



# VIOLENCE AGAINST WOMEN ACT FUNDING

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## 2010 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)

TED STRICKLAND, Governor  
LEE FISHER, Lt. Governor  
CATHY COLLINS-TAYLOR, ODPS Director  
KARHLTON MOORE, OCJS Executive Director

Apply for VAWA online! See page 4 for details.

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**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
**Violence Against Women Act Funding**  
**2010 Request for Proposals**  
**C O N T E N T S**

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The STOP Violence Against Women Act (VAWA) funding is federally administered by the Office of Justice Programs, Violence Against Women Office within the U.S. Department of Justice. The subgrant program emphasizes coordinated community approaches to reduce violence against women and to create mutually respectful partnerships between the justice system and victim services.

## **OCJS AND VAWA**

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities. OCJS has been designated by Governor Ted Strickland to administer the FY 2010, STOP Violence Against Women Act (VAWA) Grant Program.

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

## **WHAT TO EXPECT**

**Application.** For technical assistance on any part of the VAWA application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator or e-mail: [TPWood@dps.state.oh.us](mailto:TPWood@dps.state.oh.us) and include the county where your project is located.

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

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

**Review.** VAWA proposals will be competitively reviewed by OCJS and outside criminal justice professionals. Project budgets will be reviewed to assure that costs directly relate to the program. Final funding recommendations are made by the OCJS Executive Director and approved by the Department of Public Safety Director.

**\*Grant Reviewer.** To ensure the viability of the review process, OCJS requests that all proposals identify the name of a qualified professional who may be considered to participate as a potential grant reviewer. **Mandatory training is required for all grant reviewers. OCJS will hold a grant reviewer training at the Ohio Department of Public Safety on June 8, 2010. Time to be determined.**

**Contact information should be sent to Jacquetta Al-Mubaslat at [JAI-Mubaslat@dps.state.oh.us](mailto:JAI-Mubaslat@dps.state.oh.us) and include:**

- Name
- Agency Affiliation
- Address
- Phone
- Email

**Award.** Award notifications will be mailed to selected projects. Before final approval, projects must complete and return all required forms. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies. **All awards will be for 12 months of funding, operating from January 1, 2011 through December 31, 2011.**

## **ELIGIBLE APPLICANTS**

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

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

## **ELIGIBILITY REQUIREMENTS**

1. All applicants, with the exception of a victim service provider, must submit a signed letter (Attachment A) with their proposal. The letter must state that applicant has consulted with a state or local victim service provider during the course of developing the application in order for the request to be considered eligible

- and complete.
2. Projects applying under VAWA must have a collaboration group representing law enforcement, prosecution, victim service providers, and any other applicable agency/representative that will help to inform the project's activities and goals.
  3. Domestic violence service providers/agencies that receive funding under this solicitation are not required, nor should they report identifying information regarding clients served to the Homeless Management Information System. Identifying information includes individually identifying information for or about an individual including: information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including a first and last name, a home or other physical address, contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number, a social security number, and any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any of the above information, would serve to identify any individual.
  4. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or Uniform Crime Reporting Summary System, per Ohio Revised Code Section 5502.62(C)(6).

### **INELIGIBLE VAWA PROPOSALS**

Ineligible VAWA proposals include: activities focused exclusively on minors (birth-18 years) or prevention; batterer treatment projects; divorce assistance projects, legal separations and child custody projects; and legal or defense services for perpetrators of violence against women.

### **APPLICANT TRAINING**

OCJS will be hosting a Grant Bidder's Conference on May 10, 2010 from 9-11am at the Ohio Department of Public Safety's Motorcycle Classroom located at 1970 W. Broad Street, Columbus, Ohio, on the first floor. The training will discuss the application process and provide detailed training information that will be useful in preparing a Justice Assistance Grant (JAG) and/or Violence Against Women Act (VAWA) grant application. Individuals are required to register for the trainings. The grant review matrix will be provided at this session, which details the application review score criteria.

**Conference registration is required for attendance.** Please complete the registration form at the end of this document and fax it to Laura Miller at 614-466-0308, or send via email to: [LAMiller@dps.state.oh.us](mailto:LAMiller@dps.state.oh.us).

