

**RESOLUTION ACCEPTING VAWA GRANT AWARD FROM THE OHIO DEPARTMENT OF PUBLIC SAFETY, OFFICE OF CRIMINAL JUSTICE SERVICES (OCJS), FOR THE ASHTABULA COUNTY VICTIMS OF CRIME ASSISTANCE OFFICE, PROSECUTOR'S OFFICE**

WHEREAS, the Violence Against Women Act (VAWA) was originally passed by Congress and signed into law by the president in 2013 and established the VAWA Grant Fund and was reauthorized in 2022; and

WHEREAS, OCJS has been designated by Governor Mike DeWine to administer the FY 2023 STOP Violence Against Women Act (VAWA) Grant Program compensation programs; and

WHEREAS, Colleen O'Toole, Ashtabula County Prosecutor, has previously submitted a grant application and the grant award is now being presented for the acceptance of the Board of Ashtabula County Commissioners from the Ohio Office of Criminal Justice Services; and

WHEREAS, the total amount awarded is \$46,248.71, with a \$34,686.53 VAWA Award, and a Local Cash Match of \$11,562.18; and

WHEREAS, the Commissioners feel an acceptance of this award would be desirable and is necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the VAWA grant award from the Ohio Office of Criminal Justice Services is hereby accepted in accordance with a copy of said award on file in this office.

BE IT FURTHER RESOLVED, that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2024-230**

**April 30, 2024**

**RESOLUTION ACCEPTING VAWA GRANT AWARD FROM THE OHIO  
DEPARTMENT OF PUBLIC SAFETY, OFFICE OF CRIMINAL JUSTICE SERVICES  
(OCJS), FOR THE ASHTABULA COUNTY VICTIMS OF CRIME ASSISTANCE  
OFFICE, PROSECUTOR'S OFFICE**

**Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.**

**VOTE:**

**Kathryn L. Whittington  
J.P. Ducro IV  
Casey R. Kozlowski**

**Aye  
Absent  
Aye**

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**Pre-Award Condition Forms**  
**For Government/Public and Private Agencies**

- **EEO Certification Form**
  - **Complete this form online at** <https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans>.
  - This is a federal website and assistance accessing the form and/or other reporting questions should be directed to the contact information listed on the website page.
  - **Upload a pdf copy of the certification to the pre-award conditions page signed by the authorized official.**
  
- **Civil Rights and EEO Questions Part 1 Form**
  - Complete this form in its entirety.
  - The responses should be based on the implementing agency.
  - A signature is not required on this form.
  - Each implementing agency must designate a person to be the civil rights point of contact. The point of contact must take the federal civil rights training at <https://www.ojp.gov/program/civil-rights/video-training-grantees/overview> and then train implementing agency staff members. Please name the point of contact in the space below. By signing the pre-award condition form, agencies are certifying the civil rights training will be completed and this pre-award condition is being met. The training does not need to take place as part of the pre-award condition process, however it must be completed by the second quarter of the grant.
  - Name of civil rights point of contact Alexandria Perry (HR Prosecutor's Office)
  
- **STOP VAWA Statement of Acknowledgement**
  - As a condition to receive your STOP Violence Against Women Act (VAWA) award, the Implementing Agency is required to upload a **signed** statement acknowledging that activities that compromise victim safety and recovery are not permissible and will not be conducted under this award.
  - Please complete and upload a signed "STOP VAWA Statement of Acknowledgement". The form can be accessed here: [STOP VAWA Statement of Acknowledgement Form](#).
  
- **Confidentiality Acknowledgement**
  - This form should be reviewed in its entirety by the project director and authorizing officials for the implementing agency and subgrantee agency.
  - All subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the terms outlined on this form referencing 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)).
  - Submit a signed copy of the [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act](#) form certifying that the agency in which will receive VAWA funds complies with the confidentially and privacy provisions outlined.
  
- **Prosecutor Eligibility Certification (Grant eligibility regarding compelling victim testimony)**
  - In order for a prosecutor's office to be eligible to receive grant funds under this subchapter, the head of the office shall certify, to the State, Indian Tribal government, or 5 territorial government receiving the grant funding, that the office will, during the 3-year period beginning on the date on which the grant is awarded, engage in planning, developing and implementing— (1) training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases; (2) policies that support a victim-centered approach, informed by such

training; and (3) a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim 34 U.S. Code § 10454.

- **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.
  
