



Date: July 13, 2022

To: Sexual Assault Services Program (SASP) Applicants

From: Jolene DeFiore-Hyrmer, MPH [JDH](#)
Chief, Bureau of Health Improvement and Wellness
Ohio Department of Health

Subject: Sexual Assault Services Program (SASP) Applications (SA23)
January 2023 – December 2023

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

All electronic applications and attachments are due by 4:00 pm on Monday, August 22, 2022. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

All potential applicants are encouraged to attend a Bidder's Conference that will be held via webinar on July 19, 2022 from 2:00 – 4:00 pm EST. The Bidder's Conference will provide an opportunity for interested parties to learn more about the Request for Solicitation.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 255 197 045 35

Passcode: Qe2eu2

Join with a video conferencing device

[682042763@t.plcm.vc](tel:682042763@t.plcm.vc)

Video Conference ID: 113 335 998 1

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 614-721-2972](tel:+16147212972), [586799673#](tel:+16147212972) United States, Columbus

Phone Conference ID: 586 799 673#

*ODH is using Microsoft Teams for this virtual meeting. We will be sharing our screen through this platform. To join the meeting, please click on "Join Microsoft Teams Meeting" above. If your agency does not have Microsoft Teams, you will be given the option to "join on the web instead". There is also a call-in number above if you do not plan to use your device's audio. **Please note, this program works best in Google Chrome.***

This is a competitive solicitation; all interested parties must submit a Notice of Intent to Apply for Funding (NOIAF– Appendix A) no later than 4:00 pm on July 25, 2022 to be eligible for these funds.

All grant applications must be submitted via the Internet, using the Grants Management Information System (GMIS 2.0) applicants must attend or must document, in writing, prior attendance at GMIS 2.0 training in order to receive authorization for Internet submission. **Please complete and submit the ODH GMIS 2.0 Form (Appendix B) no later than 4:00 pm on Wednesday, July 25, 2022 to the Grants Administration Unit to begin the process to authorize your account.**

ODH encourages the immediate submission of the Notice of Intent to Apply for Funding. If you have questions, please contact Corina Klies at Corina.Klies@odh.ohio.gov

Important Date Reminders:

- Notice of Intent to Apply for Funds (Appendix A) - Monday, July 25, 2022 by 4:00 pm
- Bidder's Conference – Tuesday, July 19, 2022 from 2:00 pm – 4:00 pm
- ODH GMIS 2.0 Form (Appendix B), *if applicable* - Monday, July 25, 2022 by 4:00 pm
- Applications Due – Monday, August 22, 2022 by 4:00 pm

ALL APPLICATIONS MUST BE SUBMITTED VIA THE INTERNET

OHIO DEPARTMENT OF HEALTH

Bureau of Health Improvement
and Wellness

Sexual Assault Services Program (SASP) 2023 SA23
SOLICITATION FOR FISCAL YEAR 2023(01/01/23 – 12/31/23)

Local Public Applicant Agencies Non-Profit Applicants

COMPETITIVE GRANT APPLICATION INFORMATION

☒ Base Only Funding ☐ Base and Deliverable Funding

Revised 9/20/2021

For grant starts 7/1/2022 and thereafter

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I. APPLICATION SUMMARY and GUIDANCE

An application for an Ohio Department of Health (ODH) grant consists of a number of required components including an electronic portion submitted via the Internet website “ODH Application Gateway” and various paper forms and attachments. All the required components of a specific application must be completed and submitted by the application due date. **If any of the required components are not submitted by the due date indicated in sections D, G and R, the entire application will not be considered for review.**

This is a competitive solicitation; a Notice of Intent to Apply for Funding (NOIAF – Appendix A) must be submitted by [insert date] so access to the application via the Internet website “ODH Application Gateway” can be established.

NEW AGENCIES ONLY or if UPDATES are needed: For non-profit agencies, the NOIAF must be accompanied by proof of non-profit status. Both non-profit and local public agencies must submit proof of liability coverage. Potential applicants and current 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.

The application summary information is provided to assist your agency in identifying funding criteria:

A. Policy and Procedures: Uniform administration of all the ODH grants is governed by the ODH Grants Administration Policies and Procedures (OGAPP) manual and updates in policies that have been posted on the GMIS Bulletin Board. This manual and GMIS Bulletin Board policy updates must be followed to ensure adherence to the rules, regulations and procedures for preparation of all Subrecipient applications. 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>

Updates to policies and procedures can be found on the GMIS bulletin board.

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

Budget Justification Certification language

- 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 with 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. Application Name *Sexual Assault Services Program (SASP)*

- C. Purpose:** The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The Purpose of SASP is to provide crisis intervention; victim advocacy; criminal/civil and medical accompaniment; emotional and therapeutic support services, and related assistance to adult, youth, and child victims of sexual assault. Additionally, family and household members of victims/survivors and others affected by the sexual assault are entitled to support and services. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources.

Burden of Sexual Violence on Underserved and Unserved Populations:

Survivors of sexual assault from culturally specific communities confront unique challenges due to historical oppression and disenfranchisement including linguistic and cultural barriers, when seeking assistance. In order to provide the most appropriate services to such survivors, these grants are available to support outreach and services specific to survivors of sexual assault from one or more of the following racial and ethnic communities:

- Asian American and/or Asian
- African American and/or African/Black, and/or
- LatinX/Hispanic/Spanish Speaking

SASP funds shall be used to provide grants to:

- Culturally Specific Community Organizations
- Rape Crisis Centers
- Other non-profit, nongovernmental organizations, including faith-based and other community organizations, including Tribal non-profit organizations

Program activities may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings; and other culturally relevant community support that need not involve the criminal legal system;
- Crisis intervention, short-term individual support and/or group support services, and comprehensive service coordination (case management) to assist sexual assault victims and family or household members;
 - Including holistic and culturally specific services

- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms including outreach activities for underserved communities; and
- The development and coordinated distribution of culturally responsive materials on issues related to the services and concepts listed above.

D. Qualified Applicants: All applicants must be a local public or non-profit agency, either themselves a culturally specific community organization (CSCO) or submitting in partnership with one or more culturally specific community organizations (CSCO).

The applicant or their partnership organizations must be agencies for which the primary purpose of the organization as a whole is to provide culturally specific services to one or more of the following racial and ethnic communities: Asian Americans and/or Asian, and/or African American and/or African/Black, and/or LatinX/Hispanics/Spanish-speaking.

If the lead agency is not a CSCO, the applicant/lead agency must show a history of collaboration with the partner CSCO(s). Please note: You must have an established relationship with a community partner CSCO, represented through an attached letter of commitment from that community partner. **Applications that indicate CSCO partnerships are To Be Determined (TBD) will not be considered for review.**

Additionally, all applicants must either already have experience in the area of sexual assault crisis intervention, or also partner with an organization having such experience. To meet the criteria to be identified as a CSCO, whether as the lead agency or as a partner agency, agencies/partners must meet the following requirements:

- Have a board and staffing which is reflective of the culturally specific community to be served by the project. NOTE: For the review process, the identified CSCO must demonstrate that members of the board and staff include members with knowledge or experience relevant to the identified community. If federal funds are used for filling any of these positions, organizations may consider an applicant's knowledge or experience relevant to the identified community, as well as language skills needed to work with a particular population, but organizations may not consider a person's race and/or ethnicity as a basis for hiring decisions.
- Have the expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of culturally specific populations. As defined in the Violence Against Women Act, 42 U.S.C. §13925(a)(7), "culturally specific services" means "community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities." The Violence Against Women Reauthorization Act of 2013 defines "culturally specific" as "primarily directed toward racial and ethnic minority groups (as defined in section 1707 (g) of the Public Health Service Act (42 U.S.C. 13925(a)(6). Section 300u-6(g)(1) defines the term "racial and ethnic minority group" to mean "American Indians (including Alaska Natives, Eskimo, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders, Blacks; and Hispanics." Based on census data in Ohio these groups were further narrowed to the three groups most represented in the Ohio population.

Note: A culturally specific program which is one division within a larger organization with other focuses (for example, a division within a health department that focuses on LatinX/Spanish-speaking/Hispanic victims) cannot count as a CSCO organization; however, such a program can be an additional component in an application along with one or more CSCO(s). The following criteria must be met for grant applications to be eligible for review:

Applicant agencies must have the capacity to accept an electronic funds transfer (EFT). If an applicant agency needs GMIS access, then a GMIS access form must be submitted (Appendix B). State who is eligible to apply. Indicate whether local public and/or non-profit agencies can apply.]

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

1. 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 application and all required attachments by **4:00 p.m. on Monday, August 22, 2022**

E. Service Area: There is no defined service area requirement for this application. The service area should be defined in the application, specifying the geographic area to be served and the approximate number of members of the specific communities to be served living within that area utilizing data from the Ohio Health Improvement Zones, <https://odh.ohio.gov/know-our-programs/health-equity/health-improvement-zones>, American Community Survey, <https://www.census.gov/programs-surveys/acs>, and other county-level data. The potential size and diversity of the population to be reached will be a consideration in prioritizing approved applications for funding.

F. Number of Grants and Funds Available: Approximately \$650,000 federal funds are available for funding. Funding maximum is capped at \$100,000. Selection will be based on recommendations of the review panel, quality of each application, justification for the funding request and adherence to the goals and objectives outlined in this Solicitation. Projects to reach two completely distinct population (for example, you are creating a workplan for the LatinX and the African American populations) may request up to \$150,000.

If applicant is requesting \$150,000 to serve two communities of focus, all requirements requested must be fully provided for each population, so that either proposal could stand on its own. You will need to be explicit in the project narrative about the problem/need for both communities, provide county-level statistical data to support your plan, and provide parallel activities within your community engagement and work plans showing how you will be offering parallel services to each community.

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.

G. Due Date: All parts of the application, including any required attachments, must be completed and received by ODH electronically via GMIS or via ground delivery at [(Name, Mailing Address)] by **4:00 p.m. Monday, August 22, 2022**. Applications and required attachments received after this deadline will not be considered for review.

Contact Corina Klies with any questions at corina.klies@odh.ohio.gov with any questions.

H. Authorization: of funds for this purpose is contained in the *Catalog of Federal Domestic Assistance (CFDA) Number 16.017*.

I. Goals: To expand and improve culturally specific intervention and related assistance for victims of sexual assault in Ohio.

J. Program Period and Budget Period: The program period will begin January 1, 2023, and end on December 31, 2024. The budget period for this application is January 1, 2023, through December 31, 2023.

- K. Public Health Accreditation Board (PHAB) Standard(s):** Identify the PHAB Standard(s) that will be addressed by grant activities. [(An example is: This grant program will address PHAB standard 3.1: Provide Health Education and Health Promotion Policies, Programs, Processes, and Interventions to Support Prevention and Wellness.)]The PHAB standards are available at the following website:

http://www.phaboard.org/wp-content/uploads/PHABSM_WEB_LR1.pdf

- L. Public Health Impact Statement:** All applicant agencies that are not local health districts must communicate with local health districts regarding the impact of the proposed grant activities on the PHAB Standards.

1. *Public Health Impact Statement Summary* — Applicant agencies are required to submit a summary of the proposal to local health districts prior to submitting the grant application to ODH. The program summary, not to exceed one page, must include:

Public Health Accreditation Board (PHAB) Standard(s) to be addressed by grant activities. Please select from the following:

- **Standard 1.3:** Analyze Public Health Data to Identify Trends in Health Problems, Environmental Public Health Hazards, and Social and Economic Factors that Affect the Public's Health.
- **Standard 1.4:** Provide and Use the Results of Health Data Analysis to Develop Recommendations Regarding Public Health Policy, Processes, Programs, or Intervention.
- **Standard 2.2:** Contain/Mitigate Health Problems and Environmental Public Health Hazards.
- **Standard 3.2:** Provide Information on Public Health Issues and Public Health Functions Through Multiple Methods to a Variety of Audiences.
- **Standard 4.1:** Engage with the Public Health System and the Community in Identifying and Addressing Health Problems through Collaborative Processes.
- **Standard 10.2:** Promote Understanding and Use of the Current Body of Research Results, Evaluations, and Evidence-Based Practices with Appropriate Audiences.

The applicant must submit the above summary as part of the grant application to ODH. This will document that a written summary of the proposed activities was provided to the local health districts with a request for their support and/or comment about the activities as they relate to the PHAB Standards.

