



Family Violence Prevention and Services Act Grant Program

2023

REQUEST FOR PROPOSALS

The deadline for submissions is by 5pm EST on December 8, 2022

OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for FVPSA online using the OCJS grants management system.



OFFICE OF CRIMINAL JUSTICE SERVICES
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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.

WHAT 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 of Ohio, 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 2023 Family Violence Prevention and Services Act (FVPSA) funds. The FVPSA funds supports programming that prevents incidents of family violence, and provides 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. NOTE: 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.

Distribution of FVPSA funds:

Pursuant to 42 U.S.C. § 10407(a)(2)(B)(iii), the state will emphasize the support of effective community-based projects that are carried out by **nonprofit, private organizations and that do the following:**

- I. **have the operation of shelters for victims of family violence, domestic violence, and dating violence, and their dependents as their primary purpose; or**
- II. **provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents²**

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.

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

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.*

BIDDERS TRAINING

A voluntary Bidders Training webinar will take place November 10, 2022 from 10am to 11:30 am. The training will provide information helpful for both the application preparation and review process. Please visit <https://attendee.gotowebinar.com/register/1957842507283053583> to complete the registration.

For any additional questions contact OCJS at 614.466.7782 or email Katie Fenwick at KLFenwick@dps.ohio.gov.

TECHNICAL ASSISTANCE

For technical assistance on the narrative and budget pieces of the FVPSA 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.

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, 2023 through June 30, 2024.**

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](http://sam.gov) (sam.gov)
- Eligibility to do Business with the Federal Government

All agencies that receive grant funds for programs funded through OCJS must also comply with the applicable Program Guidelines and Request for Proposal (RFP), pre-award conditions and the provisions of the [Standard Federal Subgrant Conditions Handbook](#).

***Peer Grant Reviewer:** OCJS encourages applicants to participate in the peer grant review process. Participating as a peer grant reviewer is an important role, and provides an excellent opportunity for participants to strengthen grant writing skills, gain knowledge, and share programmatic best practices occurring throughout the field. Confirmation of reviewers will be based upon the number of applications that are received, availability, and other aspects related to coordinating review teams. **If interested in participating as a peer grant reviewer contact Katie Fenwick at KLFenwick@dps.ohio.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 not be made public except with written authorization of the person or persons responsible for the operation of such shelter (42 U.S.C. § 10406(c)(5)(H)) and the confidentiality of records pertaining to any individual provided domestic violence services by any FVPSA-supported program will be strictly maintained.

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/or 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 Violence³:** 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.

³ Intimate Partner Violence (IPV) is another term for Domestic Violence. Funds awarded through OCSJ should not be used exclusively for victims/survivors of IPV and should be used to include providing services for victims/survivors of Family Violence.

- 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 to⁴:

- 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.
- 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;

⁴ 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.

- 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 (starting on page 3).
- Projects may apply for 12 months of funding, operating from July 1, 2023 to June 30, 2024.
- **All projects are required to provide a 20 percent in-kind or cash match.**
- 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, 2023 to June 30, 2024 project period. In FY 2021, the average funding award was \$49,000.00⁵. The number of applications received and the availability of funds are a few of the factors that influence the number and size of awards⁶.
- Lodging and meal per diem rates cannot exceed the rates set by the federal Government Services Administration (GSA). The rates can be found at [GSA Per Diem Rates](#).
- Mileage rates cannot exceed the rates set by Ohio Budget Management (OBM). These rates can be found at [OBM Travel Rule](#).
- **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 Collaboration Board 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.
- [Financial Budget Definitions Reference Guide](#).

⁵ OCJS has not yet announced FY 2022 FVPSA funding recommendations.

⁶ OCJS implements a competitive three-tiered application review process. Refer to page 4.

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.

Food and Beverage/Costs for Refreshments and Meals

Funding cannot 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.

[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 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 Services (OCJS) website at <http://www.ocjs.ohio.gov/FVPSA.stm>.

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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 checklist to ensure all required components are addressed. Read the entire 2023 FVPSA RFP before completing and submitting proposals.

- Title Page
- Problem Statement/Underserved Population
- Project Description
- Sustainability/Accomplishments/Obstacles
- Project Objectives
- Timeline/Activities
- Organization, Staff Capacity and Cultural Competency
- Collaboration Board
 - All applicants **MUST upload commitment letters from each Collaboration Board member.**
 - The letters **must** specify the FY 2023 FVPSA grant program.
 - The letters must be on each Collaboration Board member agency's letterhead.
 - The letters must describe each member agency or individual's role and demonstrate commitment to the proposed project.
- Executive Summary
- Budget
- External Audit or Financial Report (Upload to the Collaboration Board section of the application).

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 December 8, 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 any part of the FVPSA application, call OCJS at: 614.466.7782 or 888.448.4842 and ask to speak to your Grants Coordinator. **Emails are recommended for a quicker response.** 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 and clearly describe the problem or issue to be addressed, and its impact on the community. The narrative must describe the nature and scope of the problem, justify the need for assistance, and relate the problem and the need for assistance to the scope of the Family Violence and Prevention Services Act (FVPSA) Grant program.

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 the scope of the problem. **Responses should include:**
 - Population size, location, geography
 - Target population composition in terms of race, ethnicity, age, socioeconomic status, and other important demographic information
 - Underserved population(s) that have been identified as part of the target population to receive outreach and services (**refer to the “underserved population” section below**)
 - Calls for service (immediate shelter and/or related supportive services)
 - Number of people served (immediate shelter and/or related supportive services)
 - Number of people who request services who are turned away (explain why)
 - A description of your agency’s practice for serving people from other counties.
 - Discuss **both** the short and long-term consequences for the community if the problem identified is not addressed. Include how the short and long-term consequences if not funded will impact the target population.
 - Identify other resources in the community that are currently available to address the problem. **Responses should include:**
 - Explain why existing resources are not sufficient to address the problem.
 - If no resources exist, the applicant should discuss the gaps in services, and
 - Describe how the proposed project will help alleviate those gaps.
-

UNDERSERVED POPULATION

The term ‘underserved populations’ 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 definition⁷.

