VIOLENCE AGAINST WOMEN ACT FUNDING

2016

REQUEST FOR PROPOSALS

Note: Please read the Request for Proposal in its entirety and respond to each section as instructed. Several sections have new and/or updated requirements. Failure to address these requirements may impact final funding recommendations.

FRANKLIN COUNTY OFFICE OF HOMELAND SECUIRTY & JUSTICE PROGRAMS
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FRANKLIN COUNTY OFFICE OF HOMELAND SECURITY & JUSTICE PROGRAMS
Violence Against Women Act Funding
2016 Request for Proposals
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The STOP Violence Against Women Act (VAWA) funding is federally administered by the Office of Justice Programs, Violence Against Women Office within the U.S. Department of Justice. The subgrant program emphasizes coordinated community approaches to reduce violence against women and to create mutually respectful partnerships between the justice system and victim services.

FC OHS & FC OHS & JP AND VAWA

The Franklin County Office of Homeland Security and Justice Programs (FC OHS & JP) is lead justice planning and assistance office for Franklin County, administering millions of dollars in state and federal criminal justice funding every year. FC OHS & JP also evaluates programs and develops technology, training, and products for criminal justice professionals and communities. FC OHS & JP has been designated by the Franklin County Board of Commissioners and the State of Ohio Office of Criminal Justice Services to administer the FY 2016 STOP Violence Against Women Act (VAWA) Grant Program.

WHAT TO EXPECT

Application. For technical assistance on any part of the VAWA application, call FC OHS & FC OHS & JP at: 614.525.5577 and ask to speak to Jessica Yuzwa.

Review. VAWA proposals will be competitively reviewed by FC OHS & JP staff and consist of reviewing the timeliness of financial and programmatic reporting. Project budgets will be reviewed to assure that costs are allowable and directly relate to the program. Final funding recommendations are made by the FC OHS & JP Director and must be approved by the Franklin County Board of Commissioners as well as by the OCJS Executive Director and the Ohio Department of Public Safety Director.

Award. Projects will be notified and required to complete all forms and pre award conditions. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies. **All awards will be for 12 months of funding, operating from January 1, 2017 through December 31, 2017.**

ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with STOP Violence Against Women Act Formula Grant Program funding:

- *Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;*
- *Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;*
- *Offering perpetrators the option of entering pre-trial diversion programs;*
- *Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;*
- *Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;*
- *Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;*
- *Supporting policies that deny individuals access to services based on their relationship to the perpetrator;*
- *Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);*
- *Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;*
- *Placing of batterers in anger management programs; or,*
- *Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.*

VAWA Subrecipients pre-award conditions will include requiring a signed statement from the implementing agency acknowledging that activities will not be carried out that compromise victim safety and recovery.

In addition, applicants should be cognizant of victim confidentiality*. In accordance with 42 U.S.C. § 13925(b)(2), applicants receiving OVW funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. OVW grantees and their subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee and their subgrantee's programs, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. In this case, grantees and subgrantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding unemancipated minors or persons with disabilities lacking capacity to consent, a parent or*

guardian may consent to the disclosure; however, if the parent or guardian is the abuser of the minor, the person with disabilities, or the minor's other parent, he or she is prohibited from giving consent to the disclosure.

VIOLENCE AGAINST WOMEN ACT NON-DISCRIMINATION PROVISION

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2016 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf.

ELIGIBILE APPLICANTS

All VAWA applicants must have an organization, or subrecipient that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible VAWA subrecipients include:

1. A unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. Local and state nonprofit, non-governmental victim service programs.
3. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).

ELIGIBILITY REQUIREMENTS

1. Applicants must submit a complete application for each new grant cycle. If the project is a continuation of a previous project please select Continuation on the Title Page and give the grant number. Failure to properly designate the project as new or continuation may jeopardize funding.
2. All applicants, with the exception of nonprofit victim service providers, **must** submit a signed **Attachment A** with the application**.** The Attachment A consists of two components: (1) a letter that states the applicant has consulted with a state or local nonprofit victim service provider during the course of developing the application, and (2) a victim service consultation certification form signed by both the applicant and victim service provider**.** The Attachment A template can be accessed at **http://www.ocjs.ohio.gov/Attachment_A_Victim_Service_Consultation.pdf**. The Attachment A will be included with the Collaboration Board Letters as an attachment. (**Collaboration Board-refer to page 14)**.
3. Projects applying under VAWA **must** have collaboration groups representing law enforcement, prosecution, victim service providers, and any other applicable agency/representative that will help to inform the project's activities and goals.

