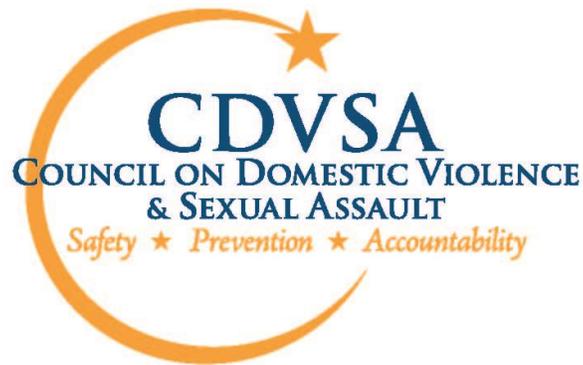


STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL
ASSAULT



REQUEST FOR GRANT PROPOSALS
COMMUNITY-BASED VICTIM SERVICES GRANT PROGRAM
FY16 – FY17

450 Whittier Street, Room 105
Juneau, Alaska 99811-1200

IMPORTANT NOTICE: This RFP and all attachments are available for download from the CDVSA's website located at <http://dps.state.ak.us/cdvsa>. Applicants are responsible for monitoring this website for any subsequent changes or amendments that may be issued regarding this solicitation.

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT
COMMUNITY BASED VICTIM SERVICES GRANT PROGRAM
REQUEST FOR PROPOSALS – FY16 – FY17

TABLE OF CONTENTS

I.	GENERAL INFORMATION	Page
I.1	Statement of Purpose	4
I.2	Granting Authority	4
I.3	Funding Council Interests	4
I.4	Eligibility	4
I.5	Incurring Costs	5
I.6	Notice of Intent	5
I.7	Inquiries	5
I.8	Regulations	5
I.9	Response Date	6
I.10	Copies Required	6
I.11	Period of Performance	6
I.12	Acceptance of Application Content	6
I.13	Proposal Review	7
I.14	Funding Allocations	7
I.15	Notification of Award	8
I.16	Grant Payment Schedule	8
I.17	Appeals Procedure	8
I.18	Funding Source Information	8
I.19	Required Match	10
I.20	Service Provision	10
I.21	Solicitation Timeline	11
I.22	Contact Information	12
I.23	Accommodations	12

II. WRITING THE PROPOSAL: SUBMISSION REQUIREMENTS FOR COMPLETE APPLICATIONS

II.1	Proposal Format	12
II.2	Proposal Binding/Cover	12
II.3	Application Face Sheet	12
II.4	Table of Contents	12
II.5	Abstract	12
II.6	Crisis Management and Intervention	12
II.7	Prevention and Education/Coordination	13
II.8	Improve Staff Retention	13
II.9	Volunteer Program-Required	14
II.10	Past Performance: Continuing Programs Only	14
II.11	Agency Management: New Applicants Only	14
II.12	Budget	15
II.13	Required New Applicant Information	16
II.14	Summary of Scoring Criteria	17

III. REQUIRED APPLICATION FORMS

1. Notice of Intent
2. Face Sheet
3. Budget Detail and Narrative Workbook

IV. ATTACHMENTS

Attachments are reference materials. Do not submit attachments with the application.

- A. Submission Requirements for Complete Application
- B. Council Regulations 13 AAC 90 and 95
- C. Grant Budget Preparation Guidelines
- D. Matching Funds
- E. Assurances
- F. CDVSA Grant Award Conditions
- G. Federal Certifications
- H. FVPSA Grant Award Conditions
- I. VOCA Grant Award Conditions
- J. Definitions
- K. Scoring Sheet

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT
COMMUNITY BASED VICTIM SERVICES GRANT PROGRAM
REQUEST FOR PROPOSALS (RFP) – FY16 – FY17

