VIOLENCE AGAINST WOMEN ACT FUNDING

2012

REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
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JOHN R. KASICH, Governor
MARY TAYLOR, Lt. Governor
THOMAS P. CHARLES, ODPS Director
KARHLTON MOORE, OCJS Executive Director

Apply for VAWA online using the new OCJS grants management system! See page 6 for details.

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
Violence Against Women Act Funding
2012 Request for Proposals
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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 2012, STOP Violence Against Women Act (VAWA) Grant Program.

Regional Planning Units (RPUs) 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, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator.

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

If applying for a local project in Cuyahoga, Franklin, or Lucas counties, contact your RPU listed on page six.

Review. VAWA proposals will be competitively reviewed by OCJS staff and external 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 assure that costs are allowable and directly relate to the program. Final funding recommendations are made by the OCJS Executive Director.

***Peer Grant Reviewer.** OCJS encourages applicants to identify the name of a qualified professional who may have an interest in participating as a peer grant reviewer. Participating as a peer grant reviewer is an important role, and provides an excellent opportunity for participants to strengthen grant writing skills, and to gain knowledge or 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.

To register as a grant reviewer please visit www.surveymonkey.com/s/OCJSpeerreview.

Award. Projects will be notified and required to complete all forms and pre award conditions electronically through the grants management system. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies. **All awards will be for 12 months of funding, operating from January 1, 2013 through December 31, 2013.**

***VAWA subgrantee pre-award conditions will include requiring a signed statement from the implementing agency acknowledging that activities will not be carried out 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 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;

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.

***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.*

ELIGIBILE APPLICANTS

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:

1. A unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. Local and state nonprofit, non-governmental victim service programs.
3. 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).

ELIGIBILITY REQUIREMENTS

1. All applicants, with the exception of a victim service provider, must submit a signed letter (Attachment A) with their proposal. The letter must state that applicant has consulted with a state or local victim service provider during the course of developing the application in order for the request to be considered eligible and complete. The Attachment A will be uploaded with the Collaboration Board Letters as an attachment (**see page 10)**
2. 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. Domestic violence 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. Identifying information includes 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, including a first and last name, a home or other physical address, contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number, a social security number, and any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any of the above information, would serve to identify any individual.

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.

APPLICANT TRAINING

OCJS will be hosting a voluntary Grant Bidder's Conference on May 4, 2012 from 9 a.m. to noon at the Ohio Department of Transportation building located at 1980 W. Broad Street, Columbus, Ohio, in the auditorium. The Bidder's conference will discuss the application process and provide detailed information that will be useful in preparing a Justice Assistance Grant (JAG) and/or Violence Against Women Act (VAWA) grant application. Individuals interested in attending must register for the Bidder's Conference. Changes to the scoring matrix will be addressed at the training. **Registration is required for attendance to the Bidder's Conference and space is limited**. Please visit http://www.surveymonkey.com/s/BiddersConference to register.

In addition to this year's Grant Bidder's Conference OCJS will host a training on how to submit an application through OCJS's new Grants Management System. The training is scheduled from 1 to 4 p.m. at the Ohio Department of Transportation building located at 1980 W. Broad Street, Columbus, Ohio, in the auditorium. **Registration is required for attendance to the Grants Management System training and space is limited.** Please visit http://www.surveymonkey.com/s/C38RNN7 to register.

PLEASE NOTE: Due to space limitations, SEPARATE REGISTRATION IS REQUIRED for the Bidder's Conference and Grants Management Training.

PROGRAM PURPOSE

VAWA applicants may apply for funding under one of the following Program Areas:

VA1 **Training.** Supports training for law enforcement officers, judges, prosecutors, and court personnel.

VA2 **Enhancement Efforts.** Supports the development, training, and expansion of units of law enforcement officers, judges, prosecutors, and court personnel.

VA3 **Policy and Protocol Development.** Supports the implementation of more effective law enforcement, court/prosecution policies, protocols, orders, and services.