### **PROGRAM PURPOSE**

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

- VA1 Training.** Supports training for law enforcement officers, judges, prosecutors, and court personnel.
- VA2 Enhancement Efforts.** Supports the development, training, and expansion of units of law enforcement officers, judges, prosecutors, and court personnel.
- VA3 Policy and Protocol Development.** Supports the implementation of more effective law enforcement, court/prosecution policies, protocols, orders, and services.
- VA4 Data Collection and Communication Systems.** Supports the installation of computerized systems to identify and track protection orders, arrests, and violations of orders, prosecutions, and convictions.
- VA5 Victim Service Programs and Visitation Centers.** Supports the development and strengthening of victim service programs and visitation centers.
- VA6 Stalking Programs.** Supports the development and strengthening of programs to address stalking.
- VA7 Sexual Assault Nurse Examiners (SANE).** Supports training for sexual assault forensic medical examiners.

### **LENGTH OF FUNDING**

Projects may apply for 12 months of funding, operating from January 1, 2011 to December 31, 2011.

### **FEDERAL ALLOCATION**

Federal requirements mandate the VAWA funding distribution within Ohio's justice system. OCJS determines funding categories for projects based on the agency implementing the project and the services most directly supported by the project. All of the allocation categories mentioned below are disbursed based on the type of

organization that benefits from the VAWA program and the type of services supported by the program. Discretionary funding may be used for any of the categories at the discretion of OCJS.

- Law Enforcement 25%
- Prosecution 25%
- Victim Services 30% (\*10% must go to culturally specific community-based organizations)
- Court 5%
- Discretionary 15%

\*Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005 (H.R. 3402), STOP funding decisions must take into consideration that 10% of the 30% that is allocated to victim services must be distributed to community-based organizations that provide culturally specific services. Culturally specific services describe the types of activities such groups offer in response to obstacles perceived when accessing traditional services.

### **FUNDING CAP**

Agencies may apply for a **maximum of \$60,000** in federal VAWA funds.

### **MATCH**

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

#### **Cash Match**

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

#### **In-Kind Match**

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

#### **Timing**

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

### **PROPOSAL CHECKLIST**

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

- Title Page**
- Project Proposal, with headings clearly marked**
- Executive Summary**
- Detailed Budget Application**

#### **APPLY ONLINE!**

VAWA applicants may apply for OCJS grants online at:

<https://portals.ocjs.ohio.gov/ogss/login.aspx>

1. Register for a username and password.
2. Work on your grant over an extended period of time, saving changes until you're ready to preview and submit your final proposal to OCJS.
3. Print an e-confirmation of your VAWA submission.

## **FORMAT AND SUBMISSION**

- ❑ **If applying online, visit: <https://portals.ocjs.ohio.gov/ogss/login.aspx>.** Online proposals must be electronically submitted by 5:00 p.m. on **June 1, 2010**. **Late applications will not be reviewed or considered for funding.**
  
- ❑ **Projects that are not able to apply online must submit a waiver explaining why they could not submit their application online.** For those applicants who submit a waiver, proposals may not exceed six pages. Proposals should be single-sided pages, 12-point font, double-spaced, with one-inch margins. Required forms, including budget pages, do not count as part of the six-page total. Please do not attach additional pages. Submit a total of six proposal packets. All parts of the proposal, including the Title Page, Project Proposal, Executive Summary Page, and Budget Form must be submitted at the same time. Use binder clips only on applications. Please do not fax any part of the proposal. Proposals must be postmarked or received by OCJS by 5:00 p.m. on June 1, 2010. **Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.**
  - Mail or deliver proposals to: **Ohio Office of Criminal Justice Services  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Attention: Project Control**

For technical assistance on any part of the VAWA application, call OCJS at: 614.466.7782 and ask to speak to your Grants Coordinator or e-mail: [TPWood@dps.state.oh.us](mailto:TPWood@dps.state.oh.us) and include the county where your project is located.

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

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

### **Cuyahoga County**

Paula Young  
Department of Justice Affairs,  
Grants and Training  
Montgomery County Criminal  
310 W. Lakeside Ave. Suite 795-A  
Cleveland, Ohio 44113  
Telephone: 216.443.5924  
[pyoung@cuyahogacounty.us](mailto:pyoung@cuyahogacounty.us)

### **Franklin County**

Kathy Crandall  
Office of Homeland Security and  
Justice Programs  
373 S. High Street, 25th Floor  
Columbus, Ohio 43215  
Telephone: 614.462.5577  
[kbrandall@franklincountyohio.gov](mailto:kbrandall@franklincountyohio.gov)

### **Lucas County**

Holly Matthews  
Criminal Justice Coordinating Council  
One Government Center, Suite 1720  
Toledo, Ohio 43604  
Telephone: 419.213.3828  
[holly.matthews@NORIS.ORG](mailto:holly.matthews@NORIS.ORG)