I. General Information

- I.1 Statement of Purpose The primary mission of the Council on Domestic Violence and Sexual Assault's Community Based Victim Services grant program is to provide immediate safety and support to victims of domestic violence and sexual assault in life-threatening situations, and to strengthen local community responses to these crimes. The Council also provides limited funding for services to victims of other crimes, such as assault, driving while intoxicated, and survivors of victims of homicide.
- I.2 Granting Authority This grant program is issued and administered by the Council on Domestic Violence and Sexual Assault (Council), an agency within the Alaska Department of Public Safety, under the authority of AS 18.66 and 13 AAC 90 and 95.
- I.3 Council Funding Interests The Council encourages proposals from agencies that incorporate strategies to improve staff retention including supporting staff well-being, building staff capacity for self-reflection and building job skills. Up to ten percent (10%) of proposed budgets may be allocated for this purpose. The Council will support both planning and implementation activities in this area. A program may not receive implementation funds until a formal agency plan has been submitted to the Council and is in place.
- I.4 Eligibility To qualify, an applicant must be a city or borough or other political subdivision of the state, a non-profit organization, or a combination of these.

Consistent with 28 C.F.R. (Code of Federal Regulations) Part 38, faith-based and community organizations that qualify as eligible applicants are invited and encouraged to apply. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicant and, if they receive assistance, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors. Council grant funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with grant funds; rather, such religious activity must be separate in time or place from the Council-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by the Council are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Proof of Non-Profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from the State attorney general or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

In addition, to be eligible for consideration, the applicant cannot be disbarred from doing business with the State of Alaska or the United States of America.

- I.5. Incurring Costs The Department of Public Safety is not liable for any costs incurred by applicants prior to the issuance of a grant. All costs incurred in the preparation of a proposal in response to the grant program (including travel or teleconference expenses to attend any applicants' conference, funding meetings of the Council, or negotiation sessions, if held) are the sole responsibility of the applicant.
- I.6. Notice of Intent All applicants must submit, either via email or FAX, *the Attachment M - Notice of Intent* form to the person identified in *I.20 Contact Information* no later than the *Notice of Intent Deadline* listed in *I.19 Solicitation Timeline*. Any subsequent amendments, clarifications, or additional information relating to this RFP will be posted to the CDVSA Public Notice website. All applicants are required to monitor this site regularly for such postings.
- I.7. Inquiries Council staff will hold a *Pre-Proposal Teleconference* to review the RFP and funding process as described in *I.19 Solicitation Timeline*. Written inquiries may be sent to the person listed in *I.20 Contact Information*. The deadline for written inquiries is listed in *I.19 Solicitation Timeline*. Requests received after that deadline will not receive a response.

There are two types of responses:

- A. Those that are answered directly by the RFP.
- B. Those that must be answered outside of the information contained in the RFP.

For questions that fall into A, a direct response will be made to the person making the inquiry. For those questions that fall into B, questions and responses will be posted to the CDVSA Public Notice website.

- I.8. Regulations The Council has adopted regulations that apply to the operations of Council-funded programs. Compliance with these regulations is a requirement for acceptance of Council funds. Copies of the regulations (13 AAC 90.010-190 and 13 AAC 95.010-900) that apply to these grants are included with this grant package to provide prospective applicants information with respect to the granting process, and the minimum service operations that are required for Council-funded programs. See *Attachment B - Council Regulations 13 AAC 90 and 95*.

I.9 Proposal Deadline Proposals must be either hand delivered or sent via mail to the person identified in *I.20 Contact Information*. Proposals sent via mail must be postmarked no later than the *Proposal Postmark Deadline* listed in *I.19 Solicitation Timeline*. Proposals that are hand delivered must be received by the *Proposal Hand Delivered Deadline* indicated in *I.19 Solicitation Timeline*.

Proposals POSTMARKED or HAND-DELIVERED after the specified time may be considered INELIGIBLE and may NOT be reviewed by the Council. Emailed or faxed proposals will not be accepted.

I.10 Copies Required Applicants must submit one (1) bound original marked “original” (with original signatures) and six (6) bound copies of their proposal to the Council office. The original and copies are to be the same in content unless the applicant is a new applicant. New applicants will supply some information in the original copy only. See *II-10 Agency Management: New Applicants Only*, for further instructions.

