



Florida Council Against Sexual Violence

Request for Proposals (RFP)

STOP Violence Against Women Grant Program Expanding Sexual Assault Victim Services

Project Period: July 1, 2020 to June 30, 2022

Release Date: July 24, 2020

Deadlines:

Statements of Intent to Apply due by August 12, 2020

Applications are due by August 25, 2020, 5:00 PM, EST

All proposals must be received electronically by the POC by the
deadline.

Submit via email to the following single point of contact:

Beverly Gregory (bgregory@fcasv.org)

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Schedule of Events		
Event	Due Date	Location
RFP Release Date	July 24, 2020	FCASV website http://www.fcasv.org/
RFP Application Information conference call – send questions in advance to: Beverly Gregory at bgregory@fcasv.org	August 11, 2020, 11 AM, EST Facilitated by FCASV staff	800-791-2345, Access code: 16005
Statement of Intent to Apply deadline	August 12, 2020	Submit Statement to: Beverly Gregory at bgregory@fcasv.org
Deadline for Receipt of Written Questions (via email)	August 3, 2020	Submit questions to: Beverly Gregory at bgregory@fcasv.org
Responses to Written Questions posted	August 6, 2020	FCASV website http://www.fcasv.org/
Application deadline	August 25, 2020 Must be received no later than 5:00 PM EST	Submit electronically to: Beverly Gregory at bgregory@fcasv.org
Application Review Team Meeting	September 8, 2020 (tentative)	Webinar platform
Posting of Intent to Award	September 11, 2020 (tentative)	FCASV website http://www.fcasv.org

A. OVERVIEW

Introduction

Sexual Violence shatters lives, wounds communities and perpetuates injustice. The Florida Council Against Sexual Violence (FCASV) leads, informs and inspires the people of Florida to create safe and just communities. FCASV provides information, assistance, and leadership on all aspects of sexual violence, including rape, child sexual abuse, stalking and sexual harassment, sex trafficking, and trauma-informed care. FCASV certifies and funds sexual assault programs to ensure the provision of quality services. Another component of FCASV's work is collaborating with law enforcement agencies and state attorneys' offices to improve the criminal justice response to sexual assault survivors and increase offender accountability.

STOP Formula Grant Program (CFDA #16.588) / Funding Through FCASV

This program is authorized by 34 U.S.C § 10441 et seq. The Services* Training * Officers * Prosecutors (STOP) Violence Against Women Act (VAWA) Formula Grant Program supports communities in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking. The purpose of the Violence Against Women Act is to promote a coordinated, multi-disciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. The act encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women.

STOP funds originating from the Department of Justice (DOJ), Office on Violence Against Women (OVW) are provided to the Florida Department of Children and Families (DCF) and passed through the Florida Department of Health (DOH) to FCASV. As the pass-through entity FCASV provides subawards to successful applicants.

OVW Priority Areas

The OVW Priority Areas for this funding are:

- serving human/sexual trafficking victims, and
- serving survivors dealing with substance abuse issues.

B. ELIGIBILITY

Eligible applicants are limited to current FCASV-certified sexual assault programs.

C. STATEMENT OF INTENT TO APPLY

Applicants are **required** to provide a **Statement of Intent to Apply** to FCASV by **August 12, 2020**. The statement must be submitted by email to Beverly Gregory at bgregory@fcasv.org. In the subject line please indicate, "Expanded SA Victim Services, Intent to Apply." The body of the message should include the following.

1. Name of the applicant agency

2. The county/counties to be served with this funding
3. Contact name, title, email and telephone number (related to this RFP)

Submitting a Statement of Intent to Apply does not obligate the agency to apply but is a requirement to continue with the application process. It will also help FCASV anticipate resources required to complete the application reviews.

D. APPLICATION DEADLINE

Applications for this STOP Expanding Sexual Assault Victim Services RFP must be received on or before **August 25, 2020, at 5:00 PM, EST**. No proposals will be accepted beyond that date/time. Also, no proposals will be accepted from an entity that did not meet the previously described Statement of Intent to Apply requirements. It is expected that official notice of the selected sites will be posted on the FCASV website (www.fcasv.org) by September 11, 2020.

