2013

Section 1 - Changes to the Budget Pages:

- Identify Grant Agreement Budget Revision Request purpose by checking one or more of the following options:
 - Budget Revision – Line Item Revision (Moving money between categories)
 - Budget Revision – Moving Money within the Same Category
 - Budget Revision - Non-Monetary Changes (Substituting an Item Without Changing the Expense)
 - Contact your Grants and Contracts Specialist for clarification on selecting the appropriate budget revision type.
 - Select which cost categories are affected.

Please note: If you are making a revision request to your budget, the numbers you complete on this form must be accurate. Once you submit a revision request and it is approved by BCS, the budget pages in the application will need to be changed to equal the budget categories in the REVISED BUDGET column below. If you find that you have submitted a request that is not accurate, your only option will be to cancel the request and start over.

Section 1 - changes to the budget pages

Identify Grant Agreement Budget Revision Request purpose by checking one or more boxes.

Budget Revision - Line Item Revision (moving money between categories)

- Personnel Expenses
- General Operating Expenses
- Program Expenses
- Equipment Expenses

Budget Revision - Moving money within the same category

- Personnel Expenses
- General Operating Expenses
- Program Expenses
- Equipment Expenses

Budget Revision - Non-Monetary Changes (Substituting an Item without changing the expense)

- Personnel Expenses
- General Operating Expenses
- Program Expenses
- Equipment Expenses

Cost Category	Approved Budget	Revision Difference	Revised Budget
Personnel Expenses			
Total Personnel Wages	\$198,554	\$0	\$0
Fringe Benefits	\$390,406	\$0	\$0
Total Personnel Expenses	\$588,960	\$0	\$0
General Operating Expenses			

Select applicable budget revision type(s) and cost categories affected by the revision

- After selecting the budget revision purpose, scroll to the “Cost Category” section.
- Enter the revision differences for the applicable cost categories in the center column.
- Use parenthesis to denote decreases in a category.

The screenshot shows a web browser window displaying the IntelliGrants application. The main content area contains a table for budget revisions. A red arrow points to the 'Revision Difference' column, which is currently empty for all rows. The table is organized into several sections: Equipment Expenses, Personnel Expenses, General Operating Expenses, Program Expenses, and Equipment. Each section lists various cost categories with their respective approved budgets and revised budgets.

Cost Category	Approved Budget	Revision Difference	Revised Budget
Equipment Expenses			
Personnel Expenses			
Total Personnel Wages	\$198,554	\$0	\$0
Fringe Benefits	\$390,406	\$0	\$0
Total Personnel Expenses	\$588,960	\$0	\$0
General Operating Expenses			
Administration	\$14,526	\$0	\$0
Communications	\$100,548	\$0	\$0
Advertising/Printing	\$9,000	\$0	\$0
Rentals	\$5,625	\$0	\$0
Utilities	\$200,200	\$0	\$0
Supplies	\$344,000	\$0	\$0
Maintenance and Repairs	\$80,865	\$0	\$0
Program Transportation	\$47,100	\$0	\$0
Staff Recruitment/Retention/Training	\$17,950	\$0	\$0
Total General Operating Expenses	\$819,814	\$0	\$0
Program Expenses			
Medical Services	\$84,417	\$0	\$0
Counseling	\$5,000	\$0	\$0
Program Materials	\$6,200	\$0	\$0
Educational/Vocational Materials	\$3,000	\$0	\$0
Assessments	\$6,000	\$0	\$0
Public Transportation	\$500	\$0	\$0
Offender Drug Testing	\$500	\$0	\$0
Total Program Expenses	\$105,617	\$0	\$0
Equipment	\$64,000	\$0	\$0
Total Budget	\$1,578,391	\$0	\$0

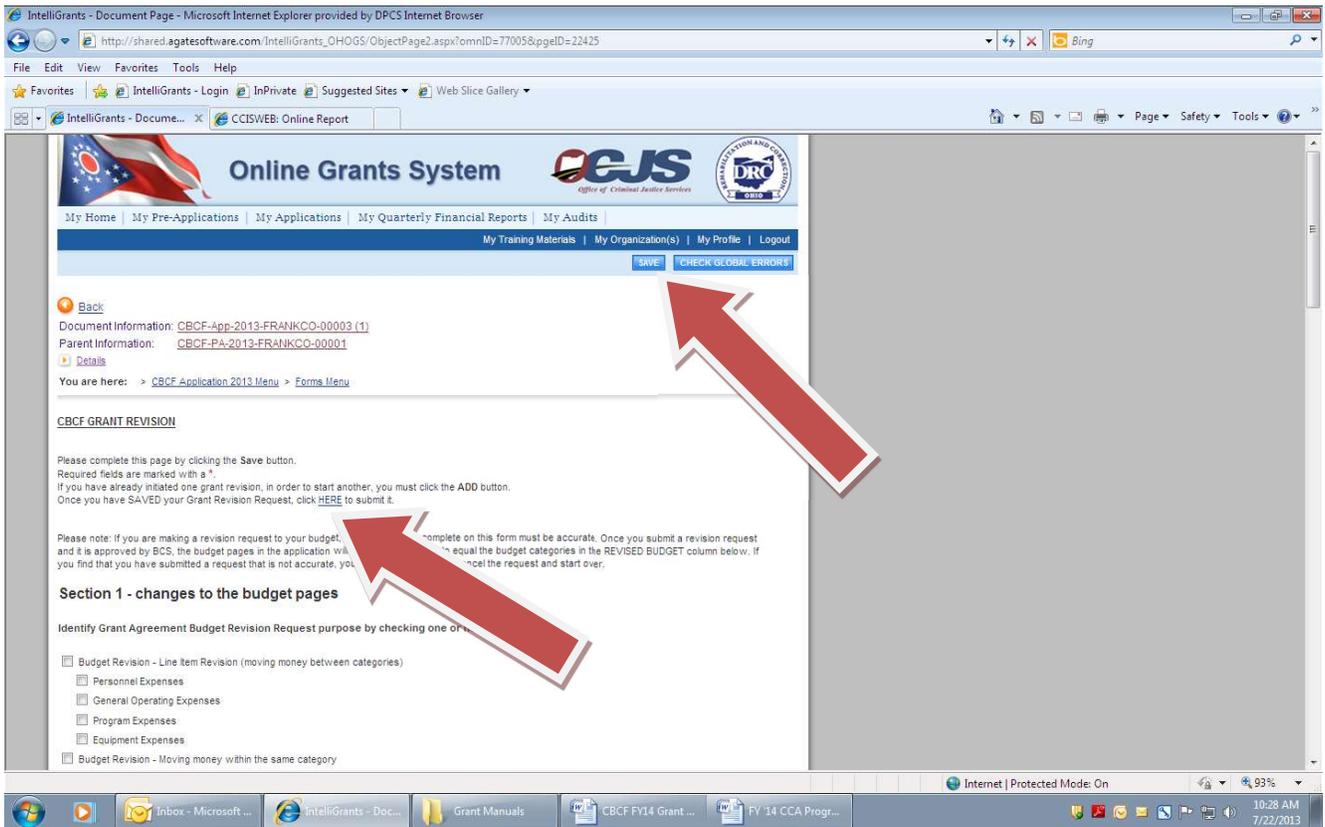
- Provide a detailed justification for the proposed changes to the budget in the “Budget Revision Justification” section.

The screenshot displays the IntelliGrants web application interface. At the top, there is a browser window showing the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omnid=77005&pgelD=22425. The main content area features a budget table with the following data:

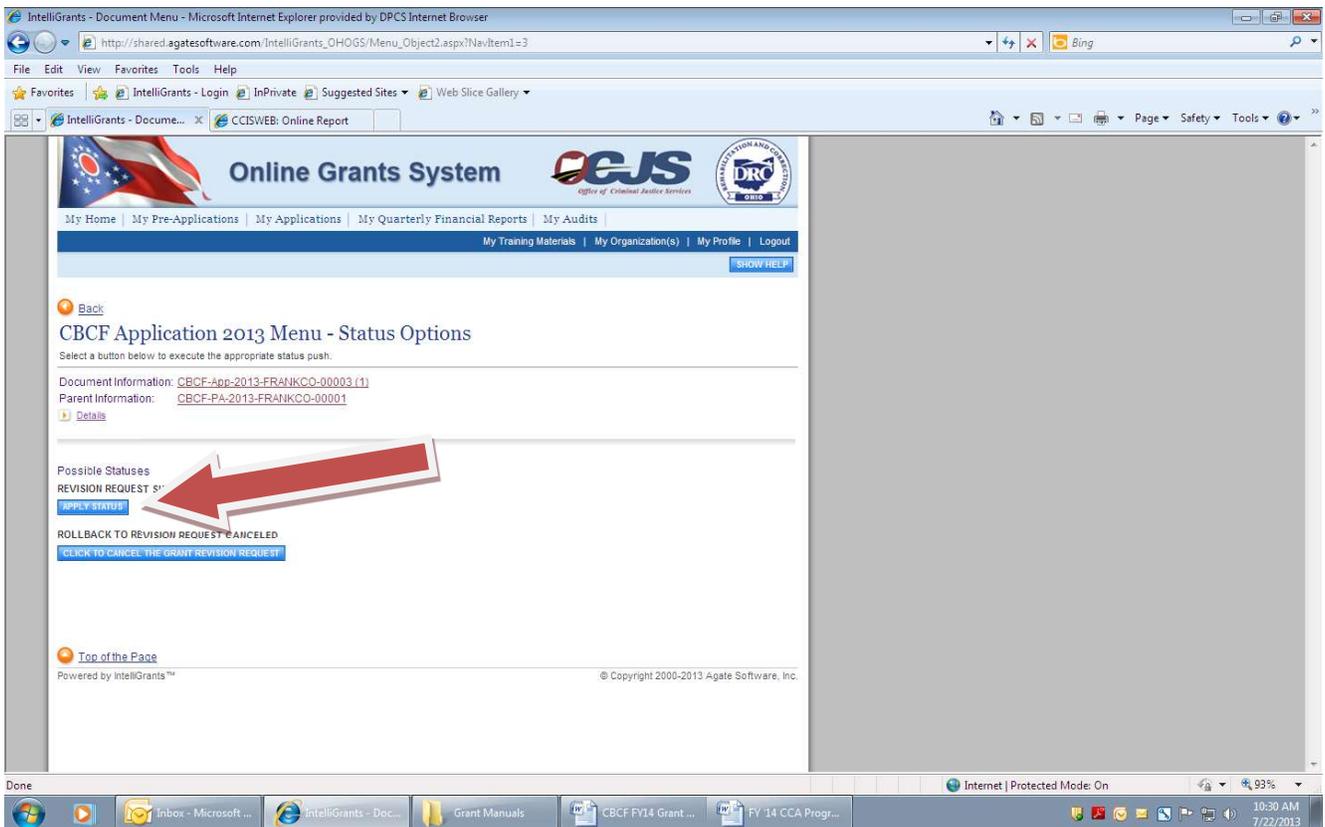
Assessments	\$6,000	\$0	\$0
Transportation	\$500	\$0	\$0
Drug Testing	\$500	\$0	\$0
Program Expenses	\$105,617	\$0	\$0
Equipment	\$84,000	\$0	\$0
Total Budget	\$1,578,391	\$0	\$0

Below the table, there is a section titled "Budget Revision Justification. Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project." This section contains a large text input area. Below this, there is a section titled "Section 2 - changes to the non-budget pages (application pages)" with the instruction "Identify Program Revision Request purpose by checking the following box." and a checkbox labeled "Goals/Objectives/Program Changes (any changes to program description pages within the application)".

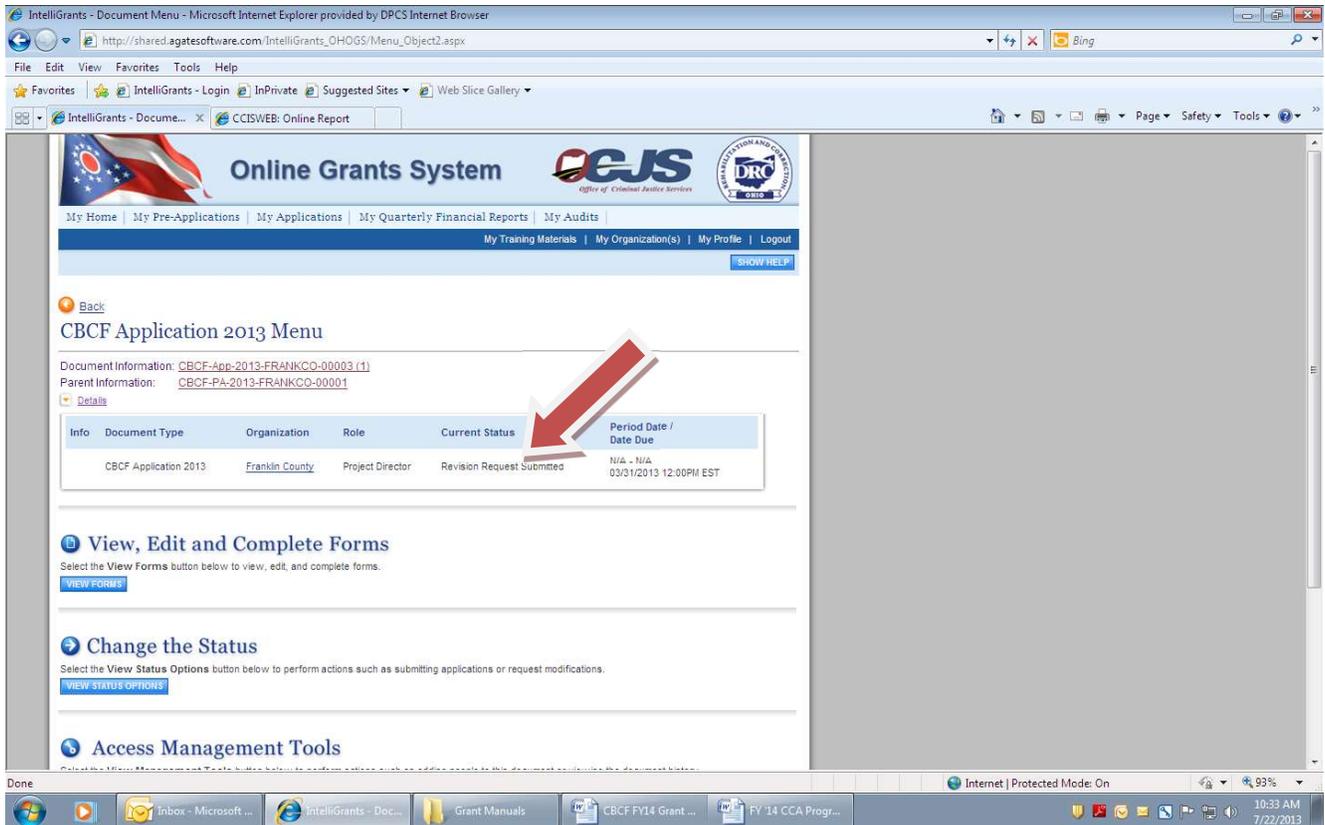
- Click on the Save button; then click on HERE to submit



- Click on Apply Status button to complete the submission of the revision request



- The grant's Current Status will be in a "Revision Request Submitted" status



- A system generated email will be sent to the grantee indicating BCS has put the "Revision in Process" or "Modifications Required" (if more information or corrections to the request are necessary).
- Upon BCS approval of the grant revision request, an e-mail will be sent to the grantee with instructions to edit the applicable budget pages to reflect the proposed changes outlined in the CBCF Grant Revision Request.

- Click the “Save” button after completing each budget page.
- Then go to the Budget Summary page and click the “Save” Button.

IntelliGrants - Document Page - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omnid=70246&pgelD=20965&copglD=8635&Save=1

File Edit View Favorites Tools Help

IntelliGrants - Login InPrivate Suggested Sites Web Slice Gallery

IntelliGrants - Docume... IntelliGrants - Document ...

My Training Materials | My Organization(s) | My Profile | Logout

SAVE! PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Page Information
The information has been saved.

Back
Document Information: [CBCF-App-2013-FRANKCO-00003 \(1\)](#)
Parent Information: [CBCF-PA-2013-FRANKCO-00001](#)
Details

You are here: > [CBCF Application 2013 Menu](#) > [Forms Menu](#) > Budget Forms

BUDGET SUMMARY

The Budget Summary Page pulls data from all of the other Forms in the Budget section. This action occurs when you hit the SAVE button at the top of the page. If the budget summary information does not appear (to be) accurate when you initially view this page, please be sure to hit the SAVE button before taking further action.

If you are changing your budget in the [Grant Revision in Process](#) status, the budget summary totals for ALL categories MUST equal the totals you requested on your Grant Revision REQUEST form. If they do not, you will receive an error message and will not be able to submit your changes to BCS for final approval.

Total Program Budget (from Pre-App): \$1,578,391

BUDGET SUMMARY FOR FY 2013

COST CATEGORIES	FY 2013 BUDGET
SALARIES/WAGES	
Total Personnel Wages	\$198,554
Fringe Benefits	\$390,000
TOTAL PERSONNEL EXPENSES	\$588,554
GENERAL OPERATING EXPENSES	
Administration	\$14,000
Communications	\$100,548
Advertising/Printing	\$3,000
Rentals	\$5,625
Utilities	\$2,925

Internet | Protected Mode: On

10:52 AM
7/22/2013

- Click "Change the Status/View Status Options" link and then click the link to submit the revised budget pages for BCS review.

The screenshot shows the 'Online Grants System' interface. The page title is 'CBCF Application 2013 Menu'. Below the title, there is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2013	Franklin County	Project Director	Revision In Process	N/A - N/A 03/31/2013 12:00PM EST

Below the table, there is a section titled 'Change the Status' with a red arrow pointing to the 'VIEW STATUS OPTIONS' button. The text below the button reads: 'Select the View Status Options button to perform status pushes submitting applications or request modifications.'

The second screenshot shows the 'CBCF Application 2013 Menu - Status Options' page. The page title is 'CBCF Application 2013 Menu - Status Options'. Below the title, there is a section titled 'Possible Statuses' with a red arrow pointing to the 'CLICK TO SUBMIT APP REVISION TO BCS FOR APPROVAL' button. The text below the button reads: 'REVISION SUBMITTED'.

- An e-mail will be sent to you indicating BCS approval or “Modifications Required” (if more information or corrections are necessary).

MODIFICATIONS REQUIRED

- Grantees will receive an e-mail if the revision request or the revised budget pages need modifications. Specific instructions regarding the required corrections or clarifications can be found in the ‘Show Notes’ section of the form.

The screenshot shows a web browser window displaying the IntelliGrants application. The page title is 'IntelliGrants - Document Page'. The URL is http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omniID=70238&pgelD=20958. The browser's address bar shows 'Bing'. The application's navigation menu includes 'My Reports', 'My Administration', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below the navigation menu are buttons for 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A red arrow points to the 'ADD NOTE' button. The main content area shows document information: 'Document Information: CBCF-App-2013-FRANKCO-00003 (1)', 'Parent Information: CBCF-PA-2013-FRANKCO-00001', and 'Details'. The breadcrumb trail is 'You are here: > CBCF Application 2013 Menu > Forms Menu > Budget Forms'. The form is titled 'GENERAL OPERATING' and contains two tables. The first table, 'ADMINISTRATION COSTS', lists various costs and their totals. The second table, 'COMMUNICATIONS', lists communication services with their rates and durations.