I.11 Period of Performance This Request for Proposal is a multi-year grant, for the period of FY16 (July 1, 2015 to June 30, 2016) and FY17 (July 1, 2016 to June 30, 2017). The proposal must be written to cover a two-year period of time, **with the exception of the budget**. Second year awards will require an updated budget, and will be contingent upon the prior year's performance.

The process to determine the levels of continuation funding for FY17 will be determined by the Council, prior to the end of FY16. All successful grantees will be notified of this process before it is implemented. Programs not in compliance with the Council's regulations, grant award conditions, assurances, and/or not performing up to the standards of the FY16 grant may be deemed ineligible for continued funding in FY17. In such cases, the program will be notified in writing by April 1, 2016, of its ineligibility. This notification will include a statement of the Council's rationale for ineligibility. Programs deemed ineligible will have access to the Council's appeal process covered in 13 AAC 95.350, and section *I.16 Appeals Procedure* of this RFP.

The terms and conditions of this RFP will remain in force during any continuation period. The Council reserves the option to negotiate starting and ending dates of individual projects. While it is the intent of the Council to continue this grant as described above, **no assurance of continuation is made or implied**. Continuation is subject to factors beyond the control of the Council, such as availability of funding Legislative appropriation, and approval of the budget by the Governor. Actual effective start dates of successful applicants may vary.

I.12 Acceptance of Application Content Should an applicant be awarded a grant, the contents of the selected proposals will become binding. Failure of the successful applicant to accept these obligations or the Council's grant conditions may result in cancellation of the award. Failure to adhere to conditions may also result in cancellation of the award. The State maintains the right to negotiate funding levels, as well as program objectives and activities with successful applicants.

I.13 Proposal Review Applications will be reviewed and evaluated according to criteria specified in this RFP and in regulation 13 AAC 95.080. The Council will not consider late information sent after the complete application is due, unless such information is requested by the Council or Council staff. Applications will be reviewed as follows:

- A. Council staff will conduct a preliminary review of the proposal using the Submission Requirements for Complete Application, Attachment A, and will verify budget computations. Eligible proposals will be forwarded to a Proposal Evaluation Committee (PEC).
- B. The PEC is comprised of 2 Council members and 3 members of the public. It will score the proposals independently of other committee members. Then, as a committee, they will meet to further review proposals and determine awards to recommend to the Council. This meeting is open to all interested persons, and they may attend either in person or via telephone. This meeting is open to the public, but public comment will not be taken. However, at the discretion of the PEC, applicants may be asked to clarify or expand upon their responses, if invited to do so by the PEC, and if the applicant is present and willing to do so.

Applications forwarded for review will be scored on the following sections: Abstract; Crisis Management and Intervention; Prevention and Education/Coordination; Improve Staff Retention; Past Performance; Agency Management; and, Budget Summary and Budget Detail by Source of Funds and Budget Narrative Including New Costs, Unusual Expenditures or Increase in Funding. The applicant is responsible for addressing each applicable section and including the detailed information specified. 100 points are available for award. Possible point totals are listed in each section. A sample scoring sheet is attached to this document.

The Council will finalize the awards and award amounts for successful proposers at a public meeting currently scheduled to take place in Cordova in May 2015. All applicants will be notified of the meeting date and location.

I.14 Funding Allocations Grants are awarded on the basis of the following general conditions:

- A. The grantee's demonstration that a need for services exists;
- B. The grantee's demonstration of its ability to meet service and program obligations;
- C. Whether sufficient funds have been appropriated by the Legislature and approved by the Governor; and
- D. The ability of the grantee and the Council to agree on any adjustments in payments for service.

Although the Council has agreed upon these conditions, they are not strictly binding upon the Council should it decide that other factors dictate some deviation from the numerical ranking in the case of a particular grant or a particular region.