VA4 **Data Collection and Communication Systems.** Supports the installation of computerized systems to identify and track protection orders, arrests, and violations of orders, prosecutions, and convictions.

VA5 **Victim Service Programs and Visitation Centers.** Supports the development and strengthening of victim service programs and visitation centers.

VA6 **Stalking Programs.** Supports the development and strengthening of programs to address stalking.

VA7 **Sexual Assault Nurse Examiners (SANE).** Supports training for sexual assault forensic medical examiners.

LENGTH OF FUNDING

Projects may apply for 12 months of funding, operating from January 1, 2013 to December 31, 2013.

FISCAL CONSIDERATIONS

No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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. 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%

*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 describe the types of activities such groups offer in response to obstacles perceived when accessing mainstream services.

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 non-profit-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.

PROPOSAL COMPONENTS

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

- ❑ **Title Page**
- ❑ **Problem Statement/Underserved Population**
- ❑ **Project Description**
- ❑ **Project Objectives**
- ❑ **Timeline/Activities**
- ❑ **Organization Capacity**
- ❑ **Collaboration Board**
- ❑ **Executive Summary**
- ❑ **Budget**

APPLY ONLINE!

VAWA applicants may apply for OCJS grants online at: www.ocjsgrants.com

1. **Register to use the system. NOTE: If you have already registered as a DRC grantee please use that log in information to access the system.**
2. **Work on your grant over an extended period of time, saving changes until you're ready to preview and submit your final proposal to OCJS.**
3. **Print an e-confirmation of your VAWA submission.**

FORMAT AND SUBMISSION

- ❑ **Applications are submitted online through the OCJS Grants Management System, by 5 p.m. on May 31, 2012. visit: www.ocjsgrants.com. Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.**

  IMPORTANT: Applications must be in the APPLICATION SUBMITTED STATUS in the OCJS Grants Management System to be considered for funding.

For technical assistance on any part of the VAWA application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator. Regional Contacts: http://www.ocjs.ohio.gov/grants.stm

If applying for a local project in Cuyahoga, Franklin, or Lucas counties, please contact:

Cuyahoga County
Paula Young
Cuyahoga County Department of
Public Safety and Justice Services
310 W. Lakeside Ave. Suite 795-A
Cleveland, Ohio 44113
Telephone: 216.443.5924
pyoung@cuyahogacounty.us

Franklin County
Kathy Crandall
Office of Homeland Security and
Justice Programs
373 S. High Street, 25th Floor
Columbus, Ohio 43215
Telephone: 614.462.5577
kbcrandall@franklincountyohio.gov

Lucas County
Ann Bowland
Criminal Justice Coordinating Council
One Government Center, Suite 1720
Toledo, Ohio 43604
Telephone: 419.213.3828
ann.bowland@NORIS.ORG

If applying for a local project in Montgomery County, please apply to OCJS through the online system; and submit a copy of your application to the contact listed below:

Montgomery County
Joe Spitler
Montgomery County Criminal Justice Council
451 West Third Street, 11th Floor
Dayton, Ohio 45422-1326
Telephone: 937.224.8425
Fax: 937.496.7723
spitlerj@mcohio.org

