



## VIOLENCE AGAINST WOMEN ACT FUNDING

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2017

LUCAS COUNTY

### REQUEST FOR PROPOSALS

Note: Please read the request for Proposal in its entirety and respond to each section as instructed. Several sections have new and/or updated requirements. Failure to address these requirements may impact final funding recommendations.

**CRIMINAL JUSTICE COORDINATING COUNCIL**  
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**HOLLY MATTHEWS, EXECUTIVE DIRECTOR**

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**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**Violence Against Women Act Funding**  
**2016 Request for Proposals**  
**C O N T E N T S**

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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.**

## **OCJS AND VAWA**

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 2017 STOP Violence Against Women Act (VAWA) Grant Program.

Regional Planning Units (RPU) provide criminal justice funding plans and technical assistance for the counties they serve. Local applicants in Cuyahoga, Franklin, and Lucas counties must apply for VAWA funding through their county RPU. Applicants in all other counties, as well as projects with statewide impact, apply directly to OCJS.

## **WHAT TO EXPECT**

**Application:** For technical assistance on any part of the VAWA application, please contact Tara Butler.

Phone: 567.200.6826

E-Mail: tara.butler@noris.org

**Bidders Conference.** A bidder's conference will be held **June 14, 2017 at 1:00 PM** (One Government Center, First Floor Large Conference Room) to review the new requirements and materials required to submit a successful application. Please contact Tara Butler if you would like to attend.

**Review.** VAWA proposals will be competitively reviewed by CJCC staff and Lucas County criminal justice professionals. Internal compliance reviews are conducted and consist of reviewing the timeliness of financial and programmatic reporting. Project budgets will be reviewed to ensure that costs directly relate to the program. Final funding recommendations are submitted to OCJS for approval.

**Award.** Award notifications will be mailed to selected projects. Before final approval, projects must complete and return all required forms. Prior to project start date, subgrantees will receive orientation information including funding conditions and grant management strategies. Payments will be made on a reimbursement basis.

**All awards will be for 12 months of funding, operating from January 1, 2018 through December 31, 2018.**

**Forms and assurances included with pre-award conditions include but are not limited to:**

- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form
- Special Conditions Form
- Fidelity Insurance/Surety Bond (Note: Only applicable for non-profit applicants)
- Proof of Tax Exempt Status (Note: Only applicable for non-profit applicants)
- Registration in the System for Award Management (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

## **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.

**\*VAWA subgrantee pre-award conditions will REQUIRE a signed statement from the implementing agency acknowledging that activities will not be carried out that compromise victim safety and recovery:**

***In addition, applicants should be cognizant of victim confidentiality.*** *In accordance with 42 U.S.C. § 13925(b)(2), applicants receiving OVW funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. OVW grantees and their subgrantees 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. In this case, 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, if the parent or guardian is the abuser of the minor, the person with disabilities, or the minor's other parent, he or she is prohibited from giving consent to the disclosure.*

## **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 FY 2016 OVW grants. This provision prohibits OVW grantees 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>.

## **ELIGIBLE APPLICANTS**

1. All VAWA applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible VAWA subgrantees include:
  - 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 jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer.

- Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).
  - Local and state nonprofit, non-governmental victim service programs.
- 2. All applicants, with the exception of victim service providers, **must submit a signed letter (Attachment A)** with their proposal. The letter must consist of two components: (1) a letter that states the applicant has consulted with a state or local nonprofit victim service provider during the course of developing the application, and (2) a victim service consultation certification form signed by both the applicant and victim service provider. Projects applying under VAWA must have a collaboration 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.
- 3. **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 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.
- 4. Applicants must submit a complete application for each new grant cycle. If the project is a continuation of a previous project please select Continuation on the Title Page and give the grant number. Failure to properly designate the project as new or continuation may jeopardize funding.

### **INELIGIBLE VAWA PROPOSALS**

Ineligible VAWA proposals include: activities focused exclusively on minors (birth - 13 years) or prevention; batterer treatment projects; divorce assistance projects, legal separations and child custody projects; and legal or defense services for perpetrators of violence against women.

### **PROGRAM PURPOSE**

The STOP VAWA grant program contains twenty purpose areas of which nineteen are applicable to Ohio.