Other factors may include demographics, overall accessibility to other communities, sustainability of the program, the availability of other services in the region, and other funding source restrictions and requirements and compliance with Council reporting requirements.

- I.15 Notification of Award The Council's process for notification of award is guided by 13 AAC 95.090. Within 15 days of the Council's final decision regarding grant awards, applicants will receive:
- A. Notification of Grant Award to grantees whose application is approved, contingent upon necessary revisions to be negotiated and availability of funds; or
 - B. Notice of Disapproval if the Council disapproves the applicant's application.
- I.16 Grant Payment Schedule The Council's process for grant payment is covered by regulation 13 AAC 95.230. The Council will make payments to a grantee by quarterly advances. The Council will withhold payment if the grantee fails to submit complete and timely reports as required under regulation 13 AAC 95.240 or fails to use the funds as directed by grant conditions. The grantee is responsible for reimbursing the Council for the amount not spent or encumbered at the end of the funding cycle.
- I.17 Appeals Procedure An applicant or grantee may appeal any of the following decisions as per regulation 13 AAC 95.350:
- A. A final decision regarding funding under 13 AAC 95.070 (d);
 - B. A decision to withhold a payment under 13 AAC 95.230(c);
 - C. A decision of the Council to require a refund of grant money under 13 AAC 95.260; and
 - D. A decision to suspend or terminate a grant under 13 AAC 95.330.

Applicants or grantees who wish to appeal a decision must submit, within 15 days after receipt of the administrative action or decision, a written request for a hearing. The request must contain the reasons for the appeal, and must cite the law, regulation, or Council policy or procedure upon which the request is based. The appeal will be heard by an appeals committee, consisting of the Council Chair and two other Council members. The appeals committee will review the request for a hearing, and within 15 days after receipt of the request, will advise the applicant or grantee of their decision to accept or reject the request for hearing. If the request is rejected, the reason for the rejection will be stated. If the request for a hearing is accepted, the appeals committee will request the Governor to appoint a hearing officer. A hearing will be scheduled no later than 20 days after the appeals committee's acceptance of a hearing. The hearing officer will submit a transcript of the hearing, any written testimony, and a written recommendation to the appeals committee, which will make the final decision on the appeal.

- I.18 Funding Source Information The following instructions describe the funding sources for which the Council is seeking applications. Applications will be considered ONLY for

those funding sources for which they qualify. See Attachments F, H, and I for grant award conditions by funding source.

A. State General Funds

The Council currently receives State General Funds from the state general revenue. The State General Fund appropriation is allocated by the Legislature and approved by the Governor for grants to local programs.

B. Family Violence Prevention Funds (FVPSA)

The purpose of the Family Violence Prevention Services Act (FVPSA) funds are to assist local public agencies and nonprofit organizations for programs and projects within the State to prevent incidents of family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents in order to prevent future violent incidents. FVPSA requires that not less than 70% of the funds distributed shall be used for immediate shelter and related assistance to the victims of family violence and their dependents and not less than 25% of the funds distributed shall be used to provide related assistance.

The term "shelter" means the provision of temporary refuge and related assistance in compliance with applicable State law and regulations governing the provision, on a regular basis, of shelter, safe homes, meals, and related assistance to victims of family violence and their dependents.

The term "related assistance" includes (a) counseling and self-help services to victims and dependents in family violence situations (which shall include counseling of all family members to the extent feasible) and referrals for appropriate health care services (including alcohol and drug abuse treatment), (b) may include transportation, and emergency services (but not reimbursement for any health care services) for victims of family violence and their dependents, (c) legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance, and (d) children's counseling and support services and child care services for children who are victims of family violence or the dependents of such victims.

C. Victims of Crime Act Funds (VOCA)

VOCA funds are generated by assessments levied on offenders of federal crimes and are used to support services to victims of violent crime. The Victims of Crime Act was established by Congress in 1984 to provide financial assistance to the States for the purpose of compensating and otherwise assisting victims of crime, and to provide funds to the Department of Justice for the purpose of assisting victims of Federal crime. The Crime Victims Assistance portion of VOCA funds provides for the financial support of eligible crime victim assistance programs in Alaska.