Nonprofit victim service providers/agencies that receive funding under this solicitation are not required, nor should they report identifying information regarding clients served to the Homeless Management Information System. The term 'personally identifying information' or 'personal information' means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including—(A) a first and last name; (B) a home or other physical address; (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (D) a social security number, driver license number, passport number, or student identification number; and (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

PROGRAM PURPOSE

The STOP VAWA grant program contains twenty purpose areas of which nineteen are applicable to Ohio.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking and domestic violence;

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;[a]

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

12. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
    - developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
    - notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
    - referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and;

[a] *Ohio does not have federal or state recognized tribes.*

- taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
    - the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
    - the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003); and
    - the development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.
        - **Note:** Any law enforcement, State, Tribal, Territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, States and Territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and Territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking;

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;

17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;

19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code; and

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a State to be used for this purpose.

2014 OHIO STOP VAWA IMPLEMENTATION PLAN

The goal of the 2014 Implementation Plan, which is applicable to federal fiscal years 2014 through 2016, is to identify and fund programs that increase the awareness of domestic violence, sexual assault, stalking, and dating violence, and to facilitate and enhance collaborative efforts amongst courts, law enforcement, prosecution, and victim service agencies to foster a stronger coordinated response toward the elimination of violence against women. **Applicants are required** to demonstrate how the proposed project aligns with the state's implementation plan priorities. The full plan can be accessed at http://www.ocjs.ohio.gov/VAWA.stm.

FISCAL CONSIDERATIONS

The unallowable costs list can be accessed http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.

LENGTH OF FUNDING

Projects may apply for 12 months of funding, operating from January 1, 2017 to December 31, 2017, and pending OCJS approval of county & local awards.

FEDERAL ALLOCATION

Federal requirements mandate the VAWA funding distribution within Ohio's justice system. OCJS determines funding categories for projects based on the agency implementing the project and the services most directly supported by the project. All of the allocation categories mentioned below are disbursed based on the type of organization that benefits from the VAWA program and the type of services supported by the program; however, court funds must be awarded to a state or local court. Discretionary funding may be used for any of the categories at the discretion of OCJS.

- Law Enforcement 25%
- Prosecution 25%
- Victim Services 30% ***(*10% must go to culturally specific community-based organizations)***
- Court 5%**
- Discretionary 15%

CULTURALLY SPECIFIC SET-ASIDE

*****Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005 (H.R. 3402), STOP funding decisions must take into consideration that 10% of the 30% that is allocated to victim services must be distributed to community-based organizations that provide culturally specific services.

CULTURALLY SPECIFIC SERVICES —The term 'culturally specific services' means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

The Violence Against Women Reauthorization Act of 2013 defines "culturally specific" as "primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g))." 42 U.S.C. 13925(a)(6). Section 300u-6(g)(1) defines the term "racial and ethnic minority group" to mean "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics."

- ***Non-profit agencies whose primary purpose is to provide culturally specific services for racial and ethnic communities as defined above are encouraged to apply.***

SEXUAL ASSAULT SET-ASIDE

Twenty percent of funds granted to the state shall be allocated for programs or projects in two or more federal allocation categories (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

COURT ALLOCATION CATEGORY

******Funds awarded from the court allocation are required to be awarded "to" courts rather than "for" courts.

LAW ENFORCEMENT ALLOCATION CATEGORY

A portion of the set aside required in this category will be used for funding the victim's brochure to include the Lethality Assessment Program (LAP), other needed updates, and a web based version.

VICTIM SERVICES ALLOCATION CATEGORY

As we have done in previous years, this category will be competitively awarded based on applications received. Scoring will be based on the point scale listed with the requirement headings (pages 11-14).

MATCH

All VAWA awards are required to provide a cash or in-kind match of at least 25 percent of the total project cost. The match requirement is with the exception of projects funded out of the victim service allocation, if the benefit/purpose of the project is to be received by a nonprofit victim service provider. FC OHS & JP in conjunction with OCJS determines the allocation categories and FC OHS & JP will notify projects regarding their matching requirements.

Cash Match

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources, like corporate or private donations
- Funds from the Housing and Community Development Act of 1974, 42 U.S.C. 5305, et. seq.
- Funds from the Appalachian Regional Development Act
- Project income

In-Kind Match

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
- Monetary value of donated time contributed by volunteers such as professional, technical, skilled, or unskilled personnel if services are an integral and necessary part of the project

Timing

- Match does not need to be applied at the exact time or in proportion to the obligation of federal funds: it must only be obligated by the end of the project period.

