



Department
of Health

Mike DeWine, Governor
Jon Husted, Lt. Governor

Stephanie McCloud, Director

MEMORANDUM

Date: June 23, 2021

To: Subrecipient agencies

From: Jolene DeFiore-Hyrmer *JDH*
Chief, Bureau of Health Improvement and Wellness Ohio
Department of Health

Subject: Subrecipient Program name (Sexual Assault Services Program – SA 22)
(January 1, 2022 – December 31, 2022)

The Ohio Department of Health (ODH), Bureau of Health Improvement and Wellness Ohio announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., August 9, 2021. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website <https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/resources/sa-21-sexual-assault-services>. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Corina Klies at corina.klies@odh.ohio.gov

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I. CONTINUATION FUNDING APPLICATION GUIDANCE

XX Deliverable Only

- A. Policy and Procedures:** The Continuation Funding Application consists of three parts: Program Updates(if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP(OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: January 1, 2022 – December 31, 2022 of the total project period, January 1, 2021 – December 31, 2022. Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Subrecipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

- B. Number of Grants and Funds Available:** *Approximately \$500,000 in federal funds are available for funding. Funding levels will depend upon the number and size of the proposals received. Selection will be based on recommendations of the review panel, quality of each applicant, justification for the funding request and adherence to the goals and objectives outlined in this RFP. Only currently funded agencies are eligible for funding, and funding amounts may exceed first year funding levels with appropriate justification in the project narrative, though not to exceed \$150,000.*

No grant award will be issued for less than \$30,000. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.

C. Formatting Requirements for Attachments

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12-point font.
- Forms must be completed and submitted in the format provided by ODH.

D. Qualified Applicants:

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant has not been certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday, August 9, 2021.**

II. PROGRAM UPDATES:

A. Program Progress Report: 1) Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application. [2nd Quarterly program report (April – June), 2021 submitted to GMIS on July 15, will be sufficient for this requirement.]

B. Program Narrative: Complete and submit a narrative statement (do not exceed 10 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding.

Program Guidance:

1. All applicants should, at minimum, include a statement that the 2021 work plan has been reviewed, and either no changes are proposed, or explain any proposed changes as indicated above.
2. Where agency provides trainings to staff of Culturally Specific Community Organizations to Respond, Recognize, and Refer, provide a list of topics to be covered and approximate length of training. Name the agencies you intend to work with, with a brief agency description and the purpose of selecting this agency for the training. If you plan to reach out to new agencies, describe your plan for this outreach.
3. Where agency will provide staff trainings for staff at other local agencies that have a client base that is primarily the culturally specific community to be reached, provide a list of topics to be covered and approximate length of training. Name the agencies you intend to work with, with a brief agency description and the purpose of selecting this agency for the training. If you plan to reach out to new agencies, describe your plan for this outreach.

4. Where interagency agreements have been previously established, confirm that those are on-going and include a letter of support from those agency partners.
5. Your agency should be entering Year 2 with an Outreach Plan completed within the 2021 grant year. Confirm that an Outreach Plan has been completed. The Outreach Plan submitted in this application should include timelines through December 2022, which should be deliverables in this application. It is expected that your outreach plan will evolve as you work with your partners and include community feedback.

NOTE: Outreach plans are a mandatory component of the 2022 SASP Continuation Solicitation. Make sure to use template provided, or you may use a plan already in use that includes similar measures of monitoring progress.

6. Where community representatives have already been identified to serve in the role as Culturally Specific Community Representatives to develop, review, and approve outreach plan, include a list of current representatives.
- C. Objectives and Work Plan:** Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed.
- D. Documentation & Progress on Health Disparity/Inequity Activities:** Please provide detailed updates on the goals, objectives and deliverables specified in the Competitive Solicitation relating to health equity. This information must be supported by data. Continuation Solicitations must also use the *Place Matters Documentation Spreadsheet* to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities occurred during the previous funding period.

Additional information on Health Equity:

1. https://www.apha.org/-/media/Files/PDF/factsheets/Advancing_Health_Equity.ashx
2. <http://aapidata.com/wp-content/uploads/2019/03/Factsheet-Sexual-violence-in-API-communities-Apr2018-formatted-2019.pdf>
3. <https://www.vera.org/downloads/publications/for-the-record-unjust-burden-racial-disparities.pdf>
4. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4701051/>

Program Guidance: Provide affirmation statements that all staff who have programmatic and fiscal oversight of this grant have completed one of the trainings listed below. Also provide any additional information about how your agency and/or staff involved with SASP have changed your policies, practices or procedures based on the training you took.