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

Program Area	Goal	Project Description Requirements
VA 1 Training	Train law enforcement, judges, court personnel, and prosecutors to more effectively identify and respond to violent crimes against women including the crimes of sexual assault, domestic violence, and dating violence.	▪ Identify training topics, speakers, audience, dates, and locations. ▪ Describe policies and procedures resulting from training. ▪ Identify evaluation instrument to determine training effectiveness.
VA 2 Enhancement Efforts	Develop, train, or expand units of law enforcement, judges, court personnel, and prosecutors specifically targeting violent crimes against women including the crimes of sexual assault and domestic violence.	▪ Describe strategy to improve investigation and evidence collection. ▪ Describe domestic violence/sexual assault training for new law enforcement officers or prosecutors.
VA 3 Policy and Protocol Development	Develop and implement more effective law enforcement, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women including the crimes of sexual assault and domestic violence.	▪ Describe current policies and protocols. ▪ Identify how and when the proposed policy or protocol will be implemented.
VA 4 Data Collection and Communication Systems	Develop, install, or expand data collection/communication systems linking law enforcement, prosecution, and courts to identify and track arrests, protection orders, violations of orders, prosecutions, and convictions for violent crimes against women including sexual assault and domestic violence to report data to the National Instant Criminal Background Check System.	▪ Identify whether project will develop a new system or update existing system. ▪ Describe technical, procedural, organizational changes required. ▪ Identify staff for technical support after grant ends. ▪ Describe how data will be shared among agencies. ▪ **Personnel costs are unallowable; consultant costs are permitted.**
VA 5 Victim Service Programs and Visitation Centers	Develop, enlarge, or strengthen victim service programs including sexual assault, domestic violence, and dating violence programs; develop or improve victim services delivery to underserved populations; provide specialized domestic violence court advocates where protection orders are frequently granted; increase case reporting; reduce attrition rates for cases.	**Victim Services** ▪ Describe how project provides safety planning, legal advocacy and confidentiality for female victims. **Visitation Centers** ▪ Describe Visitation Center security, space, supervision, and hours of operation. ▪ Describe how often and what type of domestic violence training project staffs receive. ▪ Demonstrate need/uniqueness of the service area. ▪ Describe procedures to address liability issues. ▪ Provide letters of participation from Court and Jobs and Family Services. ▪ Describe sources of referrals to the Visitation Center. ▪ Describe the target population.
VA 6 Stalking Programs	Develop, enlarge, or strengthen programs to address stalking.	**Law Enforcement** ▪ Describe preventive/self-protection measures victims will receive. ▪ Identify how project will enforce foreign protection orders. ▪ Describe law enforcement training on various stalking issues, including laws, early intervention, stalking case monitoring, and lethality assessments. **Prosecutors** ▪ Describe victim education to collect offender behavior evidence. ▪ Describe support for victims seeking protection orders. ▪ Describe training for prosecutors on laws and prosecutorial techniques for stalking cases. **Victim Service Providers** ▪ Describe preventive/self-protection measures victims will receive. ▪ Describe support for victims seeking protection orders. ▪ Describe victim education on stalking issues.
VA 7 Sexual Assault Nurse Examiners (SANE)	Train sexual assault forensic medical examiners in collection and preservation of evidence, analysis, and prevention for expert testimony, and to provide treatment of trauma related to sexual assault. **Training Costs Only**	▪ Identify training topics, speakers, audience, dates, and locations. ▪ Provide number of agency staff to receive SANE training, and their job responsibilities. ▪ 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.

STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT PROPOSAL NARRATIVE

Problem Statement and Underserved Population

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

- clearly describes the nature and scope of the problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Violence Against Women Act Grant Program. The development of the nature and scope of the problem should be data driven and the applicant will need to provide relevant state, and local level data/statistics as well as agency statistics to document the problem addressed.
- discusses the short and long-term consequences for the community if the problem identified is not addressed. More specifically, the applicant should discuss what will happen to the community if the proposed project is not funded.
- clearly describes the target population to be served in terms of population size and demographic characteristics, including any relevant local statistics that link the need for assistance to this particular target population. The applicant should clearly identify at least one underserved population (see below for description) as part of the target population to receive outreach and services. The rationale for selecting the target population should be reasonable given the objectives of the project and the approach described in the project description section of the application.
- identifies other resources in the community that are currently available to address the problem and explains why existing resources are not sufficient to address the problem. If no resources exist, the applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

Underserved Population

VAWA underserved populations include geographic location (rural isolation), underserved racial and ethnic populations, special needs populations (language barriers, disabilities, alienage, or age); or any other population determined to be underserved by the U.S. Attorney General or by the Secretary of Health and Human Services, as appropriate. All projects must identify at least one underserved population.

- What is the underserved population your project will serve?
- Why is this population currently underserved?
- How will the project meet the needs of the underserved population?