- **Determination of Suitability Required, in Advance, for Certain Individuals Who May Interact with Participating Minors**
  - This condition applies to this award if it is indicated that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.
  
- **Standard Assurances Form**
  - This form should be reviewed in its entirety by the project director and authorizing officials for the implementing agency and subgrantee agency.
  
- **Special Conditions Form**
  - This form should be reviewed in its entirety by the project director and authorizing officials for the implementing agency and subgrantee agency.
  
- **JAG and VAWA Mandatory Grant Orientation**
  - Each VAWA subrecipient is required to attend a mandatory grant orientation. The grant orientation will provide an overview of the policies that apply to OCJS grant awards. An orientation is scheduled to take place via webinar on January 24, 2024 at 10:00 AM. At least one person associated with the project must attend the orientation. It is recommended that all staff responsible for administering both programmatic and fiscal aspects of the grant attend. Failure to attend the orientation may result in the delay in grant payment processing and potential cancellation of funds. Registration for the webinar is accessed at the following link: <https://attendee.gotowebinar.com/register/865406183891112540>
  
- **System for Award Management Profile**
  - The System for Award Management is the official U.S. government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Your agency registration/profile is required to be active throughout the grant project period and renewed annually. The profile can be renewed at <https://www.sam.gov/portal/public/SAM>. Please provide proof that your agency is registered and currently designated as active by **uploading a copy of the Entity Overview or Entity Record on the pre-award condition page** within the online grants management system.

□ **Single Audit Requirement**

- For fiscal years beginning on or after December 26, 2014. Non-Federal entities that expend \$750,000 or more in Federal funds (from all sources including pass-through subawards) in the organization's fiscal year are required to arrange for a single organization-wide audit conducted in accordance with the provisions of 2 C.F.R. Subpart F.

Non-Federal entities that expend less than the applicable audit threshold a year in Federal awards are exempt from Federal audit requirements for that year. However, non-Federal entities must keep records that are available for review or audit by appropriate officials including the Federal agency, pass-through entity, and U.S. Government Accountability Office (GAO).

□ **Fraud, Waste, and Abuse**

- All subrecipient agency personnel are responsible for informing the following individuals and groups of any suspected violations of the law, including potential fraud, waste, and abuse, Office of Criminal Justice Services Grant Planner, Fiscal Monitor, Director of Grants Administration, or Director of Grants Monitoring and Fiscal Compliance, as well as the Ohio Attorney General's Office of Charitable Law, or the Office of the Inspector General for the original awarding agency.

□ **Contact Information**

- There is no form associated with this condition; however, all projects are responsible for keeping contact information current. Correspondence will often be sent through the online grants management system to the project director listed for the "organization". This is not the same as the project director listed on the title page. For more information on the organization project director, please refer to the user guide. It is also the project director's responsibility to ensure title page information is updated as well to keep records current. Please contact your grants coordinator with any questions.

□ **Conflicts of Interest**

- Subrecipients are required to use Federal funds in the best interest of the award program. Decisions related to these funds must be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance. Subrecipients are required to disclose in writing any potential conflict of interest to your grant-making component or pass-through entity, as applicable. See the Federal Financial Guide 2 C.F.R. § 200.112.

□ **Prohibition on tort litigation**

- Funds under the STOP VAWA program may not be used to fund civil representation in a lawsuit based on a tort claim (34 U.S.C. 12291(b)(9)).

□ **Suspension/Disbarment**

- By signing the Pre-Award Condition Forms subgrantees are certifying that their organization and any organization they are working with as a consultant/contractor is not suspended or disbarred or otherwise found to be ineligible for participating in Federal assistance programs. No organization may participate in these programs in any capacity or be a recipient of Federal funds designated for these programs if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 75.212.)

□ **Training**

- As referenced in the Request for Proposals for this grant program, if advocates provide specialized services (e.g., legal or medical advocacy), specific training must be given. For example, legal advocates need to receive training on the unauthorized practice of law, protection order processes, victims' rights (including Marsy's Law) and other aspects of this role. All advocates are expected to receive an introductory 40-hour training offered by a state organization (e.g., OAESV, ODVN, OAG, etc.), training on victims' rights (including Marsy's Law) and information on new best practices or legal changes (e.g., Strangulation statute). If an advocate is credentialed, please note if it is through OAN or NOVA.
- There is no form associated with this condition; however, all projects are responsible for ensuring that all staff receive basic/introductory training as well as ongoing training for their positions. Basic/Introductory training that is specific to the model used (e.g., a 40-hour introductory course) as well as training for specific positions (e.g., the unauthorized practice of law for court advocacy) helps ensure fidelity to a model. The project director is responsible for ensuring that all staff on a project have had a basic/introductory course within the past five years, specific training occurs before service provision, and ongoing training occurs annually. OCJS may request proof of licensure or proof of completed training."

