



Florida Council Against Sexual Violence

**Request for Proposals (RFP)
STOP Violence Against Women Grant Program
Expanding Sexual Assault Victim Services**

Issued: February 5, 2018

Proposal Deadline: March 15, 2018, 5:00 PM, EST

To be considered, all proposals must be received electronically by the deadline.

Project Period: July 1, 2018 to June 30, 2020

Submit via email to the following single point of contact:

Beverly Gregory (bgregory@fcasv.org)

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I. OVERVIEW

Introduction

Sexual Violence shatters lives, wounds communities and perpetuates injustice. The Florida Council Against Sexual Violence leads, informs and inspires the people of Florida to create safe and just communities.

FCASV provides information, assistance, and leadership on all aspects of sexual violence, including rape, child sexual abuse, stalking and sexual harassment, sex trafficking, and trauma-informed care. FCASV certifies and funds sexual assault programs that provide quality services and maintain compliance with certification standards. Another primary component of FCASV's work is collaborating with law enforcement agencies and state attorneys' offices to improve the criminal justice response to sexual assault survivors and increase offender accountability.

About the Project

FCASV is soliciting proposals for the STOP (Services-Training-Officers-Prosecutors) Violence Against Women Act (VAWA) Grant Program (CFDA 16.588) funded by the Department of Justice, Office on Violence Against Women (OVW) to the Florida Department of Children and Families and passed through the Florida Department of Health (DOH) to FCASV for distribution to subrecipients. The purpose of the Violence Against Women Act is to promote a coordinated, multi-disciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. The act encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women.

II. ELIGIBILITY

Eligible applicants are limited to Florida's certified sexual assault programs.

III. STATEMENT OF INTENT TO APPLY

Applicants are *strongly encouraged* to provide a Statement of Intent to Apply to FCASV by February 26, 2018. The statement must be submitted by email to Beverly Gregory at bgregory@fcasv.org. In the subject line please indicate, "Expanded SA Victim Services, Intent to Apply." The body of the message should include the following:

- Name of the applicant agency
- Identify the county/counties to be served with this funding
- Contact name, title, email and telephone number (related to this RFP)

Submitting a Statement of Intent to Apply does not obligate the agency to apply. It will, however, help FCASV anticipate resources required to complete the application reviews.

IV. APPLICATION DEADLINE

Applications for this STOP Expanding Sexual Assault Victim Services RFP must be received on or before March 15, 2018, at 5:00 PM, EST. No proposals will be accepted beyond that time. It is expected that official notice of the selected sites will be posted on the FCASV website (www.fcasv.org) by March 31, 2018.

Applications must be submitted electronically to Beverly Gregory at bgregory@fcasv.org **As the single point of contact, all communications related to this RFP must be submitted electronically to Ms. Gregory.** To avoid any potential application submission problems, FCASV strongly urges applicants to submit applications 72 hours prior to the application due date. Late applications will be disqualified and will not be reviewed.

Schedule of Events		
Event	Due Date	Location
RFP Advertised	February 5, 2018	FCASV website http://www.fcasv.org/
RFP Application Information Webinar – send questions in advance to Beverly Gregory at bgregory@fcasv.org	February 21, 2018, 11 AM, EST Facilitated by FCASV staff	Webinar: register using the following link https://attendee.gotowebinar.com/register/1291405382585330179
Statement of Intent to Apply deadline	February 26, 2018	Send to: Beverly Gregory at bgregory@fcasv.org
Questions Regarding the RFP (submit via email)	March 2, 2018	Send to: Beverly Gregory at bgregory@fcasv.org
Questions Regarding the RFP Answered	March 7, 2018	FCASV website http://www.fcasv.org/
Proposal/Application Deadline	March 15, 2018 Must be received electronically no later than: 5:00 PM EST	Send to: Beverly Gregory at bgregory@fcasv.org
Application Review Team Meets	March 20, 2018 (tentative)	Webinar platform
Posting of Intent to Award	March 31, 2018 (tentative)	FCASV website http://www.fcasv.org

V. RFP QUESTIONS AND CLARIFICATION

All applicants are welcome to submit questions and/or request clarification regarding this RFP in accordance with the schedule above. **As the single point of contact, all communications must be submitted electronically to Beverly Gregory at bgregory@fcasv.org, no phone calls will be accepted. Responses from any other FCASV staff will not be provided.**

An opportunity to submit written questions will be offered with written answers to follow. Any questions must be submitted by March 2. Those questions and answers will be posted on the FCASV website on March 7.