Applications must be submitted electronically to Beverly Gregory at bgregory@fcasv.org. ***As the single point of contact, all communications related to this RFP must be submitted electronically to Ms. Gregory.*** To avoid any potential issues that could prevent timely receipt by FCASV, applicants are strongly encouraged to submit applications at least 72 hours prior to the application due date. Late applications will be disqualified and will not be reviewed.

E. QUESTIONS

Applicants are welcome to submit questions regarding this RFP in accordance with the preceding Schedule of Events. **All communications must be submitted in writing via email to Beverly Gregory** at bgregory@fcasv.org no later than **August 3, 2020**. *No questions may be submitted by phone. Questions posed to and answers provided by any other FCASV staff member will not be honored.*

All questions and answers will be posted on the FCASV website on August 6, 2020. In addition, FCASV will conduct an information session, via conference call, on **August 11, 2020** at 11:00 AM, EST. to discuss the RFP. No questions will be answered during the call.

F. SUBAWARD PERIOD AND AMOUNTS

The subaward period is 24 months. The term for selected subawards will run from July 1, 2020 to June 30, 2022. If a subrecipient fails to perform in accordance with the subaward terms and conditions, consequences applied at the discretion of FCASV may include financial penalties, corrective action requirements and/or subaward termination.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the Florida Department of Children and Families, The Florida Department of Health, The Florida Council Against Sexual Violence (FCASV), The U.S. Department of Justice, or Florida Statutes. It is anticipated that two projects will be funded from this RFP. No proposal shall exceed \$181,031.00 for the initial annual subaward period. Applicants should carefully consider the resources needed to successfully implement the

project proposed and present a realistic budget that accurately reflects project costs.

Culturally Specific Victim Service Organization (CSVSO) Set-Aside

The STOP grant category allocation allows for 10% (\$36,206) of the 30% set aside (\$362,026) for victim services to go to culturally specific community-based victim service organizations.

Providers that wish to be considered for the 10% culturally specific set-aside must demonstrate that its primary mission is to address the needs of racial and ethnic minority groups or it has developed a special expertise regarding a particular racial and ethnic minority group. In terms of funding sexual assault services, an organization is eligible to receive the culturally specific set-aside if the organization is a tribal organization, a non-profit, or a nongovernmental organization that serves a specific geographic community that:

- focuses primarily on sexual assault;
- has established a specialized culturally specific program that addresses sexual assault;
- has a primary focus on underserved populations (and includes representatives of these populations) and sexual assault; **or**
- obtains expertise, or shows demonstrated capacity to work effectively, on sexual assault through collaboration;

and:

- is primarily directed toward racial and ethnic minority groups; **and**
- is providing services tailored to the unique needs of that population.

If the CSVSO was one of the top two scoring applicants, it would be eligible to receive an amount up to \$181,031.00 for the initial annual subaward period.

A CSVSO meeting the RFP application/fatal criteria requirements would be entitled to receive the set-aside amount stated above. To offset the total amount of available victim services funds, award reductions would be made from the top two scoring applicant awards as needed.

G. EXPANDED SEXUAL ASSAULT VICTIM SERVICES

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. To heal from the trauma, they often need support from family and friends, as well as critical direct intervention and related assistance from survivor-centered organizations such as rape crisis centers; through 24-hour sexual assault helplines, crisis intervention, advocacy, forensic medical and criminal justice, accompaniment and therapy.

STOP funding creates a unique opportunity for select Florida communities to increase the resources, services, and advocacy available to sexual assault survivors. Collaborative efforts between non-profit community-based organizations, governmental agencies, mental health and substance abuse organizations and educational entities, among others, can maximize community resources. Those collaborations can also help to ensure that survivors are identified, referred to appropriate services, and receive the assistance they need.

FCASV is soliciting proposals from Florida's certified sexual assault programs to develop or enhance such collaborative strategies to ensure that essential programs and services are available/accessible, safe, and linguistically/culturally relevant. Efforts may focus on services to sexual assault survivors in general or specific underserved populations in the community served, such as the following.

