



Office of Criminal Justice Services

Family Violence Prevention and Services Act
American Rescue Plan (FVPSA ARP)
Rape Crisis Centers and Sexual Assault Programs Supplemental
COVID-19 Funds

FY 2021

REQUEST FOR PROPOSALS

The deadline for submissions is by 5pm EST on July 19, 2022

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for FVPSA ARP online using the OCJS grants management system.



OFFICE OF CRIMINAL JUSTICE SERVICES
FY 2021 FVPSA ARP Rape Crisis Centers and Sexual Assault Programs
Supplemental COVID-19 Funds

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The Family Violence Prevention and Services Act (FVPSA) provides the primary federal funding stream dedicated to the support of emergency shelter and supportive services for victims of domestic violence and their dependents. FVPSA is located in the Family & Youth Services Bureau (FYSB), a division of the Administration on Children, Youth and Families in the Administration for Children & Families. First authorized as part of the Child Abuse Amendments of 1984 (P.L.98-457), FVPSA has been amended eight times. It was most recently reauthorized in December 2010 for five years by the CAPTA Reauthorization Act of 2010(42 U.S.C. §§ 10401 – 10414).

OCJS AND THE FVPSA AMERICAN RESCUE PLAN SEXUAL ASSAULT/ RAPE CRISIS SERVICES AND SUPPORTS PROGRAM

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 Mike DeWine to administer the FY 2021 Family Violence Prevention and Services Act (FVPSA) funds, therefore the Family & Youth Services Bureau (FYSB), a division of the Administration on Children, Youth and Families in the Administration for Children & Families designated OCJS as the state administering agency for the FVPSA American Rescue Plan (ARP) Rape Crisis Centers and Sexual Assault Programs Supplemental COVID-19 Funds.

PROGRAM SCOPE

The purpose of the ARP Grants to Support Survivors of Sexual Assault is to 1) assist with the transition to virtual/remote services for rape crisis centers, sexual assault programs, tribal programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault, and 2) support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency.

Prevent – Activities that assist sexual assault survivors by providing virtual services, supportive services, temporary housing assistance, mobile advocacy services, and supplies that will ensure survivors of sexual assault receive the care, support and services they need while reducing the exposure to and risk of contracting the COVID-19 virus.

- Perform outreach and provide education to local rape crisis centers/sexual assault programs, culturally specific programs, and tribes on strategies that reduce COVID-19 transmission, using existing materials where available. Please note that grantees are expected to use materials from federal agencies and/or local public health departments.
- Disseminate educational materials and resources to local rape crisis centers/sexual assault, culturally specific programs, and tribes on precautions to prevent, contain, or mitigate COVID-19 and other respiratory illnesses. Please note that grantees are expected to use materials from federal agencies and/or local/state public health departments.
- Provide virtual services, temporary housing options, and supportive services to survivors of sexual assault including paying for the operating, staffing, and administrative expenses of the facilities for rape crisis/sexual assault programs, culturally specific programs, and tribes;
 - ARP funding can be used to provide temporary refuge in conjunction with supportive services and in compliance with applicable state or tribal law or regulations, which includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Rental subsidies and rental assistance;

- Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated, or leased by the program);
 - Safe homes; and
 - Hotel or motel vouchers.
- Provide prevention services, including outreach to underserved populations to increase virtual access to sexual assault services and reduce the exposure to and risk of contracting the COVID-19 virus; and
- Strengthen partnerships with local and state public health authorities, local health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, LGBTQ+ organizations, and rape crisis centers/sexual assault programs to improve emergency operations throughout the COVID-19 public health emergency.

Prepare – Activities and technical assistance that include assessing needs of sexual assault survivors during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity of rape crisis centers and sexual assault services. Assessing the capacity of local rape crisis centers/sexual assault programs’ and tribes’ emergency operation plans and plans to address the needs of survivors and reduce the exposure to and risk of contracting the COVID-19 virus. Please note that the provision of remote services, virtual services, and mobile advocacy are allowable activities for this supplemental funding.