Project Description

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. The application will be evaluated as to how effectively it:

- clearly describes the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified target population (including the underserved population).
- discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the model or practice chosen is (are) appropriate for the outcomes the program wants to achieve. Clearly justifies why the particular program model was selected for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field.** For more information on evidence-based practices, go to http://www.ocjs.ohio.gov/ebp.stm
- clearly demonstrates how they will achieve fidelity to the best practice model being implemented. The applicant must provide adequate discussion of the necessary resources that are required to implement the approach or response outlined. The resources should be reasonable given the scope and detail of the identified approach.

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 measurable change for the target population due to the services offered by the program. **Provide two objectives**, with performance measures and baseline numbers that further the goal of the selected Program Area. The application will be evaluated on how effectively it:

- clearly identifies project objectives (measured change as a result of implementing the proposed project)
- clearly identifies performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.)
- clearly identifies any baseline data that exists.

DEFINITION / EXAMPLE	OBJECTIVE / OUTCOME Measure of change that will result from the proposed project during project period.	PERFORMANCE INDICATOR Information collected to document expected changes.	BASELINE NUMBER Number documenting what occurred during the past year.	PERFORMANCE DATA COLLECTION The method in which the data will be collected and the means by which it will be stored for later analysis.
EXAMPLE: OBJECTIVE (Increase)	Increase by 5 percent the number of law enforcement officers receiving domestic violence training in Carnation County by December 31, 2013.	The number of law enforcement officers receiving domestic violence training in Carnation County.	250 law enforcement officers received domestic violence training in Carnation County between January 1, 2012 and December 31, 2012	Data on each domestic violence training program (program description, program coordinator, target audience, date of program, number of attendees, etc.) will be documented by the program's coordinator as it occurs, and all programs will be captured in spreadsheet format so that calculations can be made across the programs for the grant period.
EXAMPLE: OBJECTIVE (Decrease)	95% reduction in the number of incidents of violence against a spouse or significant other among those successfully completing the Hamilton County Batterer's Intervention Program by December 31, 2013.	The number of reported incidents of domestic violence through Hamilton County for those completing the program.	90% reduction in the number of incidents of violence against spouse or significant other reported to local law enforcement between January 1, 2012 and December 31, 2012.	Program staff will receive a monthly report from the agency responsible for supervision documenting the number of new incidents of domestic violence that participants are charged with. This information will be collected by program staff in a spreadsheet for ease of calculation for the grant period.
EXAMPLE: OBJECTIVE (Maintain)	Maintain the current level of client satisfaction with services being delivered between January 1, 2013 and December 31, 2013.	The level of client satisfaction as reported on the Client satisfaction survey administered upon termination from the program.	Participants reported a 95% satisfaction rate on delivered services between January 1, 2012 and December 31, 2012.	Program staff will distribute client satisfaction surveys to each program participant. Data will be collected from all returned surveys and these results will be entered into a spreadsheet for ease of calculation for the grant period.

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. Application will be evaluated as to how effectively it:

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

Organization and Staff Capacity

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. Application will be evaluated as to how effectively it:

- clearly identifies the mission of the agency that will serve as the subgrantee and/or implementing agency. The application should clearly demonstrate the capacity of the subgrantee and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they

have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.

- clearly identifies the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience, and education.
- 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.

Describe organizational, staff capacity, and developmental efforts surrounding issues of cultural competency:

- describes how issues of cultural competency, outreach, and services have been translated into planning for the particular project or program reflecting the racial make-up of the board, staff, volunteers, and victims served;
- explains the staff recruitment process and describes staff retention techniques;
- discusses how the organization addresses anti-oppression in their mission statement and requires staff to attend training on issues of anti-oppression and privilege;
- describes outreach and programming offered.

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.

