

May 20, 2010

Dear Community Organizations:

Thank you for your interest in the **Sexual Assault Prevention Funds** (SAPF) and the support you give to our communities every day. As this project enters the fifth year in the state of Colorado, we take great pride in the resulting partnerships and collective action that will lead us to lasting positive change in the field of sexual violence. Our commitment to support and expand prevention efforts across the state would not be possible without the ongoing dedication of those who live and work in the neighborhoods where youth, and families develop, learn and thrive.

In 2005, CDPHE, in partnership with nine local organizations, began simultaneous strategic planning processes designed to identify unique needs and resources, risk and protective factors, community readiness and overall capacities relevant to sexual assault and other forms of sexual violence prevention within diverse communities across the state. The time dedicated to planning has resulted in a coordinated effort to reduce sexual violence with community-centered recommendations.

The next three years of the SAPF project will be dedicated to raising the awareness of sexual violence as a prevalent issue for all who reside in Colorado, the ongoing implementation of prevention efforts, and extensive evaluation. Another goal of this project is to expand partnerships, both funded and non-funded, to better understand and address the complex reality of sexual victimization and perpetration.

Looking forward to the successes of the next 3-years, the *Sexual Assault Prevention (SAP) Program* of CDPHE welcomes all community organizations working within all areas of Sexual Violence, Domestic Violence, Bullying Prevention, Community Education, and/or Youth Development to apply for funding through this Request for Application (RFA) process. Attached you will find all the details, including the timeline for this process.

Warmest Regards,

Catherine Guerrero
Program Manager

SEXUAL ASSAULT PREVENTION FUNDS 2010-2011

REQUEST FOR APPLICATIONS

RELEASE DATE: MAY 14, 2010

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2010_2011 Sexual Assault Prevention Fund (SAPF) Project

Sexual Assault Prevention Program

Colorado Department of Public Health and Environment (CDPHE)

Grant Period November 1, 2010 – October 31, 2011

ANNOUNCEMENT OF FUNDS

The Prevention Services Division (PSD) of the Colorado Department of Public Health and Environment (CDPHE) announces the availability of funds from the Centers for Disease Control and Prevention's Rape Prevention and Education (RPE) program, authorized by the Violence Against Women Act (VAWA) of 1994. Congress re-authorized \$80 million for this program in the VAWA of 2000. CDC provides national leadership on sexual violence prevention by supporting rape prevention and education programs in all 50 states, the District of Columbia, Puerto Rico, and seven U.S. territories. RPE programs use funding to increase awareness about sexual violence through educational seminars (for professionals, the public, schools, colleges, and universities), hotline operations, and development of informational materials. Other efforts target underserved communities and people with disabilities.

In Colorado, the RPE program operates as the Sexual Assault Prevention Fund (SAPF). Recognizing that attitudes and beliefs supporting sexual violence are formed early in life, SAPF grantees focus on programs aimed at young people. This promotes healthy relationships and non-violent norms.

This Request for Applications (RFA) contains the instructions governing the application to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each applying agency.

The maximum annual grant award will not exceed \$50,000 per agency. The number of projects to be funded and the level of funding will be determined by the scope and quality of applications received, the budgets requested, and the availability of funds.

PURPOSE

The purpose of the Sexual Assault Prevention Funds (SAPF) is to promote the development or expansion of programs for the primary prevention of sexual violence. Primary prevention programs focus on 1) eliminating the risk factors that contribute to perpetration of sexual violence as well as 2) enhancing the protective factors that prevent it and 3) addressing the healthy development of youth. SAPF

provides funding to community organizations to implement activities for the primary prevention of sexual violence in their communities.

SAPF also aims to build the capacity of local agencies to incorporate primary prevention into coalition, community, and state efforts. To this end, CDPHE will offer successful applicants “grantees” training, and technical assistance, in conjunction with project funding, to incorporate primary prevention into local coalition, community and state efforts. As a requirement of funding, grantees will be required to prioritize training principles offered by CDPHE, and to incorporate the knowledge and new skills into funded efforts.

