

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



**REQUEST FOR PROPOSALS**  
**COMMUNITY-BASED VICTIM SERVICES GRANT PROGRAM**  
**FY 2024 – FY 2026**

**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 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. These grant funds are intended to help provide victims with the protection and services they need to pursue safe and healthy lives, resources to provide options, and improve community responses to these critical needs.

Please read this Request for Proposals and Application Questions 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 with intention.

If you have questions or need additional information, please contact Ella Nierra (information below) and she will direct you to the information able to answer your questions:

**Ella Nierra, Grants Administrator 3:** [ella.nierra@alaska.gov](mailto:ella.nierra@alaska.gov), (907) 465-2278

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.

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)  
**Community-based Victim Services Grant Program**  
REQUEST FOR PROPOSALS (RFP) FY2024 – FY2026

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#### **Section 4. RFP Attachments**

- A. Definitions
- B. Budget and Narrative Guidelines
- C. Applicant Score Sheet Summary
- D. Applicant Submission Instructions

COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT (CDVSA)  
**Community-based Victim Services Grant Program**  
REQUEST FOR PROPOSALS (RFP) FY2024 – FY2026

*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 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 and to strengthen local community responses to these crimes.

The Council receives federal formula funding, as well as state general fund dollars for planning and coordination of services to these victims 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 \$17-\$18. million. Funding will be a combination of State unrestricted general funds, Victims of Crime Act (VOCA) funds, Family Violence Prevention Services Act (FVPSA) funds, the Sexual Assault Services Program (SASP), OVC Discretionary funds, and other one-time funding allowances passed through CDVSA. 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/costs for each federal formula grant funding source is included in Section 1.10: Sources of Funding for this Solicitation. One-time funding stream allowable costs will be outlined in beginning of the year award conditions and/or by guidance of the Council.

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 strategically developed and supported by documented community needs and gaps in service that currently exist.

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

The Council is seeking to build a comprehensive, victim-centered, trauma-informed, and accessible system of direct services and support to the many diverse populations and geographic regions of Alaska impacted by these crimes.

- 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. Compliance with these regulations is a requirement for acceptance of Council funds. The Council is in the process of revising the current regulations-changes in regulations will be reflected in Grant Award Conditions upon adoption.

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, with period of performance from July 1, 2023-June 30<sup>th</sup>, 2024 referred to as Year One (FY24) and two additional option years of continuation funding for FY25 (July 1, 2024 to June 30, 2025) and FY26 (July 1, 2025 to June 30, 2026). The proposal should be written to cover the multi-year period, **except for the budget which is only required for year one: State Fiscal Year 2024.**

Awards in the two continuation years are dependent on available 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.

The process to determine the levels of continuation funding for FY25 and FY26 will be determined by the Council, prior to the end of the previous grant year. Programs not in compliance with the Council's regulations, grant award conditions, reporting, 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 FY25 -FY26. In such cases, following Year One the program will be notified in writing by May 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 3.06 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 federal formula and state 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;
- Activities that compromise survivor safety and recovery.

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. 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 is administered through the Office of Victims of Crime (OVC). The Act is a federal law that provides financial assistance through the creation of the Crime Victims Fund (CFV) to support a variety of direct services to assist victims of crime. Money deposited into the CFV 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 domestic violence, sexual assault, child abuse and underserved victims of violent crimes. The Act additionally gives each State the opportunity to meet the needs of all crime victims.

#### **VOCA allowable activities/costs:**

##### Services:

- Facilitation of participation in criminal justice and other public proceedings arising from the crime (legal advocacy);
- Immediate Emotional, 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 ***Note: All Match Requirements will continue to be waived in SFY24, though match is anticipated to be required in continuation years SFY25 and SFY26.***

When applicable, grant awards made from this RFP will be 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. 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 Match Waiver Request which 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 (and current) indirect cost rate 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 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 cost rate for administrative costs, those costs may be included in their direct cost budget line.
- 1.13 **Required Annual Grantee Meeting** It is the intent of the Council to convene a mandatory CDVSA Grantee Meeting annually, either in-person or online. Each successful applicant will be required to have one staff person attend the meeting. The content of this meeting will focus on overview of federal and state grant regulations/requirements, presentations on fiscal management and programming strategies, and current relevant topics.

**The FY24 Annual Grantee Meeting is anticipated to be online;** therefore, no travel costs for this event should be factored into your proposal budget.

- 1.14 **Monitoring** It is the intent of the Council to conduct a financial desk review of each funded grantee annually, along with an on-site or virtual monitoring review every two to three years, as determined by the annual risk assessment. Monitoring activities will include the completion of an agency risk assessment, along with a review of the agency's programming, management (including financial practices), and matters of compliance.
- 1.15 **Solicitation Timeline and Proposal Deadline** The timeline and schedule of required deadlines for this grant solicitation are listed below:

Issuance of RFP: March 6<sup>th</sup>, 2023

Deadline for Inquires: March 31, 2023, 4:30 p.m.

