



FAMILY VIOLENCE PREVENTION AND SERVICES ACT GRANT PROGRAM

2012 REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
1970 West Broad Street, P.O. Box 182632
Columbus, Ohio 43218-2632
Telephone: 614.466.7782
Fax: 614.466.0308
<http://www.ocjs.ohio.gov>

JOHN R. KASICH, Governor
MARY TAYLOR, Lt. Governor
THOMAS P. CHARLES, ODPS Director
KARHLTON MOORE, OCJS Executive Director

Apply for FVPSA online! See page 3 for details.

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
Family Violence Prevention and Services Act Grant Program
2012 Request for Proposals
TABLE OF CONTENTS

| | |
|-----------------------------------|---|
| Who is OCJS | 1 |
| What to Expect | 1 |
| Eligibility | 1 |
| Program Purpose and Program Areas | 1 |
| Funding Distribution | 2 |
| Funding Cap | 2 |
| Length of Funding | 2 |
| New and Continuation Projects | 2 |
| Match | 2 |
| Proposal Checklist | 3 |
| Format and Submission | 3 |
| Proposal Format | 5 |
| Unallowable Costs | 8 |

Family Violence Prevention and Services (FVPSA) funds are available through the Family Violence Prevention and Services Act, Title II, Public Law 98-457, as amended by the Violence Crime Control and Law Enforcement Act of 1994, Public Law 103-322, September 13, 1995. The Office of Community Services, Administration for Children and Families, U.S. Department of Health and Human Services federally administers the program. FVPSA funds must be used to increase resources otherwise unavailable, and cannot supplant state or local funds. State and local funds to projects may not decrease as a result of FVPSA funding.

WHO IS OCJS

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities.

OCJS has been designated by Governor John R. Kasich to administer the FY 2012 Family Violence Prevention and Services Act (FVPSA) funds. The FVPSA funds prevent incidents of family violence, and provide immediate shelter and related assistance for victims of family violence and their dependents.

WHAT TO EXPECT

Application. For technical assistance on any part of the FVPSA application, call OCJS at: 614.466.7782, and ask to speak to your Grants Coordinator or e-mail: BAMiller@dps.state.oh.us and include the county where your project is located.

Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>

Review. FVPSA proposals will be competitively reviewed by OCJS and a team of objective shelter and prevention service providers. Project budgets will be reviewed to assure that costs are allowable and directly relate to the project. Final funding recommendations are made by the OCJS Executive Director.

Award. Award notifications will be mailed to selected projects. Before final approval, projects must complete and return all required forms. 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 July 1, 2012 through June 30, 2013.

ELIGIBILITY

All FVPSA applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible FVPSA subgrantees 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 organizations jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. State agencies, state-supported universities, or
3. Private, nonprofit associations.

PROGRAM PURPOSE AND PROGRAM AREAS

The purpose of the federal FVPSA Program is to prevent incidents of family violence, and to provide immediate shelter and related assistance for family violence victims and their dependents.

Federal Definitions

- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or is otherwise legally related, or with whom such person is or was lawfully residing.
- **Shelter:** The provision of temporary refuge and related assistance in compliance with applicable state law and regulation governing the provision, on a regular basis, which includes shelter, safe homes, meals and related assistance to victims of family violence and their dependents.
- **Related Assistance:** The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence.

Projects may apply under one or both of the following program areas. Agencies may submit only one application per agency, and may apply for both program areas with one application.

Core and Shelter Services

- Crisis Hotline Management (the operation of a 24-hour telephone service, 7 days a week, with trained staff providing counseling, guidance, emotional support, information and referrals, etc.)
- Essential Support Staff
 - Residential Staff (staff that provide for the basic needs of victims in the shelters)
 - Case Management Staff (staff that provide referrals, advocacy and crisis counseling)
 - Supervisory Staff (24-hour management of the shelter and staff)

