



Florida Council Against Sexual Violence

**Request for Proposals (RFP)
STOP Violence Against Women Grant Program
Excellence in Sexual Assault Response Project
(ESARP)**

Issued: January 30, 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, 2019

Submit via email to the following single point of contact:

Marie Dowling (mdowling@fcasv.org)

This project was supported by subgrant No. COHK4 awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

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, and 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. The Excellence in Sexual Assault Response Project (ESARP) funded by this RFP offers training to law enforcement agencies and their state attorney offices in response to committed sex crimes.

II. ELIGIBILITY

Eligible applicants are limited to law enforcement agencies with the support of their:

- Local certified sexual assault program
- Dispatch agency (if separate)
- State attorney's office (*not required but strongly encouraged*).

Two law enforcement agencies in the same county may apply jointly. At least one of those law enforcement agency applicants must have received a minimum of 10 rape reports in 2016, as cited in the 2016 FDLE Uniform Crime Reports.

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 Marie Dowling at mdowling@fcasv.org. In the subject line please indicate, "ESARP Training, Intent to Apply." The body of the message should include the following:

- Name of the applicant law enforcement agency
- Name of the applicant law enforcement jurisdiction
- 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 law enforcement grant, Excellence in Sexual Assault Response Project (ESARP) 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 Marie Dowling at mdowling@fcasv.org. ***As the single point of contact, all communications related to this RFP must be submitted electronically to Ms. Dowling.*** 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 | January 30, 2018 | FCASV website http://www.fcasv.org/ |
| First Round of Questions (submit via email) | February 9, 2018 | Send to: Marie Dowling at mdowling@fcasv.org |
| First Round of Questions Answered | February 14, 2018 | FCASV website http://www.fcasv.org/ |
| RFP Application Information Webinar – send questions in advance to Marie Dowling at mdowling@fcasv.org | February 20, 2018, 2 PM Facilitated by FCASV staff | Webinar: register using the following link https://attendee.gotowebinar.com/register/5864895466379584003 |
| Statement of Intent to Apply deadline | February 26, 2018 | Send to: Marie Dowling at mdowling@fcasv.org |
| Second Round of Questions (submit via email) | March 2, 2018 | Send to: Marie Dowling at mdowling@fcasv.org |

| | | |
|--------------------------------------|---|---|
| Second Round of Questions 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: Marie Dowling at mdowling@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 Marie Dowling at mdowling@fcasv.org; no phone calls will be accepted. Responses from any other FCASV staff will not be provided.**

Two opportunities to submit written questions will be offered with written answers to follow. The first round of questions must be submitted by February 9. Those questions and answers will be posted on the FCASV website on February 14. A second round of questions must be submitted no later than 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 20 at 2:00 PM EST. All questions must be submitted in advance of the webinar. Please contact Marie Dowling at mdowling@fcasv.org to register and submit questions.

VI. AWARD PERIOD AND FUNDS AVAILABLE

The ESARP award period is effective July 1, 2018 through June 30, 2019. Awards, not to exceed \$15,000, are available to support participation in the Excellence in Sexual Assault Response Project. Applicants wishing to receive funding must complete the budget form provided with this RFP (see Attachment B), including the budget narrative, and submit to FCASV with all other required documents. Awards are contingent on the availability of funds.

An award request is not required to participate in the ESARP. In such cases the applicant will be required to sign a Memorandum of Agreement (MOA) with FCASV regarding training-related requirements. Applicant request or declination of funds shall be indicated on the RFP Application Form (see Attachment A).

VII. EXCELLENCE IN SEXUAL ASSAULT RESPONSE PROJECT

The Excellence in Sexual Assault Response Project (ESARP) is a partnership between FCASV and

the criminal justice community. **The project offers free profession-specific training, train-the-trainer events, policy development consultation, and technical assistance to law enforcement organizations and their state attorneys' offices on responding to sex crimes against victims 11 years old and above.** On a national level, Florida is a leader in advancing trauma informed response and investigative techniques. This project trains law enforcement agencies how to use these cutting-edge techniques in the field on a day-to-day basis.

