STATE OF ALASKA

DEPARTMENT OF PUBLIC SAFETY

Council on Domestic Violence and Sexual Assault

COMMUNITY-BASED VICTIM SERVICES GRANT PROGRAM

FY 2019 – FY 2021

Instructions for Completing and Submitting Application Packet

Council on Domestic Violence and Sexual Assault

Request for Proposals FY 2019 – FY2021
Community-based Victim Services Grant Program

Instructions for Completing and Submitting Application Packets

The Request for Proposals (RFP) for the CDVSA Community-based Victim Services Grant Program and the required Application Packet is revised from past years in its look and feel, as well as the process for completion and submission. Once you have thoroughly read the RFP, please read these instructions for completing and submitting your Application Packet with equal thoroughness.

As outlined in the RFP, this year's application process is simplified, specific in terms of what can be included, and information is limited to what is required for application. How funding will be allocated (federal vs. state) will be determined following the Proposal Evaluation Committee (PEC) reviews and recommendations.

Please note that the RFP outlines the technical requirements of the application process, with the Application Packet specifying what must be included to be considered a qualified and eligible application for review and consideration. The application packet includes:

- Application Face Page (fillable form with electronic signature)
- Summary of Other Agency Grant Funds (fillable form)
- Application Questions (fillable form)
    - 11 questions, 3 with parts a. & b.
    - Specific page limits per question for a total of 15 pages allowed
    - Points per question are identified within the form
- Budget Overview (fillable Excel spreadsheet)
- Budget Narrative (fillable form)
- Required attachments (see RFP Section 3.01 Proposal Format)

No additional information, addendums, or attachments, other than those requested, should be included in your application submission.

Please note the following application completion instructions:

- Fillable forms may be saved on your computer as you go through the process of completing each form—you can save and resume your work later;
- Because each question is limited in allowable space, please create your responses succinctly, with clarity and purpose;

- Fillable forms will be locked with the required criteria; do not unlock them and/or attempt to alter the functions of the form—additional pages beyond those indicated will not be accepted or factored into the review of your application;
- The font size for these questions is 11 and font type is Helvetica—it cannot be adjusted to a smaller font to increase the available space;
- Double-check all amounts on the Budget Overview form to ensure they are correct. DO NOT USE PUNCTUATION IN THESE FORMS (commas, periods, $ signs);
- The Face Page signature line provides the option for an electronic signature (ES). To obtain ES authority, click on the pencil icon and follow instructions;
- Once forms are completed, save and they can be added as PDF attachments to your submission email (submission instructions below);
- As stated in the RFP, the deadline for RFP inquiries is 4:30 p.m. May 1. For this reason, it is important that you review the application packet before May 1, in case you have questions or need further instructions or clarification.

Please note the following application submission instructions:

- The intent is that all applications will be submitted electronically via email – no hard copies, binding or multiple copies required, and no mailing;
- IF your community has broad-band issues and you feel it will be a hardship to submit via email, please request (by May 1) an alternative process for mailing one hardcopy to arrive in our office no later than the application deadline in the RFP Section 1.15;
- When preparing your application for submission DO NOT BATCH your separate items into one PDF.

   The following items should each be a separate PDF:

   - Application Face Page, Summary of Other Agency Grant Funds and Application Questions (all applicants) (batched into one PDF);
   - Budget Overview and Narrative (all applicants) (batched into one PDF);
   - Non-Profit Status (new applicants)
   - Articles of Incorporation (new applicants)
   - By-laws (all applicants)
   - List of Board Members (all applicants)
   - Organizational Chart (all applicants)
   - Resumes/Job Descriptions (all applicants) (batched into one PDF)
   - MOAs/MOUs (all applicants) (batched into one PDF)
   - Federally-approved Indirect Cost Agreement (if applicable)

- Once each PDF has been developed, they should be added as attachments to one email submission;