In addition, FCASV will conduct an information session, via webinar, on February 21 at 11:00 AM, EST. All questions must be submitted in advance of the webinar. Please contact Beverly Gregory at bgregory@fcasv.org to submit questions.

VI. AWARD PERIOD AND FUNDS AVAILABLE

The award period for the grant program will be 24 months. Commencement of awarded projects will be July 1, 2018 with an expiration date of June 30, 2020. Applicants shall submit a one-year budget with this proposal for the period July 1, 2018 through June 30, 2019. If, after the initial year, the subrecipient has failed to perform as specified in the subgrant, the agreement may be terminated by FCASV.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the Florida Department of Children and Families, The Florida Department of Health, The Florida Council Against Sexual Violence (FCASV), The U.S. Department of Justice, or Florida Statutes. It is anticipated that two projects will be funded from this RFP. Proposals shall not exceed \$181,031 for the initial annual award period. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs.

Culturally Specific Victim Service Organization Set-Aside. The STOP grant category allocation allows for 10% of the 30% set aside for victim services to go to culturally specific community-based victim service organizations. Providers that wish to be considered for the 10% culturally specific set-aside must demonstrate that its primary mission is to address the needs of racial and ethnic minority groups or it has developed a special expertise regarding a particular racial and ethnic minority group. In terms of funding sexual assault services, an organization is eligible to receive the culturally specific set-aside if the organization is a tribal organization, a non-profit, or a nongovernmental organization that serves a specific geographic community that:

- focuses primarily on sexual assault;
- has established a specialized culturally specific program that addresses sexual assault;
- has a primary focus on underserved populations (and includes representatives of these populations) and sexual assault; **or**
- obtains expertise, or shows demonstrated capacity to work effectively, on sexual assault through collaboration;

and:

- is primarily directed toward racial and ethnic minority groups; **and**
- is providing services tailored to the unique needs of that population.

VI. EXPANDED SEXUAL ASSAULT VICTIM SERVICES

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, victims often need support from family and friends, as well as critical direct intervention and related assistance from survivor-centered organizations such as rape crisis centers, through 24-hour sexual assault helplines, crisis intervention, advocacy, and forensic medical and criminal justice accompaniment.

This grant focuses on the need for a local certified sexual assault program to collaborate with other local service providers to address gaps in service delivery and lack of access to services for victims of sexual assault. The intent is to enhance short and long-term support services to victims of sexual assault that provide advocacy as well as opportunities for healing from the assault. Proposed projects should also focus on eliminating service provider attitudes and behaviors associated with minimizing the trauma victim's experience and thus reducing the possibility for re-victimization.

FCASV is soliciting proposals from Florida's sexual assault programs to implement comprehensive strategies to serve victims of sexual assault **with priority consideration given to improve services to underserved populations** that experience barriers to the access to services including but not limited to sexual assault victim service programs with a focus on:

- Race, ethnic and immigrant populations
- LGBTQ+ communities
- Elder abuse
- Individuals with disabilities
- Human trafficking victims
- Male victims
- Children (ages 11 and above)
- Sexual assault against men, women, and youth in correctional and detention settings.

STOP funding creates a unique opportunity for select Florida communities to increase the resources, services, and advocacy available to victims and survivors of sexual assault. Collaborative efforts between non-profit community-based organizations, governmental agencies, mental health and substance abuse organizations, or educational entities can maximize community resources and ensure that victims and survivors are identified, referred to appropriate services, and receive the assistance they need. In efforts to increase access to services for victims and survivors, communities need to partner to ensure that essential services, programs and environments are available that are appropriate, safe, and linguistically and culturally relevant.

Out-of-Scope Activities

The activities listed below are out of the program scope and will not be supported by grant funding. Applications that propose out-of-scope activities will receive point deductions during the review process. Applications that are determined to be substantially outside the scope of the “Increased Access to Services for Victims and Survivors of Sexual Assault” grant program will not be considered for funding.