□ **Pursuant to O.R.C. 4757.02 (B)(1)**

- No person shall use the title "licensed professional clinical counselor," "licensed professional counselor," or any other title or description incorporating the word "counselor" or any initials used to identify persons acting in those capacities unless currently authorized under this chapter by licensure to act in the capacity indicated by the title or initials. OCJS may request proof of licensure, or proof of completed training, including certificates or signed statements from the project director.

□ **Americans with Disabilities**


- The Office of Criminal Justice Services (OCJS) is committed to ensuring equal access to assistance programs, information, and services, regardless of disability. OCJS understands some individuals with disabilities may need an accommodation in order to have access to or participate in OCJS programs or services. OCJS understands accommodations vary depending upon the needs of the individual. Therefore, accommodation requests will be considered on a case-by-case basis.
- For more information regarding accommodations, or to request an accommodation, please contact the Department of Public Safety's ADA Unit at [HRRequestADA@dps.ohio.gov](mailto:HRRequestADA@dps.ohio.gov). Additional information regarding disability accommodations can also be found on the Privacy Notice and Policies page of the Department of Public Safety's website at <https://publicsafety.ohio.gov/help-center/privacy-notice-and-policies>.

The Office of Criminal Justice Services requires agencies receiving federal and state funding to ensure all actions taken by their employees, contractors, and volunteers meet professional standards as determined by the Office of Criminal Justice Services, Ohio Revised Code, and Ohio Administrative Code. These standards help recognize the minimum expertise necessary to perform professionally credible work. The standards are not designed to identify the best or ideal person for any position. The effective application of these standards will require the development of a detailed job description containing additional information to suit a particular situation and need.

Any professional facilitating behavioral health services to individuals residing in Ohio must have a current license/certification in good standing with the Board or State Agency statutorily responsible for oversight. OCJS must be notified immediately if the professional's status changes from good standing.

By signing below, the project director, implementing agency authorized official and subgrantee authorized official acknowledge that they have read and understand the above information and attached forms.

The signatures must match the names on the title page.



Signature

4.17.24 Project Director

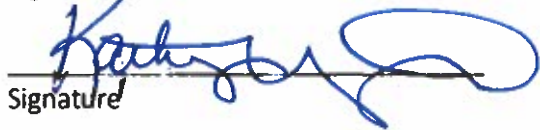
Date



Signature

4.19.24 Implementing Agency Authorized Official

Date



Signature

4.30.24 Subgrantee Agency Authorized Official

Date

**OCJS**  
**CIVIL RIGHTS & EEOP QUESTIONS**  
**APPENDIX B - PART I PRE-AWARD CONDITION**

**SECTION 1: BACKGROUND**

1. How many full-time and part time employees are employed by the agency? Ashtabula Co Prosecutor: 24
2. If the agency uses volunteers, approximately how many does the agency have per year? (please count any volunteers separately from paid employees) N/A

**SECTION 2: EEOP QUESTIONS**

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308, does the subrecipient have an EEOP on file for review?  
 Yes       No  
a. If yes, on what date did the subrecipient prepare the EEOP? \_\_\_\_\_
2. Has the subrecipient submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?

Yes       No

- a. If yes, on what date did the subrecipient submit the Certification Form?

**SECTION 3: CIVIL RIGHTS COMPLAINTS, LAWSUITS<sup>1</sup>, OR FINDINGS**

**\*ANY COMPLAINTS, LAWSUITS, OR FINDINGS THAT HAVE OCCURRED AGAINST THE GRANTEE WITHIN THE 3 YEARS PRIOR TO THE AWARD DATE MUST BE REPORTED**

**If more than one complaint or lawsuit has been filed or more than one finding has been issued, the information requested in questions 1. through 1.d below must be provided for EACH complaint, lawsuit, or finding. Several forms may be needed depending on the volume of complaints.**

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<sup>1</sup> \*Please note: Any lawsuit brought against a police department that alleges violations of civil rights under color of state law (often referred to as § 1983 Actions) MUST be reported in addition to any other complaints, lawsuits or findings. Subrecipient must include the party names, case number, and a short synopsis of the facts and the alleged civil rights violations.