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;<sup>a</sup>
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.

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<sup>a</sup> Ohio does not have any federally recognized tribes, and therefore this is not an applicable purpose area.

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.

#### **2014 OHIO STOP VAWA IMPLEMENTATION PLAN AND ARC STRATEGIC PLAN**

The goal of the 2014 Implementation Plan, which is applicable to federal fiscal years 2014 through 2016, 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>. Priority will be given to projects that meet the needs identified in the 2014 Ohio STOP VAWA Implementation plan and the ARC Strategic Plan that can be accessed at <http://www.lucascountycjcc.org/>.

#### **FISCAL CONSIDERATIONS**

The unallowable costs lists can be accessed [http://ocjs.ohio.gov/ocjs\\_grants\\_unallowable\\_costs.pdf](http://ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf).

#### **LENGTH OF FUNDING**

Projects may apply for 12 months of funding, operating from January 1, 2018 to December 31, 2018.

#### **FEDERAL ALLOCATION**

Federal requirements mandate the VAWA funding distribution within Ohio’s justice system. OCJS determines funding categories for projects based on the agency implementing the project and the services most directly supported by the project. All of the allocation categories mentioned below are disbursed based on the type of organization that benefits from the VAWA program and the type of services supported by the program; however, court funds must be awarded to a state or local court. Discretionary funding may be used for any of the categories at the discretion of OCJS.

- 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.

*CULTURALLY SPECIFIC SERVICES* — The term ‘culturally specific services’ means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”

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.”

### **SEXUAL ASSAULT SET-ASIDE**

Twenty percent of funds granted to the state shall be allocated for programs or projects in two or more federal allocation categories (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

### **COURT ALLOCATION CATEGORY**

\*\*Funds awarded from the court allocation are required to be awarded “to” courts rather than “for” courts.

### **FUNDING CAP**

Agencies may apply for a **maximum of \$60,000** in federal VAWA funds. Requests that exceed the funding cap will not be reviewed or considered.

### **MATCH**

All VAWA awards are required to provide a cash or in-kind match of at least 25 percent of the total project cost. The match requirement is with the exception of projects funded out of the victim service allocation, if the benefit/purpose of the project is to be received by a nonprofit victim service provider. **OCJS determines the allocation categories and will notify projects regarding their matching requirements.**

#### **Cash Match**

- 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**

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
- Monetary value of time contributed by professional, technical, skilled, or unskilled personnel if services are an integral and necessary part of the project

#### **Timing**

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.

**Sustainability.** Sustainability refers to the ability for a program to maintain its services for an extended period of time after initial funding support and technical assistance from an external donor has ended. (US Agency for International Development, 1988) It is important for programs to develop a plan to continue programmatic activities. **Applicants should demonstrate a commitment to their program by briefly describing the steps that will be taken to ensure long term program sustainability.**

### **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 included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

### **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 should also 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
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://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>.

### **ACCOMMODATIONS AND LANGUAGE ACCESS**

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the OVW FY 2014 Solicitation Companion Guide accessed at <https://www.justice.gov/ovw/docs/companion-guide-fy2014.pdf> and at [www.lep.gov](http://www.lep.gov).

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.

- 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.

## PROPOSAL CHECKLIST

Use the following checklist as a general guide for submitting proposals to CJCC. Read the entire VAWA RFP prior to completing and submitting the application.

- Title Page**
- Project Proposal (with the following headings clearly marked):**
  - **Problem Statement**
  - **Target Population**
  - **Underserved Population**
  - **Project Description**
  - **Project Objectives**
  - **Timeline and Activities**
  - **Organization and Staff Capacity**
  - **Development Efforts Surrounding Issues of Cultural Competency**
  - **Collaboration Board**
  - **Continuation Projects Only (if applicable)**
- Detailed Budget Form**
- Collaboration Board Members Letters of Commitment**
- Executive Summary Page**
- Equal Employment Opportunity (EEO) Compliance Form**
- Attachment A: Letter of Consultation with Service Provider (if required)**
- Attachment B: FFATA Requirement Form**
  - **Federal Funding Accountability and Transparency Act (FFATA) Requirements.** The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. **All Lucas County applicants will be required to submit a copy of the CCR profile that includes the DUNS number and the FFATA Requirement Form with their application proposal.**
- STOP VAWA Statement of Acknowledgement**

