

STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
Council on Domestic Violence and Sexual Assault



Alaska's Council on
Domestic Violence
& Sexual Assault

REQUEST FOR PROPOSALS
COMMUNITY-BASED VICTIM SERVICES GRANT PROGRAM
FY 2019 – FY 2021

150 Third Street, Suite 201
P.O. Box 111200
Juneau, Alaska 99811-1200

IMPORTANT NOTICE: This RFP and all attachments are available for download from the Alaska Public Notices website at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>. Applicants are responsible for monitoring these websites for any subsequent changes or amendments that may be issued regarding this solicitation.

Getting Started

Thank you for your interest in applying for funds from the Council on Domestic Violence and Sexual Assault. The primary purpose of the **Community-based Victim Services grant program** is to provide critical and immediate emergency services, support and referrals to individuals and families impacted by domestic and sexual violence, child abuse and underserved victims of violent crimes.

The incredibly hard work of providing 24/7 crisis intervention and support to those in your service area living with and affected by domestic and sexual violence is at the core of the CDVSA mission. The grant funds available help provide victims with the protection and services they need to pursue safe and healthy lives, resources to provide options, services and support as survivors move forward, improved community responses to these critical needs, and increased community capacity to hold offenders accountable for their crimes and end domestic and sexual violence across Alaska.

Please read this Request for Proposals thoroughly before beginning to strategize your application approach—we are looking for applications that show a true understanding of the specific and unique needs of your service area. We expect a coordinated and comprehensive plan to meet those needs thoughtfully, creatively and with intention.

Our hope is that the CDVSA staff team becomes/is a valuable resource for your organization as you prepare to apply for the FY2019 CDVSA victim services funding. We strive to deliver our services in a timely, supportive and accurate manner—with a focus on providing excellent customer service. If you have questions or need additional information, please contact Angela Wells (information below) and she will direct you to the information or person best able to answer your questions:

Angela Wells, Administrative Assistant, angela.wells@alaska.gov, 907-465-4356

The Council on Domestic Violence and Sexual Assault is committed to your success – at the community level, the agency level and in quality outcomes for the people who seek your services.

Thank you,



L. Diane Casto, Executive Director
l.casto@alaska.gov
907-465-5503

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)
Community-based Victim Services Grant Program
REQUEST FOR PROPOSALS (RFP) FY2019 – FY2021

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COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)
Community-based Victim Services Grant Program
REQUEST FOR PROPOSALS (RFP) FY2019 – FY2021

How we do our work is as important as the work we do.

Section 1. Grant Program Information

- 1.01 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 and their dependent children, in life-threatening situations, and to strengthen local community responses to these crimes. The Council also provides funding for services to youth victims of domestic violence, dating violence, and underserved victims of violent crimes.

The Council receives federal formula funding, as well as state general fund dollars for planning and coordination of services to victims of domestic violence, sexual assault and other violent crimes and their families through a grants process following federal and state procurement procedures.

- 1.02 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.

- 1.03 Funding Available for this RFP Available funds to be distributed in response to this RFP are approximately \$16. million. Funding will be a combination of State unrestricted general funds, Victims of Crime Act (VOCA) funds, Family Violence Prevention Services Act (FVPSA) funds, and Sexual Assault Services Program (SASP) funds. Each federal funding category has specific types of services that are allowable. The Council reserves the right to allocate the appropriate funding source to each successful applicant. A list of the allowable services/cost for each federal funding source is included in Section 1.10 Sources of Funding for this Solicitation.

While we have not set a cap on the funding you can request through this RFP, we expect budgets to be reflective of service area partnerships and collaboration to maximize service provision across disciplines. Budgets should be thoughtfully and strategically developed and supported by documented community needs and gaps in service that currently exist. Be creative and look for ways to leverage and maximize the available funding.

- 1.04 Council Funding Interests The Council’s identified outcome for this RFP is to fund a comprehensive, victim-centered, trauma-informed and accessible system of direct services, intervention, and support to all diverse populations and across all geographic regions of Alaska impacted by domestic and sexual violence.

The intent of the Council is to fund community-based and community-driven programming, strategies and interventions to provide safety, support and appropriate services to meet the needs of individuals and families impacted by domestic violence, child abuse, sexual assault, and underserved victims of violent crimes.