SUSTAINABILITY

Sustainability refers to the ability for a program to maintain its services for an extended period of time after initial funding support and technical assistance from an external donor has ended. (US Agency for International Development, 1988). It is important for programs to develop a plan to continue programmatic activities. Applicants should demonstrate a commitment to their program by briefly describing the steps that will be taken to ensure long term program sustainability.

FOOD AND BEVERAGE/COSTS FOR REFRESHMENTS AND MEALS

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW funds may be used to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

CONFERENCE PLANNING AND EXPENDITURE LIMITATIONS

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at http://www.justice.gov/ovw/grantees.

Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website http://www.justice.gov/ovw/grantees. Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the DOJ Financial Guide. For additional information please refer to http://ojp.gov/financialguide/DOJ/index.htm.

ACCOMMODATIONS AND LANGUAGE ACCESS

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the OVW FY 2014 Solicitation Companion Guide and at www.lep.gov.

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

PROPOSAL COMPONENTS CHECKLIST

Use the following checklist as a general guide for submitting proposals to FC OHS & JP. Read the entire VAWA RFP before completing and submitting proposals.

- ❑ **Title Page**
- ❑ **Problem Statement/Underserved Population**
- ❑ **Project Description**
- ❑ **Project Objectives**
- ❑ **Timeline/Activities**
- ❑ **Organization, Staff Capacity and Cultural Competency**
- ❑ **Collaboration Board**
  - ❑ **All applicants must upload signed Collaboration Board Letters**
- ❑ **Executive Summary**
- ❑ **Budget**

FORMAT AND SUBMISSION

Applications are submitted in writing, by 5 p.m. on July 8, 2016. Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.

IMPORTANT: Applications must be postmarked or received by the deadline.

FRANKLIN COUNTY
OFFICE OF HOMELAND SECUIRTY & JUSTICE PROGRAMS
373 S. High St. 25th Fl
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For technical assistance on any part of the VAWA application, call FC OHS & JP at: 614.525.7353 and ask to speak to Jessica Yuzwa or email jlyuzwa@franklincountyohio.gov

STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT
PROGRAM AREAS AND REQUIREMENTS

Applicants must select a relevant program area on the "Title Page" of the online application for their project as listed below. The project scope must be eligible as defined within the federal statutory purpose areas (**refer to pages 4 and 5**), and **applicants must specify the purpose area(s) that they are proposing to address within the project description. Applicants are also expected to refer to the state's 2014 implementation plan** at http://www.ocjs.ohio.gov/VAWA.stm which defines the state's current priorities, goals, and objectives. The applicant must also include at a minimum the following elements within the project description for the program area selected.

Program Area	Project Description Requirements
VA 1 Training	▪ Identify training topics, speakers, audience, dates, and locations. ▪ Describe policies and procedures resulting from training. ▪ Identify evaluation instrument to determine training effectiveness.
VA 2 Enhancement Efforts	▪ Describe strategy to improve investigation and evidence collection. ▪ Describe domestic violence/sexual assault training for new law enforcement officers or prosecutors.
VA 3 Policy and Protocol Development	▪ Describe current policies and protocols. ▪ Identify how and when the proposed policy or protocol will be implemented.
VA 4 Data Collection and Communication Systems	▪ Identify whether project will develop a new system or update existing system. ▪ Describe technical, procedural, organizational changes required. ▪ Identify staff for technical support after grant ends. ▪ Describe how data will be shared among agencies. ▪ **Personnel costs are unallowable; consultant costs are permitted.**
VA 5 Victim Service Programs and Visitation Centers	▪ **Victim Services** ▪ Describe how project provides safety planning, legal advocacy and confidentiality for female victims. ▪ **Visitation Centers** ▪ Describe Visitation Center security, space, supervision, and hours of operation. ▪ Describe how often and what type of domestic violence training project staffs receive. ▪ Demonstrate need/uniqueness of the service area. ▪ Describe procedures to address liability issues. ▪ Provide letters of participation from Court and Jobs and Family Services. ▪ Describe sources of referrals to the Visitation Center. ▪ Describe the target population.
VA 6 Stalking Programs	▪ **Law Enforcement** ▪ Describe preventive/self-protection measures victims will receive. ▪ Identify how project will enforce foreign protection orders. ▪ Describe law enforcement training on various stalking issues, including laws, early intervention, stalking case monitoring, and lethality assessments. ▪ **Prosecutors** ▪ Describe victim education to collect offender behavior evidence. ▪ Describe support for victims seeking protection orders. ▪ Describe training for prosecutors on laws and prosecutorial techniques for stalking cases. ▪ **Victim Service Providers** ▪ Describe preventive/self-protection measures victims will receive. ▪ Describe support for victims seeking protection orders. ▪ Describe victim education on stalking issues.
VA 7 Sexual Assault Nurse Examiners (SANE)	▪ Identify training topics, speakers, audience, dates, and locations. ▪ Provide number of agency staff to receive SANE training, and their job responsibilities. ▪ Describe project Collaboration Board, including a Sexual Assault Response Team consisting of law enforcement, rape crisis center, prosecutor's office, and sexual assault nurse examiners.