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

### **Montgomery County**

Joe Spittler  
Montgomery County Criminal Justice Council  
451 West Third Street, 11<sup>th</sup> Floor  
Dayton, Ohio 45422-1326  
Telephone: 937.224.8425  
Fax: 937.496.7723  
[spittlerj@mcohio.org](mailto:spittlerj@mcohio.org)

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

Program Area	Goal	Project Description Requirements
<p align="center"><b>VA 1</b></p> <p align="center">Training</p>	<p>Train law enforcement, judges, court personnel, and prosecutors to more effectively identify and respond to violent crimes against women including the crimes of sexual assault, domestic violence, and dating violence.</p>	<ul style="list-style-type: none"> <li>▪ Identify training topics, speakers, audience, dates, and locations.</li> <li>▪ Describe policies and procedures resulting from training.</li> <li>▪ Identify evaluation instrument to determine training effectiveness.</li> </ul>
<p align="center"><b>VA 2</b></p> <p align="center">Enhancement Efforts</p>	<p>Develop, train, or expand units of law enforcement, judges, court personnel, and prosecutors specifically targeting violent crimes against women including the crimes of sexual assault and domestic violence.</p>	<ul style="list-style-type: none"> <li>▪ Describe strategy to improve investigation and evidence collection.</li> <li>▪ Describe domestic violence/sexual assault training for new law enforcement officers or prosecutors.</li> </ul>
<p align="center"><b>VA 3</b></p> <p align="center">Policy and Protocol Development</p>	<p>Develop and implement more effective law enforcement, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women including the crimes of sexual assault and domestic violence.</p>	<ul style="list-style-type: none"> <li>▪ Describe current policies and protocols.</li> <li>▪ Identify how and when the proposed policy or protocol will be implemented.</li> </ul>
<p align="center"><b>VA 4</b></p> <p align="center">Data Collection and Communication Systems</p>	<p>Develop, install, or expand data collection/communication systems linking law enforcement, prosecution, and courts to identify and track arrests, protection orders, violations of orders, prosecutions, and convictions for violent crimes against women including sexual assault and domestic violence to report data to the National Instant Criminal Background Check System.</p>	<ul style="list-style-type: none"> <li>▪ Identify whether project will develop a new system or update existing system.</li> <li>▪ Describe technical, procedural, organizational changes required.</li> <li>▪ Identify staff for technical support after grant ends.</li> <li>▪ Describe how data will be shared among agencies.</li> <li>▪ <b>Personnel costs are unallowable; consultant costs are permitted.</b></li> </ul>
<p align="center"><b>VA 5</b></p> <p align="center">Victim Service Programs and Visitation Centers</p>	<p>Develop, enlarge, or strengthen victim service programs including sexual assault, domestic violence, and dating violence programs; develop or improve victim services delivery to underserved populations; provide specialized domestic violence court advocates where protection orders are frequently granted; increase case reporting; reduce attrition rates for cases.</p>	<p><b>Victim Services</b></p> <ul style="list-style-type: none"> <li>▪ Describe how project provides safety planning, legal advocacy, and confidentiality for female victims.</li> </ul> <p><b>Visitation Centers</b></p> <ul style="list-style-type: none"> <li>▪ Describe Visitation Center security, space, supervision, and hours of operation.</li> <li>▪ Identify potential liability issues and responses.</li> <li>▪ Describe sources of referrals to Visitation Center.</li> <li>▪ <b>Note: Agencies that have previously received funding in support of visitation centers are eligible to apply in FY 2010; however, this program area may not be eligible for funding support in future years.</b></li> </ul>
<p align="center"><b>VA 6</b></p> <p align="center">Stalking Programs</p>	<p>Develop, enlarge, or strengthen programs to address stalking.</p>	<p><b>Law Enforcement</b></p> <ul style="list-style-type: none"> <li>▪ Describe preventive/self-protection measures victims will receive.</li> <li>▪ Identify how project will enforce foreign protection orders.</li> <li>▪ Describe law enforcement training on various stalking issues, including laws, early intervention, stalking case monitoring, and lethality assessments.</li> </ul> <p><b>Prosecutors</b></p> <ul style="list-style-type: none"> <li>▪ Describe victim education to collect offender behavior evidence.</li> <li>▪ Describe support for victims seeking protection orders.</li> <li>▪ Describe training for prosecutors on laws and prosecutorial techniques for stalking cases.</li> </ul> <p><b>Victim Service Providers</b></p> <ul style="list-style-type: none"> <li>▪ Describe preventive/self-protection measures victims will receive.</li> <li>▪ Describe support for victims seeking protection orders.</li> <li>▪ Describe victim education on stalking issues.</li> </ul>
<p align="center"><b>VA 7</b></p> <p align="center">Sexual Assault Nurse Examiners (SANE)</p>	<p>Train sexual assault forensic medical examiners in collection and preservation of evidence, analysis, and prevention for expert testimony, and to provide treatment of trauma related to sexual assault. <b>Training Costs Only</b></p>	<ul style="list-style-type: none"> <li>▪ Identify training topics, speakers, audience, dates, and locations.</li> <li>▪ Provide number of agency staff to receive SANE training, and their job responsibilities.</li> <li>▪ Describe project Collaboration Board, including a Sexual Assault Response Team consisting of law enforcement, rape crisis center, prosecutor's office, and sexual assault nurse examiners.</li> </ul>