In addition, the Council encourages strategies to focus on workforce enhancement including improved staff retention, skills and well-being. The Council believes that strong, sustainable and skilled staff increases the effectiveness and quality of services to individuals impacted by domestic violence and sexual assault.

Recognizing that each community and/or service area has unique demographics, needs, resources, cultures, strengths and challenges, the Council requests applicants to think broadly, strategically and with a focus on programs and interventions to best meet these unique needs.

- 1.05 Eligibility (who may apply) Eligible applicants include nonprofit organizations; municipalities or other political subdivisions of the state; other State agencies; and federally recognized Alaska Native Tribes, or a combination of these. In addition, 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 based on 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 CDVSA 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 based on 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.

- 1.06 Regulations The Council has adopted regulations that apply to the operations of Council-funded victim services programs. While compliance with these regulations is a requirement for acceptance of Council funds, the Council is in the process of revising the current regulations. Due to the outdated nature of our current regulations, and because federal law trumps state law, we are including a copy of our proposed new regulations as guidance for this RFP. A copy of the proposed regulation change is included as RFP Attachment B to provide applicants with information related to the granting process and the minimum service operations that are required for Council-funded programs. Current Council Regulations 13 AAC 90 and 95 are available at: <https://dps.alaska.gov/CDVSA/About-Us/Statutory-Responsibilities>.
- 1.07 Acceptance of Application Content Should an applicant be awarded a grant through this solicitation, the contents of the funded application 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.
- 1.08 Proposal Cost and Content The Department of Public Safety/CDVSA 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.

The applicant is responsible for the content of the proposal as submitted.

- 1.09 Period of Grant Performance This Request for Proposals is being offered as a multi-year grant for the period of FY19 (July 1, 2018 to June 30, 2019) for year one and two additional option years of funding for FY20 (July 1, 2019 to June 30, 2020) and FY21 (July 1, 2020 to June 30, 2021). The proposal should be written to cover the multi-year period, **except for the budget which is only required for State Fiscal Year 2019**. Awards in the two optional years are dependent on available state and federal funds and the grantee's prior year successful performance. Years 2 and 3 will require a continuation application that will request a one-year budget, proposed revisions or additions to the original application, and a review of past year successes and challenges and how challenges will be addressed in the new year.

The process to determine the levels of continuation funding for FY20 and FY21 will be determined by the Council, prior to the end of the previous grant year. 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 previous year's grant award may be deemed

ineligible for continued funding in years FY20 -FY21. In such cases, the program will be notified in writing by April 1 of the current grant year 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 3.07 Appeals Procedure of this RFP.

The terms and conditions of this RFP will remain in effect throughout the 3-year grant award 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.

1.10 Sources of Funding for this Solicitation The following information describes each funding source that will be included in this Request for Proposals. Successful applications will be considered ONLY for those funding sources for which they are determined to qualify for based on their proposed services and activities.

1. State General Funds

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

GF unallowable activities/costs:

- Interest costs on loans;
- Contingencies;
- Lobbying;
- Fines, penalties, or bad debts;
- Contributions or donations;
- Entertainment, including luncheons, banquets, gratuities, decorations or prizes.

2. Family Violence Prevention and Services Act Funds (FVPSA)

Administered by the U.S. Department of Health and Human Services, Administration of Children and Families, FVPSA is a formula grant and provides federal funding to all states and territories. States apply annually and receive a core grant of \$600,000. Remaining funds are added to the core and based on population. The average award amount for Alaska is approximately \$750,000 annually. The Council uses these funds to finance domestic violence programs throughout Alaska. All programs receiving these grant funds provide shelter or related assistance to domestic violence victims and their children. The programs operate shelter facilities that are staffed 24/7 and provide a full spectrum of services including basic food and immediate shelter, crisis intervention, counseling, and advocacy.

FVPSA allowable activities/costs:

Shelter:

- immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter;

Services:

- Assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being;
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence;
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence and increase the accessibility of family violence, domestic violence, and dating violence services;
- Provision of culturally and linguistically appropriate services;
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together;
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
 - assistance in accessing related Federal and State financial assistance programs;
 - legal advocacy to assist victims and their dependents;
 - medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
- Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
- Provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
- Parenting and other educational services for victims and their dependents;
- Voluntarily accepted services, no condition may be applied for the receipt of emergency shelter;
- No fees may be charged to victims receiving FVPSA funded services.