NOTES

Sexual Assault Prevention Funds are distributed by the Centers for Disease Control and Prevention (CDC), under the title *Rape Prevention and Education Grant Program*, to state level health departments in the U.S. and U.S. territories. For more information, see: [://www.cdc.gov/ncipc/pub-res/pdf/RPE%20AAG](http://www.cdc.gov/ncipc/pub-res/pdf/RPE%20AAG). Use of these funds must be for the development and/or implementation of primary prevention efforts of sexual assault, as prioritized by the CDC.

Effective prevention efforts will influence multiple levels of the Social Ecological Model (SEM), a framework for prevention: [://www.cdc.gov/ncipc/dvp/Social-Ecological-Model_DVP](http://www.cdc.gov/ncipc/dvp/Social-Ecological-Model_DVP).

Funding will be prioritized for community projects that aim to:

- Promote healthy, respectful, and developmentally appropriate relationships and sexuality;
- Promote community engagement and ownership of prevention efforts;
- Use multiple, varied and culturally relevant strategies such as, community development, community organization and mobilization, anti-oppression principles, professional training; and political education;
- Cultivate the development of community leaders to create and support momentum around the issue of violence prevention beyond the scope of SAPF;
- Develop or enhance evaluation capacity.

In addition to CDC priorities, the priorities for SAPF in Colorado include collaborating to develop, implement, and assess prevention services in under-served geographic areas and/or for specific under-served or under represented populations. Community agencies should strive to develop strategies that address issues of ableism, classism, racism, sexism, and homophobia.

For the purpose of this RFA, “community project” or “project” is a general term used for any program, partnership or collaboration that is being presented for funding consideration.

For the purpose of this RFA, “partner” or “partnership” is a general term for any organization(s) that receives funding through this RFA.

Ineligible Expenses

The following are examples of ineligible costs that will not be funded. They are provided to assist applicants in understanding the focus of SAPF. If you have questions about whether an expense is eligible please call 303-692-3016 for more information.

Victim Service Programs: SAPF funds cannot be used for direct victim service activities. This includes crisis intervention, case management, counseling, support groups, and community outreach efforts for these activities.

Victim Compensation Costs: Costs that are eligible for local or federal Victim Compensation reimbursement are not eligible for funding.

Treatment: Activities that respond to victimization or perpetration after sexual violence has occurred are not eligible for funding from SAPF. Victim services outreach activities are also not considered appropriate for SAPF.

Lobbying, Legislative and Administrative Advocacy: Expenses associated with lobbying, whether conducted directly or indirectly, are not eligible for funding.

Fundraising: Any cost of fundraising is an ineligible expense. The cost of organized fundraising (including bingo, financial campaigns, endowment drives, solicitation of gifts and bequests) incurred solely to raise capital or obtain contributions, may not be charged to these funds. Likewise, the salary (or portion thereof) of persons engaged in such activities and indirect costs associated with those efforts are ineligible.

Food/Refreshments: Because there are numerous regulations that govern the use of federal funds for food expenses, these expenses are ineligible.

Indirect Rate and Costs: This budget category is not eligible for SAPF funds. Only expenses directly related to program implementation are eligible for funds.

ALLOCATION DURATION

This application is for Year One of a three year grant period. **Funding is anticipated to begin on Monday, November 1, 2010, or upon receipt of an approved contract from CDPHE, and end on Monday, October 31, 2011.** Renewal contracts for years two and three will be based on satisfactory performance on past contracts, adherence to the program specifications described within, and the availability of funding. In addition to these factors, subsequent contracts will be contingent upon the priorities developed by the Sexual Assault Prevention (SAP) Program and federal funding requirements. CDPHE reserves the right to increase or decrease the award levels and scope of individual contracts during the contract period, and/or reconfigure the program model at any time during the funding cycle based on the conditions noted above or a lack of adequate performance on the part of the grantee.

WHO SHOULD RESPOND

Qualified lead organizations must have an IRS 501(c)(3) status and have the capacity to provide and coordinate projects that advance the initiatives of SAPF. Health agencies and school districts are also eligible to apply.

