

## CONTRACT

This contract is entered into by and between the Franklin County Court of Common Pleas, Division of Domestic Relations and Juvenile Branch (hereinafter referred to as the Court) and **City of Columbus Department of Public Safety** (hereinafter referred to as the Contractor), for the **Teen and Police Service Academy (TAPS)**, as set forth and described in Exhibit 1 and 1A, attached hereto.

### Background Information

Pursuant to the provisions of Ohio Revised Code Section 2151.151, the Court desires to engage the Contractor and the Contractor agrees to accept such engagement, upon the terms and conditions of this Contract.

The Ohio Revised Code 307.86(J) exempts the Court from the competitive bid process for these services and the Court does not desire to bid the services at this time.

### Provisions

NOW, THEREFORE, for and in consideration of the mutual promises and agreements of the parties contained herein, it is agreed as follows:

#### **1. TERMS AND CONDITIONS**

##### **1.1 Term**

Upon final approval of this Contract and full execution of this Contract, the term of the Contract shall be in effect from July 1, 2019 to June 30, 2020, unless terminated earlier in conformance with the provisions of Section 6.7 below.

##### **1.2 Compensation for Services**

Pursuant to the terms and conditions of this Contract, the Court shall pay the Contractor a maximum of **\$303,298** in four (4) quarterly installments.

The Court shall not be liable to Contractor for any expense paid or incurred by Contractor that exceeds the contract amount. The program budget supporting this contract is included as Exhibit 3 – Program Budget and Narrative Justification.

#### **2. SCOPE OF SERVICE**

##### **2.1 Services to be Performed**

The Contractor agrees to provide the services described in Exhibit 1 and 1A, which is attached and incorporated herein by reference and made a part hereof as if fully set forth herein, and the Court agrees to pay for such services pursuant to the terms outlined in this Contract. The Contractor warrants that it possesses the necessary qualifications, expertise and experience to perform the described services.

#### **3. FINANCIAL**

##### **3.1 Invoice Format**

Contractor shall use Attachment A for submitting invoices to the Court.

##### **3.2 Invoice Submission**

The Contractor shall submit to the Court quarterly invoices (see Attachment A) for the work performed under this Contract. The invoices shall be due to the Court within thirty (30) days of the quarter ending.

Contractor shall submit an original invoice to the Court via e-mail. Invoices must be in PDF format as individual files and sent to **Drj\_Finance@fccourts.org**. The subject line of the e-mail must include the Contractor's name, services provided, quarter and year of service.

### **3.3 Invoice Adjustments and Retroactive Invoices**

Upon receipt of a proper invoice, the Court shall review the invoice for completeness. The Contractor authorizes the Court to adjust submitted invoices for computational or processing errors, incorrect rates, and audit by the Court without seeking written approval from the Contractor.

### **3.4 Invoice Payment**

The Court shall pay a properly submitted invoice within 45 days of receipt. The Court shall not be liable for payment of any invoices submitted beyond August 30, 2020.

The Court, at its discretion, may withhold payments to the Contractor where the Contractor is not fully complying with any reporting, audit, or other requirements of this contract.

### **3.5 Certificate of Available Funds**

Notwithstanding any other provision of this Contract, this Contract shall not be valid or enforceable unless sufficient funds are available from the State of Ohio, Department of Youth Services.

### **3.6 Records, Audits and Inspections**

The Contractor shall maintain independent books, records, documents, and papers involving transactions relative to the performance of this Contract which reflect all direct and indirect costs of any nature expended in the performance thereof. These records, books, documents, and papers shall be retained for five (5) years from the later of final payment under the Agreement, unless the Court approves a shorter retention period, in writing, or closure of any outstanding audit. The Contractor may apply for such authorization after the fiscal year in which the final entry was made. At any time during normal business hours and as often as the Court may deem necessary, Contractor shall make available to the Court, for examination, all of its records with respect to all matters covered by this Agreement. The Court may audit all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

## **4. PROGRAM EVALUATION AND REPORTING**

### **4.1 Contract Management**

Subha Lembach is the designed Court's contract manager, and will work with the Contractor to ensure Contractor has an understanding of the work assignments and to provide any technical direction. Contractor shall direct all questions and concerns to the contract manager.

The Court will not exercise control or direction over the methods by which the Contractor performs the work functions, excepting that at all times the Contractor shall perform the work and functions in accordance with currently approved methods and practice in this professional specialty.