Prevention:

- Prevention services, including outreach and education to underserved populations, services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents.

Unallowable activities/costs:

- Sexual Assault programming (outside of sexual abuse/ violence within an intimate partnership);
- Lobbying;
- Direct payment to victims or dependents of family violence, domestic violence or dating violence or to any dependent of such victim;

3. Victims of Crime Act Funds (VOCA)

The Victims of Crime Act was signed by President Ronald Reagan on October 12, 1984. The Act is a federal law that provides financial assistance through the creation of the Crime Victims Fund to support a variety of services and activities to assist victims of crime. Money deposited into the Crime Victims Fund comes from various federal criminal fines, forfeitures, assessments and penalties. None of the money used by VOCA comes from taxpayer appropriations. Pursuant to the Act, priority is given to programs serving victims of sexual assault, spousal abuse, child abuse and underserved victims. The Act additionally gives each State the opportunity to meet the needs of all victims while encouraging priority categories. The CDVSA Board is charged with establishing state VOCA grant policies, reviewing grant proposals and determining awards for the funds.

VOCA allowable activities/costs:

Services:

- Facilitation of participation in criminal justice and other public proceedings arising from the crime (legal advocacy);
- Immediate Emotion, Psychological, and Physical Health and Safety
 - Crisis intervention services;
 - Accompanying victims to hospitals for medical examinations;
 - Hotline counseling;
 - Safety planning;
 - Emergency food, shelter, clothing, and transportation;
 - Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
 - Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available;
 - Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety.
 - Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child,

the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and

- Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;
- Personal Advocacy and Emotional Support
 - Working with a victim to assess the impact of the crime;
 - Identification of victim's needs;
 - Case management;
 - Management of practical problems created by the victimization;
 - Identification of resources available to the victim;
 - Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed;
 - Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga). Personal advocacy may also include: services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance;

Activities Supporting Direct Services:

- Automated Systems and Technology;
- Contracts for Professional Services;
- Coordination of Activities;
- Multi-system, Interagency, Multidisciplinary Response to Crime Victims;

Grantee Administrative Costs:

- Equipment and Furniture
- Indirect Costs
- Leasing or Purchasing of Vehicles
- Maintenance, Repair, or Replacement of Essential Items
- Operating Costs
- Organizational Expenses
- Personnel Costs
 - Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance.
- Project Evaluation

- Public Awareness
- Skills Training for Staff
- Supervision of Direct Service Providers
- Training Related Travel

Unallowable activities/costs:

- Active Investigation and Prosecution of Criminal Activities
- Capital Expenses
- Compensation for Victims of Crime
- Fundraising Activities
- Lobbying
- Medical Care
- Research and Studies
- Salaries and Expenses of Management
 - Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in the VOCA Rules).

4. Sexual Assault Services Program (SASP)

Funded through the U.S. Department of Justice Office on Violence Against Women, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, non-offending family and household members of victims, and those collaterally affected by the victimization.

SASP allowable activities/costs:

- 24-hour hotline services providing crisis intervention services and referral;
- Advocacy through medical, criminal justice, and social support systems;
- Accompaniment to medical facilities, police stations, and court proceedings;
- Crisis intervention;
- Short-term individual and group support services;
- Comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials on issues related to the services described above;

Unallowable activities/costs:

- Research projects;

- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.);
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Sexual Assault Forensic Medical Examiner programs;
- Sexual Assault Response Team coordination;
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.);
- Domestic violence services unrelated to sexual violence;
- Services for perpetrators of sexual victimization;
- Lobbying;
- Fundraising;
- Purchase of real property;
- Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
- Construction.

1.11 Required Match Grant awards made from this RFP are required to provide a maximum 25% match (in-kind or cash). The total amount of the match will be calculated once the Council has determined the exact funding sources and amount of funding per source for each successful applicant. The proposed FY19 budget documents must include the maximum required match of 25% of the total amount of funding requested, knowing this amount will be adjusted once funding decisions have been made. Successful applicants will be funded from State of Alaska general funds, federal funds, and/or a combination of both. In most cases, the final required match will be less than 25%.

