



REQUEST FOR PROPOSALS

RFP TITLE: FY23 Violence Against Women Act Funding

RFP ISSUE DATE: July 18, 2023

PROPOSAL DUE DATE: August 17, 2023, at 12:00 p.m.

ISSUING DEPARTMENT: Department of Public Safety & Justice Services
2079 East 9th Street, Room 5-200
Cleveland, Ohio 44115

PRE-PROPOSAL CONFERENCE: July 26, 2023, at 11:00 a.m.

Cuyahoga County Public Safety and Justice Services will hold a pre-proposal conference before the application deadline. Information on the requirements, expectations and guidelines will be addressed. The conference will be scheduled via Microsoft Teams. If you would like to attend, please contact ldjones@cuyahogacounty.us to receive the meeting link. You can also join via teleconference by dialing in with the number below, but you will not be able to see information presented onscreen without the Teams meeting link.

Call in (audio only)
+1 440-462-2064
Phone Conference ID: 563 718 649#

Note: Please read the Request for Proposals 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 funding recommendations.

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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.

ELIGIBLE APPLICANTS

All VAWA applicants must have an organization, or subrecipient that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible VAWA subrecipients include:

1. A unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. 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](#) (OIBRS) or the FBI Uniform Crime Reporting Program's National Incident-Based Reporting System (NIBRS) Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#).

ELIGIBILITY REQUIREMENTS

1. All applicants must submit a complete application for each new grant cycle. If the project is a continuation of a previous project, select Continuation on the Title Page and enter the grant number (**if known**). Failure to properly designate the project as new or continuation may jeopardize funding.
2. All applicants, with the exception of nonprofit victim service providers, **must submit a signed Attachment A with the application**. The Attachment A consists 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. The Attachment A template can be accessed by clicking the link: [Attachment A Victim Service Consultation.pdf \(ohio.gov\)](#). The Attachment A must be submitted with the Collaboration Board Letters as an attachment. (Collaboration Board – refer to pages 23).
3. All applicants applying for projects under VAWA must have a collaboration board representing law enforcement, prosecution, victim service providers, and any other applicable agency/representative that will help to inform the project's activities and goals. (Collaboration Board – refer to pages 23)

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 I any other information,

including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

4. **Delivery of Legal Assistance Certification (if applicable).** Pursuant to 34 U.S.C. § 12291(b)(12)], if the state is planning to issue subgrants with STOP funds to provide legal assistance, the state must **certify in writing** to the following and ensure that legal assistance subgrantees make the same certifications to the state: any person providing legal assistance with funds through this program – (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B)(i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- a. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
 - b. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
 - c. the grantee’s organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

See the [Sample Legal Assistance Certification Letter](#).

5. **Prosecutor Eligibility Certification (if applicable)- 34 U.S. Code § 10454 (Grant eligibility regarding compelling victim testimony)**

In order for a prosecutor’s office to be eligible to receive grant funds under this subchapter, the head of the office shall certify, to the State, Indian Tribal government, or territorial government receiving the grant funding, that the office will, during the 3-year period beginning on the date on which the grant is awarded, engage in planning, developing and implementing—

- (1) training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
- (2) policies that support a victim-centered approach, informed by such training; and
- (3) a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim 34 U.S. Code § 10454.

TECHNICAL ASSISTANCE

For questions regarding the STOP VAWA program or technical assistance on any part of the VAWA application, contact Senior Grants Coordinator, Linda Jones, at (216) 698-6463 or ldjones@cuyahogacounty.us.

WHAT TO EXPECT

Cuyahoga County Public Safety and Justice Services (PSJS) implements a competitive application review process. Applications are evaluated and recommended for funding by the VAWA Allocation Committee, which is comprised of professionals from the field. Final funding recommendations are made to the Ohio Office of Criminal Justice Services (OCJS). Once approved, provider service contracts go before the Cuyahoga County Board of Control for approval.