ADMINISTRATION COSTS		Total
Insurance		\$6,800.00
Legal Fees		\$2,500.00
Administrative/Accounting Fees		\$0
License Fees		\$574.00
Evaluation Fees		\$4,050.00
Health Insurance Administration Fees		\$76.38
Other:		\$0
TOTAL ADMINISTRATION COSTS		\$14,000

COMMUNICATIONS			
	Rate	# of Months	
Telephone Installation			\$0
Monthly Telephone Service			\$87,000.00
Monthly T-1 Line	\$550.00	12	\$6,600.00
Monthly Cellular Phone Service	\$402.00	12	\$4,824.00
Monthly Internet	\$127.00	12	\$1,524.00
Monthly	\$50.00	12	\$600.00

The screenshot displays the IntelliGrants Online Grants System interface. A modal window titled "Add New Note" is open, allowing the user to add a note to the document. The note's subject is "License Fees" and the message is "Please provide more information." Below the message, there is a section for assigning access to the note, with checkboxes for "All/None" and individual users: Chris Galli, Angus Igwe, Jamie o'loole, and Franklin PD. The background page shows the "GENERAL OPERATING" section, which includes a table of "ADMINISTRATION COSTS".

	Rate	# of Months
Insurance		
Legal Fees		
Administrative/Accounting Fees		
License Fees	\$574.00	
Evaluation Fees	\$4,050.00	
Health Insurance Administration Fees	\$76.38	
Other:	\$0	
TOTAL ADMINISTRATION COSTS	\$14,000	

Below the administration costs table, there is a "COMMUNICATIONS" section with a table:

	Rate	# of Months
Telephone Installation	\$0	
Monthly Telephone Service	\$87,000.00	

- Make the required modifications as instructed in the Note, click “Save”.
- Go to “Budget Summary”, click “Save”.
- Click the Document Information link to access the Application Menu Page.
- Click “Change the Status” and Apply Status to submit the modifications.
- An e-mail will be sent from BCS to the grantee when the revision is approved.

Section 2 – Changes to the Non-Budget Pages (Application Changes)

- Identify the purpose of the grant revision request by selecting the following option:
- Goals/Objectives/Program Changes (any changes to program description pages within the application)
- Provide a detailed justification for the proposed changes to the grant in the Program Revision Justification section.

The screenshot displays the IntelliGrants web application in a Microsoft Internet Explorer browser. The address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omniID=77005&pgelD=22425. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is as follows:

IntelliGrants - Document Page

8 of 10000

Section 2 - changes to the non-budget pages (application pages)

Identify Program Revision Request purpose by checking the following box.

Goals/Objectives/Program Changes (any changes to program description pages within the application)

Program Revision Justification. Provide a detailed justification of the proposed change(s) and the effect the change(s) will have on the project.

0 of 10000

Section 3 - Supporting Documentation (if necessary)

Form/Document Upload(s). Use this section if providing additional justification or documents for the above request for both Section 1 and 2.

Title of Document

The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of 100%. The Windows taskbar at the bottom includes icons for Internet Explorer, Mail, IntelliGrants - Doc..., Grant Manuals, CBCF FY14 Grant..., and FY 14 CCA Progr..., along with the system clock showing 11:15 AM on 7/22/2013.

GRANT ADDENDUM

BCS Initiated Addendum Request:

- Log into IntelliGrants and click the link to “My Pre-Applications”

IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=1

File Edit View Favorites Tools Help

IntelliGrants - Main Menu

Online Grants System

OJIS Office of Criminal Justice Services

DRC OHIO

My Home | **My Pre-Applications** | My Applications | My Quarterly Financial Reports | My Audits | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Cathy

Change

Instructions:

- Select the SHOW HELP button above for detailed instructions on the following.
- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Cathy, please choose an option below.

View Current Solicitations

You have 10 My Current Solicitations available.
Select the **View Current Solicitations** button below to see what is available to your organization.

VIEW CURRENT SOLICITATIONS

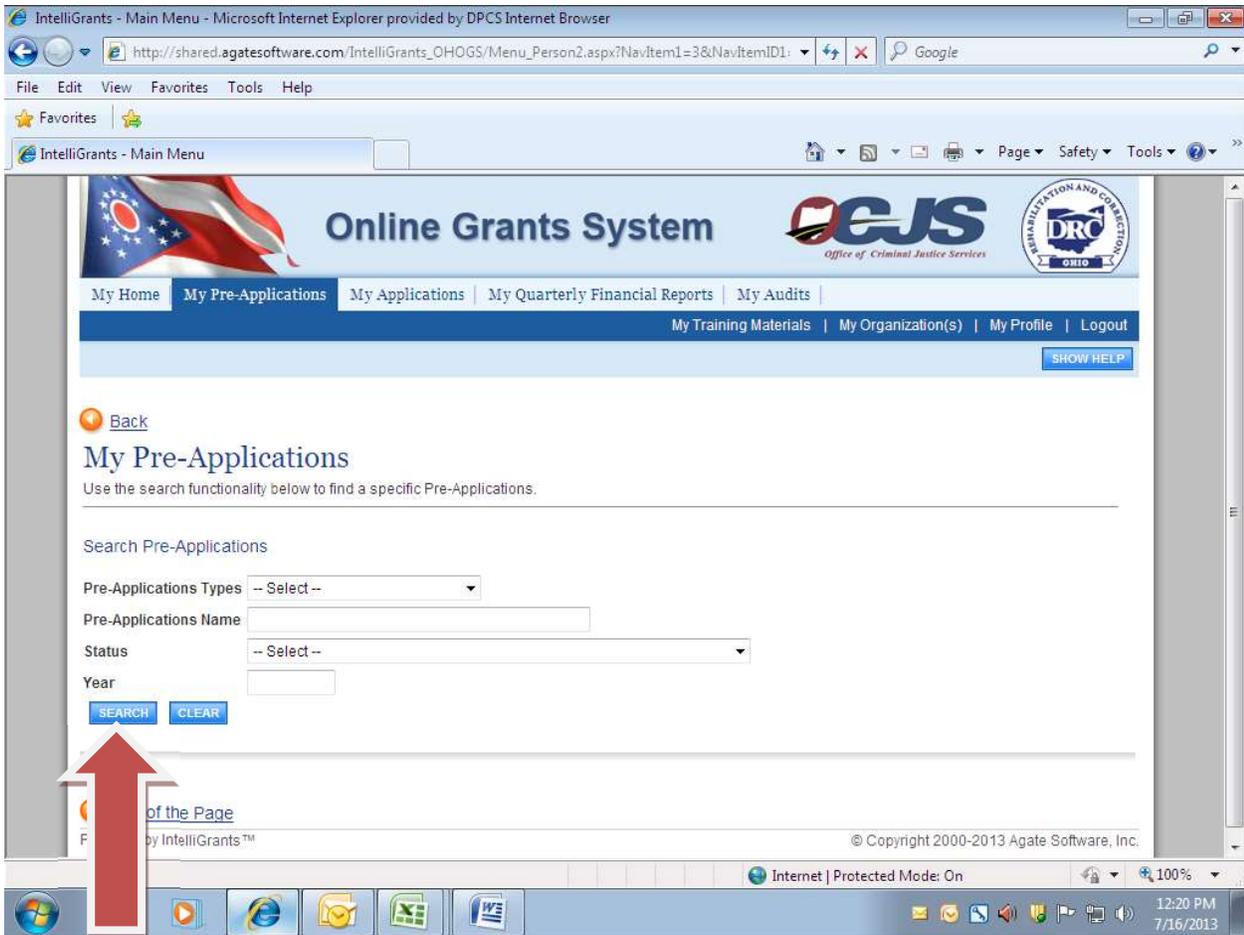
My Inbox

You have 31 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

Done Internet | Protected Mode: On 100%

12:19 PM 7/16/2013

- Click the "Search" button



- Click the link to your current grant period Pre-Application

The screenshot shows the IntelliGrants web application interface. The browser title is "IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser". The address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=3&NavItemId1:. The page has a navigation menu with tabs: "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", and "My Audits". Below the navigation menu, there are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout", along with a "SHOW HELP" button.

The main content area is titled "My Pre-Applications" and includes a "Back" button. Below the title, there is a search section with the following fields and controls:

- Pre-Applications Types: -- Select --
- Pre-Applications Name: [Text Input]
- Status: -- Select --
- Year: [Text Input]
- Buttons: SEARCH, CLEAR
- Export Results to: Screen
- Sort by: -- Select --
- GO button
- Number of Results: 1

The search results are displayed in a table with the following data:

Document Type	Organization	Name	Current Status	Year
CBCF Pre-Application 2014	Community Correctional Center	CBCF-PA-2014-CCCCBCF-00007 (5)	Addendum Requires Signatures	2014

A large red arrow points to the "Name" column of the table, specifically to the link "CBCF-PA-2014-CCCCBCF-00007 (5)".

The Windows taskbar at the bottom shows the system tray with the date and time: 12:21 PM, 7/16/2013. The taskbar also includes icons for Internet Explorer, File Explorer, and other applications.

- Click the “View Forms” button to open your Pre-Application

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38092

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

OJIS Office of Criminal Justice Services

REHABILITATION AND CORRECTIONS OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2014 Menu

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2014	Community Correctional Center	Project Director	Addendum Requires Signatures	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Done Internet | Protected Mode: On 100% 12:22 PM 7/16/2013

- Select the link to the “Addendum Request” form

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38092

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2014 Menu - Forms

Please complete all required forms below.

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	Eligibility Amount		Kara Peterson 4/17/2013 2:12:55 PM	Kara Peterson 7/16/2013 11:55:44 AM
	Addendum Request (6)			
Grant Agreement				
	Grant Agreement		Cathy Veroni 4/17/2013 4:25:38 PM	

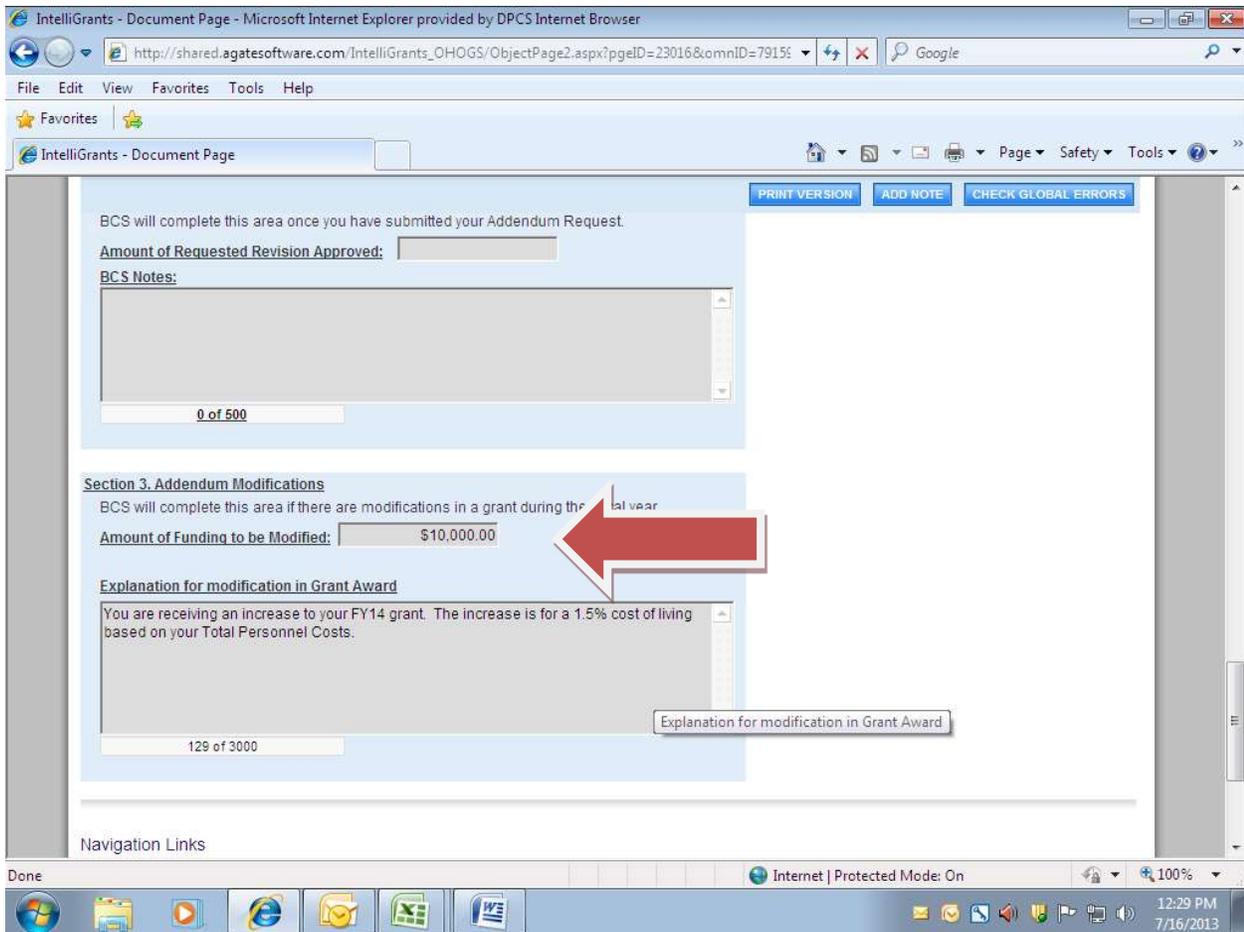
Done

Internet | Protected Mode: On

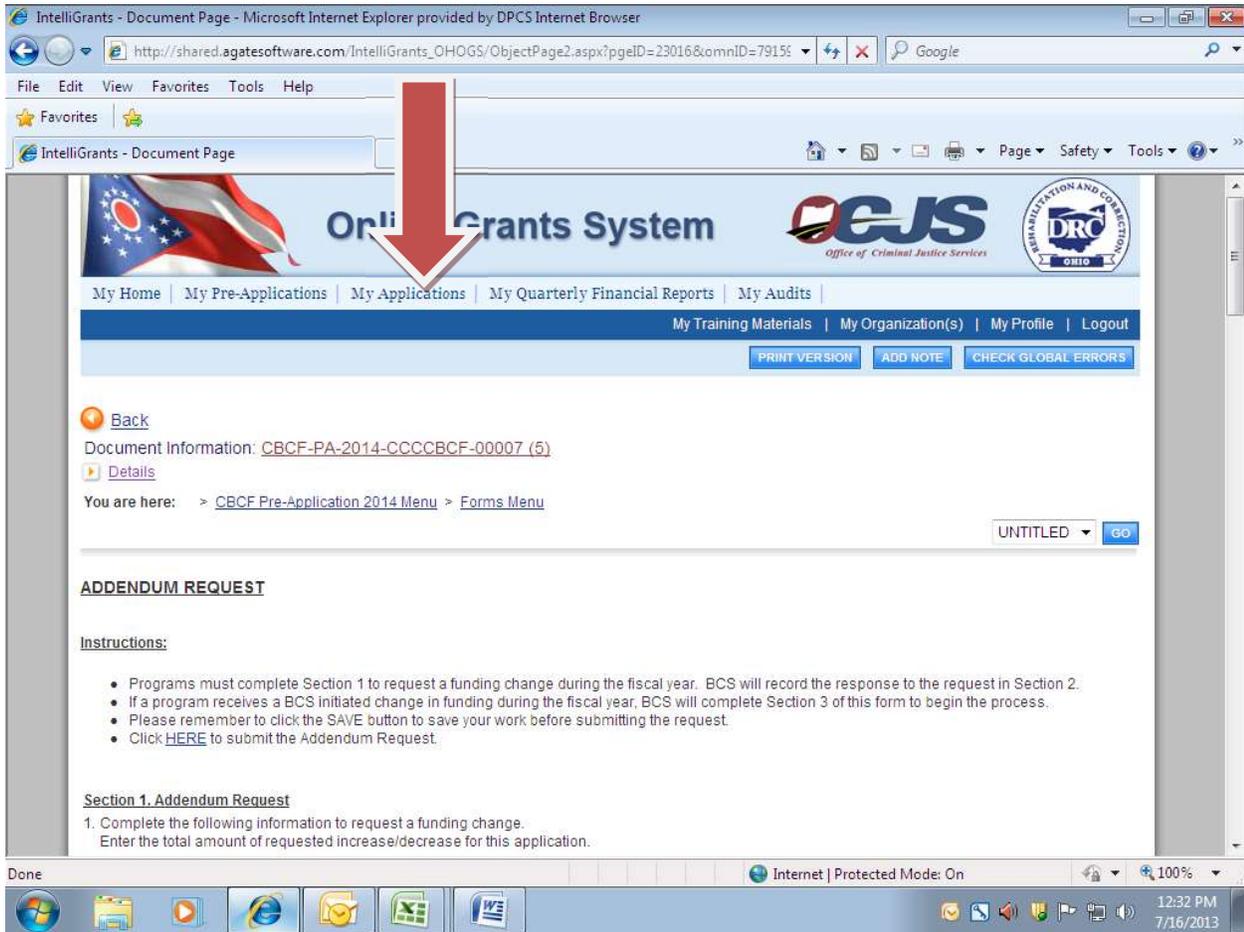
100%

12:23 PM
7/16/2013

- Scroll down to Section 3 of the form to view the amount BCS has approved as an addendum to your grant.



- Now that you have the amount of the addendum change, you can navigate to your grant application to make budget modifications.
- Click the link to “My Applications”



- Click the "Search" button

IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=4&NavItemID1=

File Edit View Favorites Tools Help

IntelliGrants - Main Menu

Online Grants System

OCJS Office of Criminal Justice Services

DRC DEPARTMENT OF REHABILITATION AND CORRECTIONS OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Applications.

Applications

Applications Types -- Select --

Applications Name

-- Select --

SEARCH CLEAR

Top of the Page

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Internet | Protected Mode: On

12:00 PM 7/16/2013

- Click the link to your current grant period application.

The screenshot shows the IntelliGrants web application interface. The browser address bar displays the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=4&NavItemID1:. The page title is "IntelliGrants - Main Menu". The navigation menu includes "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", and "My Audits". A secondary menu includes "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" button is also present.

The main content area is titled "My Applications" and includes a "Back" link. Below the title, there is a search section with the following fields and controls:

- Applications Types: -- Select --
- Applications Name: [Text Input]
- Status: -- Select --
- Year: [Text Input]
- SEARCH and CLEAR buttons
- Export Results to: Screen
- Sort by: -- Select --
- GO button

The search results show "Number of Results 1". A table displays the following data:

Document Type	Organization	Name	Current Status	Year
CBCF Application 2014	Community Correctional Center	CBCF-App-2014-CCCCBCF-00004 (1)	Addendum In Process	2014

A large red arrow points from the search area down to the "Name" column of the table, highlighting the link to the application.

The Windows taskbar at the bottom shows the system tray with the date and time: 12:01 PM, 7/16/2013. The taskbar also displays icons for Internet Explorer, File Explorer, and other applications.

- You will see the status of your application listed as “Addendum in Process”.
- Click the “View Forms” button to open your application.

The screenshot shows a web browser window displaying the IntelliGrants application. The page title is "IntelliGrants - Document Menu". The URL is http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38093. The page features a navigation menu with links for "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", "My Audits", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" button is also present.

The main content area displays the "CBCF Application 2014 Menu". Below the title, there is a "Back" button and document information: "Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)" and "Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)". A "Details" link is also available.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2014	Community Correctional Center	Project Director	Addendum In Process	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

Below the table, there is a section titled "View, Edit and Complete Forms" with a "VIEW FORMS" button. A red arrow points to this button. The text below the button reads: "Select the View Form button below to view, edit, and complete forms."

The Windows taskbar at the bottom shows the system tray with the date and time: 12:02 PM, 7/16/2013.

- You may open and modify the budget pages and make any changes you choose to indicate the modifications to the budget based on the addendum increase amount.
- Once you have completed your budget modifications, click the Document Information link to return to the Application menu.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38093

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

OCJS Office of Criminal Justice Services

REHABILITATION AND CORRECTION OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Application 2014 Menu - Forms

Please complete all required forms below.

Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)

Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	General Description of Services		Cathy Veroni 4/17/2013 2:15:54 PM	
Residential				
	General Program Description 1		Cathy Veroni 4/17/2013 2:16:12 PM	

Internet | Protected Mode: On

12:10 PM 7/16/2013

- Scroll down the menu and click the “View Status Options” button.