1. <http://kirwaninstitute.osu.edu/implicit-bias-training/>
2. <http://rootsofhealthinequity.org/about-course.php>
3. <https://www.colorado.gov/pacific/cdphe/suite-of-tools>
4. <http://www.racialequitytools.org/act/communicating/implicit-bias>

E. Program Budget: Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

1. **Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS).

For your convenience, a budget justification narrative example is available at <https://odhgateway.odh.ohio.gov/gmis/forms/bulletinform.aspx?SessionID=4B4970C9-9CED-460B-A2DB-86B3AA027606>

Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

b. **[2022] Budget via GMIS:** Complete requested budget information as follows:

- i. **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period January 1, 2022 to December 31, 2022.

The applicant shall retain all original fully executed contracts on file.

- ii. **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

c. **Unallowable Costs:** Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees — unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;

14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
16. Sexual Assault Forensic Examiner projects;
17. Activities focused on prevention education efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
18. Projects focused on training allied professionals and/or communities
19. Establishment or maintenance of Sexual Assault Response Teams
20. Criminal justice-related projects, including law enforcement, prosecution, courts and forensic interviews
21. Providing domestic violence services that do not relate to sexual violence
22. Costs associated with attorney representation in legal proceedings EXCEPT for U-visa and T-visa cases connected to sexual assault.

Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

F. Other Application Requirements:

USDOJ requirements:

1. Determinations of suitability to interact with participating minors. This condition applies to this award if it is indicated — in the application for the award (as approved by DOJ) (or in the application for any subaward at any tier), the DOJ funding announcement (solicitation), or an associated federal statute — that a purpose of some or all of the activities to be carried out under the award (whether by the recipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (**Award condition:** Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

- 2. OVW Training Guiding Principles.** The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/resources-and-fags-grantees#Discretionary>.
- 3. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination — 28 C.F.R. Part 42.** The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

4. **Compliance with DOJ regulations pertaining to civil rights and nondiscrimination — 28 C.F.R. Part 38**The recipient, and any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient (“subgrantee”) organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.
5. **Compliance with DOJ regulations pertaining to civil rights and nondiscrimination — 28 C.F.R. Part 54.**The recipient, and any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain “education programs.”
6. **Encouragement of policies to ban text messaging while driving.** Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients (“subgrantees”) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
7. **VAWA 2013 nondiscrimination condition.** The recipient acknowledges that 34 U.S.C. § 12291(b)(13) prohibits recipients of OVW awards 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. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The recipient agrees that it will comply with this provision. The recipient also agrees to ensure that any subrecipients (“subgrantees”) at any tier will comply with this provision.
8. **Confidentiality and information sharing.** The recipient agrees to comply with the provisions of 34 U.S.C. § 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The recipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and “Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. § 12291(b)(2))” on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>. The recipient also agrees to ensure that all subrecipients (“subgrantees”) at any tier meet these requirements.

- 9. Activities that compromise victim safety and recovery or undermine offender accountability.** The recipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, 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 sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation or companion guide under which the application was submitted.
- 10. Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence.** The recipient, and any subrecipient at any tier, must have a policy, or issue a policy 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. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (**Award Condition:** Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.
- 11. ODH must approve, in advance, the content of any work produced under this grant.** The recipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain and clearly state the following:

“This work is funded either in whole or in part by a grant awarded by the Ohio Department of Health, Bureau of Health Improvement and Wellness, Sexual Assault and Domestic Violence Prevention Program, through Subgrant No. (get number from ODH) awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice’s SAS Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/ exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice.”

Program Specific Attachments: Complete and submit the following attachments.

1. Workplan/Cost Expenditure Report
2. Quarterly Program Report
3. Letters of support and commitment from current and new outreach and/or screening partners
4. Outreach Template

a. Other Required Documentation:

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>.

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via audits@odh.ohio.gov. Reference the GMIS Bulletin Board for more information.
- **Civil Rights Review Questionnaire — EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive and any omission of other statutes does not mean such statutes are not assimilated under this certification. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.
- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant’s information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to www.dnb.com. For information about System for Award Management (SAM) go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at www.usaspending.gov or the Office of Management and Budget’s website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)

- **For Non-Profit Organizations Only:**

- b. Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. Attach the current Certificate of Insurance Liability in GMIS.
- c. Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax exempt status.

