

May 31, 2007

Dear VAWA Sexual Assault Prevention Project Subgrantee:

The Ohio Department of Health (ODH), Division of Prevention, Bureau of Health Promotion and Risk Reduction is providing this Request for Proposals (RFP) for your guidance in completing your proposal for funding for the VAWA Sexual Assault Prevention. **Only those agencies currently funded for this grant are eligible to apply for these funds. Proposals are due Monday, July 30, 2007. Late applications will not be accepted.**

If you have questions regarding this application, please contact Beth Malchus, Rape Prevention Coordinator at (614) 466-8960, by e-mail at beth.malchus@odh.ohio.gov , or by fax (614) 728-2528.

You are strongly encouraged to submit ALL application materials via the Internet on GMIS 2.0. If a portion of your application is not Internet compatible, please mail the original and two (2) copies of the materials not electronically filed to:

Ohio Department of Health
Grants Administration
Central Master Files 4th Floor
246 North High Street
Columbus OH 43215

Ohio Department of Health
GMIS 2.0 TRAINING

ALL INFORMATION REQUESTED MUST BE COMPLETED FOR EACH EMPLOYEE
FROM YOUR AGENCY WHO WILL ATTEND A GMIS 2.0 TRAINING SESSION.

(Please Print Clearly or Type)

Grant Program _____ RFP Due Date _____

County of Applicant Agency _____

Federal Tax Identification Number _____

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 and as listed, if applicable, currently in GMIS.

Applicant Agency/Organization _____

Applicant Agency Address _____

Agency Employee to Attend Training _____

Telephone Number _____

E-mail Address _____

GMIS 2.0 Training Authorized by _____

(Signature of Agency Head or Agency Fiscal Head)

REQUIRED

Please Check One:

_____ Yes – I ALREADY have access to the
ODH GATEWAY (SPES, ODRS, LHIS, etc.)

_____ No – I DO NOT have access to the ODH GATEWAY

Please indicate your training date choices: 1st choice _____ 2nd choice _____ 3rd choice _____

Mail, E-mail or Fax to:

GAIL BYERS

Grants Administration Unit

Ohio Department of Health

246 North High Street

Columbus OH 43215

E-mail: gail.byers@odh.ohio.gov

Fax: **614-752-9783**

CONFIRMATION OF YOUR GMIS 2.0 TRAINING SESSION WILL BE E-MAILED TO YOU



ALL APPLICATIONS MUST BE SUBMITTED VIA THE INTERNET

OHIO DEPARTMENT OF HEALTH

DIVISION OF PREVENTION

BUREAU OF HEALTH PROMOTION AND RISK REDUCTION

VIOLENCE AGAINST WOMEN ACT (VAWA) Sexual Assault Prevention

REQUEST FOR PROPOSALS (RFP) FOR FISCAL YEAR 2008 (11/01/07 – 10/31/08)

**Local Public Applicant Agencies
Non-Profit Applicants**

CONTINUATION GRANT APPLICATION INFORMATION

Table of Contents

I. APPLICATION SUMMARY AND GUIDANCE

A. Policy and Procedure	1
B. Application Name	1
C. Purpose.....	1
D. Qualified Applicants	1
E. Service Area.....	2
F. Number of Grants and Funds Available	2
G. Due Date	2
H. Authorization	3
I. Goals	3
J. Program Period and Budget Period	3
K. Local Health Districts Improvement Standards.....	3
L. Public Health Impact Statement	4
M. Appropriation Contingency	4
N. Programmatic, Technical Assistance and Authorization for Internet Submission	4
O. Acknowledgment	4
P. Late Applications.....	4
Q. Successful Applicants	5
R. Unsuccessful Applicants.....	5
S. Review Criteria	5
T. Freedom of Information Act.....	6
U. Ownership Copyright.....	6
V. Reporting Requirements	6
W. Special Condition(s)	8
X. Unallowable Costs	8
Y. Audit	9
Z. Submission of Application.....	9

II. APPLICATION REQUIREMENTS AND FORMAT

A. Application Information	11
B. Annual Assurances	11
C. Budget.....	11
D. Budget Certification.....	12
E. Program Narrative.....	13
F. Attachment(s).....	18
G. Electronic Funds Transfer (EFT) Form	18
H. Internal Revenue Service (IRS) W-9 Form	18
I. Public Health Impact Statement Summary	18
J. Public Health Impact/Response Statement	18
K. Liability Coverage	18
L. Non-Profit Organization Status	18
M. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) Questionnaire	19
N. EEO Survey.....	19
O. Ethics Certification	19
P. Attachments as Required by Program.....	19

III. APPENDICES

1. CDC Recommended Resources for RPE Grants
2. Grant Application Review Rating Form
3. RPE Objectives
4. Methodology Guidelines
5. Population-Based Interventions

I. APPLICATION SUMMARY AND GUIDANCE

An application for an ODH grant consists of a number of required parts – an electronic component submitted via an Internet Website (**which is sent with electronic acknowledgment in lieu of signature page**), various paper forms and attachments. All the required parts of a specific application must be completed and submitted by the application due date. **Any required part that is not submitted on time will result in the entire application not being considered for review.**

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

- A. Policy and Procedure:** Uniform administration of all ODH grants is governed by the Ohio Department of Health Grants Administration Policies and Procedures Manual (GAPP). This manual must be followed to assure adherence to the rules, regulations and procedures for preparation of all Subgrantee applications. The GAPP manual is available on the ODH web-site <http://www.odh.ohio.gov> (Click on “About ODH,” click on “ODH Grants” and then click on “GAPP Manual.”)
- B. Application Name:** Violence Against Women Act (VAWA) Sexual Assault Prevention
- C. Purpose:** The purpose of the sexual assault prevention program is to reduce the incidence of rape and other forms of sexual assault through prevention and education, and ensure that survivors and their family and friends have access to quality hotline services. Programs must designate 80% or more of their efforts toward prevention programming. The only permitted activity other than prevention efforts are activities related to operating a rape crisis hotline. For more information about Sexual Violence Prevention as intended by the Centers for Disease Control and Prevention, refer to the document “Sexual Violence Prevention: Beginning the Dialogue” available at online at <http://www.cdc.gov/ncipc/dvp/SVPrevention.htm> (See Appendix 1 for Recommended Resources for RPE Grants.
- D. Qualified Applicants:** All applicants must be a local public or non-profit agency. Only the following agencies, currently funded under the Violence Against Women’s Act (VAWA) Sexual Assault Prevention are eligible to apply: Allen County, Lima/Allen Council on Community Affairs; Ashland, Appleseed Community Mental Health; Athens, Tri-County Mental Health and Counseling; Coshocton, First Step Family Violence Intervention Services, Inc.; Cuyahoga, Cleveland Rape Crisis Center; Defiance, Women and Family Services; Delaware, Helpline of Delaware and Morrow Counties, Inc.; Franklin, Buckeye Regional Anti-Violence Organization (BRAVO); Franklin, IMPACT Safety Program; Franklin, (OhioHealth Corporation) Sexual Assault Response Network of Central Ohio (SARNCO); Franklin, Ohio Domestic Violence Network (ODVN); Hamilton, Planned Parenthood of Southwest Ohio Region; Hamilton, YWCA of Greater Cincinnati; Jefferson, Upper Ohio Valley Sexual Help Center, Inc.; Knox, New Directions; Lake, Lake County Prosecuting Attorney Victim Assistance Program; Licking, Mental Health Association of Licking County; Lucas,

Toledo Hospital; Portage, Townhall II; Summit, Children's Hospital Medical Center – Akron; Tuscarwas, COMPASS, Inc.; Warren, Abuse and Rape Crisis Shelter of Warren Count , Inc.; Washington, EVE, Inc.; Wood, Rural Opportunities.

All applicants must attend GMIS 2.0 training.

All applicants must be a local public or non-profit tax exempt organization as determined by Section 501(c) 3 of the Internal Revenue Code, with a current, valid letter of exemption. For continuation grants, the applicant must have demonstrated acceptable performance standards during the previous grant year.

E. Service Area: As a general rule no more than one project will be funded per county. However, if the services and targeted populations are different and the need is justified, more than one project per county may be funded. Projects with regional or statewide focus are also eligible for funding.

