

**REQUEST FOR PROPOSAL
INFORMATION AND INSTRUCTIONS**

Application Deadline: July 23, 2002

PLEASE READ VERY CAREFULLY

The Arkansas Commission on Child Abuse, Rape, and Domestic Violence is pleased to forward you a Request For Proposal for Preventative Health Services/VAWA Crime Bill funds. There are two programs: Adolescent Rape Prevention and Adult Rape Prevention. **The projected funding budget is approximately \$300,000. Please note that the amount is subject to change.**

Please find the application enclosed in this mailing. Under this proposal, an applicant can apply for either adult or adolescent or both projects. **YOU MUST, HOWEVER, MAKE SEPARATE AND COMPLETE APPLICATIONS FOR EACH IF YOU APPLY FOR BOTH.** Please review the application instructions very carefully and submit all requested information. Applications without all documentation may not be considered. **BE SURE TO MARK EITHER ADOLESCENT OR ADULT ON YOUR APPLICATION.**

New Applicants must submit program and budget proposals reflecting programming for the funding period of **October 1, 2002 to September 30, 2003.**

The Commission on Child Abuse, Rape, and Domestic Violence would encourage any organization needing assistance to contact Barbara Niess at the Commission Office by e-mailing niessbarbaraann@uams.edu. Assistance over the phone or in person will be available during and after the technical assistance conference.

We look forward to the receipt of your application.

**PREVENTATIVE HEALTH SERVICES BLOCK GRANT
VAWA CRIME BILL
REQUEST FOR PROPOSAL CALENDAR
FY 2003**

June 14, 2002	Applications Mailed
July 11, 2002	Technical Assistance Conference
July 26, 2002 4:30 p.m.	Deadline for proposals
August 8, 9 2002	Proposal review by RFP committee begins
August 23, 2002	Tentative award notice
August 30, 2002	Appeal Deadline (appeals may be faxed to the Commission at 501-661-7967)
September 6, 2002	RFP committee considers appeals
September 13, 2002	Final award notice
October 1, 2002	Award period begins
September 30, 2003	Award period ends

**PREVENTATIVE HEALTH AND HEALTH SERVICES
RAPE SERVICES GRANT/VAWA CRIME BILL
APPLICATION CHECKLIST**

- 1) Proposal Application Pages (one for each section; adolescent or adult) _____
- 2) Narrative _____
 - a) Need for Project
 - b) Project Description
 - 1) Plans and goals
 - 2) Time frames
 - 3) Stated objectives and methods to achieve goals
 - 4) Impact statement
 - c) Services Outline (if known)
 - 1) Cooperative agreements with particular organizations or agencies
 - d) Services Description
 - e) Community Involvement
- 3) Project Evaluation Plan _____
- 4) Organizational Capacity _____
 - a) Resource plan to complete project
- 5) Budget Summary _____
 - a) Budget summary and narrative
- 6) Assurances _____
- 7) Resumes, Job Description(s), and Salaries of Key Persons _____

PROPOSAL APPLICATION

Project on Rape Prevention Services Preventative Health Services Block Grant/VAWA Crime Bill

Adolescent Program _____

Adult Program _____

Applicant Organization (legal name):

Address

Employer I.D. Number: _____

Contact Person (Title, telephone & fax)

Name: _____

Title: _____

Telephone/
Fax _____

E-mail
address _____

Has your organization previously received Preventative Health Block Grant
Funds? (Circle one)

YES

NO

Descriptive Title of Proposed Project:

Areas impacted by the project:

(cities, counties, etc)

Target Population:

(professional, public, etc.)

Project Description:

Applicant Organization Description:

To the best of my knowledge and belief, all data in this application are true and correct. This application has been duly authorized by the applicant's governing body and the applicant will comply with all assurances and requirements if this project is awarded funding. Furthermore, I understand that this program will be required to complete progress reports (format provided by the Commission) should the project receive funds.