G. Human Trafficking:

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency's target population;
 - 1. At-risk population
 - 2. Mental health population
 - 3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

☒ Applicable to SASP

H. Post Submission Requirements: Continuation applicants are required to submit subrecipient program and expenditure reports.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.

Reports shall be submitted as follows:

- a. Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. Referenced in Appendix G. **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

☒ Program Reports Required

☐ No Program Reports Required

Period	Report Due Date
January 1, 2022 to March 31, 2022	April 15, 2022
April 1, 2022 to June 30, 2022	July 15, 2022
July 1, 2022 to September 30, 2022	October 15, 2022
October 1, 2022 to December 31, 2022	January 15, 2023

- b. Subrecipient Reimbursement Expenditure Reports:** Subrecipient Monthly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

[Period	Report Due Date
January 1 – 31, 2022	February 10, 2022
February 1 – 28, or 29, 2022	March 10, 2022
March 1 – 31, 2022	April 10, 2022
April 1 – 30, 2022	May 10, 2022
May 1 – 31, 2022	June 10, 2022
June 1 – 30, 2022	July 10, 2022
July 1 – 31, 2022	August 10, 2022
August 1 – 31, 2022	September 10, 2022
September 1 – 30, 2022	October 10, 2022
October 1 – 31, 2022	November 10, 2022
November 1 – 30, 2022	December 10, 2022
December 1 – 31, 2022	January 10, 2023

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
January 1 – March 31, 2022	April 10, 2022
April 1 – June 30, 2022	July 10, 2022
July 1 – September 30, 2022	October 10, 2022
October 1 – December 31, 2022	January 10, 2023

Note: Obligations not reported on the final monthly or 4th quarter expenditure report will not be considered for payment with the final expenditure report.

- c. Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before February 5, 2023. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.

APPENDICES

- A. Continuation Solicitation ReimbursementType Form
- B. B1 Deliverable — Objective Descriptions (if applicable)B2
Deliverable — Objective Allocations (if applicable)
- C. Place Matters DocumentationTemplate
- D. Workplan/Cost Expenditure Report (Excel to be sent separately, includes tabs for Activities Report and Checklist outlining documentation requirements) – Appendix D
- E. Outreach PlanTemplate – Appendix E
- F. Workplan/Cost Expenditure Report Guidance – Appendix F
- G. Quarterly Program Report (Blank) – Appendix G

Appendix A

CONTINUATION SOLICITATION REIMBURSEMENT TYPE FORM

Ohio Department of Health
Bureau of Health Improvement and Wellness

ODH Program Title:
Sexual Assault Services Program – SA 22

Reimbursement Type (check one) Monthly

☐

OR Quarterly

☐

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS.
No waivers/appeals will be accepted.)

Please print:

Current Project Number _____

Applicant Agency/Organization _____

Applicant Agency Address _____

Agency Contact Person Name and Title _____

Telephone Number _____

E-mail Address _____

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by July 13, 2022

Please email completed form to KarenTinsley (karen.tinsley@odh.ohio.gov).

Appendix B1

Name of Subgrant Program:

Budget Period:

of Deliverables:

Use Budget Justification Scenario #:

100% Deliverables

Deliverable — Objective 1: Training

The goal of this grant is to support outreach and services specific to survivors of sexual assault from one or more of the following racial and ethnic communities: Asian American, African American and/or African/Black, and/or Hispanic. Well-trained staff is paramount to providing culturally appropriate services, including understanding unique factors in these communities and how to recognize, respond, and refer survivors of sexual violence. The training objective addresses training needs for both non- culturally-specific agency staff, and culturally specific agency staff to meet this goal.

Deliverable — Objective 2: Outreach

Outreach to survivors of sexual violence in Asian American, African American and/or African/Black, and/or LatinX/Spanish-speaking/Hispanic can be difficult due to several factors including cultural differences in how sexual violence is perceived within these populations. Survivors of sexual violence within these communities may not necessarily know about or trust traditional rape crisis centers and may not seek support at all. The goal of the outreach deliverable is to help traditional organizations become more visible in these communities. Another goal is that culturally specific organizations who have been well- trained will be understood by community members as a site of support within their communities. It is expected that by building trust through developing interagency agreements and outreach plans, creating relevant outreach materials and distributing them within the places these communities frequent, that survivors will receive the culturally appropriate and relevant support they need.