Cash funds or in-kind resources used as match must be directly related to the project services for which they are matching and must be documented clearly showing the source, the amount, the calculation and the timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the state or federal allowable expenditures.

Additionally, organizations that can adequately demonstrate financial need, may apply for a waiver of a portion of the match requirement, by submitting a separate letter that includes a detailed explanation and justification for the requested waiver. Approved waivers will determine a reduced amount of match and are only valid for one year. The expectation is that the need for a reduced match amount will be temporary. Each waiver will be reviewed and determined on merit.

The following provisions apply to match requirements:

- Grantees may satisfy the match requirement with:
 - CASH (e.g., **funds contributed** from private sources or State, federal and local governments such as a portion of someone's salary, benefits, facility expenses) and/or;

- IN-KIND services (e.g., services or goods **donated** by the applicant organization or other entities such as a volunteers or donated food);
- Federal funds may not be used to meet the match for federal dollars and state funds may not be used to meet the match for state dollars;
- Cash or in-kind resources used as match must be directly related to the project services for which they are matching;
- Grantees must clearly define their match calculations in their budget documents, stating the source of the match and how in-kind donations were calculated to a dollar equivalent;
- Grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions;
- Any staff or volunteer time used as match must be tracked (day, time, hours, activity) and documented using a signed and dated timesheet;
- Sources of match are restricted to the same requirements as funds allocated under each federal funding program and must be documented in the same manner as federal program funds, including financial and programmatic reports.

- 1.12 Indirect Rate Applicants that intend to charge indirect costs using an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. Non-federal entities, other than State and local governments that have never received a Federally-approved indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until a non-federal entity chooses to negotiate for a rate. If an applicant does not include an indirect rate for administrative costs, those costs may be included in their direct cost budget line.
- 1.13 Required Annual Grantee Meeting Beginning in FY2019, the Council will convene a mandatory 2-day CDVSA Grantee Meeting to be held in Anchorage. Each successful applicant will be required to send a minimum of one staff person (preferably two—one program and one financial) to this meeting. Funding for this requirement must be included in your grant budget and narrative. The content of this meeting will focus on skill-building, overview of federal and state grant regulations/requirements, and presentations on fiscal management, programming and strategies, current relevant topics and time to meet with your assigned program coordinator and other CDVSA staff. The FY2019 Grantee Meeting is scheduled for September 18-19 (tentative) in Anchorage. CDVSA will tentatively offer an optional day three special topic training; more details to come.
- 1.14 Monitoring and Community Partner Survey It is the intent of the Council to conduct a desk monitor of each funded grantee bi-annually and an on-site monitoring visit every two years. Monitoring activities will include the completion of an agency risk assessment, a review of the agencies programming, management (including financial practices) and an internet-based community partner survey to assess partner collaborations as part of each on-site monitoring review. The Council is completing a

revised and updated Grantee Monitoring Procedures Manual that will be provided to all grantees once completed.

1.15 Solicitation Timeline and Proposal Deadline The timeline and schedule of required deadlines for this grant solicitation are listed below:

| | |
|-------------------------------------|--|
| Issuance of RFP: | April 9, 2018 |
| Pre-Proposal Teleconference: | April 17, 2018; 10:00 a.m. 800-315-6338, code 23872 |
| Deadline for Inquires: | May 1, 2018, 4:30 p.m. |
| Proposal Receipt Deadline: | 1) <u>May 11, 2018 (current grantees) 4:30 pm</u> 2) <u>May 18, 2018 (new applicant's not currently receiving a CDVSA Victim Services Grant) 4:30 pm.</u> |
| Proposal Evaluation Committees: | Between May 21-June 1, 2018 Please note there will be 2 PECS based on combined regional locations. |
| Council Meeting to review/ approve: | June 12, 2018 (tentative) |
| Applicant Notification: | June 15, 2018 |
| Appeal Deadline: | June 30, 2015 |
| Grant start date: | July 1, 2018 |

1.16 Contact Information

Angela Wells, Administrative Assistant, angela.wells@alaska.gov, 907-465-4356

Mailing Address
PO Box 111200
Juneau AK 99811-1200

Physical Address
150 Third Street, Suite 201
Juneau AK 99801

1.17 Inquiries, Pre-Proposal Teleconference and Accommodations Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. If applicant has questions prior to the scheduled Pre-proposal teleconference, they should be made to the Contact Person listed in Section 1.16 of this RFP. There are two types of questions: 1) questions that can be answered by directing the applicant to a specific section of the RFP. These questions can be responded to either verbally or in writing directly to the applicant; and 2) questions that cannot be

answered by directing an applicant to a specific section of the RFP—these questions will be deemed substantive and must be submitted in written form via email and the response will be written and posted on the State’s Online Public Notice page.