The Council currently receives VOCA funds to provide services to victims of violent crime in four categories: sexual assault, child abuse, domestic violence and the underserved victims of violent crimes. Underserved victims include

victims of stalking, elder abuse, survivors of victims of homicide, assault, robbery and intoxicated drivers. VOCA funds can only be used to fund direct services and personnel who provide direct services. A minimum of 10 percent of the funds must be allocated in each of the four victim categories. Grantees who receive these funds will be required to submit a VOCA Subgrant Award Report and budget narrative specifying how they will serve each crime victim category.

Further, VOCA seeks to encourage public and private non-profit agencies to commit nonfederal resources to their projects by requiring at least 20% (cash and/or in-kind goods and services) of the total cost of each VOCA project (VOCA funds plus match) for new and existing programs. All funds designated as match are restricted to the same uses as the VOCA assistance funds and must be expended within the grant period.

Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50% of their financial support comes from nonfederal sources. The Council has determined that new programs will be required to demonstrate that 25% of their financial support comes from nonfederal sources.

- I.19 Required Match The proposed budget must include a minimum required match of 15% of the total amount of funding requested. If an award is made, the amount of required match may vary to meet the requirements of the funding sources described in *I.17 Funding Source Information*. The Council will determine which funding sources are appropriate for each award, and grants may be funded from State of Alaska funds, Federal funds, or a combination of both.
- I.20 Service Provision While the Council deems it important to have comprehensive services in all areas of Alaska; it acknowledges that it is not feasible for all programs to provide this level of service delivery. The Council is more concerned that programs provide quality services that are realistic to the local resources and needs, rather than to attempt to provide comprehensive services with inadequate resources.
- A. Crisis Management and Intervention Services The Council is interested in funding crisis management and intervention services for adults, children and non-offending family members including
- immediate safety such as emergency transportation to safe shelter and residential facilities such as shelters and safe homes
 - safety planning
 - 24-hour crisis phone lines
 - advocacy with the legal, medical, social, law enforcement and mental health systems
 - accompaniments with victims during forensic and/or medical examinations
 - information and referrals to ensure effective utilization of community resources

- individual and group counseling to provide emotional support and guidance to help them cope with a given situation and determine future goals and action
- transitional housing
- utilization of a trauma-informed approach in the delivery of services

B. Prevention Strategies and Community Education/Coordination Efforts The Council is also interested in funding prevention strategies and community education/coordination efforts including

- increasing community awareness of the need for prevention activities
- promoting community based education and programs to prevent future incidents of domestic violence and sexual assault
- identifying and adopting practice informed/research based evaluation measures to ensure effective prevention programming
- initiating or continuing a coordinated community response that serves to shape community policy and attitudes by reducing tolerance for domestic and sexual violence
- public presentations to schools, civic groups and the general public of information concerning domestic violence and sexual assault
- development of a working relationship with media sources
- professional training on domestic violence, sexual assault, and other violent crimes
- community based task forces to address the coordinated response to family and sexual violence
- development and coordination of Sexual Assault Response Teams (SART)

I.21. Solicitation Timeline The schedule of events for this solicitation is:

Issuance of RFP:	January 26, 2015
Pre-Proposal Teleconference:	February 17, 2015 2 PM, Phone TBA
Deadline for Notice of Intent	February 24, 2018
Deadline for Inquires:	4:30 PM, March 9, 2015
Proposal Postmark Deadline:	March 24, 2015
Proposal Hand Delivered Deadline:	4:30 PM, March 24, 2015
Proposal Evaluation Committee (PEC):	April 23, 2015, Location and phone TBA
Council Meeting:	May 13-14, 2015, Location and phone TBA
Applicant Notification:	May 15, 2015

Appeal Deadline: June 1, 2015

Project Begins: July 1, 2015

I.22. Contact Information The contact for this solicitation is:

[Stephen Bower](#), Program Coordinator
Council on Domestic Violence and Sexual Assault
Department of Public Safety
stephen.bower@alaska.gov
Phone: (907) 465-8938
FAX: (907) 465-3627

Mailing Address

PO Box 111200
Juneau AK 99811-1200

Physical Address

450 Whittier Street, Room 105
Juneau AK 99801

I.23. Accommodations Accommodations will be made for persons with disabilities to attend any meeting open to the public. To allow adequate time to make such arrangements, please contact the person designated in *I.20. Contact Information*, at least seven days prior to the scheduled event.

II. WRITING THE PROPOSAL: SUBMISSION REQUIREMENTS FOR COMPLETE APPLICATIONS

Instructions for Completion of Proposal Requirements: Proposals must use the same headings as described in the Submission Requirements for Complete Application, Attachment A, and be in the same order as specified in the instructions. Some questions are applicable for new programs and services only, and some for continuing (received funding in FY15) programs and services. If an item is not specified for new or continuing program applicants, all proposals must address that item. Each narrative item must cover the two-year granting cycle. Required budget information is for FY 2016 only.

- II.1 Proposal Format: Proposals must be written using a 12-point Times New Roman font. The proposal should be concise and prepared without expensive artwork, unusual printing or materials not essential to its utility and clarity. Historical information and national statistics are not required. Focus information on the applicant community and region.
- II.2 Proposal Binding/Cover: The original and all copies shall be securely bound together. Binder clips are not acceptable. The program name should appear on the front cover of all copies submitted. One copy of the proposal must be marked as the original.
- II.3 Application Face sheet: Download at <http://www.dps.state.ak.us/cdvsa>. The face sheet is revised from previous applications. Complete each line of the face sheet. Dun & Bradstreet (DUNS) number is required and available from <http://fedgov.dnb.com/webform>. In addition, all applicants must be registered @ <https://www.sam.gov/portal/SAM/#1> and verify such registration.
- II.4 Table of Contents: A Table of Contents is required. All pages should be numbered consecutively and single-sided. Addendums and appendixes will not be accepted for review as part of this grant.
- II.5 Abstract (10 points): (Not to exceed 2 pages)
A summary of the proposed project needs to include an overview of the crisis intervention and prevention and education/coordination services to be provided, to whom they will be provided (including communities to be served), a budget summary to include requested increases if funded in FY15, and expected results of the program.
- II.6 Crisis Management and Intervention (30 points): (Not to exceed 3 pages)
Crisis management is the immediate response to domestic violence and sexual assault. It may be a response to a threat of violence or an immediate response after the violence has occurred to deal with the consequences in the short-term. Intervention is the long-term response after violence has occurred, following the immediate crisis management response. Intervention deals with the lasting consequences of violence.

List and describe the services to be funded through this proposal. Identify the population to be served by each service (children, non-offending family, adult victim/survivor). Explain the necessity for these services in your area and how you will implement/maintain the services.

II.7 Prevention and Education/Coordination (25 points): (Not to exceed 3 pages)

- A. Prevention of domestic and sexual violence is defined as a systematic process that promotes healthy environments and behaviors and reduces the likelihood or frequency of violence. Prevention activities can focus on increasing community awareness, stopping violence before it occurs (primary prevention) or to keep violence from reoccurring (early intervention).
- B. Education is a technique used to implement prevention efforts and serves to build knowledge, skills and values that bring awareness to and/or prevention of the issues surrounding domestic and sexual violence.
- C. Coordination of services helps to ensure that systems work more effectively on behalf of the victims and their children to help ensure that they are protected and have access to necessary services. Coordination activities could include facilitating a coordinated community response team for prevention or a sexual assault response team for victims of sexual assault, etc.

II.8 Improve Staff Retention (5 points): (Not to exceed 2 pages, plus 1 page timeline.)