## FORMAT AND SUBMISSION

Submit one original application packet with required signatures. All parts of the proposal listed above must be submitted at the same time preferably as one PDF document. Applicants may submit the completed application packets to <https://www.dropbox.com/request/ksJDsxgnDJ5Arl5UoDy4>

- or mail to the address listed below. Any pages requiring original signatures must also be mailed to the address shown below or submitted as a PDF attachment.
- Proposals must be postmarked or received by CJCC no later than **4:30 p.m. on July 10, 2017**. Late or incomplete applications will **not** be considered for funding.
- Mail or deliver proposals to:  
**Criminal Justice Coordinating Council**  
**One Government Center, Suite 1720**  
**Toledo, Ohio 43604**  
**Attention: Tara Butler, Grants Management**  
<https://www.dropbox.com/request/ksJDsxgnDJ5Arl5UoDy4>

For technical assistance on any part of the VAWA application, please contact Tara Butler.

Phone: 567.200.6826  
E-Mail: [tara.butler@noris.org](mailto:tara.butler@noris.org)

## STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT PROGRAM AREAS AND REQUIREMENTS

Applicants must select a relevant program area on the “Title Page” of the online application for their project as listed below. The project scope must be eligible as defined within the federal statutory purpose areas (refer to pages 4 and 5), and applicants must specify the purpose area(s) that they are proposing to address within the project description. Applicants are also expected to refer to the state’s 2014 implementation plan at <http://www.ocjs.ohio.gov/VAWA.stm> which defines the state’s current priorities, goals, and objectives. The applicant must also include at a minimum the following elements within the project description for the program area selected. The applicant must include the requirements listed in the area of focus in the ARC Strategic Plan.

Program Area	Project Description Requirements
<b>VA 1</b> Training	<ul style="list-style-type: none"> <li>▪ Identify training topics, speakers, audience, dates, and locations.</li> <li>▪ Describe policies and procedures resulting from training.</li> <li>▪ Identify evaluation instrument to determine training effectiveness.</li> </ul>
<b>VA 2</b> Enhancement Efforts	<ul style="list-style-type: none"> <li>▪ Describe strategy to improve investigation and evidence collection.</li> <li>▪ Describe domestic violence/sexual assault training for new law enforcement officers or prosecutors.</li> </ul>
<b>VA 3</b> Policy and Protocol Development	<ul style="list-style-type: none"> <li>▪ Describe current policies and protocols.</li> <li>▪ Identify how and when the proposed policy or protocol will be implemented.</li> </ul>
<b>VA 4</b> Data Collection and Communication Systems	<ul style="list-style-type: none"> <li>▪ Identify whether project will develop a new system or update existing system.</li> <li>▪ Describe technical, procedural, organizational changes required.</li> <li>▪ Identify staff for technical support after grant ends.</li> <li>▪ Describe how data will be shared among agencies.</li> <li>▪ <b>Personnel costs are unallowable; consultant costs are permitted.</b></li> </ul>
<b>VA 5</b> Victim Service Programs and Visitation Centers	<p><b>Victim Services</b></p> <ul style="list-style-type: none"> <li>▪ Describe how project provides safety planning, legal advocacy and confidentiality for female victims.</li> </ul> <p><b>Visitation Centers</b></p> <ul style="list-style-type: none"> <li>▪ Describe Visitation Center security, space, supervision, and hours of operation.</li> <li>▪ Describe how often and what type of domestic violence training project staffs receive.</li> <li>▪ Demonstrate need/uniqueness of the service area.</li> <li>▪ Describe procedures to address liability issues.</li> <li>▪ Provide letters of participation from Court and Jobs and Family Services.</li> <li>▪ Describe sources of referrals to the Visitation Center.</li> <li>▪ Describe the target population.</li> </ul>
<b>VA 6</b> Stalking Programs	<p><b>Law Enforcement</b></p> <ul style="list-style-type: none"> <li>▪ Describe preventive/self-protection measures victims will receive.</li> <li>▪ Identify how project will enforce foreign protection orders.</li> <li>▪ Describe law enforcement training on various stalking issues, including laws, early intervention, stalking case monitoring, and lethality assessments.</li> </ul> <p><b>Prosecutors</b></p> <ul style="list-style-type: none"> <li>▪ Describe victim education to collect offender behavior evidence.</li> <li>▪ Describe support for victims seeking protection orders.</li> <li>▪ Describe training for prosecutors on laws and prosecutorial techniques for stalking cases.</li> </ul> <p><b>Victim Service Providers</b></p> <ul style="list-style-type: none"> <li>▪ Describe preventive/self-protection measures victims will receive.</li> <li>▪ Describe support for victims seeking protection orders.</li> <li>▪ Describe victim education on stalking issues.</li> </ul>
<b>VA 7</b> Sexual Assault Nurse Examiners (SANE)	<ul style="list-style-type: none"> <li>▪ Identify training topics, speakers, audience, dates, and locations.</li> <li>▪ Provide number of agency staff to receive SANE training, and their job responsibilities.</li> <li>▪ Describe project Collaboration Board, including a Sexual Assault Response Team consisting of law enforcement, rape crisis center, prosecutor’s office, and sexual assault nurse examiners.</li> </ul>

# STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT PROPOSAL NARRATIVE

## Problem Statement

Describe the problem or issue to be addressed, and its impact on the community. The proposal should include the following:

- The nature and the scope of the problem to be addressed, including:
  - A description of the problem and a justification of the need for assistance.
  - The relationship between the problem and the need for assistance to the scope of the VAWA grant program.
  - Short and long term consequences if the problem is not addressed.
  - The impact on the community if the proposed project is not funded.
- The development of the nature and scope of the problem should be data driven, including:
  - Relevant national, state local and agency statistics/data to document the problem.
- The resources that are currently available in the community and why they are not sufficient to address the problem. If resources do not exist, how will the project help alleviate the gaps in services?

## Target Population

Describe the target population to be served by the project. The proposal should include the following:

- The project's intended target population, including:
  - The population size and demographic characteristics.
  - The relevant local statistics that link the need for assistance to the identified target population.
  - The rationale used in selecting the identified target population. The rationale should be reasonable given the objectives of the project and the approach described in the project description section of the application.
- The approximate number of victims the project will serve.
- If the project involves training, the number of law enforcement, prosecution or victim service providers that will receive training.

## Underserved Population

Underserved Population 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 (such as language barriers, disabilities, alienage status or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. All projects must identify at least one underserved population. ***Please note: female victims of domestic violence and other female victims of crimes of violence against women do not constitute an underserved population.***

Describe the underserved population to be served by the project and describe previous strategies to outreach, collaboration, and partnerships. The proposal should include the following:

- The underserved population your project will serve.
  - Avoid identifying all victims of domestic violence, dating violence sexual assault and stalking as underserved.
- The reason the population currently underserved, including:
  - Barriers to services for the population.
  - Whether or not the underserved population is attempting to access services. If not, why are they not accessing services?
- How the project will meet the needs of the underserved population, including:
  - The efforts that will occur or are occurring to promote the elimination barriers to accessing services and help increase the utilization of services for underserved populations.
- Please describe whether the marginalized community falls into one of the following three tier populations:
  - ***Unserviced:*** 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**

Describe the plan of action that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement and target population section of the application. **The applicant must also define how the project fits within the state's 2014 implementation plan priorities** (<http://www.ocjs.ohio.gov/VAWA.stm>) and the ARC Strategic Plan. See **page 10** for additional Project Description Requirements, if required, for each program area. The proposal should include the following:

- A description of the proposed activities and approach (i.e. model or practice) to be taken and clearly demonstrates how the identified problem will be addressed. The approach should seem logical given the characteristics and needs of the target population and underserved population section of the application.
- A clear demonstration on how the project will achieve fidelity to the best practice model being implemented, including:
  - A discussion of the necessary resources that are required to implement the approach or the response outlined in the proposed application. The resources should be reasonable given the scope and detail of the identified approach.
- Evidence that shows that the model or practice is effective with the target population, including:
  - Documentation that the model or practice chosen is (are) appropriate for the outcomes the program would like to achieve.
  - Justification for selecting the particular program model 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>
- 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**

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. (**Objectives should be defined to align with the state's 2014 implementation plan priorities** <http://www.ocjs.ohio.gov/VAWA.stm>, and the ARC Strategic Plan <http://www.lucascountycjcc.org/>).