Contractor is responsible for promptly notifying the Court's contract manager of any changes in program or fiscal personnel, project budget, program activities or objective. Modifications to program activities, objectives, or the project budget require prior written authorization by the Court's contract manager.

#### **4.3 Semi-Annual Report**

The Contractor shall submit to the Court a semi-annual report (December 31) a narrative progress report detailing the number of youth served and the progress of the work performed under this Contract. The report is due to the Court by January 31, 2020.

#### **4.4 Annual Report**

The Contractor shall submit to the Court on or before July 31, 2020, an annual report detailing the number of youth served and outcomes measures, as described in Exhibit 1, of the work performed under this Contract.

#### **4.5 Report Submission**

Contractor shall submit Semi-Annual and Annual reports to the Court, Attention: Subha Lembach, 373 South High Street, 6<sup>th</sup> floor, Columbus, Ohio 43215-4598.

#### **4.6 Youth Progress Monitoring**

Contractor shall submit all required information on the youth progress monitoring spreadsheet (Exhibit 2) via e-mail to **Performance\_Evaluation@fccourts.org**.

#### **4.7 On Site Visits**

The Court, the State of Ohio, or a contracted evaluator of the Court shall be allowed access to review, discuss, observe and evaluate activities, program records, program staff and interview youth, families and project staff that are served or paid in whole or in part under this Contract.

#### **4.8 Other Reporting Requirements**

The Court reserves the right to request additional reports, to change report formats and requirements, or reporting methods at any time during the contract period. It is the responsibility of the Contractor to furnish the Court with reports or comply with changes as requested. The Court may exercise this right without a Contract amendment.

#### **4.9 Client Satisfaction**

The Court may periodically evaluate Contractors for client satisfaction by using survey methodology to clients who are or have received services. Contractor shall provide the Court with information that will support these periodic satisfaction surveys, and if necessary, assist with dissemination of the survey information.

### **5. PROVIDERS RESPONSIBILITIES**

#### **5.1 Employee Screening and Selection**

Not applicable to this contract.

#### **5.2 Transportation**

Not applicable to this contract.

#### **5.3 Religious Affiliations**

Not applicable to this contract.

### **6. GENERAL TERMS**

#### **6.1 Nature of Contract**

The Contractor warrants that it possesses the necessary qualifications, expertise and experience to perform the described services and, except as otherwise provided herein, has obtained all authorizations, consents, approvals, orders, licenses, or registrations with any court or

governmental authority to provide the facility and treatment to the youth referred to by the Court under this Contract.

**6.2 Subcontracting**

Contractor confirms that it will be the primary contractor who will be performing the work under the Contract. Contractor may not use subcontractors for work under this Contract.

**6.3 No Use of Funds for Political Activity**

Contractor shall not use any funds provided under the Agreement for publicity or for purposes of supporting or defeating legislation pending before any legislative body or for inherently religious programs, activities or services.

**6.4 Governing Law/Venue**

This Contract and any claims arising in any way out of this Contract shall be governed by the laws of the State of Ohio. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Contract or the performance hereunder shall be brought only in an Ohio court of competent jurisdiction in Franklin County, Ohio, and the Contractor hereby irrevocably consents to such jurisdiction.

**6.5 Modifications**

This Contract may be modified by mutual agreement of the Court and Contractor. Such modifications shall be in writing and signed by the Court and Contractor. No oral understanding or modifications shall be binding on the parties.

**6.6 Disclosure of Information**

Not applicable to this contract.

**6.7 Termination or Default**

Prior to the expiration of the term of this Contract, either party may terminate the Contract by providing written notice to the other party not to be less than thirty (30) days prior to the termination date. In the event of the Contractor's failure to provide any service described herein, the Court may, by written notice to the Contractor, allow the Contractor to correct the deficiency within ten (10) days (or such longer period as the Court may authorize in writing), before giving notice of termination. Termination pursuant to this paragraph will relieve either party of further obligation under this Contract, and Contractor shall have no cause of action against the Court except for a cause of action for non-payment of contract services rendered prior to the date of termination. In no event will the Court be obligated to pay for any services not actually performed by the Contractor.

Notwithstanding the above paragraph, if the Court finds that the Contractor used funds paid under this Contract for any purpose not consistent with the Agreement, the Court may immediately terminate this Contract, withhold future payments and/or demand a refund of the unauthorized disbursements.