**Proposal Receipt Deadline: April 17, 2023, 4:30 p.m.**

Proposal Evaluation Committees:	Between May 8-May 12, 2023 <b>Please note: there will be 2 PECS based on combined regional locations.</b>
Council Meeting to review/ approve:	June 8-9, 2023 (tentative)
Applicant Notification:	June 16, 2023
Appeal Deadline:	July 3, 2023
Grant start date:	July 1, 2023

#### 1.16 Contact Information

Ella Nierra, Grants Administrator 3: [ella.nierra@alaska.gov](mailto:ella.nierra@alaska.gov), 907-465-2278

##### **Mailing Address**

PO Box 111200  
Juneau AK 99811-1200

##### **Physical Address**

150 Third Street, Suite 201  
Juneau AK 99801

- 1.17 Inquiries and Accommodations Applicants should immediately review this Request for Proposals for defects and questionable or confusing content. Questions 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. 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.

**Note: Council staff will not hold a Pre-Proposal Teleconference as in years past.**

Written inquiries may be sent to the Contact Person listed in Section 1.16.

The deadline for written inquiries is 4:30 p.m. April 1, 2023, 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 Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include CDVSA site reviews, program audits, confirmation of the successful resolution of any findings, and/or adherence to CDVSA reporting

requirements. Each applicant's experience and compliance with grant requirements (if a current grantee) will be taken into consideration.

New applicants (not currently receiving CDVSA funds) must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the period over which services were provided and the target population served.

- 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, and Financial personnel. Program staffing levels must be sufficient to carry-out the program activities and initiatives indicated in your application.

Please note that all direct service staff (paid or volunteer) that work directly with program participants must complete, at a minimum, a fingerprint search of pertinent state (and, if applicable, local, and tribal) criminal history registries or similar repositories, encompassing the period beginning five calendar years preceding the date of the search. These criminal history checks must be repeated every five years and must indicate 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 partners in a collaborative and supportive way is critical to accomplishing the work of CDVSA. Proposals should demonstrate a strong collaboration between agencies working with victims of crime. 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 Services for Victims of Crime is formatted to guide each applicant through a series of questions about your proposed project. This process will be focused and limited in what can and should be included.

Applicants will use the attached fillable forms that will 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.

**Electronic submissions must be sent to [CDVSA.grants@alaska.gov](mailto:CDVSA.grants@alaska.gov).**

**All applications are due to the CDVSA office no later than 4:30 p.m. April 17<sup>th</sup>, 2023.**

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

- Application Face Page (Complete each line of the Face Page). You are required to have an active [Unique Entity ID \(UEI\)](#). In addition, all applicants must have an active [SAM.GOV](#) registration.
- Summary of Other Agency Grant Funds for FY 2024 (complete form)
- Application Questions (complete form)
- Budget and Narrative Worksheet (complete form)
- Attachments required to be submitted with your application:
  - Determination of Non-profit status if applicable
  - Articles of Incorporation
  - List of current Board Members including names, titles of Executive Board positions, work or discipline aligned with, and term dates. (complete form)
  - Current organizational chart indicating both filled and vacant positions
  - Resumes and job descriptions of Executive Director, Finance/Budget Director, and other key Administrative staff (if applicable).  
**Provide job descriptions-only for all other position-types** funded by this grant funding request.
  - 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.
  - 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. 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 C for a copy of the Applicant Score Sheet Summary. Available points for each application question section 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 and not submitted for the PEC review process. Eligible proposals will be included in a PEC review.
2. For this RFP, two PECs will be established and utilized.  
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 via telephone (MS TEAMS) 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 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 grant fund 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 8<sup>th</sup>-9<sup>th</sup>, 2023 video/teleconference. The Board meeting will be posted on the [State's Online Public Notices](#) page.

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 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; and 25% in Q4 contingent on the subgrantee's spending. CDVSA may hold advanced funds for Q4 if the subgrantee is underspent and does not have a sufficient plan to expend all funds. CDVSA will work with the subgrantee to determine when/if Q4 funds will be released.
- Federal grant funds will be issued through a monthly reimbursement process: By the 30th of each month, grantees will submit a monthly reimbursement form for expenditures from the previous month. 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 (if applicable), and total amount requested. Once requests for reimbursement are received, CDVSA's Grant Administrators 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 advanced 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.

Attached	Document Title
	<b>Application Face Page</b>
	<b>Summary of Other Agency Grant Funds for FY24</b>
	<b>Application Questions (make sure each question is responded to completely)</b>
	<b>Budget and Narrative Worksheet</b>

**Attachments required to be submitted with your application:**

Attached	Document Title
	<b>Determination of Non-profit status</b> if applicable
	<b>Articles of Incorporation</b>
	<b>List of current Board Members</b> including names, titles of Executive Board positions, work or discipline aligned with, and terms of each seat.
	<b>Current organizational chart</b> indicating both filled and vacant positions.
	<b>Resumes for Key Executive, Financial, and Administrative Staff</b> (or equivalent).
	<b>Position descriptions</b> for all personnel positions the applicant is requesting CDVSA funding to support. The job description must outline the minimum requirements for education and experience for each position.
	<b>Memoranda of Commitment/Agreement</b> specific to partnerships or collaborations required to fulfill the services proposed in this application.
	<b>Federally approved indirect cost agreement</b> (if applicable).