F. Number of Grants and Funds Available: Approximately \$1.2 million is available for funding twenty – four projects under this program. Funding levels will depend upon the availability of finds, number and size of the proposals received. Recommendations of the review panel, quality of each applicant, justification for the funding request, and adherence to the goals and objectives outlined in this RFP. The majority of the grants will be awarded for under \$60,000 with a minimum funding level of \$30,000. Applicants should apply for the amount of award received in 2007.

Eligibility: Only those agencies that meet the requirements listed below are eligible. The applicant must have demonstrated acceptable performance standards with previous ODH grants.

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: Applications including any required forms and required attachments mailed or electronically submitted via GMIS 2.0 are due by **Monday, July 30, 2007**. Attachments and/or forms sent electronically must be transmitted by the application due date. Attachments and/or forms mailed that are non-Internet compatible must be postmarked or received on or before the application due date.

Please contact Beth Malchus, Rape Prevention Coordinator at 614/466-8960 or e-mail beth.malchus@odh.ohio.gov with any questions.

H. Authorization: Authorization of funds for this purpose is contained in the Violence Against Women Act and Department of Justice Act Reauthorization Act of 2005, Pub. L. No 103-322 (September 13, 1994), and Catalog of Federal Domestic Assistance (CFDA) Number 93.136.

I. Goals: The Ohio Department of Health's goals in releasing funds for Violence Against Women's Act (VAWA) Sexual Assault Prevention are to:

1. To reduce the incidence of rape
2. To ensure that rape victims/survivors and their family and friends have access to quality hotline services for immediate care.

Program Objectives: The permitted use of these funds according to the Violence Against Women Act of 2005 are:

1. Educational seminars;
2. The operation of hotlines;
3. Training programs for professionals
4. The preparation of informational materials;
5. Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities;
6. Education to increase awareness about drugs used to facilitate rapes or sexual assaults; and
7. Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42.U.S.C. 12102)).

For further explanation see Appendix 1 – CDC Description and Resources

J. Program Period and Budget Period: The program period began November 1, 2006 and ends on October 31, 2008. The budget period for this application is November 1, 2007 through October 31, 2008. Continuation of projects beyond the budget period is contingent upon the availability of funds to support the approved project, compliance with special conditions of the notice of award, and the subgrantee's performance.

K. Local Health Districts Improvement Standards: This grant will address the Local Health Districts Improvement Goal 5 "Address the need for Personal Health Services", Standard 5.4 "Plans to reduce specific gaps in access to critical health services are developed and implemented through collaborative efforts." The Local Health District Improvement Standards are available on the ODH web-site <http://www.odh.ohio.gov>. (Click on "Local Health Districts" then "Local Health Districts Performance Standards Workgroup Information," and click the link "Local Health District Improvement Goals/Standards/Measures.")

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 Local Health Districts Improvement Standards.

1. Public Health Impact Statement Summary - Applicant agencies are required to submit a summary of the program to local health districts prior to submitting the grant application to ODH. The program summary, not to exceed one page, must include:
 - (1) The Local Health District Improvement Standard(s) to be addressed by grant activities;
 - (2) A description of the target population to be served;
 - (3) A summary of the services to be provided or activities to be conducted; and,
 - (4) A plan to coordinate and share information with appropriate local health districts.

The Applicant must submit the above summary as part of their 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 Local Health Districts Improvement Standards (**not required for continuation cycle, if unchanged**).

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 when the program summary is submitted with the grant application. If an applicant agency has a regional and/or statewide focus, a statement of support must be submitted from at least one local health district, if available (**not required for continuation cycle, if unchanged**).

M. Appropriation Contingency: Any award made through the Ryan White Emerging Communities' Program is contingent upon the availability of funds for this purpose.

N. Programmatic, Technical Assistance and Authorization for Internet Submission: Please contact Beth Malchus, Rape Prevention Coordinator at (614) 466-8960 or e-mail beth.malchus@odh.ohio.gov Initial authorization for Internet submission will be distributed after your GMIS 2.0 Training Session.

O. Acknowledgment: An electronic message will appear in GMIS 2.0 that acknowledges ODH system receipt of the Internet submission.

P. Late Applications: Applications are dated the time of actual submission via the Internet utilizing GMIS 2.0 with an Electronic Signature. 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, July 30, 2007**.

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 Administration, Central Master Files; 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.**

- Q. Successful Applicants:** Successful applicants will receive official notification in the form of a “Notice of Award” (NOA). The NOA, issued under the signature of the Director of Health, allows for expenditure of grant funds.
- R. Unsuccessful Applicants:** Within 30 days after a decision to disapprove or not fund a grant application for a given program period, written notification, issued under the signature of the Director of Health, or his designee shall be sent to the unsuccessful applicant.
- S. 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. Contributes to the advancement and/or improvement of the health of Ohioans;
 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. Describes specific objectives, activities, milestones and outcomes with respect to time-lines and resources;
 5. Estimates reasonable cost to the Ohio Department of Health, considering the anticipated results;
 6. Demonstrates 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;
 7. Provides an evaluation plan, including a design for determining program success;
 8. Is responsive to the special concerns and program priorities specified in the request for proposal; and,
 9. Has demonstrated acceptable past performance.
 10. Addresses observance to the Ohio Department of Health, Rape Prevention Program Standards and Protocols. Copies are available upon request from the Sexual Assault and Domestic Violence Prevention Program.

The Ohio Department of Health will make the final determination and selection of successful/unsuccessful applicants and reserves the right to reject any or all applications for any given request for proposals. There will be no appeal of the Department's decision (see Appendix #2 for the Grant Application Review Rating Form).

T. Freedom of Information Act: The Freedom of Information Act and the associated Public Information Regulations (45 CFR Part 5) of the U. S. Department of Health and Human Services 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 to be an unwarranted invasion of personal privacy will not be disclosed. For specific guidance on the availability of information, refer to 45 CFR Part 5.

U. Ownership Copyright: Any work produced under this grant will be the property of the Ohio Department of Health/Federal Government. The Department's ownership will include copyright. The content of any material developed under this grant **must** be approved in advance by the awarding office of the Ohio Department of Health. All material(s) must clearly state:

Funded by Ohio Department of Health/VAWA
Bureau of Health Promotion and Risk Reduction
Sexual Assault and Domestic Violence Prevention Program

V. Reporting Requirements: Successful applicants are required to submit subgrantee program and expenditure reports. Reports must adhere to the Ohio Department of Health, Grants Administration Policies and Procedures (GAPP) Manual. Reports must be received before the Department will release any additional funds.

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

Submit reports as follows:

1. Program Reports and any reports required by CDC: Subgrantee Program Reports **must** be completed and submitted **via the Internet** by the following dates: February 15, 2008, May 15, 2008, August 15, 2008 and November 15, 2008. Any paper non-Internet compatible report attachments must be submitted to Central Master Files by the specific report due date.

Submission of Subgrantee Program Reports via the Ohio Department of Health SPES system indicated acceptance of ODH Grant Administration Policy and Procedures (GAPP).

Yearly Site-visit: are conducted with all subgrantees to assure compliance with ODH program standards and continued progress towards program goals.

Annual Project Meeting: One representative from your agency must attend this meeting. The objective for this meeting is to provide technical assistance and an opportunity for sharing successes and barriers in service delivery. Cost associated with this meeting is an allowable cost for this grant proposal.

Submission of Subgrantee Program Expenditure Reports via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

- 2. Subgrantee Program Expenditure Reports:** Subgrantee Program Expenditure Reports **must** be completed and submitted **via the Internet** by the following dates: February 15, 2008, May 15, 2008, August 15, 2008 and November 15.

Submission of Subgrantee Program Expenditure Reports via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

- 3. Final Expense Reports:** A Subgrantee Final Expense Report reflecting total expenditures for the fiscal year must be completed and submitted **via the Internet** within 45 days after the end of the budget period by December 15, 2008. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subgrantee Final Expense Report. The Subgrantee Final Expense Report serves as invoice to return unused funds.

Submission of the Subgrantee Final Expense Report via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

- 4. Inventory Report:** A listing of all equipment purchased in whole or in part with **current** grant funds (Equipment Section of the approved budget) must be submitted via the Internet as part of the Subgrantee Final Expense Report. At least once every two years, inventory must be physically inspected by the subgrantee. 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.