**6.8 Indemnification**

Contractor agrees to release, indemnify, assume defense of, and hold the Court and Franklin County harmless from any and all claims, damages, judgments or liabilities which the Court may sustain or incur by reason of any breach of the terms and provisions of this Contract or arising out of or resulting from the acts or omissions of the Contractor, its officers, directors, employees, agents or assigns, in the performance of work required under this contract.

#### **6.9 Conflict of Interest**

No personnel of the Contractor or member of the governing body of any locality or other public official or employee of any such locality in which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the Court in writing.

Thereafter, he or she shall not participate in any action affecting the work under this contract, unless the Court shall determine that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

#### **6.10 Entire Agreement; Waiver**

This Contract, when signed by both parties, contains the entire agreement between the parties herein. No rights herein will be waived, unless specifically agreed upon in writing by the parties hereto. This Contract supersedes any and all previous agreements, whether written, or oral, between the parties. A waiver by any party of any breach or default by the other party under this Contract shall not constitute a continuing waiver by such party for any subsequent act in breach of or in default hereunder.

#### **6.11 Notices**

All notices, consents and other communications which may or are required to be given hereunder shall be in writing and shall be deemed duly given if personally delivered, or sent by overnight express courier, or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the address set forth on the signature page of this Contract or to such other address as the other party hereto may designate in written notice transmitted in accordance with this provision.

#### **6.12 Severability**

The provisions of this Contract are severable and independent, and if such provision shall be unenforceable in whole or in part, the remaining provisions and any partially enforceable provisions, to the extent enforceable, shall nevertheless be binding and enforceable.

#### **6.13 Anti-Discrimination Clauses**

The Contractor agrees that in the hiring of employees for the performance of work under the contract Contractor shall not, by reasons of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates. That the Contractor or any person acting on behalf of Contractor, shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity.

All contractors who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in §122.71 of the Ohio Revised Code. Annually, each such contractor shall file a description of the affirmative action

program and a progress report on its implementation with the equal employment opportunity officer of the department of administrative services.

**6.14 Warranty Against an Unresolved Finding for Recovery**

Not applicable to this contract.

**6.15 Insurance Requirements**

Not applicable to this contract.

**6.16 Workers' Compensation**

Contractor shall be required to carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the state of Ohio, as applicable by law.

**6.17 Delinquent Personal Property Taxes**

Contractor certifies that it is not charged with delinquent personal property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.

**6.18 Successors and Assigns**

Neither this Contract nor any rights hereunder may be assigned or transferred in whole or in part by either party, without the prior written consent of the other party.

**6.19 Independent Status of the Contractor**

The parties will be acting as independent contractors. The partners, employees, officers, and agents of one party will act only in the capacity of representatives of that party and not as employees, officers, or agents of the other party and will not be deemed for any purpose to be such. Each party assumes full responsibility for the actions of its employees, officers, and agents, and agents while performing under this Contract and will be solely responsible for paying its people. Each party will also be alone responsible for withholding and paying income taxes and social security, workers' compensation, disability benefits and the like for its people. Neither party will commit, nor be authorized to commit, the other party in any manner.

The Contractor shall have no claim against the County for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or other employee benefits or any kind.

**6.20 Published Materials**

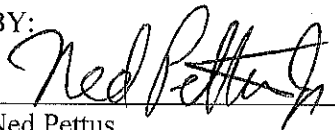
Any published materials relevant to the activities of this program shall recognize the Franklin County Court of Common Pleas, Division of Domestic Relations and Juvenile Branch as a funder of this program.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates indicated below.

City of Columbus, Department of Public Safety  
77 North Front Street  
Columbus, Ohio 43215

Franklin County Court of Common Pleas  
Division of Domestic Relations  
and Juvenile Branch  
373 S. High Street, 6<sup>th</sup> floor  
Columbus, Ohio 43215-4598

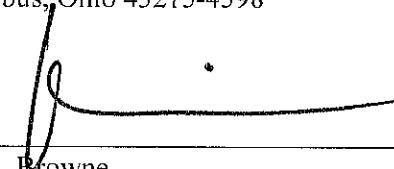
BY:

 7/17/2019

Ned Pettus  
Director

Date

BY:


 7.23.19

Kim A. Browne  
Administrative Judge

Date

Approved as to Form:

Ronald J. O'Brien  
Prosecuting Attorney  
Franklin County, Ohio

 7/25/19

Assistant Prosecuting Attorney

Date

# SUBSIDY GRANT NARRATIVE

## SUPPORT ACTIVITY

### SEMI-ANNUAL ADMISSIONS TRACKING REQUIRED

ACTIVITIES DESIGNED TO ENHANCE PUBLIC SAFETY AND/OR SUPPLEMENT OTHER FUNDED ACTIVITIES

#### REQUIREMENTS:

- One Support Activity per Support Activity Narrative
- Each youth to be counted once (1 time) regardless of the number of times the youth receives services
- Requires on-going staff accountability
- Measurements of success are defined by either the adherence to a court order or the fulfillment of an expectation or contract

#### ACTIVITIES

<b>Name of County</b>	Franklin County	<b>Activity Start Date</b>	8/1/2019
<b>Local Activity Name</b>	City of Columbus Department of Public Safety - Teen and Police Service Academy (TAPS)		
<b>Primary Service Location</b>	Community		
<b>Please Check Only One Support Service</b>			
<input type="checkbox"/> Screening-Assessment <input type="checkbox"/> Drug Testing <input type="checkbox"/> Transportation <input type="checkbox"/> Volunteers		<input type="checkbox"/> Organized Community Activities <input type="checkbox"/> Awareness <input type="checkbox"/> Advocacy/CASA <input checked="" type="checkbox"/> Law Enforcement (When Individual Tracking Not Feasible)	

#### TARGET POPULATION

<b>Sex</b>	Males/Females	<b>Age Range</b>	12-16
<b>Race/Ethnicity</b>	All-Non Specific	<b>Estimated # to be Served</b>	Youth 120    Family Enter # Here

#### ACTIVITY DESCRIPTION

At a minimum, the description should include:

- 1.) The quantifiable purpose of the activity - the immediate short-term outcome.
- 2.) The referral process for the activity, and what services are provided to the youth.
- 3.) The frequency of contact with youth and average duration of time involved (or average).
- 4.) How is successful completion determined - (if applicable).

Youth are referred into TAPS by the school. They are selected based on low academic performance, lack of regular school attendance, and behavioral issues that may have led or will likely lead to juvenile justice system involvement. Over 11 weeks, these youth are mentored in a structured environment through an academic and humanitarian approach, with a strong emphasis on interaction and conversation. The youth meet once a week with their law enforcement officer mentor and receive mentoring time along with a presentation on a variety of topics as detailed below:

Anger Management  
 Bullying  
 Avoiding Gang Life  
 Avoiding Narcotics  
 Conflict Management / Resolution  
 Team Building  
 Truancy



How to respond to an Active Shooter  
 Safe Driving  
 Combating Alcohol and Drug abuse  
 How Police Train  
 How to act when interacting with Police Officers

Each TAPS session is approximately two hours of student/law enforcement interaction time. The remaining hour is used to prepare prior to the session as well as to debrief and address issues that come up with specific students during the sessions. TAPS is intended to improve the behavior of participants of the program at home, school, and in the public. The youth will be guided towards and by positive interaction with the Columbus Police Officers that are specifically trained on how to mentor these teens. This training will include a proven curriculum as listed above. An additional component; we have found that the officers involved in the program have gained new insight into the lives, culture and challenges faced by these youth, members of their families and people with whom they interact.

The short -term outcomes of the TAPs Academy program are to reduce the social distance between Central Ohio teens and law enforcement through structured and established mentoring methods as well as to reduce the negative academic and disruptive behaviors of the teens participating in the program. The mentoring component between law enforcement officers and middle school teens helps inspire them to use alternative ways of looking at situations and how to make better decisions. This program was initially developed and implement in the City of Houston, Texas at the direction of then Chief of Police Charles McCelland with its stated goal of improving and reducing the social distance between teens and law enforcement. The program was successful in Houston and was brought here to Columbus in an attempt to implement it here. The City of Columbus is partnered with Columbus City Schools. The Program was instructed at Independence and East High Schools in the past. During the 2016 - 2017 academic year, TAPS was implemented at Champion Middle Schools and Dominion Middle School. For the 2017 - 2018 year, TAPS was implemented in four additional middle schools with approximately 30 students at each middle school participation for a total of over 135 students having participated and graduated from the program. The Current number of middle school students having graduated from the current program at the end of the 2018 - 2019 school year is 103 additional students. There nearly 400 students that have participated and graduated from this program since its implementation.

