



MEMORANDUM

Date: 8/8/2025

To: Subrecipient agencies

From: Jennifer Voit, Bureau of Health Improvement and Wellness
Ohio Department of Health

Subject: Sexual Violence Prevention Program Applications
Fiscal Year 2026 (2/1/2026 – 1/31/2027), VW2026

The Ohio Department of Health (ODH), announces the availability of grant funds.

All electronic applications and attachments are due by 4 p.m., on Monday, September 29, 2025. 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. The OGAPP manual is available on the ODH website (click or copy and paste the following link into your web browser: <https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/resources/grants-administrative-policies-and-procedures-ogapp-manual>). Reference the competitive solicitation for more information. The competitive solicitation for this grant program can be found on the ODH website at: <https://odh.ohio.gov/about-us/funding-opportunities/resources/competitive-solicitation-proposals-archive-section> (go to 2025).

If you have questions, please contact Debra Seltzer at Debra.Seltzer.odh.ohio.gov or Tina Krempasky at Tina.Krempasky@odh.ohio.gov with any questions.

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I. CONTINUATION FUNDING APPLICATION GUIDANCE

100% Deliverable Funding

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: 2/1/2026 – 1/31/2027 of the total project period, 2/1/2025 – 1/31/2030. Reference the competitive Solicitation for more information.

Subrecipient personnel paid using the deliverable funding must complete daily timesheets. Time and Effort reporting must be completed if staff are charged to multiple funding sources.

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 \$1,200,000 in federal funds are expected for funding for eleven agencies. Eligible agencies may apply for no more than \$84,000. For the statewide project, one comprehensive application should be submitted; the activities and funding level for the statewide project will be based on the statewide planning process with input from the Sexual Assault/Domestic Violence Prevention Program (SADVPP) staff.

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 -

- a. Each section should use 1.5 spacing with one-inch margins.
- b. Program narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- c. Number all pages (print on one side only). Place agency name and GMIS number on each page.
- d. Use a 12-point Calibri font.
- e. 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. The Applicant does not owe funds to ODH and has repaid any funds due within 45 days of the invoice date.
- 2. Applicant has not been certified to the Attorney General's (AG's) office.
- 3. Applicant has submitted an application and all required attachments by **4 p.m. on Monday, September 29, 2025.**

II. PROGRAM UPDATES

The applicant should review the Evidence of Strategies to reduce Disparities Checklist in Appendix B when drafting the program narrative, objectives, and workplan.

A. **Program Progress Report:** 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.

B. **Program Narrative:** Complete and submit a narrative statement (do not exceed 10 pages)

1. Agency Updates - Explain any changes to program scope, personnel, partnerships with agencies or organizations, or other organizational information that has changed since the original application.
2. Community Action Plan (CAP) – Provide a summary of the status and progress of the local Community Action Plan (CAP) group. Describe who is represented as members of your CAP. Discuss any challenges and/or successes you’ve had and any identified technical assistance needs.
3. Objectives/Strategy Selection – Complete and submit a short summary of your Specific, Measurable, Achievable, Results Oriented, Time bound (SMART) objectives, including any updates. This should be based on a review of Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity/activities, including current status (met, on-going or unmet); major findings; and barriers and how barriers were addressed.
 - a. Describe the status of your Deliverable 2 strategy selection and implementation, any planned revisions to strategies in progress, and next steps if strategy selection is still in process. All programs are expected to implement one or more CAP approved strategy(s). Strategy implementation is expected to follow the social marketing planning process. **Note:** compensation to community members who are participating on their own time (not if they are representing an agency as part of their job) is encouraged.
 - b. For each strategy, provide a strategy summary sheet (Document template in GMIS) showing the focus area, related deliverables (if known), related risk or protective factors to be addressed, population of focus, setting, and data used for selection criteria.
 - c. All strategies and activities must focus on primary prevention of sexual violence perpetration (i.e., stopping violence before it happens.)
4. Deliverables – In addition to the narrative summary of changes and status of strategy implementation completed in the narrative, submit a 2026 Monthly/Quarterly Deliverable Expenditure Cost Report (ECR) Excel Document (Document template in GMIS)
5. Work Plan - All applicants should, at minimum, include a statement that the 2025 work plan has been reviewed, and either no changes are proposed or explain any proposed changes.
6. Data Sources - Programs are expected to continue to identify national, state, and local level data sources that measure sexual assault risk and protective factors to assist with data driven decision making and outcome evaluation of prevention efforts. We will continue to work with you to collaborate with your local health department and/or community organizations to identify local data