PLEASE LABEL EACH PDF WITH THE INCLUDED CONTENT – SEE SCREEN-SHOT EXAMPLE BELOW.
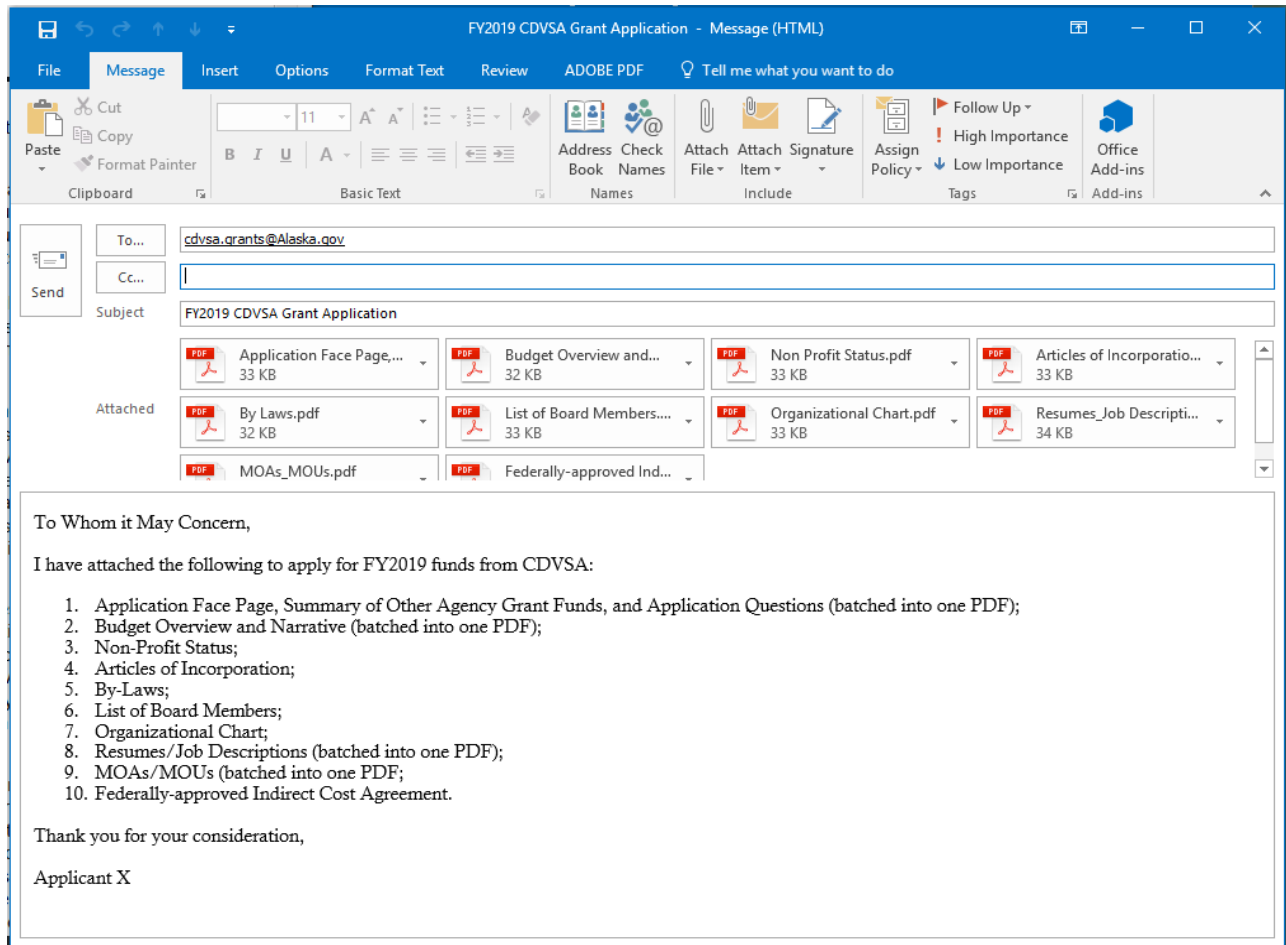
- **All electronic submissions must be sent to CDVSA.grants@alaska.gov;**
- It is recommended that all emails be sent with Request a Delivery Receipt (under Options in your email)—this will give you a "date stamp" for receipt of your application;
- Once received, CDVSA will send an email indicating receipt of each application packet;
- **All application submissions must be received at CDVSA no later than 4:30 p.m. May 11 for current grantees and 4:30 p.m. May 18 for new applicants.**