- Race, ethnic and immigrant populations
- LGBTQ+ communities
- Elder populations
- Individuals with disabilities
- Human/sex trafficking victims*
- Male victims
- Children (ages 11 and above)
- Survivors in correctional and detention settings
- Survivors dealing with substance abuse issues* (*see funding restrictions*)
- Adult victims of childhood sexual abuse
- Indigent populations.

* *OVW priority areas*

Out-of-Scope Activities

- Research projects are out of the program scope, and will not be supported by this grant program's funding. (This does not include program assessments conducted only for internal improvement purposes.)
- OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

H. REPORTING REQUIREMENTS

In accordance with subaward terms all successful applicants will be required to submit the following reports, incorporated herein by reference, during the course of the subaward term.

- **STOP Progress Report.** Submitted monthly to document achievement of service tasks.
- **Quarterly Expenditure Report (QER).** Submitted to identify subaward expenditures in accordance with the current pre-approved line item budget.
- **Projected Contract Expense Report.** Submitted monthly during the last five months of each annual term to identify subaward expenditure totals to date and project expenditures for the months remaining.
- **Federal Annual Progress Report (FAPR).** Submitted to identify funded activities.
- **Annual Financial Report.** Submitted to identify annual subaward expenditures.

Monitoring

1. FCASV will monitor the activities of the subrecipient as necessary to ensure that: 1) the subaward is used for authorized purposes, in compliance with Federal statutes,

- regulations, and the terms and conditions of the subaward; and 2) performance requirements and outcomes are achieved.
2. Monitoring will include reviewing financial and performance reports, following-up and ensuring that the subrecipient takes timely and appropriate action on all noted deficiencies.
 3. Subrecipients must permit FCASV, those acting on its behalf, and auditors to have access to their records, financial statements and other documents pertinent to the subaward.

I. FINANCIAL CONSIDERATIONS

Funding Restrictions

1. Federal assistance awards are governed by the provisions of 2 CFR Part 200 (https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).
2. Additionally, OVW awards are covered by the DOJ Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds. Costs must be necessary and reasonable for the performance of the Federal award. They must also conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. STOP funds may not be used for general substance abuse counseling, but they may be used for victim service providers who wish to focus on providing services to sexual assault victims with substance abuse issues.

Note: There is no match requirement for STOP victim services funding.

Supplanting

STOP VAWA funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose.

Factors Affecting Allowable Costs

The activities/costs listed below are unallowable and must not be supported with grant funds.

- Lobbying, except with explicit statutory authorization
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Construction
- Food and beverage costs

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs, through the use of an indirect cost rate, must have a federally-approved indirect cost rate agreement. A copy of a current, signed agreement should be submitted with the application. Applicants 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 (MTDC) which may be used indefinitely, in accordance with 2 CFR Section 200.68. (MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

As described in 2 CFR 200.403 Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

J. ADMINISTRATIVE and NATIONAL POLICY REQUIREMENTS**Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that was implemented with FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities. Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

OVW Special Conditions

Successful applicants receiving a subaward will be bound by all terms and conditions including FY 2019 OVW General Terms and Conditions (see Appendix A).

K. APPLICATION AND SUBMISSION INFORMATION**Address to Request Application Package**

The complete application package (this solicitation, including links to required forms) is available on the [FCASV website](#).

Content and Form of Application Submission

The information below describes the full content and form of application/proposal preparation and submission.

Project Narrative Format and Technical Requirements - Applications must follow the requirements below:

1. Double-spaced (with noted exceptions)
2. 8½ x 11-inch paper
3. 1-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. Page limitations:
 - a. The Project Narrative (comprised of the Proposal Abstract, Statement of Need, Project Description, Collaborative Process, MOU, and Evaluation Plan) is limited to 14 pages. ***Any additional Project Narrative pages will not be reviewed or considered.***
 - Proposal Abstract is limited to ½ page, single spaced
 - Collaborative Process (including single spaced table) is limited to 1 page
 - MOU(s) may be single spaced. No page limit.
 - Evaluation Plan (including single spaced table) is limited to 1 page
7. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
8. Headings and sub-headings should be restated to correspond to the sections identified in the solicitation.
9. Provide a Table of Contents with the proposal.