- Research projects (This does not include program assessments conducted only for internal improvement purposes);
- Legal services in civil and criminal matters, except that legal assistance in seeking protection orders and limited immigration matters (e.g., U Visas) is permitted; and,
- Services to children 10 years old and younger for anything other than services beyond ancillary services provided to a survivor’s child when there is an inextricable link between a parent’s victimization and the child’s need for services *and* in connection with providing survivor services for the parent.

VII. REPORTING REQUIREMENTS

All successful applicants must submit the following reports in accordance with subgrant requirements. Failure to do so may result in withheld payments, financial penalties or funding to be rescinded.

- STOP Progress Report. The Provider shall complete the quarterly electronic STOP Progress Report form, incorporated herein by reference.
- Quarterly Expenditure Reports (QER) to document that grant funds were spent in accordance with the pre-approved line item budget. Each report shall identify award expenditures for the period indicated.
- Annual Financial Report to identify total award expenditures. Any remaining funds must be remitted to FCASV with this report.
- Federal Annual Progress Report to document services on a semiannual basis.

VIII. FINANCIAL CONSIDERATIONS

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200 (https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). Additionally, OVW awards are covered by the DOJ Financial Guide (https://oip.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

There is no match requirement for STOP victim services funding.

Supplanting:

STOP VAWA funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.

Factors Affecting Allowability of Costs (2 CFR 200.403)

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period. See also §200.306 Cost Sharing or Matching paragraph (b).
- Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.

Indirect Cost Rate Agreement (if applicable)

As described in 2 CFR 200.403 Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. *Please include a copy of a current, signed federally-approved indirect cost rate agreement with the application.* If the applicant agency has never received a federally-approved indirect cost rate it may elect to charge a de minimis rate of 10% of *modified* total direct costs (MTDC) which may be used indefinitely, in accordance with 2 CFR Section 200.68. (MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.)

IX. OVW GUIDELINES

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by STOP Formula Grant Program funding. Applications that propose unallowable activities may receive point deductions during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying, except with explicit statutory authorization
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Construction

Prevention education efforts and media campaigns are not allowable activities for this grant program.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including deaf or hard of hearing individuals. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

X. RFP APPLICATION REQUIREMENTS

RFP Application Form (Attachment A) – Must be completed in its entirety – **FATAL CRITERIA**

- Complete implementing agency information, including Dun & Bradstreet (DUNS) number.
- Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).
- To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of registration with SAM.
- Federal Indirect Cost Rate required if referenced in the application budget.
- Original signatures required (stamped or electronic signatures are not acceptable).
- Signatures of support by collaborative partners associated with this project (required if applicable).

The following documents **must** be submitted with the application to be considered for an award:

- SAM Verification - A copy of the agency's current, active SAM registration.
- To register with SAM, go to <https://www.uscontractorregistration.com>.
- Federal Indirect Cost Rate Agreement (federal cognizant agency, if applicable)
- Position descriptions; specify tasks to be completed under this grant (if personnel costs are requested in the budget).
- Agency organizational chart.

APPLICATION CRITERIA and REVIEW PROCESS

Application Criteria

- The review team will evaluate each application for a possible score of up to 100 points.
- **Project Narrative** (#2-#5 of the selection criteria below):
 - No more than 12 typed pages. Additional pages will not be considered by the reviewers.
 - Number program narrative pages (1-12)
 - 12 point font, double-spaced
 - 1" margins (except for charts/graphs/diagrams, if included)
- Page number limit only applies to the Project Narrative. It does not include the RFP Application Form and other required documentation.

Application Content Checklist

- Part 1 - RFP Application Form and Supporting Documentation **FATAL CRITERIA**
- Part 2 - Project Narrative (12 pages maximum – numbered)
 - Abstract
 - Statement of Need
 - Project Description
 - Evaluation Plan

- Collaborative Process
- Part 3 - Budget/Budget Narrative Form (fully completed) - **FATAL CRITERIA**

Review Process: Initial Screening

FCASV staff will conduct an initial screening of the application to check for completeness. If any **FATAL CRITERIA** are not submitted in accordance with stated requirements the application will be deemed incomplete and disqualified from consideration. Those applicants will be notified that their application has been disqualified.