The screenshot shows a web browser window with the URL http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx. The page title is "CBCF Application 2014 Menu".

Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)
Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2014	Community Correctional Center	Project Director	Addendum In Process	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

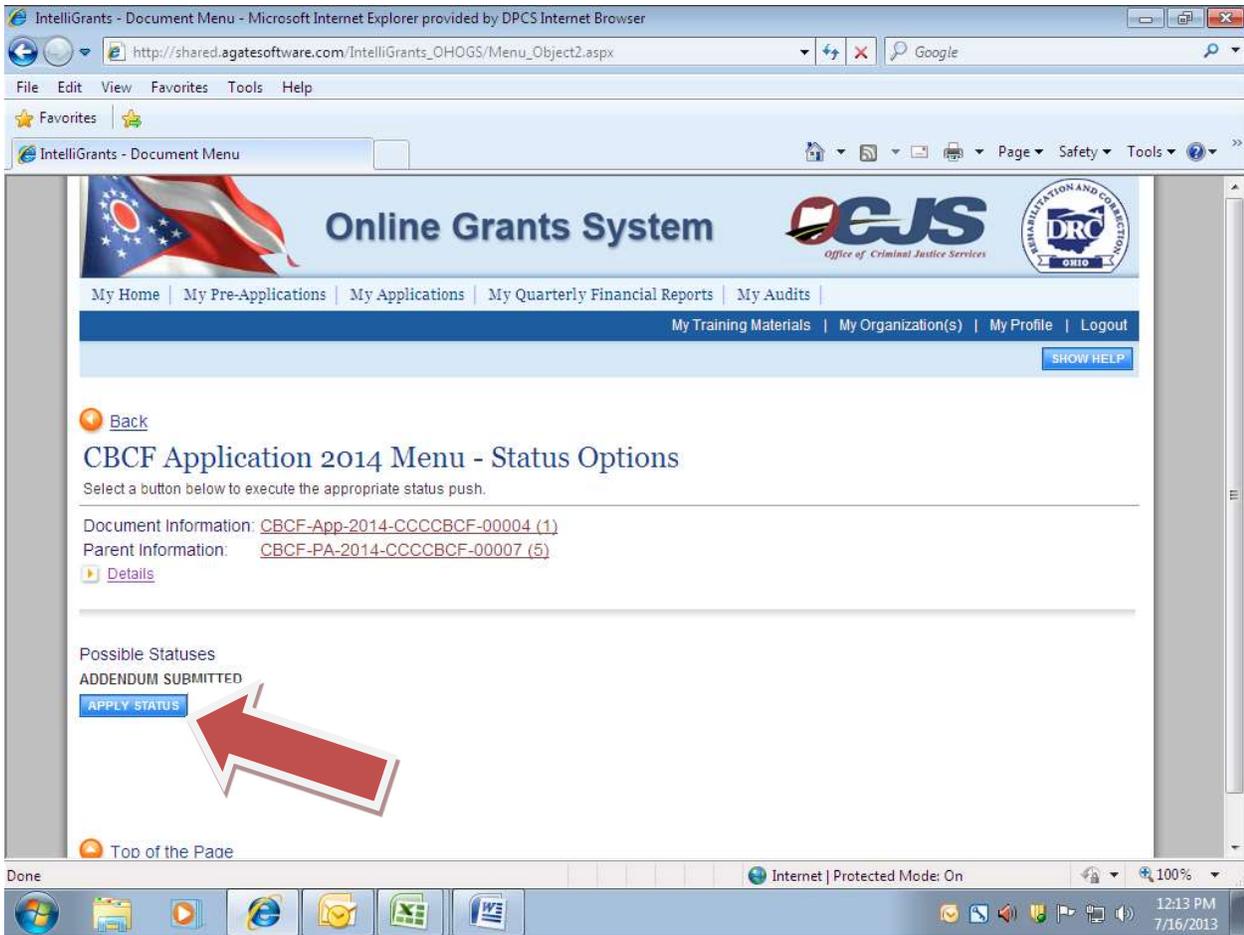
View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Option** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

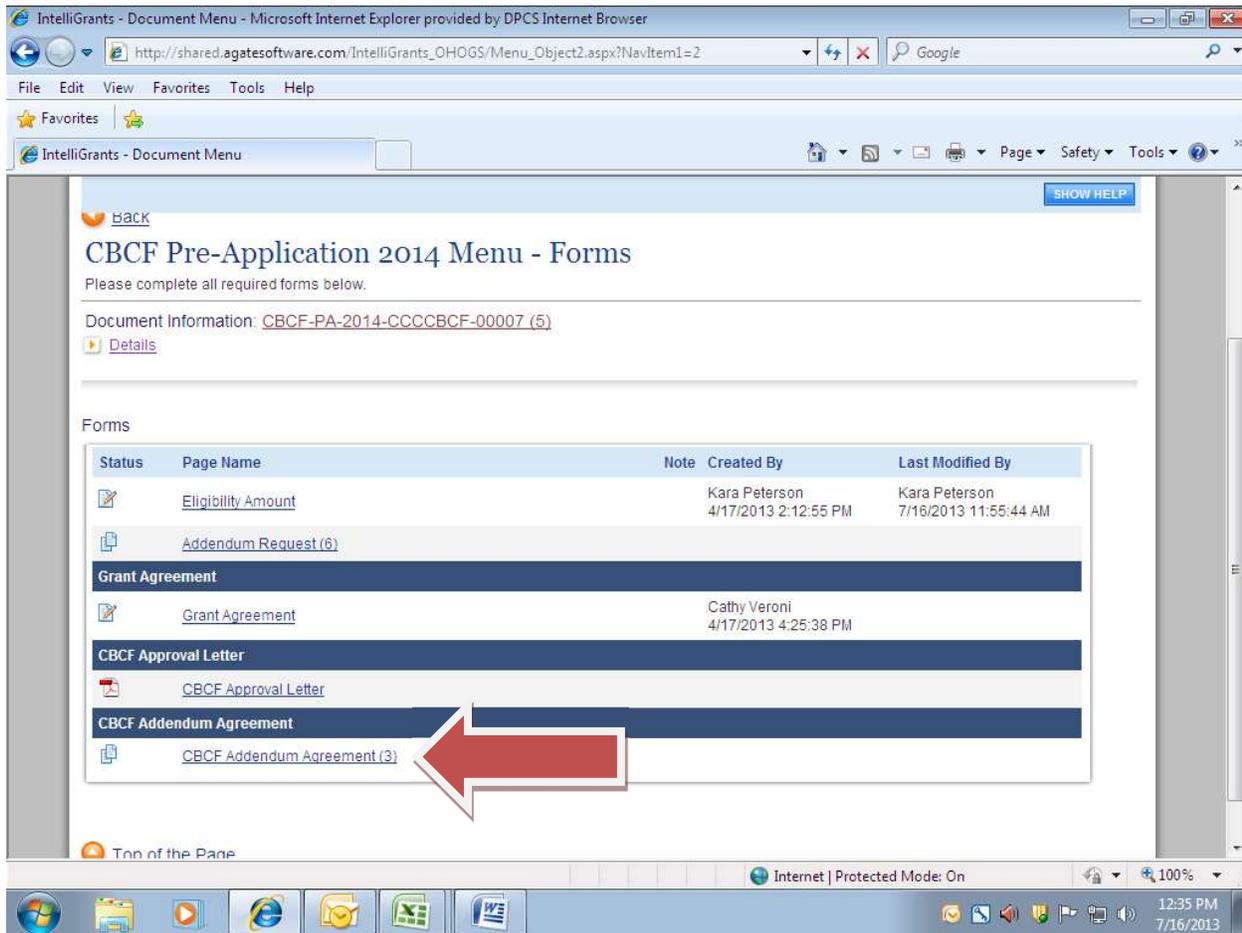
Access Management Tools

The screenshot also shows the Windows taskbar at the bottom with the system clock displaying 12:12 PM on 7/16/2013.

- To submit the modified application click the “Apply Status” button.



- IntelliGrants will email a notification to the grantee indicating the modified application has been successfully submitted and is under review with BCS grant staff.
- If your application requires modification BCS staff will return it to the grantee for updates.
- If no modifications are required or when all modifications have been approved, IntelliGrants will send the grantee an email notification indicating the addendum is available for signature in the pre-application.
- Navigate to your current grant period-pre-application and click the link to “CBCF Addendum Agreement”.



- Click the link to “CBCF Addendum Agreement” to download and print a copy of the addendum.
- Obtain the required signatures on the addendum before returning to the “Pre-Application”.

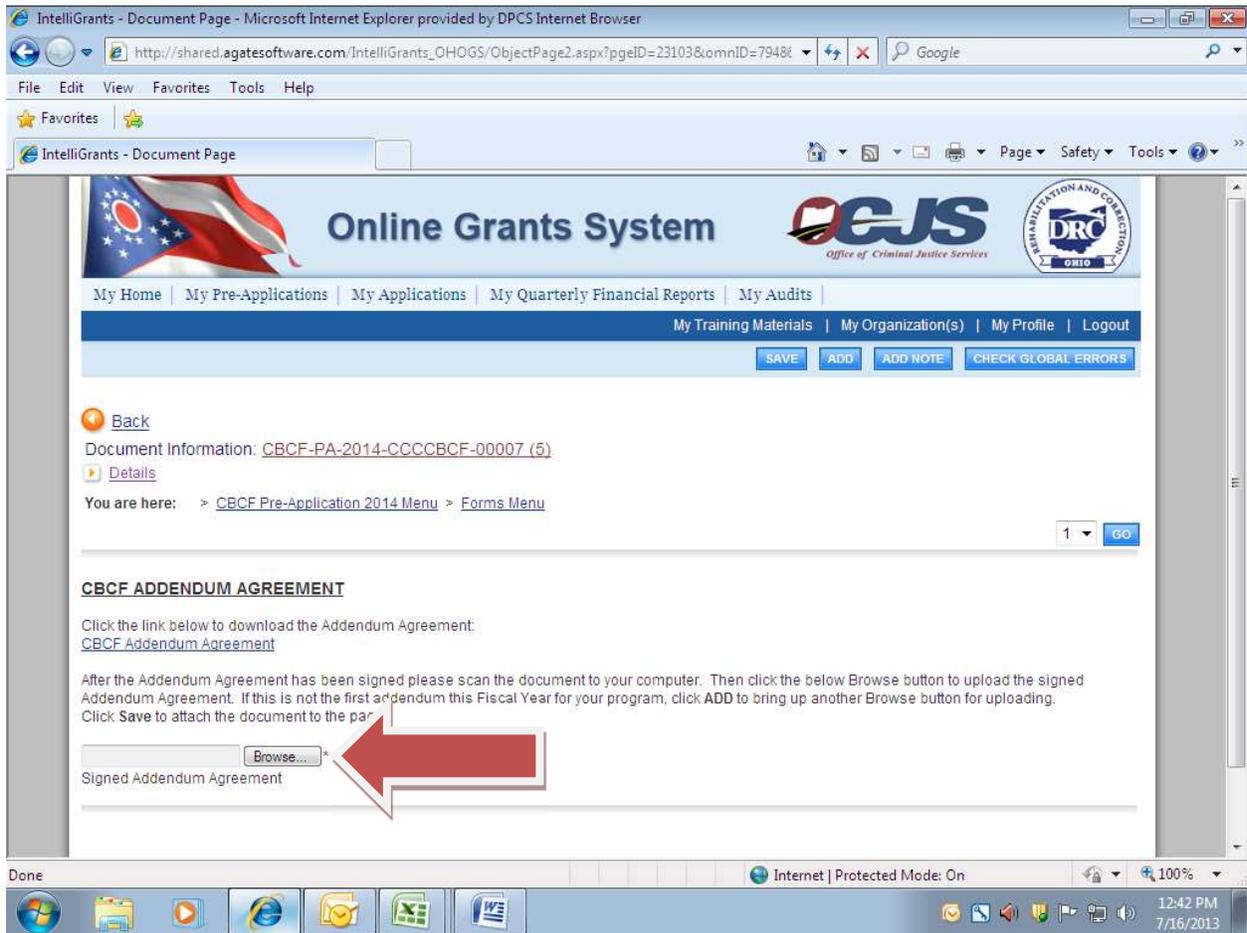
The screenshot shows a web browser window displaying the IntelliGrants application. The browser's address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omnID=79486&pgelD=2310. The page header includes the "Online Grants System" title, the OCJS (Office of Criminal Justice Services) logo, and the DRC (Department of Rehabilitation and Correction) logo. A navigation menu contains links for "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", "My Audits", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". Below the menu are buttons for "SAVE", "ADD", "ADD NOTE", and "CHECK GLOBAL ERRORS".

The main content area displays document information: "Document Information: CBCF-PA-2014-CCCCBCF-00007 (5)" and "Details". A breadcrumb trail reads "You are here: > CBCF Pre-Application 2014 Menu > Forms Menu". A search box with "1" and a "GO" button is present.

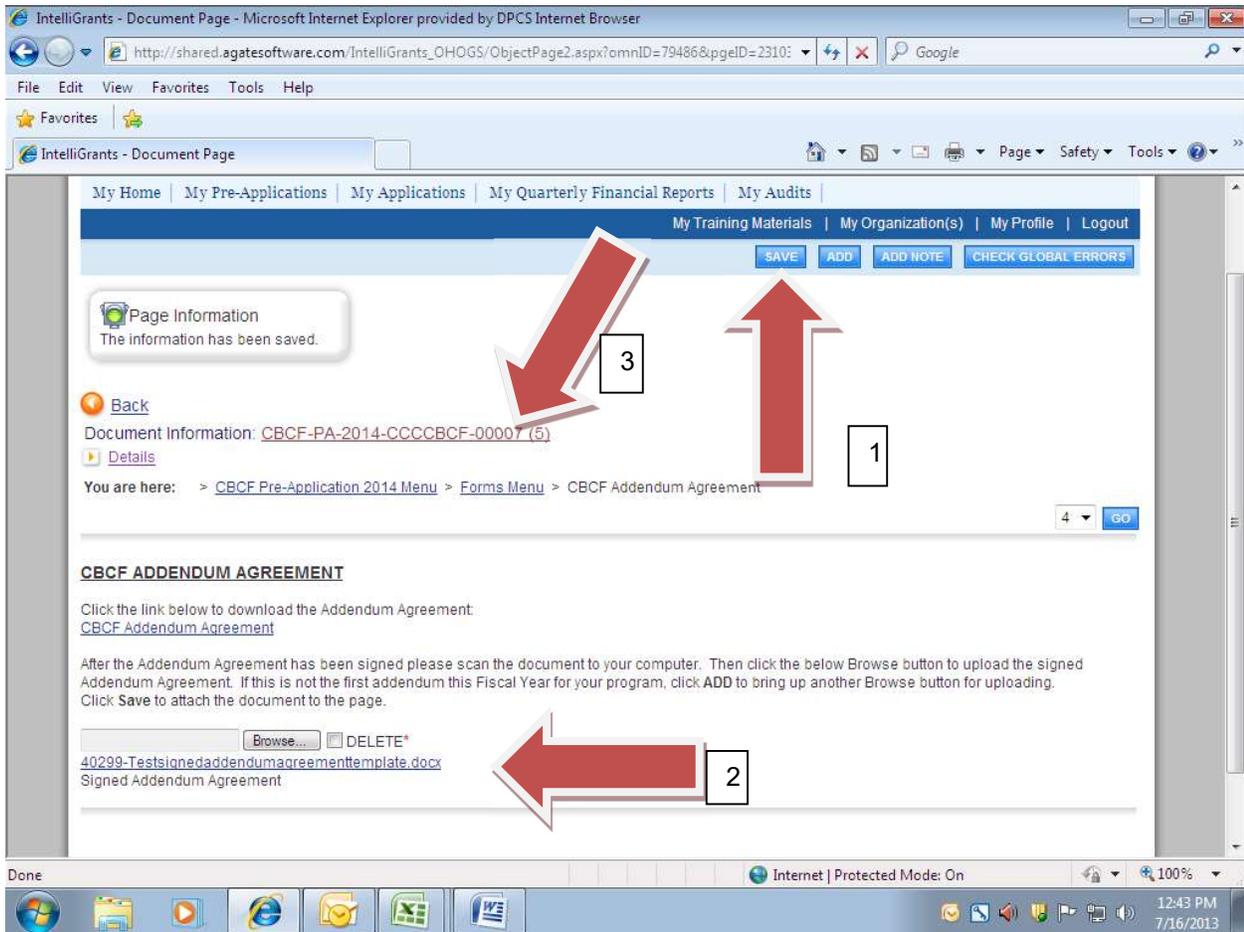
The section titled "CBCF ADDENDUM AGREEMENT" contains the following text: "Click the link below to download the Addendum Agreement." Below this text is a link labeled "CBCF Addendum Agreement", which is highlighted by a red arrow. Further instructions state: "After the Addendum Agreement has been downloaded, click the link to download the document to your computer. Then click the below Browse button to upload the signed Addendum Agreement. If this is not the first addendum this Fiscal Year for your program, click ADD to bring up another Browse button for uploading. Click Save to attach the document to the page." Below the text is a "Browse..." button and a text input field labeled "Signed Addendum Agreement".

The Windows taskbar at the bottom shows the system tray with the date and time: "12:38 PM 7/16/2013".

- Save a copy of the signed addendum agreement to your computer.
- Navigate to your current grant period pre-application and click the link to “CBCF Addendum Agreement”.
- Click the “Browse” button to search for the signed addendum on your computer.



- Once you have located the signed addendum on your computer, click the “Save” button to upload it to IntelliGrants.
- Click the link to the saved addendum to ensure it properly uploaded.
- Click the Document Information link to the Pre-Application document to change the status and submit the signed addendum.



- Click the “View Status Options” button.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2014 Menu

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2014	Community Correctional Center	Project Director	Addendum Requires Signatures	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

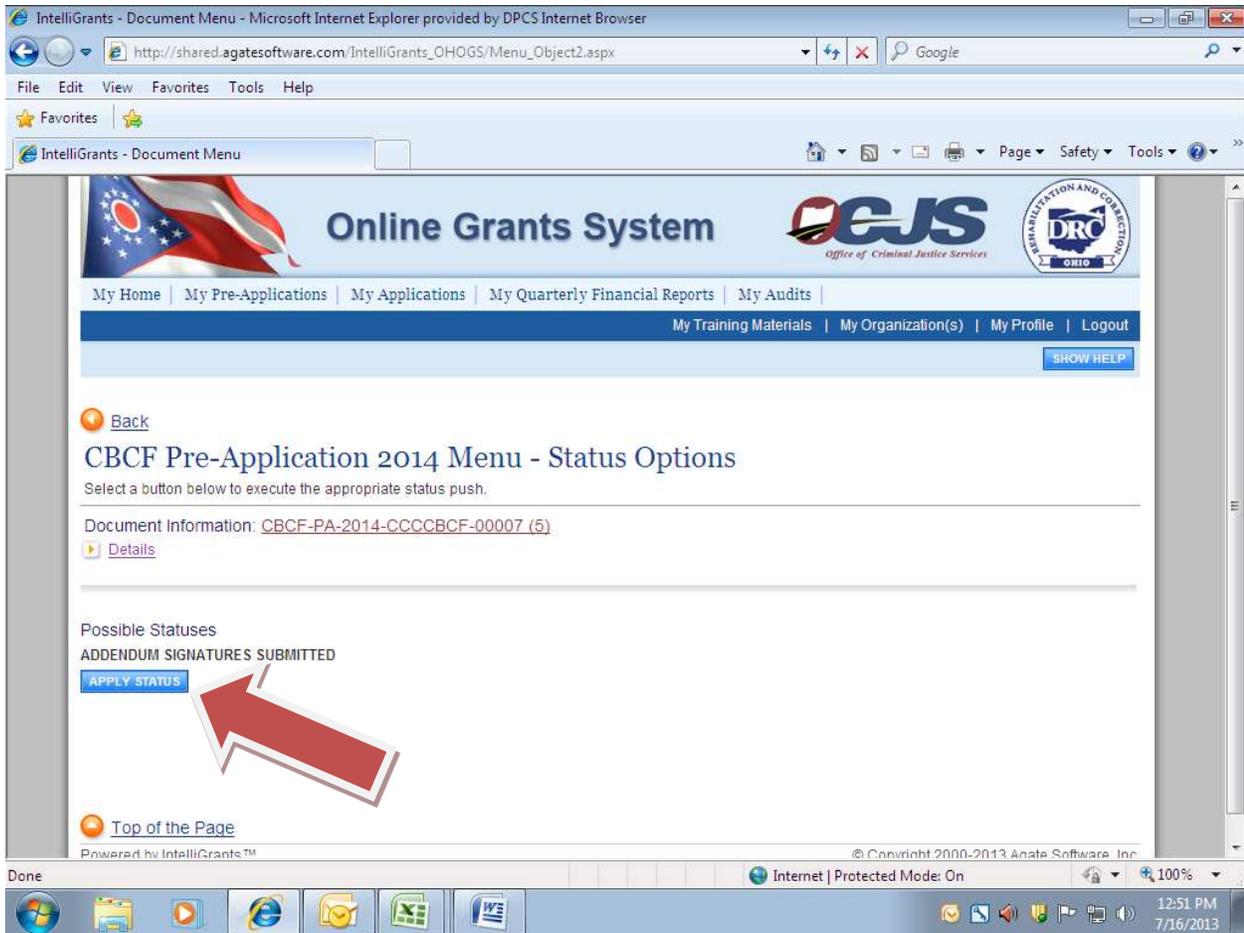
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Internet | Protected Mode: On

12:50 PM
7/16/2013

- Click the “Apply Status” button to submit the signed addendum.