sources. Include any new information or updates about local data sources and affirm that you will continue to work with ODH on identifying local data sources.

7. **Evaluation** - Describe the evaluation measures that will be used to determine the overall success of the program. Describe impact measures as well as process/activity-level measures. Provide assurance the subgrantee will work with the ODH evaluator. Programs must indicate and discuss in this narrative their willingness to participate and progress in the implementation of the project, including testing or reporting on standardized evaluation items provided by ODH, completing the Primary Prevention Capacity Assessment (PPCA) Tool annually and attending trainings/webinars facilitated by ODH Evaluator.
8. **Staff Training** - Provide assurance that all sexual violence prevention program staff involved with this project already have or will receive training within six months after hiring, including:
 - Ohio Alliance to End Sexual Violence Core Standards for Rape Crisis Programs in Ohio requires a minimum of twenty (20) hours of basic rape crisis training, including training on mandated reporting, plus additional training specific to job responsibilities.
 - Concepts identified in the National Intimate Partner and Sexual Violence Prevention Specialist Core Competencies. (Available upon request from ODH).
 - Ohio Alliance to End Sexual Violence's Ready, Set Go primary prevention training.

NOTE: For prevention educators, cross-training with other ODH funded Sexual Violence Prevention Programs is strongly encouraged.

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

A cost share or applicant share is not required by this program. Do not include a cost share or applicant share in the application. Only the narrative may be used to identify additional funding information from other resources.

a. **Budget via GMIS:** Complete requested budget information as follows:

- **Personnel, Other Direct Costs, Equipment and Contracts Sections:** Submit a new budget to support costs for the period 2/1/26 to 1/31/27. Funds may be used to support personnel, staff training, travel (see OBM website) <https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/obm-travel-rule/obm-travel-rule>, and supplies directly related to planning, organizing, and conducting the program activity. Itemize, in the Equipment Section, all equipment (minimum \$1,000 unit cost value) to be purchased with grant funds.

Any personnel listed in the budget must complete daily timesheets. Time and Effort reporting must be completed if staff are charged to multiple funding sources.

The applicant shall retain all original fully executed contracts on file. A completed "Confirmation of Contractual Agreement" (CCA) must be submitted via GMIS for each contract once it has been signed by both parties. All contracts must be signed and dated by all parties prior to any services being rendered and must be attached to the CCA section in GMIS. The submitted CCA and attached contract must be approved by ODH before contractual expenditures are authorized. CCAs and

attached contracts cannot be submitted until the first quarter grant payment has been issued.

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.

Indirect (Facilities and Administration):

Use the indirect cost rate included in the agency's Indirect Cost Rate Agreement as negotiated with and approved by the cognizant federal funder. If the applicant chooses this option, then the agreement must be submitted in GMIS as an attachment to the application.

If the subrecipient has not executed a federally approved Indirect Cost Rate Agreement, the subrecipient may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Base the budget solely upon direct costs.

For further information please see Chapter 2 Section B2.11 of OGAPP.

D. Other Application Requirements:

- a. Program Specific Attachments:** Complete and submit the following attachments, available as files in GMIS:
- Strategy Summary Sheet
 - Expenditure Cost Report

All attachments must be completed and submitted electronically. All attachments must clearly identify the authorized program name and GMIS project number.

b. 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 online automatically with each application.
- **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 new 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 register in SAM.gov and submit the information in the grant application. For information about System for Award Management (SAM) go to <https://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/>.