- Assess the capacity of agencies, local rape crisis centers/sexual assault programs, culturally specific programs, and tribes to provide continuity of sexual assault services, including emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism;
- Provide training to assist agencies, local rape crisis centers/sexual assault programs, culturally specific programs, and tribes in reviewing, updating, and/or implementing emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism; and
- Provide training, information, and assistance for ensuring the continuity of local rape crisis centers/sexual assault programs, culturally specific programs, and tribal sexual assault programs to:
 - Support victims and survivors of sexual assault to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency;
 - Help them maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist survivors of sexual assault, in recovery from the effects of the violence during the COVID-19 public health emergency;
 - Help them maintain the capacity to provide services for sexual assault survivors, including age-appropriate counseling, supportive services, and culturally relevant and linguistically appropriate services during the COVID-19 public health

emergency. Please note that the provision of remote services, virtual services, and mobile advocacy are allowable activities; and

- Help them maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Respond – Activities and technical assistance for ensuring the continuity of sexual assault programs and rape crisis center services, culturally specific programs, and tribal programs during the COVID-19 public health emergency, which includes responding to issues such as adapting to fluctuating needs and changing circumstances. ***Please note that staffing enhancements, workforce supports, and workforce capacity building are allowable activities.***

- Provide services, training, technical assistance, and outreach to increase access to sexual assault supports and increase the accessibility of rape crisis and sexual assault services;
- Provide advocacy, case management services, and information and referral services concerning issues related to sexual assault services, including—
 - (i) Assistance in accessing related federal and state financial assistance programs;
 - (ii) Legal advocacy to assist victims and their dependents;
 - (iii) Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
 - (iv) Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - (v) Provision of transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
 - (vi) Parenting and other educational services for victims and their dependents.
- Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work out in the community in order to support sexual assault survivors wherever it is safe and convenient for the survivor.
- Fund staffing increases, workforce supports for employees/advocates, and workforce capacity building and any related costs to retain, reward, or recruit staff to ensure the continuity of sexual assault and rape crisis center services for sexual assault survivors and their dependents.

Workforce Expansions, Capacity Building, and Supports

The ARP Grants to Support Survivors of Sexual Assault can be used for workforce-related expansions and supports, or to reimburse subrecipients or contractors for such costs and for costs that include but are not limited to:

- Planning for implementation of sexual assault services, COVID-19 mitigation strategies; implementation of mobile advocacy services; language access planning, or virtual/remote services implementation;

- Training providers and staff on COVID-19 mitigation activities; implementation of mobile advocacy services; or virtual/remote services implementation;
- Hiring providers and staff to deliver sexual assault services; COVID-19 mitigation strategies; implementation of mobile advocacy services; or virtual/remote services implementation;
- Reporting data to HHS on sexual assault services; COVID-19 mitigation strategies; implementation of mobile advocacy services; or virtual/remote services implementation; and
- Expenses to secure and maintain adequate personnel to deliver sexual assault services; COVID-19 mitigation strategies; implementation of mobile advocacy services; or virtual/remote services implementation may be considered allowable costs under applicable HHS regulations if the activity generating the expense and/or the expenses are necessary to secure and maintain adequate personnel, please review HHS regulations 45 CFR § part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards,” Subpart E—Cost Principles, [45 CFR part 75](#). These requirements apply to the FVPSA recipient and any subrecipients. Please thoroughly review these regulations before developing your proposed budget. Such expenses may include:
 - Hiring bonuses and retention payments,
 - Childcare,
 - Transportation subsidies, and
 - Other fringe or personal benefits authorized by HHS regulations

The purpose of these allowable workforce capacity building expenses is to ensure the continuity of sexual assault services in local communities and for tribes by allowing supplement funding to be used to sustain an advocacy workforce to prevent, prepare for, and respond to the needs of sexual assault survivors impacted by the COVID-19 public health emergency. A sustainable workforce is needed to operate remote/virtual services for survivors; to implement mobile advocacy services for survivors sheltered throughout local communities; and to coordinate the COVID-19 mitigation strategies for each local program to keep families healthy and safe during this difficult time.