- Once the addendum has been approved in IntelliGrants by the BCS Chief and Division of Parole and Community Services Deputy Director, the grantee will receive an email notification indicating the addendum has been approved. A grant addendum approval letter will be created in your current grant period “Pre-Application”. You may view it, download it or print it, by navigating to your current grant period “Pre-Application” and clicking the link to “Addendum Approval Letter”.

Program Initiated Addendum Request:

- Go to the Pre-Application menu.
- Click “View Status Options”.

The screenshot shows the 'Online Grants System' interface. The main heading is 'CBCF Pre-Application 2014 Menu'. Below this, there is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2014	Franklin County	Project Director	Addendum Pending Application Approval	07/01/2013 - 06/30/2014 N/A

Below the table, there are three main sections: 'View, Edit and Complete Forms', 'Change the Status', and 'Access Management Tools'. A red arrow points to the 'VIEW STATUS OPTIONS' button under the 'Change the Status' section.

- Change the status of the Pre-Application to “Addendum in Request” by clicking the “Apply Status” button.

The screenshot shows the 'Online Grants System' interface for 'CBCF Pre-Application 2014 Menu - Status Options'. The main heading is 'CBCF Pre-Application 2014 Menu - Status Options'. Below this, there is a section titled 'Possible Statuses' with the text 'ADDENDUM IN REQUEST'. A red arrow points to the 'APPLY STATUS' button.

- Select “View Forms” to access the Addendum Request Form.



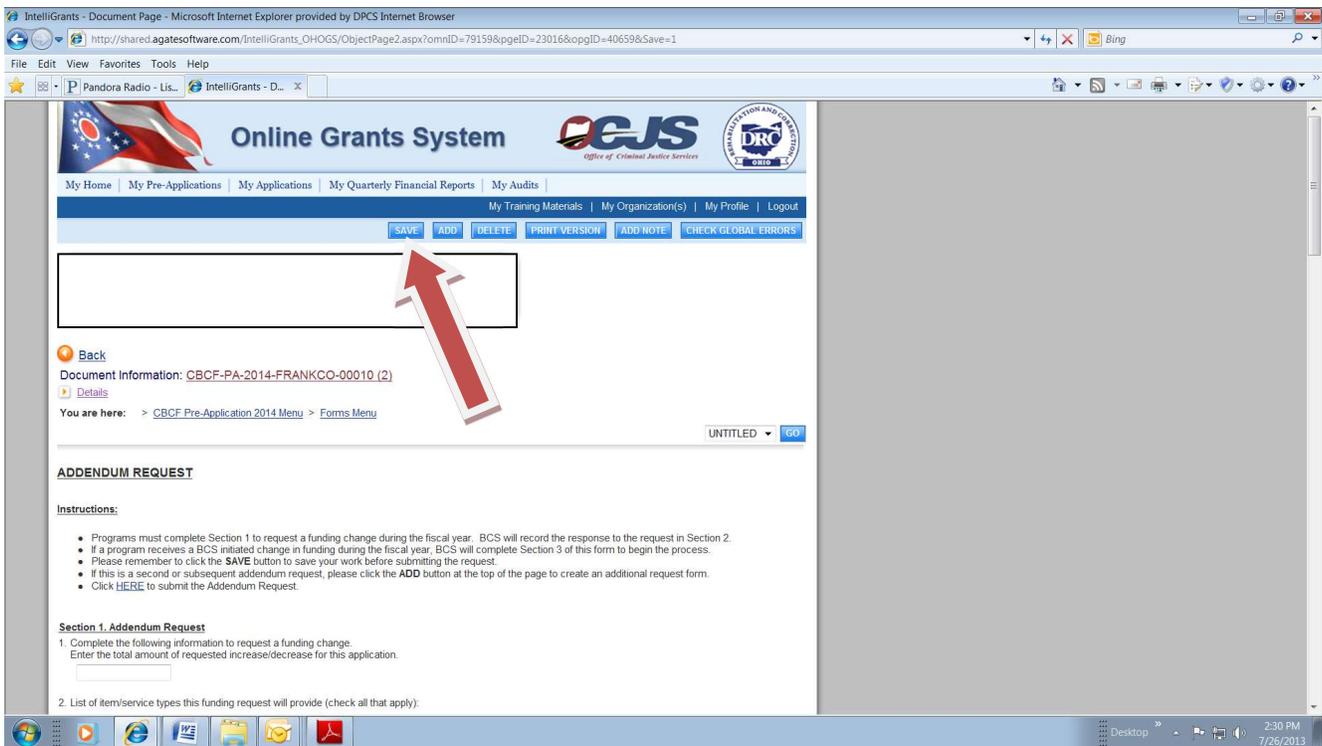
- Select “Addendum Request” to begin completing the Addendum Request form.



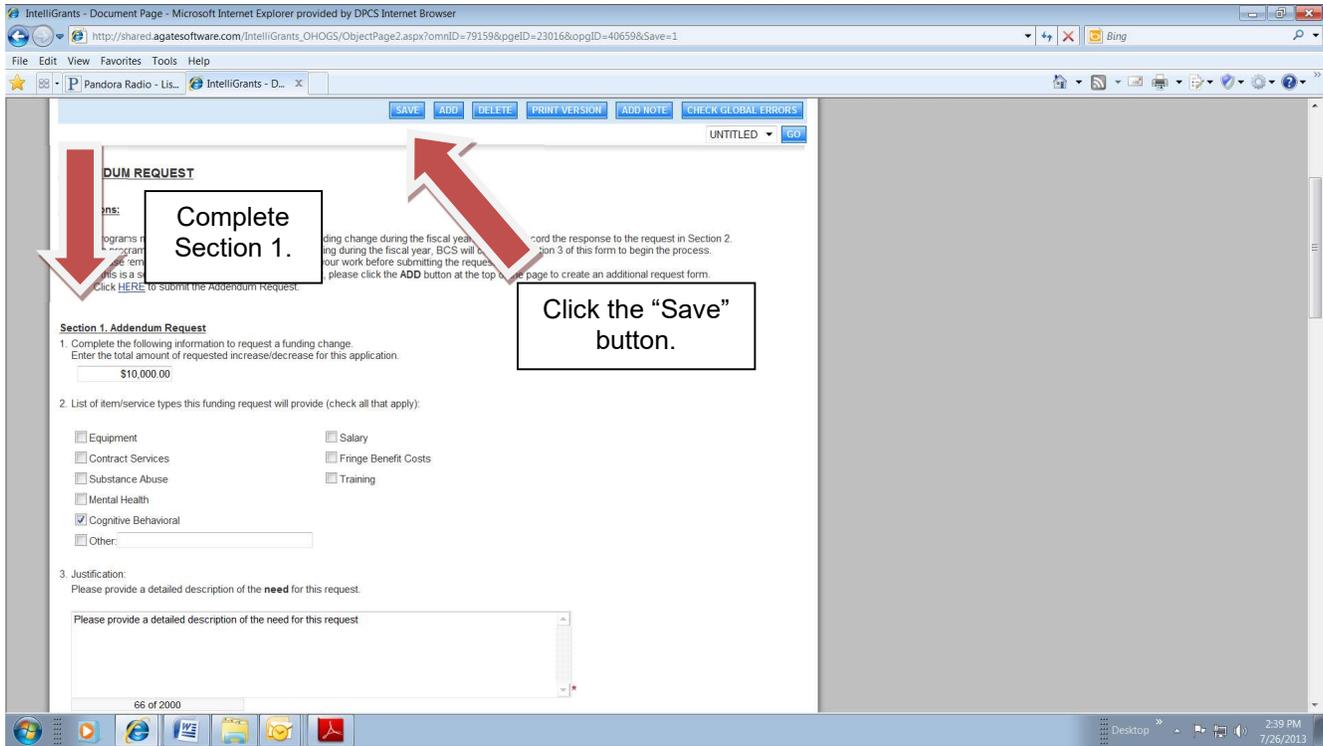
- Please note: If the grantee has previously submitted an addendum request for the grant, a new addendum request form must be added by clicking the “add” button.



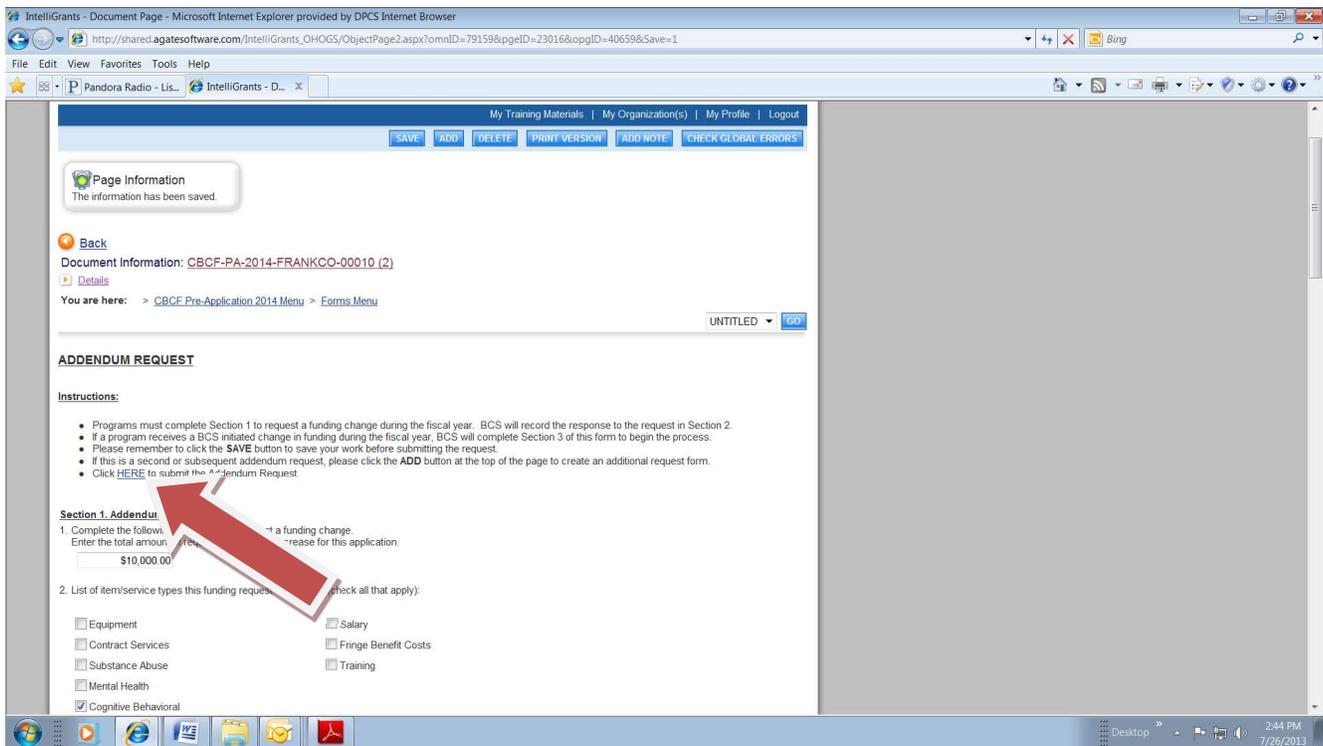
- Click the “Save” button.



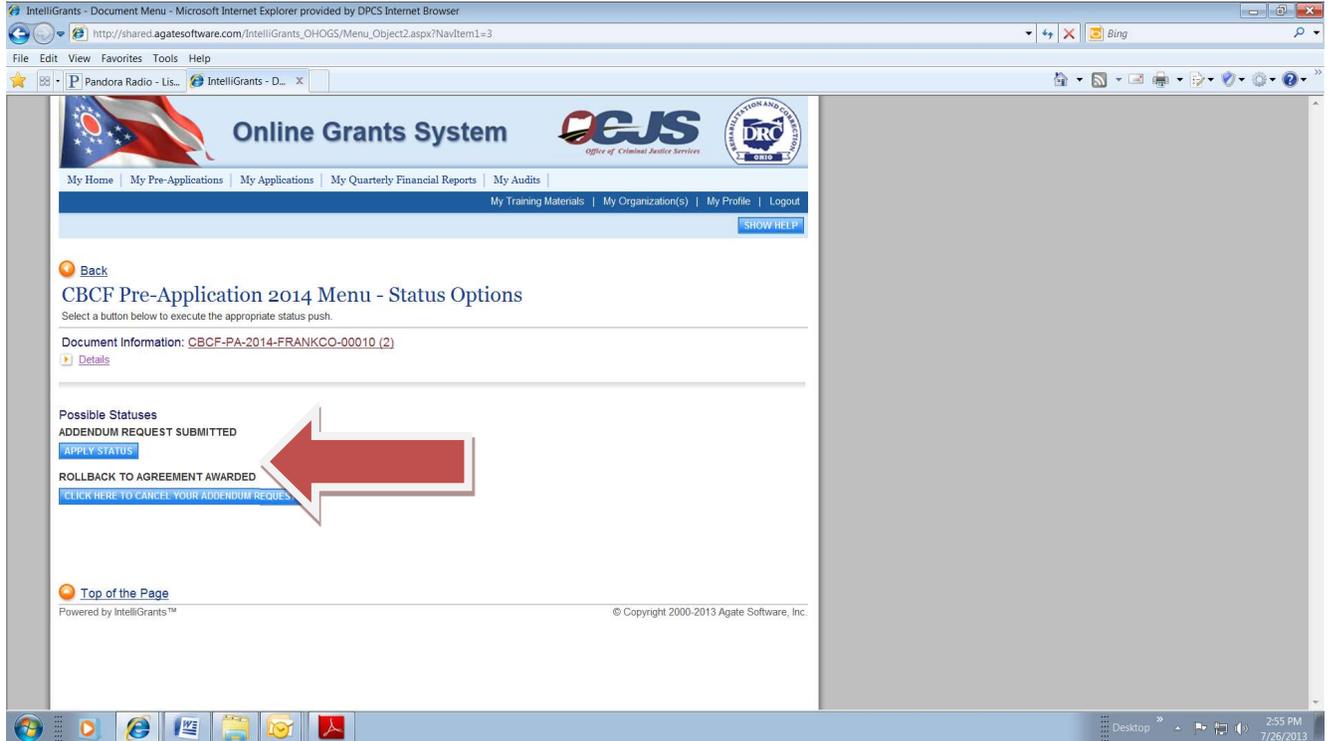
- Complete Section 1 of the Addendum Request Form. Click the “Save” button.



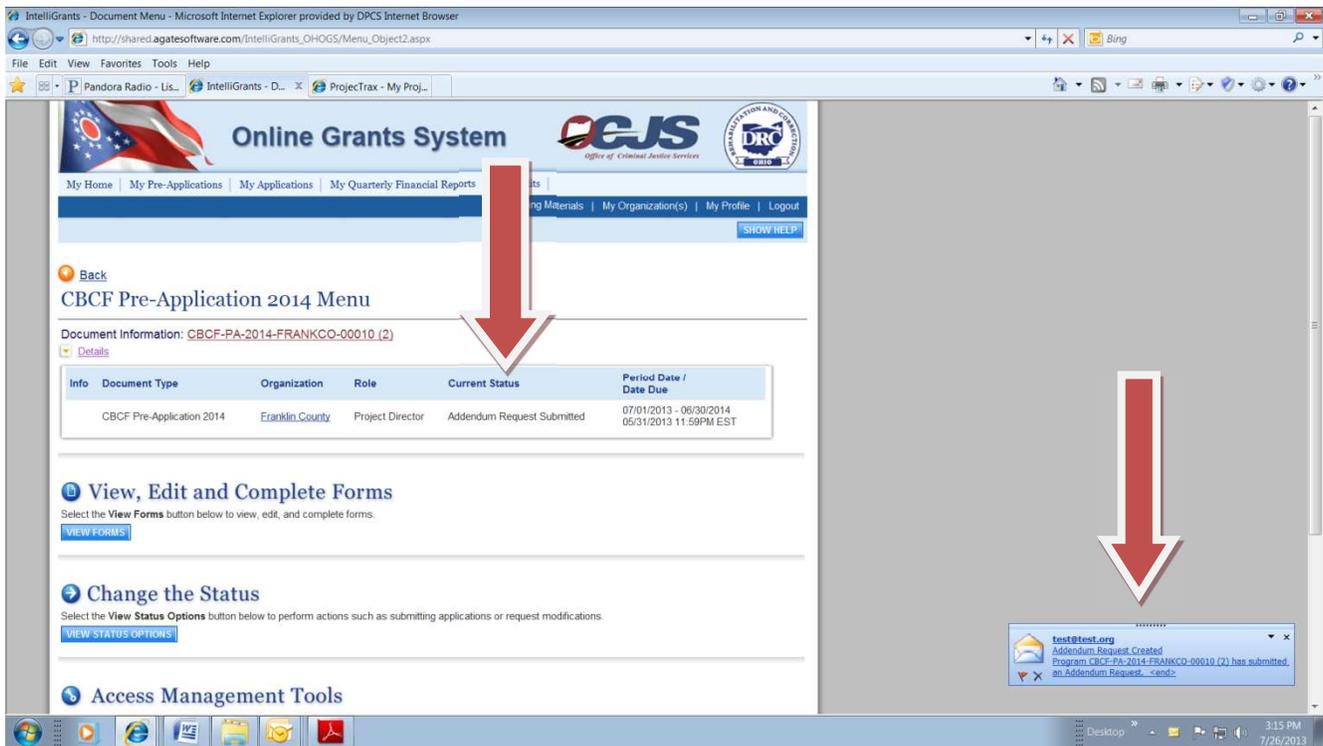
- Click “Here” to submit the Addendum Request form to BCS.



- Select “Apply Status” to submit the Addendum Request form to BCS.
- To cancel the Addendum Request and return the Pre-Application to the “Agreement Awarded” status, select the “Rollback” option.



- When the addendum request form has been successfully submitted, the Pre-Application will be in the “Addendum Request Submitted” status and the grantee will receive an email confirming submission.