- **For Non-Profit Organizations Only:**
 1. **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.
 2. **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.

E. Human Trafficking: The Ohio Department of Health (ODH) is committed to the elimination of human trafficking in Ohio. To support the prevention of human trafficking and service provision for human trafficking survivors, all ODH funding recipients must confirm in their application that within the first year of a new competitive award, they will comply with the following requirements:

- a. Ensure that one or more staff persons involved in program implementation complete(s) at least one training on human trafficking. Training may be from a local human trafficking service provider, or be fulfilled by completing the Governor’s Ohio Human Trafficking Task Force 50-minute online training. This training features information about the signs and indicators of human trafficking, who is impacted in Ohio, and includes interviews with responders and survivors, and how you can help make a difference. (Some professional continuing education credits are available.) Training: <https://httrain.das.ohio.gov/>
- b. Assess additional human trafficking crisis intervention or prevention training opportunities relevant to the funded program and implement such training as needed.
- c. Assess the need for human trafficking policies or protocols related to the funded program and implement them as needed.
- d. Provide a report to ODH listing who received training and the results of the two assessments.

☒ **Applicable** ☐ **Not Applicable to**

F. 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. Program reports that do not include required attachments (non-Internet submitted) will not be approved.

☒ **Program Reports Required** ☐ **No Program Reports Required**

Period	Report Due Date
February 1 - April 31, 2026	May 10, 2026
May 1 – July 31, 2026	August 10, 2026
August 1 – October 31, 2026	November 10, 2026
November 1 – January 31, 2027	February 10, 2027

b. Subrecipient Reimbursement Expenditure Reports:

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

Subrecipient monthly expenditure reports **must** be completed and submitted **via GMISP** by the following dates:

Period	Report Due Date
February 1-28, 2026	March 10, 2026
March 1-31, 2026	April 10, 2026
April 1-30, 2026	May 10, 2026
May 1-31, 2026	June 10, 2026
June 1-30, 2026	July 10, 2026
July 1-31, 2026	August 10, 2026
August 1-31, 2026	September 10, 2026
September 1-30, 2026	October 10, 2026
October 1-31, 2026	November 10, 2026
November 1-30, 2026	December 10, 2026
December 1-31, 2026	January 10, 2027
January 1 – 31, 2027	February 10, 2027

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

Period	Report Due Date
February 1 - April 31, 2026	May 10, 2026
May 1 – July 31, 2026	August 10, 2026
August 1 – October 31, 2026	November 10, 2026
November 1 – January 31, 2027	February 10, 2027

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

Final Expenditure Reports: A Subrecipient final expenditure report reflecting total expenditures for the fiscal year must be completed and submitted **via GMISP** by 4 p.m. on or before 03/05/2027. 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, which serves as an invoice to return unused funds.

Submission of ALL Subrecipient program and expenditure reports via the ODH's GMISP system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button constitutes your authorization of the submission as an agency official and serves as your

electronic acknowledgment and acceptance of OGAPP rules and regulations.

III. APPENDICES

- A. Deliverable Descriptions
- B. Evidence of Health Equity Strategies Checklist

Additional Appendix documents can be found in GMIS under the Solicitation's 'Resources' section.

Appendix A

Name of Subgrant Program: Sexual Violence Prevention Program

Budget Period: 2/1/2026 – 1/31/2027

of Deliverables: 2

100% Deliverables

Deliverable 1: Building Infrastructure and Action Planning

Build infrastructure for sexual violence prevention. Local and State Community Action Planning

Deliverable 2: Implement one or more strategies

Programs will identify and submit strategies in one or more of three focus areas, as described in the program narrative.

Appendix B

ODH Evidence of Health Equity Strategies Checklist

This checklist should be used to support planning, implementation, and evaluation of equitable strategies to reduce disparities and overcome social determinants of health. This checklist is a guide to establish a baseline criterion that all projects funded by ODH to support alignment with established priorities to achieve optimal health for all Ohioans.