W. Special Condition(s): Responses to all special conditions **must be submitted via the Internet within 30 days of receipt of the first quarter payment.** A Special Conditions link is available for viewing and responding to special conditions. This link is viewable only after the issuance of the subgrantee's first payment. The 30-day time period, in which the subgrantee must respond to special conditions, will begin when the link is viewable. Failure to submit satisfactory responses to the special conditions or a plan describing how those special conditions will be satisfied will result in the withholding of any further payments until satisfied.

Submission of response to grant special conditions via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

X. 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, but must be used solely for the purpose as specified in this announcement;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fee for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Lump sum indirect or administrative costs;
6. Contributions to a contingency fund;
7. Entertainment;
8. Fines and penalties;
9. Membership fees -- unless related to the program and approved by ODH;
10. Interest or other financial payments;
11. Contributions made by program personnel;
12. Costs to rent equipment or space owned by the funded agency;
13. Inpatient services;
14. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
15. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
16. Travel and meals over the current state rates (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>);
17. All costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
18. Training longer than one week in duration, unless otherwise approved by ODH;
19. Contracts, for compensation, with advisory board members;
20. Grant-related equipment costs greater than \$300, unless justified and approved by ODH;
21. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants; and

Use of grant funds for prohibited purposes will result in the loss or recovery of those funds.

- Y. Audit:** An independent audit must be completed no later than nine months after the end of the agency's fiscal year.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend \$500,000 or more in Federal awards in its fiscal year are required to have a single audit (\$300,000 for fiscal years ending on or before December 31, 2003). 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 Circular A-133.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend less than the \$500,000 threshold require a financial audit conducted in accordance with Generally Accepted Government Auditing Standards (\$300,000 for fiscal years ending on or before December 31, 2003). The financial audit is not an allowable cost to the program.

Once the audit is completed, a copy must be sent to the ODH, Grants Administration, Central Master Files address within 30 days. Reference GAPP Chapter 100, Section 108 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations for additional audit requirements.

Z. Submission of Application:

The Internet application submission must consist of the following:

Complete & Submit Via Internet

1. Application Information
2. Assurances
3. Budget
 - Cover Page
 - Personnel
 - Other Direct Costs
 - Equipment
 - Contracts
 - Confirmation of Contractual Agreements
 - Section D
 - Summary
4. Budget Certification
5. EEO Survey
6. Attachments as required by Program
 - Cover Page
 - Program Narrative
 - Employee Composition Form
 - Volunteer Composition Form
 - Agency Board Composition Form

- Advisory Board Composition Form
- Sexual Assault Prevention Advisory Membership Form
- Methodology Form
- School Curriculum Assessment Form
- Ethics Certification

An original and one (1) copy of the following forms, available on the Internet, must be completed, printed, signed in blue ink with original signatures and mailed to the address listed below:

**Complete,
Sign &
Mail To
ODH**

1. Electronic Funds Transfer (EFT) Form. **(Required if new agency, thereafter only if banking information has changed)**
2. IRS W-9 Form **(Required if new agency, thereafter only if changed)**

Two (2) copies of the following documents must be mailed to the address listed below:

**Copy &
Mail To
ODH**

1. Public Health Impact Statement **(for continuation, only if changed)**
2. Statement of Support from the Local Health Districts **(for continuation, only if changed)**
3. Liability Coverage **(Non-Profit Organizations only; proof of current liability coverage and thereafter at each renewal period)**
4. Evidence of Non-Profit Status **(Non-Profit Organizations only; for continuation, only if changed)**

One (1) copy of the following documents must be mailed to the address listed below:

**Complete
Copy &
Mail To
ODH**

1. Current Independent Audit (latest completed organizational fiscal period; **only if not previously submitted**)
2. Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization (DMA) Questionnaire **(Required by ALL Non-Governmental Applicant Agencies)**
3. An original and one (1) copy of **Attachments** (non-Internet compatible) as required by Program:
 - Staffing Information – resumes and position descriptions of new employees (this needs to be submitted with this grant application and references to the information being “on file at ODH” or “submitted with previous grant application materials” is not acceptable.)
 - A minimum of 5 letters of support or teacher evaluations of the program. For statewide efforts letters of three must be from around the state.

Ohio Department of Health
Grants Administration
Central Master Files, 4th Floor
246 N. High Street
Columbus, Ohio 43215

II. APPLICATION REQUIREMENTS AND FORMAT

Access to the on-line Grants Management Information System 2.0 (GMIS 2.0), will be provided at your GMIS 2.0 training session.

All applications must be submitted via the Internet. Submission of all parts of the grant application via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Checking the Acknowledge Button signifies your authorization of this submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP 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 in its entirety. This information will serve as the basis for necessary communication between the agency and the ODH.
- B. Annual Assurances:** Each subgrantee must submit the "Federal and State Assurances for Subgrantees" form. This form is submitted automatically with each application via the Internet.
- C. Budget:** Prior to completion of the budget section, please review section "X" of the RFP for unallowable costs.

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. Cover Page:** Provide a detailed narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and 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. If you have joint costs refer to GAPP Chapter 100, Section 103 and Section D(9) of the application for additional information.

2. **Personnel, Other Direct Costs, Equipment, Contracts & Confirmation of Contractual Agreement (CCA) Form(s):** Submit a budget with these sections and form(s) completed as necessary to support costs for the period April 1, 2007 to March 31, 2008.

Funds may be used to support personnel, their training, travel (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>) and supplies directly related to planning, organizing, and conducting the Initiative/program activity described in this announcement.

Where appropriate, retain all contracts on file. The contracts should not be sent to ODH. A completed "Confirmation of Contractual Agreement" (CCA) form must be submitted via the Internet for each contract. The submitted CCA must be approved by ODH before contractual expenditures are authorized.

Submission of the "Confirmation of Contractual Agreement" (CCA) via the Ohio Department of Health's GMIS 2.0 system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

Where appropriate, itemize all equipment (**minimum \$300.00 unit cost value**) to be purchased with grant funds in the Equipment Section

3. **Section D:** Answer each question on this form as accurately as possible. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.
 4. **Budget Summary:** Enter information about the funding sources, budget categories and forecasted cash needs for the program. Distribution should reflect the best estimate of need by quarter. Failure to complete this section will cause delays in receipt of grant funds.
- D. Budget Certification:** The Budget 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. Complete the form by entering the State and Congressional Districts. By clicking the Acknowledge box when submitting an application, the subgrantee agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.

E. Program Narrative:

- 1. Executive Summary:** Identify the target population, services and programs to be offered and what agency or agencies will provide those services. Describe the public health problems that the program will address. Briefly describe the goal, objective(s) and method(s) that will be used to reach the intended population. Describe how the project it will be evaluated. State the total funds that are being requested and how they will be used.

Note: This summary will be used for legislative and public inquiries about local programs and services.

- 2. Description of Applicant Agency/Documentation of Eligibility/Personnel:** Summarize any changes since the last application to the agency's structure as it relates to this program and, as a lead agency, how it will manage the program. Note any changes in personnel, training or equipment deficiencies that will need to be addressed in order to carry out this grant. Describe plans for hiring, as necessary.

Also include:

- Where any objectives of the grant are to be implemented through a contract, include information about the contracting agency or individual, if known. Include all work to be completed through contracts in the methodology.
- Describe on-going staff training activities.

The following items will be included in the mail attachment section:

- Position descriptions for all staff new to the project since the last applications. These should include qualification standards.
- Resumes for all staff new to the project since the last application.
- Complete Employee/Volunteer Agency Board/Advisory Committee composition form (see enclosure 2, 3, 4, and 5).
- Complete Sexual Assault Prevention Advisory Membership form (see enclosure 6).

- 3. Problem/Need:** Describe changes to the local health status concern to be addressed by the program and the intended population since the last submitted application. If there are no changes, please state this.

Also include the following:

- A summary of achievement using ODH funds; for any objectives not substantially achieved last year, provide an analysis of the problems and a clear plan for the coming year that addresses these problems.
- Discussion of on-going community assessment sexual violence prevention programming. Identify where your project is: self assessment, external assessment, partnership building, community planning, data and needs/capacity, priority setting, intervention planning, implementation planning, and evaluation planning.

- If this grant proposal includes statewide efforts, a statewide needs assessment should be included.