- If BCS determines the Addendum Request needs to be modified, the Addendum Request form will be returned to the grantee for modifications. The grantee will receive an email notification that the form has been returned for modifications. Once modifications have been made, submit the form to BCS by changing the status of the application to “Addendum Request Modifications Submitted”.
- If the Addendum Request is denied by BCS, the grantee will receive an email and the Pre-Application will return to the “Agreement Awarded” status.
- If the Addendum Request is approved by BCS, the grantee will receive an approval email and the Pre-Application will be in the “Addendum Pending Application Approval” status. Once approved, the grantee will go to the Pre-Application

- Click the link to “My Pre-Applications”

IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=1

File Edit View Favorites Tools Help

IntelliGrants - Main Menu

Page Safety Tools

Online Grants System

OES Office of Criminal Justice Services

DRC DEPARTMENT OF REHABILITATION AND CORRECTION OHIO

My Home | **My Pre-Applications** | My Applications | My Quarterly Financial Reports | My Audits | My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Cathy

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Cathy, please choose an option below.

View Current Solicitations

You have 10 My Current Solicitations available.
Select the **View Current Solicitations** button below to see what is available to your organization.

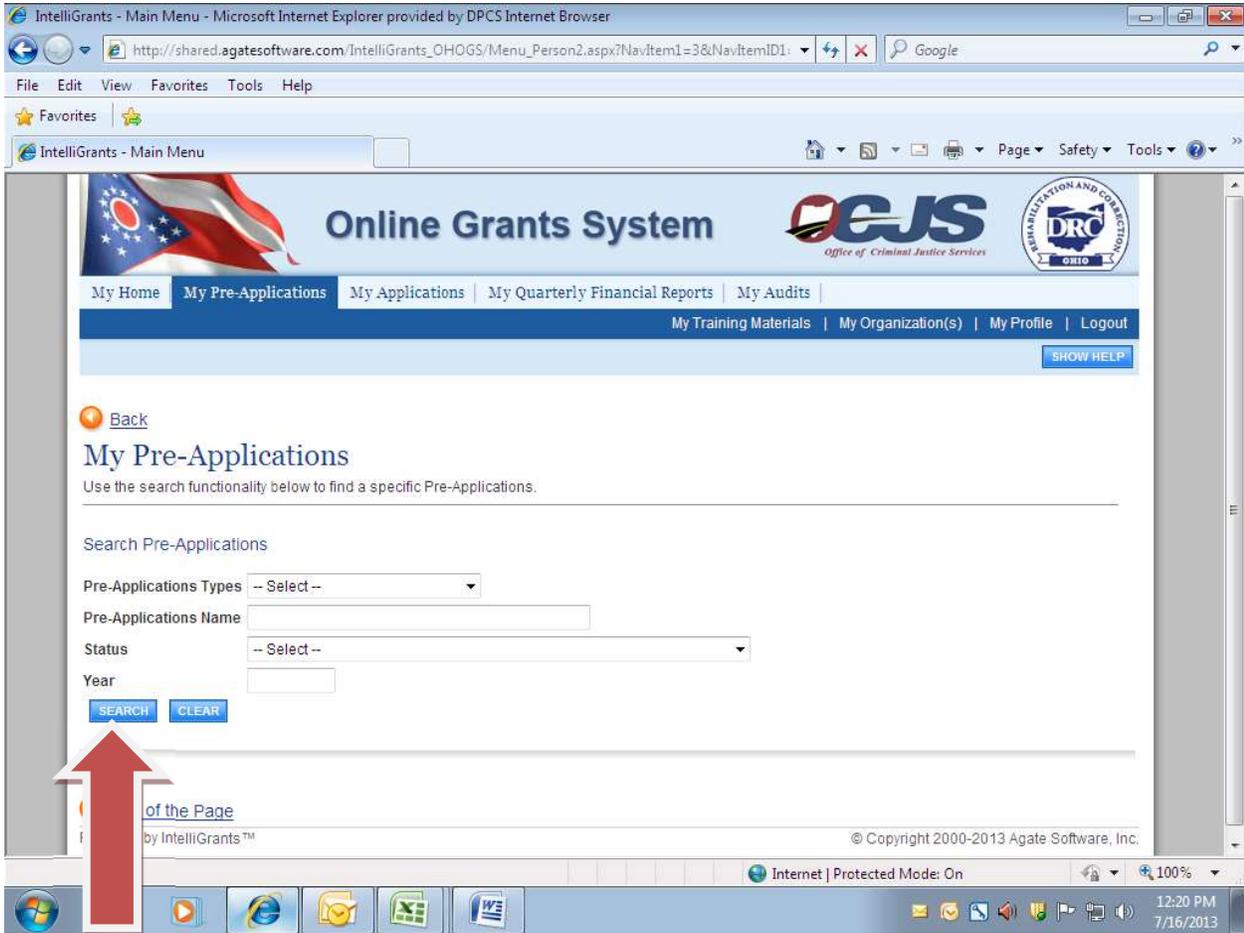
VIEW CURRENT SOLICITATIONS

My Inbox

You have 31 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

Done Internet | Protected Mode: On 100% 12:19 PM 7/16/2013

- Click the "Search" button



- Click the link to your current grant period Pre-Application

The screenshot shows the IntelliGrants web application interface. The browser title is "IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser". The address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=3&NavItemID1:. The page has a navigation menu with tabs: "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", and "My Audits". Below the tabs are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout", along with a "SHOW HELP" button.

The main content area is titled "My Pre-Applications" and includes a "Back" button. Below the title is a search section with the following fields and controls:

- Pre-Applications Types: -- Select --
- Pre-Applications Name: [Text Input]
- Status: -- Select --
- Year: [Text Input]
- Buttons: SEARCH, CLEAR
- Export Results to: Screen
- Sort by: -- Select --
- GO button
- Number of Results: 1

A table displays the search results:

Document Type	Organization	Name	Current Status	Year
CBCF Pre-Application 2014	Community Correctional Center	CBCF-PA-2014-CCCCBCF-00007 (5)	Addendum Requires Signatures	2014

A large red arrow points to the "Name" column of the table, specifically to the link "CBCF-PA-2014-CCCCBCF-00007 (5)".

The Windows taskbar at the bottom shows the system tray with the date and time: 12:21 PM, 7/16/2013.

- Click the “View Forms” button to open your Pre-Application

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38092

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

OES Office of Criminal Justice Services

DEPARTMENT OF REHABILITATION AND CORRECTIONS OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2014 Menu

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2014	Community Correctional Center	Project Director	Addendum Requires Signatures	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Done Internet | Protected Mode: On 100% 12:22 PM 7/16/2013

- Select the link to the “Addendum Request” form

The screenshot shows a web browser window displaying the IntelliGrants application. The page title is "CBCF Pre-Application 2014 Menu - Forms". Below the title, there is a section for "Forms" with a table listing various forms. A red arrow points to the "Addendum Request" link in the table.

Status	Page Name	Note	Created By	Last Modified By
	Eligibility Amount		Kara Peterson 4/17/2013 2:12:55 PM	Kara Peterson 7/16/2013 11:55:44 AM
	Addendum Request			
Grant Agreement				
	Grant Agreement		Cathy Veroni 4/17/2013 4:25:38 PM	

- Scroll down to Section 3 of the form to view the amount BCS has approved as an addendum to your grant.

The screenshot displays the IntelliGrants web application in Microsoft Internet Explorer. The browser's address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?pgelID=23016&omniID=79156. The page title is "IntelliGrants - Document Page".

At the top right of the page, there are three buttons: "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS".

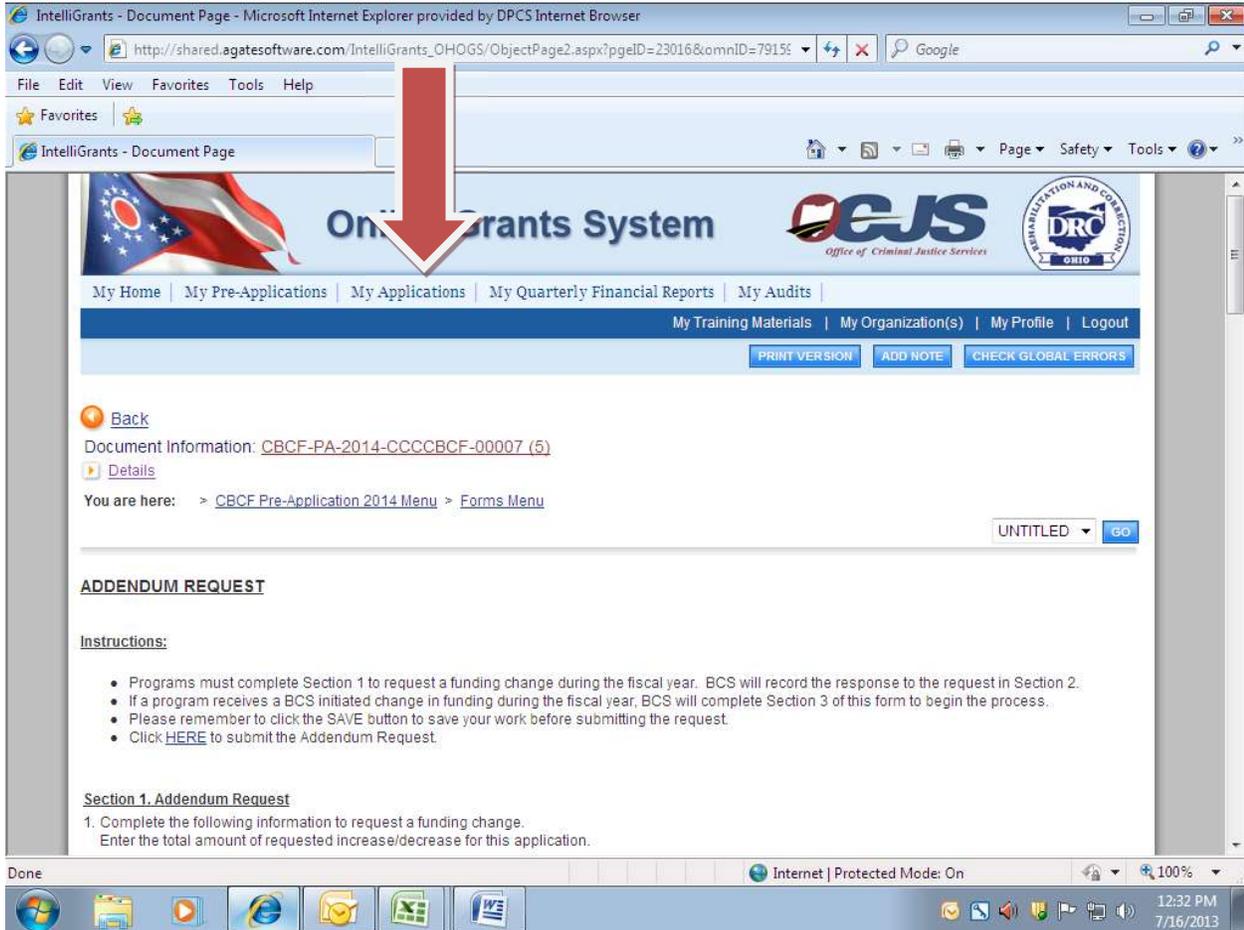
The main content area is divided into sections:

- BCS will complete this area once you have submitted your Addendum Request.**
Amount of Requested Revision Approved: [Empty text box]
BCS Notes: [Large empty text area with a "0 of 500" character count at the bottom]
- Section 3. Addendum Modifications**
BCS will complete this area if there are modifications in a grant during the fiscal year.
Amount of Funding to be Modified: [Text box containing "\$10,000.00"]
Explanation for modification in Grant Award
You are receiving an increase to your FY14 grant. The increase is for a 1.5% cost of living based on your Total Personnel Costs.
[Text area with "129 of 3000" character count at the bottom]

A red arrow points from the right side of the page towards the "Amount of Funding to be Modified" text box. A tooltip box labeled "Explanation for modification in Grant Award" is positioned over the bottom right corner of the explanation text area.

At the bottom of the page, there is a "Navigation Links" section. The Windows taskbar at the very bottom shows the system tray with the date and time: "12:29 PM 7/16/2013".

- Now that you have the amount of the addendum change, you can navigate to your grant application to make budget modifications.
- Click the link to “My Applications”



- Click the “Search” button

IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=4&NavItemID1=

File Edit View Favorites Tools Help

IntelliGrants - Main Menu

Online Grants System

OCS Office of Criminal Justice Services

DRC OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

My Applications

Use the search functionality below to find a specific Applications.

Search Applications

Applications Types -- Select --

Applications Name

-- Select --

Yes

SEARCH CLEAR

Top of the Page

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

Internet | Protected Mode: On

12:00 PM 7/16/2013

- Click the link to your current grant period application.

The screenshot shows the IntelliGrants web application interface. The browser title is "IntelliGrants - Main Menu - Microsoft Internet Explorer provided by DPCS Internet Browser". The address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Person2.aspx?NavItem1=4&NavItemID1:. The page has a navigation menu with items: My Home, My Pre-Applications, My Applications (selected), My Quarterly Financial Reports, My Audits, My Training Materials, My Organization(s), My Profile, and Logout. A "SHOW HELP" button is also present.

The main content area is titled "My Applications" and includes a "Back" link. Below the title, there is a search section with the following fields:

- Applications Types: -- Select --
- Applications Name: [Text Input]
- Status: -- Select --
- Year: [Text Input]

Buttons for "SEARCH" and "CLEAR" are located below these fields. Below the search fields, there are options for "Export Results to" (Screen) and "Sort by:" (-- Select --), with a "GO" button.

The search results show "Number of Results 1". A table displays the results:

Document Type	Organization	Name	Current Status	Year
CBCF Application 2014	Community Correctional Center	CBCF-App-2014-CCCCBCF-00004 (1)	Addendum In Process	2014

A large red arrow points to the "Name" column of the table, specifically to the link "CBCF-App-2014-CCCCBCF-00004 (1)".

The Windows taskbar at the bottom shows the system tray with the date and time: 12:01 PM 7/16/2013. The taskbar also displays icons for Internet Explorer, File Explorer, and other applications.

- You will see the status of your application listed as “Addendum in Process”.
- Click the “View Forms” button to open your application.

The screenshot shows a web browser window displaying the IntelliGrants application. The page title is "IntelliGrants - Document Menu". The URL is http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38093. The page features a header with the "Online Grants System" logo and the "OCJS Office of Criminal Justice Services" logo. Below the header is a navigation menu with links for "My Home", "My Pre-Applications", "My Applications", "My Quarterly Financial Reports", "My Audits", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" button is also present.

The main content area displays the "CBCF Application 2014 Menu". It includes a "Back" link and document information: "Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)" and "Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)". A "Details" link is also available.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2014	Community Correctional Center	Project Director	Addendum In Process	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

Below the table, there is a section titled "View, Edit and Complete Forms" with a "VIEW FORMS" button. A red arrow points to this button. The text below the button reads: "Select the View Form below to view, edit and complete forms."

The browser's taskbar at the bottom shows the system tray with the date and time: 12:02 PM 7/16/2013.

- You may open and modify the budget pages and make any changes you choose to indicate the modifications to the budget based on the addendum increase amount.
- Once you have completed your budget modifications, click the link to the application to return to the Application Menu.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38093

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

Online Grants System

OCJS Office of Criminal Justice Services

DEPARTMENT OF REHABILITATION AND CORRECTIONS OHIO

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Application 2014 Menu - Forms

Please complete all required forms below.

Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)

Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application Forms				
	General Description of Services		Cathy Veroni 4/17/2013 2:15:54 PM	
Residential				
	General Program Description 1		Cathy Veroni 4/17/2013 2:16:12 PM	

Internet | Protected Mode: On

12:10 PM 7/16/2013

- Scroll down the menu and click the “View Status Options” button.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

SHOW HELP

BACK

CBCF Application 2014 Menu

Document Information: [CBCF-App-2014-CCCCBCF-00004 \(1\)](#)
Parent Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2014	Community Correctional Center	Project Director	Addendum In Process	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

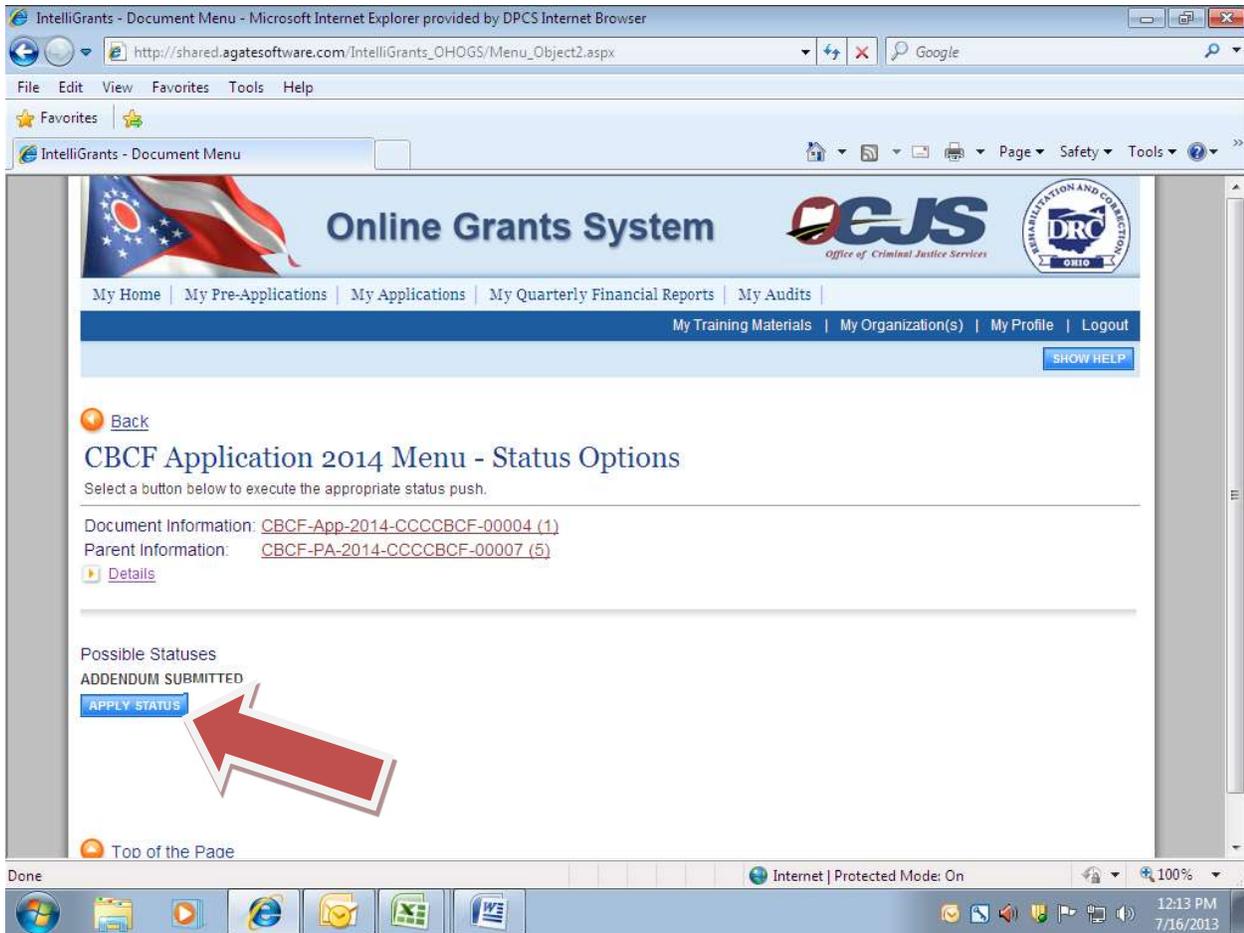
View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Access Management Tools

Internet | Protected Mode: On 100% 12:12 PM 7/16/2013

- To submit the modified application, click the “Apply Status” button.