2. *Public Health Impact Statement of Support* — Include with the grant application a statement of support from the local health districts, if available. If a statement of support from the local health districts is not obtained, indicate that point when submitting the program summary with the grant application. If an applicant agency has a regional and/or statewide focus, a statement of support should be submitted from at least one local health district, if available.
3. *Evidence of Health Equity Strategies*

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.)

- 1) 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>

- 2) Identify geographic reference points (i.e., census tracts, census block groups or zip codes) to specify where program activities are focused.
- 3) 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.
- 4) 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](#).
<https://www.healthypeople.gov/sites/default/files/TargetSettingReport-8-6-18%20FINAL.pdf>
- 5) 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 toward eliminating disparities and achieving health equity and are not required, but highly encouraged.

- 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, local industries, businesses, universities, businesses, 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.

Understanding Health Disparities, Health Inequities, Social Determinants of Health & Health Equity: The following information is provided to explain key health equity concepts and terms.

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.

- M. Human Trafficking:** Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. Populations at increased risk include but are not limited to lesbian-gay-bisexual-transgender-questioning individuals, individuals with disabilities, undocumented immigrants, runaway and homeless youth, temporary guest-workers and low-income individuals.

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 that may include, but are not limited to the following:
 1. Populations at increased risk
 2. Mental health population
 3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

☒ X Applicable ☐ Not Applicable

to SASP - Survivors of sexual violence may have experienced sexual assault within the context of sex trafficking, and survivors of labor trafficking may also have been sexually assaulted.

- N. Appropriation Contingency:** 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 in the event of a delay in grant payments.**
- O. Programmatic, Technical Assistance and Authorization for Internet Submission:** Initial authorization for Internet submission, for new agencies, will be granted after participation in the GMIS training session. All other agencies will receive their authorization after the posting of the Solicitation to the ODH website and the receipt of the NOIAF. Please contact Corina Klies, corina.klies@odh.ohio.gov, (614) 466-0230.
- P. Acknowledgment:** An Application Submitted status will appear in GMIS that acknowledges ODH system receipt of the application submission.
- Q. Late Applications:** GMIS automatically provides a time and date system for grant application submissions. Required attachments and/or forms sent electronically must be transmitted by the application due date. Required attachments and/or forms mailed that are non-Internet compatible must be postmarked or received on or before the application due date of **Monday, August 22, 2022 at 4:00 p.m.**

Applicants should request a legibly dated postmark, or obtain a legibly dated receipt from the U.S. Postal Service or a commercial carrier. Private metered postmarks shall **not** be acceptable as proof of timely mailing. Applicants can hand-deliver attachments to ODH, Grants Services Unit (GSU), via the front desk at 246 N. High St., Columbus, Ohio; but they must be delivered by **4:00 p.m.** on the application due date. Fax attachments will not be accepted. **GMIS applications and required application attachments received late will not be considered for review.**

- R. Successful Applicants:** Successful applicants will receive official notification in the form of a Notice of Award (NOA). The NOA, issued over the signature of the Director of the Ohio Department of Health, allows for expenditure of grant funds.
- S. Unsuccessful Applicants:** Within 30 days after a decision to disapprove or not fund a grant application, written notification, issued over the signature of the Director of Health, or his designee, shall be sent to the unsuccessful applicant.
- T. Review Criteria:** All proposals will be judged on the quality, clarity and completeness of the application. Applications will be judged according to the extent to which the proposal:
1. Workplan and/or logic model demonstrate how activities reduce health disparities and inequities.
 2. Is responsive to policy concerns and program objectives of the initiative/program/activity for which grant dollars are being made available;
 3. Is well executed and is capable of attaining program objectives;
 4. Describe Specific, Measurable, Attainable, Realistic & Time-Phased (S.M.A.R.T.) objectives, activities, milestones and outcomes with respect to time-lines and resources;
 5. Estimates reasonable cost to the ODH, considering the anticipated results;
 6. Indicates that program personnel are well qualified by training and/or experience for their roles in the program and the applicant organization has adequate facilities and personnel reflect the communities served through grant funds;
 7. Provides an evaluation plan, including a design for determining program success and demonstrates that the community being served will be meaningfully engaged in formative and outcome evaluations;
 8. Is responsive to the special concerns and program priorities specified in the Solicitation;
 9. Has demonstrated acceptable past performance in areas related to programmatic and financial stewardship of grant funds;
 10. Has demonstrated compliance to OGAPP;
 11. Explicitly identifies specific groups in the service area who experience a disproportionate burden of the diseases; health condition(s); or who are at an increased risk for problems addressed by this funding opportunity; and,
 12. Describe activities which support the requirements outlined in sections I. thru M. of this Solicitation. *See Grant Application Criteria Scoresheet (Appendix D).*

The ODH will make the final determination and selection of successful/unsuccessful applicants and reserves the right to reject any or all applications for any given Solicitations; **There will be no appeal of the Department's decision.**

- U. Freedom of Information Act:** The Freedom of Information Act (5 U.S.C.552) and the associated Public Information Regulations require the release of certain information regarding grants requested by any member of the public. The intended use of the information will not be a criterion for release. Grant applications and grant-related reports are generally available for inspection and copying except that information considered being an unwarranted invasion of personal privacy will not be disclosed. For guidance regarding specific funding sources, refer to: 45 CFR Part 5 for funds from the U.S. Department of Health and Human Service; 34 CFR Part 5 for funds from the U.S. Department of Education or, 7 CFR Part 1 for funds from the U.S. Department of Agriculture.

- V. Ownership Copyright:** Any work produced under this grant, including any documents, data, photographs and negatives, electronic reports, records, software, source code, or other media, shall become the property of ODH, which shall have an unrestricted right to reproduce, distribute, modify, maintain, and use the work produced. If this grant is funded in whole, or in part, by the federal government, unless otherwise provided by the terms of that grant or by federal law, the federal funder also shall have an unrestricted right to reproduce, distribute, modify, maintain, and use the work produced. No work produced under this grant shall include copyrighted matter without the prior written consent of the owner, except as may otherwise be allowed under federal law.

ODH must approve, in advance, the content of any work produced under this grant. All work must clearly state:

“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, and as a sub-award of a grant issued by the United States Department of Justice under the Sexual Assault Services Formula grant, grant award number 2020KF-AX-0012 and CFDA number 16.017”.

- W. Reporting Requirements:** Successful applicants are required to submit Subrecipient program and expenditure reports. Reports must adhere to the requirements of the OGAPP manual. Reports must be received in accordance with the requirements of the OGAPP manual and this Solicitation; before the department will release any additional funds.

Note: Failure to ensure the quality of reporting by 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:** Subrecipients Program Reports must be completed and submitted via GMIS, as required by the subgrant program by the following dates. **Program reports that do not include required attachments will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

X ☒ Program Reports Required ☐ No Program Reports Required

[Period]	Report Due Date
January 1 – 31, 2023	February 10, 2023
February 1 – 28 or 29, 2023	March 10, 2023
March 1 – 31, 2023	April 10, 2023
April 1 – 30, 2023	May 10, 2023
May 1 – 31, 2023	June 10, 2023
June 1 – 30, 2023	July 10, 2023
July 1 – 31, 2023	August 10, 2023
August 1 – 31, 2023	September 10, 2023
September 1 – 30, 2023	October 10, 2023
October 1 – 31, 2023	November 10, 2023
November 1 – 30, 2023	December 10, 2023
December 1 – 31, 2023	January 10, 2024

Submission of Subrecipient Program Reports via GMIS indicates acceptance of the OGAPP.

Annual Project Meeting with attendance by all staff involved in program implementation – to be scheduled in partnership in funded agencies.

- b. Subrecipient Reimbursement Expenditure Reports:** Subrecipients can choose monthly or quarterly reimbursement (expenditure report submission) from ODH (please check the reimbursement type on the attached NOI AF). Please note that no changes can be made to the reimbursement type during the fiscal year once the project numbers have been established in GMIS. Subrecipient Monthly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
January 1 – 31, 2023	February 10, 2023
February 1 – 28 or 29, 2023	March 10, 2023
March 1 – 31, 2023	April 10, 2023
April 1 – 30, 2023	May 10, 2023
May 1 – 31, 2023	June 10, 2023
June 1 – 30, 2023	July 10, 2023
July 1 – 31, 2023	August 10, 2023
August 1 – 31, 2023	September 10, 2023
September 1 – 30, 2023	October 10, 2023
October 1 – 31, 2023	November 10, 2023
November 1 – 30, 2023	December 10, 2023
December 1 – 31, 2023	January 10, 2024

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates: (please see example below).

Period	Report Due Date
January 1 – March 31, 2023	April 10, 2023
April 1 – June 30, 2023	July 10, 2023
July 1 – September 30, 2023	October 10, 2023
October 1 – December 31, 2023	January 10, 2024

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

- 1. 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, 2024. 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.
- 2. Annual Progress Reporting:** United States Department of Justice, Office on Violence Against women requires a separate annual report; funded agencies will need to track relevant data and submit the report to ODH by January 31, 2024. A copy of the report can be found at <https://www.vawamei.org/wp-content/uploads/2018/01/SASPSubgranteeFormGMS.2.29.16.pdf>

Submission of the Monthly/Quarterly and Final Subrecipient Expenditure reports via the GMIS system indicates acceptance of OGAPP. Clicking the “Approve” button signifies authorization of the submission by an agency official and constitutes electronic acknowledgment and acceptance of OGAPP rules and regulations.

3. Inventory Report: A list of all equipment purchased in whole or in part with current grant funds (Equipment Section of the approved budget) must be submitted via GMIS as part of the subrecipient Final Expenditure Report. At least once every two years, inventory must be physically inspected by the Subrecipient. Equipment purchased with ODH grant funds must be tagged as property of ODH for inventory control. Such equipment may be required to be returned to ODH at the end of the grant program period.

X. Special Condition(s): A Special Conditions link is available for viewing and responding to special conditions within GMIS. The 30 day time period, in which the subrecipient must respond to special conditions will begin when the link is viewable. Subsequent payments will be withheld until satisfactory responses to the special conditions or a plan describing how those special conditions will be satisfied is submitted in GMIS.

Y. 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. Travel and meals over the current state rates (see OBM website: <http://obm.ohio.gov/MiscPages/Memos/default.aspx> for the most recent Mileage Reimbursement memo.)
16. Costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
17. Training longer than one week in duration, unless otherwise approved by ODH;
18. Contracts for compensation with advisory board members;
19. Grant-related equipment costs greater than \$1,000, unless justified in the budget narrative and approved by ODH;
20. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
21. Promotional Items;
22. Office Furniture (including but not limited to desks, chairs, file cabinets) unless otherwise stated;

- 23. Sexual Assault Forensic Examiner projects;
- 24. Activities focused on prevention education efforts (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.);
- 25. Projects focused on training allied professionals and/or communities;
- 26. Establishment or maintenance of Sexual Assault Response Teams;
- 27. Criminal Justice-related projects, including law enforcement, prosecution, courts and forensic interviews;
- 28. Providing domestic violence services that do not relate to sexual violence;
- 29. 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.

Z. Other Application Requirements

USDOJ Requirements:

1. Determination of suitability to interact with participating minors. This condition applies to this award if it is indicated – in the application for award (as approved by DO) (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 the requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award> - (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-faqs-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, that relate to an equal employment opportunity program.

4. Compliance with DOJ regulations pertaining to civil rights 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, disability 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.

AA. Client Incentives and Client Enablers:

Client incentives are an unallowable cost.

Client Enablers are an *allowable cost*. The following client enablers are allowed. Transportation Assistance, Housing/Household Assistance, Health Care Assistance.

Recipients of incentives must sign a statement acknowledging the receipt of the incentive and agreeing to the purpose(s) of the incentive. Subrecipients are required to maintain a log of all client incentives and enablers purchased and distributed. These files must be readily available for review during your programmatic monitoring visit.

AB. Audit: Subrecipients currently receiving funding from the ODH are responsible for submitting an independent audit report. Every subrecipient will fall into one of two categories which determine the type of audit documentation required.

Subrecipients that expend \$750,000 or more in federal awards per fiscal year are required to have a single audit which meets OMB's Federal Uniform Administrative Requirements. The subrecipient must submit, a copy of the auditor's management letter, a corrective action plan (if applicable) and a data collection form (for single audits) within 30 days of the receipt of the auditor's report, but no later than nine months after the end of the Subrecipient's fiscal year. The fair share of the cost of the single audit is an allowable cost to federal awards provided that the audit was conducted in accordance with the requirements of OMB's Federal Uniform Administrative Requirements.