The following items will be included in the mail attachment section:

- Include as mailed attachments at least five current letters of support and collaboration from local agencies showing support of this project in their community; or school/teacher evaluations of the prevention program. **No support letters will be considered that arrive separately from the grant attachments.**
- For statewide efforts at least three letters of support should be from around the state.

4. Methodology: The narrative should clearly identify and explain why goals, objectives and activities were chosen and should follow logically from your needs assessment. Indicate how they will be evaluated to determine the level of success of the program. Complete a program activities timeline to identify program objectives and activities and the start and completion dates for each.

- All goals and objectives **must** be selected from those listed in Appendix # 3 of this “Request for Proposal” document.
- In addition to this online narrative of your methodology, your application **must** include a completed methodology form as a mailed attachment. All activities described in the narrative must be reflected on the methodology form. See form and instructions, enclosure # 7, for the methodology form.
- For statewide efforts only, separate objectives are provided.
- Programs must designate 80% or more of their efforts toward prevention programming. The only other allowable activities must be related to the operation of a hotline.
- For proposals that include sexual assault prevention education programs, include an explanation of the curriculum that will be used. Do NOT include an actual copy of the curriculum. If using a published curriculum, explain which curriculum was selected, why it was selected and provide a summary of the elements included in the curriculum. If using a curriculum developed within the agency, explain how it was developed and evaluated, and provide a summary of the elements included. In either case, include plans for annual review of the effectiveness of the curriculum. Information about existing curricula is available from the Sexual Assault and Domestic Violence Prevention Program.
- Where educational programs are an objective of the grant, priority will be given to programs with educational programs that are multi-session and seek to address attitudes and behaviors related to sexual violence. Specify in your methodology length and number of sessions provided to each audience.

- Each application must include one prevention related objective (or an activity within an objective) that is a “population-based intervention” from the list A – H in Appendix #5 of this RFP. All population-based interventions must fall under one of the approved objectives from the Methodology Guidelines in Appendix #3. Describe in your methodology narrative which population-based intervention(s) will be included.
- Where any objectives of the grant are to be implemented through a contract, include all work to be completed through contracts in the program narrative and in the methodology. Note that contract agencies must follow the ODH program standards and must contribute information to the quarterly and annual reports.
- Discuss your evaluation plans. Develop an evaluation plan addressing measurement of objectives and successful project planning and implementation. Include process, output and outcome evaluations. Describe methodology and standards to be used for evaluation of objectives. Describe forms used, but do NOT include copies of the actual forms.

When completing the methodology form to e-mail in as an attachment, be sure to address the following points:

- You must select from the program goals and objectives in **Appendix** . Choose the impact objectives that are relevant to your grant proposal. The project plan is the primary means by which the applicant presents realistic, time framed and measurable objectives.
- The plan should present each objective in quantifiable terms and describe the activities and time frame for accomplishment.
- The evaluation component should include tools used for measuring the progress made toward attaining each specific objective. Evaluation on the methodology must match the evaluation plan described in the narrative section of the methodology plan.
- All program staff listed on the budget should be found on the “person responsible” column of the methodology, and everyone listed on the methodology should be represented on the budget, either under personnel or in the section on explanation of personnel funding excluding program funds.

5. Cultural Competency: is exhibiting a defined set of valued and principals that are reflective of individual and organization that is knowledgeable and respectful of language (i.e., included but not limited: literacy level, English as a second language, American Sign Language, Braille), customs, culture, beliefs and need of racial, ethnic, religious and social group (i.e., to include but not limited to: disability status, gender, sexual orientation, class, age).

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. Achieving cultural competency is an on-going process. Describe changes to cultural competency plan since the last submitted application. If there are no changes, please state this.

Also include the following:

- Describe efforts to increase awareness in underserved communities and awareness among individuals with disabilities.
- Describe how the learning needs were assessed in these communities.
- Efforts the project has done to make the programming culturally relevant.
- Identify community partners and stakeholders you are working with.

6. **Spectrum of Prevention:** is a six-level framework that expands prevention efforts beyond education models by promoting a multifaceted range of activities for a more comprehensive and effective understanding of prevention. It is a tool to move people beyond the idea that prevention is about teaching people to engage in healthy behaviors and one single activity. See the National Sexual Violence Resource Center for full report: <http://www.nsvrc.org/publications/booklets/spectrum.html>

Level One – Strengthening Individual Knowledge and Skills

- Describe how school or community educational sessions are supported by other agencies in the community. Describe what type of activities these agencies are providing to support your efforts. If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year.

Level Two – Promoting Community Education

- Identify the following 1) goal/message of your media campaign; (i.e., change in knowledge, behavior, professional practice, attitudes and/or awareness) 2) the specific audience the message is to reach; 3) media to be used and why it was chosen and 4) how you will know that the project was successful.
- Describe your process in identifying the right message.
- If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year.

Level Three – Educating Providers

- Discuss the rationale for choosing specific professionals for the educational program. Identify if these professionals have an opportunity to engage men as change agents.
- Discuss curriculum or program outline to be used. Explain how adult learning principles are incorporated in the message. Discuss evaluation plan as pertained to changes in an individual belief, attitude, behavior change, change in policy, practice or procedure.
- Discuss if the professionals to be trained have access to youth, men or other community leaders.

- If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year.

Level Four – Fostering Coalitions and Networks (see below Advisory Board Attachment)

- Describe major accomplishments of the coalition.
- Describe major challenges faced by the coalition.
- Describe partnership and activities with 1) faith-based organizations and 2) organizations that serve men and boys
- If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year.

Level Five – Changing Organizational Practices, Working with Schools and School Policies

- Identify how many elementary, middle school, and high schools are within the county(ies) area you serve. Identify how many of these schools you are working with.
- Develop a plan for two or more of the schools where your programming will occur this year for the following components:
 - ~ Identify the school safety officer.
 - ~ Obtain a copy of school policy on sexual harassment, bullying, sexual assault and disclosure of child abuse. Review the policies for a) disciplinary policy; b) training for all campus staff; and c) training for students that includes prevention elements.
 - ~ Obtain a copy of school's short-term and long-term response and services that are in place following a crisis or injury that has affected the school community. Identify if school has strong community links for services.
 - ~ Identify the number of hours spent on prevention programming related to sexual assault, parenting, healthy relationships, alcohol and drug prevention, bullying, sexual harassment, suicide and abstinence.

Level Six – Influencing Policy and Legislation

- Describe activities that the project will use during National Teen Dating Violence Awareness Week or National Sexual Assault Awareness Month.
- Identify audiences that the message will be directed to. (i.e., parents, teachers, youth, clergy). Describe how messages will be delivered (i.e., letters to the editor, press conference, rallies, town hall meetings)
- If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year.

The following items will be included in the mail attachment section:

- Assessment of school curriculum components Attachment # 8
- Submit Sexual Assault Prevention Advisory Membership Attachment # 6

- F. Attachment(s):** Attachments are documents deemed necessary to the application that are not a part of the GMIS 2.0 system. Attachments that are non-Internet compatible must be postmarked or received on or before the application due date. An original and the required number of copies of non-Internet compatible attachments must be mailed to the ODH, Grants Administration Central Master Files address on or before Monday July 30, 2007. All attachments must clearly identify the authorized program name and program number.
- G. Electronic Funds Transfer (EFT) Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed EFT form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required only if new agency, thereafter only when banking information has changed.)**
- H. Internal Revenue Service (IRS) W-9 Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed IRS W-9 form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required if new agency, thereafter only when tax or agency address information has changed.)**
- I. Public Health Impact Statement Summary:** Submit two (2) copies of a one-page program summary regarding the impact to proposed grant activities on the Local Health Districts Improvement Standards **(for competitive cycle only; for continuation, only if changed).**
- J. Public Health Impact Response/Statement:** Submit two (2) copies of the response/statement(s) of support from the local health district(s) to your agency's communication regarding the impact of the proposed grant activities on the Local Health Districts Improvement Standards. If a statement of support from the local health district is not available, indicate that and submit a copy of the program summary your agency forwarded to the local health district(s) **(for continuation, only if changed).**
- K. Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations **must** submit documentation validating current liability coverage. Submit two (2) copies of the Certificate of Insurance Liability **(Non-Profit Organizations only; current liability coverage and thereafter at each renewal period).**
- L. Non-Profit Organization Status:** Non-profit organizations **must** submit documentation validating current status. Submit two (2) copies of the Internal Revenue Services (IRS) letter approving your non-tax exempt status **(Non-Profit Organizations only; for continuation, only if changed).**

M. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) Questionnaire: The DMA is a Questionnaire that must be completed by all grant applicant agencies to certify that they have not provided “material assistance” to a terrorist organization (Sections 2909.32, 2909.33 and 2909.34 of the Ohio Revised Code). The completed DMA Questionnaire **must be** dated and signed, in blue ink, with the Agency Head’s signature. The DMA Questionnaire (in PDF format. [Adobe Acrobat](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf) is required) is located at the Ohio Homeland Security Website:
http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf

Print a hard copy of the form once it has been downloaded. The form must be completed in its entirety and your responses must be truthful to the best of your knowledge. **(Required by all Non-Governmental Applicant Agencies)**

N. EEO Survey: The Civil Rights Review Questionnaire (EEO) Survey will be part of the Application Section of the GMIS 2.0. Subgrantees must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.