- IntelliGrants will email a notification to the grantee indicating your modified application has been successfully submitted and is under review with BCS grant staff.
- If your application requires modification BCS staff will return it according to the same process as when applications were initially submitted and required changes.
- If no modifications are required or when all modifications have been approved, IntelliGrants will send the grantee an email notification indicating the addendum is available for signature in the Pre-Application.

- Navigate to your current grant period pre-application and click the link to “CBCF Addendum Agreement”.

The screenshot shows a web browser window with the URL http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?NavItem1=2. The page title is "CBCF Pre-Application 2014 Menu - Forms". Below the title, it says "Please complete all required forms below." and "Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)". There is a "Details" link. A "Forms" section contains a table with the following data:

Status	Page Name	Note	Created By	Last Modified By
	Eligibility Amount		Kara Peterson 4/17/2013 2:12:55 PM	Kara Peterson 7/16/2013 11:55:44 AM
	Addendum Request (6)			
Grant Agreement				
	Grant Agreement		Cathy Veroni 4/17/2013 4:25:38 PM	
CBCF Approval Letter				
	CBCF Approval Letter			
CBCF Addendum Agreement				
	CBCF Addendum Agreement			

A red arrow points to the "CBCF Addendum Agreement" link in the table. The browser's taskbar shows the time as 12:35 PM on 7/16/2013.

- Click the link to “CBCF Addendum Agreement” to download and print a copy of the addendum.
- Obtain the required signatures on the addendum before returning to the Pre-Application.

IntelliGrants - Document Page - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/ObjectPage2.aspx?omnid=79486&pgelD=2310:

File Edit View Favorites Tools Help

IntelliGrants - Document Page

Page Safety Tools

Online Grants System

OCJS Office of Criminal Justice Services

DRC REHABILITATION AND CORRECTION PROGRAM

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SAVE ADD ADD NOTE CHECK GLOBAL ERRORS

Back

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

[Details](#)

You are here: > [CBCF Pre-Application 2014 Menu](#) > [Forms Menu](#)

1 GO

CBCF ADDENDUM AGREEMENT

Click the link below to download [CBCF Addendum Agreement](#)

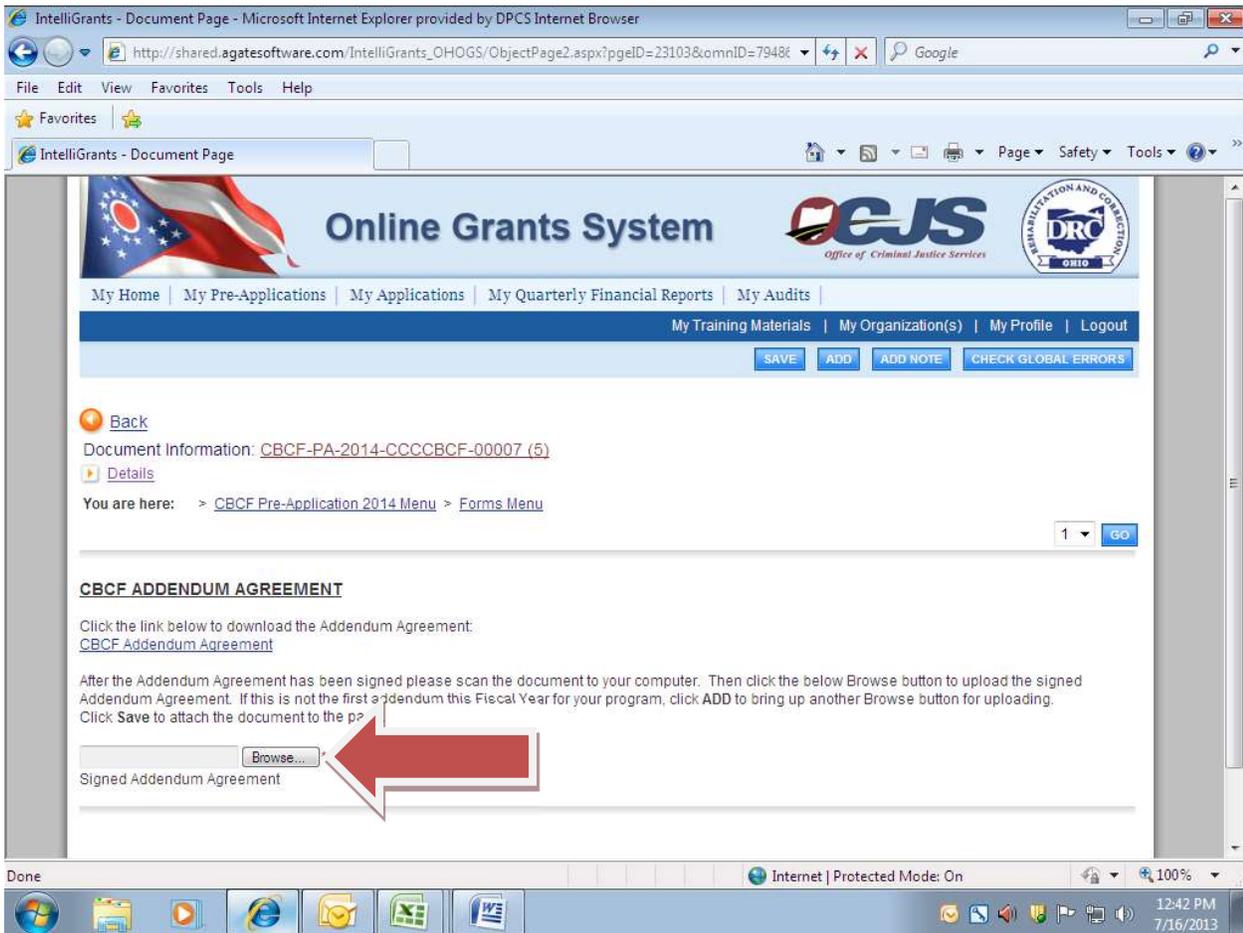
After the Addendum Agreement has been signed please scan the document to your computer. Then click the below Browse button to upload the signed Addendum Agreement. If this is not the first addendum this Fiscal Year for your program, click ADD to bring up another Browse button for uploading. Click Save to attach the document to the page.

Browse...

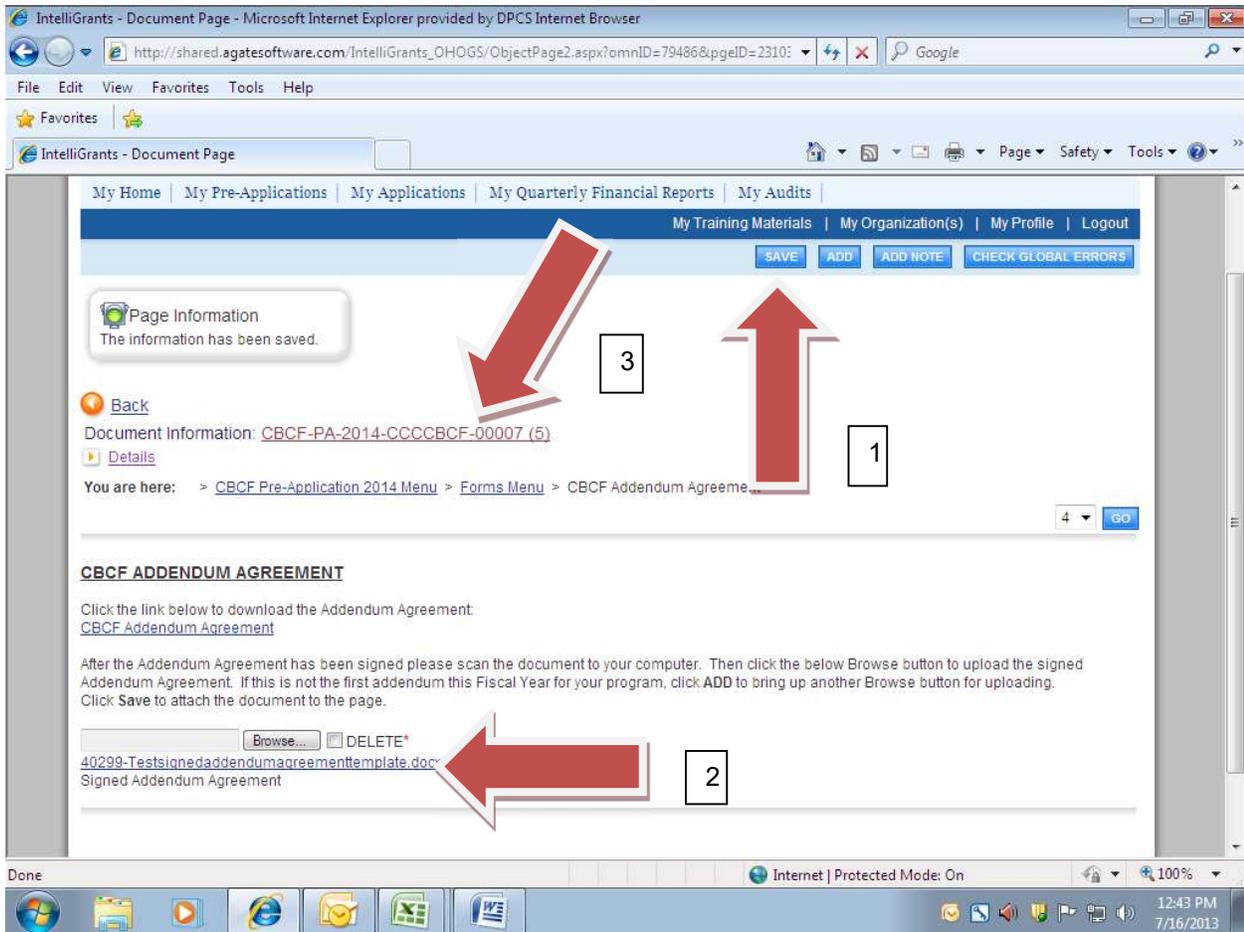
Signed Addendum Agreement

Done Internet | Protected Mode: On 100% 12:38 PM 7/16/2013

- Save a copy of the signed addendum agreement to your computer.
- Navigate to your current grant period “Pre-Application” and click the link to “CBCF Addendum Agreement”.
- Click the “Browse” button to search for the signed addendum on your computer.



- Once you have located the signed addendum on your computer, click the “Save” button to upload it to IntelliGrants.
- Click the link to the saved addendum to ensure it properly uploaded.
- Click the “Document Information” link to go to the Pre-Application document to change the status and submit the signed addendum.



- Click the “View Status Options” button.

IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser

http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx

File Edit View Favorites Tools Help

IntelliGrants - Document Menu

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

CBCF Pre-Application 2014 Menu

Document Information: [CBCF-PA-2014-CCCCBCF-00007 \(5\)](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Pre-Application 2014	Community Correctional Center	Project Director	Addendum Requires Signatures	07/01/2013 - 06/30/2014 05/31/2013 11:59PM EST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Change the Status

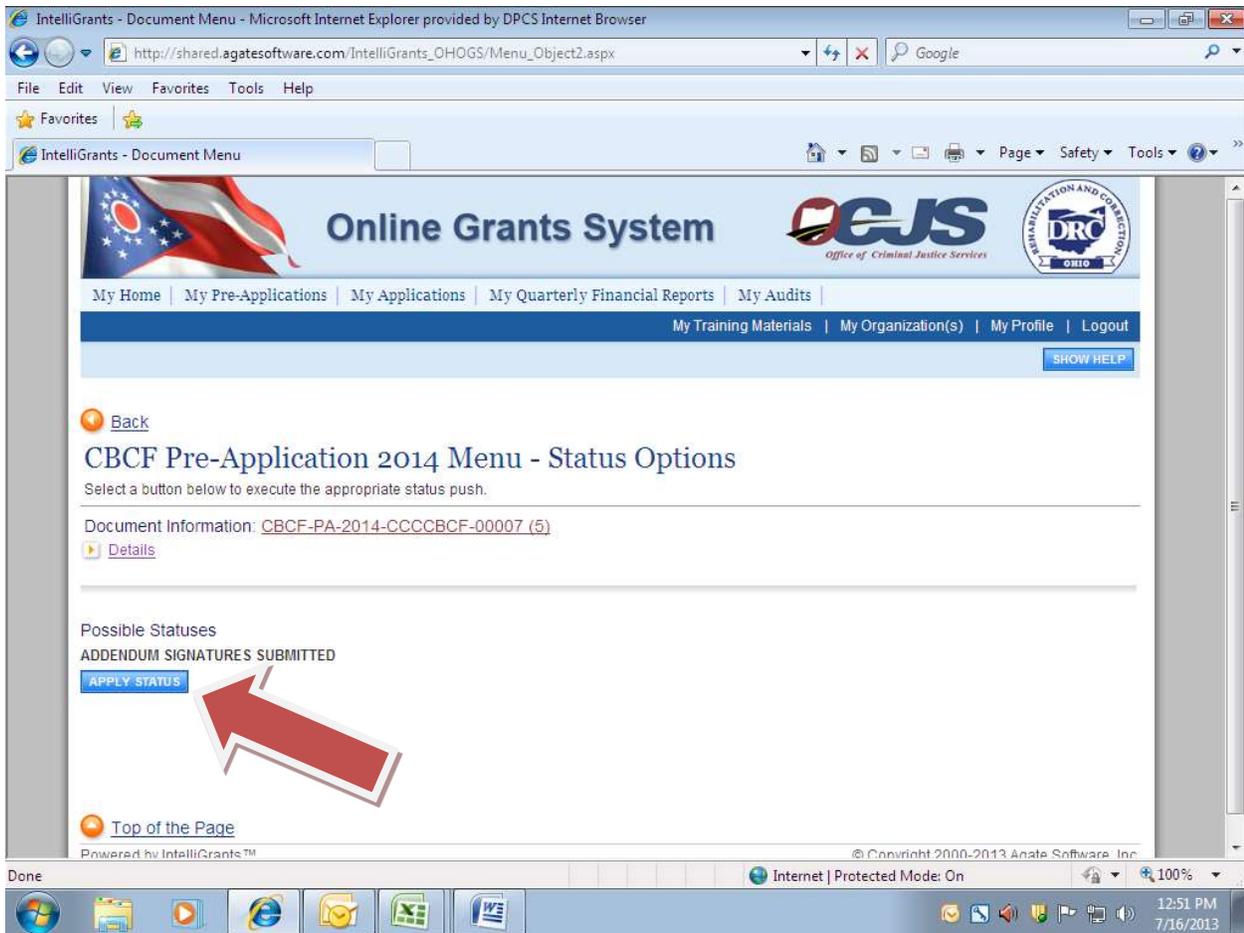
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

Internet | Protected Mode: On

12:50 PM
7/16/2013

- Click the “Apply Status” button to submit the signed addendum.



- Once the addendum has been approved in IntelliGrants by the BCS Chief and DPCS Deputy Director, the grantee will receive an email notification indicating the addendum has been approved. A grant addendum approval letter will be created in your grant period Pre-Application. You may view it, download it or print it, by navigating to your current grant period Pre-Application and clicking the link to “Addendum Approval Letter”.

QUARTERLY FINANCIAL REPORTS

- A. Grantee must maintain accurate and legible accounting records to prepare Financial Reports.
- B. All income and expenditures must be supported with highlighted documentation to provide a clear audit trail for every financial transaction.
- C. Revenue received from other sources must not be co-mingled with CBCF grant funds. Grant funds from DRC should be readily identifiable and audited independently.
- D. Grantee shall provide a sampling of highlighted receipts for at least one quarter during the grant period upon request from BCS grant staff. BCS grant staff will conduct a review of the receipts either remotely or on-site at the CBCF facility.
- E. Quarterly Financial Report.
 - Financial Reports must be prepared separately for each CBCF funded grant.
 - The Project Director or authorized official must review and submit the Quarterly Financial Report. This serves a dual purpose of attesting to the report's accuracy and informing the Project Director of the program's financial status.
 - Financial Reports must be submitted within 30 days following the end of the quarter via IntelliGrants. Grantees must upload supporting documentation, such as copies of transaction reports and/or county cash reports at the end of each quarter with the Financial Report.
 - The fund cash balance of the financial report must be completed each quarter.
 - Cash balances must be reconciled with the county auditor records and non-profit entities monthly. BCS grant staff will verify cash balances are accurate through review of each quarterly financial report to include county records. Documentation of this review will be made via a note on the quarterly financial report within IntelliGrants.
 - Discrepancies must be researched, and errors corrected in the following month.
 - All differences must be documented in notes on the quarterly financial report within IntelliGrants and maintained with the financial reports for future audits.
 - Total grant funds reported in each cost category of the financial reports must equal the amounts that are reflected in the most recently approved or amended budget.
 - After all encumbrances have been paid by September 30th of the following grant period, grantees will submit a final Year-End Reconciliation financial report. These reports are due no later than October 15th of the following grant period and must be submitted to the Bureau of Community Sanctions. (Note: There should be no unpaid obligations or encumbrances on the final report.) Grantees shall submit copies of transaction reports and county cash reports to the Bureau of Community Sanctions with the final year-end report.

F. Cash Reserve Account

- The grantee shall request permission from BCS before expending funds from their Cash Reserve account.
- Reserve accounts shall not exceed 1/24th of the total grant award.
- BCS Grant staff shall verify the CBCF Cash reserve account balance through the review and approval of the “Year End Reconciliation” report **which details the entire grant cycle/period**. This verification will include a review of the grant award amount, receipts and other supporting documentation submitted by the CBCF. Documentation of this review will be made via a note on the “Year End Reconciliation” report within IntelliGrants.

Initiating a Quarterly Financial Report

- Go to the Application Menu.
- Click Examine Related Items/View Related Items button

The screenshot displays the IntelliGrants web application interface. The browser window title is "IntelliGrants - Document Menu - Microsoft Internet Explorer provided by DPCS Internet Browser". The address bar shows the URL: http://shared.agatesoftware.com/IntelliGrants_OHOGS/Menu_Object2.aspx?objID=38094. The page content includes a "Back" link, a "SHOW HELP" button, and the heading "CBCF Application 2014 Menu". Below this, there is "Document Information" and "Parent Information" sections. A table provides details about the application:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CBCF Application 2014	Franklin County	Project Director	Grant Awarded	07/01/2013 - 06/30/2014 05/31/2022 11:59PM EST

Below the table, there are four main sections, each with a "VIEW" button:

- View, Edit and Complete Forms**: Select the **View Forms** button below to view, edit, and complete forms. (VIEW FORMS)
- Change the Status**: Select the **View Status Options** button below to perform actions such as submitting applications or request modifications. (VIEW STATUS OPTIONS)
- Access Management Tools**: Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history. (VIEW MANAGEMENT TOOLS)
- Examine Related Items**: Select the **View Related Items** button below to view related items such as claims, messages, etc. (VIEW RELATED ITEMS)

A red arrow points to the "VIEW RELATED ITEMS" button in the "Examine Related Items" section. The Windows taskbar at the bottom shows the system tray with the date and time: 1:52 PM, 7/22/2013.

- Click Initiate a Quarterly Report, then click "I Agree".