Subrecipients that expend less than the \$750,000 threshold require a financial audit conducted in accordance with Generally Accepted Government Auditing Standards. The Subrecipient must submit a copy of the audit report, the auditor's management letter, and a corrective action plan (if applicable) within 30 days of the receipt of the auditor's report, but no later than nine months after the end of the Subrecipient's fiscal year. **The financial audit is not an allowable cost to the program.**

Once an audit is completed, a copy must be sent to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/> or to the ODH, Grants Services Unit, (GSU) within 30 days. Reference: OGAPP and OMB's Omni Circular Federal Uniform Administrative Requirements regarding Audits of States, Local Governments, and Non-Profit Organizations for additional audit requirements.

Subrecipient audit reports (finalized and published, and including the audit Management Letters, if applicable) **which include internal control findings, questioned costs or any other serious findings, must include a cover letter which:**

- Lists and highlights the applicable findings;
- Discloses the potential connection or effect (direct or indirect) of the findings on subgrants passed through the ODH; and,
- Summarizes a Corrective Action Plan (CAP) to address the findings. A copy of the CAP should be attached to the cover letter.

AC. Submission of Application:

Formatting Requirements [Suggested language provided, but can be updated to reflect program-specific requirements]:

- Properly label each item of the application packet (e.g., 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 on 8 ½ by 11 paper.
- Number all pages
- Program Narratives should not exceed [XX] pages (**excludes** appendices, attachments, budget and budget narrative).
- Use a 12 point font.
- Forms must be completed and submitted in the format provided by ODH.

The GMIS application submission must consist of the following:

**Complete &
Submit Via
Internet**

1. Application Information
2. Project Narrative
3. Project Contacts
4. Budget
 - Primary Reason
 - Funding
 - Justification
 - Personnel
 - Other Direct Costs
 - Equipment
 - Contracts
 - Compliance Section
 - Summary
5. Civil Rights Review Questionnaire
6. Assurances Certification
7. Federal Funding Accountability and Transparency Act (FFATA) reporting form
8. Change request in writing on agency letterhead (**Existing agency with tax identification number, name and/or address change(s)**).
9. Public Health Impact Statement Summary (non-health department only)
10. Statement of Support from the Local Health Districts (non-health department only)
11. Attachments as required by Program [(list each one or "NONE")].

One copy of the following document(s) must be submitted to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/> or mailed to the address listed below:

**Complete
Copy &
E-mail or
Mail to
ODH**

Current Independent Audit (latest completed organizational fiscal period; **only if not previously submitted**)

Ohio Department of Health Grants
Services Unit
Central Master Files, 4th Floor 35
E. Chestnut Street Columbus,
Ohio 43215

II. APPLICATION REQUIREMENTS AND FORMAT

Agencies will receive GMIS access after the Notice of Intent to Apply for Funding for is submitted to ODH.

All applications must be submitted via GMIS. Submission of all parts of the grant application via the ODH's GMIS system indicates acceptance of OGAPP. Submission of the application signifies authorization by an agency official and constitutes electronic acknowledgment and acceptance of OGAPP rules and regulations in lieu of an executed Signature Page document.

- A. Application Information:** Information on the applicant agency and its administrative staff must be accurately completed. This information will serve as the basis for necessary communication between the agency and the ODH.
- B. Budget:** Prior to completion of the budget section, please review pages 12 – 13 of the Solicitation for unallowable costs. *[Insert one of the following two statements as appropriate:]*

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.]

- 1. Primary Reason and Justification Pages:** Provide a detailed budget justification narrative that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and all allocability of the proposed costs. Describe the specific functions of the personnel, consultants and collaborators. Explain and justify equipment, travel, (including any plans for out-of-state travel), supplies and training costs. (A budget justification example can be found on GMIS).
- 2. Personnel, Other Direct Costs, Equipment and Contracts:** Submit a budget with these sections and form(s) completed as necessary to support costs for the period January 1, 2023 – December 31, 2023.

Funds may be used to support personnel, their 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 initiative/program/activity described in this announcement.

Any personnel listed in the budget must complete daily timesheets. Time & 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.**

The applicant shall itemize all equipment (**minimum \$1,000, unit cost value**) to be purchased with grant funds in the Equipment Section.

3. [Indirect (Facilities and Administration): Note to Applicant — please select one of the 3 options that apply.

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 on indirect costs, please see section B2.11 of OGAPP.

4. Compliance Section: Answer each question on this form in GMIS as accurately as possible. ***Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.***

C. Assurances Certification: Each subrecipient must submit the Assurances (Federal and State Assurances for subrecipients) form within GMIS. This form is submitted as a part of each application via 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.

D. Project Narrative:

1. Executive Summary: Executive Summary: *Write the executive summary as your last step. The executive summary may be used by ODH-staff upon request to inform stakeholders about SASP activities. Under the heading (in bold) Executive Summary, this response should be the first 1 – 2 pages of a document titled "Project Narrative" uploaded in the "Project Narrative" section in your GMIS application.*

a. Identify the lead agency.

b. Where the lead agency is the Culturally Specific Community Organization, identify the source for sexual assault intervention expertise.

c. Where the lead agency is a rape crisis center, identify the Culturally Specific Community Organization partner(s) you will be working with.

d. Identify who the program will be serving, and what agencies will provide those services.

e. Discuss the demographics of the area to be served and how this project will address health disparities/inequities.

f. Include in the description how program efforts will address the disproportionate impact of sexual assault and intimate partner violence on survivors who face historical economic disinvestment in their communities/neighborhoods; income inequality, and harmful urban planning and housing policies in historically marginalized racial and ethnic communities.

g. Describe the project goals and objectives.

h. State total funds requested and summarize how those funds will be used.

2. **Description of Applicant Agency/Documentation of Eligibility/[Personnel]:**

Under the heading (in bold) “Description of Applicant Agency” this response should follow the executive summary in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application.

Briefly discuss the applicant agency’s eligibility to apply. For all applicants: Describe your agency’s history in providing services to the culturally specific community to be served by the project,

i. Sexual Assault Expertise

Applicants must describe that either:

1. The applicant agency provides rape crisis services which meet the criteria found in the Core Rape Crisis Standards for a Rape Crisis Programs in Ohio

Or

2. The applicant agency has established a partnership with a sexual assault victim service organization which provides such services. **A letter of commitment from the partner agency must be included with the application. The Ohio Alliance to End Sexual Violence is available for support in meeting this requirement. See “I” below.**

All applicants: Rape crisis services must meet the criteria found in the Core Rape Crisis Standards for Rape Crisis Programs in Ohio - <https://oaesv.org/wp-content/uploads/2021/04/oaesv-core-standards-for-rape-crisis-programs-in-ohio-2016.pdf/>

- Applicants must include plans for collaboration with local and state coalitions such as the Ohio Alliance to End Sexual Violence (OAESV) and local sexual assault response team partners. Such collaboration is expected even if the applicant agency also has expertise in provision of sexual assault crisis intervention services.

ii. **Culturally Specific Community Organization Participation**

Applicants must describe one of the following:

1. Applicant is an agency with experience in providing culturally specific services to one or more of the following racial and ethnic communities: Asian Americans and/or Asian, and/or African American and/or African/Black, and/or Latinx/Hispanic/Spanish Speaking. Include information about development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to which assistance would be provided or have the capacity to link to existing services in the community tailored to the needs of the identified culturally specific population. Provide confirmation that the board and staffing is reflective of the culturally specific community to be served by the project.

Or

2. Applicant Agencies that are not Culturally Specific Community Organization (CSCO) must have an established partnership with a CSCO. **A letter of commitment from the partner agency must be included with this application – see “I” below for directions on letters of commitment.** Include detailed information about the culturally specific qualifications of the partner agency. Include all work to be completed by partners in the narrative. Describe previous collaborations between the participating organizations.

- a. Summarize the agency’s structure as it relates to this program and, as the lead agency, how it will manage the program.
- b. Describe the capacity of your organization, its personnel or contractors to communicate effectively and convey information in accordance with National Standards for Culturally and Linguistically Appropriate Services (CLAS) and

Americans with disabilities Act (ADA) Standards for Effective Communication in a manner and method that is easily understood by diverse audiences. This includes persons of limited English proficiency, those who are not literate, have low literacy skills, and individuals with disabilities.

- National CLAS Standards
<https://thinkculturalhealth.hhs.gov/clas#:~:text=The%20National%20CLAS%20Standards%20are,cultural%20and%20linguistically%20appropriate%20services>
- ADA Standards for Effective Communication: www.ada.gov/effective-comm.htm

c. Accessibility and Inclusion Plan

Under the heading (in bold) “Accessibility and Inclusion Plan” this response should follow the description of applicant agency in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application.

Every community contains diversity. Some communities may have more or less cultural/ethnic diversity than others, but all have diversity related to geography, age, religion, sexual orientation, socio-economic status, disability status, and other factors. Communities with less clearly visible diversity still need to be prepared to respond to cultural/ethnic diversity as it exists to some extent everywhere. Addressing health equity and inclusion is an ongoing process.

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

In this narrative, provide information about how your agency ensures accessibility and cultural responsiveness to all members of the community. As you are writing this section of the application, consider consulting The National Center on Domestic Violence, Trauma & Mental Health publication, Tools for Transformation: Becoming Accessible, Culturally Responsive, and Trauma-Informed Organizations - www.nationalcenterdvtraumamh.org/wp-content/uploads/2018/04/NCDVTMH_2018_ToolsforTransformation_WarshawTinnonCave.pdf

Or

Unite for Site, Free Online Cultural Competency Course - www.uniteforsight.org/cultural-competency

d. Insert this “Chart #1” with your responses after “Description of Applicant Agency” in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application.

It is our expectation that agencies eligible for this funding can affirm the following. If funded, these will be reviewed on site visits.

Chart #1		
Yes/No	Question	Comments (optional)
	Do the agency board members reflect a broad representation of the agency service area that includes representatives from organizations serving diverse communities?	
	Are agency staff, college interns, and volunteers reflective of the agency service area?	
	Is there on-going professional development and in-service	

	training for staff, student interns, volunteers and board members related to culturally competent provision of service?	
	Are all agency materials and curriculums reviewed by community members from the community to be served?	
	<p>Affirmation that if funded, all staff who have programmatic, supervisory and fiscal oversight of the grant will take one of the following courses by March 31 of the grant year:</p> <p>http://rootsofhealthinequity.org/about-course.php or https://kirwaninstitute.osu.edu/implicit-bias-training or https://oasv.org/what-we-do/resources-for-providers/underserved-populations/ (Providing crisis services to African American survivor of crime training series)</p>	

e. Insert this “Chart #2 with your responses after “Chart #1” in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application.

If funded, these will be reviewed on site visits.