Health Disparities, Health Inequities, Social Determinants of Health & Health Equity

Racial and ethnic minorities, those living in rural communities, people with disabilities, the LGBTQ community and Ohio's economically disadvantaged residents do not have the same opportunities as other groups to achieve and sustain optimal health. Health disparities occur when these groups experience more disease, death, or disability beyond what would normally be expected based on their relative size of the population. Health disparities are often characterized by such measures as disproportionate incidence, prevalence and/or mortality rates of diseases or health conditions. Health is largely determined by where people live, learn, work, play, and age. Health disparities are unnatural and occur because of low socioeconomic status, race/ethnicity, sexual orientation, gender, disability status, geographic location, or some combination of these factors. Those most impacted by health disparities also tend to have less access to resources like healthy food, safe housing, quality education, safe neighborhoods and freedom from racism and other forms of discrimination. These are referred to as **social determinants of health (SDOH)**. SDOH are a root cause of health disparities. The systematic nature of health disparities is considered unjust and is referred to as **health inequities**. The ability of everyone to have the same opportunity to achieve the best health possible is referred to as **health equity**. Programs that incorporate social determinants into the planning and implementation of interventions will greatly contribute to advancing health equity.

The ODH is committed to the elimination of health disparities and achieving health equity for all Ohioans. The items below are requirements for all applicants to ensure health equity is embedded within all components of the application (e.g., Goals, Program Narrative, and Objectives.)

- C. Identify specific groups who experience a disproportionate burden of disease, health condition or health outcome targeted by this solicitation. See Ohio's State Health Assessment Ohio's health data. <https://odh.ohio.gov/wps/portal/gov/odh/explore-data-and-stats/interactive-applications/2019-online-state-health-assessment>
- D. Identify geographic reference points (i.e., census tracts, census block groups or zip codes) to specify where program activities are focused.
- E. Use direct or indirect feedback from the prioritized population, community, group, or community agency to identify specific social and environmental conditions (social determinants of health) associated with health disparities and health inequities.
 - Identify measurable health equity targets that demonstrate reducing disparities and improving health equity are critical goals to be achieved through program activities. This information

must also be supported by data. For guidance on methodology to establish equity targets, review [2030 Target Setting Methodologies for Objectives in Healthy People 2030](#).

- F. Outline specific evaluation strategies to measure the impact of program activities on decreasing and/or eliminating health disparities and health inequities.

The following are best practices aimed at eliminating disparities and achieving health equity. They are not required, but highly encouraged to use.

- 1) Link proposed activities to health equity strategies identified in local, state, or national planning documents. These documents include, but are not limited to strategies, goals and objectives outlined in [Healthy People 2030](#), the [State Health Improvement Plan \(SHIP\)](#) and local Community Health Assessments.
 - State Health Improvement Plan - <https://odh.ohio.gov/wps/portal/gov/odh/about-us/sha-ship>
 - Healthy People 2030 - <https://health.gov/healthypeople>
- 2) Develop staffing plans where board members, leadership and program staff reflect the race, ethnicity, background, and/or culture of the population being served.
- 3) Identify up and downstream approaches to address social determinants of health and reduce disparities. Upstream factors like food, housing and income insecurity that focus on addressing social determinants of health decrease barriers and improve supports that provide opportunity for people to achieve their full health potential. Downstream approaches focus on providing equitable access to care and services to reduce the negative impact of social determinants on health outcomes.
- 4) Establish non-traditional partnerships among different sectors of the community (e.g., faith-based organizations, community organizations, businesses, universities, healthcare) that can provide valuable insight, new perspective, and more effective ways to achieve program goals. Non-traditional partners create opportunity to collaborate across sectors and may serve as a new source of support for the program.

[Note to Program: These requirements and best practices should be tied to deliverables and review criteria when possible and appropriate.]