Violence Against Women Act Grant Program

Culturally Specific Set-Aside Community Based Victim Service Program

2020

REQUEST FOR PROPOSALS

The deadline for submissions is by 5pm EST on July 9, 2020

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for VAWA online using the OCJS grants management system.

Ohio | Department of Public Safety

OFFICE OF CRIMINAL JUSTICE SERVICES

2020 Culturally Specific Set-Aside

Community Based Victim Service Programs

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The STOP Violence Against Women Act (VAWA) funding is federally administered by the Office of Justice Programs, Violence Against Women Office within the U.S. Department of Justice. The subgrant program emphasizes coordinated community approaches to reduce violence against women and to create mutually respectful partnerships between the justice system and victim services.

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 Mike DeWine to administer the FY 2020 STOP Violence Against Women Act (VAWA) Grant Program.

By statute, the STOP Formula Grant Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

Federal Allocation Categories:

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

CULTURALLY SPECIFIC SET-ASIDE

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

The term 'culturally specific' means primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u–6(g)).

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

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

ELIGIBILE APPLICANTS

An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization that serves a specific geographic community that:

- focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of the populations) and domestic violence, dating violence, sexual assault, or stalking; ***or***
- obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- is primarily directed toward racial and ethnic minority groups; ***and***
- is providing services tailored to the unique needs of that population.

ELIGIBILITY REQUIREMENTS

Projects applying under VAWA **must** have a collaborative group representing law enforcement, prosecution, victim service providers, and any other applicable agency/representative that will help to inform the project's activities and goals.

TECHNICAL ASSISTANCE

For technical assistance on any part of the VAWA application contact your grant coordinator by email. Regional Contacts: http://www.ocjs.ohio.gov/grants.stm.

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: Projects will be notified and required to complete all forms and pre-award conditions electronically through the grants management system. **All awards will be for 12 months of funding, operating from January 1, 2021 through December 31, 2021.**

Forms and assurances to be completed 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
- Special Conditions Form
- Fidelity Insurance/Surety Bond
- Proof of Tax Exempt Status
- Registration in the System for Award Management (sam.gov)
- Statement of Acknowledgement Form (regarding activities that will not be carried out that compromise victim safety and recovery)
- Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as amended

In addition to the above requirements and this Request for Proposals, all subrecipients are bound by the Federal Subgrant Conditions Handbook. Project directors are required to attend a mandatory online orientation. Please note: the STOP Violence Against Women 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.

ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY

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

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

CONFIDENTIALITY AND PRIVACY PROTECTIONS

OVW grantees [recipients] and their subgrantees [subrecipients][1] are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee and their subgrantee's programs, to any third party or third-party database without informed, written, reasonably time-limited consent of the person, unless compelled by statutory or court mandate. Where there is a mandate to release information, grantees and subgrantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding unemancipated minors or persons with disabilities lacking capacity to consent, a parent or guardian may consent to the disclosure; however, an abuser of a minor, person with disabilities, or the minor's other parent is prohibited from giving consent to the disclosure. If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent. Due to

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

a requirement in VAWA 2013, grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

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

VIOLENCE AGAINST WOMEN ACT NON-DISCRIMINATION PROVISION

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

PROGRAM PURPOSE

The Office of Criminal Justice Services is seeking programs that will work towards, at a minimum, one of the purpose areas designated by the STOP VAWA grant program. The STOP VAWA grant program contains twenty purpose areas of which nineteen are applicable to Ohio. These purpose areas are listed below:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking and domestic violence;

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
    - developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
    - notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
    - referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
    - taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
    - the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
    - the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003); and
    - the development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.
        - **Note:** Any law enforcement, State, Tribal, Territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, States and Territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and Territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.
14. Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking;
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code; and

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

2017 OHIO STOP VAWA IMPLEMENTATION PLAN

The goal of the 2017 Implementation Plan, which is applicable to federal fiscal years 2017 through 2020, is to identify and fund programs that increase the awareness of domestic violence, sexual assault, stalking, and dating violence, and to facilitate and enhance collaborative efforts amongst courts, law enforcement, prosecution, and victim service agencies to foster a stronger coordinated response toward the elimination of violence against women. Applicants are required to demonstrate how the proposed project aligns with the state's implementation plan priorities. The full plan can be accessed at http://www.ocjs.ohio.gov/VAWA.stm.