Project Narrative – Restate headings and address each numbered element separately.

1. Proposal Abstract (½ page limit, single spaced)

When read separately from the rest of the application the Proposal Abstract should serve as a succinct and accurate description of the proposed project, including an overview of goals and objectives, location and target population.

2. Statement of Need

This section should clearly identify the need to be addressed and provide relevant data to justify provision of the services/activities being proposed.

- a. Describe the target population and why it was selected as the focus of this project.
- b. Describe the need to be addressed within the proposed community, region, and/or population to be served. Statements should be supported with up-to-date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.
- c. Are other agencies addressing the need? If so, identify each one and provide a brief description of how this project differs or how it complements each existing program.
- d. Indicate if you are seeking consideration to address an OVW priority area (serving human/sexual trafficking victims or survivors dealing with substance abuse issues)

in serving sexual assault victims.

- e. Describe how this project would enhance the services currently provided by your program.

3. Project Description

Describe in detail how this funding will allow you to meet the needs identified above. Stated goals and objectives must be specific and verifiable.

- a. Number and clearly describe the goals (long term outcomes) to be completed by the end of the first-year grant cycle.
- b. Outline the specific objectives/tasks for each goal to measure progress and bolster goal achievement. Include completion dates for each.
- c. Identify collaborative partners for this project and describe the role of each one involved.
- d. Include letters from each collaborative partner indicating their participation in this project.

4. Collaborative Process (1-page limit, table may be single spaced)

Improving services to underserved populations requires strong collaboration with organizations in their communities. Using the table provided, provide details of your active and documentable collaboration process with groups or organizations that serve or are part of the target population. Describe all partners and how you will work with them throughout the project. Outline collaborations using the following table. Add rows as needed.

COLLABORATIVE PROCESS		
Agency Name	Contact Name, Email and Phone #	Describe Collaboration/Roles

5. Memorandum(s) of Understanding (MOU) (may be single spaced)

- a. As part of the project proposal at least one MOU submission is required to demonstrate the meaningful collaboration with the partnering organization(s) serving those victims/survivors representative of the selected service population.
- b. For multiple partnerships, a single or separate MOUs may be submitted to identify each entity's responsibilities.
- c. The MOU should include the name, title, signature and date signed and entity represented for each partner.
- d. The MOU should:
 - 1) Identify the partner(s) and provide a brief history of the collaborative relationship, including when and under what circumstances the relationship began. Partnerships must be linked directly to the stated need;
 - 2) Detail the qualifications of the partner(s) and the resources and skills to be made available to support the project;
 - 3) Describe the current services provided to survivors by each partner organization;
 - 4) Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
 - 5) Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals.

6. Evaluation Plan (3-page limit.)

Part 1: Provide a narrative response to questions a., b., and c. below.

Part 2: Provide an Evaluation Plan (table)

In addition to the evaluation plan table below, respond to each of the following:

- a. Who will evaluate each goal and what will be the process?
- b. How will you know when a goal has been reached?
- c. How will you ensure accountability among all partners?

Recreate the following table to outline your evaluation plan. There may be multiple objectives related to a single goal. As applicable, identify the estimated number of clients/services for each goal/objective. Only include the numbers of clients/services that will be funded out of the STOP award. Add rows as needed.

EVALUATION PLAN			
Objective	Method of Measurement (establish baseline, if applicable)	Projected # of Clients/ Services (if applicable)	Responsible Person & Completion Date
Goal #1:			
1.1			
1.2			
1.3			
Goal #2:			
2.1			
2.2			
2.3			
Goal #3:			
3.1			
3.2			
3.3			
Goal #4:			
4.1			
4.2			
4.3			

Additional Guidance**1. Application (Attachment A)**

- a. **SAM Verification** - Provide a copy of the agency's current online, active SAM registration. To register with SAM, go to <https://www.uscontractorregistration.com>.
- b. **Dun & Bradstreet (DUNS) Number and Verification** - Provide a copy of the online verification. To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of registration with SAM.
- c. **Federal Indirect Cost Rate Agreement** (if applicable; as indicated in the application budget) - Provide a copy of the current approved indirect cost rate from a federal cognizant agency, if referenced in the proposed budget.
- d. **Agency Organizational Chart(s)** - If applicant is a large/umbrella agency, also include an organizational chart for the sexual assault program.