Award notifications and expectations: Applicants that are recommended for funding will be notified via email and required to complete all forms and pre-award conditions. **All awards will be for 12 months of funding, operating from January 1, 2024, through December 31, 2024.**

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

- Equal Employment Opportunity Certification Form
- Civil Rights and EEOP Questions Part 1 Form
- Standard Assurances Form
- Special Conditions Form
- 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
- Conditions of Suitability to Interact with Participating Minors-
<https://www.justice.gov/ovw/page/file/1202141/download>
 - The pre-award condition will include submitting the following:
 - A description of the criteria for identifying persons that require a background check (**Background checks are allowable budget costs**)
 - A description of how the searches will be conducted (sex offender database, background checks)
 - A description of how background checks will be tracked
 - A submission of the form used to document background checks (programmatic site visits will require submitting completed forms to PSJS for review upon request)

- Policy Workplace Response to Sexual Misconduct, Domestic Violence and Dating Violence-
<https://www.justice.gov/ovw/page/file/1295756/download>
 - The recipient and any subrecipient at any tier must have a policy, or issue one within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor.
 - A policy must be available for PSJS to review upon request
- Fidelity Insurance/Surety Bond (Note: Only applicable for non-profit applicants)
- Proof of Tax Exempt Status (Note: Only applicable for non-profit applicants)

In addition to the pre-award condition requirements and this Request for Proposal, all subrecipients are bound by the [Federal Subgrant Conditions Handbook](#). Project directors are required to attend a mandatory online orientation.

Please note: the STOP Violence Against Women is a **reimbursement** grant. Projects will submit Quarterly Subgrant Reports to request reimbursement for grant expenses. Reimbursements are contingent on meeting the requirements of the grant including, but not limited to, performance reporting requirements as described in the Pre-Award Conditions.

ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY

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

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;

- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Placing of batterers in anger management programs; or,
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

CONFIDENTIALITY AND PRIVACY PROTECTIONS

OVW grantees [recipients] and their subgrantees [subrecipients]¹ are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee and their subgrantee’s programs, to any third party or third-party database without informed, written, reasonably time-limited consent of the person, unless compelled by statutory or court mandate. Where there is a mandate to release information, grantees and subgrantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding unemancipated minors or persons with disabilities lacking capacity to consent, a parent or guardian may consent to the disclosure; however, an abuser of a minor, person with disabilities, or the minor’s other parent is prohibited from giving consent to the disclosure. If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent’s or guardian’s consent, the minor or person with a guardian may release information without additional consent. Due to a requirement in VAWA 2013, grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

VIOLENCE AGAINST WOMEN ACT NON-DISCRIMINATION PROVISION

The Violence Against Women Act (VAWA), as amended, 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 (34 U.S.C. § 12291(b)(13)). Recipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. [Click here](#) for more information about how DOJ interprets the non-discrimination provision in VAWA.

CONFIDENTIALITY ACKNOWLEDGEMENT

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. This includes mandated compliance on nondisclosure, release of information, information sharing, statutorily mandated reports of abuse

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

or neglect, oversight, and confidentiality assessment and assurances.

Refer to the [Confidentiality Acknowledgement](#) for further information on the mandated compliance requirements concerning victim confidentiality.

PROGRAM PURPOSE

STOP VAWA funding requests must meet one or more of the following applicable federal statutory purpose areas:

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, **including implementation of the grant conditions in section 4002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b))**;
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 **and legal assistance** to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of **individuals 50 years of age or over, individuals with disabilities, and Deaf individuals** 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, **legal assistance**, and other victim services to such 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 **including rehabilitative work with offenders**;
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 [subrecipient] receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees [subrecipients] submit their two-year report to the Department. States and Territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking;
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code;
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, **or female genital mutilation or cutting**; with not more than 5 percent of the amount allocated to a State to be used for this purpose;
21. **Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training;**
22. **Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting;**

23. Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts and providing supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking;
24. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents:
 - A birth certificate or passport of the individual, as required by law.
 - An identification card issued to the person by a State or Tribe, that shows that the person is a resident of the State or member of the Tribe.

2022 OHIO STOP VAWA IMPLEMENTATION PLAN

The goal of the 2022 Implementation Plan, which is applicable to federal fiscal years 2022 through 2025, 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 [STOP Implementation Plan \(ohio.gov\)](#).

