



Family Violence Prevention and Services Act Grant Program

2018

REQUEST FOR PROPOSALS

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for FVPSA online using the OCJS grants management system.



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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).

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 2018 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.

ELIGIBLE APPLICANTS

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

ELIGIBILITY REQUIREMENTS

Projects applying under FVPSA must have a collaborative group representing various stakeholders from the community, including but not limited to victim service providers, law enforcement, prosecution, courts, children services, community organizations, hospitals and any other applicable agency/representative that will help to inform the project's activities and goals.

BIDDERS TRAINING

A voluntary Bidders Training webinar will take place November 7, 2017 from 10am to 11:30am. The training will provide information helpful for both the application preparation and review process. Registration for the webinar is limited and required. **The deadline to register is November 6, 2017.** Please visit <https://www.surveymonkey.com/r/S8FSB3H> to complete your registration.

TECHNICAL ASSISTANCE

For technical assistance on any part of the FVPSA application, call OCJS at 614-466-7782 or 888-448-4842 and ask to speak to a Grants Coordinator. Regional Contacts:
<http://www.ocjs.ohio.gov/grants.stm>

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

WHAT TO EXPECT

OCJS implements a competitive three-tiered application review process:

1. Internal compliance (financial and programmatic reporting) reviews.
2. Peer (professionals from the field) and OCJS subject matter expert reviews.
3. OCJS Director Review.

Final funding recommendations are made by the OCJS Executive Director and approved by the Department of Public Safety Director.

Award notifications and expectations: Applicants that are recommended for funding will be notified and required to complete all forms and pre-award conditions electronically through the grants management system at www.ocjsgrants.com. **All awards will be for 12 months of funding, operating from July 1, 2018 through June 30, 2019.**

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
- Civil Rights Information Obligations
- Assurances of Compliance with Grant Requirements
- LGBTQ Accessibility Policy
- Fidelity Insurance/Surety Bond
- Proof of Tax Exempt Status
- Registration in the System for Award Management (sam.gov)

CLIENT CONFIDENTIALITY

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 10406(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 10406(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 10406(c)(5)) and the confidentiality of records pertaining to any individual provided domestic violence services by any FVPSA-supported program will be strictly maintained.

VOLUNTARY SERVICES

Receipt of supportive services under FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter as described in Section 10408(d)(2)).

PROGRAM PURPOSE AND PROGRAM AREAS

The purpose of the federal FVPSA Program is to support the establishment, maintenance, and expansion of programs and projects:

1. to prevent incidents of family violence, domestic violence, and dating violence;
2. to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and
3. to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.

Federal Definitions

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - Includes physical, sexual, psychological, emotional violence, financial abuse within a dating relationship, including stalking.
 - Covers in person or online abuse or other forms of manipulation occurring between current/former dating partners regardless of actual or perceived sexual orientation or gender identity.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - Includes criminal or noncriminal acts constituting intimidation, control, coercion and coercive control, harassment, emotional and psychological abuse, expressive and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts.
- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, that results or threatens to result in physical injury and is committed by a person against another individual, to whom such person is related by blood or marriage, or is or was otherwise legally related, or is or was lawfully residing.

- **Shelter:** The provision of temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.
 - Includes emergency and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, Tribe/reservation, or State.
 - Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which are not transitional or permanent housing, but must also provide comprehensive supportive services.
 - The mere act of making a referral to shelter or housing shall not itself be considered provision of shelter.
- **Supportive Services:** Services for adult and youth victims of family violence, domestic violence, or dating violence, 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.

FVPSA funds may be used for but are not limited to²:

- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter.
- Assistance in developing safety plans and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being.
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence.

² Distribution of FVPSA grant funds: 1) *not less than 70 percent of the funds distributed by a State to sub-recipients shall be distributed to entities for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, 2) not less than 25 percent of the funds distributed by a State to subgrantees/recipients shall be distributed to entities for the purpose of providing supportive services and prevention services.*

- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
- Provision of culturally and linguistically appropriate services.
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the nonabusing parent that support that parent’s role as a caregiver, which may, as appropriate, include services that work with the nonabusing parent and child together.
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
 - assistance in accessing related Federal and State financial assistance programs;
 - legal advocacy to assist victims and their dependents;
 - medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services;
 - assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - transportation, child care, respite care, job training and employment services, financial literacy services and education financial planning, and related economic empowerment services; and
 - parenting and other educational services for victims and their dependents.
- Provision of prevention services, including outreach to underserved populations.

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 compete equally for funding.

FISCAL CONSIDERATIONS

- The unallowable costs list can be accessed at http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.
- Projects may apply for 12 months of funding, operating from July 1, 2018 to June 30, 2019.
- 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 cost.
- 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, 2018 to June 30, 2019 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 awards³.

Cash Match

Acceptable forms of Cash Match include:

- 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

Acceptable forms of In-Kind Match include:

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
 - 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.
 - 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
 - Volunteer services must be documented and supported by the same methods used by the grant recipient for the recipient's own employees.

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.