1. Has the agency had any civil rights complaints or civil rights \*lawsuits or findings from any state or federal court OR investigative or administrative agency such as the Ohio Civil Rights Commission, Equal Employment Opportunity Commission, or any other administrative agency? (If the answer is yes, please proceed to a – d below. If the answer is no, skip to “Posting Notification” and the questions that follow it.)

Yes       No

If yes, circle whichever applicable:      **complaint**      **lawsuit**      **finding**

a. Was the complaint/lawsuit/finding filed or brought by employee(s) of the agency or beneficiaries of services you provide?

Employees \_\_\_\_\_

Beneficiaries \_\_\_\_\_

b. Does the complaint/violation/lawsuit involve discrimination based on *{indicate all that apply}*:

- race \_\_\_\_\_
- color \_\_\_\_\_
- national origin \_\_\_\_\_
- religion \_\_\_\_\_
- gender \_\_\_\_\_
- disability \_\_\_\_\_
- age \_\_\_\_\_
- sexual orientation \_\_\_\_\_
- gender identity (or expression) \_\_\_\_\_
- limited English proficiency (LEP) \_\_\_\_\_
- other (please explain) \_\_\_\_\_

c. What is the current status of the complaint/lawsuit/\*finding?  
*{summarize in the space below}*

**\*If there is a finding by an administrative or investigative agency, what were the recommendations of the agency overseeing the investigation and have those recommendations been met? If not yet met, what is the timeline for meeting those recommendations?**

d. Has the subrecipient complied with the requirement to submit to the OCR any findings of discrimination against the subrecipient issued by a federal or state court or federal or state administrative agency on the grounds of race, color, national origin, religion, gender, disability, or age?

Yes       No

**If no, notify the grantee that they are required to notify OCR and that they must do so immediately as OCJS is required to report the subrecipient.**

**POSTING NOTIFICATION:**

2. Does the agency notify beneficiaries and employees that the agency does not discriminate on the basis of race, color, national origin, religion, gender, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?

Yes       No

If yes, briefly describe how this notification occurs:

Handbook, posters

3. Does the agency notify employees and beneficiaries through agency brochures, publications, posters, etc. that the agency does not discriminate on the basis of race, color, national origin, religion, gender, disability, and age in employment practices?

Yes       No

If yes, briefly describe how this notification occurs:

Handbook

4. Does the subrecipient have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient with the Ohio Civil Rights Commission or the federal Office of Justice Programs– Office of Civil Rights?

Yes       No

If yes, provide an explanation of these policies and procedures:

5. Does the subrecipient conduct any training for its employees on the requirements of complying with federal civil rights laws?

Yes       No

## **SECTION 4: REQUIREMENTS RELATED TO PERSONS WITH HANDICAP<sup>2</sup>**

### **THE REQUIREMENTS IN SECTION 4 ONLY APPLY TO GRANTEES THAT HAVE 50(+) EMPLOYEES & AWARD AMOUNT OF 25,000(+) IF THIS DOES NOT APPLY SKIP TO SECTION 5**

If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions:

#### **GRIEVANCE PROCEDURES:**

1. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973? [This Act can be found at 28 C.F.R. Part 42, Subpart G; it prohibits discrimination on the basis of a disability<sup>3</sup> in employment practices and the delivery of services.]

Yes       No

#### **COMPLIANCE COORDINATOR:**

2. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G?

Yes       No

- a. If yes, provide name of the designated person:

Jessica Brundage, HR Ashtabula County

#### **POSTING NOTIFICATION:**

3. Notified participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability?

Yes       No

- a. If yes, describe how (e.g. posters, inclusion in brochures or other program materials, etc.):

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<sup>2</sup> Note: "handicap" is the term used in the legal definition in the Federal Code, which is why this term is being used rather than "disabled."

<sup>3</sup> Disability or handicap under Section 504 of the Rehabilitation Act of 1973 means any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities, or (2) has a record of such an impairment, or (3) is regarded as having such an impairment – the perception of a disability.

**SECTION 5: REQUIREMENTS FOR GRANTEES THAT OPERATE AN EDUCATION PROGRAM OR ACTIVITY**

If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

**GRIEVANCE PROCEDURES:**

1. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972? [This Act can be found at 28 C.F.R. Part 54; it prohibits discrimination on the basis of sex.]