Definitions for Identified Goals

Additionally, OCJS has developed a definitions document to provide guidance, clarity and expectation on the terms expressed within the plan's identified goals. The document can be accessed at https://www.ocjs.ohio.gov/links/IdentifiedGoals.pdf.

FISCAL CONSIDERATIONS

- The unallowable costs list can be accessed at http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf.
- There are no match requirements for nonprofit victim service organizations applying to this category.
- Applicants may apply for 12 months of funding, operating from January 1, 2021 to December 31, 2021.

Funding Cap

Applicants may apply for a maximum of $60,000.

Examples of allowable activities include but are not limited to: Crisis intervention, advocacy, training (service providers, volunteers, law enforcement, and community resource partners), volunteer recruitment, program literature development, and emergency assistance.

Food and Beverage/Costs for Refreshments and Meals

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

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

Justification for an exception listed above must be kept on file in the grantee's records, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event.

Conference Planning and Expenditure Limitations

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

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

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences

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

PROGRAM ASSESSMENTS

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the DOJ/OJP decision tree https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the Solicitation Companion Guide https://www.justice.gov/ovw/resources-and-faqs-grantees#Guides.

OCJS has made available a pool of academic researchers who are willing to provide technical assistance at no cost to those applicants who seek assistance in the planning, implementation, and/or evaluation of their proposed program. These researchers are part of the Ohio Consortium of Crime Science (OCCS), and their mission is to provide evidence-based solutions to the real-world problems faced by local criminal justice agencies. Please complete all components of your proposal, and note in the Project Description whether you are considering requesting assistance from the OCCS, and if so, the type of assistance you would like to have. If your grant application is funded, once all pre-award conditions have been met we will direct you to complete the "Request for Assistance" form to begin the process to be paired with appropriate researchers in the field. For further information on the OCCS and the types of assistance they can offer, please go to the OCJS home page and click on the OCCS link on the right hand

side of the page, or use the following link:
https://services.dps.ohio.gov/OCCS/Pages/Public/Welcome.aspx.

ACCOMMODATIONS AND LANGUAGE ACCESS

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds may 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 may be allocated for these purposes.

POST AWARD REPORTING REQUIREMENTS

All VAWA subrecipients are required to submit an annual performance report referred to as the MUSKIE report. Subrecipients are required to report on any grant-funded activity that occurred during the calendar year (January 1 – December 31). This report is due to OCJS by January 31. Both the Performance Report Form and Performance Report Instructions can be accessed through the Office of Criminal Justice Services (OCJS) website at http://www.ocjs.ohio.gov/VAWA.stm.

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PROPOSAL COMPONENTS CHECKLIST

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire Culturally Specific Set-Aside VAWA RFP before completing and submitting proposals.

- ❑ **Title Page**
- ❑ **Problem Statement and Community to be Served**
- ❑ **Project Description**
  - ❑ **If applicable-Lethality Assessment or Danger Assessment upload**
- ❑ **Sustainability/Accomplishments/Obstacles**
- ❑ **Project Objectives**
- ❑ **Timeline/Activities**
- ❑ **Organization, Staff Capacity and Cultural Competency**
- ❑ **Collaboration Board**
  - ❑ **All applicants must upload FY 2020 VAWA 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. on July 9, 2020. 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 contact your grant coordinator by email.
Regional Contacts: http://www.ocjs.ohio.gov/grants.stm