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

Back

CBCF Application 2014 Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [CBCF-App-2014-FRANKCO-00005](#)
 Parent Information: [CBCF-PA-2014-FRANKCO-00001 \(1\)](#)
[Details](#)

Related Documents

Sort search results by: --Select--

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
DRC - CBCF Quarter 1 Fiscal Report 2014	Initiate a/an DRC - CBCF Quarter 1 Fiscal Report 2014				
DRC - CBCF Quarter 2 Fiscal Report 2014	Initiate a/an DRC - CBCF Quarter 2 Fiscal Report 2014				
DRC - CBCF Quarter 3 Fiscal Report 2014	Initiate a/an DRC - CBCF Quarter 3 Fiscal Report 2014				
DRC - CBCF Quarter 4 Fiscal Report 2014	Initiate a/an DRC - CBCF Quarter 4 Fiscal Report 2014				
DRC - CBCF Year End Reconciliation 2014	Initiate a/an DRC - CBCF Year End Reconciliation 2014				
CBCF Pre-Application 2014	CBCF-PA-2014-FRANKCO-00001	Addendum Pending Application Approval	07/01/2013 - 06/30/2014 N/A	Steve Russell 4/3/2013 10:41:52 AM	christopher gall 7/19/2013 3:23:26 PM

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

Agreement

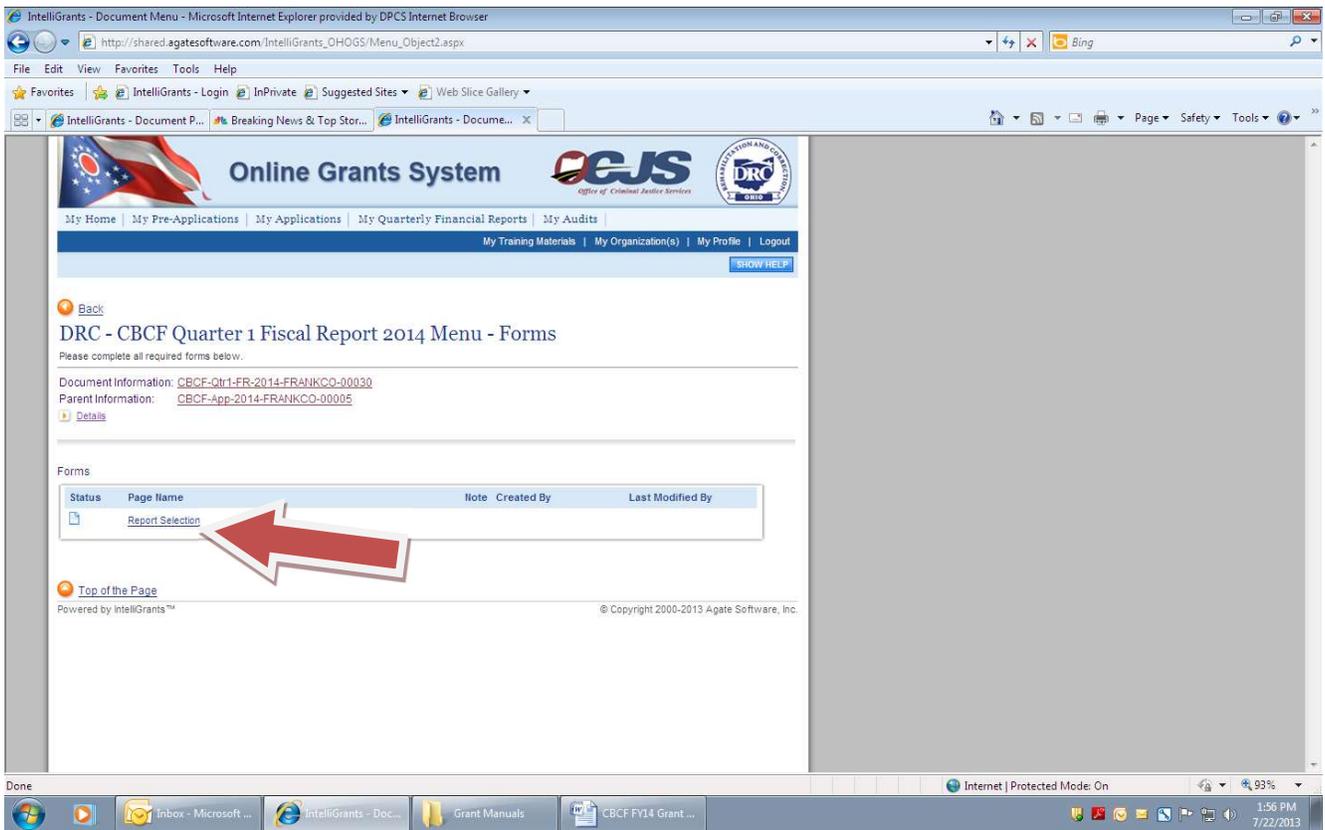
Please make a selection below to continue.

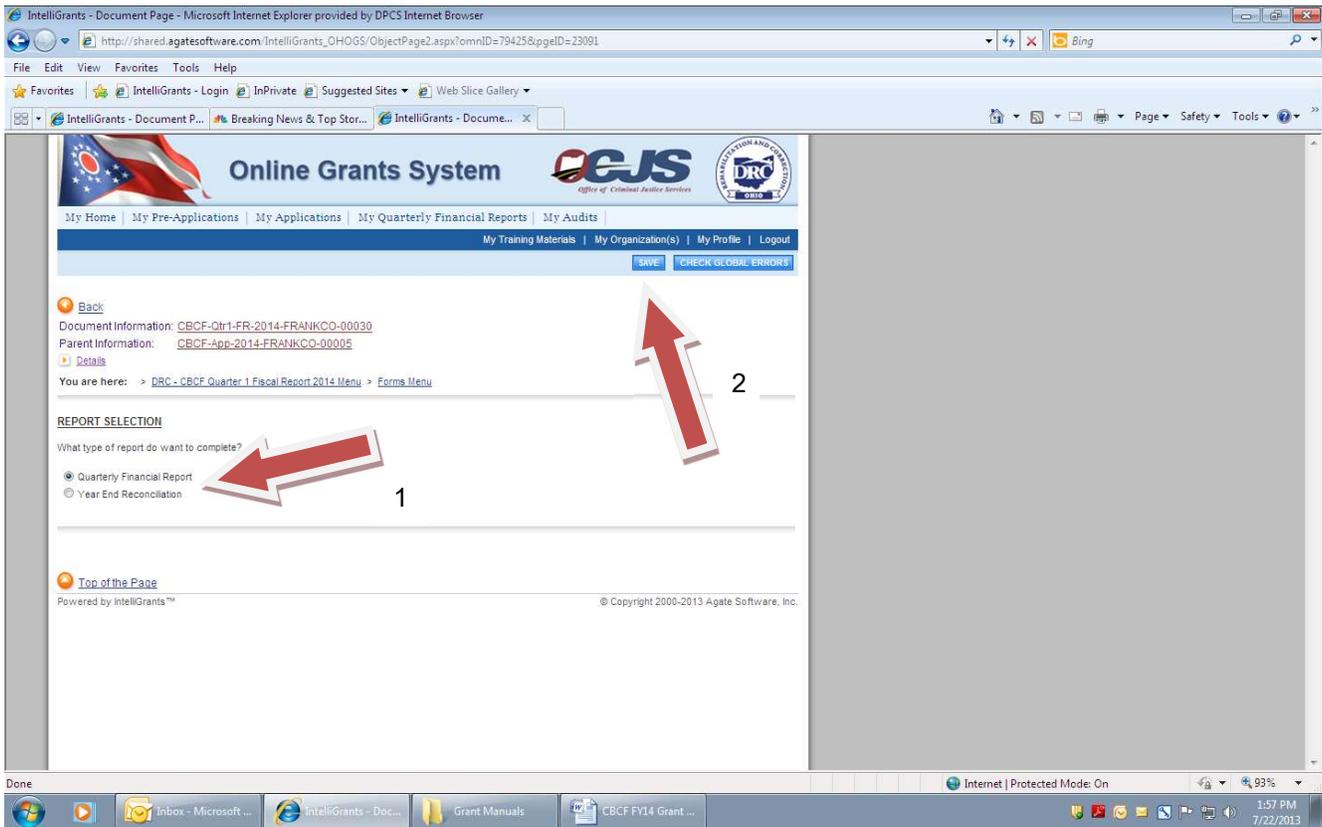
Are you sure you want to initiate a Quarterly Fiscal Report?

Powered by IntelliGrants™

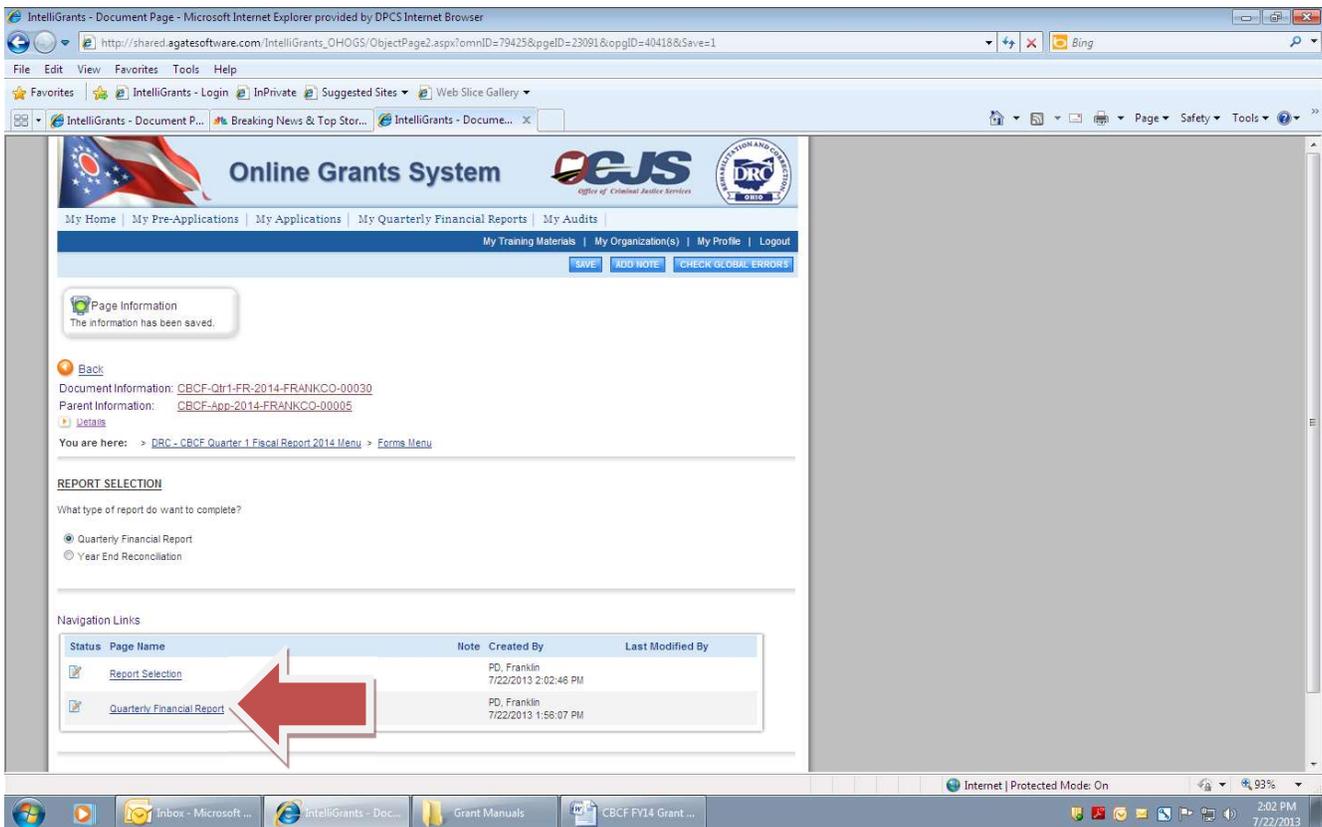
© Copyright 2000-2013 Agate Software, Inc.

- Click View, Edit and Complete Forms/View Forms button
- Click “Report Selection” link and select the “Quarterly Report button”. Click the Save button.





- Click the “Quarterly Financial” Report link to complete the report.



A. Expenditure Illustration: All blue boxes must be completed by the grantee. If there is no expense for a field, enter '0'.

Quarters One to Seven:

Cost Category	Total Grant Funds Approved	Expenditures This Quarter	Expenditures Year-to-Date	Remaining Balance Year-to-Date
Personnel Expenses				
Total Personnel Wages	\$3,872,139.00	\$450,843.64	\$450,843.64	\$3,421,295.36
Fringe Benefits	\$2,475,545.00	\$232,063.44	\$232,063.44	\$2,243,481.56
Total Personnel Expenses	\$6,347,684.00	\$682,907.08	\$682,907.08	\$5,664,776.92
General Operating Expenses				
Administration	\$97,220.00	\$302.50	\$302.50	\$96,917.50
Communications	\$25,841.00	\$1,807.34	\$1,807.34	\$24,033.66
Advertising/Printing	\$3,000.00	\$0	\$0	\$3,000.00
Rentals	\$3,540.00	\$322.98	\$322.98	\$3,217.02
Utilities	\$312,224.00	\$24,166.54	\$24,166.54	\$288,057.46
Supplies	\$566,148.00	\$20,521.24	\$20,521.24	\$545,626.76
Maintenance and Repairs	\$154,955.00	\$3,369.12	\$3,369.12	\$151,585.88
Program Transportation	\$10,668.00	\$1,331.66	\$1,331.66	\$9,336.34
Staff Recruitment/Retention/Training	\$15,900.00	\$1,590.00	\$1,590.00	\$14,310.00
Total General Operating Expenses	\$1,189,496.00	\$53,411.38	\$53,411.38	\$1,136,084.62
Program Expenses				
Medical Services	\$213,043.00	\$18,625.54	\$18,625.54	\$194,417.46
Counseling	\$2,000.00	\$0	\$0	\$2,000.00
Program Materials	\$0	\$0	\$0	\$0
Educational/Vocational Materials	\$93,000.00	\$242.01	\$242.01	\$92,757.99
Assessments	\$6,000.00	\$0	\$0	\$6,000.00
Public Transportation	\$0	\$0	\$0	\$0
Offender Drug Testing	\$73,598.00	\$8,131.50	\$8,131.50	\$65,466.50
Total Program Expenses	\$387,641.00	\$26,999.05	\$26,999.05	\$360,641.95
Equipment	\$28,000.00	\$0	\$0	\$28,000.00
Total Costs	\$7,952,821.00	\$763,317.51	\$763,317.51	\$7,189,503.49

Descriptions:

- **Total Costs** The most current approved budget, "Total Eligible Amount" on the Pre-application page. (Grant Period=2 Years) (Auto-populates).
- **Expenditures This Quarter:** Grantees shall enter the current quarter's actual expenditures for each cost category from the fiscal records after reconciliation with the county auditor's records. Supporting documentation must be submitted and should include copies of transaction reports and county auditor's records. (Expenditures shall not exceed the approved grant amount in a cost category in any quarterly report with the exception of the "Personnel Expense Category" in the "Year End Reconciliation Report" **which details the entire grant cycle/period** (Blue Data Entry Box).

- **Expenditures Year-to-Date**= The approved cumulative quarterly financial expenditures for the current grant period. (Auto-populates).
- **Remaining Balance Year-to-Date**= The Total Grant Funds Approved minus the total Expenditures Year-to-Date. (Auto-populates).

Quarter 8:

Cost Category	Total Grant Funds Approved	Expenditures This Quarter	Expenditures Year-to-Date	Remaining Balance Year-to-Date	Unpaid Obligations/ Encumbrances
Personnel Expenses					
Total Personnel Wages	\$1,120,480.00	\$140,000.00	\$1,120,000.00	\$480.00	\$0
Fringe Benefits	\$120.00	\$15.00	\$120.00	\$0	\$0
Total Personnel Expenses	\$1,120,600.00	\$140,015.00	\$1,120,120.00	\$480.00	\$0
General Operating Expenses					
Administration	\$2,000,000.00	\$225,000.00	\$2,000,000.00	\$0	\$0
Communications	\$999.00	\$124.00	\$999.00	\$0	\$0
Advertising/Printing	\$999.00	\$124.00	\$999.00	\$0	\$0
Rentals	\$999.00	\$124.00	\$999.00	\$0	\$0
Utilities	\$999.00	\$124.00	\$999.00	\$0	\$0
Supplies	\$999.00	\$124.00	\$999.00	\$0	\$0
Maintenance and Repairs	\$999.00	\$124.00	\$999.00	\$0	\$0
Program Transportation	\$999.00	\$124.00	\$999.00	\$0	\$0
Staff Recruitment/Retention/Training	\$999.00	\$124.00	\$999.00	\$0	\$0
Total General Operating Expenses	\$2,007,992.00	\$225,992.00	\$2,007,992.00	\$0	\$0
Program Expenses					
Medical Services	\$40,000.00	\$5,000.00	\$40,000.00	\$0	\$0
Counseling	\$999.00	\$124.00	\$999.00	\$0	\$0
Program Materials	\$9,999.00	\$2,399.00	\$9,999.00	\$0	\$0
Educational/Vocational Materials	\$999.00	\$124.00	\$999.00	\$0	\$0
Assessments	\$999.00	\$124.00	\$999.00	\$0	\$0
Public Transportation	\$999.00	\$124.00	\$999.00	\$0	\$0
Offender Drug Testing	\$999.00	\$124.00	\$999.00	\$0	\$0
Total Program Expenses	\$54,994.00	\$8,019.00	\$54,994.00	\$0	\$0
Equipment	\$5,339,400.00	\$100,000.00	\$4,084,000.00	\$1,255,400.00	\$500,000.00
Total Costs	\$8,522,986.00	\$474,026.00	\$7,267,106.00	\$1,255,880.00	\$500,000.00

Descriptions:

- **Total Costs** The most current approved budget, "Total Eligible Amount" on the Pre-application page. (Grant Period=2 Years) (Auto-populates).
- **Expenditures This Quarter:** Grantees shall enter the current quarter's actual expenditures for each cost category from the fiscal records after reconciliation with the county auditor's records. Supporting documentation must be submitted and should include copies of transaction reports and county auditor's records. (Expenditures shall not exceed the approved grant amount in a cost category in any quarterly report with the exception of the "Personnel Expense Category" in the "Year

End Reconciliation Report” (AKA “Year End Report”). (Blue Data Entry Box).

- **Expenditures Year-to-Date**= The approved cumulative quarterly financial expenditures for the current grant period. (Auto-populates).
- **Remaining Balance Year-to-Date**= The Total Grant Funds Approved minus the total Expenditures Year-to-Date. (Auto-populates).
- **Unpaid Obligations/Encumbrances**: 8th Quarter only. Grantees shall, enter the amount of expenditures obligated as of the 8th quarter that are through encumbrances and/or projected salary expenses for the remainder of the grant period for each cost category. Grantees must utilize actual expenses and may not simply copy the total from the “Remaining Balance Year-to-Date”. (Blue Data Entry Box).

Year-End Report: (Details the Entire Grant Cycle/Period):

Cost Category	Total Grant Funds Approved	Encumbered Expenditures (From 7/1 to 9/30)	Expenditures Year-to-Date	Remaining Balance Year-to-Date
Personnel Expenses				
Total Personnel Wages	\$1,120,480.00	\$480.00 *	\$1,120,480.00	\$0
Fringe Benefits	\$120.00	\$0 *	\$120.00	\$0
Total Personnel Expenses	\$1,120,600.00	\$480.00	\$1,120,600.00	\$0
General Operating Expenses				
Administration	\$2,000,000.00	\$0 *	\$2,000,000.00	\$0
Communications	\$999.00	\$0 *	\$999.00	\$0
Advertising/Printing	\$999.00	\$0 *	\$999.00	\$0
Rentals	\$999.00	\$0.00 x *	\$999.00	\$0
Utilities	\$999.00	\$0 *	\$999.00	\$0
Supplies	\$999.00	\$0 *	\$999.00	\$0
Maintenance and Repairs	\$999.00	\$0 *	\$999.00	\$0
Program Transportation	\$999.00	\$0 *	\$999.00	\$0
Staff Recruitment/Retention/Training	\$999.00	\$0 *	\$999.00	\$0
Total General Operating Expenses	\$2,007,992.00	\$0	\$2,007,992.00	\$0
Program Expenses				
Medical Services	\$40,000.00	\$0 *	\$40,000.00	\$0
Counseling	\$999.00	\$0 *	\$999.00	\$0
Program Materials	\$9,999.00	\$0 *	\$9,999.00	\$0
Educational/Vocational Materials	\$999.00	\$0 *	\$999.00	\$0
Assessments	\$999.00	\$0 *	\$999.00	\$0
Public Transportation	\$999.00	\$0 *	\$999.00	\$0
Offender Drug Testing	\$999.00	\$0 *	\$999.00	\$0
Total Program Expenses	\$54,994.00	\$0	\$54,994.00	\$0
Equipment	\$5,339,400.00	\$255,400.00 *	\$4,339,400.00	\$1,000,000.00
Total Costs	\$8,522,986.00	\$255,880.00	\$7,522,986.00	\$8,522,986.00

Descriptions:

- **Total Costs** The most current approved budget, “Total Eligible Amount” on the Pre-application page. (Grant Period=2 Years) (Auto-populates).
- **Encumbered Expenditures (From 7-1 to 9-30):** Grantees shall enter the actual expenditures from 7-1 to 9-30 for each cost category from the fiscal records after reconciliation with the county auditor’s records. Supporting documentation must be submitted and should include copies of transaction reports and county auditor’s records. (Expenditures shall not exceed the approved grant amount in a cost category in any quarterly report with the exception of the “Personnel Expense Category” in the “Year

In the “Personnel Expense Category” on the “Year End Reconciliation Report” grantees may exceed the “Total Grant Funds Approved” amount by up to 3% of the total category as long as this does not cause the Grantee’s expenses to exceed the “Total Grant Funds Approved” for the entire grant for the grant period. The Personnel expense category is the ONLY category on the Year End Report in which the Grantee may exceed the budgeted total. If the grantee exceeds the budgeted grant amount in the Personnel expense category on the “Year End Report”, it will indicate a negative balance for the category.