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.

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.

### **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 mandated 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 it effectively:

- 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% 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.

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. *Please use the standardized objectives listed here below and select two objectives that correspond with the application’s program area.*

<b>OUTCOME OBJECTIVES</b>				
<b>DEFINITION</b>	<b><u>OBJECTIVE / OUTCOME</u></b>	<b><u>PERFORMANCE INDICATOR</u></b>	<b><u>BASELINE NUMBER</u></b>	<b><u>PERFORMANCE DATA COLLECTION</u></b>
	<b>Measure of change that will result from the proposed project during project period.</b>	<b>Information collected to document expected changes.</b>	<b>Number documenting what occurred during the past year.</b>	<b>The method in which the data will be collected and the means by which it will be stored for later analysis.</b>
<b>EXAMPLE: OBJECTIVE</b>	To increase [insert measure of increase] the knowledge level of [insert type(s) of multi-disciplinary professionals and program-specific agencies] and ensure coordinated community response for victims/survivors (of domestic violence, dating violence, sexual assault, and stalking) following training events during the grant period.		The number of [insert type(s) of multi-disciplinary professionals and program-specific agencies] reporting increased knowledge during the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To increase [insert measure of increase] the knowledge level of [insert type(s) of multi-disciplinary professionals and program-specific agencies] and ensure trauma-informed responses for victims/survivors (of domestic violence, dating violence, sexual assault, and stalking) following training events during the grant period.		The number of [insert type(s) of multi-disciplinary professionals and program-specific agencies] reporting increased knowledge during the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To increase (or maintain) by [insert measure of increase] the number of [insert underserved population and/or limited English proficient] who have access to community resources during the grant period.		The number of [insert underserved population and/or limited English proficient] having access to community resources during the previous year.	
	To increase access for [insert		The number of	

<b>EXAMPLE: OBJECTIVE</b>	measure of increase] victims/survivors who have access to economic justice needs (i.e. stable housing, employment, basic needs etc.) during the grant period.		victims/survivors who had access to economic justice needs in the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To increase (or maintain) by [insert measure of increase] the number of victims/survivors who receive a safety plan during the grant period.		The number of victims/survivors who received a safety plan during the previous year.	
<b>PROCESS OBJECTIVES</b>				
<b>EXAMPLE: OBJECTIVE</b>	To provide [insert the number and type of training events] to [insert type(s) of multi-disciplinary professionals and program-specific agencies] to ensure a coordinated community response for victims/survivors (of domestic violence, dating violence, sexual assault, and stalking) during the grant period.			
<b>EXAMPLE: OBJECTIVE</b>	To provide [insert the number] trauma-informed trainings to [insert type(s) of multi-disciplinary professionals and program-specific agencies] and ensure trauma-informed responses for victims/survivors (of domestic violence, dating violence, sexual assault, and stalking) during the grant period.		[Insert the number] of trauma-informed trainings provided to professionals and program-specific agencies during the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To provide [insert the number] neurobiology of sexual assault trauma trainings for [insert type(s) of multi-disciplinary professionals and program-specific agencies] and ensure trauma informed responses for victims/survivors of sexual assault trauma during the grant period.		[Insert the number] neurobiology of sexual assault trauma trainings provided to professionals and program-specific agencies during the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To provide [insert number] [insert underserved population and/or limited English proficient individuals] with community resource information during the grant period.		[Insert the number] of [insert underserved population and/or limited English proficient individuals] provided with community resource information during the previous year.	
<b>EXAMPLE: OBJECTIVE</b>	To provide [insert number] victims/survivors with resources (and/or services) to address barriers and increase access to economic justice needs (i.e. stable housing, employment, basic needs		The number of victims/survivors provided with resources during the previous year.	

	etc.) during the grant period.			
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**Timeline and Activities**

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 proposal should include the following:

- A comprehensive timeline that is well-defined and specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. Including: activities such as anticipated collaboration board meetings, CJCC grant reporting deadlines and any other activities specific to the project. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the application.
- If applicable, include any other deliverables that will be created and/or used throughout the project.