STOP VIOLENCE AGAINST WOMEN ACT (VAWA)
GRANT PROPOSAL NARRATIVE REQUIREMENTS

Problem Statement and Underserved Population (0-10 points)

Applicants should explain or clearly describe the problem or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- clearly describes the nature and scope of the problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Violence Against Women Act Grant Program. The development of the nature and scope of the problem should be data driven and the applicant will need to provide relevant state, and local level data/statistics as well as agency statistics to document the problem addressed.
- discusses the short and long-term consequences for the community if the problem identified is not addressed. More specifically, the applicant should discuss what will happen to the community if the proposed project is not funded.
- clearly describes the target population to be served in terms of population size and demographic characteristics, including any relevant local statistics that link the need for assistance to this particular target population. The applicant should clearly identify at least one underserved population (see below for description) as part of the target population to receive outreach and services. The rationale for selecting the target population should be reasonable given the objectives of the project and the approach described in the project description section of the application.
- identifies other resources in the community that are currently available to address the problem and explains why existing resources are not sufficient to address the problem. If no resources exist, the applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

Underserved Population (0-5 points)

The term 'underserved populations' means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

All projects must identify at least one underserved population. All projects must describe previous strategies to outreach, collaboration, and partnerships. The discussion must also describe the population size and demographic characteristics for the population(s).

- **What are the underserved populations your project will serve?**
  - Avoid identifying "all" victims of domestic violence, dating violence, sexual assault, and stalking as underserved.
- **Why are the populations currently underserved?**
  - What are the barriers to services for the populations?
  - Are the underserved populations attempting to access services? If not, then why not?
- **How will the project meet the needs of the underserved populations?**
  - What efforts will or are occurring to promote eliminating barriers to accessing services; and help increase the utilization of services for underserved populations?

Applicants **MUST** clearly describe whether the underserved community falls into one of the following three tier populations:

- ***Unserved:*** *populations that have no services available to them.*
- ***Underserved:*** *populations that have minimal access and are in need of more outreach and support.*
- ***Inadequately served:*** *Historically marginalized populations that may be overrepresented, but remain inadequately served with specific reference to the quality of service and a "one-size-fits-all" approach.*

Project Description (0-20 points)

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. **The applicant must also define how the project fits within the state's 2014 implementation plan goals** (http://www.ocjs.ohio.gov/VAWA.stm). The application will be evaluated as to how effectively it:

- clearly describes the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified target population (including the underserved population).
- discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the model or practice chosen is (are) appropriate for the outcomes the program wants to achieve. Clearly justifies why the particular program model was selected for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field.** For more information on evidence-based practices, go to http://www.ocjs.ohio.gov/ebp.stm
- clearly demonstrates how they will achieve fidelity to the best practice model being implemented. The applicant must provide adequate discussion of the necessary resources that are required to implement the approach or response outlined. The resources should be reasonable given the scope and detail of the identified approach.
- explains the steps that will be taken to ensure long term program sustainability (i.e. the ability for the program to maintain its services over time). The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities after initial funding support from OCJS has ended.

Project Objectives (0-20 points)

- Applicants should describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measureable change for the target population due to the services offered by the program.
- *Please click here on the VAWA Standardized Objectives and select two objectives that correspond with the application's program area.*
- **Objectives should be defined to align with the state's 2014 implementation plan priorities http://www.ocjs.ohio.gov/VAWA.stm**.
- Objectives must link to the problem statement and project description and must be consistent with the program area selected (**refer to page 10**).

There are two types of objectives:

Outcome objectives describe the measured changes (impact that will occur as a result of implementing the proposed project.

Process (also known as "output") objectives describe the "process" (activities/steps) that a program will implement.

Applications must provide two objectives and at least one objective should be an outcome objective. Each objective should include performance indicators, baseline numbers and data collection methods that further the goal of the selected Program Area.

Performance Indicator:

Describe the evaluation method and performance indicator (measurement) tool that will be used to examine the change that will occur in the client base as a result of the services that the shelter/program provides.
The performance indicator should relate to each mandated objective.