Review Process: Review Team

FCASV is committed to ensuring a fair and open application process. FCASV will review all applications submitted under this RFP to ensure fatal criteria requirements have been met. Peer reviewers will then review the qualified applications. FCASV may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of this RFP who is *not* an employee of an agency applying for the project. An internal reviewer is a current FCASV employee who is well versed or has expertise in the subject matter of this request. The review team will evaluate, score, and rate qualified applications.

SELECTION CRITERIA

RFP Application Form (20 points possible) - **FATAL CRITERIA**

All of the following must be included:

- *All implementing agency information*
- *Additional required documentation*
- *Signatures, as indicated*
- SAM verification
- Federal Indirect Cost Rate Agreement (if applicable)
- Position descriptions; specify tasks to be completed under this grant (if personnel costs are requested in the budget)
- Agency organizational chart

Project Narrative

1. Abstract (No point value, limit to 1/2 page, single spaced) (No points assigned)

The Proposal Abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives.

Numbers 2 through 5 below: restate and address each numbered/lettered item separately

2. Statement of Problem and Needs Assessment (20 total points possible)

This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services, or activities being proposed.

- A. Who is your target population? (If you are seeking priority consideration by proposing to improve services for an underserved population, state that here. Describe the intended target population using demographic or other data where possible.) (possible 4 points)
- B. Describe the need, nature and extent of sexual assault within the proposed community, region, and/or population to be served. Statements should be supported with up-to-date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described. (possible 4 points)
- C. Are other agencies addressing the need? If so, identify each one and provide a brief description on how this project differs, or how it complements each existing program. (possible 4 points)
- D. If applying to serve an underserved population, describe how activities will be accessible and/or culturally appropriate to the population. (possible 4 points)
- E. How would this project enhance the services currently provided by your program? (possible 4 points)

3. Project Description (20 total points possible)

Outline how this funding will specifically allow you to meet the needs identified above. Keep in mind that goals and objectives must be specific and verifiable.

- A. Clearly describe (number) goals that illustrate where you hope to be at the end of the first year grant cycle. (possible 5 points)
- B. Outline the specific objectives/tasks to accomplish this. (possible 5 points)
- C. Who will be responsible to complete each task? (possible 2 points)
- D. Include a completion date for each objective identified. (possible 4 points)
- E. Use the Evaluation Plan table below to summarize your goals and objectives. (possible 4 points)

4. Evaluation Plan (20 points possible)

Describe how project goals will be evaluated. How will you measure success? How will you know when a goal has been reached? How will you ensure accountability among all partners? Describe milestones along the way that will indicate success in meeting each goal. Make sure you address EVERY goal.

Please use the following table to outline your evaluation plan (1 page limit). There may be multiple objectives related to a single goal. If applicable, identify the estimated number of clients/services for each goal/objective. Please be sure to only include the numbers of clients/services that will be funded out of the STOP award.

Goal	Objective	Method of Measurement (establish baseline, if applicable)	Estimated Number of Services/ Clients (if applicable)	Responsible Person & Completion Date

5. Collaborative Process (1 page limit) (20 total points possible)

Improving services to underserved populations requires strong collaboration with organizations in their communities. Please provide details of your active and documentable collaboration process with groups or organizations who serve or are part of the target population. Describe all partners and how you will work with them throughout the project. Outline collaborations using the following table.

Agency Name	Contact Name, Email and Phone #	Describe Collaboration/Roles

6. Budget/Budget Narrative (Attachment B) FATAL CRITERIA

All of the following must be included:

- Agency Information
- Line item costs
- Budget narrative (must justify how each line item supports the project)

All costs must be identified by individual line item and addressed in the budget narrative to justify how costs directly support the project. Show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

XI. Successful Applicants

Successful applicants seeking funding will be required to submit additional documentation in accordance with federal/state and FCASV requirements prior to the execution of a subaward. Related information and appropriate forms will be provided by the assigned FCASV contract manager. In addition to the requirements stated above, STOP OVW Special Conditions for Subawards is provided in Appendix A of this RFP.

FCASV will have final authority in monitoring, reporting and payment disputes.