



Family Violence Prevention and Services Act  
Grant Program

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2013  
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  
[www.ocjs.ohio.gov](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 using the new OCJS grants management system! See page 3 for details.

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**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 2013 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.

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.** Projects will be notified and required to complete all forms and pre award conditions electronically through the grants management system. 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, 2013 through June 30, 2014.**

## **Client Confidentiality**

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, FVPSA-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the State or other FVPSA grantees or subgrantees (Section 306(c)(5)).

In the annual grantee Performance Progress Report (PPR), States and subgrantees must collect unduplicated data from each program rather than unduplicated data across programs or statewide. No client-level data should be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release as described in section 306(c)(5). The address or location of any FVPSA-supported shelter facility shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (Section 306(c)(5)(H)) and the confidentiality of records pertaining to any individual provided domestic violence services by any FVPSA-supported program will be strictly maintained.

## **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 and 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, 2013 to June 30, 2014.

## **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 COMPONENTS**

Use the following checklist as a general guide for submitting proposals to OCJS.

Read the entire FVPSA RFP before completing and submitting proposals

- Title Page**
- Problem Statement/Underserved Population**
- Project Description**
- Project Objectives**
- Timeline/Activities**
- Organization Capacity**
- Collaboration Board**
  - \* Please note Collaboration Board Letters are required and need to be uploaded with the application. Letters should demonstrate the collaboration efforts of the project. If letters are not uploaded the application will not be reviewed.*
- Executive Summary**
- Budget**

## **FORMAT AND SUBMISSION**

- Applications are submitted online through the OCJS Grants Management System, by 5 p.m. on November 30, 2012. Visit: [www.ocjsgrants.com](http://www.ocjsgrants.com). 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 in the **APPLICATION SUBMITTED STATUS** in the OCJS Grants Management System to be considered for funding.

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>

### **APPLY ONLINE!**

FVPSA applicants may apply for OCJS grants online at: [www.ocjsgrants.com](http://www.ocjsgrants.com)

1. Register to use the system. NOTE: If you have already registered as a grantee please use that log in information to access the system.
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.

## **FAMILY VIOLENCE AND PREVENTION SERVICES ACT GRANT PROPOSAL NARRATIVE**

### **Problem Statement and Underserved Population**

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 Family Violence and Prevention Services Act (FVPSA) 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**

*FVPSA underserved populations include populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age), and any other population determined to be underserved by the State planning process or the Secretary of HHS (Section 302(14).*

- What is the underserved population your project will serve?
- Why is this population currently underserved?
- How will the project meet the needs of the underserved population?

### **Project Description**

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 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.

## **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 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/](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.**

The application will be evaluated on how effectively it:

- clearly identifies project objectives (measured change as a result of implementing the proposed project)
- clearly identifies performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.).
- clearly identifies any baseline data that exists.

## **Timeline and Activities**

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**

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.
- discuss 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.

### **Collaboration Board**

Collaboration Boards are essential to the funding process as they help projects achieve their goals and objectives. 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, community organizations, hospitals, local police departments, and the court system, such as victim advocates, and prosecutors' offices. The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items. Describe the collaborative effort between the applicant and other organizations. 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. **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 commitment letters from all Collaboration Board members. Letters must be 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 upload 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 are uploaded as an attachment within the Collaboration Board section of the online application.**

### **Budget**

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.

## 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)  
    Food★★  
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.**

**★★No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.**