Baseline:

Include the result of past evaluations or results of data collection efforts (**this is the baseline**). If no attempts to evaluate services have been made to date (**then the baseline is zero**), indicate why this method of doing so proves to be the most effective.

Performance Data Collection:
Discuss the procedures and strategies for collecting, analyzing, storing and reporting the data. This should include discussing how anonymity and confidentiality are maintained.

The application will be evaluated on how effectively it:

- clearly identifies project objectives (measure change as a result of implementing the proposed project). If the objective demonstrates a percentage of increase then indicate how the calculation is derived (i.e. 20% out of 25 individuals).
- clearly identifies performance indicators (how you will measure that change, what instrument and/or tools are to be used, etc.)
- clearly identifies any baseline data that exists from the most recent prior year of the project.

Timeline and Activities (0-10 points)

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. Application will be evaluated as to how effectively it:

- presents a comprehensive, thorough timeline that is well-defined and comprehensively specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. Include activities such as anticipated collaboration board meetings, OCJS grant reporting deadlines and any other activities specific to the project. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the application.
- if applicable, include any other deliverables that will be created and/or used throughout the project.

Organization and Staff Capacity (0-10 points)

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. Application will be evaluated as to how effectively it:

- clearly identifies the mission of the agency that will serve as the subgrantee and/or implementing agency. The application should clearly demonstrate the capacity of the subgrantee and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- clearly identifies the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience, and education.
- discusses how successful completion of the project is realistic given the key staff implementing the project. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Describe organizational, staff capacity, and developmental efforts surrounding issues of cultural competency:

- describes how issues of cultural competency, outreach, and services have been translated into planning for the particular project or program reflecting the racial make-up of the board, staff, volunteers, and victims served;
- explains the staff recruitment process and describes staff retention techniques;
- discusses how the organization addresses anti-oppression in their mission statement and requires staff to attend training on issues of anti-oppression and privilege;
- describes outreach and programming offered.
- How does training for both staff, volunteers and board members reflect the underserved population(s) identified within the problem statement?

Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005 (H.R. 3402), STOP funding decisions must take into consideration that 10% of the 30% that is allocated to victim services must be distributed to community-based organizations that provide culturally specific services. The definition of culturally specific services describes the types of activities such groups would offer to overcome obstacles to access more traditional services. This also means that mainstream programs that have a goal of serving underserved populations must ensure that they offer full linguistic access and culturally specific services. An organization which possesses a good grounding in cultural competency will naturally develop the appropriate outreach and services to yield culturally and linguistically desired service related outcomes ***(refer to page 6)****.*

Collaboration Board (0-10 points)

Collaboration Boards provide leadership and direction and can help applicant agencies achieve project goals and objectives through a shared community vision. Collaboration Boards can allow for the sharing of resources to maximize capacity and project impact. Community task forces, steering committees, coalitions, working groups, advisory groups are samples of the types of Collaboration Boards that may be applicable for the project.

Collaboration Boards are comprised of the applicant agency representatives as well as various stakeholders from the community and include but are not limited to: Victim advocates from domestic violence, sexual assault and other agencies, children services, community organizations, hospitals, law enforcement, the court system, prosecutors' offices, and representatives from underserved and culturally specific community-based organizations.

The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items.

The application must include a description of the collaborative effort between the applicant and the collaboration board. Referrals and requests for services does not equate collaboration.

The application will be evaluated as to how effectively it:

- identifies the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describes their roles and demonstrates their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Current commitment letters will be required from all representatives on the Collaboration Board.**
- describes the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the project. Partner agencies should be clearly linked with their role and function within the collaborative group.
- provides details describing the management of the collaborative group. The applicant should be able to document when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings. If the applicant uses an existing community board or group to serve as the Collaboration Board, describe how the group will provide specific oversight for this project.
- describes how the collaborative group will work together to achieve project goals and objectives.

Applications must include current commitment letters from all Collaboration Board members. Letters must be on the Collaboration Board member agency's letterhead and detail each member's role and commitment as a partner within the current proposed project. All applicants are required to submit Collaboration Board letters. Failure to do so will result in your application being declared incomplete and you will be ineligible for funding. Collaboration Board Letters and the Attachment A must submit as attachments within the Collaboration Board section of the application.

Budget Requirements (0-15 points)

Describe any costs associated with implementing the program. The application will be evaluated as to how effectively it:

- presents a clear and detailed budget with a narrative that clearly explains and justifies the budget information.
- justifies the costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.
- clearly states how the match funds will be used and the source of the match funds (**refer to page 7)**.

The unallowable costs list can be accessed at http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.