O. Ethics Certification: Attach a statement in the Project Narrative Section that, as a duly authorized representative of the Subgrantee Agency, you certify that in accordance with Executive Order 2007-01S:

- Subgrantee Agency has reviewed and understands the Governor’s Executive Order 2007-01S.
- Subgrantee Agency has reviewed and understands the Ohio ethics and conflict of interest laws, and
- Subgrantee Agency will take no action inconsistent with those laws and this order.
- Subgrantee Agency understands that failure to comply with the Executive Order 2007-01S is, in itself, grounds for termination of this grant and may result in the loss of other grants with the State of Ohio.

Refer to GMIS 2.0 Bulletin Board – Governor’s Executive Order 2007-01S (Ethics)

P. Attachments as Required by Program:

1. Program Cover Page
2. Program Narrative
3. Employee Composition Form
4. Volunteer Composition Form
5. Agency Board Composition Form
6. Advisory Board Composition Form
7. Sexual Assault Prevention Advisory Membership Form
8. Methodology Form
9. School Curriculum Assessment Form

10. Staffing Information – resumes and position descriptions (this needs to be submitted with this grant application and references to the information being “on file at ODH” or “submitted with previous grant application materials” is not acceptable.)
11. A minimum of 5 letters of support to this program and current application.
12. Ethics Certification (Refer to Item O and Submit in Project Narrative Section.)

III. APPENDICES

1. Recommended Resources for RPE Grants
2. Grant Application Review Rating Form
3. RPE Objectives
4. Methodology Guidelines
5. Population Based Intervention

Ohio Department of Health

Bureau of Health Promotion and Risk Reduction

*Sexual Assault and Domestic Violence
Prevention Program*

Fiscal Year 2008

Appendices

Appendix 1

CDC Recommended Resources for RPE Grants

CDC strongly recommends the resources below to assist RPE awardees in their program and/or project efforts

Planning resources

CDCYNERGY VIOLENCE PREVENTION EDITION, Your guide to Effective Health Communication

An interactive tool that is designed to help violence prevention program planners conceptualize, plan and develop health communication programs. This edition of **CDCYNERGY** is ideal for those interested in developing prevention programs on the issues of child abuse, intimate partner violence, sexual violence and youth violence. The six phases will help plan a well-designed health communication plan tailored to the specific needs of the selected violence issue and audience. To order your copy by going to the CDC's internet site -

<http://www.cdc.gov/ncipc/dvp/CDCynergy/CDCynergy.htm>

The Community Tool Box

An internet based “one-stop shopping” service to assist the promotion of community health and development. The site provides a variety of program planning, implementation and evaluation practice guidelines as well as organizational practices. ***The Community Tool Box*** can be accessed on the internet at <http://ctb.ku.edu>

Getting to Outcomes (GTO)

A “how-to” workbook that can be used by an organization or coalition to help plan, implement and evaluate its programs and strategies. Includes ten accountability questions that address needs and resource assessment, goals, target populations, desired outcomes (objectives), science and best practices, logic models, fit of programs with existing programs, planning, implementation with fidelity, process evaluation, outcome evaluation, continuous quality improvement, and sustainability. ***GTO*** is designed to be comprehensive and to help the program, strategy, or partnership succeed in reaching its goals. ***GTO*** can be accessed at www.rand.org/pubs/technical_reports/TR101/TR101.pdf ***Getting to Outcomes for Intimate Partner Violence and Sexual Assault Prevention*** is under development; specific planning and assessment sections will be available for use by fall 2006.

Sexual Violence Prevention: Beginning the Dialogue

Document produced by CDC to provide guidance to the RPE awardees regarding primary prevention and sexual violence prevention programming. The document can be accessed at <http://www.cdc.gov/ncipc/dvp/SVPrevention.htm>

Preventing Violence Against Women

Document produced by CDC to provide RPE awardees with information regarding primary prevention activities and resources. The document can be accessed at <http://www.cdc.gov/ncipc/dvp/vaw.pdf>

Informational resources

Below are suggested resources that can be used to assist RPE awardees as they develop and implement prevention strategies.

National Sexual Violence Resource Center (NSVRC)

NSVRC is a comprehensive collection and distribution center for information, research and emerging policy on sexual violence intervention and prevention. The NSVRC provides an extensive on-line library and customized technical assistance, as well as, coordinates National Sexual Violence Awareness Month initiatives. NSVRC can be accessed at <http://www.nsvrc.org>

National Youth Violence Prevention Resource Center (NYVPRC)

NYVPRC provides current information developed by Federal agencies or with Federal support pertaining to youth violence. The Resource Center offers the latest tools to facilitate discussion with children, to resolve conflicts nonviolently, to stop bullying, to prevent teen suicide and to end violence committed by and against young people. Resources include fact sheets, best practices documents, funding, and conference announcements, statistics, research bulletins, surveillance reports, and profiles of promising practices. NYVPRC can be accessed at <http://www.safeyouth.org> and call center 1-866-SAFEYOUTH (723-3968).

Violence Against Women Network (VAWnet)

A National Online Resource Center on Violence Against Women housed within the National Resource Center on Domestic Violence (NRCDV). VAWnet is an easily accessible and comprehensive collection of full-text, searchable electronic resources on domestic violence, sexual assault and related issues. VAWnet's primary goal is to support local, state and national violence against women prevention and intervention strategies that are safe, effective and address the self-identified issues of consequence to victims and survivors. VAWnet can be access on the internet at <http://www.vawnet.org>

Training resources

PREVENT (Preventing Violence through Education, Networking and Technical Assistance)

PREVENT operated by the University of North Carolina Injury Prevention Research Center provides training, networking and technical assistance opportunities to help individuals and organizations nationwide reduce violence through local, state, tribal and national approaches. PREVENT offers an intensive PREVENT Institute and distance learning resources to enhance skills to prevent violence before it occurs. Additional information about PREVENT and their training resource can be assessed at <http://www.PREVENT.unc.edu>

Prevention Connection

Prevention Connection: The Violence Against Women Prevention Partnership is a national project of the California Coalition Against Sexual Assault (CALCASA) to conduct web conferences, moderate a ListServ and lead on-line discussions to advance primary prevention of violence against women. Prevention Connection can be accessed at <http://www.calcasa.org/159.0.html>

Note: Some costs may be associated with these resources.

**Ohio Department of Health
Bureau of Health Promotion and Risk Reduction
Sexual Assault and Domestic Violence Prevention Program
Grant Application Review Rating Form
VAWA Sexual Assault Prevention FY 2008**

Agency _____ County _____

Indicates statewide Efforts

Reviewed by _____ Recommended funding level: _____

CRITERIA	SCORE
1. Executive Summary (12 possible)	
2. Description of Applicant Agency (15 possible)	
3. Problem/Need (20 possible)	
4. Methodology (20 possible)	
5. Cultural Competency (9 possible)	
6. Levels of Prevention (18 possible)	
7. Financial Management (6 possible)	
TOTAL (100 possible)	

Recommendation of Reviewer:

- Approval (funding) of proposal as submitted (no conditions)
- Approval (funding) of proposal with conditions (please list conditions below)
- 1.
 - 2.
 - 3.
- Disapproval of project. State reason(s) below:
- 1.
 - 2.
 - 3.