Prevention and Related Assistance

- Prevention Services such as outreach and prevention services for victims and their children, assistance for children who witness domestic violence, employment training, parenting and other educational services, preventive health services within domestic violence programs (including nutrition, disease prevention, exercise, and prevention of substance abuse), domestic violence prevention programs for school age children, family violence public awareness campaigns and violence prevention counseling services to abusers;
- Counseling with respect to family violence, counseling or other supportive services by peers (individually or in groups), and referral to community social services;
- Transportation and technical assistance with respect to obtaining financial assistance under federal and state programs, and referrals for appropriate health-care services (including alcohol and drug abuse treatment), but not including reimbursement for any health-care services;
- Legal Advocacy to provide victims with information and assistance through the civil and criminal courts and legal assistance, or
- Children's counseling and support services, and childcare services for children who are victims of family violence or the dependents of such victims, and children who witness domestic violence.

FUNDING DISTRIBUTION

Core Shelter Services will remain the priority area for FVPSA funds, with a required 25 percent minimum set-aside for Prevention and Related Assistance projects.

FUNDING CAP

Agencies may apply for a maximum of \$50,000 in FVPSA funds, whether applying for one or both program areas. Applications submitted for more than \$50,000 will not be reviewed.

LENGTH OF FUNDING

Projects may apply for 12-months of funding, operating from July 1, 2012 to June 30, 2013.

NEW AND CONTINUATION PROJECTS

A new project is one that has never received FVPSA funding. If an agency submits an application for a project substantially similar to a previously awarded project, the project proposal is considered a continuation of the earlier program. New and continuation projects will compete equally for funding.

MATCH

All projects receiving FVPSA funds require an in-kind or cash match. New projects must provide match of at least 35 percent of the total project cost. Continuation projects require at least a 20 percent match of the total project costs. Other federal funds may not be used as match.

Cash Match

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources including 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 time contributed by professional, technical, skilled or unskilled personnel if services are an integral and necessary part of project

The value placed on donated services must be consistent with the compensation rate paid for similar work in the organization or labor market. Loaned or donated equipment may not exceed its fair market value. Fringe benefits may be included if someone is actually paying those costs. Volunteer services must be documented and supported by the same methods used by the grant recipient for the recipient's own employees.

Timing

Matching contributions need not be applied at the exact time or in proportion to the obligation of the federal funds; however, the full matching share must be obligated by the end of the period for which the federal funds have been made available for obligation under an approved project. OCJS reserves the right to deny payment requests on approved programs pending documentation of the matching share.

PROPOSAL CHECKLIST

Use the following checklist as a general guide for submitting FVPSA proposals to OCJS. Please read through the entire application packet before completing and submitting proposals. **Applications failing to meet format and submission requirements will not be considered for funding.**

- Title Page**
- Project Proposal** *with headings clearly marked.* If applying under both program areas, only **one** project proposal is required.
- Executive Summary Page**
- Detailed Budget Application**
- FFATA Requirement form**
- CCR Profile and DUNS Number**
- Collaboration Board Letters**

FORMAT AND SUBMISSION

- If applying online, visit: <https://portals.ocjs.ohio.gov/ogss/login.aspx>. Online proposals must be electronically submitted by **5:00 p.m.** on **November 30, 2011**. **Late applications will not be reviewed or considered for funding.**
- Projects that are not able to apply online must submit a waiver stating why they could not submit their application online. For those applicants who submit a waiver, proposals may not exceed six pages. Proposals should be single-sided pages, 12-point font, double-spaced, with one-inch margins. Required forms, including budget pages, do not count as part of the six-page total. Submit a total of six proposal packets. All parts of the proposal, including the Title Page, Project Proposal, Executive Summary Page, and Budget Form must be submitted at the same time. Use binder clips only on applications. Please do not fax any part of the proposal. Proposals must be postmarked or received by OCJS by **5:00 p.m.** on **November 30, 2011**. **Applications failing to meet format and submission requirements will not be considered for funding.**

- Mail or deliver proposals to: **Ohio Office of Criminal Justice Services
1970 West Broad Street, P.O. Box 182632
Columbus, Ohio 43218-2632
Attention: Project Control**

APPLY ONLINE!