Deliverable — Objective 3: Direct Services

The Direct Services deliverable includes culturally appropriate screening, medical advocacy, phone calls/visits, civil and legal and/or court accompaniment, individual support, support groups, and material assistance (transportation, housing, and/or health care) they need.

The expectation of the deliverable is that survivors are appropriately identified and provided with crisis intervention services they require.

Appendix B2

Name of Subgrant Program: SA22

Budget Period: January 1, 2022 - December 31, 2022# of

Deliverables: 3

Use Budget Justification Scenario #: 3

___ Base Only

___ Base and Deliverables

xx Deliverables Only

	Base	Deliverable - Objective 1 Training	Deliverable - Objective 2 Outreach	Deliverable - Objective 3 Direct Services	Total
Asian American Community Services	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
Asian Services in Action	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
Cleveland Rape Crisis Center	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
Crime Victim Services	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
The Nord Center	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
USTogether	N/A	Enter Amt for Deliverable	Enter Amt for Deliverable	Enter Amt for Deliverable	
Total					

Appendix C

Place Matters Documentation Template

County:Your County

Budget Period:

GMISID:

Agency Name:

Subgrant Program:

Geography Type	Specify Geography or Location	Data Source
CensusTract (FIPS Code)		

Appendix D

Ohio Department of HealthSA22 Sexual Assault Grant Deliverable Expenditure WORK PLAN

FY: 2022, January 1, 2022 to December 31, 2022

Agency Name: _____ Contact Person: _____

Contact Email: _____ Contact Phone: _____

ODH Project Number: _____

Reporting Frequency: ☐ Monthly ☐ Quarterly (Must match NOAIF)

Deliverable Name	Cost per Unit/Activity	Annual /Total Budgeted for the year	Annual/Total Number of Units/ Activities	For ODH Use Only
Training				
Objective 1-A: Basic Training: Special training for staff or volunteer's representative of the local CSC, to be held in a location most familiar to the volunteers to be trained (this should be different from training that would have taken place regardless of this grant, but may include staff or volunteers who will do direct services).				
Activity #1 : Agency to add.		\$0.00		
Activity #2 : Agency to add.		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Training				
Objective 1-B: Advanced Training for agency staff who will have primary responsibility to provide crisis intervention services to identified culturally specific survivors of sexual violence (could include rape crisis center staff who need advanced training for the specific audience to be reached, or could include staff at a partner agency who will be providing crisis intervention direct services — beyond screening).				
Activity #1 : Agency to add.		\$0.00		
Activity #2 : Agency to add.		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Training				
Training to Recognize, Respond, Refer Objective 2-A: ODH funded project will provide (x number of) staff trainings for a CSCO to train their staff to recognize, respond and refer clients who are survivors of sexual violence.				
Activity #1 : Agency to add.		\$0.00		

Appendix D

Ohio Department of HealthSA22 Sexual Assault Grant Deliverable Expenditure WORK PLAN

FY: 2022, January 1, 2022 to December 31, 2022

Agency Name: _____ Contact Person: _____

Contact Email: _____ Contact Phone: _____

ODH Project Number: _____ Reporting Period: _____

Reporting Frequency: ☐ Monthly ☐ Quarterly (Must match NOAIF)

Deliverable Name	Cost per Unit/Activity	Annual /Total Budget for the year	Annual/Total Number of Units/ Activities	For ODH use Only
Outreach				
Objective 1-A: Deliverable: ODH funded project will: 1. Sign an interagency agreement with a partner CSCO agency for planned staff training and screening of clients of the partner agency. 2. Hold monthly meetings to establish or maintain these partnerships.				
Activity #1: Signed Inter-agency Agreements (interagency agreements to be submitted for payment).		\$0.00		
Activity #2: Monthly Meetings to Establish/Maintain Partnerships (meeting minutes and sign in sheet with date of meeting to be submitted for payment).		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Outreach				
Objective 1-B: Screening Tools.				
Activity #1 : Agency to add.		\$0.00		
Activity #2 : Agency to add.		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Outreach				
Objective 1-C: ODH funded project will: 1. Develop a CSC outreach plan (best methods for outreach and review of content e.g. social media messaging, advertising content, billboards, etc.) for the CSC to be reached. 2. Hold X or more meetings with representatives of the CSC to be reached to develop and review, and approve outreach plan.				
Activity #1 : Outreach Plan Development (Draft and/or final plan to be submitted for payment).		\$0.00		