Applicants are responsible for monitoring the State’s Online Public Notice website located at: <http://aws.state.ak.us/OnlinePublicNotices/> for any subsequent clarifications or amendments that may be issued regarding this solicitation.

Council staff will hold a **Pre-Proposal Teleconference** to review the RFP and funding process as indicated in Section 1.15 of this RFP. Written inquires may be sent to the Contact Person listed in Section 1.16. The deadline for written inquires is 4:30 p.m. May 1 as indicated in Section 1.15 of this RFP. Requests received after that deadline will not receive a response.

Section 2: Applicant Qualifications

2.01 Required Experience Each applicant’s background, experience and compliance with past service and grant requirements (if a current grantee) will be taken into consideration when reviewing an applicant’s experience working in the areas of family violence including child abuse/trauma, domestic violence, sexual violence, stalking, dating violence, bullying and other forms of intimidation, harassment and grooming behavior. In responding to the application questions and budget narrative, provide a brief history that demonstrates sustainable fiscal and administrative capacity and responsibility, as well as the type of programming and initiatives the applicant has engaged in during the past 2 to 5 years. For new applicants (not currently receiving a CDVSA Victim Services Grant) it will be particularly critical to clearly and succinctly outline your past work in this area of programming and compliance with other grant awards your agency has received.

2.02 Program Staffing Experience For all staff position types the applicant is requesting CDVSA funding to support, please submit a current job description. In addition, submit resumes for key administrative (Executive Director), financial, and lead project personnel. The Council requests an overview of your agency’s workforce enhancement approach to create a well-compensated, trained and supported workforce. Program staffing levels must be sufficient to carry-out the program activities and initiatives indicated in your application. If hiring and maintaining adequate staffing levels is a concern, please identify steps the agency will take to remedy the staffing situation.

Please note that all direct service staff (paid or volunteer) that work directly with program participants must complete, at a minimum, a state background check indicating no related or concerning criminal background that could potentially endanger or compromise participants.

2.03 Administrative and Management Requirements Each applicant must be able to responsibly administer the CDVSA grant award, including sustainable fiscal and administrative capacity necessary to support the funded program. Executive,

administrative, and financial staff must be qualified, as indicated by their professional and educational experience detailed in their resumes.

- 2.04 Support/Coordination of Services Working with service area partners in a collaborative and supportive way is critical to accomplishing the work of aiding victims and their families rebuild their lives, develop healthy violence-free homes, and moving beyond the trauma and impacts of living with domestic and sexual violence. Throughout the application, highlight the ways in which you work with a diverse array of community agencies, as well as how your agency will continue to reach out to new partners, to expand your impact and influence, and to grow and nurture your current collaborations.

Recognizing that many communities and service areas have a need for more than one victim services community provider to meet the service demand, to address unique and underserved populations, and to provide choice for those seeking services, CDVSA encourages multiple agencies to work together to build a comprehensive continuum of care for every community.

Section 3: General Instructions for Proposal Submission, Review and Award

Submission:

- 3.01 Proposal Format The process to apply for grant funds under the CDVSA Community-based Victim Services Grant Program is formatted to guide each applicant through a series of critical questions about your agency, service area, core services being offered, justification of the services/initiatives selected (based on a needs/gap review), community coordination/partnerships, agency management, workforce enhancements and stability, use of volunteers and other specific areas of focus. This process will be focused and limited in what can and should be included.