### QUALITY ASSURANCE / CONTROL

Quality assurance is maintained in a variety of ways including:

1. Regular onsite visits by Juvenile Courts staff accompanied with technical assistance as needed;
2. Regular debrief and feedback sessions between the program administrator and participation officers.

COURT QUALITY ASSURANCE: A Programs and Services Council has been convened by the Court and meets at least annually to discuss topics such as best practices, fidelity, risk-needs-responsivity and Quality Assurance. In addition, a team of Court staff has been trained and certified on the Correctional Programs Checklist (CPC) by the University of Cincinnati. Site visits are made periodically to perform the CPC for programs that have been in existence for at least two years and meet the criteria to be audited using this instrument.

### ACTIVITY CONTACT INFORMATION

<b>Name, Title</b>	Robert Stewart, Assistant Director
<b>Agency</b>	City of Columbus Department of Public Safety
<b>Agency Address</b>	77 North Front Street, Columbus, Oh 43215
<b>Phone Number</b>	614-645-8210
<b>E-mail</b>	rlstewart@columbus.gov

## EXHIBIT 1A

### Program Description

The TAPS Academy program is an 11 week program primarily designed for at-risk teens who have shown a propensity for making bad decisions. In bringing this program to the greater Columbus community we are attempting to connect with these youth and help inspire them to see alternative ways of looking at situations and make better decisions via reducing the social distance that exists between police and at-risk teens.

This program was initially developed and implemented in the City of Houston, Texas at the direction the Chief of Police with its stated goal of improving and reducing the social distance between teens and law enforcement. The program was successful in Houston and was brought here to Columbus in an attempt to implement it here. The City of Columbus is partnered with Columbus City Schools. The program was instructed at Independence and East High Schools in the past. The training of the officers and staff that will be participating in this endeavor is being done by the individuals who actually developed the TAPS Academy program. There are three individuals that we need to train or officers in order to be able to properly implement this program. They all reside in the 'city of Houston Texas. They are directly associated with the Houston Police Department and the University of Houston – Clear Lake.

This program is not free of charge therefore we must pay for its use. We also need to arrange and pay for these three individuals to travel to Columbus.

Assistant Police Chief Brian Lumpkin, Dr. Everette B. Penn and Houston Police Officer Treva Mott developed this program and have instructed it across the United States and the Caribbean; as such there is a need to cover the expenses of their travel and other ancillary components of bringing them for the sole purpose of training and certifying our personnel.

### Target Population/Eligibility

Youth of Middle and High School age considered by the Schools and others to be "at risk" This would include an age range between 13 and 18 years. The youth selected for this program will have shown indifference to three components to school. They will have shown they have issues with one or more of the basic tenants of school. Academics, Attendance, Behavior.

We believe that along with all other components of the program the heart of this program is the lively and interactive small groups sessions. As teens and police open a dialogue, share thoughts, beliefs, stereotypes, and concerns about each other. Overall, TAPS Academy helps these at-risk youth gain skills to manage real-life situations as they develop a deeper understanding of policing and the importance of respecting authority.

## EXHIBIT 1A

### Program Components

This program is designed to provide a structured environment that is geared to mentor through an academic and humanitarian approach, with a strong emphasis on interaction and conversation.

The academic approach will stress an established curriculum designed to address topics such as.

- Anger Management
- Bullying
- Avoiding Gang Life
- Avoiding Narcotics
- Conflict Management/ Resolution
- Team Building
- Truancy
- How to respond to an Active Shooter
- Safe Driving
- Combating Alcohol and Drug abuse
- How Police Train—Shoot Don't Shoot

TAPS will strive to transform these youth through lively interactive small group sessions, open an honest dialogue and shared thoughts. Additionally officers report having gained new insight into the lives of their own children thus helping to improve their own lives.

### Program Goals

To reduce the social distance between central Ohio teens and law enforcement through structured and established mentoring methods.

The key to this program is the building a solid foundation of trust and mutual respect between the teens and the officers. Our goal is to transform these youth from "at risk" to "at Promise".

## EXHIBIT 1A

### Evaluation Outcomes

TAPS is intended to improve the behavior of the participants of the program at home, school, and in public. The youth will be guided towards and by positive interaction with the Columbus Police Officers that will be specifically trained on how to mentor these teens. This training will include a proven curriculum as listed above.

