



---

## Family Violence Prevention and Services Act Grant Program

---

### 2016 REQUEST FOR PROPOSALS

**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Telephone: 614.466.7782  
Fax: 614.466.0308  
[www.ocjs.ohio.gov](http://www.ocjs.ohio.gov)

**JOHN R. KASICH, Governor**  
**MARY TAYLOR, Lt. Governor**  
**JOHN BORN, ODPS Director**  
**KARHLTON MOORE, OCJS Executive Director**

Apply for FVPSA online using the new OCJS grants management system! See page 5 for details.

---

---

**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
**Family Violence Prevention and Services Act Grant Program**  
**2016 Request for Proposals**  
**TABLE OF CONTENTS**

---

---

Who is OCJS	2
What to Expect	2
Eligibility	2
Program Purpose and Program Areas	3
Funding Distribution	4
Funding Cap	4
Length of Funding	4
New and Continuation Projects	4
Match	4
Proposal Components	5
Format and Submission	5
FVPSA Proposal Narrative	6
Unallowable Costs	9

**Family Violence Prevention and Services (FVPSA) funds are available through the Family Violence Prevention and Services Act, Title II, Public Law 98-457, as amended by the Violence Crime Control and Law Enforcement Act of 1994, Public Law 103-322, September 13, 1995. The Office of Community Services, Administration for Children and Families, U.S. Department of Health and Human Services federally administers the program. FVPSA funds must be used to increase resources otherwise unavailable, and cannot supplant state or local funds. State and local funds to projects may not decrease as a result of FVPSA funding.**

## **WHO IS OCJS**

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities.

OCJS has been designated by Governor John R. Kasich to administer the FY 2016 Family Violence Prevention and Services Act (FVPSA) funds. The FVPSA funds prevent incidents of family violence, and provide immediate shelter and related assistance for victims of family violence and their dependents.

## **WHAT TO EXPECT**

**Application.** For technical assistance on any part of the FVPSA application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator.

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

**Review.** FVPSA proposals will be competitively reviewed by OCJS and a team of objective shelter and prevention service providers. Project budgets will be reviewed to assure that costs are allowable and directly relate to the project. Final funding recommendations are made by the OCJS Executive Director.

**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 July 1, 2016 through June 30, 2017.**

### **Client Confidentiality**

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, FVPSA-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the State or other FVPSA grantees or subgrantees (Section 306(c)(5)).

In the annual grantee Performance Progress Report (PPR), States and subgrantees must collect unduplicated data from each program rather than unduplicated data across programs or statewide. No client-level data should be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release as described in section 306(c)(5). The address or location of any FVPSA-supported shelter facility shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (Section 306(c)(5)(H)) and the confidentiality of records pertaining to any individual provided domestic violence services by any FVPSA-supported program will be strictly maintained.

### **Voluntary Services**

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

## **ELIGIBILITY**

All FVPSA applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible FVPSA 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 organizations jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. State agencies, state-supported universities, or
3. Private, nonprofit associations.

## **PROGRAM PURPOSE AND PROGRAM AREAS**

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

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

### **Federal Definitions**

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Family Violence:** Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or is otherwise legally related, or with whom such person is or was lawfully residing.
- **Shelter:** The provision of temporary refuge and supportive services in compliance with applicable state law (including regulation) governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.
- **Supportive Services:** Services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to:
  - Meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and
  - Provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Projects may apply under one or both of the following program areas. **Agencies may submit only one application per agency**, and may apply for both program areas with one application.

### **Core and Shelter Services**

- Crisis Hotline Management (the operation of a 24-hour telephone service, 7 days a week, with trained staff providing counseling, guidance, emotional support, information and referrals, etc.)
- Essential Support Staff
  - Residential Staff (staff that provide for the basic needs of victims in the shelters)
  - Case Management Staff (staff that provide referrals, advocacy and crisis counseling)
  - Supervisory Staff (24-hour management of the shelter and staff)

### **Prevention and Related (Supportive) Services**

- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence.

- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
- Provision of culturally and linguistically appropriate services.
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the nonabusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the nonabusing parent and child together.
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including: 1) assistance in accessing related Federal and State financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) transportation, child care, respite care, job training and employment services, financial literacy services and education financial planning, and related economic empowerment services; and 6) parenting and other educational services for victims and their dependents.
- Provision of prevention services, including outreach to underserved populations.

### **FUNDING DISTRIBUTION**

Core and Shelter Services will remain the priority area for FVPSA funds, with a required 25 percent minimum set-aside for Prevention and Related Assistance projects.

### **FUNDING CAP**

Agencies may apply for a maximum of \$50,000 in FVPSA funds, whether applying for one or both program areas. **Applications submitted for more than \$50,000 will not be reviewed.**

### **LENGTH OF FUNDING**

Projects may apply for 12-months of funding, operating from July 1, 2016 to June 30, 2017.

### **NEW AND CONTINUATION PROJECTS**

A new project is one that has never received FVPSA funding. If an agency submits an application for a project substantially similar to a previously awarded project, the project proposal is considered a continuation of the earlier program. New and continuation projects will compete equally for funding.

### **MATCH**

All projects receiving FVPSA funds require an in-kind or cash match. New projects must provide match of at least 35 percent of the total project cost. Continuation projects require at least a 20 percent match of the total project costs. Other federal funds may not be used as match except as noted below.