Applicants will use the attached “fillable form” format that can then be submitted via email. We understand that some rural communities have difficulty with adequate broad-band capacity, and we will work with any applicant that is concerned about being able to submit their application via the internet. There will be no hard-bound copies, no multiple copies and no mailing of applications (unless you are unable to submit your application via email/internet). **Electronic submissions must be sent to CDVSA.grants@alaska.gov.**

Regardless of how you submit one-copy of your application and required attachments, **applications are due in the CDVSA office no later than 4:30 p.m. May 11 for current grantees and 4:30 p.m. May 18 for new applicants not currently receiving CDVSA Victim Services grant funds.**

The following forms must be completed and included in your application packet:

- Application Face Page (Complete each line of the Face Page). Your Dun & Bradstreet (DUNS) number is required and available from

<http://fedgov.dnb.com/webform>. In addition, all applicants must be registered at <https://www.sam.gov/portal/SAM/#1> and verify such registration.

- Summary of Other Agency Grant Funds Expected for FY 2019 (complete form)
- Application Questions (respond to each question on the application forms clearly, succinctly and strategically)
- Budget Overview
- Budget Narrative
- Attachments required to be submitted with your application:
 - Determination of Non-profit status if applicable (**new applicants only**);
 - Articles of Incorporation (**new applicants only**);
 - By-laws (all applicants);
 - List of current Board Members including names, titles of Executive Board positions, work or discipline aligned with, and ethnic background (all applicants);
 - Current organizational chart indicating both filled and vacant positions (all applicants);
 - Resumes and job descriptions of Executive Director, Program/Project Coordinator and Finance/Budget Director (or equivalent). In addition, provide job descriptions only for all other position-types funded by this grant funding request (all applicants);
 - Memoranda of Agreement/Understanding specific to this application for current key community and service area agency partners working to further your services, collaboration and outreach (all applicants);
 - Federally-approved indirect cost agreement (if applicable).

Review:

3.02 Summary of Scoring Criteria Each eligible application will be reviewed and scored based on consistent criteria and on the information provided by the applicant, presented within the “4-corners” of the application. No information outside of the application will be used for scoring purposes unless it is deemed critical, justified and the reasons well-documented. Scores are assigned to each required component of the application. See Attachment D for a copy of the Applicant Score Sheet Summary. Available points for each application question are listed within the Application Question form.

3.03 Proposal Review Process Following the deadline for receipt of applications, CDVSA staff will verify all submission requirements have been met. The application will be reviewed and evaluated per criteria specified in this RFP and in regulation 13 AAC 95.080. No amendments, corrections or additional information will be accepted after the deadline unless they are in response to a request by the Council Board or Council staff. Applications will be reviewed as follows:

1. Council staff will conduct a preliminary review of each application for minimum responsiveness and other technical requirements. Nonresponsive proposals will

be eliminated from consideration by a Proposal Evaluation Committee (PEC). Eligible proposals will be included in a PEC review.

2. For this RFP, two PECs will be established and utilized; PEC #1 will include applications from the Gulf Coast and Southeast Regions and PEC #2 will include applications from the Anchorage/Mat-Su, Interior, Northern and Southwest Regions. Each PEC will be comprised of 1 Council member and 2 knowledgeable members of other state departments or the public. At least one CDVSA program staff will be available to respond to questions from PEC members and one staff member will facilitate each PEC.
3. The PEC members will score each application independently of other committee members. Then, as a committee, they will meet to further review proposals and determine awards to recommend to the Council Board. All PECs are considered public meetings, and may be attended either in person or via telephone by interested persons. While the PEC is open to the public, public comment will not be taken, nor will public comment be allowed.
4. Applications will be reviewed and scored using the Scoring Criteria listed in this RFP, section 3.03. The applicant is responsible for addressing each required component of this RFP as listed in Section 3.01 Proposal Format. Information provided in response to the application questions should be clear, thoughtful and succinct. A total of 300 points are available for all sections of this application. Scoring protocol will use a median scoring process – if a question is worth 10 points, the median score will be 5, meaning the response to the question met all requirements. If a response provides more information, detail or creativity additional points can be added up to 10; if the response is lacking in its content and clarity points can be deducted down to 0.
5. All recommendations from the staff review and PEC review and score are advisory. Recommendations may include approval or disapproval for award, modifications to the proposed project, special compliance conditions, and ranking of proposals in priority order. Once the PEC review is complete, staff will meet to recommend appropriate funding allocations by fund-types and amounts for each application that is recommended for funding.
6. The Council Board will finalize the awards and award amounts for successful applicants at a public meeting tentatively scheduled for June 12 via video/teleconference. All applicants will be notified of the meeting date, time and location.