An additional component; we have found that officers gain new insight into the lives, culture and challenges faced by these youth, members of their families and people with whom they interact.

#### **The role and responsibilities of the program administrator is to;**

- Attend every session
- Obtain the proper command level support
- Assist in making sure all officers are properly trained
- Arrange for all of the Subject Matter Experts for the days instruction / presentation.
- Implement each lesson plan by moving the teens and police through the structured curriculum
- Actually instruct various lessons and or arrange for the subject matter experts to do so
- To make sure all interaction with the various schools is going according to our agreements
- Serve as a facilitator between the TAPS program in Houston and its implementation in Columbus.
- Facilitate the proper processing of the payroll for the officers participating in the program. (This can be daunting there are all manner of complexities that are involved in registering and accessing the grant funding for the payment of the officers).
- Conduct the weekly After-Action Review and Debriefing of Officers and Staff.
- Develop a Community Service Project
- Coordination of effort and providing all equipment associated with that days lesson plan
- Closely monitor and organize the payroll accounts and to insure all officers are submitting the proper paper work properly.
- Obtain all related supplies related to that days course of instruction
- Insure no officer is taken off the street or away from regular duties
- Obtain the snack and other ancillary items that are needed to keep this program running smoothly
- Assist with formatting and submitting information to evaluate the program
- Collect and process the youths presentation evaluation
- Head the effort to obtain the written permission from parents/guardians that allows the youth to participate in the program.
- Monitor and keep tabs on the demographic characteristics of the group of youth.
- Take independent attendance of youth participation
- Monitor School performance of the students
- Help keep the days program on schedule and on time.
- Prepare for the After-Action Review and Debriefing with Officers and Staff.
- Assist in setting up the Community Service Project.

### Evaluation Methodology

To be conducted and determined by the national TAPS Director of Evaluation.

**Exhibit 2**  
**Support Tracking Report**  
**(Support Category Admissions)**

County: Franklin

Period: \_\_\_\_\_

Fiscal Year: 2020

Support Activity		Local Name		Males	Females		Male Minority	Female Minority

**EXHIBIT 3**  
**NARRATIVE JUSTIFICATION**  
**As of April 22, 2019**

**Salaries**

Salaries include the cost associated with the officer mentors staffing the program. Each officer will be providing direct mentoring services to up to five students. The officers' goals are to encourage students to make better decisions, stay out of the juvenile justice system, and improve their life choices including attendance at school, avoiding drugs, and staying away from gangs. The salary total is for 15 officers total conducting three sessions per week for 24 weeks with each session lasting three hours. The hourly rate for the officers includes the overtime associated with staffing this program as a key component for the public is to ensure that officers are not taken off the street to support this program.

**Fringe Benefits**

The fringe benefits total is based on the mandated percentages from the union contract held by the City of Columbus and the Fraternal Order of Police. In order to use police officers for this program, Public Safety is required to pay the mandated percentages.

**Other Expenses**

Studies show that children who are hungry may express themselves poorly with respect to classroom behavior. In addition, children who are hungry may not be ready to learn or to respond positively to the instructors. Many of the children selected for this program come from low income families where food access and availability is a challenge. In order to ensure that the children who attend the program are not hungry, the program provides light snacks like a bag of chips and something to drink. In addition, the program provides incentives for students including shirts as well as bracelet flash drives with important career resources and resource information for Columbus and Central Ohio. The resource information includes things like job services as well as where to obtain mental, physical, counseling, and other services. This particular line item also includes the celebratory graduation at the end of each program during which key city and community leaders, such as Mayor Coleman and Commissioner Marilyn Brown, inspire the youth to continue on a positive path. The expenses include recognition certificates, medals for each youth, as well as a cake, pizza, and other refreshments, to mark the occasion.

### **Contracts and Purchased Services (including Contract Services)**

This program was developed and is owned by the University of Houston. As such there are licensing costs as well as costs in using the developers of the program to train and provide fidelity to the model. The costs associated with Dr. Everett Penn, Brian Lumpkin, and Dr. Chenelle Jones reflect their three day training of all law enforcement and administrative staff involved in the program. The training included an in depth education of the copyrighted TAPS curriculum, technical assistance, and educating police officers on mentoring at risk minority youth in a culturally competent manner. In addition the costs listed include ongoing support and additional technical assistance throughout the course of the program. Because of the extensive nature of the initial training, we engaged additional administrative support to create the best learning environment possible.