Signature & Title of Authorized Representative

Date

REQUEST FOR PROPOSAL

Project on Rape Prevention Preventative Health Services Block Grant/VAWA Crime Bill

The Arkansas Commission on Child Abuse, Rape, and Domestic Violence in cooperation with the University of Arkansas for Medical Sciences (UAMS) is authorized to allocate, award, and administer rape prevention funds under the Preventative Health Services Block Grant/VAWA Crime Bill. In accordance with these responsibilities, this request is issued to solicit proposals from interested and eligible agencies or organizations. Funds are available, as specified in this Request for Proposal (RFP) for training, education, operation of information lines, and community-based projects addressing the issues of preventing rape and sexual assault. The RFP committee reserves the right to deny funds to those organizations that do not meet the requirements of this grant. Funding is always tentative until the contract for services has been signed by the sub-grantee and the Arkansas Commission on Child Abuse, Rape and Domestic Violence/University of Arkansas for Medical Sciences.

I. Priority Areas Related to Rape

- A.** Public education/prevention activities, e.g. prevention programs, pamphlets, or similar projects to educate the public regarding the social problems of rape and to serve as an outreach program.
- B.** Community-based projects (new or expansion of existing projects) addressing education and prevention services. The areas that will be given the most consideration are drawn from the strategic plan.

Those goals are:

Goal #1: Children in Arkansas possess the knowledge, attitudes and beliefs that contribute to a society free from sexual violence.

Goal #2: Adults in Arkansas possess knowledge, attitude and beliefs that contribute to a society free from sexual violence.

Goal #5: Professionals possess the knowledge, attitudes and beliefs that contribute to a society free from sexual violence.

Goal #6: Prevent survivor re-victimization and re-enactment.

In the strategic plan (if you do not have one, please contact the commission and one will be sent to you) there are objectives and tasks to the goals stated. However, if you have other ideas on how the goals can be accomplished, please feel free to outline those as well in the proposal.

- C. Areas which **will not** be considered as an allowable cost in award of funds:
1. Projects/services which duplicate existing training, education or services in a geographic area;
 2. Purchase of clothing, food, shelter, support groups, therapy, or similar costs;
 3. Provision of services, education or training in the area of child abuse or domestic violence;
 4. Provision of self-defense training;
 5. **Activities that do not directly address rape prevention;**
 6. **Participant incentives.**

II. Available Funds

- A. It is anticipated the estimated award range will be \$5,000 to \$20,000 with an average award being \$8,500. However, programs are not limited to these ranges.
- B. All awards and disbursement of funds under this RFP are contingent upon availability of funds to UAMS and the Commission on Child Abuse, Rape, and Domestic Violence.
- C. The Commission on Child Abuse, Rape, and Domestic Violence and UAMS reserve the right to reallocate funds to established priority areas, at their discretion, of any awarded funds which may be unobligated and returned by the award recipients under this RFP.
- D. All projects **must be completed by September 30, 2003**, in order to insure funding availability for fiscal year 2003.

III. Dates

- A. Deadline for receipt of proposals: **July 26, 2002**. **Proposals must be received (not postmarked) by 4:30 p.m. Friday, July 26, 2002.**
- B. Other dates related to the Request for Proposal process:

June 14, 2002	RFP issuance (technical assistance provided by telephone after July 1)
July 11, 2002	Technical assistance conference (applicants may find it beneficial to bring a rough draft copy of their proposal to the conference.)
July 26, 2002	Deadline for submission of RFP's
Aug. 8, 9 2002	Review of RFP's by committee
Aug. 23, 2002	Tentative award notice
Aug. 30, 2002	Appeal deadline (by fax or letter)
Sept. 6, 2002	RFP Committee considers appeals
Sept. 13, 2002	Final award notice sent
Oct. 1, 2002	Award period begins
Sept. 30, 2003	Award period ends

IV. Submission of Proposal Application

- A. Eligible applicants are public or nonprofit agencies or organizations, colleges, and universities.
- B. Deadline: **July 26, 2002, 4:30p.m.** (see III, A)
- C. Application: Submit the original and 9 copies. Application must conform to the requirement of section VI of this RFP. Proposals which **do not** conform to these requirements **will not** be considered.
- D. Submit Application to:
1. By Mail:
Barbara Niess, MPA, LMSW
Rape/Domestic Violence Project Coordinator
ACCARDV
4301 W. Markham, Slot 606
Little Rock, Arkansas 72205
 2. Hand Delivery:
ACCARDV
Freeway Medical Tower, Suite 500
5810 W. 10th St.
Little Rock, Arkansas 72204
(501) 661-7975
Note name of person to whom delivered

V. Appeal Process

Once funding recommendations are determined by the Rape subcommittee of the Arkansas Commission on Child Abuse, Rape, and Domestic Violence, applicants will be notified by fax regarding the recommendation(s) for their proposal. In an effort to expedite the RFP process, **it is imperative that a fax number be enclosed with the grant application.** If the applicant wishes to appeal the decision(s), the applicant must do so by faxing, mailing, or delivering a written appeal to the Commission on Child Abuse, Rape, and Domestic Violence by **4:00 p.m. on September 6, 2002.** The notice of intent to appeal must include the reason(s) for the appeal and must not exceed two typed pages. Fax copies can be sent to the Commission Office (**FAX 501 661-7967**).