ELIGIBLE APPLICANTS

All FVPSA ARP applicants must have an organization, or subrecipient¹, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible subrecipients include:

1. Private, nonprofit associations
2. State agencies, state-supported universities, or
3. 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. .

¹ The terms Grantee/Recipient and Subgrantee/Subrecipient are used interchangeably throughout this document.

Distribution of FVPSA ARP funds:

The state will emphasize the support of effective community-based projects that are carried out by **private, nonprofit organizations**, whose primary purpose is to provide direct intervention and related assistance to victims of sexual assault inclusive of, but not limited to rape crisis centers, sexual assault programs, tribal programs, culturally specific programs, LGBTQ+ organizations, and such programs within underserved communities.

BIDDERS TRAINING

A voluntary Bidders Training webinar will take place **June 22, 2022 at 10am**. The training will provide information helpful for both the application preparation and review process. Please visit <https://attendee.gotowebinar.com/register/8626908293087072784> to complete the registration.

For any additional questions contact OCJS at 614.466.7782 or email Jacquetta Al-Mubaslat at JAL-Mubaslat@dps.ohio.gov.

ALLOWABLE USE OF FUNDS

This list is not exhaustive, as there may be other allowable uses of funds consistent with the operation of virtual services and meeting the emergency needs of sexual assault survivors in response to the COVID-19 public health emergency.

- Funds may be used to increase the workforce or sustain the current workforce needed to safely staff and operate rape crisis centers and sexual assault programs during the COVID-19 public health emergency (refer to page 5 *Workforce Expansions, Capacity Building, and Supports*).
- Virtual/remote services costs to include: text and web chat systems; purchasing equipment; software; installation costs; technical supports and contracts.
- Emergency and immediate shelter; temporary refuge or lodging in individual units such as apartments (not required to be owned, operated or leased by the program); safe homes.
- Operational costs to include utilities, rental costs and supplies for the rape crisis centers and sexual assault programs.
- Victim Assistance supports such as:
 - Locating and securing safe and affordable permanent housing and homelessness prevention services (While Rental subsidies are included in the definition, per [42 U.S.C. § 10408\(d\)](#), FVPSA funds may not be used as a direct payment to any victim, thus the program would have to pay the cost of rent directly to the landlord. **OCJS funds cannot be used in support of security deposits**);
 - Clothing,
 - Food and toiletries,
 - Personal Protection Equipment (PPE) etc.
 - Transportation (**Excludes vehicle purchases and leases**).
 - Childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services.

- Training, technical assistance and prevention, and outreach to increase awareness of sexual assault services and culturally specific services.
- Culturally specific and linguistically appropriate services to include language access and supports.
- Advocacy, case management services and information and referral services.
- Individual and group counseling and peer support groups.
- Services for children and youth.

EXPECTED OUTCOMES

- Safe voluntary access to virtual/remote and in-person services.
- Meaningful partnerships between sexual violence programs and health care providers.
- Increased usage of mobile advocacy services for survivors.
- Reduced burden for sexual assault programs that do not have resources and staff to support COVID-19 mitigation.
- Increased access to health, wellbeing, and behavioral health supports for survivors and children.
- Enhanced supportive services for survivors that are safe and accessible where they need them most.

WHAT TO EXPECT

Technical Assistance. For technical assistance on the narrative and budget pieces of the FVPSA ARP application, email Jacquetta Al-Mubaslat at JAL-Mubaslat@dps.ohio.gov.

For technical assistance with www.ocjsgrants.com, please contact your grant coordinator by email. You can find your OCJS Regional Contact here: www.ocjs.ohio.gov/grants.stm; **emails are recommended for a quicker response.**

Review. OCJS staff will review proposals and will ensure that project budget costs are allowable and directly relate to the program. The OCJS Executive Director makes final funding recommendations and the Director of the Ohio Department of Public Safety approves them.