Definitions for Identified Goals

OCJS has previously developed a definitions document to provide guidance, clarity and expectation on the terms expressed within the plan's identified goals. The document can be accessed at STOP VAWA Implementation Plan– Definitions for Identified Goals or by [clicking here](#).

NEW AND CONTINUATION PROJECTS

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

FISCAL CONSIDERATIONS

- The unallowable costs list can be accessed at [Unallowable Costs | Office of Criminal Justice Services \(ohio.gov\)](#)
- Applicants may apply for 12 months of funding, operating from January 1, 2024 to December 31, 2024.
- Application requests must reflect **realistic** and **allowable** project costs that can be expended during the January 1, 2024 to December 31, 2024 project period.
- Federal allocation requirements mandate the VAWA funding distribution within Ohio's justice system.
- Lodging and meal per diem rates cannot exceed the rates set by the federal Government Services Administration (GSA). The rates can be found at [GSA Per Diem Rates](#).
- Mileage rates cannot exceed the rates set by Ohio Budget Management (OBM). These rates can be found at [OBM Travel Rule](#).

- **External Audit or Financial Report** – applicants are **required to submit a copy** of the organization’s most recent external audit or most recent financial report with the application. This allows OCJS to ensure requirements are met for 2 C.F.R. § 200.331(f). Single Audit Act Amendment of 1996, and the OMB Circular A-133.
- Refer to the OCJS [Financial Budget Definition Reference Guide](#) for additional information on budget related terms.
- A cash or in-kind match of at least 25 percent is required for most VAWA subrecipients. **Nonprofit victim service providers are exempt from this requirement.**

Match Requirements

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 nonprofit victim service providers. ***OCJS determines the allocation categories and Cuyahoga County will notify projects regarding their matching requirements.***

➤ **Cash Match**

Acceptable forms of Cash Match include:

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources, like corporate or private donations
- Funds from the Housing and Community Development Act of 1974, 42 U.S.C. 5305, et. seq.
- Funds from the Appalachian Regional Development Act
- Project income

➤ **In-Kind Match**

Acceptable forms of In-Kind Match include:

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
 - The value placed on donated services must be consistent with the compensation rate paid for similar work in the organization or labor market. Loaned or donated equipment may not exceed its fair market value.
 - Monetary value of donated time contributed by volunteers such as professional, technical, skilled, or unskilled personnel if services are an integral and necessary part of the project
 - Volunteer services must be documented and supported by the same methods used by the grant recipient for the recipient’s own employees.

Match does not need to be applied at the exact time or in proportion to the obligation of federal funds: it must only be obligated by the end of the project period.

Federal Allocation Requirements

OCJS determines funding categories for projects based on the agency implementing the project and the services most directly supported by the project. All 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, discretionary funding may be used for any of the categories at the discretion of OCJS.

- Law Enforcement 25%
- Prosecution 25%
- Victim Services 30% *(of which 10% is a culturally specific set-aside)*
- 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.

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](#). 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 <https://www.ojp.gov/funding/financialguidedoj/overview>.

PROGRAM ASSESSMENTS

Grantees under this program are prohibited from using OVW funds to conduct research. They may use funds to assess their work for quality assurance and program improvement purposes only, such as by surveying training participants about the quality of training content and delivery or convening discussion forums with key stakeholders. Applicants considering such assessments must refer to the DOJ/OJP [decision tree](#) to ensure that the activity does not qualify as human subjects research. For additional information on federal requirements related to assessments or surveys, see the [Solicitation Companion Guide](#).

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

For further information on the OCCS and the types of assistance they can offer, please go to the [OCCS website](#).

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 2023 [Solicitation Companion Guide](#) and at 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.

POST AWARD REPORTING REQUIREMENTS

All VAWA subgrantees are required to submit an annual performance report referred to as the MUSKIE report. Subgrantees are required to report on any grant funded activity that occurred during the calendar year (January 1 – December 31). This report is due to OCJS by January 31. Both the Performance Report Form and Performance Report Instructions can be accessed through the Office of Criminal Justice Services (OCJS) [website](#).