All projects must identify at least one underserved population within the service region of the proposed program. All projects **MUST** describe previous strategies for outreach, collaboration, and partnerships with the underserved populations and agencies that support them. If there have been no previous strategies implemented then the applicant must explain why the underserved populations have been identified. 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? For example, are the populations aware of the services? Are the services culturally responsive?
- **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.*

⁷ [https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-H/part-1370#p-1370.2\(Underserved%20populations\)](https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-H/part-1370#p-1370.2(Underserved%20populations))

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.

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

- Clearly describe 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). **Responses should include:**
 - Identify the model(s) or practice to be implemented.
 - Explain why the particular program model(s) or best practice was selected for implementation.
 - Provide a detailed discussion on the plan to implement the model(s) or practice 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>.
 - Discuss the evidence that shows that the model or practice is effective with the target population, as well as the underserved populations described previously.
 - Discuss the evidence that the model(s) or practice chosen is (are) appropriate for the outcomes the program wants to achieve.
 - If a danger or lethality assessment is being used as part of the requested project funding please upload a copy with the application.
- Demonstrate how the applicant will implement the program in a way that incorporates the core elements of the chosen program model or best practice.
Responses should describe:
 - How core services, components, and procedures are consistent with the evidence-based model or best practice utilized.
 - 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.
 - Any data or information collected and reviewed to ensure that the program is being implemented consistently over time and across program participants.
- Describe 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.
- Describe how trauma informed services are provided for victims of family violence, domestic violence or dating violence who may also be victims of human trafficking.
 - Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. The vast majority of human trafficking victims also experience multiple forms of abuse, such as domestic violence, intimate partner violence, familial violence, and sexual assault. For example, victims of human trafficking may be in an intimate relationship and have

children with their trafficker, who may use physical abuse as a mechanism to control and coerce the victim.⁸

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.

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

- Explain 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.
- Describe 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.
- Describe 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.
- Elaborate on collaboration with community resources and how various agencies and stakeholders have played a role in sustainability, accomplishments and obstacles.

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⁸ The Intersection of Domestic Violence, Sexual Assault, and Human Trafficking. Center for Court Innovation. https://www.courtinnovation.org/sites/default/files/documents/UnderstandingHumanTrafficking_2.pdf

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 EITHER 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 during the project period.

Objective #2- To maintain at (*or increase by*) [insert # or %] the number of individuals who now have more knowledge of available community resources during the project period.

(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” on a survey that they now have more strategies for enhancing their safety.

Performance Indicator #2-The number of individuals who respond “yes” on a survey that 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, 2021 and June 30, 2022 [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, 2021 and June 30, 2022 [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).
- 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 Domestic Violence Evidence Project, a National Resource Center on Domestic Violence (NRCDV) initiative that can be accessed at <https://www.dvevidenceproject.org/>.

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. Applicants should present a timeline of activities that is comprehensive and well defined.

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

- Specify **what** will be done, **who** (individuals and organizations) will do it, and **when** it will be accomplished. **Responses should include:**
 - Tasks and activities specific to the project and stated objectives.
 - Tasks and activities associated with Collaboration Board meetings.
 - Tasks and activities associated with OCJS reporting deadlines. To include:
 - Programmatic reports
 - Fiscal reports
 - Program deliverables that will be created and 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.

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.

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 should be comprised of agency representatives as well as various stakeholders from the community, **including but not limited to:** Victim advocates from domestic violence, sexual assault and other agencies, children services, community organizations, hospitals, law enforcement, the court system, prosecutor offices, schools and representatives from underserved populations and culturally specific community-based organizations.

- **Programming targeted to schools, underserved and culturally specific populations should have appropriate representation on the collaborative.**
- **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.

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

- Identify the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project.
- Describe their roles and demonstrate 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.
 - **The Collaboration Board is not an agency's Board of Trustees or Advisory Board.**
- **Current commitment letters are required from all representatives on the Collaboration Board (letters must specify and reference the proposed FY 2023 FVPSA grant program).**
- Describe the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the proposed project.
 - Partner agencies should be clearly linked with their role and function within the collaborative group.
 - Describe how the collaborative group will provide oversight of project goals and objectives.
- Provide details describing the management of the collaborative group.
 - Describe 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.
- **FY 2023 FVPSA Collaboration Board commitment letters must be submitted from each member agency and written on each member agency's letterhead.**

- Each letter must be current and must specify and reference the proposed FY 2023 FVPSA grant program.
- 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.

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.

Problem Statement and Project Description

The applicant must provide a condensed version of the problem statement and project description and ensure activities, dates, data/statistics align with previously presented statement narratives.

Participating Agencies/Collaboration

The applicant must provide a detailed collaboration board list.

BUDGET

Describe any costs associated with implementing the program. Applicants should refer to the [Financial Budget Definitions Reference Guide](#) for assistance with developing the budget and budget questions.

Applications will be evaluated on how clearly the following items have been responded to within the budget forms and narratives.

- Present a clear and detailed budget.
 - The budget forms **must** include **detailed** budget narratives that clearly explain and justify the budget information.
 - Costs **must** be determined 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 state how the match funds will be used and the source of the match funds.
- External Audit or Financial Report - **upload a copy of your organization's most recent external audit or most recent financial report to the Collaboration Board Upload section of the application.**

UNALLOWABLE COSTS

- Direct payment to survivors;
- 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.