AWARD NOTIFICATIONS AND EXPECTATIONS

Projects will be notified and required to complete all forms and pre-award conditions electronically through the [Online Grants Management System](#). Forms and assurances included with pre-award conditions include, but are not limited to:

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form (including [conflicts of interest](#))
- Special Conditions Form

- Fidelity/Surety Bond (Note: only applicable for non-profit applicants)
- Proof of Tax-Exempt Status (Note: only applicable for non-profit applicants)
- Registration in the System for Award Management (www.sam.gov/www.sam.gov/SAM/).

In addition to the above requirements and this Request for Proposal, all subrecipients are bound by the [Federal Subgrant Conditions Handbook](#). Please note: the FVPSA ARP grant is a reimbursement grant. Projects will submit Quarterly Subgrant Reports through the online grants management system to request reimbursement for grant expenses. Reimbursements are contingent on meeting the requirements of the grant including but not limited to performance reporting requirements as described in the Pre-Award Conditions.

LENGTH OF FUNDING

Applicants may apply for 24 months of funding, operating from July 1, 2022 to June 30, 2024.

FISCAL CONSIDERATIONS

- Qualified Rape Crisis Centers are encouraged to apply for at least \$90,000.00. Qualified Rape Crisis Centers have met the Ohio Alliance to End Sexual Violence's (OAESV) [Core Standards for Rape Crisis Programs in Ohio](#).
- Sexual Assault Programs not identified as qualified Rape Crisis Centers by the Ohio Alliance to End Sexual Violence are eligible to apply. There is no funding cap, however applicants are expected to submit funding requests that reflect **realistic** and **allowable** project costs that can be expended during the July 1, 2022 to June 30, 2024 project period. The number of applications received and the availability of funds are a few of the factors that influence the number and size of awards.
- All budget items must be related to the impact of COVID-19 and to ensure the continuity of sexual assault services; and provide supportive services for sexual assault survivors impacted by the COVID-19 virus.
- There is not a match requirement for this award. Please leave this section of the budget blank.
- Lodging and meal per diem rates cannot exceed the rates set by the federal Government Services Administration. The rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Mileage rates cannot exceed the rates set by Ohio Budget Management. These rate can be found at <https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/obm-travel-rule/obm-travel-rule>.
- OCJS Fiscal Definitions <https://www.ocjs.ohio.gov/grants.stm#gsc.tab=0>.
- **External Audit or Financial Report** – applicants are required to upload a copy of the organization's most recent external audit or most recent financial report to the Attachment Upload section of the application. This allows OCJS to ensure requirements are met for 2 C.F.R. § 200.331(f). Single Audit Act Amendment of 1996, and the OMB Circular A-133.

POST AWARD REPORTING REQUIREMENTS

All FVPSA ARP subrecipients are required to submit progress reports. OCJS will provide updated reporting requirements during the pre-award conditions process.

CLIENT CONFIDENTIALITY

In order to ensure the safety of adult, youth, and child victims of sexual assault, domestic violence, and 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 with services.

FVPSA-funded programs cannot disclose any personal identifiable information (PII) collected in connection with services; reveal PII without informed, written, reasonably time-limited consent; or require a victim to provide consent as a condition of eligibility for services (45 CFR 1370.4(a)(1 – 3)). Additionally, consent to release PII shall be given by an unemancipated minor and the minor's parent or guardian, or in the case of an individual with a guardian, it shall be given by the individual's guardian (45 CFR 1370.4 (b)). In the annual Performance Progress Report (PPR) for FVPSA-funded states and tribes, states must collect unduplicated data from each subrecipient, if applicable, and each subrecipient may only share non-PII data, in aggregate, regarding services to their clients in order to comply with federal, state, or tribal reporting, evaluation, or data collection requirements (42 U.S.C. § 10406(c)(5)(D)(i)). Client-level data shall not be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release as described in 42 U.S.C. § 10406(c)(5). This includes the prohibition of subrecipients sharing client-level data with the state for data collection or monitoring purposes.