FVPSA applicants may apply for OCJS grants online at:
<https://portals.ocjs.ohio.gov/ogss/login.aspx>

1. Register for a username and password.
2. Work on your grant over an extended period of time, saving changes until you're ready to preview and submit your final proposal to OCJS.
3. Print an e-confirmation of your FVPSA submission.

- **Federal Funding Accountability and Transparency Act (FFATA) Requirements.** The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. **All OCJS applicants will be required to fax a copy of the CCR profile that includes the DUNS number and the FFATA Requirement form (http://www.ocjs.ohio.gov/grant_forms.stm See *FFATA Requirement Form*) to (614) 466-0308 no later than the November 30, 2011 application deadline.**

For technical assistance on any part of the FVPSA application, call OCJS at: 614.466.7782, and ask to speak to your Grants Coordinator.

Regional Contacts: <http://www.ocjs.ohio.gov/grants.stm>

OCJS is currently in the process of developing a new grant management information system. With future solicitations, all applicants will be required to submit applications electronically. Hard copy applications will no longer be permitted. Additional information will be forthcoming with implementation of the new system.

PROPOSAL FORMAT

All FVPSA proposals must use the following bold, underlined headings in the same order as presented. Please respond to each bulleted statement. Proposals may not exceed six pages.

Problem Statement and Target Population

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 problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Family Violence and Prevention Services Act Program. **Priority will be given to applications that include relevant national, state, and local level data/statistics to document the problem, as well as, short and long-term consequences if the problem is not addressed.**
- Clearly describes the target population to be served in terms of population size and demographic characteristics, including relevant local statistics that link the need for assistance to this particular target population. Applicant should identify at least one underserved population that will be provided outreach and services. It should provide the rationale for why the target group was selected, and should link to the program and project objectives.
- Identifies other resources in the community that are currently available to address the problem. If none exist, applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

Project Description

Describe the plan of action that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement and target population section of the application. Application will be evaluated as to how effectively it:

- Describes the proposed activities and approach to be taken and clearly demonstrates how the identified problem will be addressed. The approach should be consistent with the characteristics and needs of the target population discussed in the problem statement and target population section of the application.
- Discusses the necessary resources and collaborations that are required to implement the approach or the response outlined in the proposed application. The resources should be reasonable given the scope and detail of the identified approach.
- Presents evidence to support the rationale for choosing the approach or response and how it is based on the demonstrated effectiveness of similar programs or that there is a basis in professional experience to believe it will be effective in addressing the identified problem with the target population discussed.

Project Objectives

HHS has identified two outcomes that have been empirically shown by research to lead to long-term results of increased safety and well-being for 65% or more of all clients served. These are as follows:

As a result of contact with domestic violence programs/shelters, 65% or more of the domestic violence survivors will have more:

1. Strategies for enhancing their safety.
2. Knowledge of available community resources.

These two outcomes must now be asked from a sample of clients. A sample can be defined as a part of a group chosen to represent the experiences or views of the group as a whole. An entire year of data on the two aforementioned outcomes **must be submitted with your application.**

1. Describe the evaluation method and 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 (questionnaires, surveys, pre/post tests, interviews, etc.).
2. Discuss the procedures and strategies for collecting analyzing and reporting the data.

History of Success: Include the result of past evaluations or results of data collection efforts. If no attempts to evaluate services have been made to date, indicate why this method of doing so proves to be most efficacious.

*Examples of survivor feedback surveys created by HHS can be found at http://pubs.pcadv.net/FVPSA_Outcome/ (Username: outcomes/Password: outcomes)

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 measurable change for the target population due to the services offered by the shelter/project. Provide two objectives, with performance measures and baseline numbers that further the FVPSA Program Purpose and Program Areas.

FVPSA Program Goal: To prevent incidents of family violence and provide immediate shelter and related assistance for victims of family violence and their dependents to prevent future violent incidents.

Application will be evaluated on how effectively it:

- Clearly identifies project objectives (measured change as a result of implementing the proposed project), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.), and any baseline data that exists. The project objectives should reflect an appropriate amount of change anticipated or accomplishments that are logical and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application.