Signature of Reviewer

Date

Scoring Range

NONE 0	POOR 1	GOOD 2	EXCELLENT 3
-----------	-----------	-----------	----------------

1. Executive Summary (Online only)

Component	Comments	Score
Identifies the target population, services and programs to be offered, and what agency(ies) will provide these services. Discusses the demographics of the area to be served.		
Describes the project goals and methods that will be used to involve, reach and serve the intended population.		
Describes how the project will be evaluated.		
States the total funds requested and summarizes how these funds will be used.		
Total points received (out of twelve possible points)		

Scoring Range

NONE 0	POOR 1	GOOD 2	EXCELLENT 3
-----------	-----------	-----------	----------------

2. Description of Applicant Agency (Online and Attachment)

Component	Comments	Score
Online narrative summarizes any changes since the last application to the agency's structure. Describes any changes in personnel, training or equipment deficiencies. Describes plans for hiring and training if necessary. Where objectives are to be implemented through a contract, information about the contracting individual or agency (if known) is included.		
Describes on-going training of staff.		
Attachments include: <ul style="list-style-type: none"> • Position descriptions for new staff. • Resumes for all new staff positions that have been filled. Education, skills and experiences should match those required in the job description. • Completed Employee/Volunteer/Agency Board/ Advisory Board composition forms. (See enclosure 2, 3, 4, and 5) • Complete Sexual Assault Prevention Advisory Membership Form (See enclosure 6) 		
Total points received (out of fifteen possible points)		

Scoring Range

NONE 0	POOR 1	GOOD 2	EXCELLENT 3-4
-----------	-----------	-----------	------------------

3. Problem/Need (Online and Attachment)

Component	Comments	Score
<p>Online narrative identifies and describes any changes to the local health status concerns that will be addressed by the program. Clearly identifies any changes to the intended population. Includes a description of other agencies/organizations also addressing the problem/need. Includes statewide effort if appropriate.</p>		
<p>Includes a discussion of on-going assessment to identify demographic changes in the community, changes in rates of sexual assault or rape, or changes in violence or sexual harassment.</p> <ul style="list-style-type: none"> Identifies where the project is: self assessment, external assessment, partnership building, community planning, data and needs/capacity, priority setting, intervention planning, implementation planning, and evaluation planning. <p>If application includes statewide efforts, a statewide needs assessment should be addressed.</p>		
<ul style="list-style-type: none"> Summarizes achievements using ODH funds. For any objectives not substantially achieved, there is an analysis of the problem and a clear plan for the coming year that addresses these problems. 		
<p>Attachments include:</p> <ul style="list-style-type: none"> At least five six current letters of support and collaboration from local agencies showing support of this project in their community; or school/teacher evaluation of prevention program. For statewide efforts, at least three letters should be from around the state. 		
Total points received (out of twenty possible points)		

Scoring Range

NONE 0	POOR 1-2	GOOD 3-4	EXCELLENT 5
-----------	-------------	-------------	----------------

4. Methodology (Online and Attachment)

Component	Comments	Score
<p>Online narrative includes:</p> <ul style="list-style-type: none"> • A brief overview of goals, objectives and activities. Includes statewide efforts, if appropriate. • Explanation of how program activities follow logically from established needs as described in the needs assessment. 		
<p>Online narrative:</p> <ul style="list-style-type: none"> • Indicates that at least eighty percent of the grant resources are allocated toward prevention efforts • Identifies prevention curriculum to be used and selection/development criteria is well documented and appropriate. • Describes educational programs that are multi-session and seek to address attitudes and behaviors related to sexual violence. • Clearly identifies population-based intervention and selection/development plan is well documented and appropriate. 		
<p>Online Narrative:</p> <ul style="list-style-type: none"> • Includes evaluation plan that addresses measurement of objectives and measurement of successful project planning and implementation. • Includes process, impact and outcome evaluation. Methodology and standards to be used for evaluation of objectives are described. 		
<p>Methodology form attachment includes the following:</p> <ul style="list-style-type: none"> • The applicant has used ODH goals and objectives as found in Appendix 3 of the request for proposals. • Methodology represents realistic activities and time frame with sufficient staffing and resource allocation. • Evaluation is included appropriately and reflects what is described in the online narrative description. • Program staff are appropriately designated. 		
Total points received (out of twenty possible points)		

Scoring Range

NONE 0	POOR 1	GOOD 2	EXCELLENT 3
-----------	-----------	-----------	----------------

5. Cultural Competency Plan (Attachment only)

Component	Comments	Score
Describe changes to cultural competency plan since last submission.		
<ul style="list-style-type: none">▪ Describe efforts to increase awareness in underserved communities▪ Describe the project has done to make the programming culturally relevant▪ Identify community partners and stakeholders.		
Total points received (out of nine possible points)		

Scoring Range

NONE 0	ADEQUATE 1	COMPLETE 2	
-----------	---------------	---------------	--

6. Spectrum of Prevention

Component	Comments	Score
<p>Level One –</p> <ul style="list-style-type: none"> ▪ Description regarding how school programming is supported by other community programming. ▪ Description of type of activities community agencies are supporting your efforts ▪ Assessment of school curriculum component Attachment 8 ▪ If unknown a plan is submitted. 		
<p>Level Two –</p> <ul style="list-style-type: none"> ▪ Identified is the following 1) goal/message of media campaign; (i.e., change in knowledge, behavior, professional practice, attitudes and/or awareness) 2) the specific audience the message is to reach; 3) media to be used and why it was chosen and 4) evaluation plan. ▪ Description of the process to identifying the right message. ▪ If it is unknown that there are any activities occurring, described a plan of how they will be identified in the upcoming year. 		
<p>Level Three –</p> <ul style="list-style-type: none"> ▪ Discussion of the rationale for choosing specific professionals for the educational program. Identify if these professionals have an opportunity to engage men as change agents. ▪ Discussion curriculum or program outline to be used. Explain how adult learning principles are incorporated in the message. Discuss evaluation plan as pertained to changes in an individual belief, attitude, behavior change, change in policy, practice or procedure ▪ Discussion if the professionals to be trained have access to youth, men or other community leaders. ▪ If it is unknown that there are any activities occurring, described a plan of how they will be identified in the upcoming year. 		
<p>Level Four –</p> <ul style="list-style-type: none"> ▪ Description of major accomplishments of the coalition. ▪ Description of major challenges faced by the coalition. ▪ Description of partnership and activities with 1) faith-based organizations and 2) organizations that serve men and boys ▪ If it is unknown that there are any activities occurring, describe a plan of how they will be identified in the upcoming year. 		

<p>Level Five –</p> <ul style="list-style-type: none"> ▪ Identified how many elementary, middle school, and high schools are within the county(ies) area served. Identified how many of these schools currently working with. ▪ A plan has been developed for two or more of the schools where programming will occur this year for the following components. 1) Identification of the school safety officer. 2) Obtain a copy of school policy on sexual harassment, bullying, sexual assault and disclosure of child abuse. Review the policies for a) disciplinary policy; b) training for all campus staff; and c) training for students that includes prevention elements. 3) Obtain a copy of school’s short term and long term response and services that are in place following a crisis or injury that has affected the school community. Identify if school has strong community links for services. 4) Identify the number of hours spent on prevention programming related to sexual assault, parenting, healthy relationships, alcohol and drug prevention, bullying, sexual harassment, suicide and abstinence. 		
<p>Level Six –</p> <ul style="list-style-type: none"> ▪ Described activities that the project will used during National Teen Dating Violence Awareness Week or National Sexual Assault Awareness Month. ▪ Identify audiences that the message will be directed to. (i.e., parents, teachers, youth, clergy). Describe how messages will be delivered (i.e., letters to the editor, press conference, rallies, town hall meetings) ▪ If it is unknown that there are any activities occurring, described a plan of how they will be identified in the upcoming year. 		
<p>Total points received (out of eighteen possible points)</p>		

Scoring Range

NONE 0	POOR 1	GOOD 2	EXCELLENT 3
-----------	-----------	-----------	----------------

7. Financial Management (Online only)

Component	Comments	Score
The online budget is reasonable and adequate to meet the goals and objectives of the project. The budget narrative explains the proposed line items, including only where applicable in-kind contributions essential to the success of the project. Includes discussion justifying unusual or high cost items. <ul style="list-style-type: none">▪ Includes statewide efforts, if appropriate.		
The online budget demonstrated a staffing pattern that is realistic, appropriate and adequate to carry out the goals and objectives of the project.		
Total points received (out of six possible points)		

RPE Objectives – Appendix 3

Goal One: To ensure that all sexual assault survivors (identify targeted population – county, specific group) have access to quality emergency medical care, crisis support, advocacy, and counseling services.