It is the responsibility of the applicant to contact the Commission if a tentative award notice is not received by **September 3, 2002** if applicant intends to appeal. It is the responsibility of the applicant to verify that the Commission received the notice of intent to appeal. Failure to appeal within the specified time frame shall serve as an absolute waiver of the right to appeal.

VI. Proposal Application

Application should be completed, submitted in the following order, and in accordance with the instructions provided in this section.

A. General Requirements

1. Original and 9 copies must be submitted.
2. Proposal must typed. The *narrative* portion of the application must be size 12 font, double-spaced pages.
3. While drafting the proposal, please keep in mind use of proven prevention practices. This may include references to current research on sexual assault and rape prevention or specific information that concludes your own program's effectiveness. As the Commission moves forward in evaluation of effectiveness, it will be imperative that programs are in place that can be evaluated. For more information on particular prevention programs, please feel free to contact the project coordinator.

B. Order and Details of Application

1. Cover Page-Proposal Application

- a. Respond in space provided
- b. Project Description in the space provided, summarize the proposed project.
- c. Application description in space provided, describe the applicant agency's history, purpose, organizational structure and services provided. If applicable, the name of any collaborative organization should be noted and its responsibilities discussed under the Level of Effort portion of the proposal narrative.

2. Narrative Section (see VI, A, 2) (35 Points)

- a. Need for project: describe the problem or situation that prompts the applicant to propose the project. **The project must be related to the goals and objectives referred to in the priority areas. If they are not, then the goals, objectives and tasks must be fully explained with a short explanation on why it deviates from the strategic plan.**
- b. Project Description
Describe specific
 - a) plans, including **goals** and **measurable objectives**
 - b) time frame for implementation
 - c) approach or methods of achieving project goals and objectives
 - d) local, regional, or statewide impact anticipated
- c. For training or educational projects, include **content, course outline, and an example of how applicant will evaluate the effectiveness of the course**, target population, and estimated dates of training. If the project will include educational materials; e.g., pamphlets or manual, describe content and outline of presentation (those items can be included as part of the appendix). All brochures, pamphlets, and educational materials must be approved by the Rape Committee before expenses for such items can be invoiced. Some suggested curriculum topics may include bullying/violence prevention, healthy relationships, positive boundaries, anger management, sexual harassment as well as gender roles and myths. It may also be helpful to utilize curricula that focuses on behavior change and supports the positive social norm (implicit social standard that describes

what behaviors should and should not be performed in a social setting) that sexual assault and rape are unacceptable. Should you need models of effective prevention practices, please feel free to contact the project coordinator.

- d. Community based projects for education or prevention services, describe specifically the **services proposed** and identify these as **new** or **expanded services** of the agency and/or service area. It is strongly suggested that populations who are typically underserved be involved to the greatest extent possible.
- e. The proposal should address how the project has **community involvement** and should demonstrate its ability to provide prevention services to its population.

3. Project Evaluation (10 Points)

- 1) Describe the plan for evaluating and/or measuring the effectiveness of the project in relation to the strategic plan.

4. Organizational Capacity (20 Points)

- 1) Discuss the resources; e.g., staff, volunteers, time, funds, and facilities that will be needed to carry out the project. Include any donations or in-kind services that will be used for this project. Clearly identify and describe the role of any collaborative organization or combined efforts with other agencies necessary to the completion of the project.

Attach job description and salary range of key positions necessary to complete the project.

5. Budget Summary (provided) (35 Points)

- a. All funds budgeted in the grant must be supported by the program description.
- b. Complete the budget summary sheet and attach the budget narrative.
- c. Administrative overhead costs are not an allowable expense of award funds.