VOLUNTARY SERVICES

Receipt of supportive services under FVPSA will be voluntary. No condition will be applied for the receipt

DEFINITIONS

- **Sexual Assault** - The term 'sexual assault' means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- **Rape Crisis Center** - The FVPSA Program authorizes for the ARP Grants to Support Survivors of Sexual Assault to be allocated in accordance with the Violence Against Women Act (VAWA). The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. § 12291(a)(25). Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:
 1. 24-hour hotline services providing crisis intervention services and referral.
 2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.

3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
 4. Information and referral to assist the sexual assault victim and family or household members.
 5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
 6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.
- **Supportive Services** - For the purposes of this supplemental funding, supportive services are defined as services for adult and youth victims of family violence, domestic violence, dating violence, and sexual assault and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence ([45 CFR § 1370.2](#)).
 - **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.
 - **Underserved Communities** - For purposes of this supplemental funding, “underserved population,” “underserved communities,” or “people who have been historically underserved” should be read to be consistent with FVPSA statutory and regulatory definitions at 42 U.S. Code § 10402 (14) and 45 CFR part 1370.2). For reference, the definition at [45 CFR part 1370.2](#) is given here: “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, and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300(u–6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary’s designee to be underserved.”
 - **Personally Identifying Information** - 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. Personally identifying information

includes a first and last name; a home or other physical address; contact information (including a postal, e-mail, or Internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number, or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual (45 CFR § 1370.2).

- **Virtual Services** - The use of electronic devices, such as computers, tablets, and smartphones, to provide services for survivors through a secure platform. These services will enable domestic violence and sexual violence programs to support survivors and their children via an internet connection, web portal, and two-way live video platforms, <https://telehealthresourcecenter.org/>.

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PROPOSAL COMPONENTS CHECKLIST

ALL components within each section of the RFP must be addressed and clearly described. Use the following as a checklist to ensure all required components are addressed. Read the entire FY 2021 FVPSA ARP Rape Crisis Centers and Sexual Assault Programs Supplemental COVID-19 Funds RFP before completing and submitting proposals.

- Title Page (applicants must indicate whether they are applying as a Rape Crisis Center or as a Sexual Assault Program)**
- Program Area**
- Narrative**
- Organization Capacity**
- Attachment Upload**
 - Rape Crisis Certification (Qualified Rape Crisis Centers Only)**
 - External Audit or Financial Report (All Applicants)**
- Executive Summary**
- Budget**

FORMAT AND SUBMISSION

- Applications are submitted online through the OCJS Grants Management System. New applicants must first register in the online system at www.ocjsgrants.com. Applicants that have previously used the system may use their existing account. It is recommended that new applicants register at least two weeks prior to the application deadline to ensure access to the online application.
- Deadline for submission is by 5 p.m. EST July 19, 2022. ***OCJS will not review late applications or consider them 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 application components please email Jacquetta Al-Mubaslat at JAL-Mubaslat@dps.ohio.gov. For assistance with www.ocjsgrants.com please contact your grants coordinator. You can find your OCJS Regional Contact here: www.ocjs.ohio.gov/grants.stm; **emails are recommended for a quicker response.**

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FVPSA ARP SUPPLEMENTAL FUNDING PROGRAM