The Excellence in Sexual Assault Response Project is unique in several respects, including its emphasis on a victim-centered and offender-focused response to sexual assault. The project was developed with subject matter experts from across Florida and the nation to create an intensive curriculum incorporating the most up-to-date sexual assault investigative and prosecutorial strategies. Using new research on the neurobiological effects of trauma, ESARP teaches the Forensic Experiential Trauma Interview, or FETI, technique, redefining the way law enforcement interviews and gathers information from victims.

Results

This model leads to better evidence collection and corroboration, resulting in increased arrests and more successful criminal prosecutions. As a result of this training, in state fiscal year 2016-2017 Clearwater Police Department's rate for cases resulting in arrest or being forwarded to the state attorney's office for prosecution quadrupled from 10.75% to 43%. Similarly, the Gainesville Police Department saw its arrest rate go from 44% the first quarter to 73% in the fourth quarter. A 2014 study of West Valley City Police Department in Salt Lake County, UT found that within one year of training all detectives in trauma informed investigations, sexual assault prosecutions went from 5.5% to 24%. Jurisdictions applying the trauma informed approach also report higher confidence and trust in law enforcement and the criminal justice system.

The ESARP approach involves training each key profession in the criminal justice response to sexual assault: dispatchers, patrol officers, detectives/investigators, leadership and command staff and prosecutors. Trainings are led by professional law enforcement, dispatch and prosecutor trainers experienced in using the ESARP techniques. **By July 2018, upwards of 2,250 law enforcement officers, dispatchers and prosecutors will have received training through the project.**

2017-2018 Sites:

- Pasco Sheriff's Office and the 6th Judicial Circuit State Attorney's Office
- Volusia County Sheriff's Office and the 7th Judicial Circuit State Attorney's Office
- Putnam County Sheriff's Office with Palatka Police Department
- Ocala Police Department and the 5th Judicial Circuit State Attorney's Office

2016-2017 Sites:

- Alachua County Sheriff's Office with Gainesville Police Department and the 8th Judicial Circuit State Attorney's Office
- Clearwater Police Department with University of South Florida St. Petersburg University Police Department and the 6th Judicial Circuit State Attorney's Office

- Dixie County Sheriff's Office with Cross City Police Department and the 3rd Judicial Circuit State Attorney's Office
- Punta Gorda Police Department and the 20th Judicial Circuit State Attorney's Office

Comments by ESARP 2017-2018 and 2016-2017 Site Leaders

"The serial nature of these crimes is far reaching. In an effort to honor victim/survivors and to seek a better way to serve, the Alachua County Sheriff's Office (ACSO) applied for the Excellence in Sexual Assault Response Project. As one of the sites chosen in 2016 in the state of Florida, ACSO has had the benefit of state of the art training across the agency from dispatch, to patrol, to detectives and command/leadership. I encourage my Florida colleagues in law enforcement to consider ESARP for your jurisdictions."

**Sheriff Sadie Darnell, Alachua County Sheriff's Office,
Past President (2015-2016), Florida Sheriff's Association**

"The training allows deputies and detectives to gain invaluable insight of how trauma impacts victims. This knowledge enhances victim engagement and empowerment, and reveals critical details surrounding the incident to enhance the solvability and prosecution of each case."

Sheriff Chris Nocco, Pasco Sheriff's Office

"The training we've received from members of the Florida Council Against Sexual Violence is helping us respond to sex crimes in a way that is sensitive to the needs of survivors and effective in bringing their attackers to justice. These are difficult cases, and it takes a special type of person to work with these people through the worst days of their lives and make sure justice is served. It also takes the right training, and all the work FCASV has done for us in this area has made us better guardians of anyone who experiences any kind of sexual violence."

Sheriff Mike Chitwood, Volusia County Sheriff's Office

"After a full year of implementation, things are going even better than we expected. Our reporting rate is up and our arrest rate is up. We're taking predators off the street. I have seen a cultural shift in our agency."

Captain Michael Schentrup, Gainesville Police Department

"As a result of ESARP, there is a big improvement in the information law enforcement gets from victims, witnesses and defendants. It makes the case stronger."

Assistant State Attorney Joy L. Powell, 3rd Judicial Circuit State Attorney's Office

"Sexual Assault investigations are a critical aspect of law enforcement, which always invite much scrutiny. Our agency views the FCASV Excellence in Sexual Assault Response Project as a unique way to enhance our service delivery to victims, conduct superior investigations, and provide needed skills and expertise to our personnel."