Appendix D

Activity #2 : Meetings to review, approve, evaluate and modify outreach plan (minutes and sign in sheets to be submitted for payment — agenda for meetings should include outreach plan as one of the topics for Sexual Assault Grant meeting in order to be reimbursed).		\$0.00		
Deliverable #3 Appendix WORK PLAN		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Outreach				
Objective 1-D: ODH funded project will: 1. Attend day long outreach events (e.g. day at the fair, Sexual Assault Awareness Month Day event, etc.) 2. Implement short community or neighborhood events (e.g. two hour class or program, may be on variety of topics, at which information about sexual violence is also shared). 3. Create and post social media messages. 4. Place ads in CSCO-specific newspapers.				

Appendix D continued

Deliverable Name	Cost per Unit/Activity	Annual /Total Budget for the year	Annual/Total Number of Units/ Activities	For ODH use Only
Activity #1 : Day Long Event (minimum 4 hours). For payment submit: event flyer, approximate number of people attending, event summary including evaluation).		\$0.00		
Activity #2 : Community or Neighborhood Event (minimum 1.5 hours). For payment submit: event flyer, number of people in attendance, event summary including evaluation).		\$0.00		
Activity #3 : Post social media messages. For payment, submit dates of post and link your social media page in the actives report tab. Posts can be the same on each platform. The goal should be audience engagement for population you are reaching out to. Remember to include community representatives in your post creations to ensure relevance to your population. Explain how this is achieved in the activities report tab, and include evaluation summary related to engagement and changes made stemming from feedback.		\$0.00		
Activity #4 : Place ads in culturally specific print or radio. For payment, submit copy of ad (print or audio file) with a description of what it says, the publication it ran in, and the date(s) it ran.		\$0.00		
Activity #5 : Agency to add.		\$0.00		
Activity #6 : Agency to add.		\$0.00		
Activity #7 : Agency to add.		\$0.00		
Activity #8 : Agency to add.		\$0.00		
Activity #9 : Agency to add.		\$0.00		
Activity #10: Agency to add.		\$0.00		
Objective total for this reporting period.	N/A	\$0.00	\$0.00	
Outreach				
Deliverable #2: Reimbursable Outreach Totals for the reporting period.	N/A	\$0.00	\$0.00	

Appendix D

Ohio Department of HealthSA22 Sexual Assault Grant Deliverable Expenditure WORK PLAN

FY: 2022, January 1, 2022 to December 31, 2022

Agency Name: _____ Contact Person: _____

Contact Email: _____ Contact Phone: _____

ODH Project Number: _____ Reporting Period: _____

Reporting Frequency: ☐ Monthly ☐ Quarterly (Must match NOAIF)

Deliverable Name	Cost per Unit/Activity	Annual /Total Budget for the year	Annual/Total Number of Units/Activities
Direct Service			
Objective 1-A: Culturally specific organization staff (previously trained) will screen at least X number of new clients per month or quarter for sexual violence victimization (trained agency staff will recognize, respond, and refer appropriately).			
Activity #1: Agency to add.		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name: Direct Service			
Objective 1-B: ODH funded agency will respond to (x number of) requests for medical advocacy from culturally specific survivors of sexual violence.			
Activity #1 : Agency to add.		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name			
Objective 1-C: ODH funded agency will provide (x number of) unsolicited letters/phone calls/visits (meaning that you are cold contacting them from newspaper or police reports) to be made to culturally specific survivors of sexual violence.			
Activity #1 : Agency to add.		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name: Direct Service			
Objective 1-D: ODH funded agency will respond to requests (either made to RCC or CSCO) for civil/legal advocacy and/or court-accompaniment from culturally specific survivors of sexual violence. Do not submit attorney fees for reimbursement as that is an unallowable cost.			
Activity #1 : Agency to add.		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name: Direct Service.			
Objective 1-E: 1. ODH funded agency will provide (fill in number here) culturally specific individual support for culturally specific survivors of sexual. 2. ODH funded agency will provide (fill in number here) culturally specific support groups for culturally specific survivors of sexual violence.			