STOP VIOLENCE AGAINST WOMEN ACT (VAWA) GRANT APPLICATION INSTRUCTIONS

1. PROGRAM AREAS AND REQUIREMENTS

Applicants must select a relevant program area on the “Title Page” of the application for their project as listed below. The project scope must be eligible as defined within the federal statutory purpose areas (refer to page 8, 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 [2022 implementation plan](#) which defines the state’s current priorities, goals, and objectives.² The applicant must also include at a minimum the following elements within the project description for the program area selected.

Program Area	Project Description Requirements
VA 1 Training	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Describe current policies and protocols. ▪ Identify how and when the proposed policy or protocol will be implemented.
VA 4 Data Collection and Communication Systems	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Victim Services ▪ Describe how project provides safety planning, legal advocacy and confidentiality for victims. ▪ Visitation Centers ▪ Describe Visitation Center security, space, supervision, and hours of operation. ▪ Describe how often and what type of domestic violence training project staff 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	<ul style="list-style-type: none"> ▪ 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)	<ul style="list-style-type: none"> ▪ Identify training topics, speakers, audience, dates, and locations. ▪ Provide number of agency staff to receive SANE training, and their job responsibilities.

² Refer to page 11 of the Request for Proposal regarding applicant and subrecipient implementation plan expectations.

PROPOSAL NARRATIVE

2. PROBLEM STATEMENT AND UNDERSERVED POPULATION

Applicants should define, explain or clearly describe the problem or issue to be addressed, and its impact on the community. The application should clearly describe the nature and scope of the problem, including how it aligns with the definitions of identified goals (see page 11, 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.

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

- Provide local data/statistics that show how the community/population you serve has been impacted by the scope of the problem. **Responses should include:**
 - Population size, location, geography
 - Target population composition in terms of race, ethnicity, age, socioeconomic status, and other important demographic information
 - Underserved population(s) that have been identified as part of the target population to receive outreach and services (**refer to the “underserved population” section below**)
 - Relevant crime data and other documentation to support the need for specialized services (**may include but not limited** to local law enforcement data, court and prosecution data, legal assistance, shelter and supportive victim service activities, waiting lists)
- Discusses **both** 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.
- Identify other resources in the community that are currently available to address the problem. **Responses should:**
 - Explain why existing resources are not sufficient to address the problem.
 - If no resources exist, the applicant should discuss the gaps in services, and
 - Describe how the proposed project will help alleviate those gaps.

Underserved Population

The term ‘underserved populations’ 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. All projects must describe previous strategies related to outreach, collaboration, and partnerships. The discussion must also describe the population size and demographic characteristics for the population(s).

What are the underserved populations your project will serve?

- **Avoid** identifying “all” victims of domestic violence, dating violence, sexual assault, and stalking as underserved.

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?

Applicants **MUST** clearly describe whether the underserved community falls into one of the following three tier populations:

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

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

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

3. PROJECT DESCRIPTION

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. **The applicant must also define how the project fits within the state’s [2022 implementation plan](#)³.**

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

- Clearly describe the proposed activities and approach (i.e., model or practice) to be taken given the nature of the problem to be addressed. The approach should seem logical given the characteristics and needs of the identified target population (including the underserved). Identify the model(s) or practice to be implemented.
 - Explain why the particular program model(s) or best practice was selected for implementation.
 - Provide a detailed discussion on the plan to implement the model(s) or practice that is evidence-based or grounded in best practices of the field. For more information on evidence-based practices, go to <https://ocjs.ohio.gov/research-and-data/evidence-based-programs-and-practices>.

³ Refer to page 11 regarding applicant and subrecipient implementation plan expectations.

- Discuss the evidence that shows that the model or practice is effective with the target population, as well as the underserved populations described previously.
- Discuss the evidence that the model(s) or practice chosen is (are) appropriate for the outcomes the program wants to achieve.