New and previously funded projects and/or organizations may apply and compete for funding, following all guidelines contained herein. Current grantees are NOT guaranteed funding, and will only be considered for 2010-2011 funding if a complete and timely application is submitted. All projects must align with the goals of SAPF, and CDPHE. Only one application per agency will be accepted.

CONTRACTUAL REQUIREMENTS

Grant recipients are required to attend and actively participate in an annual prevention training provided by CDPHE, typically held in the Denver area. Prevention staff and at least one Program Administrator, (or equivalent staff) of the organization are **required** to attend, actively participate in the training, and to present relevant information about the "community project" as requested. Program Administrators must have direct oversight of the delivery of funded prevention programming. Lastly, all program participants are subject to CDPHE approval.

The State requires corporations and not-for-profit corporations to remain in good standing with the Colorado Secretary of State. In addition the State requires grant-funded programs to obtain, maintain, and keep in force at all times during the term of the contract, an insurance policy (or policies) issued by a company authorized to do business in Colorado, in the kinds and minimum amounts, and under the conditions specified in the Contractor Insurance Requirement/ACORD Form (see example, **Attachment E**). **If awarded funding, a completed ACORD Form documenting the required coverage must be submitted.**

The State also requires corporations and not-for-profit corporations to be compliant with Colorado Revised Statute 24-102-206. C.R.S. 24-102-206 requires vendors, and any subcontractors, to disclose information on where services will be performed under the contract. In part, C.R.S. 24-102-206 states:

(1) Prior to contracting or as a requirement for the solicitation of any contract from the state for services, as appropriate, any prospective vendor shall disclose in a statement of work where services will be performed under the contract, including any subcontracts, and whether any services under the contract or any subcontracts are anticipated to be performed outside the United States or the state. If the prospective vendor anticipates services under the contract or any subcontracts will be performed outside the United States or the state, the vendor shall provide in its statement of work a provision setting forth why it is necessary or advantageous to go outside the United States or the state to perform the contract or any subcontracts.

If awarded funding, a Vendor Disclosure Statement must be submitted.

Contract Management System

Beginning July 1, 2009, the State is required to comply with new legislation that will affect contracts. Senate Bill 07-228, enacted as C.R.S. §§ 24-102-205, 24-102-206, 24-103.5-101, and 24-105-102, requires the State to develop and implement a Statewide Contract Management System. The system is a centralized web based application viewable by the public. Please see **(Attachment F)** FACT SHEET: *Statewide Contract Management System* which contains a general overview of the legislation and a link to the Office of the State Controller's website, for more information.

SELECTION OF PROJECTS: APPLICATION REVIEW PROCESS

Project selection/Application Review is a four-step process:

STEP ONE: All applications undergo a technical review by the SAP Program staff. This screening assesses timeliness, completeness, eligibility, and verification that applications meet SAPF minimum standards for agency status, primary prevention capacities, and community-centered proposals. **Late or incomplete applications will not be reviewed.**

STEP TWO: Applications that pass the technical review are scored by a Review Committee. The diverse committee is composed of CDPHE staff, community volunteers, and State Prevention Team Advisory members. Applications are ranked and presented to the SAP Program staff. Site visits and/or interviews may be used as part of this process as the Review Committee deems necessary.

STEP THREE: The Review Committee will make funding recommendations based on application score, including demonstrated interest and ability to participate in SAPF capacity-building activities, geographic representation and populations served. Final funding recommendations will be made to the SAP Program staff for review and final approval.

STEP FOUR: Decisions to award funding will be made by the SAP Program in its sole discretion. All decisions are final.

The Colorado Department of Public Health & Environment reserves the right to award funds based on funding availability and other variables at its discretion.

PRE-APPLICATION TECHNICAL ASSISTANCE *

A technical assistance conference call will be held from 1:00 – 3:00 p.m. on Monday, May 24, 2010. The purpose of the call is to review application criteria, answer questions, and encourage collaboration.