**Organization and Staff Capacity**

Describe 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 proposal should include the following:

- The mission of the subgrantee and/or implementing agency.
- The organizational capacity to administer grant funds of similar size and scope of the proposal, including:
  - A list of resources available to administer grant funds (personnel/staff, infrastructure to support additional programs, computers, software, etc...).
- Is the successful completion of the project realistic given the key staff implementing the project?
- Key staff, including volunteers that will participate in the proposed project.
  - Include qualifications and education of project staff.
  - If position is vacant, describe process and criteria to hire experienced and qualified staff.

**Development Efforts Surrounding Issues of Cultural Competency**

*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 definition of culturally specific services describes the types of activities such groups would offer to overcome obstacles to access more traditional services. This also means that mainstream programs that have a goal of serving underserved populations must ensure that they offer full linguistic access and culturally specific services. An organization which possesses a good grounding in cultural competency will naturally develop the appropriate outreach and services to yield culturally and linguistically desired service related outcomes (refer to pages 6-7).*

- How the issues of cultural competency, outreach and services have been translated into planning for the proposed project. Does the racial make-up of the board, staff and volunteers reflect the victims to be served?
- A description of the agency’s staff recruitment process and staff retention techniques.
- A discussion of how the organization addresses anti-oppression in their mission statement.
- The requirements for staff to attend training on issues of anti-oppression and privilege.
- The types of outreach and programming offered.
- How does training for staff, volunteers and board members reflect the underserved population(s) identified within the problem statement?

**Collaboration Board**

Collaboration Boards are essential to the funding process by helping projects achieve their goals and objectives. 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 proposal should include the following:



- The organizations that will participate in the Collaboration Board and will be responsible for overseeing the project. A description of their roles and demonstrates their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Commitment letters will be required from all representatives on the Collaboration Board.**
- Describes the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the project. Partner agencies should be clearly linked with their role and function within the collaborative group.
- 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.
- How the collaborative group will work together to achieve project goals and objectives.
- **Applications must include commitment letters for all Collaboration Board members. Letters must be submitted as follows: 1) on agency letterhead detailing the agency's role and commitment as a partner to the proposed project. OR 2) one collaboration letter describing the role of each collaborating agency and signed by all members of the collaboration board.**

### **Continuation Projects Only**

Continuation projects should report the number of clients served with current funding and highlight any noteworthy accomplishments or goals that were reached with support from the grant program.

### **Budget**

Describe any costs associated with implementing the program.

- Present a clear and detailed budget with a narrative that clearly explains and justifies the budget information.
- Justify the costs of the proposed program and explain why 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 state the source of the match funds and how the match funds will be used.

The unallowable costs list can be accessed at [http://ocjs.ohio.gov/ocjs\\_grants\\_unallowable\\_costs.pdf](http://ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf) .

## **UNALLOWABLE COSTS**

Bar Charges/Alcoholic Beverages  
Bonuses or Commissions  
Compensation of Federal Employees  
Construction Projects (other than penal or correctional institutions)  
Corporate Formation/Startup Costs  
Costs Incurred Outside the Project Period  
Credit Card Fees  
Entertainment Costs  
Fines and Penalties  
Food and Beverages\*  
Fundraising  
Immigration Fees  
Land Acquisition  
Lobbying  
Luxury items  
Membership Fees to organizations whose primary activity is lobbying  
Military-Type Equipment  
Passport Charges  
Physical Modifications to Buildings (including minor renovations such as painting and carpeting)  
Real Estate/Property  
State and Local Sales Taxes  
Tips  
Travel of Federal Employees of the Awarding Agency  
Vehicles, Vessels, or Aircraft  
Unmanned Aerial Vehicles/Unmanned Aircraft, Aircraft System, or Aerial Vehicles

- ★ **All costs must directly relate to the goals and objectives of the proposed project. CJCC/OCJS reserves the right to modify project budgets or provide partial funding.**
- ★★ **No funding may 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 OVV Financial Grants Management Guide at <http://www.ovv.usdoj.gov/docs/ovv-fgmg.pdf>.**