Note: Applicants that will be implementing lethality assessments or danger assessments must submit a copy of the tool with the application. Submit the tool with the Collaboration Board Letters as an attachment (Collaboration Board – refer to page 23).

- Demonstrate how the applicant will implement the program in a way that incorporates the core elements of the chosen program model or best practice. Responses should describe:
 - How core services, components, and procedures are consistent with the evidence-based model or best practice utilized.
 - The necessary resources that are required to implement the approach or response outlined. The resources should be reasonable given the scope and detail of the identified approach.
 - Any data or information collected and reviewed to ensure that the program is being implemented consistently over time and across program participants.

- Describe how trauma informed services are provided for victims of domestic violence, dating violence, sexual assault and stalking who may also be victims of human trafficking. Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. The vast majority of human trafficking victims also experience multiple forms of abuse, such as domestic violence, intimate partner violence, familial violence, and sexual assault. For example, victims of human trafficking may be in an intimate relationship and have children with their trafficker, who may use physical abuse as a mechanism to control and coerce the victim.⁴

4. SUSTAINABILITY/ACCOMPLISHMENTS/OBSTACLES

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles that have been presented when carrying out similar activities that were discussed in the Project Description.

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

- Explain the steps that will be taken to ensure long term program sustainability (i.e. the ability for the program to maintain its services over time).

⁴ The Intersection of Domestic Violence, Sexual Assault, and Human Trafficking. Center for Court Innovation. https://www.courtinnovation.org/sites/default/files/documents/UnderstandingHumanTrafficking_2.pdf
 Human Trafficking Guidance for VAWA Grantees. https://humantrafficking.ohio.gov/links/HT_Guidance_for_VAWA_Grantees.pdf

- The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities in the event that funding support from OCJS is ended.
- ❑ Describe any previous program accomplishments and how these accomplishments influence program activities.
 - If the current proposal is requesting funds for a continuation of programming activities, these accomplishments should be related to programming that was completed under previous funding.
- ❑ Describe any previous or ongoing programmatic obstacles or challenges and how they were addressed.
 - If the current proposal is requesting funds for a continuation of programming activities, these obstacles should be related to programming that was completed under previous funding.
- ❑ Elaborate on collaboration with community resources and how various agencies and stakeholders have played a role in sustainability, accomplishments and obstacles.

5. 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.
- ❑ Please [click here](#) on the OCJS Grants Performance Objectives and select two objectives that correspond with the application’s program area.
- ❑ **Objectives should be defined to align with the state’s [2022 implementation plan](#) priorities.**
- ❑ Objectives must link to the problem statement and project description and must be consistent with the program area selected (**refer to pages 17-18**).

There are two types of objectives:

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

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

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

Performance Indicator:

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

The performance indicator should relate to each 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 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.

6. TIMELINE AND ACTIVITIES

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period.

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

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

- Specify **what** will be done, **who** (individuals and organizations) will do it, and **when** it will be accomplished. **Responses should include:**
 - Tasks and activities specific to the project and stated objectives.
 - Tasks and activities associated with Collaboration Board meetings.
 - Tasks and activities associated with OCJS reporting deadlines. To include:
 - Programmatic reports
 - Fiscal reports
 - Program deliverables that will be created and used throughout the project.
 - The timeline of activities should be detailed, align with the project description and be clearly organized. **Activities may be grouped together as daily, weekly, monthly, quarterly (divide into quarters), and annually.**
-

7. ORGANIZATION, STAFF CAPACITY AND CULTURAL COMPETENCY

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

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

- Describe the mission of the agency that will serve as the subgrantee and/or implementing agency.
- Describe the capacity of the subgrantee and implementing agency's ability to administer grants of similar size and scope.
 - Applicants should **identify/name** the specific grant programs and funding amounts that have been administered.
- Describe adequate resources available (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- Identify key staff, including any volunteers and/or contracted staff that will be participating in the proposed project.
 - Include a description of qualifications, experience, education and training that support the role they will hold on the proposed project.
 - Special attention should be given to those personnel who are identified in the budget
 - Include a description of how the implementing agency works with contracted staff, including interpreter services, to maintain confidentiality of clients.
- Discuss how successful completion of the project is realistic given the key staff implementing the project.
 - In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Applicants should describe their organizational, staff capacity, and developmental efforts surrounding issues of cultural competency and humility.