#### **Cash Match**

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources including 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 project

The value placed on donated services must be consistent with the compensation rate paid for similar work in the organization or labor market. Loaned or donated equipment may not exceed its

fair market value. Fringe benefits may be included if someone is actually paying those costs. Volunteer services must be documented and supported by the same methods used by the grant recipient for the recipient's own employees.

### **Timing**

Matching contributions need not be applied at the exact time or in proportion to the obligation of the federal funds; however, the full matching share must be obligated by the end of the period for which the federal funds have been made available for obligation under an approved project. OCJS reserves the right to deny payment requests on approved programs pending documentation of the matching share.

### **PROPOSAL COMPONENTS**

**ALL components within each section of the RFP must be addressed and clearly described.** Use the following as checklist to ensure all required components are addressed. Read the entire 2016 FVPSA RFP before completing and submitting proposals.

- Title Page
- Problem Statement/Underserved Population
- Project Description
- Project Objectives
- Timeline/Activities
- Organization, Staff Capacity and Cultural Competency
- Collaboration Board
  - All applicants must upload signed Collaboration Board Letters
- Executive Summary
- Budget

### **FORMAT AND SUBMISSION**

- Applications are submitted online through the OCJS Grants Management System, the application will be available November 2. Applications must be completed and in the submitted status by 5 p.m. on December 7, 2015. Visit: [www.ocjsgrants.com](http://www.ocjsgrants.com). Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements may 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 FVPSA application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator. Please contact the front desk and ask for assistance if you do not receive a return phone call in a timely manner. **Regional Contacts:** <http://www.ocjs.ohio.gov/grants.stm>

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

### Underserved Population

*FVPSA underserved populations include populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age), and any other population determined to be underserved by the State planning process or the Secretary of HHS (Section 302(14)).*

### **Applicants should describe why the populations have been identified as needing services:**

- What are the underserved populations your project will serve?
  - Avoid identifying “all” victims of family violence.
- Why are the populations currently underserved?
  - What are the barriers to services for the populations?
  - Are the underserved populations attempting to access services? If not, then why not?
- How will the project meet the needs of the underserved populations?
  - What efforts will or are occurring to promote eliminating barriers to accessing services; and help increase the utilization of services for underserved populations?

**Clearly describe whether the populations are unserved, underserved, or inadequately-served as defined below:**

***Unserved:*** populations that have no services available to them.

***Underserved:*** populations that have minimal access and are in need of more outreach and support.

***Inadequately-served:*** Historically marginalized populations that may be overrepresented, but remain inadequately served with specific reference to the quality of service and a “one-size-fits-all” approach.

### Project Description

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

- Clearly describes the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified target population (including the underserved population).
- Discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the model or practice chosen is (are) appropriate for the outcomes the

program wants to achieve. Clearly justifies why the particular program model was selected for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field.** For more information on evidence-based practices, go to <http://www.ocjs.ohio.gov/ebp.stm>

- Clearly demonstrates how they will achieve fidelity to the best practice model being implemented. The applicant must provide adequate discussion of the necessary resources that are required to implement the approach or response outlined. The resources should be reasonable given the scope and detail of the identified approach.
- Describes the provision of specialized services including trauma-informed services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.

### **Project Objectives**

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

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

**The project objectives must be stated in the online application as either “to maintain” or “to increase”. THE FOLLOWING TWO OBJECTIVES ARE REQUIRED and applicants should submit the objectives as stated below:**

**Objective #1-**To maintain at (or increase by) **XX** the number of [insert target population] who now have more strategies for enhancing (their) safety.

**Objective #2-** To maintain at (or increase by) **XX** the number of [insert target population] knowledge of available community resources.

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

These two outcome objectives must be asked from a sample of clients. A sample can be defined as a part of a group chosen to represent the experiences or views of the group as a whole. An entire year of data on the two aforementioned outcomes must be submitted with the application.

### **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:

- ***The number of clients who respond “yes” they now have more strategies for enhancing their safety (questionnaires, surveys, pre/post tests, interviews, etc.).***
- ***The number of clients who respond “yes” they now have more knowledge of available community resources (questionnaires, surveys, pre/post tests, interviews, etc.).***

### **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.

\*Examples of survivor feedback surveys and additional resources can be located at the FVPSA Outcomes Project Information Center. This resource page can be accessed at the VAWnet homepage, a project of the National Resource Center on Domestic

Violence, or via the following link [http://docs.nrcdv.org/pages/FVPSA\\_Outcome/](http://docs.nrcdv.org/pages/FVPSA_Outcome/).  
(Username: outcomes/Password: outcomes)

The application will be evaluated on how effectively it:

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

### **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, Staff Capacity and Cultural Competency**

**Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project.** Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. 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.

### **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 are 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 current commitment letters from all Collaboration Board members. Letters must be on the Collaboration Board letterhead and detail each agency's role and commitment as a partner within the current proposed project. All applicants are 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 MUST be uploaded as an attachment within the Collaboration Board section of the online application.**

#### **Budget**

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

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

The unallowable cost list can be accessed at [http://www.ocjs.ohio.gov/Unallowable\\_Costs-JAG\\_VAWA\\_FVPSA\\_RSAT\\_Updated\\_2.19.15.pdf](http://www.ocjs.ohio.gov/Unallowable_Costs-JAG_VAWA_FVPSA_RSAT_Updated_2.19.15.pdf).