Accommodations will be made for persons with disabilities or special needs to attend any meeting open to the public. To allow adequate time to make such arrangements, please contact the person designated in Section 1.16 at least seven days prior to the scheduled event.

3.04 Funding Recommendations/Allocations Grants are awarded, based in part, on the following general conditions:

1. The applicant's demonstration that a need for services exists;
2. The applicant's demonstration of its ability to meet service and program obligations;
3. Whether sufficient funds have been appropriated by the Legislature and approved by the Governor; and
4. The Council Board's agreement on adjustments in services to be offered and the amount of funding recommended for each award.

The above conditions are not strictly binding should the Council Board decide that other factors dictate some deviation from the numerical ranking in the case of a specific grant or region.

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

In the case that total funding requests exceed the available funds for this RFP (see Section 1.03 Funding Available for this RFP), the Council Board reserves the right to reduce proposed budgets in a careful and judicious manner. If applicants are awarded a dollar amount lower than what was requested, CDVSA staff will work with agencies to adjust services, activities and budgets to correspond with the amount of funding awarded.

Award:

3.05 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:

1. Notification of Grant Award to grantees whose application is approved, contingent upon necessary revisions to be negotiated and availability of funds; or
2. Notice of Disapproval if the Council disapproves the applicant's application.

3.06 Appeals Process An applicant or grantee may appeal any of the following decisions as per regulation 13 AAC 95.350:

1. A final decision regarding funding under 13 AAC 95.070 (d);
2. A decision to withhold a payment under 13 AAC 95.230(c);
3. A decision of the Council to require a refund of grant money under 13 AAC 95.260; and
4. 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.

3.07 Grant Awards, Certifications and Special Conditions Following the notification of grant award, each funded agency will receive a grant agreement, with all appropriate state and federal certifications and assurances for review and signature. In addition, agencies will receive, if applicable, a listing of any identified special conditions that the award is contingent upon. CDVSA staff will be available to answer questions and guide successful applicants through the grant award and acceptance process.

3.08 Grant Payment Schedule and Process Upon full execution of each annual grant award from CDVSA, payment to successful grantees will occur in the following manner:

- State grant funds will be issued through quarterly advances: 25% each in quarters 1-3; 16% in quarter 4; and the final 9% following the receipt and review of year-end quarterly financial and program reports due July 30;
- Federal grant funds will be issued through a monthly reimbursement process: by the 15th of each month, grantees will submit a monthly reimbursement form for expenditures from the previous month. No federal funds will be advanced prior to expenditure. Reimbursement forms will indicate which federal grant and fiscal year funds are being requested from, which line-item expenditures were used, the amount of match associated with the monthly expenditures, and total amount requested. Once requests for reimbursement are received, CDVSA's Grant Administrator will review the request, authorize reimbursement, and requests for payment will be submitted to the DPS Financial office;
- The Council may 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 any funds not spent or encumbered at the end of the annual funding/budget cycle (June 30).

3.09 Application Checklist Ensure that all items listed below are attached before final submission of your application.

- _____ Application Face Page
- _____ Summary of Other Agency Grant Funds Expected for FY19
- _____ Application Questions (make sure each question is responded to completely)
- _____ Budget Overview
- _____ Budget Narrative

Attachments required to be submitted with your application:

- _____ **Determination of Non-profit status** if applicable (**new applicants only**);
- _____ **Articles of Incorporation (new applicants only)**;
- _____ **By-laws** (all applicants);
- _____ **List of current Board Members** including names, titles of Executive Board positions, work or discipline aligned with, and ethnic background (all applicants);
- _____ **Current organizational chart** indicating both filled and vacant positions (all applicants);
- _____ **Resumes and job descriptions** for Executive Director, Program/Project Coordinator and Finance/Budget Director (or equivalent). In addition, provide job descriptions only for all other position-types funded by this grant funding request (all applicants);
- _____ **Memoranda of Agreement/Understanding** specific to this application for current key community-based agency partners working to further your services, collaboration and outreach (all applicants);
- _____ **Federally-approved indirect cost agreement** (if applicable).