

**Council on Domestic Violence and Sexual Assault
Department of Public Safety**



Alaska's Council on
Domestic Violence
& Sexual Assault

**Request for Proposals
Victim Services for Victims of Crime
FY 2024 – FY 2026**

**ATTACHMENT D
Instructions for Completing and Submitting
Application Packet**

Instructions for Completing and Submitting Application Packets

The CDVSA Request for Proposals (RFP) for Victim 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 2024 (fillable form)
- Application Questions (fillable form)
 - 14 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)
 - The highest possible points for each question are identified in parenthesis at the end of each question.
- Budget and Narrative Worksheet (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 14 key project questions succinctly, with clarity and purpose, addressing all parts of each question;
- The Application Face Page signature line provides the option for an electronic signature. To obtain electronic signature authority, click on the pencil icon and follow instructions;

- 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 size and font for each question is locked, providing adequate space and formatting to fully and concisely respond;
- Double-check all amounts in the Budget and Narrative form to ensure they are correct. **DO NOT USE PUNCTUATION IN THE BUDGET OVERVIEW PORTION OF THIS FORM** (commas, periods, \$ signs);
- 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. April 3, 2023. For this reason, it is important that you review the application packet before April 3, 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 April 3) 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 and Narrative Worksheet (all applicants)
- Determination of Non-Profit Status (applicants not currently funded by CDVSA only)
- Articles of Incorporation (applicants not currently funded by CDVSA only)
- List of Current Board Members (all applicants)
- Current Organizational Chart (all applicants)
- 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)

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

PLEASE LABEL EACH PDF WITH THE INCLUDED CONTENT – SEE SCREEN-SHOT EXAMPLE BELOW.

The screenshot shows an email draft in a client interface. The header includes a 'Send' button, a 'From' field with 'meggie.stogner@alaska.gov', a 'To' field with 'dpscdvsagrants (DPS sponsored)', and a 'Subject' field with 'Applicant X: CDVSA FY2024-2026 RFP Application'. Below the header, there are 11 PDF attachments listed in two columns. Each attachment has a red PDF icon, a title, and a file size. The body of the email starts with 'To Whom it May Concern,' followed by a paragraph stating that 11 documents are attached for the FY2024-2026 CDVSA RFP. A numbered list of 9 items follows, describing the contents of the attachments. The email ends with 'Thank you for your consideration,' and 'Applicant X'.

Attachment Title	File Size
2. RFP Application Face Page.Other Funds.Questions.pdf	143 KB
4. RFP Application Budget and Narrative Worksheet.pdf	1 MB
5. RFP Determination of NonProfit.pdf	201 KB
6. RFP Articles of Incorporation.pdf	201 KB
7. RFP List of Current Board Members.pdf	201 KB
8. RFP Current Org Chart.pdf	201 KB
9. RFP Position Descriptions.pdf	201 KB
10. RFP MOUs.pdf	201 KB
11. Federal Indirect Cost Rate Agreement.pdf	201 KB

To Whom it May Concern,

I have attached the following documents to apply for the FY2024-2026 CDVSA RFP:

1. Application Face Page, Summary of Other Agency Grant Funds, and Application Questions (batched into one PDF)
2. Budget and Narrative Worksheet
3. Determination of Non-Profit Status
4. Articles of Incorporation
5. List of Current Board Members
6. Current Organizational Chart
7. Position Descriptions (batched into one PDF)
8. Memoranda of Commitment/Agreement (batched into one PDF)
9. Federally-approved Indirect Cost Agreement

Thank you for your consideration,

Applicant X

- 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. April 17, 2023.**