Activity #1 : Individual Counseling (agency will add number of sessions, time threshold). For payment, submit dates of service, length of time spent with client, and general areas covered).			
Activity #2 : Support Groups - Adult.		\$0.00	
Activity #3 : Support Groups - Youth.		\$0.00	

Deliverable Name	Cost per Unit/Activity	Annual /Total Budget for the year	Annual/Total Number of Units/Activities
Activity #4 : Case Management.		\$0.00	
Activity #5 : Alternative Healing Modality Sessions (specified in workplan).		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name: Direct Service			
Objective 1-F: ODH funded agency will respond to requests for assistance with transportation, housing, health care for culturally specific survivors of sexual violence.			
Activity #1 : Agency to add (unit number should be the number 1).		\$0.00	
Objective total for this reporting period.	N/A	\$0.00	\$0.00
Deliverable Name: Direct Service			
Deliverable #3: Reimbursable Direct Service Totals for the reporting period.	N/A	\$0.00	\$0.00

Appendix E

SASP 2022 Outreach Plan – Deliverable 2 :

1. Mark which plan you are submitting:

Initial Plan Submitted with Application

☐

Quarter 1

☐

Quarter 2

☐

Quarter 3

☐

Quarter 4

2. List your Outreach Partner(s) below (Make sure you have a letter of support/commitment from them):

3. Fill out Plan:

Activities (What are you planning to do?)	Timeline	Expected Outcomes (What are you hoping happens because of your efforts?)	Partnership Development (Who needs to be involved? How will you engage them?)	Media Efforts (Social media, ads in CSCO papers/radio, bus benches, etc.)	Community Engagement (How will the community know about your efforts?)	Staff Responsible	Measure of Effectiveness	Status

Appendix F

2022 SASP Continuation Guidance Document Deliverable Expenditure Work Plan – Excel instructions

The work plan should be filled out according to your preliminary planning for implementing SASP funding, which should include, in part, input by your community partners and community members you are intending to serve.

Modifying your workplan: There will be opportunities to modify your work plan based on your work flow and/or changing community needs. Changes need to be approved by the ODH Program Consultant and may require submission of a budget revision.

Filling out your workplan (Excel Spreadsheet):

1. Determine your needs for each Deliverable according to the work you want to do: Deliverable 1 – Training;
Deliverable 2 – Outreach;
Deliverable 3 – Direct Services.

**** Please do not delete or renumber Deliverable Objectives or where it states, “Activity #...”** If you are not planning to do one of the Deliverable Objectives, you may leave it blank. You are not expected to allocate funding or activities for each Deliverable Objective, or universe of options within the spaces for activities.

2. **Determine your Deliverable Unit Costs.** Unit costs should be calculated to incorporate all costs associated with being able to meet each Deliverable Objective Activity (for example, include costs for employee to plan, prepare, and implement activity, cost of travel involved (if any), the appropriate percentage of that employee’s overhead costs — rent, phone, copying, IT, etc., and the administrative costs to the agency for supervision and fiscal management to allow that deliverable to be met).

*****The unit measure should be clearly identified in the work plan.** The unit measure most often used is per hour or per client. Applicants do not need to and should not provide details of how the unit rate was calculated but should be able to provide some explanation if unit costs are different. For example, if the cost for an hour of a support group is double the cost of the hour for individual crisis support, the obvious reason may be that the support group is facilitated by two staff at the same time while the individual support only requires the time of one staff person.

3. The Excel Spreadsheet has been populated with formulas for you. You will need to estimate how many units you want to do per Deliverable Objective given your funding request. You will fill in the unit cost and the number of units, and the Excel worksheet will give you a total. Totals must match the totals you input in GMIS for each of the three deliverables.

GUIDANCE DOCUMENT — Deliverable Expenditure Work Plan- Objectives Definitions

Training — Please review carefully. It is expected that applicants will allocate a portion of their budget to training staff (new and long-standing) to sharpen their sexual assault direct service skills.

Outreach — A mobile strategy whereby agency staff meets with community members outside of the office setting to meet with the public, provide education, awareness and/or services to those who might not otherwise have knowledge about or access to your agency and its services.

- Outreach Plans are documents that define who will be served by the outreach strategies that are designed, what outreach strategies will be employed and when, and an evaluative component that helps the outreach partners determine maximum efficacy for reaching the intended population, and/or course correct if challenges arise. In the spirit of “Nothing about us without us”, widely popularized by Disabilities Rights groups, outreach plans should include a review period(s) by the population they are intended to benefit to get feedback and buy-in. This process should not be overlooked even if the makeup of the outreach partnership includes members who identify with or represent members of the intended population to be served. More resources about community engagement can be found at: <https://www.urban.org/urban-wire/community-voice-expertise>
- To do good outreach, agencies should establish mutually beneficial relationships with diverse community agencies/partners. Many of these collaborations formalize their partnerships with a signed Memorandum of Understanding (MOU) that outlines each partner’s roles and responsibilities, including the duration the MOU will be in effect. The MOU holds each party accountable for the success of the outreach plan.