Major David H. Dalton, Clearwater Police Department

Excellence in Sexual Assault Training Project Model:

ESARP is rolled out in six phases (see Appendix B: ESARP Flow Chart 2018-19). Agencies may choose Option 1 (Traditional) or Option 2 (Expedited) in their applications.

| Event | Option 1 (Traditional) | Option 2 (Expedited) |
|---|---|---|
| Site Visit & Planning | 2 day FCASV visit | 2 day FCASV visit |
| Example Training (Dispatch, Patrol, Detective, Leadership/Command) | 2 hour patrol training repeated up to 4 times in 1 day 2 day (16 hour) detective/investigator training ½ day dispatch training ½ day leadership & command training | 2 day example training of all content 2 day train-the-trainer 1 day trainer certification |
| Train-the-Trainer | 2 days | 2 days (noted above) |
| Trainer Certification | Observation of local trainers, up to four days of training observation. | 1 day (noted above) |

OPTION 1 (Traditional)

Phase 1: Site Visits and Planning

FCASV conducts a mandatory two-day site visit with each selected site in advance of the 2018-2019 award period (April, May or June 2018) to review the agency’s current response to sexual assault. FCASV will meet with representatives from dispatch, patrol, investigations, leadership/command, the state attorney’s office, forensic exam facility, and certified sexual assault program. FCASV develops a process map identifying current practices and opportunities for improvement. This allows for tailoring the training to the particular needs of the partnering agencies and can be used to educate all the partners in the local system. Sites determine which of their dispatch and law enforcement staff they will designate to become certified trainers of the ESARP curriculum who will train agency staff.

Phase 2: Initial Trainings

FCASV delivers initial trainings at each site for dispatchers, patrol officers, detectives/investigators, leadership and command staff, and prosecutors. Sites send staff members from each profession to each individual training as well as staff designated to become certified ESARP trainers. Patrol training can be repeated up to four (4) times during the one day in order to train a large number of the site’s officers. Sites may also invite professionals from other agencies to attend any of the initial trainings.

Phase 3: Train-the-Trainer

FCASV conducts train-the-trainer events for sites’ designated trainers, teaching them how to lead the curriculum at their agencies. Train-the-trainer is a two-day event.

Phase 4: Observation and Certification

Sites’ designated trainers deliver trainings at their own agencies. FCASV professional trainers observe and critique designated trainers, certifying them as ESARP trainers.

Phase 5: Train Agency Staff

Designated trainers train the sites' dispatchers, patrol officers, detectives/investigators, and leadership and command staff at the percentages required under the Conditions of the Project section later in this RFP.

Phase 6: Evaluation

Trainees/learners complete evaluations after each training. Immediately following their initial training, learners complete the Learner Reactions Survey (Level 1 Evaluation) and the Post-test (Level 2 Evaluation). Within three months of completing training, or following their first opportunity to use FETI on the job, learners complete the Transfer of Learning Survey (Level 3 Evaluation).

OPTION 2 (Expedited)

Phase 1: Site Visits and Planning - Same as Option 1

Phases 2-4 - Initial Trainings, Train-the-Trainer, Observation and Certification all take place in a five-day period. FCASV consultant trainers provide a two-day initial training of all curricula to the site's designated to-be-certified trainers. The Train-the-Trainer training follows and lasts two days. On the fifth and final day, the site's designated trainers deliver the training, observed by the FCASV professional trainers, and if they demonstrate proficiency, are certified to conduct the training for the agency's dispatchers, patrol officers, detectives/investigators, and leadership and command.

Phase 5: Train Agency Staff - Same as Option 1

Phase 6: Evaluation - Same as Option 1

The primary difference between Option 1 and Option 2 is that Option 1 offers more opportunity for FCASV professional trainers to train a multitude of a site's officers and dispatchers during the initial trainings.