Chart #2		
Yes/No	Question	Comment (optional)
	Hours of service, location of services, and physical accessibility to services are adequate for the needs of the community to be served.	
	Policies and resources in place for the advertisement of and provision of translation and interpretation services and limited English proficiency and/or non-literate populations at no cost to service recipients.	
	Hiring process is equitable and inclusive including ensuring appropriate boundaries for bilingual staff to ensure equitable distribution of work.	
	Your agency has an accessibility plan which outlines how your agency respects the rights and dignity of those survivors with cognitive, physical, emotional, and other disabilities.	
	The agency will respond to those who need interpretation services, including on your hotline, and provide related training to staff and volunteers.	
	The agency follows an annual quality assurance process, which should include professional and community input and consumer participation and is conducted by a committee who:	

	1) Review any unusual incidences for patterns and trends (including denial of services and complaints); 2) Review cultural and linguistic competency of services and agency; 3) Review agency records (e.g., client records, confidentiality, evaluation forms); 4) Evaluate the project's performance in meeting goals and objectives of the project; 5) Review of compliance with the Ohio Core Rape Crisis Standards issued by OAESV. 6) Review of agency's policies and procedures; 7) A scheduled review of materials (e.g., brochures, handouts and posters); 8) Employee, student interns and volunteer annual performance review.	
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f. Personnel, Table of Organization, Resumes, and Position Description

Include as separate attachments in the GMIS Section "Project Narrative":

- Agency table of organization, including all staff who will be funded through this project; (Title attachment "Table of Organization")
- Position descriptions for all staff affiliated with the grant including qualification standards; (Title attachment "Position Descriptions")
- Resumes for all staff positions that are affiliated with the grant; (Title attachment "Resumes")
 1. Resumes should be up to date. If the staff person is currently employed by your agency, be sure that the resume reflects that employment. **REMOVE PERSONAL INFORMATION SUCH AS HOME ADDRESS, HOME PHONE, AND IDENTIFICATION NUMBER FROM RESUME.**
 2. Education, skills and experiences should match those required in the job description. If education, skills and experiences don't meet this expectation, a training plan must be included, and training must be completed prior to providing direct service. Job descriptions for crisis intervention staff to be paid by these funds must include a requirement of paid or volunteer experience or training in the field of sexual assault services.

g. Letters of Commitment – Combine all letters in one document and include as separate attachment in the GMIS Section "Project Narrative": Title attachment "Letters of Commitment"

- Letters of commitment from partner organizations should be on agency letterhead, signed by the agency director, confirming the partnership. Be as specific as possible about how the agencies will work together. They should be dated near the time of the submission.
 - If the lead agency is not a rape crisis center, submit a letter of commitment from a rape crisis center if one exists in your area. If there is no local rape crisis center, include a letter from another agency with expertise in working with survivors of sexual assault who will support your application and provide support for program development (such as the Ohio Alliance to End Sexual Violence or a rape crisis center not in your service area).
 - If the lead agency is not a culturally specific community organization, submit a letter of commitment from one or more CSCO serving the community to be reached, confirming that they will be a partner for this programming.

h. Letters of Support – Combine all letters in one document and include as separate attachment in the GMIS Section "Project Narrative": Title attachment "Letters of Support"

- For each specific population the applicant agency has identified to be served, include a minimum of three

letters from organizations that also work with that population. and/or leaders who are members of and working within that population indicating willingness to provide input to outreach and planning efforts and showing support of this project in their community.

- i. **Confidentiality** - Sign and attach the US Department of Justice “Acknowledgement of Notice of statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended, Appendix E. Include as separate attachment in the GMIS Section “Project Narrative”: Title attachment “Confidentiality”.
3. **Problem:** *Under the heading (in bold) “Problem” this response should follow the Chart #2 in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application*
- Identify and describe the local health status concern(s) that will be addressed by the program. Only provide national and state data if local data is not available.
 - The specific health status concerns that the program intends to address may be stated in terms of disparity (e.g. population, location) health status (e.g., morbidity and/or mortality) or health system (e.g., accessibility, availability, affordability, appropriateness, quality of health services) indicators.
 - The indicators should be measurable in order to serve as baseline data upon which evaluation will be based. Clearly identify the target population.

Be sure to address the following:

- *Explicitly describe segments of the target population who experience a disproportionate burden for the health concern or issue; or who are at an increased risk for the problem addressed by this funding opportunity.* A resource that may be helpful is “Best Practices For Engaging Survivors of Sexual Assault from Culturally Specific Communities & Limited English Proficient Speakers, <https://oaesv.org/wp-content/uploads/2021/04/oaesv-engaging-survivors-of-sexual-assault-from-culturally-specific-communities-and-lep-speakers.pdf>
- Provide information about the demographics of the culturally specific population to be reached within the planned service area utilizing the most current data available, including anticipated numbers to be reached and any available additional information about sexual assault victimization within that service area.
- *Include a description of other agencies/organizations, in your area, also addressing this problem/need. Include agencies that work with the specific community group you will be reaching, and that provide sexual assault and human trafficking services to the geographic area that you cover*

Methodology:

Under the heading (in bold) “Methodology” this response should follow the “Problem” in the document titled “Project Narrative” uploaded in the “Project Narrative” section in your GMIS application

Your program activities will also be identified in your work plan (see work plan guidance and excel document). Be sure the excel document and this narrative align.

Address the following points as a narrative:

- For each of the three categories, provide a narrative description. Each section should address the following points, and also the specific points below.
 - Briefly describe the selected activities and why they were selected. They should follow logically from the gaps and barriers described in the problem statement.
 - Describe by job description which program staff will be responsible for described activities
 - Include a plan for evaluation of all activities.
- For Category 1, Training, also include the following –
 - Describe the training needs of your agency staff, partner culturally specific organization staff, and, if applicable, other agencies you plan to train and why.
 - If you are not using any of these funds for training, describe how training will be provided as needed.
 - Provide information regarding staff training on human trafficking and its intersections with sexual violence or include plans to start doing such training as a part of your methodology
- For Category 2, also include the following -
 - Describe existing agency networking, coordination, and collaboration within the proposed community.
 - For each specific population to be served, applicants must include Category 2 activities related to community engagement with the population and how services will be more accessible to that population as a result of this grant implementation.
 - Outreach efforts to reach current or former victims of trafficking to increase their awareness of and access to your sexual assault services.

Work Plan - Appendix F. Attach the completed Excel Document, title “Work Plan” in your GMIS submission as an attachment in the GMIS section “Project Narrative”. Applicants will receive the Excel document upon receipt of your NOAIF.

The Guidance Document (Appendix G) provides the allowable Categories (Training, Community Engagement, and Direct Services) and the guidance for how to list planned activities for each category. Use this guidance document to guide you in completion of the work plan.

- E. Civil Rights Review Questionnaire — EEO Survey:** The Civil Rights Review Questionnaire 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.
- F. 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.)

- G. Public Health Impact:** Applicants that are not local health departments are to attach in GMIS the statement(s) of support from the local health district(s) regarding the impact of your proposed grant activities on the PHAB Standards. If a statement of support from the local health districts is not available, indicate that and submit a copy of the program summary that your agency forwarded to the local health district(s).
- H. Attachment(s):** Attachments are documents which are not part of the standard GMIS application but are deemed necessary to a given grant program. All attachments must clearly identify the authorized program name and program number. All attachments submitted to GMIS must be attached in the "Project Narratives" section and be in one of the following formats: PDF, Microsoft Word or Microsoft Excel. Please see the GMIS bulletin board for instructions on how to submit attachments in GMIS. Attachments that are non-Internet compatible must be postmarked or received on or before the application due date. An original and two copies of non-Internet compatible attachments must be mailed to the ODH, Grants Services Unit, Central Master Files address by **4:00 p.m.** on or before August 22, 2022

III APPENDICES

- A. Notice of Intent to Apply For Funding
- B. GMIS Training, User Access, Access Change or Deactivation
- C. Request C1 Deliverable – Objective Descriptions (if applicable)
C2 Deliverable – Objective Allocations (if applicable)
- D. Application Review Form (Score sheet)
- E. US DOJ Confidentiality Document
- F. Workplan (Included as a word document for your review. Workplan template will be sent out to those who return NOI AF)
- G. Guidance Document

Appendix A

Reimbursement
Type
Select one of the
options below:
☐ Monthly
OR
☐ Quarterly

NOTICE OF INTENT TO APPLY FOR FUNDING

Ohio Department of Health
Bureau of Health Improvement and
Wellness
Sexual Assault and Domestic Violence Prevention
Program SA23

Submission Required

See due date below.

New Applicants must submit the
GMIS Access form with the Notice of
Intent to Apply for Funding Form

ALL INFORMATION REQUESTED MUST BE COMPLETED.

County of Applicant Agency _____ Federal Tax Identification Number _____

Geographic Area Applying to Cover _____

NOTE: The applicant agency/organization name must be the same as that on the IRS letter. This is the legal name by which the tax identification number is assigned.

Type of Applicant Agency
(Check One)

☐

County Agency

☐

Hospital

☐

Local Schools

☐

City Agency

☐

Higher Education

☐

Not-for Profit

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. If the agency head needs updated in GMIS, please include a letter on agency letterhead outlining the change. The new agency head's signature will be accepted with receipt of the update letter.

Does your agency have at least two staff members who currently have access to the ODH GMIS system? YES ☐ NO ☐

If yes, no further action is needed. If no, ODH Grants Services Unit staff will email the GMIS reference guide to the email addresses listed on the GMIS Access Request form.

The NOIAF must be accompanied by the agency's Proof of Non-Profit status (if applicable) and Proof of Liability Coverage (if applicable). Potential applicants and current subrecipients are required to set-up and 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 must be set-up and maintained in 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.

Forms are only required for NEW AGENCIES or if UPDATES are needed for current agencies. THE NOIAF AND REQUIRED FORMS MUST BE EMAILED TO Corina.Klies@odh.ohio.gov By Monday, July 25, 2022 by 4:00 pm

NOTE: NOIAF's will be considered late if any of the required forms listed above are not received by NEW AGENCIES by the due date. NOIAF's considered late will not be accepted.

Appendix B

If new applicant, this form must be submitted with the Notice of Intent to Apply for Funding Form.

GMIS Training, User Access, Access Change or Deactivation Request

One request per person. Requests will only be honored when signed by your **Agency Head** or **Agency Financial Head** and complete. In addition, if a user leaves your agency, you are to notify ODH so that their account is rendered inactive and submit a form for the replacement. The user will receive his/her username and password via e-mail once the request is processed. *Refresher guides can be found on the ODH web site: <https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/ODH-Grants/>.* ODH Grants Page – “GMIS Training Resource” Section.

Date: _____

Check the type of access and complete the information requested: ☐ Employee — needs GMIS Training

☐ New Employee — needs GMIS Access. Effective Date of Activation: _____

☐ Existing Employee — New GMIS User or GMIS User Access Change.

Effective/Change Date: _____

☐ Deactivation — User no longer needs access to ODH Application Gateway/GMIS 2.0 or GMIS 2.0 only: Effective Date of Deactivation (ODH Application Gateway/GMIS 2.0): _____

Or Effective Date of Deactivation (GMIS 2.0 access only): _____

Agency Name & Address: _____

Employee Name (no nicknames):

Employee Job Title:

Employee Office Phone Number:

Employee Office Fax Number:

Employee Office Email Address:

User Access Section: Please check all that applies and enter requested information: Email

Notifications: ☐ Yes ☐ No

GMIS Project Number(s) user needs access to: _____

Authorization Signature for User Access/Change/Deactivation:

Signature of Agency Head or Agency Financial Head

Printed Name of Agency Head or Agency Financial Head

To be completed by Grants System Officer ONLY—Date Received: _____ Date Processed: _____

Deliver Requests to Corina.Klies@odh.ohio.gov by Monday, July 25, 2022.

Mail: ODH/OFA, 35 E. Chestnut St., 4th Floor, Columbus, Ohio 43215 Or

Scan and Email: Corina.Klies@odh.ohio.gov

Appendix C1

**Name of Subgrant
Program: Sexual
Assault Services
Program**

**Budget Period:
January 1, 2023 –
December 31, 2023**

Base Only

Appendix D

Ohio Department of Health

Sexual Assault Services Act Program (SASP) SA-2023

Grant Application Criteria Scoresheet

Mandatory Requirements Instructions:

As you read through the application, if any of the items below are not included you do not need to finish your review since the applicant did not submit or include the mandatory requirements. Please contact Corina at corina.klies@odh.ohio.gov before taking this step to ensure that you have a complete application as submitted in the GMIS system.

Required	
<p>The primary purpose of the organization as a whole is to provide culturally specific services to one or more of the following racial and ethnic communities: Asian/Asian American; Black/African/African American; and/or LatinX/Spanish-speaking/Hispanic</p> <p>Or</p> <p>The applicant plans to partner/sub-contract with one or more such organizations. <i>Where a partner organization or organizations are a needed element to meet this requirement, a recent signed letter of commitment from that agency is included.</i></p>	Yes/No
<p>Applicant has documented organizational experience in the area of sexual assault intervention or has entered into a partnership with an organization having such experience. Survivors seeking services through this funding source will have access to the full range of rape crisis services as established in the Ohio Core Rape Crisis Standards, either through the applicant agency or a partner organization. <i>Where a partner organization or organizations are a needed element to meet this requirement, a recent signed letter of commitment from that agency is included.</i></p>	Yes/No
<p>Activities appropriately address victim safety and recovery and are within the scope of work as described in the RFP.</p>	Document concerns:

Scoring Instructions:

1. Be familiar with the application and corresponding criteria.
2. Analyze and evaluate (rather than describe) how well the applicant addresses the criteria and score accordingly. It is not sufficient that the items have been included, but it also necessary that they follow logically, are sound, and support the purpose of the funding objectives and goals.
3. Are the activities outlined in the work plan consistent with the methodology section, and consistent throughout the application?
4. Comments should be based on the merit of the application, provide insight on strengths and improvements, include constructive criticism, and fall within the scope of the project. For instance, it would not be fair to score applicants according to standards not set forth in the criteria section and/or on elements not in the solicitation.
5. Do not score applications against other applications.
6. Scoring: There are four (4) sections to score. They are:
 - a. Executive Summary (5 points)
 - b. Description of Agency (25 points)
 - c. Problem/Need (25 points)
 - d. Methodology (35 points)
 - e. Budget (10 points)

None	Fair – 1 point	Good – 3 points	Excellent – 5 points
Details are lacking, insufficient, or do not align with solicitation goals.	Little detail given; goals/objectives are implied rather than explicit. More information is needed to support this the criteria .	The application is acceptable. The application is clear, coherent, and aligns with solicitation goals, though more detail would have been preferred.	Details are thorough, clear, coherent and align well with the solicitation goals.