Collaboration Board

Collaboration Boards are essential to the funding process as they help projects achieve their goals and objectives. The leadership and direction they provide help projects to achieve their goals and objectives through a shared community vision. Collaboration Boards should be comprised of agency representatives as well as various stakeholders from the community, including but not limited to representatives from children services, community organizations, hospitals, local police departments, and the court system, such as victim advocates, and prosecutors' offices. The Collaboration Board must conduct meetings at least quarterly and keep minutes of discussion items. Describe the collaborative effort between the applicant and other organizations. The application will be evaluated as to how effectively it:

- identifies the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describes their roles and demonstrates their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **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.
- provides details describing the management of the collaborative group. The applicant should be able to document when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings. If the applicant uses an existing community board or group to serve as the Collaboration Board, describe how the group will provide specific oversight for this project.
- describes how the collaborative group will work together to achieve project goals and objectives.

Applications must include commitment letters from all Collaboration Board members. Letters must be on the collaboration board member's letterhead and detail each agency's role and commitment as a partner within the proposed project. All applicants will be required to upload collaboration board letters. Failure to do so will result in your application being declared incomplete and you will be ineligible for funding. Collaboration Board Letters and Attachment A are uploaded as an attachment within the Collaboration Board section of the online application.

Budget

Describe any costs associated with implementing the program. The application will be evaluated as to how effectively it:

- presents a clear and detailed budget with a narrative that clearly explains and justifies the budget information.
- justifies the costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.
- clearly states how the match funds will be used and the source of the match funds.

UNALLOWABLE COSTS

Alcoholic Beverages
Auto Purchase
    Auto Parts
    Auto Maintenance
    Auto Leases Only Allowable for Drug Task Forces
Awards, Bonuses, or Commissions
Bad Debts
Basic or Standard Police Equipment
    Uniforms
    Dry Cleaning
Construction Costs/Projects
Contingency Provision Funds
Contributions and Donations by the Subgrantee or Implementing Agency
Corporate Formation Costs
Defense and Prosecution of Criminal and Civil Proceedings and Claims
Depreciation and Use Allowances on Publicly Owned Buildings
Drug Dogs
Dual Compensation
Entertainment
Federal Employee Compensation, Consulting Fees, or other Remuneration
Fines and Penalties (OBM Circular A-87 Item 20 exception)
Food★★
Foreign Travel (outside United States/territories, Canada)
Fund Raising
General Government Expense (OBM Circular A-87 Item 23 exceptions)
Grant Management/Administrative Costs
Idle Facilities (OBM Circular A-87 Item 24 exceptions)
Incentive Payments
Inmate Wages
Interest (OBM Circular A-122 Item 19 exceptions)
Land Acquisition
Lobbying
Losses on Other Awards
Luxury Items
Medicines, Drugs, Pharmaceuticals, or Cosmetics
Military-type Equipment/Lethal Weapons
Real Estate
Recreational Activities
Restitution Payments
Snacks
Space Occupied under Lease-to-Own Agreements
Sporting Goods/Equipment
State and Local Taxes (Standard Conditions exceptions)
Stipends
Tips, Bar Expenses, or Laundry Costs Incurred at Conferences
Toys, Games, etc.
Under Recovery of Costs under Federal Agreements
Vessels or Aircraft

★ All costs must directly relate to the goals and objectives of the proposed project. OCJS reserves the right to modify project budgets or provide partial funding.

★★No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Attachment A

Date, 2012

Mr. Karhlton Moore
Office of Criminal Justice Services
1970 West Broad Street
Columbus, OH 43223

Dear Director Moore,

The (name of the implementing agency) is submitting an application under the FY 2012 Services, Training, Officers, and Prosecutors (S.T.O.P.) Violence Against Women Act Grant Program solicitation. Our agency is aware of the following requirement: 'State and/or local prosecution entities, law enforcement entities, and courts must consult with state or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.'

Please see the attached signed letter that documents our compliance with this requirement.

Sincerely,

Victim Service Consultation

I, (name of the implementing agency's authorized official), certify that the (name of the implementing agency) is in compliance with the aforementioned requirement regarding consultation with a state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Signature of the implementing agency's authorized official: _____

I, (name of the victim service provider's authorized official), certify that the (name of the implementing agency) did meet the aforementioned requirement regarding consultation with a state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2005.

Signature of the victim service provider's authorized official: _____