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

- Describe how issues of cultural competency and humility, outreach, and services have been translated into planning for the particular project or program reflecting the racial make-up of the board, staff, volunteers, and victims served.
- Explain the staff recruitment process and describe staff retention techniques.
- Discuss how the organization addresses anti-oppression in their mission statement and requires staff to attend training on issues of anti-oppression and privilege. **Responses should include the following:**
 - Identify and describe the types of trainings that occur.
 - Describe why specific trainings are selected.
 - Describe who will conduct the trainings and how often they occur.

8. COLLABORATION BOARD

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

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

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

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

The application must include a description of the collaborative effort between the applicant and the Collaboration Board, as well as how it relates to the proposed project. Referrals and requests for services does not equate collaboration.

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

- Identify the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project.
- Describe their roles and demonstrate their commitment to the project.
- The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board.
 - **The Collaboration Board is not an agency's Board of Trustees or Advisory Board.**
- Current commitment letters are required from all representatives on the Collaboration Board (letters must specify and reference the proposed FY 2023 VAWA grant program).**
- Describe the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the proposed project.
 - Partner agencies should be clearly linked with their role and function within the collaborative group.
 - Describe how the collaborative group will provide oversight of project goals and objectives.
- Provide details describing the management of the collaborative group.
 - Describe when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings.

- ❑ **FY 2023 VAWA Collaboration Board commitment letters must be submitted from each member agency and written on each member agency's letterhead.**
 - **Each letter must be current and must specify and reference the proposed FY 2023 VAWA grant program.**
 - **Each letter must describe the member agency's role and commitment to the proposed project.**
 - **Letters MUST be included as an attachment with the application.**

9. EXECUTIVE SUMMARY

The Executive Summary serves as a concise and accurate description of the proposed project and should not introduce new information. The information provided should serve as a summarized version of the overall application narrative.

Purpose Statement

The purpose statement should be clear and concise. It describes what the applicant is going to do, the population that is going to be served, how the project will be accomplished and why it is important. Information provided within the purpose statement is reported to the Federal Funding Accountability and Transparency Act (FFATA) reporting system in response to FFATA legislation.

Problem Statement and Project Description

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

Participating Agencies/Collaboration

The applicant must provide a detailed collaboration board list.

BUDGET REQUIREMENTS

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

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

- ❑ Present a clear and detailed budget.
 - The budget forms **must** include **detailed** budget narratives that clearly explain and justify the budget information.
 - Costs **must** be determined reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.
- ❑ Clearly state how the match funds will be used and the source of the match funds.
- ❑ External Audit or Financial Report - **submit a copy of your organization's most recent external audit or most recent financial report with the application.**

UNALLOWABLE COSTS

Unallowable cost for STOP VAWA funds includes but is not limited to: direct payments to survivors, vehicle purchases/leases, security deposits, moving expenses, construction cost, renovation cost, billboard costs.

The unallowable cost list can be accessed at <https://ocjs.ohio.gov/grants-funding-monitoring/grants-administration/grants-forms-and-resources/unallowable-costs>.

PROPOSAL COMPONENTS CHECKLIST

ALL components within each section of the RFP must be addressed and clearly described. Use the following as a checklist to ensure all required components are addressed. Read the entire 2023 VAWA RFP before completing and submitting proposals.