STOP VIOLENCE AGAINST WOMEN ACT (VAWA)

PROPOSAL NARRATIVE

PROBLEM STATEMENT AND COMMUNITY TO BE SERVED

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

- Clearly describes the nature and scope of the problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Violence Against Women Act Grant Program. The development of the nature and scope of the problem should be data driven and the applicant will need to provide relevant state, and local level data/statistics as well as agency statistics to document the problem addressed.
- Discusses the short and long-term consequences for the community if the problem identified is not addressed. More specifically, the applicant should discuss what will happen to the community if the proposed project is not funded.
- 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.
- Clearly describes the community to be served. The discussion should describe geographic location, population size and demographic characteristics that may include limited English proficiency, age, disabilities, gender identity, sexual orientation, Deaf or Hard of hearing, and any relevant local statistics that will link the need for assistance to this particular community. The rationale for selecting this community should be reasonable given the objectives of the project and the approach described in the project description section of the application. Applicants should also discuss:
    - Barriers to services for the community.
    - Is the community attempting to access services? If not, then why not?
    - What efforts will or are occurring to promote eliminating barriers to accessing services; and help increase the utilization of services for underserved populations?

Please describe whether the community to be served falls into one of the following three-tier populations:

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

PROJECT DESCRIPTION

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. **The applicant must also define how the project fits within the state's 2017 implementation plan priorities** http://www.ocjs.ohio.gov/VAWA.stm. **The application will be evaluated as to how effectively it:**

- Clearly describes the proposed approach (i.e., model or practice) and activities (i.e. how the program is going to implement the model) 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.
    - ***Note: Applicants that will be implementing lethality assessments or danger assessments must upload a copy of the tool with the application. Upload the tool with the Collaboration Board Letters as an attachment (Collaboration Board-refer to pages 12 and 17).***
- 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.

SUSTAINABILITY/ACCOMPLISHMENTS/OBSTACLES

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles that have been presented when carrying out similar activities that were discussed in the Project Description. **The application will be evaluated as to how effectively it:**

- 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 in the event that funding support from OCJS has ended.
- Describes any previous program accomplishments and how these accomplishments influence program activities. If the current proposal is requesting funds for a continuation of programming activities, these accomplishments should be related to programming that was completed under previous funding.
- Describes any previous or ongoing programmatic obstacles or challenges and how they were addressed. If the current proposal is requesting funds for a continuation of programming activities, these obstacles should be related to programming that was completed under previous funding.

PROJECT OBJECTIVES

- Applicants should describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measureable change for the target population due to the services offered by the program.
- Please click here on the *VAWA Standardized Objectives* and select two objectives that correspond with the application's program area.
- **Objectives should be defined to align with the state's 2017 implementation plan priorities** http://www.ocjs.ohio.gov/VAWA.stm.
- Objectives must link to the problem statement and project description and must be consistent with the program area selected.

There are two types of objectives:

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

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

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

Performance Indicator:

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

The performance indicator should relate to each objective.

Baseline:

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

Performance Data Collection:

Discuss the procedures and strategies for collecting, analyzing, storing and reporting the data. This should include discussing how anonymity and confidentiality are maintained. **The application will be evaluated on how effectively it:**

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

TIMELINE AND ACTIVITIES

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.
- Includes any other deliverables that will be created and/or used throughout the project (if applicable).

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, 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, including their qualifications, experience, and education.
- Discusses how successful completion of the project is realistic given the key staff implementing the project. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

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

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

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

The application must include a description of the collaborative effort between the applicant and the Collaboration Board. Referrals and requests for services does not equate collaboration.
The application will be evaluated as to how effectively it:

- Identifies the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describes their roles and demonstrates their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Current commitment letters are required from all representatives on the Collaboration Board (letters must specify the FY 2020 VAWA 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 2020 VAWA 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. 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. All budget costs proposed should clearly align with resources and activities as described within the project description.
- 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.