Criteria Scoresheet- SASP 2023			
Executive Summary (5 points)	Included? Yes or No	Score	Comments
Solicitation II-D-1 Score 0 -5 <ul style="list-style-type: none">Identified lead and partner organizations, clearly identifying that appropriate sexual assault and culturally specific expertise is represented.Clearly identifies the demographics to be served, how that population is disproportionately impacted by sexual violence, and why this			

<p>population is appropriate in relation to the area to be served.</p> <ul style="list-style-type: none"> Summarizes planned goals, objectives and activities and total funds requested. 			
		Total:	
Description of Applicant Agency (25 points)	Included? Yes or No	Score	Comments
<p>Solicitation II-D-2-a</p> <p>Not scored - Applicant's eligibility to apply is described. If not, refer to mandatory requirements, above.</p>			
<p>Solicitation II-D-2-b</p> <p>Score 0 -5</p> <p>Agency history and structure</p> <ul style="list-style-type: none"> Summary of Agency structure and explanation of how lead agency will manage the program Describes applicant agency's history in providing services to the culturally specific community to be served by the project. 			
<p>Solicitation II-D-2-c and d</p> <p>Score 0 -5</p> <p>Health Equity</p> <ul style="list-style-type: none"> Capacity of organization to communicate effectively in accordance with CLAS Standards Accessibility and Inclusion Plan 			
<p>Solicitation II-D-2-a-ii-e, and Guidance Document, Pgs.4-6, & 9</p> <p>Score 0 -5</p> <p>Partnerships: For all applicants –</p> <ul style="list-style-type: none"> Includes plans for collaboration with local and state coalitions such as the Ohio Alliance to End Sexual Violence (OAESV) and local sexual assault response team partners. Such collaboration is expected even if the applicant agency also has expertise in provision of sexual assault crisis intervention services. <p>Where the applicant is NOT a culturally specific community organization -</p> <ul style="list-style-type: none"> Includes detailed information about the culturally specific 			

<p>qualifications of the partner agency. Include all work to be completed by partners in the narrative. Describe previous collaborations between the participating organizations.</p> <p>Where the applicant is NOT experienced in the area of sexual assault crisis intervention</p> <ul style="list-style-type: none"> Clearly delineates how such services will be provided 			
<p>Solicitation II-3-G core 0 -5</p> <p>Attachments:</p> <ul style="list-style-type: none"> Charts #1 and #2 with responses are included and responses are satisfactory Table of Organization, Position Descriptions Resumes Confidentiality Form 			
<p>Solicitation II-D-2-l and m Score 0 – 5</p> <p>Letters of Commitment and Letters of Support are included, appropriate, and specific related to this project. (Note that if letters of commitment are missing the application is not eligible for review).</p>			
		Total:	
C. Problem/Need (25 points)	Included? Yes or No	Score	Comments
<p>Solicitation II-D-3 Score 0 -5</p> <p>Local health status concern addressed, including discussion of available data regarding the population to be reached and that population's disproportionate burden for the health concern or issue (sexual violence).</p>			
<p>Score 0 -5</p> <p>Description of the demographics of the culturally specific population to be reached including current data available about that population in the service area,</p>			

and anticipated numbers to be reached			
Score 0 -5 Identified gaps and barriers for sexual assault services for the population to be reached.			
Score 0 -5 Description of other agencies that work with the specific community group you will be reaching and that provide sexual assault and/or human trafficking services to the geographic area to be reached			
Score 0 -5 Description of other agencies that provide sexual assault and/or human trafficking services to the geographic area to be reached			
		Total:	
D. Methodology (35 points)	Included? Yes or No	Score	Comments
Solicitation II-D-3 & Guidance Document, Pgs. 21- 24 Score 0 -10 Category 1 – Training <ul style="list-style-type: none"> • Narrative description addressing why activities chosen, and they follow logically from the gaps and barriers previously described. • Lists by job description program staff who is responsible • Includes a plan for evaluation • Includes training needs of agency staff; partner culturally specific organization staff, and if applicable; other agencies to be trained and why • Clearly identifies how all training needs, including for human trafficking, will be met 			
Score 0 - 10 Category 2- Community Engagement <ul style="list-style-type: none"> • Narrative description addressing why activities chosen, and they follow logically from the gaps and barriers previously described. • Lists by job description program staff who is responsible • Includes a plan for evaluation 			

<ul style="list-style-type: none"> • Describes existing agency networking, coordination, and collaboration within the proposed community • Each population to be served is included in Category 2 community engagement activities • Outreach efforts to former or current victims of trafficking to increase awareness and access to services applicant agency provides is described 			
Score 0 -10 Category 3 – Direct Services <ul style="list-style-type: none"> • Narrative description addressing why activities chosen, and they follow logically from the gaps and barriers previously described. • Lists by job description program staff who is responsible • Includes a plan for evaluation 			
Score 0 -5 Work Plan (Excel Document) is included, filled out, and activities flow logically from stated problem/need			
		TOTAL	
E. Budget (10 points)			
Score 0 -5 Costs are appropriate for the identified activities			
Score 0 -5 The budget is reasonable and adequate to meet the goals and objectives of the project. The cost of the project compared to the potential impact/numbers to be reached as a result of the funds requested is appropriate and reasonable.			
		Total:	

U.S. Department of Justice
Office on Violence Against Women



Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Typed Name of Authorized Representative

Title

Telephone Number _____

Signature of Authorized Representative

Date Signed

Agency Name

Appendix F – Workplan. Excel File will be sent upon receipt of NOAIF.

SA23 SASP Workplan		
January 1, 2023 to December 31, 2023		
Agency Name		
<p>Instructions:</p> <p>This is your workplan. You will fill out and submit it on the application page in GMIS. You may enter more lines for additional activities.</p> <p>If you are funded, this will double as your Program Report that you will fill out and upload in to GMIS monthly.</p>		
Period you are reporting on: Enter here		
ODH Project Number: Enter here		
Total Budgeted for Category 1: Enter total here		
Category 1: Training	Annual Total Units	
Objective 1A: Basic Training		
Training for staff/volunteers prior to work with survivors that meets the core standards. Trainings should meet 40-hour minimum "Ohio Core Rape Crisis Standards" (OAESV, 2016) p. 10.		For Reporting: Agency will submit the following as attachments in GMIS:
Activity 1: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Activity 2: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Objective total for this reporting period	0.00	
Training		
Objective 1B: Advanced 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		For Reporting: Agency will submit the following as attachments in GMIS:
Activity 1: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Activity 2: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Objective total for this reporting period	0.00	
Training		
Training to Recognize, Respond, Refer		
Objective 2A: ODH funded project will provide staff trainings for a CSO to train their staff to recognize, respond and refer clients who are survivors of sexual violence.		For Reporting: Agency will submit the following as attachments in GMIS:
Activity 1: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Activity 2: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Objective total for this reporting period	0.00	
Training		
Objective 2B		
ODH funded project will provide staff trainings for staff of other local agencies that have a client base that is primarily the culturally specific community to be reached to recognize, respond and refer clients who are survivors of sexual violence to the ODH funded project.		For Reporting: Agency will submit the following as attachments in GMIS:
Activity 1: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Activity 2: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Objective total for this reporting period		
Training		
Objective 2C		
Hold meetings with mainstream service providers and other culturally-specific providers (whose primary clients are not the target population to be reached by ODH-funded agency, to introduce them to agency services; educate them about culturally-specific issues; educate them about best practice and how to refer to ODH-funded agency for services; and/or collaborate on specific initiatives to reach the culturally-specific population.		For Reporting: Agency will submit the following as attachments in GMIS:

Activity 1: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Activity 2: Agency will fill in		Sign-In Sheets, Agenda with Title, Date and Time, Evaluative Summary
Objective total for this reporting period	0.00	
Training		

SA23 SASP Workplan		
January 1, 2023 to December 31, 2023		
Instructions: This is your workplan. You will fill out and submit it on the application page in GMIS. You may enter more lines for additional activities. If you are funded, this will double as your Program Report that you will fill out and upload in to GMIS monthly.		
Total Budgeted for Category 2: Enter total here		
Category - 2 Community Engagement	Annual Total Units	
Community Engagement		
Objective 1-A: Category: 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 meetings to establish or maintain these partnerships.		For Reporting: Agency will submit the following as attachments in GMS: A copy of Signed Interagency Agreements: Agreements should outline who the administering agency is, a clearly stated purpose with goals of the agreement, an outline of what the parties are agreeing to, length of agreement, how the agreement will be amended, and be signed by ODH-funded agency and community partner.
Activity 1: <i>Signed Inter-agency Agreements with CSCO agencies</i>		
Activity 2: <i>Meetings to Establish/Maintain the relationships with partner CSCO agencies, either seeking to implement an inter-agency agreement or implementing a signed agreement</i>		Meeting Minutes with participants in attendance identified, and date and time of meetings. Minutes should reflect that meeting agenda included plans for or discussion of how the two agencies collaborate.
Objective total for this reporting period	0.00	
	Annual/Total Number of Units/Activities	
Community Engagement		
Objective 1-B: Community Coalition meetings		For Reporting: Agency will submit the following as attachments in GMS: Meeting Minutes with participants in attendance identified, date and time of meetings, and a brief summary of how the meeting content supported the work of the SASP program.
Activity 1: Meetings with partner agencies also working with sexual assault survivors and/or the population to be reached to ensure interagency collaboration		
Objective total for this reporting period	0.00	
	Annual/Total Number of Units/Activities	
Community Engagement		
Objective 1-C: ODH funded project will: <u>1. Hold meeting with representatives of the CSC (funded agency, staff/volunteers, community leaders, and lay community members)</u> to be reached to Develop, Review, & Approve the outreach plan		For Reporting: Agency will submit the following as attachments in GMS: Submit meeting minutes that includes participants in attendance. Minutes should reflect that discussions took place related to the development of a community engagement plan draft, and clearly state if changes are needed to the current outreach plan (yes/no); if changes move money between activities, thus affecting the workplan, submit those changes to ODH Program for approval.
Activity 1: <i>Meetings to Develop, Review, Revise and Approve Community Engagement Outreach Plan and updates</i>		
Objective total for this reporting period	0	
	Annual Total Units	
Community Engagement		
Objective 1-D: ODH funded project will: 1. Attend day long outreach events (3 or more hours) 2. Implement short community or neighborhood events. (Minimum of 90 minutes) 3. Create and post social media messages 4. Place ads in CSCO-specific newspapers		For Reporting: Agency will submit the following as attachments in GMS: Submit flyer from the event, and include date, time, and length of event. ODH-funded project should include the date, length of event, location, and number in attendance. Submission of pictures of public events is encouraged. If ODH-funded project hosted the event, remember to include information such as what topics were covered.
Activity 1: <i>3-Hour+ Outreach Event</i>		
Activity 2: <i>90 Minute+ short community/neighborhood event</i>		Submit flyer from the event, and include date, time, and length of event. ODH-funded project should include the date, length of event, location, and number in attendance. Submission of pictures of public events is encouraged. If ODH-funded project hosted the event, remember to include information such as what topics were covered.
Activity 3: <i>Social Media Campaign as defined in your outreach plan: May include ODH-funded agency posting on partner websites, Partner Shout-outs, and limited social media ads</i>		Provide date posted with a brief description of content, and identify which platforms were utilized. Include any feedback you received from the community attributed to your posts. Make sure you are utilizing the Social Media Development and Posting Guidance Document.
Activity 4: <i>Ads in CSCO-Specific Newspapers/Bulletins</i>		Include the date ad ran (Reporting can only take place after an ad has run), content of the ad, and identify where ad ran. Keep a copy of the ad on file at your agency. Include any feedback you received based on the ad.