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

All VAWA proposals must use the following bold, underlined headings in the same order as presented. Respond to each bulleted question within the section asked. Proposals may not exceed six pages.

### **Problem Statement and Target Population**

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 problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Violence Against Women Act Grant Program. Please discuss any relevant national, state, and local level data/statistics to document the problem, as well as, short or long-term consequences if the problem is not addressed.
- 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 identify at least one underserved population that will be targeted for outreach and services. The rationale for selecting the target group 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 none exist, applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

### **Underserved Population**

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

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

### **Project Description**

Describe the plan of action that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement and target population section of the application. See page six for additional Project Description Requirements for each purpose area. The application will be evaluated as to how effectively it:

- describes the proposed activities and approach to be taken and clearly demonstrates how the identified problem will be addressed. The approach should seem logical given the characteristics and needs of the target population discussed in the problem statement and target population section of the application.
- discusses the necessary resources that are required to implement the approach or the response outlined in the proposed application. The resources should be reasonable given the scope and detail of the identified approach.
- presents evidence to support the rationale for choosing the approach or response and how it is based on the demonstrated effectiveness of the proposed activity or activities similar to that proposed. The applicant should provide information showing that the approach or response has been shown to be effective or that there is a basis in professional experience to believe it will be effective in addressing the identified problem with the target population discussed.

### **Project Objectives**

Describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. Provide two objectives, with performance measures and baseline

numbers that further the goal of the selected Program Area. Application will be evaluated on how effectively it:

- clearly identifies project objectives (measured change as a result of implementing the proposed project), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.), and any baseline data that exists. The project objectives should be logically and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application. Performance Indicators should be appropriate to the Objective, and be a measure of success in accomplishing the Objective.

<b>DEFINITION / EXAMPLE</b>	<b><u>OBJECTIVE / OUTCOME</u></b> Measure of change that will result from the proposed project during project period.	<b><u>PERFORMANCE INDICATOR</u></b> Information collected to document expected changes.	<b><u>BASELINE NUMBER</u></b> Number documenting what occurred during the past year.
<b>EXAMPLE: OBJECTIVE (Increase)</b>	Increase by 5 percent the number of law enforcement officers receiving domestic violence training in Carnation County by December 31, 2011.	The number of law enforcement officers receiving domestic violence training in Carnation County.	250 law enforcement officers received domestic violence training in Carnation County between January 1, 2009 and December 31, 2009. By December 31, 2010, we hope to have trained 265 officers.
<b>EXAMPLE: OBJECTIVE (Decrease)</b>	95% reduction in the number of incidence of violence against a spouse or significant other among those successfully completing the Hamilton County Batter's Intervention Program by December 31, 2011.	The number of reported incidents of domestic violence through Hamilton County for those completing the program.	90% reduction in the number of incidence of violence against spouse or significant other reported to local law enforcement between January 1, 2010 and December 31, 2010.
<b>EXAMPLE: OBJECTIVE (Maintain)</b>	Maintain the current level of client satisfaction with services being delivered between January 1, 2011 and December 31, 2011.	The level of client satisfaction as reported on the Client satisfaction survey administered upon termination from the program.	Participants reported a 95% satisfaction rate on delivered services between January 1, 2010 and December 31, 2010.

### **Timeline and Activities**

Describe how project activities and objectives will be reasonably achieved in the given project period. The 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. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the application.
- if applicable, include any other deliverables that will be created and/or used throughout the project.

### **Organization and Staff Capacity**

Describe the history and accomplishments of the organization responsible for implementing the project. Identify any key staff, including a project director, who will be responsible for all administrative and programmatic issues, including correspondence between the project and OCJS. The application will be evaluated as to how effectively it:

- clearly identifies the mission of the organization and the capacity to administer grants of similar size and scope. The applicant should demonstrate that they possess adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.)
- clearly identify the qualifications, experience, and education of key staff, including volunteers, and show that 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.