- d. All equipment purchased by any program with these grant funds is the property of the Arkansas Commission on Child Abuse, Rape, and Domestic Violence and may be claimed by the Commission if for any reason the program is terminated, not funded or ceases to function.
 - e. Other limitations and requirements are addressed in the assurance portion of this application package.
6. Assurances (provided) - The form must be signed by the applicant's authorized representative.
7. Resumes of key persons funded by the proposal.
8. Should a Commission funded program share a service area (city, county) with another Commission funded program for the purpose of providing prevention activities, a current (dated within sixty days of the RFP deadline) cooperative agreement must be in place. If there is no cooperative agreement, then the procedure will be based solely on competition, meaning that services rendered as well as compliance with previous procedures will be taken into consideration when determining funding. Should you be uncertain whether or not there is a program that shares the area your program intends to serve, please call the Commission and staff will see if another program is also intending to apply for funds.
9. **Failure to submit the required items will affect your request for funds. Please submit all items of information requested.**

**Project Budget
2002-2003**

PROPOSED AWARD

TOTAL PERSONNEL (Total salaries/fringe)

Salaries

Fringe

TOTAL OPERATIONS

Telephone

Postage

Duplication/Printing

Supplies

Equipment

TOTAL TRAINING/EDUCATION COSTS

Trainers – contracted

Trainer Travel

Other Costs

OTHER PROJECT COSTS

(Please itemize)

ASSURANCES

By executing these assurances the applicant agency agrees that any award under this RFP will be administered, and activities or services provided, in accordance with applicable state and federal laws and regulations. This agency agrees to use any funds awarded under this RFP only for those activities described in this application.

The applicant agency provides assurances that none of the funds will be used to:

- 1) duplicate training, education, or services in a geographic area;
- 2) purchase furnishings, or any other purchase or improvement of real property;
- 3) make cash payment to or in behalf of clients for items or services such as clothing, food, shelter, or health services;
- 4) provide services, education, or training in the area of child abuse;
- 5) provide services, education, or training in the area of domestic violence;
- 6) satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
- 7) supplant any state or local funds;
- 8) support administrative cost related to the proposal's activities or to the agency's administrative costs in general.

The applicant agency agrees to the following:

- 1) It shall maintain records that document the nature and outcomes of its activities, including records necessary for the appropriate accounting of funds received and disbursed.
- 2) It shall make available to the Commission on Child Abuse, Rape and Domestic Violence or UAMS all records or documents related to the activities funded under this RFP.
- 3) It shall make such reports (financial and programmatic) to the Commission on Child Abuse, Rape, and Domestic Violence or UAMS as may reasonably be required;
- 4) It shall protect the confidentiality of and shall prevent the inappropriate disclosure of information related to victims of rape.
- 5) No person shall, on the basis of sex, race, disability, or religion be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or part by awarded funds. Applicable laws include 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendments of 1972, 3) Section 504 of the Rehabilitation Act of 1973, and 4) Age Discrimination Act of 1975.

- 6) It shall initiate proposed activities with 30 days of award unless prior written approval of a delay is obtained;
- 7) It shall, if applying for program funding which would include expenses for activities conducted from October 1, 2002 and which were previously funded by the Arkansas Commission on Child Abuse, Rape, and Domestic Violence through a similar RFP process, provide necessary documentation requested to verify those activities.
- 8) It shall make available for replication statewide any educational or programmatic materials developed in whole or in part under the funded proposal.
- 9) It shall be willing to collaborate locally and statewide. This includes sharing of any relevant program information with other organizations.
- 10) It shall be willing to attend all training opportunities sponsored by the Arkansas Commission on Child Abuse, Rape and Domestic Violence.
- 11) It shall provide exclusively prevention activities with the funds received.
- 12) It shall submit quarterly reporting forms contained in the sub-grantee packet.
- 13) It shall complete all projects funded under this RFP and submit all invoices **by the completion date of August 30, 2003.**
- 14) It shall submit a copy of all brochures, pamphlets or other educational materials funded for printing or purchase under this RFP for approval. It shall also submit a copy of all agendas for training/presentation funded under this RFP.
- 15) It shall submit a letter of cooperative agreement between the organization receiving the grant funds and particular educational institutions where training/presentations will occur. **This cooperative agreement should be included in the submitted proposal.**
- 16) It shall not permit any funds to be paid to any current or past member of the Arkansas legislature or current State employee without first notifying the Director of the Commission.

Applicant Agency: _____

Authorized Signature: _____

Date: _____

Title (position): _____