Yes                       No

**COMPLIANCE COORDINATOR:**

2. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54?

Yes                       No

- a. If yes, provide name of the designated person:

\_\_\_\_\_

**POSTING NOTIFICATION:**

3. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities.

Yes                       No

- a. If yes, describe how (e.g. posters, inclusion in brochures or other program materials, etc.):

**SECTION 6: LIMITED ENGLISH PROFICIENCY (LEP) REQUIREMENTS**

1. What reasonable steps<sup>4</sup> has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?<sup>5</sup>  
{summarize in the space below}

Yes. The Court's language services program is utilized.

2. Does the agency have an LEP policy or a procedure for language assistance services?  
 Yes       No

**SECTION 7: FAITH BASED ORGANIZATIONS**

1. Does the agency engage in explicitly religious activities?  
 Yes       No

2. Does the subrecipient provide federal funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in religious practice?  
 Yes       No

3. If the subrecipient engages in explicitly religious activities, does it do the following:

- a. Separate the explicitly religious activities in either time or location from the federally funded activities?

Yes       No

- b. Ensure that participation in the explicitly religious activities is voluntary for participants in the federal funded program?

Yes       No

Comments:

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<sup>4</sup> Reasonable steps in the context of LEP requires a four-factor analysis: (1) the number and proportion of LEP persons served/encountered in the eligible service population – what language groups and how frequently they are encountered in the service area (2) the frequency with which LEP individuals come in contact with the program (3) the nature and importance of the program services – i.e. is the LEP individual asking for directions or looking for program area information (for example domestic violence); and (4) the resources available to the recipient.

<sup>5</sup> Meaningful access in the context of LEP means effective and accurate communication between the grantee and the LEP individual.

4. Does the agency deny service to anyone on the basis of religion?

Yes       No

Comments:

5. If the subrecipient is a religious institution or a faith-based organization, does the subrecipient do the following:

a. Provide appropriate notice to program beneficiaries or prospective beneficiaries that the subrecipient does not discriminate on the basis of religion in the delivery of services or benefits?

Yes       No

b. Provide appropriate notice to program beneficiaries or prospective beneficiaries that if they object to the "religious character" of the subrecipient, the subrecipient will ensure that participation in the explicitly religious activities is voluntary for participants in the federal funded program?

Yes       No

c. Keep a record of the requests for an alternative provider from beneficiaries or prospective beneficiaries who object to the subrecipient's "religious character," noting the subrecipient's efforts to find an appropriate alternative provider and to follow up with the beneficiary or the prospective beneficiary?

Yes       No

**SECTION 8: VAWA AND OVW FUNDED PROGRAMS**

1. If the subrecipient receives funding under VAWA or from OVW, does it serve male victims of domestic violence, dating violence, sexual assault, and stalking?

Yes       No

Comments:

2. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient provide sex-segregated or sex-specific services?

Yes       No

If yes, describe how the services are sex-segregated or sex specific.

If yes, has the subrecipient determined that providing services that are sex-segregated or sex specific is necessary to the essential operation of the program?

Yes       No

If yes, describe how the subrecipient determined that providing sex-segregated or sex-specific services is necessary to the essential operation of the program.

**Award Condition:**  
**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 one 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 FULL AWARD CONDITION TEXT IS LOCATED ON THE NEXT PAGE OF THIS DOCUMENT.***

Subrecipient's are expected to access the National Resource Center: Workplaces Respond to Domestic and Sexual Violence, a project of Futures Without Violence at <https://www.workplacesrespond.org/ovwgrantees/> for guidance on developing, implementing and monitoring the award condition.



United States Department of Justice

# Office on Violence Against Women

*Working Together to End the Violence*

## **Award Condition: Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence**

### 1. In general:

The recipient and any subrecipient at any tier must have a policy, or issue one 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.

### 2. Scope of policy:

The policy must address the following: 1) allegations of workplace-related incidents of sexual misconduct, domestic violence, and dating violence by an employee, volunteer, consultant, or contractor; 2) workplace supports for employees, volunteers, consultants, or contractors who are victims of sexual misconduct, domestic violence, or dating violence; and 3) adjudications that will result in an employee, volunteer, contractor, or consultant being prohibited from occupying positions that could undermine the ability of the recipient or subrecipient to carry out the grant-funded project, such as positions working with victims and other vulnerable populations. A policy may provide that certain adjudications do not prohibit an individual from occupying such a position but must include standards for granting such an exemption for an individual.