Timeline and Activities

Describe how project activities 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 specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. The timeline should also include OCJS reporting requirements and who will perform those duties. 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

Describe the history and accomplishments of the organization responsible for implementing the project. Identify by name any key staff, including a project director who will be responsible for all administrative and programmatic issues, including correspondence between the project and OCJS. Application will be evaluated as to how effectively it:

- Clearly identifies the mission of the organization and the capacity to administer grants of similar size and scope. Applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.)
- Clearly identify the qualifications, experience, and education of key staff, including volunteers, and shows that 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.

This section of the application must also describe the agency's steps to achieve cultural competency. The definition of culturally specific services describes the types of activities that applicants 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.

- Describe 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;
- Explain the staff recruitment process and describes staff retention techniques;
- Discusses how they address anti-oppression and require staff to attend training on issues of anti-oppression;
- And describes outreach and programming offered.

Collaboration Board

Collaboration Boards are essential to the funding process as they help projects achieve their goals and objectives. Collaboration Boards should provide oversight as well as collaboration. The leadership and direction they provide help projects to achieve their goals and objectives through a shared community vision. Collaboration Boards should be comprised of agency representatives, as well as various stakeholders from the community, including but not limited to representatives from children services, hospitals, local police departments, and the court system, such as victim advocates and the prosecutor's office. The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items. Describe the collaborative effort between applicant and other organizations. Application will be evaluated as to how effectively it:

- 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 identified and 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.
- Describes how the collaborative group will work together to achieve project goals and objectives.

Applications must include commitment letters from all Collaboration Board members. Letters must be submitted on the collaboration board member's letterhead and detail each agency's role and commitment as a partner within the proposed project. All applicants will be required to fax commitment letters to (614) 466-0308 no later than the November 30, 2011 application deadline. All submissions must include the application number.

Budget

Describe any costs associated with implementing the program. 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.
- Budget must clearly be linked to the needs addressed in the problem statement and project description.
- Clearly states how the match funds will be used and the source of the match funds.

UNALLOWABLE COSTS

- Alcoholic Beverages
 - Auto Purchase
 - ★ Auto Parts
 - ★ Auto Maintenance
 - ★ Auto Leases Only Allowable for Drug Task Forces
 - Awards, Bonuses or Commissions
 - Bad Debts
 - Basic or Standard Police Equipment
 - ★ Uniforms
 - ★ Dry Cleaning
 - Construction Costs
 - Contingency Provision Funds
 - Contributions and Donations by the Subgrantee or Implementing Agency
 - Corporate Formation Costs
 - Defense and Prosecution of Criminal and Civil Proceedings and Claims
 - Depreciation and Use Allowances on Publicly Owned Buildings
 - Drug Dogs
 - Dual Compensation
 - Entertainment
 - Federal Employee Compensation, Consulting Fees or other Remuneration
 - Fines and Penalties (OBM Circular A-87 Item 20 exception)
 - Foreign Travel (outside United States/territories, Canada)
 - Fund Raising
 - General Government Expense (OBM Circular A-87 Item 23 exceptions)
 - Grant Management/Administrative Costs
 - Idle Facilities (OBM Circular A-87 Item 24 exceptions)
 - Incentive Payments
 - Inmate Wages
 - Interest (OBM Circular A-122 Item 19 exceptions)
 - Land Acquisition
 - Lobbying
 - Losses on Other Awards
 - Medicines, Drugs, Pharmaceuticals or Cosmetics
 - Military-type Equipment/Lethal Weapons
 - Recreational Activities
 - Restitution Payments
 - Snacks
 - Space Occupied under Lease-to-Own Agreements
 - Sporting Goods/Equipment
 - State and Local Taxes (Standard Conditions exceptions)
 - Stipends
 - Tips, Bar Expenses or Laundry Costs Incurred at Conferences
 - Toys, Games, etc.
 - Under Recovery of Costs under Federal Agreements
- ★ All costs must directly relate to the goals and objectives of the proposed project. OCJS reserves the right to modify project budgets or provide partial funding.