PROPOSAL NARRATIVE

NARRATIVE

Responses must clearly align with the need to ensure the provision of virtual services; mobile advocacy; to ensure the continuity of sexual assault services; and provide supportive services for sexual assault survivors impacted by the COVID-19 virus (Refer to page 3 - *Prevent; Prepare; Respond; Workforce Expansions, Capacity Building and Supports*). Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Provide local data/statistics that show how the community/population you serve has been impacted by Covid-19. **Responses should include:**
 - Population size, location, geography
 - Population composition in terms of race, ethnicity, age, socioeconomic status, and other important demographic information
 - Calls for service (issues impacting sexual assault survivors in your community/service area)
 - Describe how services have changed as a result of the COVID-19 pandemic (i.e. in-person, hybrid, remote etc.)
 - Number of people served (include describing whether your agency has a waiting list, the average wait time, and the numbers currently on the waiting list)
 - A description of your agency's practice for serving people from other counties
- Provide information to explain how your agency has been impacted by COVID-19.
- Explain why other resources in the community are not sufficient to address the problem you are experiencing.
- Describe what you are requesting funding for, and how your request is related to COVID-19 prevention, preparation, or response with the intentional focus of increasing supports to victims of sexual assault. *Refer to page 7 Allowable Use of Funds.*
- Who on your staff will be responsible for overseeing the project? **Responses should include staff managing the proposed project activities and staff implementing project activities. If staff have not been hired describe positions and roles within the project.**
- Discuss how/whether you have worked with local/state/federal health departments, the Centers for Disease Control and Prevention (CDC), or other entities such as the Ohio Alliance to End Sexual Violence (OAESV) in developing Covid-19 related policies and practices. If you have not, please explain why.

ORGANIZATION 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.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Describe the mission of the agency that will serve as the subgrantee and/or implementing agency.
- Describe the capacity of the subgrantee and implementing agency's ability to administer grants of similar size and scope.
 - Applicants should **identify/name** the specific grant programs and funding amounts that have been administered.
- Clearly describe adequate resources available (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- Clearly identify key staff, including any volunteers and/or contracted staff that will be participating in the proposed project.
 - Include a description of qualifications, experience, education and training that support the role they will hold on the proposed project.
 - Special attention should be given to those personnel who are identified in the budget
 - Include a description of how the implementing agency works with contracted staff, including interpreter services, to maintain confidentiality of clients.
- 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.

Applicants should describe their organizational, staff capacity, and developmental efforts surrounding issues of cultural competency and humility.

Applications will be evaluated on how clearly the following items have been responded to within the narrative.

- Describe how issues of cultural competency and humility, 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 describe staff retention techniques.
- Discuss how the organization addresses anti-oppression in their mission statement and requires staff to attend training on issues of anti-oppression and privilege. **Responses should include the following:**
 - Identify and describe the types of trainings that occur.
 - Describe why specific trainings are selected.
 - Describe who will conduct the trainings and how often they occur.

EXECUTIVE SUMMARY

The Executive Summary serves as a concise and accurate description of the proposed project and should not introduce new information. The information provided should serve as a summarized version of the overall application narrative.

Purpose Statement

The purpose statement should be clear and concise. It describes what the applicant is going to do, the population that is going to be served, how it will be accomplished and why it is important. Information provided within the purpose statement is reported to the Federal Funding Accountability and Transparency Act (FFATA) reporting system in response to FFATA legislation.

BUDGET

All budget items must clearly align with COVID-19 prevention, preparation, or response with the intentional focus of increasing access and supports for domestic violence survivors and their dependents. Refer to page 7 Allowable Use of Funds and Appendix A.

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 as it relates to the COVID-19 public health emergency.
- 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.
- External Audit or Financial Report - **upload a copy of your organization's most recent external audit or most recent financial report to the Attachment Upload section of the application.**

UNALLOWABLE COSTS²

- Direct payment to survivors;
- Vehicle purchases/leases;
- Security deposits
- Moving expenses;
- Construction costs; and
- Renovation costs.

The unallowable cost list can be accessed at

https://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.

Additional information regarding unallowable costs can be found within the HHS Grants Policy Statement at <https://www.acf.hhs.gov/sites/default/files/fysb/hhsgps107.pdf>.

² **Applicants should be contacting the Ohio Alliance to End Sexual Violence (OAESV) at www.oaesv.org for coordination of hotel/motel needs**