2. Project Narrative

The Project Narrative is limited to no more than 14 typed pages. This does not include MOUs. Additional pages will not be considered by the reviewers. Additional item-specific limits are identified below.

- a. Project Abstract (½ page limit, single spaced)
- b. Statement of Need
- c. Project Description
- d. Collaborative Process (1-page limit)
- e. MOU(s) (no page limit; see additional format guidance)
- f. Evaluation Plan (3-page limit)

3. Budget (Attachment B)

- a. Using the budget form provided, applicants shall submit a one-year budget for the period July 1, 2020 through June 30, 2021. (A budget for the period July 1, 2021 to June 30, 2022 will be required in advance of the second year of funding.)
- b. Include a Budget Summary of all costs to be incurred under the subaward.
- c. All costs must be identified by individual line item and addressed in the Budget Narrative to justify how each cost directly supports the project. Detailed cost calculations should also be included in the Budget Narrative to demonstrate how the applicant arrived at the total amount requested.

4. Position Description(s)

- a. If personnel costs are identified in the budget a job description for each funded position must be submitted with the proposal.
- b. In addition to the job description, provide a list of each funded position's duties and responsibilities to be performed in support of the project.

Review Process: Initial Screening

FCASV staff will conduct an initial screening of submitted proposals to verify that all Fatal Criteria are present. Proposals with incomplete or omitted Fatal Criteria will be disqualified from consideration.

Review Process: Review Team

FCASV is committed to ensuring a fair and open application process. FCASV will select

review team members to evaluate and score qualified applications. Successful applicants will be posted on the FCASV website following this process.

Successful Applicants

Successful applicants will be required to submit additional documentation in accordance with federal/state and FCASV requirements prior to the execution of a subaward. Related information and appropriate forms will be provided by FCASV. In addition to the requirements stated above, subrecipients will be bound by all subaward terms and conditions, including FY 2019 OVW General Terms and Conditions (see Appendix A).

FCASV will have final authority in monitoring, reporting and payment disputes.

Protest

Any person seeking to challenge a successful applicant award must ensure a written Notice of Intent to protest is received within 72 hours after the challenged award notice was posted. Notice of Intent to protest must be submitted either via email to the contact person listed in the solicitation. Failure to provide a notice of intent to protest within the timeframe prescribed shall constitute a waiver of proceedings. The computation of the 72-hour time limit for notice of intent excludes weekends and state-approved holidays.

Submission Checklist and Order for Submission

Prepare documentation below in accordance with RFP instructions in the order indicated

Documentation / Order of Submission (Review specific requirements in this RFP)	Fatal Criteria	Possible Point Score	Included
- Double-spaced (with noted exceptions)	No	N/A	
- 8½ x 11-inch paper	No	N/A	
- 1-inch margins	No	N/A	
- All other formatting	No	N/A	
Statement of Intent to Apply – Applicant Agency	Yes	N/A	
- Identify the county/counties to be served	No	N/A	
- Contact name, title, email address and phone #	No	N/A	
1. Table of Contents	No		
2. Application – Attachment A	Yes		
- Submit DUNS Number verification	Yes		
- Submit SAM verification	Yes		
- Submit Federal Indirect Cost Rate Agreement <i>(if applicable)</i>	No		
- Agency Organizational Chart	No		
3. Project Narrative			
- Project Abstract	Yes	N/A	
- Statement of Need	No	0-15	
- Project Description	No	0-20	
- Collaborative Process (table)	No	0-15	
- MOU(s)	No	0-15	
- Evaluation Plan (narrative + table)	No	0-15	
4. Budget – Attachment B			
- Budget Summary	No	0-20	
- Line Item Budget	Yes		
- Budget Narrative	Yes		
- Position Description(s)	Yes		