Option 2 may be conducted over the course of one work week or be divided into two parts (example training followed by train-the-trainer/trainer certification). Designated to-be-certified trainers must attend all five days. FCASV will determine, in consultation with the site, the final number of designated to-be-trainers based on FCASV's available funding to observe and certify trainers. *Total site trainers will generally be capped at 16 per site.*

Note: FCASV will provide an initial training to prosecutors in each jurisdiction, but train-the-trainer is only available for dispatch and law enforcement curricula.

Training Length and Content

ESARP curriculum is delivered in the following lengths by profession:

- Dispatchers: **4 hours** of training
- Patrol officers: **2 hours** of training
- Detectives/Investigators: **16 hours** of training
- Leadership and command staff: **4 hours** of training
- Sex crimes prosecutors: **8 hours** of training (**recommended**)

Training topics include:

- Trauma informed dispatch
- Neurobiology of trauma and how reactions to trauma affect victim behavior during and after an assault
- Trauma's effect on memory encoding and retrieval
- Trauma sensitive verbal and non-verbal communication, resulting in better victim cooperation and less retraumatization
- Use of the Forensic Experiential Trauma Interview (FETI), a new interview technique now used by the military to elicit more details from victims about the assault
- Cutting-edge sexual assault investigative techniques
- Advanced instruction on how to document the victim's disclosure, corroborate evidence, and improve investigative reports

Prosecutor-specific topics include:

- Using FETI to recreate the reality of the crime for jurors
- Sexual battery jury selection and education
- Overcoming jurors' attitudes and pre-existing beliefs about rape victims
- Use of expert testimony
- Brady material law and ethical prosecution of sexual battery
- Prosecuting drug or alcohol facilitated sexual assault

Conditions of the Project

Four (4) sites will be selected to participate in dispatch, patrol officer, detective/investigator, and prosecutor training. The initial training, train-the-trainer, and observation and certification dates will be determined by FCASV in consultation with each site. Agencies are responsible for providing the training venues and equipment needed to conduct the trainings. Agreements resulting from this Request for Proposals (RFP) will be in effect from July 1, 2018 through June 30, 2019, although initial process mapping site visits may take place in April, May or June 2018. Agencies with dispatchers, patrol officers, detectives/investigators, and leadership and command staff totaling up to 300 must agree to train at least 70% of each profession by June 30, 2019. Those with a total of 301-500 must agree to train at least 60% of each profession by June 30, 2019. Those with 501 or more must agree to train at least 50% of each profession by June 30, 2019. Agencies with a total of more than 1,000 may apply for ongoing training through ESARP in 2019 for the 2019- 2020 project period.

The law enforcement agency will be the lead applicant and will obtain signatures of the jurisdiction's state attorney (not required though *strongly* encouraged) and certified sexual assault program's director committing to participate in the project. In jurisdictions with a consolidated dispatch system, a signature is also required from the consolidated dispatch agency director.

Most training and consultation will be provided on-site with each selected jurisdiction in a way that is suitable and convenient for dispatch, law enforcement agencies, and the state attorney's office. Because prosecutors often have limited availability, training may be scheduled in half-day increments. Assistant state attorney training will be led by an experienced sex crimes prosecutor. CLEs (Continuing Legal Education) will be applied for by FCASV.

VIII. 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.

- Excellence in Sexual Assault Response (ESAR) Progress Report to document achievement of service tasks. Sites must complete quarterly reports indicating number of trainees by profession that participated in ESARP trainings as well as data on the number of sex crimes reports received (against victims 11 years and older) and the disposition of the case, including arrests and cases forwarded to the state attorney's office. Reports will include information on changes in prosecution of sex crimes. Current 2017-2018 sites comment that the quarterly reports are easily managed. Sites applying for 2018-2019 participation are required to submit data on sex crimes reports and case dispositions through June 2020. This is needed in order to demonstrate how ESARP affects reporting rates and case outcomes over time.
- Expenditure Reports to document that grant funds were spent in accordance with the pre-approved line item budget. Each report shall identify award and match expenditures for the period indicated.
- Annual Financial Report to identify total award and match expenditures. Any remaining funds must be remitted to FCASV with this report.
- Federal Annual Progress Report to document services on a semiannual basis.

IX. FINANCIAL CONSIDERATIONS

Funding Restrictions

Federal assistance awards are governed by the provisions of OMB Uniform Guidance, 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. The DOJ Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf) 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.