- Title Page (pg. 16)
- Problem Statement/Underserved Population (pg. 17)
- Project Description (pg. 18)
 - If applicable**-Lethality Assessment or Danger Assessment upload
- Sustainability/Accomplishments/Obstacles (pg. 19)
- Project Objectives (pg. 20)
- Timeline/Activities (pg. 21)
- Organization, Staff Capacity and Cultural Competency (pg. 22)
- Collaboration Board (pg. 23)
 - All applicants must submit FY 2023 VAWA commitment letters from each Collaboration Board member.
 - Letters must be on each Collaboration Board member agency's letterhead.
 - The letters must describe each member agency's role and demonstrate commitment to the proposed project.
 - External Audit or Financial Report
 - If applicable**-[Sample Legal Assistance Certification Letter](#)
 - If applicable**-[Attachment A](#)
- Executive Summary (pg. 24)
- Budget (pg. 24)

FORMAT AND SUBMISSION

- A copy of this solicitation can be found at the Cuyahoga County Public Safety & Justice Services website at: <https://cuyahogacounty.us/psjs/divisions/fiscal-grant-services>
- If applying for a local project in Cuyahoga County, applications are submitted via email to Linda Jones at ldjones@cuyahogacounty.us
- All parts of the proposal, as listed above in the proposal and contents checklist, must be submitted at the same time. Proposal may not exceed ten (10) pages. Format should be single-sided pages using Times New Roman 12-point font, double spaced, with one-inch margins. Required forms, including budget pages do not count as part of the ten-page total.
- Deadline for submission is August 17, 2023 at 12:00 p.m. via email to the P.O.C. listed above. **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.**

CUYAHOGA COUNTY
PSJ-1068 FY23 VIOLENCE AGAINST WOMEN GRANT
Insurance Requirements

The Contractor shall procure, maintain and pay premiums for the insurance coverage and limits of liability up to the full amount of coverages as stated in all existing policies issued to the Contractor as of the effective date of this contract and at least in the amounts indicated below with respect to products, services, work and/or operations performed in connection with this Contract.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- (a) **Worker's Compensation Insurance** as statutorily required by the State of Ohio.

For Contractors with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and Federal laws as applicable including Employers' Liability coverage with limits of no less than \$1,000,000 per accident for bodily injury or disease.

- (b) **Commercial General Liability Insurance** with limits of liability not less than:

\$2,000,000 each occurrence bodily injury & property damage;
\$2,000,000 personal & advertising injury;
\$2,000,000 general aggregate, or \$4,000,000 if not per project/location;
\$2,000,000 products/completed operations aggregate or \$4,000,000 if not per project/location.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form CG 00 01 or its equivalent. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this specific project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If this Contract involves direct interaction with children, youth, or the elderly, include the following. If not, delete:

This policy must include, or not specifically exclude, coverage for Sexual Abuse and Molestation in the same amount. This must be explicitly noted on the Certificate of Insurance.

- (c) **Business Automobile Liability Insurance** covering any auto (symbol 1), or if contractor has no owned autos, hired (symbol 8) and non-owned autos (symbol 9). Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident;

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) CA 00 01 form or its equivalent.

(d) **Professional Liability Insurance/Errors & Omissions Liability Insurance** appropriate to the contractor's profession providing coverage for claims arising out of the provision of design, architectural, engineering, consultants, counselors, medical professionals, legal and/or **other** professional services with a limit of liability not less than:

\$2,000,000 per occurrence;
\$2,000,000 aggregate.

Insurance Coverage Terms and Conditions

1. The insurance policies of the Contractor required for this Contract, shall:
 - (i) Name The County Of Cuyahoga, its officers, officials, employees, and volunteers as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
 - (ii) Be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County of Cuyahoga, its officers, officials, employees, and volunteers for any claims related to this contract. Any insurance or self-insurance maintained by the County of Cuyahoga, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.
 - (iii) Grant the County of Cuyahoga a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County of Cuyahoga by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County of Cuyahoga has received a waiver of subrogation endorsement from the insurer.
 - (iv) Provide that, for each insurance policy provided above, coverage shall not be canceled except with notice to the County of Cuyahoga.
 - (v) Provide the County of Cuyahoga with a Certificates of Insurance evidencing these coverages; as well as reference and provide evidence (via physical policy endorsement) that each of the terms and conditions identified in section 1 have been met by the contractor and their respective insurer(s).

2. The insurance required for this Contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A-VII or above.

3. The terms of this Contract shall be controlling and shall not be limited by any insurance policy provision.
4. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.
5. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract.
6. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
7. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
8. Where coverages are made on a claims-made basis the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Contract.
9. The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.