### 3. Definitions:

"Adjudication" includes a conviction, issuance of a final protection order, court-ordered diversion, or other judicial finding that the employee, volunteer, consultant, or contractor has engaged in domestic violence, dating violence, sexual assault, or stalking. The recipient may choose to include additional, related offenses, such as sex trafficking, as "adjudications."

"Domestic violence," "dating violence," "sexual assault," and "stalking" have the meanings given in 34 U.S.C. § 12291(a).

"Sexual misconduct" means sexual assault, stalking, and sexual harassment.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor.

An individual is considered to be in the "workplace" of the recipient or subrecipient while in, or using the resources of, the recipient's or subrecipient's offices or facilities, using its equipment or vehicles, engaging in approved telework, on work-related travel, or otherwise conducting business on behalf of the recipient or subrecipient. The availability and nature of the response to a workplace-related incident may depend on the location at issue.

**“Workplace-related incidents” of sexual misconduct, domestic violence, and dating violence include acts, attempted acts, or threatened acts by or against employees, consultants, volunteers, or contractors, that occur in the workplace or that occur outside the workplace but have an impact on the workplace or otherwise undermine the ability of the recipient or subrecipient to carry out the grant-funded project.**

#### **4. Monitoring:**

**The recipient must make its policy available to OVW upon request. Subrecipients must make their policies available to the recipient upon request.**

## **Award Condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors.**

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

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

***THE FULL AWARD CONDITION TEXT IS LOCATED ON THE NEXT PAGE OF THIS DOCUMENT.***

In addition to the award condition on protecting minors, the following training programs are available to recipients and subrecipients free of charge through the National Children's Advocacy Center ([www.nationalcac.org](http://www.nationalcac.org)), funded by the Office of Juvenile Justice and Delinquency Prevention:

1. Preventing Child Sexual Abuse in Youth-Serving Organizations ([https://www.nationalcac.org/recorded\\_trainings/preventing-child-sexual-abuse-in-youth-serving-organizations/](https://www.nationalcac.org/recorded_trainings/preventing-child-sexual-abuse-in-youth-serving-organizations/)).
2. Rethinking Sexual Violence Prevention: Innovations with Bystanders, The Internet & Youth Serving Organizations ([https://www.nationalcac.org/recorded\\_trainings/rethinking-sexual-violence-prevention-innovations-with-bystanders-the-internet-youth-serving-organizations/](https://www.nationalcac.org/recorded_trainings/rethinking-sexual-violence-prevention-innovations-with-bystanders-the-internet-youth-serving-organizations/)).

The Office of Community Oriented Policing Services (the "COPS Office") is also currently working with the National Center for Missing and Exploited Children to update a 2013 publication titled ***What You Need to Know About Background Screening***, which addresses the importance of background screening and best practices in conducting background screening and acting upon the results. The COPS Office anticipates that the updated publication will be available during FY 2020.



United States Department of Justice

# Office on Violence Against Women

*Working Together to End the Violence*

**Award Condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors**

1. Advance determination regarding suitability. The recipient (and any subrecipient at any tier) may not permit any covered individual to interact with any participating minor in the course of activities under the award, unless the recipient or subrecipient first has made a written determination of the suitability of that individual to interact with participating minors, based on current and appropriate information as described in paragraph 3.E., and taking into account the factors and considerations described in paragraph 4.

## 2. Updates and reexaminations

A. The recipient (or subrecipient) must, at least every five years, update the searches described in paragraph 3.E.1. and 2., reexamine the covered individual's suitability determination in light of those search results, and, if appropriate, modify or withdraw that determination.

B. The recipient also must reexamine a covered individual's suitability determination upon learning of information that reasonably may suggest unsuitability and, if appropriate, modify or withdraw that determination.

## 3. Definitions

A. "Covered individual" means any individual (other than a participating minor, as defined in this condition, or a client of the recipient (or subrecipient)) who is expected, or reasonably likely, to interact with any participating minor (other than the individual's own minor children). A covered individual need not have any particular employment status or legal relationship with the recipient (or subrecipient). Such an individual might be an employee of a recipient (or subrecipient), but also might be (for example) a consultant, contractor, employee of a contractor, trainee, volunteer, or teacher.