Impact Objective #1: By (Month/Date/Year), a twenty-four hour rape crisis hotline will be established (or maintained).					
Process objective #1A	By (Month/Day/Year)	CI-1 Crisis Hotline – Refers to the operation of a 24-hour telephone service seven days a week, which provides guidance, emotional support, information and referral, etc.	(population to be served)	(area to be served)	(numbers to be served)
Process objective #1B	By (Month/Day/Year)	T-1 Basic Crisis Intervention Training – on sexual assault, including other topics necessary to providing a basic crisis response for victims.	(volunteers and staff)	(area to be served)	(number of people, number of sessions)
Examples of activities for these objectives would include recruiting, training and supervising staff/volunteers to answer crisis calls, maintaining records, publicizing the hotline, maintaining current referral information and evaluating client satisfaction.					

Goal Two: To reduce the incidence of sexual assault by providing awareness and education to the community (identify the targeted population).

Impact Objective #1: By (M/D/Y), develop a curriculum for sexual assault/rape prevention education (or administrate or update).					
Process Objective #1	By(Month/Day/Year)	<p>P-1 Prevention Programs for School Aged Youth – middle or high school presentations that may include promoting healthy relationships and changing attitudes and behaviors</p> <p>P-2 College-based Prevention Programs – may include promoting healthy relationships and changing attitudes and behaviors or other campus activities</p> <p>P-3 Community Prevention Programs – Presentations to community groups on issues related to sexual assault.</p> <p>P-4 Self Defense</p>	(population to be served)	(area to be served)	(numbers to be served; number of sessions)

Activities may include researching curriculum, training staff and volunteers for presentations, publicizing availability of programming, contacting prospective audiences and scheduling and offering presentations.

Impact Objective #2: By (M/D/Y), a public awareness campaign on sexual assault awareness, using social marketing strategies, will be developed and implemented.

Process Objective #2	By (Month/Day/Year)	<p>PA-1 Media Campaigns/Public Awareness – Includes efforts to make the public aware of services available through the sexual assault program, such as distribution of literature, posters, brochures, etc.</p> <p>PA-2 Community Events – Examples include vigils, marches, clothesline projects, silent witness events, health fairs, etc.</p> <p>PA-3 Resource Libraries</p> <p>PA-4 Media Advocacy – The use of the mass media to gain visibility and advance a specific message and/or a social or public policy change or initiative through the use of editorials, interviews, media events, letters to the editor and/or paid ads.</p>	(population to be served)	(area to be served)	(numbers to be served)
----------------------	---------------------	--	---------------------------	---------------------	------------------------

Activities may include learning about social marketing, conducting research to identify effective strategies, development of materials, distribution of materials, participation in community events and evaluation of efforts.

Impact Objective #3: By (M/D/Y), provide technical assistance to (agency or community) related to prevention and/or awareness and education related to sexual assault.

Process Objective #3	By (Month/Day/Year)	<p>T-2 Basic Sexual Assault and Prevention Training – professionally specific training</p> <p>T-3 Advance Training</p> <p>T-4 Culturally Specific and/or Cultural Competency Training</p>	(population of professionals to be served)	(area to be served)	(numbers to be served, number of sessions)
----------------------	---------------------	--	--	---------------------	--

Activities may include scheduling and facilitating training for professionals with regard to prevention and or awareness and education related to sexual assault.

Impact Objective #4: By (M/D/Y), a support group/club will be established (or maintained) related to prevention and/or awareness and education related to sexual assault.

Process Objective #4	By (Month/Day/Year)	SS-1 Refers to in-person emotional support or education/information provided in a group setting	(population to be served)	(area to be served)	(numbers to be served, number of sessions)
----------------------	---------------------	---	---------------------------	---------------------	--

Activities may include group for support and education related to sexual assault prevention.

Impact Objective #5: By (M/D/Y), a Sexual Assault Task Force/Advisory Committee/Coalition will be established or maintained related to prevention and/or awareness and education related to sexual assault.

Process Objective #3	By (Month/Day/Year)	SCA-2 Refers to changing organizational policies and practices that influence the climate/culture that supports sexual violence. SCA-4 Refers to conducting a community needs assessment regarding the community/climate/culture that supports sexual violence.	(population to be served)	(area to be served)	(numbers to be served, number of sessions)
----------------------	---------------------	--	---------------------------	---------------------	--

Activities may include development of a prevention strategic plan, logic model based on ecological framework, working with the schools to review, develop and/or implement policies on sexual harassment or dating violence.

**Ohio Department of Health
Sexual Assault and Domestic Violence Prevention Program**

Methodology Guidelines

Included in this document you will find a listing of proposed goals, objectives and activities that we ask that you follow. You must select at least one of the goals and at least two objectives. If you wish to choose objectives other than the ones listed, please contact Deb Seltzer at (614) 728-2176 or Beth Malchus at (614) 466-8960.

A list of definitions is provided to help you develop your program.

Program Goal: A statement of a future event toward which a committed endeavor is directed. States what should happen as a result of the program. Should be simple and concise and should include two basic components: who will be affected and what will change as a result of the program.

Program Objective: A more precise statement that represents smaller steps than the program goal. Outlines the specific changes that will occur in the priority population as a result of exposure to the program. An objective can be thought of as a bridge between needs assessment and a planned intervention. Objectives need to be specific, time-phased and measurable. There are two types of program objectives: impact and process. In your methodology you will establish each impact objective and usually one or more process objectives related to that impact objective. You should start a new methodology page for each new impact objective. See the sample page at the end of **Appendix 3**.

Impact Objective: Specifies the immediate (within the year) effect the program has on the targeted behaviors or on influential environmental conditions. Focuses on improvement of knowledge, attitudes, skills and behaviors, as well as organizational or environmental changes which promote healthy behavior. These tend to be more global and long range than process objectives.

Process Objective: Specifies the personnel (who?), the procedure (what?), the location (where?), and the time (when?) requirements of the program components.

In the examples which follow this explanation, there may be multiple process objectives for the same impact objective if there are multiple target populations.

Activities: The actions that will take place to meet the process objectives. Need multiple activities for each process objective.

Population-Based Interventions Appendix 5

Population-based interventions refer to planned and systematic activities which primarily target influential persons, leaders, decision-makers and persons that serve the ultimate population to facilitate long lasting policies, environmental changes, services, training activities and information, which ultimately will result in the improved health status of the ultimate population or selected population at risk for particular diseases and/or conditions.

Examples of population-based interventions include:

- A. Policy Adoption – an activity which relates to steps taken or facilitated by program staff to bring about development or change of policy. For example, the implementation of a community or school anti-harassment or anti-violence policy. This would most likely be an activity under the objectives for a Sexual Assault Response Team, Coordinated Community Response, Media Advocacy or technical assistance provided to another agency.

Essential Components:

1. Document need for policy adoption activities through quantitative or qualitative data.
 2. Policy to be adopted should reflect best practices in related fields.
 3. Identify support and involvement of stake holders within agreed upon timeline.
 4. Identify/adhere to existing legal/organizational protocols for instituting policies.
 5. Qualitative data indicates proposed policies are acceptable to priority segment of the population.
 6. Use promotional activities to inform the community and stakeholders once new policies are adopted and implanted.
 7. Identify and review enforcement measures to assure adopted policies are maintained.
 8. Evaluate impact of policies adopted.
- B. Surveillance – an activity which detects and monitors local and statewide acute, chronic, and/or occupational conditions or incidents contributing to morbidity and mortality. For example, collecting and disseminating sexual assault data from law enforcement, hospitals, rape crisis centers or school systems. This would most likely be an activity under the objectives for a Sexual Assault Response Team, Coordinated Community Response or technical assistance provided to another agency.