³ OCJS implements a competitive three-tiered application review process. Refer to page 4.

Food and Beverage/Costs for Refreshments and Meals

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.

Additional information regarding unallowable costs can be found within the HHS Grants Policy Statement at <http://www.acf.hhs.gov/sites/default/files/fysb/hhsqps107.pdf>.

ACCOMMODATIONS AND LANGUAGE ACCESS

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.

POST AWARD REPORTING REQUIREMENTS

All FVPSA subrecipients are required to submit quarterly progress reports.

The due dates are as follows: October 15th (covering July - September), January 15th (covering October - December), April 15th (covering January – March), July 15th (covering April – June). The report **MUST** be completed in its entirety. The performance report form (FVPSA SF-PPR Form) is accessed through the Office of Criminal Justice Website (OCJS) at <http://www.ocjs.ohio.gov/FVPSA.stm>.

PROPOSAL COMPONENTS CHECKLIST

ALL components within each section of the RFP must be addressed and clearly described. Use the following as checklist to ensure all required components are addressed. Read the entire 2018 FVPSA 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 FY 2018 FVPSA commitment letters from each Collaboration Board member.
 - Letters must be on each Collaboration Board member agency's letterhead.
 - The letters must describe each member agency's role and demonstrate commitment to the proposed project.
- 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 on December 7, 2017. 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 VAWA application, call OCJS at: 614.466.7782 or 888.448.4842 and ask to speak to your Grants Coordinator.

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

FAMILY VIOLENCE AND PREVENTION SERVICES ACT

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

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 including language barriers, disabilities, immigration status, and age, criminal histories due to victimization, and individuals with substance use disorders and mental health issues.

All projects must identify at least one underserved population. All projects must describe previous strategies for 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 family violence.
- **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 into which of the following three-tier populations the underserved community falls.

- **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

Applicants should describe a plan of action that the proposed project will implement 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.
- Describes the provision of specialized services including trauma-informed services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.
- 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

Through the use of surveys, FVPSA–funded programs are required to measure the extent to which domestic violence survivors, after having contact with their program, report that they:

1. Now have more strategies for enhancing their safety; and
2. Now have knowledge of available community resources.

THE FOLLOWING TWO OBJECTIVES ARE REQUIRED. SELECT MAINTAIN OR INCREASE:

Objective #1-To maintain at (*or increase by*) [insert # or %] the number of individuals who now have more strategies for enhancing their safety between July 1, 2018 through June 30, 2019.

Objective #2- To maintain at (*or increase by*) [insert # or %] the number of individuals who now have more knowledge of available community resources between July 1, 2018 through June 30, 2019.

(If direct service providers and/or allied professionals are the target population, then include the types of victims/survivors (by type of victimization) who will receive services).

These two outcome objectives 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.

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 INDICATORS MUST ALIGN WITH THE OBJECTIVES. STATE AS FOLLOWS:

Performance Indicator #1-The number of individuals who respond “yes” they now have more strategies for enhancing their safety.

Performance Indicator #2-The number of individuals who respond “yes” they now have more knowledge of available community resources.

Baseline:

Include the result of **past** evaluations or results of data collection efforts (**this is the baseline**). An entire year of data on the two aforementioned outcome objectives must be submitted with the application. If no attempts to evaluate services have been made to date then the baseline is zero.

STATE THE BASELINE AS FOLLOWS:

Baseline #1-Between July 1, 2016 and June 30, 2017 [insert #] individuals were provided services. [insert #] surveys were completed and [insert # or %] of the individuals who completed a survey responded “yes” they knew more ways to plan for their safety.

Baseline #2- Between July 1, 2016 and June 30, 2017 [insert #] individuals were provided services. [insert #] surveys were completed and [insert # or %] of the individuals who completed a survey responded “yes” they had more knowledge of community resources.

Performance Data Collection:

Discuss **in detail** 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 the required project objectives (measured 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 instruments and/or tools are to be used, etc.).
- Clearly identifies any baseline data that exists (baselines should be specified).

Examples of survivor feedback surveys and additional resources can be located at the FVPSA Outcomes Project Information Center and can be accessed at <http://nrcdv.org/FVPSAOutcomes/>

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. **The 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.

The timeline of activities should be detailed, align with the project description and be clearly organized. Activities may be grouped together as daily, weekly, monthly, quarterly (divide into quarters), and annually.

ORGANIZATION, STAFF CAPACITY AND CULTURAL COMPETENCY

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. **The 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, as well as 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.

Applicants should describe their organizational, staff capacity, and developmental efforts surrounding issues of cultural competency. The application will be evaluated as to how effectively it:

- 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 goals and objectives. The leadership and direction they provide help projects to achieve the 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. **Current commitment letters are required from all representatives on the Collaboration Board (letters must specify the FY 2018 FVPSA grant program).**
- 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.

FY 2018 FVPSA Collaboration Board letters must be submitted from each member agency and written on each member agency's letterhead. Each letter must describe the member agency's role and commitment to the proposed project. Letters MUST be 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

The unallowable cost list can be accessed at

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