B. "Participating minor." All individuals under 18 years of age within the set of individuals described in the scope section of this condition as it appears on the award document are participating minors.

C. "Interaction" includes physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. But "interaction" does not include--

(1) brief contact that is both unexpected by the recipient (or subrecipient) and unintentional on the part of the covered individual -- such as might occur when a postal carrier delivers mail to an administrative office.

(2) personally-accompanied contact -- that is, infrequent or occasional contact (for example, by someone who comes to make a presentation) in the presence of an accompanying adult, pursuant to written policies and procedures of the recipient (or subrecipient) that are designed to ensure that -- throughout the contact -- an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual.

D. "Activities under the award." Whether paid for with federal funds from the award, "matching" funds included in the OJP-approved budget for the award, or "program income" for the award as defined by the (DOJ) Part 200 Uniform Requirements), activities under the award include both --

(1) activities carried out under the award by the recipient (or subrecipient); and

(2) actions taken by an entity or individual pursuant to a procurement contract under the award or to a procurement contract under a subaward at any tier.

E. "Current and appropriate information"

In addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by the recipient's (or subrecipient's) written policies and procedures, current and appropriate information includes the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

(1) Public sex offender and child abuse websites/registries

A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably-accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including--

(a) the Dru Sjodin National Sex Offender Public Website ([www.nsopw.gov](http://www.nsopw.gov));

(b) the website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and

(c) the website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

(2) Criminal history registries and similar repositories of criminal history records

For each individual at least 18 years of age who is a covered individual under this FY 2019 award, a fingerprint search (or, if the recipient or subrecipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases) (-- encompassing at least the time period beginning five calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories, including--

(a) the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and

(b) the criminal history registry for each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

4. Factors and considerations in determinations regarding suitability

In addition to the factors and considerations that must or may be considered under applicable federal, state, tribal, or local law, and under the recipient's (or subrecipient's) written policies and procedures, in making a determination regarding suitability, the recipient (or subrecipient) must consider the current and appropriate information described in paragraph 3.E.

In particular (unless applicable law precludes it), with respect to either an initial determination of suitability or a subsequent reexamination, the recipient (or subrecipient) may not determine that a covered individual is suitable to interact with participating minors in the course of activities under the award if the covered individual--

A. Withholds consent to a criminal history search required by this condition;

B. Knowingly makes (or made) a false statement that affects, or is intended to affect, any search required by this condition;

C. Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website;

D. To the knowledge of the recipient (or subrecipient), has been convicted -- whether as a felony or misdemeanor -- under federal, state, tribal, or local law of any of the

following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):

- (1) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense;
- (2) rape/sexual assault, including conspiracy to commit rape/sexual assault;
- (3) sexual exploitation, such as through child pornography or sex trafficking;
- (4) kidnapping;
- (5) voyeurism; or

E. Is determined by a federal, state, tribal, or local government agency not to be suitable.

#### 5. Administration; rule of construction

A. The requirements of this condition are among those that must be included in any subaward (at any tier), and must be monitored. They apply as of the date of acceptance of this award, and throughout the remainder of the period of performance.

B. The recipient is to contact the DOJ awarding agency with any questions regarding the requirements of this condition and must not allow a covered individual to interact with a participating minor until such questions are answered.

C. Award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition, provided that such funds would not supplant non-federal funds that would otherwise be available for such costs.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal, state, tribal, or local law, including any applicable civil rights or nondiscrimination law.



Mike DeWine, Governor  
Jon Husted, Lt. Governor

Andy Wilson, Director  
Nicole M. Dehner, Executive Director

SUBGRANT AWARD AGREEMENT

Subgrant Number: 2023-WF-VA5-8970

Title: STOP VAWA Proposal


In accordance with the provisions of the Violence Against Women Act (VAWA), as enacted by the 103rd Congress, as set forth in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. No. 103-322, 108 Stat. 1796 (Sept. 1994). The VAWA, in part, amends the Omnibus Crime Control and Safe Streets Act of 1968, as amended (the Omnibus Act), U.S.C. 3711 et seq., by adding a new 'Part T'. (Catalog of Federal Assistance 16.588). Part T comprises Sections 2001 through 2006 to be codified at 42 U.S.C. 3796gg through 3796gg-5. Unless otherwise specified, statutory references to those provisions will be to the Sections in Part T of the Omnibus Act, as amended by the VAWA, in accordance with the Department of Justice, Office on Violence Against Women, the Ohio Office of Criminal Justice Services, as the duly authorized State Agency, hereby approves the Local Criminal Justice Coordinating Council's (LCJCC) projects as complying with requirements of the Agency for the fiscal year indicated in the subgrant number above and awards to the foregoing Subgrantee a Subgrant as follows:

Subgrantee:	County Commissioner		
Implementing Agency:	Ashtabula County Prosecutor's Office		
Award Periods:	01/01/2024 to 12/31/2024		
Closeout Deadline:	03/01/2025		
Award Amounts:	OCJS Funds:	\$34,686.53	75%
	Cash Match:	\$11,562.18	25%
	Inkind Match:	\$0.00	
	Project Total:	\$46,248.71	100%

The terms set forth in the 'Responsibility for Claims' section of the OCJS Standard Federal Subgrant Conditions Handbook are subject to Ohio law, including section 3345.15 of the Ohio Revised Code and the Ohio Constitution. As a result, those terms may not apply to subgrant recipients who are political subdivisions of the state, and do not apply to state instrumentalities.

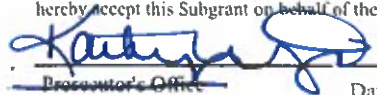
This Subgrant is subject to the statements as set forth in the approved Programmatic and Budget Application submitted and approved revisions thereto, as well as the OCJS Standard Federal Subgrant Conditions and Special Conditions to this Subgrant, which are attached hereto and hereby included by reference herein. The Subgrant is also bound by all applicable federal guidelines, as referenced in the Standard Conditions. Revisions to this Subgrant Award Agreement must be approved in writing by OCJS.

The Subgrant shall become effective as of the award date, for the period indicated, upon return to OCJS of this Subgrant Award Agreement executed on the behalf of the Subgrantee's and Implementing Agency's authorized official in the space provided below.


  
\_\_\_\_\_  
Nicole M. Dehner, Executive Director  
Ohio Office of Criminal Justice Services

5/2/2024  
\_\_\_\_\_  
Award Date

The Subgrantee agrees to serve as the official subrecipient of the award, agrees to provide the required match as indicated above, and assumes overall responsibility for compliance with the terms and conditions of the award. I hereby accept this Subgrant on behalf of the Subgrantee.

  
\_\_\_\_\_  
Prosecutor's Office  
County Commissioner Date

The Implementing Agency agrees to comply with the terms and conditions of the award. I hereby accept this Subgrant on behalf of the Implementing Agency.

  
\_\_\_\_\_  
Elected County Prosecutor Date  
Ashtabula County Prosecutor's Office

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."



Department of  
Public Safety



Mike DeWine, Governor  
Jon Husted, Lt. Governor

Andy Wilson, Director  
Nicole M. Dehner, Executive Director

Stephanie Sagraves  
Victim Advocate  
Ashtabula County Prosecutor's Office  
25 W. Jefferson St  
Jefferson, Ohio 44047 1027

Subgrant Number: 2023-WF-VA5-8970  
Project Title: STOP VAWA Proposal

Dear Ms. Sagraves:

I am pleased to inform you of the approval and award of the above Violence Against Women Act (VAWA) 2023 Grant Program subgrant for which you are the project director. You will find the attached certificate subgrant award. The certificate must be signed by the authorized official of the subgrantee and implementing agency and uploaded to the Ohio Office of Criminal Justice Services Online Grants Management System. You may wish to print a copy of the subgrant award for your records.

Please review the subgrant's conditions to determine if any other forms must be signed and returned, or if special conditions must be satisfied before the funds are drawn down. When determining whether to accept the award, consideration should be given to all required conditions. Should you have any questions, please seek clarification prior to accepting the award.

To ensure prompt receipt of funds, please return these documents as soon as possible. It normally takes four to six weeks to process any subgrant payments after the receipt of the required documents and clearance of the required documents and clearance of all special conditions.

The implementing agency and subgrantee are both required to retain a complete copy of this award package. You may direct all inquiries and correspondence to your grant coordinator Amber Welch via email at [awelch@dps.ohio.gov](mailto:awelch@dps.ohio.gov) OR (614) 466-7782.

Sincerely,

Nicole M. Dehner  
Executive Director  
Ohio Office of Criminal Justice Services

CC: File  
Ashtabula County Commissioners  
Ashtabula County Prosecutor's Office

**Mission Statement**

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."