### **Organizational, Staff Capacity, and Developmental Efforts Surrounding Issues of Cultural Competency**

Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005 (H.R. 3402), STOP funding decisions must take into consideration that 10% of the 30% that is allocated to victim services must be distributed to community-based organizations that provide culturally specific services. The definition of culturally specific services describes the types of activities such groups would offer to overcome obstacles to access more traditional services. This also means that mainstream programs that have a goal of serving underserved populations must ensure that they offer full linguistic access and culturally specific services. An organization which possesses a good grounding in cultural competency will naturally develop the appropriate outreach and services to yield culturally and linguistically desired service related outcomes.

- describe 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;
- explain the staff recruitment process and describes staff retention techniques;
- discusses how they address anti-oppression in their mission statement and requires staff to attend training on issues of anti-oppression and privilege;
- and 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, hospitals, local police departments, and the court system, such as victim advocates and the prosecutors office. 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:

- 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 identified and 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.
- describes how the collaborative group will work together to achieve project goals and objectives.

**Applications must include commitment letters from all Collaboration Board members. Letters must be submitted on the collaboration board member's letterhead and detail each agency's role and commitment as a partner within the proposed project.**

### **Budget**

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

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

## **UNALLOWABLE COSTS**

Alcoholic Beverages

Auto Purchase

- Auto Parts
- Auto Maintenance
- Auto Leases Only Allowable for Drug Task Forces

Awards, Bonuses, or Commissions

Bad Debts

Basic or Standard Police Equipment

- Uniforms
- Dry Cleaning

Construction Costs/Projects

Contingency Provision Funds

Contributions and Donations by the Subgrantee or Implementing Agency

Corporate Formation Costs

Defense and Prosecution of Criminal and Civil Proceedings and Claims

Depreciation and Use Allowances on Publicly Owned Buildings

Drug Dogs

Dual Compensation

Entertainment

Federal Employee Compensation, Consulting Fees, or other Remuneration

Fines and Penalties (OBM Circular A-87 Item 20 exception)

Foreign Travel (outside United States/territories, Canada)

Fund Raising

General Government Expense (OBM Circular A-87 Item 23 exceptions)

Grant Management/Administrative Costs

Idle Facilities (OBM Circular A-87 Item 24 exceptions)

Incentive Payments

Inmate Wages

Interest (OBM Circular A-122 Item 19 exceptions)

Land Acquisition

Lobbying

Losses on Other Awards

Luxury Items

Medicines, Drugs, Pharmaceuticals, or Cosmetics

Military-type Equipment/Lethal Weapons

Real Estate

Recreational Activities

Restitution Payments

Snacks

Space Occupied under Lease-to-Own Agreements

Sporting Goods/Equipment

State and Local Taxes (Standard Conditions exceptions)

Stipends

Tips, Bar Expenses, or Laundry Costs Incurred at Conferences

Toys, Games, etc.

Under Recovery of Costs under Federal Agreements

Vessels or Aircraft

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

Attachment A

Date, 2010

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

Dear Director Moore,

The (name of the implementing agency) is submitting an application under the FY 2010 S.T.O.P. Violence Against Women Act Grant Program solicitation. Our agency is aware of the following requirement: 'State and/or local prosecution entities, law enforcement entities, and courts must consult with state or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.'

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

Sincerely,

Victim Service Consultation

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

Signature of the implementing agency's authorized official: \_\_\_\_\_

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

Signature of the victim service provider's authorized official: \_\_\_\_\_

# Office of Criminal Justice Services JAG and VAWA Registration Form

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## Bidder's Conference

This training session will discuss the application process and provide detailed training information that will be useful in preparing a competitive grant application for the Edward Byrne Memorial Justice Assistance Grant (JAG) and the Violence Against Women Funding (VAWA) programs. The training is designed to equip potential applicants with resources and information about drafting a fundable project and convey explicit expectations regarding the quality of grant applications. Changes to the scoring matrix will be addressed in these forums, and potential applicants will be afforded the opportunity to discuss the criteria by which their proposals will be scored.

\_\_\_\_ Our agency will be attending the training session Monday, May 10<sup>th</sup> from 9 to 11 am

Name of Agency: \_\_\_\_\_

Name of Participants Attending: \_\_\_\_\_

Email and / or Phone Number of Participants: \_\_\_\_\_

**Please fill out the form and fax it to Laura Miller at  
614-466-0308, or email form to [LAMiller@dps.state.oh.us](mailto:LAMiller@dps.state.oh.us)**

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