The Council is interested in affirming organizational cultures that support the well-being of their paid and volunteer staff thereby reducing costs associated with hiring and retaining personnel. Studies show that losing and replacing employees can cost up to 1.5 to 2 times the salary of the individual position. In addition to realizing cost savings, the Council is concerned with worker well-being. As more research results are made available regarding trauma-informed care and services for those impacted by violence, it becomes clear that people engaged in providing the care and service are also in need of support. Vicarious trauma shortens staff ability to stay involved in advocacy and support services.

List and describe the strategies and/or projects to be funded through this proposal. Explain the necessity for these services in your area and how you will implement/maintain the services.

- A. Planning Describe how staff, volunteers and board members will be engaged in the process of identifying needs and generating ideas to support staff well-being, build staff capacity for self-reflection and build job skills.

Describe plans to identify potential resources and sources of support (such resources may include consultants, trainers, materials associated with planning, agency partnerships, funds, etc).

Provide timeline for planning and producing an implementation plan (the Council expects planning may take between 6 to 12 months of the first year of the FY 2016-2017 grant cycle).

B. Implementation

To be considered for Implementation funds, an agency must have a plan that at a minimum includes:

- Identification of staff needs/needs to be addressed including how they have been identified
- Strategies for addressing needs including potential partners and/or consultants
- Process for ongoing engagement of all levels of the organization in implementation process
- Plans for ongoing feedback and evaluation (by staff/administrators & survivors) and for making revisions as needed

Funds must be used to facilitate strategies/activities listed in the agency plan and justified in the budget narrative of this proposal.

Attach the plan to your proposal and label as *Attachment L – Improve Staff Retention*. Break out these expenses separately in your budget and describe them in your narrative, such as travel to technical conferences, annual retreat , supplies, etc.

II.9 Volunteer Program-Required (not scored): (Not to exceed 1 page)

Describe the proposed two-year utilization plan for volunteers. Note: The use of volunteers is mandatory for VOCA eligibility unless there is a lack of persons volunteering after a sustained and extensive volunteer recruitment effort has been conducted. A program must request a waiver from the Council if it does not plan to utilize volunteers.

II.10 Past Performance: Continuing Programs Only (15 points): (Not to exceed 1 page_

How were FY15 goals and objectives met? If an onsite resulted in recommendations were the recommendations implemented? If not, why not?

Were quarterly narrative reports submitted on time with correct information? Were quarterly expenditure/revenue reports submitted on time with correct information? Were annual reports for federal funds submitted on time with correct information? Were all funds expended by June 30, 2014? If the answer is “No” to any of these questions, explain what happened and corrective action to ensure all reporting requirements will be met for FY16-17.

II.11 Agency Management: New Applicants Only (15 points):

A. Organizational and Management Structure/Staffing: (Not to exceed 2 pages)

Describe the agency's structure, including the governing board, and the authority of the executive director and supervisors and/or coordinators. Describe how management decisions are made throughout the organization. Describe staffing pattern. Indicate whether there are survivors in decision-making roles within the organization. If there are survivors in decision-making roles, provide a narrative that describes their level of participation in the decision making process. Describe

the agency's ability to comply with CDVSA regulations and grant award conditions and person(s) responsible for assuring compliance.

- B. Personnel Management: (Not to exceed 1 page)
Explain the basic orientation and training of staff including the maintenance of individual training plans for each employee. Describe evaluation procedures.
- C. Fiscal Management: (Not to exceed 2 pages)
Describe your bookkeeping system including computer software (if any), staffing, contracting, and Board oversight; and use of adequate financial safeguards. Report on the status of audits and how any findings and exceptions have been addressed.

II.12 Budget (15 points):

- A. Budget Summary and Budget Detail by Source of Funds:
The Budget Detail and Budget Summary are required and must follow the format detailed in *Attachment C - Grant Budget Preparation Guidelines*. The applicant must utilize *Application Form 3 - Budget Detail and Narrative Workbook* to submit this data. There must be a detailed budget for the first fiscal year of the grant, including any required match, which is fully compliant with the limitations described in 13 AAC 95.140 and that supports program staffing and service delivery requirements stated in this RFP.

