Council on Domestic Violence and Sexual Assault
Department of Public Safety

Request for Proposals
Enhanced Services for Victims of Crime

FY 2020 – FY 2022

ATTACHMENT G

Instructions for Completing and Submitting Application Packet

Council on Domestic Violence and Sexual Assault
Request for Proposals FY 2020 – FY2022
Enhanced Services for Victims of Crime Grant Program

Instructions for Completing and Submitting Application Packets

The CDVSA Request for Proposals (RFP) for Enhanced Services for Victims of Crime Grant Program outlines the purpose and eligibility for application. To apply for these grant funds please follow the specific process for completion and submission listed in this document. A full Application Checklist is included in Section 3.09 of the RFP.   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 the application process is specific in terms of what can be included, and information is limited to what is required for application. Please limit attachments to those requested in the Application Checklist. Funding will be allocated following the Proposal Evaluation Committee (PEC) reviews and recommendations. Full recommendations, including funding allocations, will be presented to the CDVSA Board of Directors for final approval.

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 for FY 2020 (fillable form)
- Application Questions (locked, expandable Word document)
    - 11 questions; please read carefully and respond thoroughly and concisely (include enough information to clearly respond to the questions without providing information that does not strengthen your response)
    - Points per question are identified within each question.
- 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;

- Please create your responses to the 11 key project questions succinctly, with clarity and purpose, addressing all parts of each question;
- The Application Questions document, and other fillable forms are locked with the required criteria; do not unlock or attempt to alter the functions of the form—the response box for each question will expand, giving you ample space to fully respond;
- The font size for the application questions should be no smaller than 11 points;
- 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. November 22. For this reason, it is important that you review the application packet before November 22, 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 November 22) 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. You may send multiple attachments in the same email, but each document must be its own attachment (except where otherwise instructed).

   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)
   - List of Board Members (all applicants)
   - Organizational Chart (all applicants)
   - Proposed Project Timeline
   - Position Descriptions (all applicants) (batched into one PDF)
   - Memoranda of Commitment/Agreement (all applicants) (batched into one PDF)
   - Federally-approved Indirect Cost Agreement (if applicable)

- o   Match Waiver Request Form (if applicable)

- Once each PDF has been developed, they should be added as attachments to <u>one email submission. (If documents are too large to send in one email, more may be sent.)</u>

PLEASE LABEL EACH PDF WITH THE INCLUDED CONTENT – SEE SCREEN-SHOT EXAMPLE BELOW.
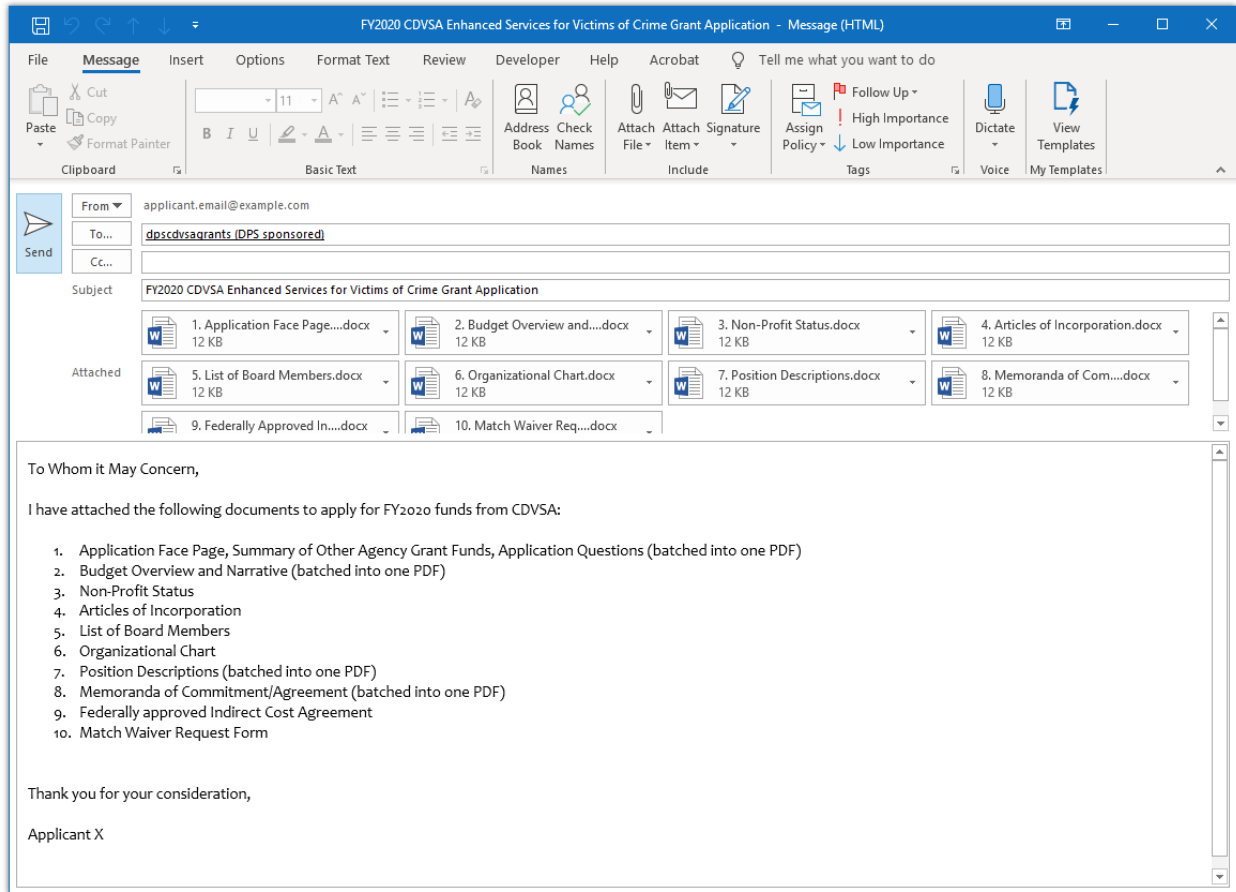
- **All electronic submissions must be sent to CDVSA.grants@alaska.gov;**
- It is recommended that all emails be sent with <u>Request a Delivery Receipt</u> (under Options in your email)—this will give you a "date stamp" for receipt of your application;
- Once received, CDVSA will send an email indicating receipt of each application packet;
- **All application submissions must be received at CDVSA no later than <u>4:30 p.m. December 6, 2019.</u>**