The program administrator plays a critical role in program implementation. She liaisons with the schools and schedules and attends every session. In addition, the program administrator is responsible for maintaining the integrity and fidelity of the program model, providing feedback and support to the officers mentoring the youth. She schedules all speakers and subject matter experts for the formal portion of the presentation. In addition, she organizes the community service project required by each youth to graduate from the program. The program administrator provides all infrastructure and administrative support for the program, from making copies to handling payroll and weekly debriefing with the officers and staff. The program administrator also coordinates the event planning aspects of the program including the graduations and snacks and incentives. The program administrator plays a critical role in working with the schools on identifying the kids eligible to participate as well as handling logistics and operations like school facility use. The program administrator also interfaces with the parents/guardians of the youth to ensure that the work of TAPs is supported at home as well as to secure permission on permission forms, etc.

### **Travel Expenses**

As noted earlier, this program was developed and is owned by the University of Houston Clearlake. The staff responsible for program oversight, content, and implementation are all based in Houston, TX. In order for Public Safety to assure program fidelity, continuity, and to ensure that the program was implemented properly to the highest standards, the City of Columbus must license the program from the University of Houston Clearlake.

# QUARTERLY INVOICE

Due 30th day of each month following calendar quarter end

Attachment A

Contractor's Name:  
Remittance Address:

City of Columbus, Department of Public Safety  
77 North Front Street  
Columbus, Ohio 43215  
TAPS

Name of Program

For the Period of  
(check the period that applies)

07-01-19 to 09-30-19 01-01-20 to 03-31-20  
10-01-19 to 12-31-19 04-01-20 to 06-30-20

Budget Cost Categories	APPROVED BUDGET	EXPENDITURES 07-01-19 to 09-30-19	EXPENDITURES 10-01-19 to 12-31-19	EXPENDITURES 01-01-20 to 03-31-20	EXPENDITURES 04-01-20 to 06-30-20	TOTAL YTD EXPENDITURES
Salaries	\$ 204,703.20					\$ -
Fringe Benefits	\$ 51,585.21					\$ -
Other Costs (specify) Student Incentives	\$ 4,500.00					\$ -
Other Costs (specify) Student Polo Shirts	\$ 4,800.00					\$ -
Contract/Purchased Services (Program Administrator)	\$ 30,160.00					\$ -
Contract/Purchased Services (Training of New TAP Personnel)	\$ 5,550.00					\$ -
Contract/Purchased Services (TAPS Curriculum)	\$ 2,000.00					\$ -
TOTAL	\$ 303,298.00	\$ -	\$ -	\$ -	\$ -	\$ -

"I certify that the claims made to the Court for payment for purchased goods/services are for actual goods/services rendered for eligible and allowable program activities. The supporting documentation associated with this payment request, is being stored at our office and shall be made available for audit if required".

Designated Official Signature:

Print Name



### Exhibit 3

Salaries			
Title	Number of Hours	Hourly Rate	Total Amount
Officers working the program	3 hrs. per week, 3 session per week x 24 wks. x 15 officers	\$ 63.18	\$ 204,703.20
Salaries Total			\$ 204,703.20
Fringe Benefits			
Fringe Benefits	Annual Rate	Eligible Wage	Total Amount
Retirement Pension	20.75%	\$204,703.20	42,475.91
Health Insurance	NA	\$0.00	-
Unemployment Compensation	NA	\$0.00	-
Other (Medicare)	1.45%	\$204,703.20	2,968.20
Workers Compensation	3.00%	\$204,703.20	6,141.10
Fringe Benefits Total			51,585.21
Other Expenses			
Other Charges	Cost	Terms	Total Amount
Student Incentives and snacks	\$4,500.00		\$4,500.00
Student Polo Shirts	\$ 4,800.00		\$ 4,800.00
Other Expenses Total			\$ 9,300.00
Contracts and Purchased Services (Including Contract Services)			
Vendor	Number of Hours	Hourly Rate	Total Amount
Program Administrator	20 hrs. per week x 26 weeks.	Hourly Rate \$60	\$ 30,160.00
Use of the TAPS Academy Curriculum and ancillary support			\$ 2,000.00
Training of New TAP Personnel			\$ 5,550.00
Contracts and Purchased Services Total			\$ 37,710.00
Grand Total			\$ 303,298.00