Essential Elements:

1. Predetermine a plan for using data collected (e.g. sharing with appropriate groups, policy development, creating interventions, etc.)
2. Use standard case definitions and variables.
3. Use reliability and validity testing to confirm adequacy of data collection

instrument.

4. Use appropriate sample size for data collection.
 5. Establish a system of Quality Assurance is established.
 6. Establish a protocol for assuring confidentiality of data is established.
 7. Adhere to a data collection time table.
 8. Disseminate results.
- C. Environmental and Systems Change – an activity which relates to steps taken or facilitated by program staff to bring about changes in the county environment or community or organizational systems. For example, protocol development, or identification and intervention related to high risk areas or activities. This would most likely be an activity under the objectives for a Sexual Assault Response Team, Coordinated Community Response, Media Advocacy or technical assistance provided to another agency.

Essential Elements:

1. Document need for environmental and systems change
 2. Use a predictor or feasibility study or data, which indicates what it will take to involve the target population or stakeholders.
 3. Use local partners/collaborators to establish consensus regarding an effective environmental change.
 4. Document adequate financial and stakeholder support (including coalition involvement).
 5. If support is not available, activities should include raising awareness, enhanced research of the proposed system change, and/or social marketing intervention.
 6. Plan to inform and promote the environmental change among the target population.
 7. Show evidence of segments already responding to the proposed environmental change (early adopters)
 8. Plan for ongoing maintenance of environmental systems change (institutionalization).
- D. Training – an activity which relates to steps taken or facilitated by program staff to train individuals to provide services that will extend beyond the project period. For example, facilitate training of appropriately qualified volunteers or resources and training to professionals such as teachers or other community leaders.

See specific objectives for training of service providers.

Essential Components:

1. Include comprehensive training methodology and a plan that includes goals, learning objectives, behavioral objectives and evaluation component.
2. Use train-the-trainer activities that include best practices, including cultural competency.
3. Plan training activities in cooperation with the priority population.
4. Employ trainees whose background and job responsibilities are appropriate.

5. Understand that training is part of an overall strategy to institutionalize a program.
 6. Offer refresher/advanced/support training opportunities as appropriate.
- E. Media Advocacy – the use of mass media to support community organizing to advance a social or public policy initiative/change through the use of editorials, interviews, media events, letters to the editor and/or paid ads. See specific objective for Media Advocacy.

Essential Components:

1. Use media campaigns based on documented need.
 2. Clearly define segmental audiences.
 3. Media shots should occur often and consistently enough to impact opinions.
 4. Develop working relationship with media personnel.
 5. Provide information that is accurate, consistent and utilizes credible persons for the delivery of the message.
 6. Utilize multiple media channels to shape the message.
 7. Develop Media Action Plan prior to the delivery of media activities.
 8. Contain an evaluation plan that measures impact of message delivery.
 9. Involve members of the target population in designing the media message.
- F. Media Campaigns, Information and Support – an activity which relates to steps taken by program staff to use the media to inform the public about healthy lifestyles or resources/events available, and enhance primary population based initiatives. For example, PSAs, print articles, billboards/signs, participation in talk shows, radio/TV segments to promote the planned intervention. See specific objective for public awareness campaigns.

Essential Elements:

1. When possible and appropriate, link to community based special events, state or national health campaigns/initiatives.
2. Use media outlets based on cultural appropriateness.
3. Review campaign messages already developed to ascertain appropriateness for proposed campaign.
4. Pretest for message acceptability and cultural appropriateness.
5. Identify population segments for campaign.

All 2008 Rape Prevention programs must select one of the above listed interventions, A - F, as a component of their methodology. Listed below strategies G – H are also population based strategies which may be a substantial part of the grant application but do not count toward the required intervention.

G. Resource/Service Adequacy and Accessibility – an activity which relates to steps taken or facilitated by program staff to assure availability of needed resources to address the selected health risk behavior. For example, obtaining a commitment from a school or school system to make programs available to students.

Essential Elements:

1. Use facilities that are accessible (geographically, physically, convenient times) to the priority population.
2. Document involvement and support of influential persons to make resources/facilities available.
3. Plan for community outreach.
4. Use local facilities that accommodate individuals with disabilities.
5. Show data that depicts the need to establish services/systems to address a public health issue.
6. Identify/involve key stakeholders, coalitions, and agencies, and recipients of proposed services.

H. Direct Education/Services – an activity which relates to steps taken by program staff to provide direct education or services to the ultimate population. For example, to provide a presentation to a class.

Essential Elements:

1. Document lack of appropriate personnel to provide direct services.
2. Use science-based approaches.
3. Determine eligibility criteria as needed.
4. Document quality control for all programs and services.
5. Use education/services that are responsive to the needs of the participants.
6. Direct services should include appropriate follow-up to ensure follow-through or action on recommendations.
7. Use educational programs where appropriate measures of knowledge/skills can be gained.

ATTACHMENT COVER PAGE
Ohio Department of Health
Sexual Assault and Domestic Violence Prevention Program
Please complete and return this form.

Budget Period: **November 1, 2006** to **October 31, 2007**

Project Title: VAWDJA Sexual Assault Prevention

Authorized User Name/Grant Number: _____

Applicant Agency (Fiscal Agent): _____

Address: _____

Project Director: _____

Telephone #: (_____) _____ FAX #: (_____) _____

E-mail: _____ Web Address: _____

County: _____

Federal Vendor Tax ID Number of Fiscal Agent: _____

Communities to be Served:

Single-County Program – Specify county: _____

Multi-County - List counties; designate below which services will be provided in each county:

Statewide

Specific Population - Specify population; designate below which services will be provided to specific populations:

Services to be Provided: Crisis Intervention (ages 13+) - estimated numbers to be served: _____

Prevention Programming - estimated numbers to be served: _____

Training with Service Providers - estimated numbers to be served: _____

Media Campaign - estimated numbers to be served: _____

Other (specify): _____

Total Project Budget: _____

Amount Requested from ODH: _____ \$

Enclosure #1

Table of Contents

Attachment Cover PagePage
Table of ContentsPage
Program Attachments.....Page
 Applicant Agency/Documentation of Eligibility/PersonnelPage
 Problem/Need AttachmentsPage
 Methodology FormPage

Also include Current Audit (if not previously submitted) – only one copy is needed; should not be attached to the rest of the packet.

Instructions for Methodology Worksheet

You can re-create the methodology form in your own computer program or email Debra Seltzer or Beth Malchus at debra.seltzer@odh.ohio.gov or beth.malchus@odh.ohio.gov to receive the form as a MS Word document.

See **Appendix #3** for the listing of allowable Goals and Objectives. Only these approved Goals and Objectives can be used. If you have questions about the objectives contact Debra Seltzer or Beth Malchus.

Be sure to include at least one population-based intervention from the listing in **Appendix #4**. These may be an objective or may be an activity under an approved objective from the list in **Appendix #3**.

Use the enclosed Methodology form to:

- A. List activities for each objective, including strategies and methods/mechanisms to be used in reaching goals and objectives; for prevention programming, specify for each audience length and number of sessions of training/education that the audience will receive.
- B. Indicate the person/discipline responsible for completing each activity;
- C. Project a date for completing each activity, using specific beginning and ending dates;
- D. Describe the method for ensuring that each activity has been completed. The method should be well thought out and specific evaluation tools completed before the project begins. This section must match the evaluation plan described separately in the grant application.

NOTE: The Ohio Department of Health, Bureau of Health Promotion and Risk Reduction, within which the Sexual Assault and Domestic Violence Prevention Program is located, requires the adherence to Program Standards for all grant funded programs. Copies of the Standards are available upon request.

Enclosure #7 (instructions)

Ohio Department of Health
 Bureau of Health Promotion and Risk Reduction
Sexual Assault and Domestic Violence Prevention Program

Methodology

Goal(s):

Impact Objective:

Process Objectives	Activities	Staff Person Responsible	Timetable	Evaluation
Objectives must be from the approved methodology and must be in the format “When, What, Who, Where, How many.”	Include strategies, methods and mechanisms to be used in reaching goals and objectives.	Indicate person responsible for each activity.	Include specific beginning and ending dates for each activity.	Methods for each activity should be well thought out, with specific evaluation tools ready before project begins. Ensure that this sections matches the evaluation section elsewhere in the grant application.