Cash or In-Kind Match

Matching contributions of 25% (cash or in-kind) of the total cost of the project (VAWA grant amount plus local match) are required. See the chart below to calculate required match amount.

- Documenting additional match beyond the amount required, such as in-kind salary and benefit amounts for training attendees, helps in Florida’s efforts to receive continued VAWA funds. *Match must be derived from non-federal sources.*
 - Successful applicants that do request funding are requested to report salary and benefit information for all ESARP training participants.
 - Successful applicants that do not request funding are also requested to report salary and benefit information for all ESARP training participants.
- Sources of match are restricted to the same requirements as funds allocated under the STOP Formula Grant Program and must be documented in the same manner as STOP Formula Grant Program funds, including financial and programmatic reports.
- The budget must include the required match as a percentage of the total project budget.
- Specifics of the match (amount and source) must be clearly identified in both the Budget Detail and Budget Narrative.
- In-kind match must be supported by documentation to show fair market value and be available upon request.
- Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- Records must be maintained which clearly show the source, the amount, and the timing of all matching contributions.
- Training attendance documented as an in-kind match contribution must be documented on the report form provided by FCASV.

How to Calculate Match

| | | | | | |
|---|-------------------------------|---|-------------------------|---|-------------------------------|
| Formula: | | | | | |
| Step 1 | Grant Request Amount | ÷ | % of Federal Share | = | Total (Adjusted Project Cost) |
| Step 2 | Total (Adjusted) Project Cost | x | % of Recipient’s Share | = | Required Match |
| Example: | | | | | |
| Match Requirement: 75/25 (Federal/Recipient) Federal Award = \$15,000 | | | | | |
| Step 1 | \$15,000.00 | ÷ | 75% (Federal Share) | = | \$20,000.00 |
| Step 2 | \$20,000.00 | x | 25% (Recipient’s Share) | = | \$5,000.00 |

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 (OMB Uniform Guidance, 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 OMB Uniform Guidance, 2 CFR 200.306 Cost sharing or matching paragraph (b).
- Be adequately documented. See also OMB Uniform Guidance, 2 CFR 200.300, Statutory and National Policy Requirements through 2 CFR 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.)

X. 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

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.

XI. 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.
 - Original signatures required (stamped or electronic signatures are not acceptable).

- Signature of additional law enforcement agency applicant that will participate in this project (optional).
- Signatures of support by the state attorney (optional but strongly encouraged), director of the local certified sexual assault program and the director of consolidated dispatch (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>.
- Completed Budget/Budget Narrative Form (if funding is requested)
- 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. Do not submit position descriptions for those personnel attending trainings.)
- 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.
- If two law enforcement agencies in the same county are applying jointly, the maximum application length is the same, and all answers must address both agencies.

Application Content Checklist

- Part 1 - RFP Application Form (fully completed) **FATAL CRITERIA**
- Part 2 - Project Narrative (12 pages maximum – numbered)
 - Statement of the Problem (#2 – A-B)
 - Site Description (#3 – A-I)
 - Project Design and Implementation (#4 – A-F)
 - Plan for Collecting Required Data (#5 – A)
- Part 3 - Budget/Budget Narrative Form (fully completed) **FATAL CRITERIA IF FUNDING IS REQUESTED (as indicated on the RFP Application Form, see Attachment A)**

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 applications of qualified applicants.

XII. SELECTION CRITERIA

1. RFP Application Form (0-20 points possible) – FATAL CRITERIA

All of the following must be included:

- **All implementing agency information**
- **Additional required documentation (listed below)**
- **Indicate if funding is requested**
- **Signatures, as indicated**

The application must be completed in its entirety, including signatures. All additional required documentation must also be submitted:

- SAM verification
- Completed FCASV Budget/Budget Narrative Form (Attachment B) –
NOTE: If no funds are requested, as indicated in Attachment A, this form is not required.
- 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. Do not submit position descriptions for those personnel attending trainings.)
- Agency organizational chart

Project Narrative (#2-#5 below) - Restate and address each numbered/lettered item separately.