- **Expenditures Year-to-Date**= The approved cumulative quarterly financial expenditures for the current grant period. (Auto-populates).
- **Remaining Balance Year-to-Date**= The Total Grant Funds Approved minus the total Expenditures Year-to-Date. (Auto-populates).

B. Quarterly Cash Flow Illustration:

All blue boxes must be completed by the grantee. If there is no expense for a field, enter '0'.

Quarter One:

1st Quarter Cash Flow		Quarterly Total		Year-to-Date Totals
Total Balance			\$315,816.89	
	Cash Reserve	\$286,046.01		
	Unspent Funds Prior Years	\$29,770.88		
	Receipts	\$925,218.75*		\$925,218.75
	Receipt Adjustment	\$0*		\$0
Total Receipts (including Adjustments)			\$925,218.75	\$925,218.75
Total Cash			\$1,241,035.64	
	Expenditures		\$763,317.51	
	Cash Reserve Payment	\$0*		
	Unspent Funds Payment	\$0*		
Total Cash Balance			\$477,718.13	
	Grant Funds Available			\$161,901.24

- **Total Balances**= “Cash Reserve” + “Unspent Funds Prior Years” from the previous grant period’s “Year End Report. (Auto-populates).
- **Cash Reserve**= Value from the previous grant period’s “Year End Report” entered by the grantee in the current grant period. (Blue Data Entry Box)
- **Unspent Funds Prior Years**= Value from the previous grant period’s “Year End Report” entered by the grantee in the current grant period. (Blue Data Entry Box)
- **Receipts (Quarterly)** = Funds received during the quarter entered by the grantee. (Blue Data Entry Box)
- **Receipts (YTD)** = Total funds received during the grant period. (Auto-populates).
- **Receipt Adjustments**= Adjustment increasing/decreasing the grant award total during the quarter entered by the grantee. (Blue Data Entry Box)
- **Total Receipts Including Adjustments (Quarterly)**= “Receipts” + “Receipt Adjustments” (Auto-populates).
- **Total Receipts Including Adjustments (YTD)**= Total of all “Receipts” + “Receipt Adjustments” during the grant period. (Auto-populates).
- **Total Cash**= “Total Balance” + “Total Receipts” (Auto-populates).
- **Expenditures**= “Total Costs” of all Expenditures. (Auto-populates).

- **Cash Reserve Payment**= Any cash reserve payment returned to the grantor. (Blue Data Entry Box)
- **Unspent Funds Payment**= Any unspent payment returned to the grantor from the previous grant period. (Blue Data Entry Box)
- **Total Cash Balance**= “Total Balance” + “Receipts” – “Expenditures”, and any “Cash Reserve” or “Unspent Funds Payments”. (Auto-populates).
- **Grant Funds Available**= “Receipts YTD”- “Expenditures YTD”. (Auto-populates).

Quarters Two-Eight:

2nd Quarter Cash Flow		Quarterly Total		Year-to-Date Totals
Total Balance (includes Grant Funds Available from prior Quarter, Cash Reserve, and Unspent Funds)			\$477,718.13	
	Cash Reserve		\$286,046.01	
	Unspent Funds Prior Years		\$29,770.88	
	Receipts	\$1,000,696.00		\$1,925,914.75
	Receipt Adjustment	\$0		\$0
Total Receipts (including Adjustments)			\$1,000,696.00	\$1,925,914.75
Total Cash			\$1,478,414.13	
	Expenditures		\$852,461.22	
	Cash Reserve Payment	\$0		
	Unspent Funds Payment	\$0		
Total Cash Balance			\$625,952.91	
	Grant Funds Available			\$310,136.02

- **Total Balance**= “Grant Funds Available” from prior quarter + “Cash Reserve” + “Unspent Funds”. (Auto-populates).
- **Cash Reserve**= Value from Quarter One “Cash Reserve” as entered by the grantee in the current grant period. Value is only updated if the grantee makes a payment during the grant period. (Auto-populates).
- **Unspent Funds Prior Years**= Value from Quarter One “Unspent Funds” as entered by the grantee in the current grant period. Value is only updated if the grantee makes a payment during the grant period. (Auto-populates).
- **Receipts (Quarterly)**= Funds received during the quarter entered by the grantee. (Blue Data Entry Box)
- **Receipts (YTD)**= Total funds received during the grant period. (Auto-populates).
- **Receipt Adjustments**= Adjustment increasing/decreasing the grant award total during the quarter

entered by the grantee. (Blue Data Entry Box)

- **Total Receipts Including Adjustments (Quarterly)**= “Receipts” + “Receipt Adjustments” (Auto-populates).
- **Total Receipts Including Adjustments (YTD)**= Total of all “Receipts” + “Receipt Adjustments” during the grant period. (Auto-populates).
- **Total Cash**= “Total Balance” + “Total Receipts” (Auto-populates).
- **Expenditures**= “Total Costs” of all Expenditures. (Auto-populates).
- **Cash Reserve Payment**= Any cash reserve payment returned to the grantor. (Blue Data Entry Box)
- **Unspent Funds Payment**= Any unspent payment returned to the grantor from the previous grant period. (Blue Data Entry Box)
- **Total Cash Balance**= “Total Balance” + “Receipts” – “Expenditures”, and any “Cash Reserve” or “Unspent Funds Payments”. (Auto-populates).
- **Grant Funds Available**= “Receipts YTD”- “Expenditures YTD”. (Auto-populates).

Year-End Report: (Details the Entire Grant Cycle/Period):

Year End Reconciliation		
Total Balance at Beginning of Grant Cycle	\$1,000,000.00	
Receipts		
Receipts	\$8,522,986.00	
Receipt Adjustments	\$0	
Total Receipts (including Adjustments)	\$8,522,986.00	
Expenditures		
Expenditures	\$7,522,986.00	
Cash Reserve Payment	\$0	
Unspent Funds Payment	\$0	
Total Cash Paid Out	\$7,522,986.00	
Cash Balance End of Grant Cycle		\$2,000,000.00
Cash Reserve Cap		\$355,124.00
Balance to be Returned to State		\$1,644,876.00

- **Total Balance at Beginning of Grant Cycle/Period**= “Total Balance” from Quarter 1 Fiscal Report (Auto-populates).
- **Receipts** = “Funds Year to Date” from the Quarter 8 Fiscal Report. (Auto-populates).

- **Receipt Adjustments**= “Receipt Adjustments” Year to Date” from the Quarter 8 Fiscal Report. (Auto-populates).
- **Total Receipts Including Adjustments**= “Total Receipts” Year to Date” from the Quarter 8 Fiscal Report. (Auto-populates).
- **Expenditures**= Sum of “Expenditures” Year-to-Date. (Auto-populates).
- **Cash Reserve Payment**= Sum of “Cash Reserve Payments” returned to the grantor. (Auto-populates).
- **Unspent Funds Payment**= Sum of “Unspent Funds Payments” returned to the grantor from the previous grant period. (Auto-populates).
- **Total Cash Paid Out**= "Expenditures this Year" +/- any "Cash Reserve Payments" and/or "Unspent Funds Payments". (Auto-populates).
- **Cash Balance at the End of the Grant Cycle/Period**= "Total Balance at Beginning of Grant Cycle/Period" + "Total Receipts" - "Total Cash Paid Out". (Auto-populates).
- **Cash Reserve Cap**= Must be less than or equal to “Cash Reserve” value from 1st quarter report - sum of all “Cash Reserve Payments” from the Grant Cycle/Period. The amount retained may be up to but cannot exceed 1/24th of the total grant award. (Blue Data Entry Box)
- **Balance to be Returned to the State**= “Total Balance at Beginning of Grant Cycle/Period” + “Total Receipts Including Adjustments” – “Total Cash Paid Out”- “Cash Reserve Cap”. (Auto-populates). An invoice will be generated for the balance to be returned to the state. 70% of the amount owed back to the state will be invoiced in the first year. At the conclusion of the Ohio State Auditor’s audit the remaining balance will be invoiced by BCS Grant staff via the “final invoice required” status within Intelligrants. All communication between BCS Grant staff and grantees regarding invoiced funds will be documented via notes in Intelligrants. Checks must be made payable to the **Treasurer, State of Ohio** and mailed to the Ohio Department of Rehabilitation and Correction. Attention: Bureau of Community Sanctions, 4545 Fisher Road, Columbus, Suite “D”, Ohio 43228

C. Uploading supporting documentation

- Grantees must upload supporting documentation, such as copies of transaction reports and/or county cash reports at the end of each quarter with the financial report. This is important so that BCS can verify the reported expenditures.
- Click Browse and upload the applicable documentation for the supporting documentation. Click the save button

The screenshot shows the IntelliGrants web application interface. At the top, there is a navigation bar with buttons for 'SAVE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. Below this is a table with financial data:

Receipts this Quarter		\$2,157.40
Receipt Adjustment		
Total Receipts this Quarter		\$2,157.40
Total Cash This Quarter		\$2,157.40
Expenditures this Quarter		\$0
Cash Reserve Payment		
Unspent Funds Payment	2	
Total Cash Balance End of Quarter		\$2,157.40
Current Year Grant Dollars Unspent		\$2,157.40

Below the table, a note states: "*The section in green above is for informational purposes only, the number does not affect the cash balance totals." Below this is a section for uploading supporting documentation, with a 'Browse...' button highlighted by a red arrow labeled '1'. A 'Receipt Adjustment Justification' text area is also visible.

- Click Here to submit the report for BCS review.

Document Information: CBCF-Qtr1-FR-2014-FRANKCO-00030
 Parent Information: CBCF-App-2014-FRANKCO-00005

You are here: > DRC - CBCF Quarter 1 Fiscal Report 2014 Menu > Forms Menu

QUARTERLY FINANCIAL REPORT

Please complete this page by clicking the Save button.
 Required fields are marked with a *.
The Blue cells are required fields. You must * if you do not have a value to enter.
 Once you have SAVED your Report, click [HERE](#) to submit it.

Application Identifier: CBCF-App-2014-FRANKCO-00005
 Pre-Application Identifier: CBCF-PA-2014-FRANKCO-00001

Cost Category	Total Grant Funds Approved	Expenditures This Quarter	Expenditures Year-to-Date	Remaining Balance Year-to-Date
Personnel Expenses				
Total Personnel Wages	\$1,500	\$5.00	\$5.00	\$1,495.00
Fringe Benefits	\$0	\$0	\$0	\$0
Total Personnel Expenses	\$1,500	\$5.00	\$5.00	\$1,495.00
General Operating Expenses				
Administration	\$28	\$5.00	\$5.00	\$23.00
Communications	\$45	\$0	\$0	\$45.00
Advertising/Printing	\$3	\$0	\$0	\$3.00
Rentals	\$34	\$0	\$0	\$34.00

- Click Apply Status to the Fiscal Report Submitted link to complete the process.

Online Grants System

My Home | My Pre-Applications | My Applications | My Quarterly Financial Reports | My Audits

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

DRC - CBCF Quarter 1 Fiscal Report 2014 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: CBCF-Qtr1-FR-2014-FRANKCO-00030
 Parent Information: CBCF-App-2014-FRANKCO-00005

Possible Statuses

FISCAL REPORT S
[APPLY STATUS](#)

FISCAL REPORT CANCELED
[APPLY STATUS](#)

Top of the Page

Powered by IntelliGrants™

© Copyright 2000-2013 Agate Software, Inc.

AUDITOR OF STATE REPORTS

Quarterly Auditor of State (AOS) Reports

- Statements of cash receipts, cash disbursements, and changes in fund cash balances, must be prepared and filed separately via the Hinkle System annually for each CBCF grant funded program as required by the AOS (ORC 2301.56).
- Statements of cash receipts, cash disbursements, and changes in fund cash balances must be submitted to the Bureau of Community Sanctions with the final “Year-End” financial report due at the end of the grant period.

Annual Auditor of State (AOS) Reports

- AOS reports along with the AOS Management Letter Comments shall be uploaded into the grant application within Intelligrants. Specifically, the grantee shall upload these documents to the “General Correspondence” page under the subsection “Miscellaneous Documents” in the grant period in which the report was released.
- BCS Program Review staff will review AOS reports during CBCF program reviews. A Plan of Action (POA) will be required if any CBCF failed to correct a fiscal finding indicated in the most recent AOS report.
- It is the responsibility of the CBCF to reconcile discrepancies between the posted AOS report and the fiscal information reported in IntelliGrants for the audited grant periods.

ANNUAL MINORITY BUSINESS ENTERPRISE COMPLIANCE REPORTS

- Grantees will maintain records of all expenditures from certified minority business enterprises (MBE)
- MBE compliance reports must be prepared separately for each CBCF funded program.
- The MBE report must be submitted annually to the Bureau of Community Sanctions.

Instructions for completing the CBCF Program Annual MBE Compliance Report:

- **Program:** Enter the name of the program.
- **Fiscal Year:** Enter the applicable fiscal year.
- **Phone and Email:** Enter the telephone and fax number of the person completing the form.
- **Total Approved Budget:** Enter the annual approved budget amount from the grant agreement.
- **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.

A. Personnel Costs: The entire category is exempt.

B. General Operating Expenses:

- **Supplies:** nothing in this category is exempt.
- **Administrative Fees:** amounts paid to government agency for administrative costs are exempt.
- **Evaluation Fees:** amount paid to government agency for program evaluation costs are 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 or if provided by county.
- **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 and other proprietary software maintenance expenses are exempt.
- **Staff Recruitment, Retention and Training:** registration fees, membership dues, and expenses for educational reading materials for staff are exempt.

C. Programming Expenses:

- **Non-Profit Organizations(s) and Other Government Agencies:** Costs are exempt.
- **Miscellaneous:** Hospital, ambulance, emergency room care, offender travel (bus tokens), and resident compensation (wages) are exempt.

D. Equipment: Nothing of this category is exempt.

E. Calculations:

- **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 Approved Budget 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.

COMMUNITY BASED CORRECTIONAL FACILITY~ANNUAL MBE COMPLIANCE REPORT

Grantee: _____ Employee Filing Report: _____ Fiscal Year: _____

Phone: _____ Email: _____

TOTAL APPROVED BUDGET: \$ _____

EXEMPTED BUDGET AMOUNT:

Personnel Costs: \$ _____

Administrative Costs: \$ _____
(provided by government agency)

Evaluation Fees: \$ _____
(provided by government agency)

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 Recruitment, Retention
Development: \$ _____
(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 AMOUNTS: \$ _____

NON-EXEMPT AMOUNT \$ _____

x 15%

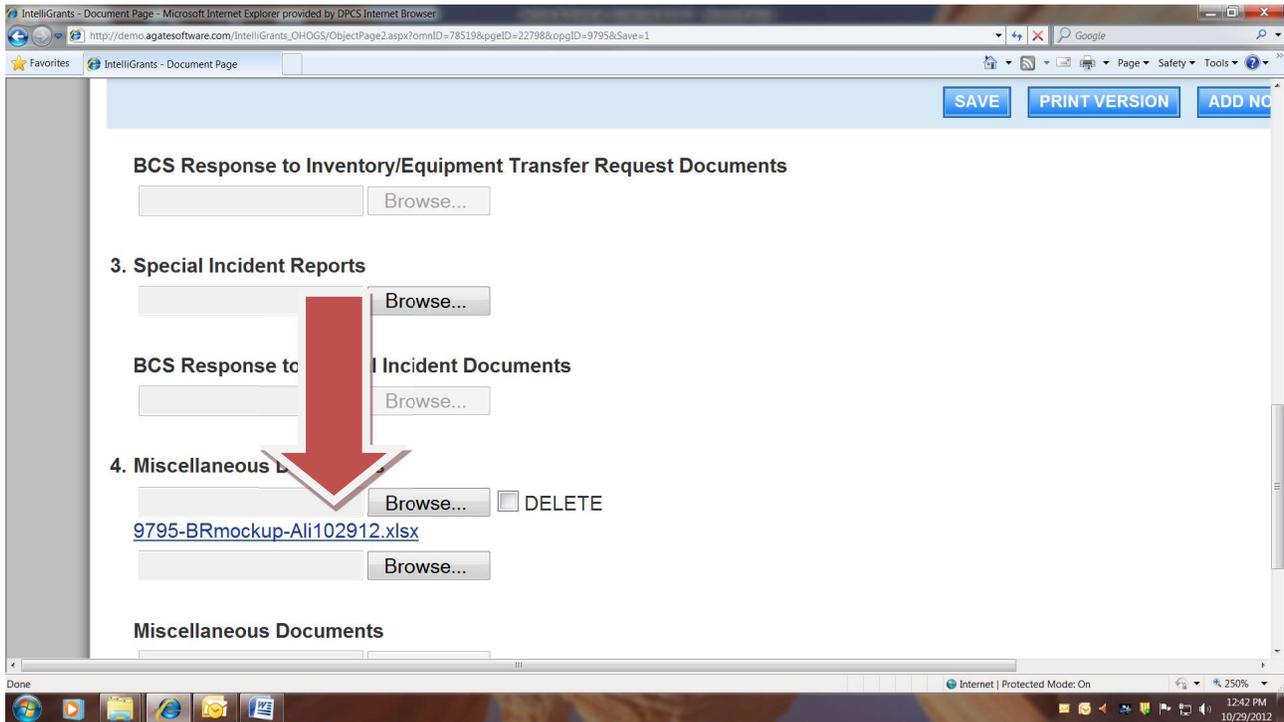
TOTAL MBE EXPENDITURE BUDGET \$ _____

ACTUAL MBE EXPENDITURES \$ _____

D. GENERAL CORRESPONDENCE

The General Correspondence page allows grantees to upload all formal written correspondence and/or documentation pertaining to the grant application directly into IntelliGrants.

- Please be sure to include the date in the title of the saved document prior to uploading it into the corresponding browser.



The following categories are available for submitting information and to review responses related to the applicable documents. The grantee will receive email notification via IntelliGrants once a response has been uploaded from BCS.

- **MBE/OPI/OHI/EDGE Documents**
 - BCS Response to MBE/OPI/OHI/EDGE Documents
- **Inventory/Equipment Transfer Request Documents**
 - BCS Response to Inventory/Equipment Transfer Request Documents
- **BCS Program Inquiry/Complaint Examination Documents**
- **Miscellaneous Documents**
- **Annual Report/Program Analysis**

Note: The annual program analysis report shall be placed in the “Annual Report/Program Analysis” section within the “General Correspondence” page of the CBCF grant application