Activity 5: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Activity 6: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Activity 7: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Activity 8: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Activity 9: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Activity 10: Agency will fill in		ODH staff and funded agency will negotiate on items to be turned in for Reporting at beginning of grant period.
Objective total for this reporting period	0.00	

SA23 SASP Workplan	
January 1, 2023 to December 31, 2023	
Instructions: This is your workplan. You will fill out and submit it on the application page in GMS. You may enter more lines for additional activities. If you are funded, this will double as your Program Report that you will fill out and upload in to GMS monthly.	
Total Budgeted for Category 3: Enter total here	
Direct Service	Annual Total Number of Units/Activities
Objective 1-A: Culturally specific organization staff (previously trained) will screen new clients for sexual violence victimization (trained agency staff will recognize, respond, and refer appropriately)	For Reporting: Agency will submit the following attachments in GMS: Submit a report for the month listing screening activities. Include how many clients were screened and how many clients were referred for services, if any.
Activity 1: Screening new clients for sexual violence victimization	
Objective total for this reporting period	0.00
Category Name: Direct Service	Annual Total Number of Units/Activities
Objective 1-B: ODH funded agency will respond to requests for medical advocacy from culturally specific survivors of sexual violence.	For Reporting: Agency will submit the following as attachments in GMS: Submit dates of service, length of time spent with survivor, and number of survivors served. Include a brief synopsis of the types of medical advocacy that your staff provided.
Activity 1: Medical Accompaniment/Advocacy	
Objective total for this reporting period	0.00
Category Name: Direct Service	Annual Total Number of Units/Activities
Objective 1-C: ODH funded agency will respond to requests for civil/legal advocacy and/or court accompaniment from culturally specific survivors of sexual violence.	For Reporting: Agency will submit the following as attachments in GMS: Submit dates and length of services offered, and identify how many survivors were served. Provide a brief synopsis of the types of civil/legal advocacy or court accompaniment your staff provided.
Activity 1: Civil and Legal Advocacy/accompaniment	
Objective total for this reporting period	0.00
Category Name: Direct Service	Annual Total Number of Units/Activities
Objective 1-D: Other support for survivors.	For Reporting: Agency will submit the following as attachments in GMS: Activity 1: Individual Crisis and/or other Emotional Supports Submit date and length of services, how many survivors were served, and a brief synopsis of services rendered. Activity 2: Counseling by a licensed professional Submit date and length of services, how many survivors were served, and a brief synopsis of services rendered. Activity 3: Support Groups for Youth Submit meeting agendas that include date and length of support group. Provide an affirmation that two or more people attended. (If only one person attends, report as individual support) Activity 4: Support Groups for Adults Submit meeting agendas that include date and length of support group. Provide an affirmation that two or more people attended. (If only one person attends, report as individual support) Activity 5: Case Management (case coordination, appropriate warm referrals/linkages to other support services, coordination of appointments, etc.) Submit a report that outlines the number of survivors served, identifies the types of support offered, and dates/length of services. Activity 6: Holistic Services provided to survivors of sexual violence by funded agency or community agency/provider as provided on Holistic Services Form (Appendix) Submit a report that outlines the number of survivors served, and the types of holistic practices that were provided. Affirm that you utilized the Holistic Healing Services Form in the Competitive Solicitation as part of your process.
Objective total for this reporting period	0.00
Category Name: Direct Service	Annual Total Number of Units/Activities

Objective 14E: ODH funded agency will respond to requests for assistance with transportation, housing, health care for culturally specific survivors of sexual violence		For Reporting: Agency will submit the following as attachments in GMS: Actual Receipts should be kept on file at agency per policy.
Activity 1: Transportation Assistance		Submit a report that outlines how many survivors were served, and type of assistance provided. Include Date and submit exact costs.
Activity 2: Housing Assistance		Submit a report that outlines how many survivors were served, and type of assistance provided. Include Date and submit exact costs.
Activity 3: Health Care Assistance		Submit a report that outlines how many survivors were served, and type of assistance provided. Include Date and submit exact costs.
Expense total for this reporting period		

Appendix G

2023 Sexual Assault Services Program (SASP) Guidance Document

How to use this document:

This appendix reviews elements you will want to understand in order to successfully write your solicitation response. Please review carefully with the team you will be working with before you start the writing process. If you have questions, you can submit those to Corina Klies at corina.klies@odh.ohio.gov. Responses will be developed and sent to all potential applicants (by way of a daily SASP FAQ Update) who send in the NOIAF form (due July 25, 2022 at 4:00 pm).

Definitions:

-Sexual Violence (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): According to the Centers for Disease Control and Prevention, “Sexual violence (SV) is any sexual act that is perpetrated against someone's will. SV encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.”

Note: All victims/survivors of sexual violence coming to your agency for services must be served. This includes adults sexually abused as children; male-identified persons; female-identified persons; transgender, gender non-conforming, and non-binary persons; youth; and those who identify as lesbian, gay, bisexual, questioning.

-Qualified Advocate (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): Qualified Advocate (for providing rape crisis advocacy): a person who has completed at least 40 hours of training in advocacy for victims of sexual violence; and is an employee or volunteer of a qualified victim services program. Qualified Victim Services Program (for providing rape crisis advocacy): 1. A non-governmental, nonprofit, community-based program that offers safety planning, counseling, support or advocacy services to victims of sexual violence; 2. Adheres to the standards set forth by the federally recognized state sexual violence (i.e. the Ohio Alliance to End Sexual Violence); 3. A rape crisis program, as defined in section 109.921(A)(1) of the Ohio Revised Code.

Note: New staff and volunteers who will be providing services to survivors under SASP funding will need to have the appropriate training before they are eligible to provide services to survivors.

-Hospital/Medical Advocacy (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): Acting on behalf of and in support of survivors/co-survivors navigating the medical/healthcare system by ensuring that the survivor has the appropriate information and resources to make decisions about their healthcare needs, and to assist them in obtaining the desired care. At a minimum, Hospital/Medical Advocacy includes:

- Providing the survivor/co-survivor with accurate information about the physical impact of sexual violence and about the resources and options available to the survivor to address healthcare needs
- Accompanying the survivor, if desired, to a local hospital or healthcare facility for forensic evidence collection, testing, and/or treatment for injury and/or exposure to STIs
- Providing service planning and resources for follow-up care related to medical/healthcare needs as the survivor recovers
- Ensuring advocates do not diagnose medical conditions or recommend treatment regimens for survivors/co-survivors, even if they are licensed to do so.

-Criminal and/or Civil Legal Advocacy (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): Acting on behalf of and in support of survivors/co-survivors navigating the legal system by ensuring that the survivor's questions are answered, interests are represented, and rights are upheld. At a minimum, Criminal Justice/Legal Advocacy includes:

- Advocating for the rights, needs and wishes of the survivor within the legal system
- Providing basic information about the criminal justice and civil legal systems, including victim rights
- Providing information and resources for assistance regarding administrative legal processes that may exist within other contexts, such as academic, immigration, housing, medical, and employment
- Connecting survivors to court advocacy services provided in the community (such as Victim/Witness), if court accompaniment is not offered by the Program

• Ensuring advocates do not dispense legal advice to survivors, even if they are licensed to do so.

-Professional Counseling/Therapy (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): A professional relationship between a qualified, licensed professional and a client (individual, family, or group) that utilizes therapeutic modalities to address one or more issues presented by the client. At a minimum, Professional Counseling/Therapy includes:

- Assessment, individual service planning, therapeutic intervention, and evaluation provided by a qualified, licensed professional
- Interventions utilizing best practices/evidence-based practices regarding sexual violence and trauma
- Incorporation of all elements of a Trauma Sensitive and Trauma Informed Care System
- Recognition that coercive interventions cause re-traumatization
- All counselors/therapists should be aware and trained in cooccurring disorders such as mental health and substance abuse disorders, eating disorders, self-harming behaviors, and PTSD
- Knowledge about the stages of trauma recovery
- Knowledge about vicarious traumatization and self-care strategies, including adequate supervision
- Knowledge of Ohio's Core Competencies of Sexual Violence for Helping Professions
- Following Legal and Ethical Guidelines according to professional licensure requirements in Ohio Rape Crisis Programs that do not offer Professional Counseling/Therapy should seek, when possible, to establish memoranda of understanding, contracts, or other formal partnerships with qualified professionals or organizations in the community that are equipped to provide therapeutic services to survivors of sexual violence.

-Community Awareness/Outreach (as defined in the 2016 edition of OAESV Core Standards for Rape Crisis Programs): Providing accurate information about sexual violence advocacy and prevention. This includes ensuring the community is aware of the Program, its services, and how to access those services, as well as individual, organizational, and societal strategies that promote the elimination of sexual violence in the community. At a minimum, Community Awareness/Outreach includes:

- Ensuring that the community at large is aware of the Program, the services it provides, and how and when to access the Program; includes disseminating program brochures/cards, as appropriate
- Disseminating messages and materials in the community that support survivors
- Disseminating messages and materials in the community that advocate for the elimination of sexual violence
- Implementing, hosting and/or participating in awareness activities/ events that expose the community to accurate information about sexual violence
- Developing/utilizing materials and activities that are culturally and developmentally appropriate for the populations targeted
- Being deliberately inclusive of underserved and marginalized populations when planning and implementing awareness/outreach activities (i.e. culturally-specific groups, those with varying abilities, economically disadvantaged, etc.). This includes strategic, targeted efforts to bring awareness/outreach to communities disproportionately affected by sexual violence
- Utilizing best practice/research-based curricula or presentation methods, when possible
- Conducting evaluation of activities and adjusting approaches to awareness/outreach as needed to best meet the needs of survivors and the community.

For a more thorough review of the Ohio Core Rape Crisis Standards: <https://oaesv.org/wp-content/uploads/2021/04/oaesv-core-standards-for-rape-crisis-programs-in-ohio-2016.pdf>

Interagency Agreements: Funded projects are expected to establish mutually beneficial relationships with diverse community agencies/partners. Many of these collaboratives formalize their partnerships with a signed interagency agreement that outlines the following: purpose; detailed description of roles and responsibilities of each partner; duration of the agreement; how the agreement can be modified, and/or amended; identifies the administering or coordinating agency; designation of representatives, and signatures of parties.

Note: *Community engagement with culturally specific community organizations is essential to the successful use of SASP funds. It is expected that all applicants have relationships (to some degree) with community organizations in place as evidenced by Support Letters and/or Letters of Commitment, and that those relationships are visible in the Community Engagement Plan.*

Solicitation responses that indicate these relationships are to be determined (TBD) WILL NOT be considered for review.

Agencies that have not previously received SASP funds – *Include in your work plan that within the first three months the applicant will submit a Community Engagement Plan for the budget period utilizing the template contained in this solicitation. If your agency is planning on serving more than one community, you will need to complete the community*

Previously funded applicants - *Applicants should submit the Community Engagement Plan for the budget period utilizing the template contained in this solicitation. If your agency is planning on serving more than one community, you will need to complete the community engagement process and resulting plan with each community of focus for which you are seeking to support with SASP funding.*