2. Statement of the Problem (0-30 points possible). Tell us why you want to engage in this project.

- A. Describe both successes and challenges you face in the initial response, investigation, and prosecution of sex crimes cases in your jurisdiction. – (0-15 points)

- B. Describe why your agency and applicant partners want trauma informed sexual assault response training. – (0-15 points)

3. Site Description (0-20 points possible)

- A. Describe your jurisdiction (for example, college or university police department, city or municipal police department, sheriff's office). – (0-2 points)
- B. Describe the population and area covered (counties, geographic area, and campus area included). Is your jurisdiction urban, suburban, rural, tribal, campus or a mix of these? – (0-4 points)
- C. List the number of sex crimes reports per month/year. – (0-2 points)
- D. Does your agency have a specialized unit to investigate sex crimes? – (0-2 points)
- E. Does your agency have a separate written policy governing the investigation of sex crimes? (If so, attach a copy. This does not count towards total application length.) – (0-2 points)
- F. Does your agency conduct regular audits or review of: (indicate all that apply) – (0-2 points)
 - a. Sex crimes reports
 - b. Sex crimes case clearance rates
 - c. Sex crimes policies
- G. Briefly list community agencies with which your agency regularly collaborates on sex crimes cases. – (0-2 points)
- H. Does your agency regularly bring these partners together for training and policy development? – (0-2 points)
- I. Does your agency regularly participate in the local Sexual Assault Response Team-SART (if one exists)? – (0-2 points)

4. Project Design and Implementation (0-20 points possible)

- A. Indicate whether you choose Option 1 (Traditional) or Option 2 (Expedited)
 - a. How many designated trainers do you intend to have certified to teach the FCASV ESARP curriculum for each training audience (dispatchers, patrol officers/deputies, detectives/investigators, leadership and command staff)? – (0-3 points)
- B. Describe your site's approach to scheduling training that ensures the required percentage of your dispatchers, patrol officers/deputies, detectives/investigators, leadership and command staff, and prosecutors involved in sex crimes cases will complete the training between July 1, 2018 and June 30, 2019. (Agencies with dispatchers, patrol officers, detectives/investigators, and leadership and command staff totaling up to 300 must agree to train at least 70% of each profession by June 30, 2019. Those with a total of 301-500 must agree to train at least 60% of each profession by June 30, 2019. Those with 501 or more must agree to train at least 50% of each profession by June 30, 2019.) – (0-4 points)
- C. Where will the training take place? Specify locations available for the training events and the size of the room(s) and training equipment available (for example projector, microphone, computer, screen, tables and chairs – how many learners can fit in the training room and is there a room for small group breakout sessions). – (0-3 points)

- D. Identify the number of each profession in your jurisdiction: – (0-4 points)
 - a. Leadership and command staff
 - b. Dispatchers
 - c. Patrol officers
 - d. Detectives/investigators that investigate sex crimes and
 - e. Assistant state attorneys that prosecute sex crimes
- E. Describe who will be responsible for leading this training effort in your jurisdiction (name and contact information for the local point of contact for this grant). – (0-3 points)
- F. Explain your plans to continue trauma informed sexual assault response training activities after completion of the project period. – (0-3 points)

5. Plan for Collecting Required Data for this Project (0-10 points possible)

To measure the effectiveness of the training we deliver, FCASV requires learners to electronically complete:

- 1) Learner reactions survey (Level 1 evaluation)
- 2) Post-test (Level 2 evaluation)
- 3) Transfer of learning survey (Level 3 evaluation)

Learners complete the Level 1 and Level 2 evaluations immediately following the training. Learners complete the transfer of learning survey (Level 3 evaluation) within three months of completing training, or following their first opportunity to use FETI on the job.

- A. Explain how you will ensure that all those who take part in the training complete these evaluations in a timely fashion. – (0-10 points)

6. Budget/Budget Narrative - FATAL CRITERIA

If requesting funding, all of the following must be included:

- **Agency name**
- **Line item costs and applicable match amounts**
- **Source of match**
- **Budget narrative (to address and justify each line item)**

If funding is requested, applicants must complete the Budget/Budget Narrative Form (Attachment B) in its entirety. All costs, including match must be identified by line item and explained 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. Include the match source.

The Budget/Budget Narrative should not be submitted by applicants not requesting funding.

XIII. 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 is provided in Appendix A of this RFP.

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