The Budget Detail by Source of Funds should group project costs in columns by the following funding categories: CDVSA Grant and Required Match (Cash and In-kind). Required matching funds must be clearly reflected, and all sources of funding used in meeting the required match must be identified as either cash or in-kind. Please refer to *Attachment D -Matching Funds*, regarding matching funds requirements.

If the proposed budget includes indirect costs, 13 AAC 95.200 requires a copy of the applicant's current federally approved Indirect Cost Rate Agreement.

- B. Budget Narrative, including New Costs, Unusual Expenditures or Increase in Funding:
1. Each grant applicant must provide a narrative fully describing the specific costs outlined in the budget detail for the first fiscal year of the grant, including the required match. A description of the expenditure must be provided for each cost category. When describing a project cost, indicate the funding category from which it will be paid, i.e., the requested CDVSA Grant Award and/or Required match.

The Budget Narrative must accurately support the Budget Detail. Costs that are not properly supported in the narrative, or are not allowable under this solicitation, may be excluded from any approved budget.

2. The budget narrative should also justify new staff, other new costs, or unusual expenditures. Explain the priority of the requests and the reasons for any unusual expenditure. Continuing programs should state if budget revisions were approved for FY15, why they were needed and what impact the revision had on attaining goals and objectives.

For continuing programs where an overall increase in funding is requested, list each individual request for funding increases over the FY15 level, such as maintenance of FY15 service levels, development of village safe home systems, or increased community outreach, etc. The request should be set forth in priority order at the time the application is submitted. Describe, using concrete examples (i.e., advocate positions will be cut to ½ time positions, crisis line will be answered by volunteers, etc.) how the program would accommodate being funded at a level other than that requested in the application.

II.13 Required New Applicant Information (not scored):

New applicants are those who are not FY15 grantees through the Council's Community Based Victim Services Program. Please include the following information as addenda to the original proposal. Do not include this information in the six copies submitted along with the original. All information listed in letters a-h must be provided or the application will be considered non-responsive.

- A. Memoranda of Agreement with Existing Victim Service Providers
If new applicants intend to provide services in an area where a Council-funded victim service provider currently offers services, the new applicant is required to develop and have signed a memorandum of agreement with the Council-funded victim service provider. Memoranda should state basics of service coordination including but not limited to a referral process, project/activity division, communities in which service will be offered and populations to be served.
- B. Articles of Incorporation
- C. By-laws
- D. Determination of Non-Profit Status, if applicable
- E. Board Members Provide a list of board members that includes name, title, role in the community and ethnic background
- F. Organizational Flow Chart Indicate both filled and vacant positions
- G. Resume and Job Description of Executive Director/Project Coordinator and the person responsible for implementing the proposed project if different from the Executive Director/Project Coordinator

- H. Community Coordination Describe your efforts to involve other service area entities in the project. Examples might be schools, law enforcement, mental health providers, and legal services. Discuss the other agencies to whom the program refers (will refer) program participants and from which the program receives (will receive) referrals, including other domestic violence and sexual assault agencies.
- I. Letters of Support (New Applicants only -Maximum of 10):
Letters of support are important in gauging the level of agency visibility, community involvement and community participation in the program. The PEC will review the diversity of letters and the strength of their support. Letters would be appropriate from, but not limited to, any of the following entities: Community leaders and/or individuals, law enforcement, District Attorney, Office of Children's Services, mental health program, alcoholism/substance abuse program, hospital, schools, court system, other major referral sources. Letters confirming support of a specific activity will be given more weight.

II.14 Summary of Scoring Criteria:

The funding proposal elements will be weighted as follows:

- a. Abstract (10%)
- b. Crisis Management (30%)
- c. Prevention and Education (25%)
- d. Improve Staff Retention (5%)
- d. Past Performance, continuing programs (15%) *or*
Agency Management, new programs only (15%)
- e. Budget (15%)