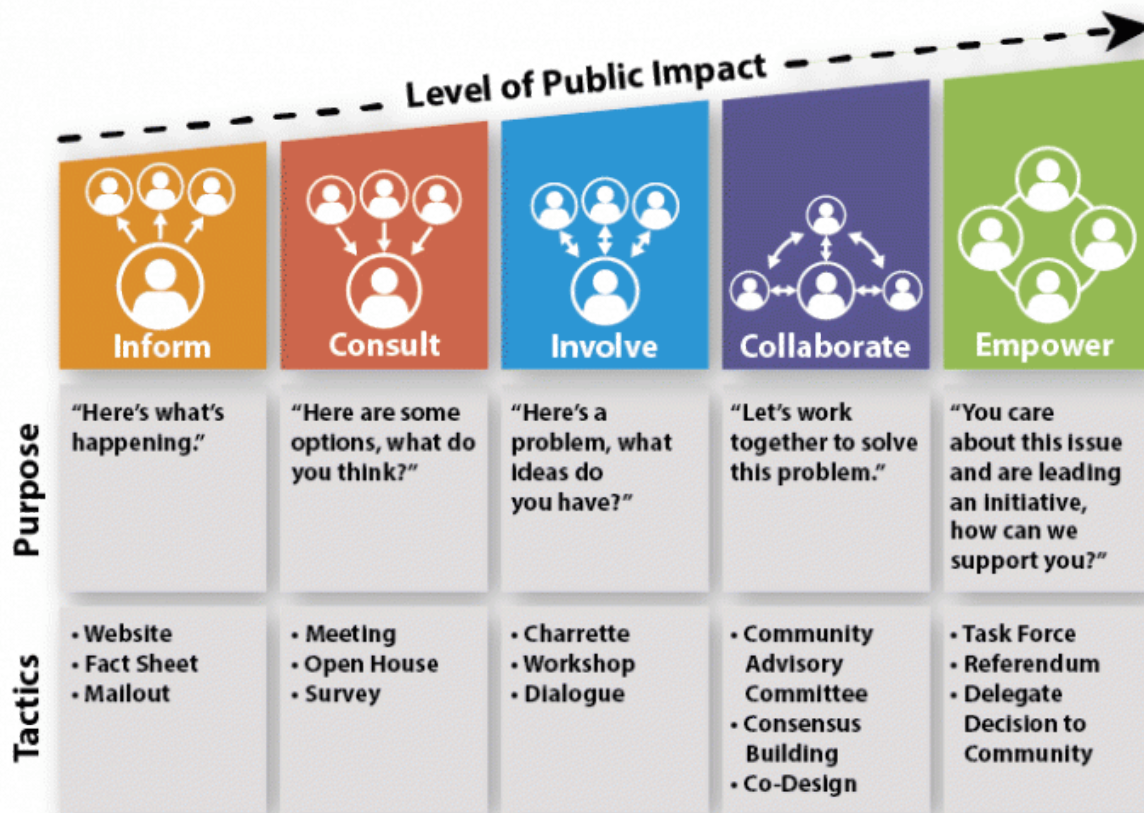
Remember! All activities in Category 2- Community Engagement, Objective 1-D should follow from the work set forth in the Community Engagement Plan the applicant co-developed with culturally specific community organization partners and lay community members. For new applicant agencies, this may need to be revised after you complete your Community Engagement Plan with input from your community partners.

-Community Engagement: A planned strategy whereby the ODH-funded agency engages with the Community of Focus to exchange information through a variety of methods and takes action to solve problems, deliver services, or make decisions. Community engagement provides the opportunity for the community to have a say and contribute to the decisions and actions related to the development, planning, implementation and evaluation of outreach/community engagement activates the ODH-funded project sets forth in their solicitation response.

For more information about the elements of community engagement:

a. Indigo Shire Council, Community Engagement Strategy <https://www.indigoshire.vic.gov.au/Council/Council-documents/Plans-and-strategies/Community-Engagement-Strategy>

b. From Planh.ca website, <https://planh.ca/take-action/healthy-society/public-involvement/page/community-engagement> See graphic below:



Adapted from the IAP2 spectrum of public participation

- c. Collective Impact Forum Community Engagement Toolkit, <https://www.collectiveimpactforum.org/sites/default/files/Community%20Engagement%20Toolkit.pdf>
- d. Community Engagement Toolkit, <http://www.futurewise.org/assets/reports/CET.pdf>
- e. Community Toolbox, <https://ctb.ku.edu/en/toolkits>
- f. Kirwan Institute, *The Principles for Equitable and Inclusive Civic Engagement*, <http://kirwaninstitute.osu.edu/wp-content/uploads/2016/05/ki-civic-engagement.pdf>

-Holistic Services: For a discussion on Holistic Healing Services for Survivors, read the 2013 Resource Sharing Project (RSP) publication at: <https://resourcesharingproject.org/wp-content/uploads/2021/11/Holistic2BHealing2BSASP2BPaper2BFINAL.pdf>

Examples from the SASHA Center, Sexual Assault Services for Holistic Healing and Awareness (<https://www.sashacenter.org/about.html>) include:

Story Telling; Ancestor Reverence; Urban Gardening; Space Clearing; Art Programs; Walking Groups; Poetry; Music and Dance; Traditional Cooking and Healthy Eating; African Drumming.

Other practices: Yoga, Ikebana and other cultural-based practices, Breathwork, Manfulness practices, Reiki, Animal-assisted therapies, and other mind-body and somatic practices. More information can be found at: <http://www.thebreathenetwork.org/healing-arts-modalities-sexual-trauma>

Work Plan – Excel instructions

NOTE: 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 workflow and/or changing community needs. Changes need to be approved by the ODH Program Consultant and may require either submission of a budget revision or a workplan change, both of which need to be requested for and approved by ODH staff before approval can be given.

Filling out your workplan (Excel Spreadsheet):

1. Determine your needs for each Category according to the work you want to do:

Category 1 – Training

Category 2 – Community Engagement

Category 3 – Direct Services

****Please do not delete or renumber Category Objectives or Activity Lines.** If you are not planning to do one of the Category Objectives, you may leave it blank. You are not expected to allocate funding or activities for each Category, Objective, or universe of options within the spaces for activities. EXCEPTION – All funded projects must have a Community Engagement Plan informed by their Community of Focus (which you will document in the project narrative) in both the competitive and continuation years.

-Category Definitions

Training –. Please review the workplan carefully. It is expected that applicants will allocate a portion of their budget to training staff /volunteers and/or community engagement partners and those who will screening survivors to sharpen their sexual assault direct service skills.

Community Engagement– A community mobilization strategy whereby agency staff meets with members of the Community of Focus, typically outside of the funded agency 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.

- **Community Engagement Plans** are documents that define who will be served by the community engagement strategies that are designed, which strategies will be employed and when, and an evaluative component that helps community partners (lay community and agency participants) determine maximum efficacy for reaching the community of focus and/or course correct if challenges arise. In the spirit of “Nothing about us without us”, widely popularized by Disabilities Rights groups, community engagement 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 funded project and agency partnerships include members who identify with or represent members of the intended population to be served. Review this document when considering how you will demonstrate and ensure meaningful participation by the community of focus you intend to reach:

Shifting Power Through Authentic Corporate Community Engagement,

<https://www.fsg.org/blog/shifting-power-through-authentic-corporate-community-engagement/>

- **Community Engagement Strategies - Examples of activities that are supported with SASP funds include:** Community fairs; door-to-door campaigns; tabling at mobile clinics (health/food), community market/library/community center; providing educational opportunities about sexual violence and your sexual assault services by providing short community presentations; information distribution about sexual violence during culturally specific community activities, at ESL classes, etc.; placing ads about your agency’s sexual assault services on billboards, buses, benches, etc. or in newsletters/papers that the Communities of Focus you have identified you are trying to reach would most likely read them; developing and posting social media messages in partnership with your community of focus; staffing a booth for sexual assault awareness month/human trafficking awareness month/Black History Month/Asian American festivals/Latino Heritage month/Minority Health Month activities. This 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).

Direct Services – services provided to culturally specific sexual assault survivors including screening (by trained CSCO staff or rape crisis center 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, and/or holistic healing services.

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 prior to working with survivors of sexual assault.

Social Media Development and Posting Guidance

(For agencies who have social media posts/impressions/key words as a Category 2 – Community Engagement Objective Line Item)

1. Posts should be geared toward your particular community of focus (Asian/Asian-American; Black/African American/African; and/or LatinX/Spanish-Speaking/Hispanic).

What this means: Social media can be used in lots of ways. One way is to broadcast generic messages that reach everyone. Those are great for what they are, but it is expected that SASP funds would be utilized to home in on the particular ways in which social media messaging can be utilized to support the 3 communities of focus under SASP.

Example 1: Here is our hotline number. Please call. We will listen. (123) 456-7890.

In this example, the post is used more as a broadcast that your agency has a hotline and staff are willing and able to listen. Because it is broad, it is likely to be overlooked by your community of focus. Nothing about it says that you are trying to reach them or that you have their interests in mind.

Example 2: Black Women's Blueprint is hosting a live panel discussion following the screening of "On The Record", a documentary about the story of former A&R executive Drew Dixon and her decision to come forward about sexual misconduct by Russell Simmons. Our agency will be joining this live discussion online, and we welcome your participation. Our hotline staff will be available if you need to talk, (123) 465-7890.

Repost from <https://www.facebook.com/blackwomens.BWBNY/>

Discussion: In this example, this agency is clearly focusing on the Black/African American community. It is a timely headline, it asks for the readers' participation, and it lets the Black/African American community know you are specifically speaking to them and have their interests in mind.

Example 3: Reposting generic post (not one specific to your community of focus) from RAINN

Example 4: Excessive restrictions designed to control female sexuality are used to label women's sexual expression as transgressions, to justify victim-blaming, and to mask the high prevalence and incidence of sexual violence. In some Asian communities, violations can include being forced to watch and imitate pornography, denying the right to choose or express a different sexual orientation, forced marriage, child marriage, marital rape, 'corrective' rape of lesbians, body modification and humiliation, cyber-stalking, mass rape in conflict zones, and more.

I GREW UP IN A HOME WHERE WE WERE TAUGHT VALUABLE LESSONS ABOUT NOT WASTING MONEY, NOT WASTING TIME, NOT WASTING AN EDUCATION. I AM LEFT WITH A WASTED CHILDHOOD.

South Asian survivor of incestuous sexual abuse. *The Children We Sacrifice*, by Grace Poore (2000)

- Reposted from API-GBV website

Discussion: Example 3 is generic. It could be speaking to any community. Example 4 lets the APIDA Community know that you are speaking to them. This kind of post may need to be peppered among the many posts you develop because it is not always culturally appropriate to be this direct. However, even in those posts that are not as direct as Example 4, you can still tailor your message to your specific audience. In Example 4, also note that the post lists several types of victimization that the APIDA Community may be facing, making visible the various ways survivors in the community may have been harmed. This type of messaging allows the community of focus to see that you are not afraid to talk about these issues and that you are a safe space in which to address these other kinds of harm.

Example 5: 3 posts for July: A. We participated at the University event (picture of agency table at university event that was not specific to the community of focus). B. Sex crimes have increased. C. What is rape culture?

Example 6: "If you grew up Latinx in the United States, you might have spent your most formative years going to church with your abuelita — [not talking openly about sex](#) or relationships with your parents. I was raised in a very Catholic, Mexican-American family. My Catholic school education included lectures by religion teachers about the dangers of sharing a blanket with someone of a different gender, saving your virginity for Christ, and having our skirts measured in front of the entire class. **Outside of warnings, admonitions, or [abstinence-only](#) lectures, my experience learning about sexuality was defined by deafening silence.** As a girl, I learned the world was dangerous for me. I experienced street harassment and sexualization from a young age. The spectres of rape and kidnapping were ever-present.

The informal lessons that Latinx youth are sometimes taught about sex and sexual violence often rely on now disproven myths about rape." Read Mala Munoz's story at <https://everydayfeminism.com/2017/08/talk-latinx-family-sexual-violence/>

Discussion: Example 5 posts could be directed at anyone from any community (unless specifically tailored to and about the community of focus' concerns) who reads the post. The LatinX community may not see themselves in it and ignore it, even though you had wanted to attract them specifically. Example 6 makes it clear that you are speaking to the LatinX community. Readers from the LatinX community will see that you care about their history, cultural context, and background. This type of post may help a LatinX survivor reading your post identify themselves in the story or event that is presented. Example 6 is more likely to help your agency serve survivors from the LatinX community because they are more likely to see your agency as a source of support for their particular issues.

2. Scheduling posts should be counted per unique message (developed in community with your outreach partners) and not per platform. Example: If you post the same message on Twitter, Instagram, and Facebook – you should only counting that as developing one unique message. Of course, you may have more than one message per month.

3. Pay attention to your analytics. If you are getting little to no engagement on Facebook, but several likes, shares, and comments on Instagram – consider focusing your efforts where your audience is at. If you are trying to reach young people with your messages – you will need to consider getting comfortable with using platforms like Tik Tok to broaden your reach.

4. Manage your Engagement! Social media is social. Regardless if it is positive or negative feedback, don't ignore your audience. Check out this article from Buffer: Social Media Engagement: Why it matters and how to do it well, <https://buffer.com/library/social-media-engagement/>

5. Share with your outreach partners and ask for reciprocation! Your outreach partners (which should include lay community members as well as agency partners) can be spreading the reach of your social media messaging by posting on their social media platforms – but they won't if you don't ask them to. Think about doing a partner shout-out and ask them to do the same for you. Make these discussions a regular part of your partner meeting agenda and check in often to discern if your messaging is having the impact you intend, and if not, you and your outreach partners can discuss if you will need to change course. Be sure that conversation is visible in the meeting agenda/notes.