Examples include the following:

Community fairs, door-to-door campaigns, mobile clinics (health/food), staffing a booth at a community market/library/community center, etc. Examples of outreach activities appropriate to the SASP grant are: providing educational opportunities and/or information distribution about sexual violence at ESL or culturally specific activities; placing ads about your agency’s sexual assault services on billboards, buses, benches, etc. or in newsletters/papers that the population you are trying to reach would most likely read them; posting on social media about your sexual assault-specific services; providing short community presentations, staffing a booth for sexual assault awareness month/human trafficking awareness month/Black History Month/Asian American festivals/Latino Heritage month/Minority Health month.

The above list is not exhaustive, and applicants are encouraged to apply other strategies that are known to work for the population they are intending to reach. For instance, the community health worker model is well established as an effective outreach method (Levinson and Landers, 2016).

You must submit copies of MOUs from any ongoing partnerships they intend to continue in 2022.

- **Direct Services** — services provided to culturally specific sexual assault survivors including screening (by rape crisis center staff or trained CSCO staff); medical advocacy/hospital accompaniment; unsolicited letters/phone calls/visits; civil/legal advocacy and/or court-accompaniment; individual support (case management and/or crisis intervention) or support group sessions.

Note: While licensed social workers and therapists may be providing counseling to culturally specific survivors of sexual assault, and those activities are reported as an activity for reimbursement on the Excel Work Plan, crisis services need not be provided by licensed social workers or therapists to be reimbursed. It is required that personnel engaging in direct service work will have completed sexual assault crisis intervention training as specified in the Ohio Core Rape Crisis Standards as established by the Ohio Alliance to End Sexual Violence. (OAESV).

Appendix G

Ohio Department of Health Sexual
Assault Services Act Program
Quarterly Program Report
(Due April 15, July 15, October 15 and January 15)

Guidance for completing Quarterly Report:

This document is intended to supplement but not duplicate your
Expenditure Cost and Activities Reports.

Fill in the following

Reporting Period:	ODH Project number:
Agency:	Phone Number:
Contact Person:	Email:

Part 1:

Objective 1: Training

- A. Please provide a brief description of what went well in this quarter.
- B. Did you face any barriers? If so, please describe the barriers and tell us about your plan to overcome these barriers in the future.
- C. Describe your evaluation results. This should be a summary of your training quality assurance efforts. If you do not have evaluation results to report, explain your plan to incorporate this aspect moving forward.
- D. Please describe any technical assistance needs you have related to this objective.

Objective 2: Outreach

- A. Please provide a brief description of what went well in this quarter.
- B. Did you face any barriers? If so, please describe the barriers and tell us about your plan to overcome these barriers in the future.
- C. Describe your evaluation results. This should be a summary of your outreach quality assurance efforts. If you do not have evaluation results to report, explain your plan to incorporate this aspect moving forward.
- D. Please describe any technical assistance needs you have related to this objective.

Objective 3: Direct Services

- A. Please provide a brief description of what went well in this quarter.
- B. Did you face any barriers? If so, please describe the barriers and tell us about your plan to overcome these barriers in the future.
- C. Describe your evaluation results. This should be a summary of your direct service quality assurance efforts. If you do not have evaluation results to report, explain your plan to incorporate this aspect moving forward.
- D. Please describe any technical assistance needs you have related to this objective.

Part 2:

- 1. Have there been any staff changes this quarter? If so, please list staff names and start dates, and affirm that they are in compliance with the Ohio Alliance to End Sexual Violence Core Standards and meet qualifications as listed in competitive RFP.
- 2. Have there been any changes to your work plan? If yes, please describe.
- 3. Describe any new partnerships that you were able to leverage because of your grant activities.
- 4. Describe any other information you think would be beneficial for us to know: Examples include professional development opportunities (especially around trauma-informed practices, cultural inclusion, LGBTQ issues, etc.); lessons learned or promising practices when working with underserved populations; etc.
- 5. What service provision gaps have you found in your community for the culturally specific populations you serve through the SASP grant?
- 6. Are there other efforts occurring in your community (not reflected in your report) that enhance your work?
- 7. Describe a success you have had this quarter.