6. If you are reporting as an outcome Google ads, key words or impressions, it is expected that you will develop a mid-year and end of year report. The reports should include things like what you learned from this activity as well as how it will inform your discussions with outreach partners, and how it has impacted your outreach efforts with your community of focus. Reports should be written by your agency, and it should summarize these points. Once this work is complete, it is expected that you would use that information to inform work moving forward, and that activity would no longer be an activity in your continuation year.

7. Social media marketing is distinct from social media messaging. Check out this article from Ethos, <https://www.ethos-marketing.com/blog/social-marketing-vs-social-media/> Use this article as a discussion point at your next outreach partner meeting.

8. Finally – all of your social marketing and social media messaging should be part of a larger outreach strategy that is informed by your community of focus and agency partners. Find out what messages resonate with your community of focus and why. Hold regular check-in meetings and offer to pay your lay community members for their time. This last point can be supported by the inclusion in your workplan, and you can budget contracts to pay your community for their feedback.

Sexual Assault Services – Holistic Service Provider Training and Coordination Form

Organization Name: _____ Holistic Service: _____

Holistic Service Provider Name and Title: _____

Does the holistic service provider have training and/or experience working with survivors of sexual assault and/or victims of crime? ☐ Yes ☐ No

If yes, please briefly explain what types of training and/or experience they have working with survivors.

If not, what is the training plan?

Share some strategies the provider has to adapt services to meet the needs of this population. For example, how would a yoga practice be revised in response to someone who does not want to be touched?

What is the format of the holistic service? One-time event/workshop, short series, integration into existing group, new group, accompaniment to appointment?

How will advocacy and holistic services be complimentary? For example, advocates may need training/information so they can effectively discuss the holistic services provided; advocates may need to check in with survivors before/after to talk about how things are going; organizations may need special facilities or equipment; participants may need transportation or supplies; the holistic service provider may need to refer a client for additional services, etc.

Who will consult with the provider and coordinate advocacy and holistic services? What will this look like?

How will the organization protect survivors' privacy and confidentiality?

Resources:

1. Healing Service for Survivors of Child Sexual Abuse - <https://rsp-saspadmins.thebigknow.com/home>
2. Comprehensive Services for Survivors of Sexual Violence - <https://www.nsvrc.org/sites/default/files/publications/2019-04/1801A-07%20Comprehensive%20Services%20-%20EnglishFINAL508.pdf>
3. Holistic Healing Services for Survivors, <https://resourcesharingproject.org/wp-content/uploads/2021/11/Holistic2BHealing2BSASP2BPaper2BFINAL.pdf>
4. Section 6. Using Outreach to Increase Access – Community Toolbox, <https://ctb.ku.edu/en/table-of-contents/implement/access-barriers-opportunities/outreach-to-increase-access/main>
5. Asset-Based Community Development Institute - <https://resources.depaul.edu/abcd-institute/Pages/default.aspx>
- Toolkit - <https://resources.depaul.edu/abcd-institute/resources/Pages/tool-kit.aspx>
6. Throw Away the Menu: Broadening Advocacy, <https://s3.amazonaws.com/files.thebigknow.com/argon/IowaCasa/Resources/FINAL+Throw+Away+the+Menu+-+English.pdf>
7. It Matters! How Defining Sexual Violence Defines Advocacy Programs <https://www.nsvrc.org/it-matters-how-defining-sexual-violence-defines-advocacy-programs>
8. Key Considerations Training Series (email Corina Klies at corina.klies@odh.ohio.gov for access to Reflection Question Handouts that accompany the training series) http://progressive.powerstream.net/008/00153/ODH_SASP_Captioned/ODH_SASP_Captioned.html

ODH Sexual Assault and Domestic Violence Prevention Program is proud to announce the launch of our Key Considerations training series.

Developed in 2020, the purpose of this series is to reflect on how our programs are serving Black Indigenous People of Color communities in supportive, liberatory, and just ways.

The series is directed at white leaders and staff in the violence against women movement with the intention of deep reflection and intention on improving experiences for BIPOC survivors and BIPOC staff by interrogating and dismantling agency policies and practices that uphold white supremacy.

Though this series can be done individually, we encourage agency directors to use the series during staff meetings/board meetings.

Objectives for the series:

1. Increase the awareness of barriers to accessing services for members of culturally specific communities;
2. Gain knowledge of strategies to increase access to their service for survivors from culturally specific communities;
3. Explore ways to establish partnerships with culturally specific community organizations to maximize outcomes for both agencies and survivors of crime.

Each module has a set of reflection questions for you and your agency staff to reflect on after watching each module. The training videos can be found within the link provided below, and the accompanying reflection questions for each module are in the attached documents. The modules are intended to be watched individually over a number of weeks. Each module is between 28– 53 minutes, and the longer ones can be further separated into shorter chapters.

Order of the series:

Note: by hovering the mouse over the time bar, you can see the name of the module or chapter, along with the

timestamp, at that point in the time bar. The timestamp for the start of each new module or chapter is also provided.

Introduction (starts at 0.0; total time 6.5 minutes)

Module One: Getting Started (starts at 6.5; total time 53 minutes)

Chapter 1: What is culture?

Chapter 2: Trauma

Chapter 3: Impact of Systemic Beliefs

Chapter 4: Culturally Responsive Work

Module Two: Doing the Work (Starts at 59.28; total time 28 minutes)

Module Three: An Alternative Vision (starts at 1.27.28; total time 34 minutes)

Module Four: Bringing It All Together (Starts at 2.01.51; total time 51 minutes)

Chapter 1: Restorative Justice

Chapter 2: Tokenism

Chapter 3: Diversity, Equity and Inclusion

Chapter 4: Organizational Culture

Budget Revision and Workplan Changes Request Form – SASP

ODH-funded projects will use this form during the budget period to make changes to their workplan.

*****Submit this form to Corina via email at corina.klies@odh.ohio.gov, and make a comment on the application page in GMIS before you make changes to your budget and/or workplan*****

Instructions:

- 1. Explain why you are changing your work plan or revising your budget.**
- 2. Provide a thorough explanation of what you are changing.**
 - You will need to list each Activity you plan to increase and decrease. Without this information, your request will not be able to be reviewed, and it will be sent back to you for more complete information.
 - Do not make any changes in your workplan until you have outlined all of the changes in this document, and they have been approved by ODH staff.
- 3. Include your budget justification as an attachment.** This will need to be signed by your agency head once approved for the budget revision process. Disregard if only doing a change within your work plan
- 4. Once approved by ODH staff, submit a revised workplan via email, and ODH Staff will attach it in GMIS and make a comment that it is the newest version approved to be utilized.**

SASP Activities Documentation Expected

Instructions: Documentation of the activities you complete is required. This is a guide and is not exhaustive. Additional documentation may be requested by ODH staff, if necessary.

NOTE: This document should be shared with your staff who are responsible for implementing your workplan as they will need to know what is necessary to collect for reporting.

Category 1 – Training

- **Basic Training - Objective 1-A, Activity 1**

List of staff/volunteers who participated, training agenda, dates and times of attendance. Agency should keep copy of certificate of participation on file.

- **Advanced Training - Objective 1-B, Activity 1**

List of staff/volunteers who participated, training agenda, dates and times of attendance. Agency should keep copy of certificate of participation on file.

- **Trainings to Recognize, Respond, and Refer - Objective 2-A, Objective 2-B, and Objective 2-C Activities**

Sign-in sheet/list of attendees/screenshot of participants, date and length of training, Agenda, Evaluative summary (compile results of any surveys you complete. If you are not utilizing surveys, give an overview of how you know the training was effective and met the needs of attendees)

Category 2 – Community Engagement:

- **Interagency Agreements - Objective 1-A: Activity 1**

A copy of Signed Interagency Agreements: Agreements should outline who the administering agency is, a clearly stated purpose with goals of the agreement, an outline of what the parties are agreeing to, length of agreement, how the agreement will be amended, and be signed by ODH-funded agency and community partners.

- **Meetings with Partners ODH-funded project has Interagency Agreements with - Objective 1-A: Activity 2**

Meeting Minutes from meetings to establish/maintain partnerships with agencies you have a signed agreement with. participants in attendance identified, and date and time of meetings. Minutes should reflect that meeting agenda included plans for or discussion of how the two agencies collaborate.

- **Community Coalition Meetings - Objective 1-B, Activity 1**

Meeting minutes from Community Coalition meetings with participants in attendance identified, date and time of meetings, and a brief summary of how the meeting content supported the work of the SASP program.

- **Meetings to develop, review, revise, and approve Community Engagement Outreach Plan - Objective 1-C, Activity 1**

Submit meeting minutes that includes participants in attendance, date, length of meeting. Minutes should reflect that discussions took place related to the development of a community engagement plan draft, and clearly state if changes are needed to the current outreach plan (yes/no); if changes move money between activities, thus affecting the workplan, submit those changes to ODH Program for approval.

(NOTE: The purpose of community engagement is to be in relationship with the people who make up your identified communities of focus. ODH-funded project staff who are part of your communities of focus should be part of this process, but their participation is not sufficient for meeting the intention of this Category objective. Community members from your communities of focus are important stakeholders that should be consulted, and part of your processes where you determine what engagement and outreach strategies your agency will undertake.)

- **Day-long & Short Community/Neighborhood Events - Objective 1-D, Activities 1 and 2**

Submit flyer from the event, and include date, time, and length of event. Submission of pictures of public events is encouraged. If ODH-funded project hosted the event, remember to include information such as what topics were covered. Events could include tabling at an event, or a presentation where information about your sexual assault services is provided to your community of focus.

- **Social Media messaging/campaigns/ads - Objective 1-D, Activity 3**

Social media posts/ads—Provide date posted, give a brief description of content of post/ad, and identify which platform was utilized. Include any feedback you received from the community attributed to your posts. Give a brief synopsis of how you developed your messaging/ad content—explaining how your community of focus was involved. Use the Social Media Development and Posting Guidance included within this document. Ads should be

approved by ODH staff before use.

Remember – The creation of posts/ads/campaigns should be done in community with your community engagement partners (agency and lay members) and should flow logically from your community engagement plan.

- **Ads in Culturally specific newspapers, radio stations - Objective 1-D, Activity 4**

Include the date ad ran, content of the ad, and identify where ad ran. Keep a copy of the ad on file at your agency. Include any feedback you received based on the ad.

- **Objective 1-D, Additional Activities**

ODH staff and funded agency will negotiate on items to be turned in for reimbursement at beginning of grant period.

Category 3 – Direct Services

- **Submit a Report outlining screening activities – Objective 1-A**

Include how many clients were screened, how many clients were referred for services, if any. Remember – reimbursement is for the screening, not for the number of referrals or positive screens.

- **Medical Advocacy – Objective 1-B**

Submit dates of service, approximate length of time spent with survivors, and number of survivors served. Include a brief synopsis of the types of medical advocacy that your staff provided.

- **Civil/Legal Advocacy and/or Court Accompaniment – Objective 1-C**

Submit dates and approximate length of services offered and identify how many survivors were served. Provide a brief synopsis of the types of civil/legal advocacy or court accompaniment your staff provided.

- **Other Supports for Survivors – Objective 1-D**

Activity 1 – Individual Support

Submit date and approximate length of services, how many survivors were served, and a brief synopsis of services rendered.

Activity 2 – Counseling

Unit cost

Submit date and length of services, how many survivors were served, and a brief synopsis of services rendered.

Activity 3 – Support Groups for Youth

Submit meeting agendas that include date and length of support group. Provide an affirmation that two or more people attended. (If only one person attends, report as individual support)

Activity 4 – Support Group for Adults

meeting agendas that include date and length of support group. Provide an affirmation that two or more people attended. (If only one person attends, report as individual support)

Activity 5 - Case Management (case coordination, appropriate warm referrals/linkages to other support services, coordination of appointments, etc.)

a report that outlines the number of survivors served, identifies the types of support offered, and dates/length of services

Activity 6 – Holistic Services

Submit a report that outlines the number of survivors served, and the types of holistic practices that were provided. Affirm that you utilized the Holistic Healing Services Form in the Competitive Solicitation as part of your process.

- **Material Support for assistance with transportation, housing, and health care for culturally specific survivors of sexual violence – Objective 1-F**

Activity 1 - Transportation Assistance

Activity 2 – Housing/Household Assistance

Activity 3 – Health Care Assistance

For all 3 activities listed, keep a copy of receipts on file, and submit a report that outlines how many survivors were served, and type of assistance provided.