Please e-mail specific questions
to .Isabelle@state.co
no later than 5:00p.m. on May 27, 2010.

*Space is limited on the conference call. Register as soon as possible by e-mail to:
.Isabelle@state.co.

TIMELINE (dates are approximate)

- May 20, 2010 RFA available at .coisvp.
- May 27, 2010 Application questions due by e-mail
- June 3, 2010 Technical Assistance conference call, 1p.m.
(pre-register!)
- Monday, June 28, 2010 Applications due by Noon
- July 1 – July 15 Four-Step Review
- July 30, 2010 Announce Awards
- November 1, 2010- Annual funding cycle
October 31, 2011

APPLICATION SUBMISSION

Applications must be received by NOON on or before **June 28, 2010**. Applicants mailing proposals must allow sufficient delivery time to ensure receipt of the application at CDPHE. Proposals postmarked on the due date but received after the due date will not be considered.

Please deliver or mail 1 complete copy OR submit 1 complete electronic copy of the application to the Colorado Department of Public Health and Environment:
Original application must have blue ink signatures. Electronic copy must be in PDF format with scanned signatures in blue ink.

ATTN: Francesca Isabelle
Injury, Suicide, and Violence Prevention
Colorado Department of Public Health and Environment
PSD-ISVP-A4
4300 Cherry Creek Drive, South
Denver, Colorado 80246-1530

Email the electronic version to: .Isabelle@state.co.

If delivering the application in person to CDPHE, go to building A and ask for directions to the mail room. Do NOT leave the application on a desk or chair; be sure it is given to a staff member and request a receipt. If you need assistance, please contact Francesca Isabelle 303.692.2587.

REJECTION OF APPLICATIONS

The state of Colorado reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal, or all items proposed, if deemed in the best interest of the State of Colorado to do so. It is the applicant's responsibility to provide all information requested in this grant application. Failure of the applicant to provide the information requested in this grant application may result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

COPYRIGHT AND OWNERSHIP OF MATERIALS

All material submitted in regard to this grant application becomes the property of the state of Colorado and is subject to the terms of Colorado Revised Statutes 24-72-201 through 24-72-206, Public (Open) Records. The State of Colorado has the right to use any or all information/material presented in the grant application, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right. Any additional restrictions on the use or inspection of material contained within the proposal must be clearly stated in the proposal itself. The contents of the application will become contractual obligations if the project is funded.

APPLICATION INSTRUCTIONS

General Requirements

1. **SUMMARY SHEET:** (Pages 12-16) The summary sheet is adapted from the Colorado Common Grant Application.

Types of funding available:

PLANNING PROJECT IS TO ASSESS COMMUNITY INDICATORS FOR DEVELOPING PREVENTION RECOMMENDATIONS.

IMPLEMENTATION PROJECT IS TO ACTIVATE PREVENTION & EVALUATION STRATEGIES BASED ON COMMUNITY ASSESSMENT DATA AND RELEVANT EVALUATION TOOLS.

EVALUATION PROJECT IS TO ACTIVATE EVALUATION STRATEGIES TO MEASURE PROCESS AND OUTCOME EFFECTIVENESS.

2. **NARRATIVE:** (begins on Page 17) Please use the narrative form to type your application. Type in the text boxes under each section heading.
 - If you are applying on behalf of a collaborative, or serving as fiscal agent for an agency, please submit one (1) narrative that describes the relationships among the agencies within this application. As well as a Memorandum of Understanding, or other agreement between the Fiscal Agent and partnering agency.
3. **PAGE LIMIT:** Your narrative portion of the proposal should not exceed **fifteen (15) pages** (not including required forms and attachments). Keep in mind that the length of the form alone is 5 pages. Therefore **the total size of the completed document should not exceed 20** pages: the 5 pages of the form plus 15 pages.
4. **ATTACHMENTS:** (Pages 21-22) Refer to the attachment page to assure you have included all necessary documentation. This attachment document is a modified version from the Colorado Common Grant.
5. **CHECKLIST:** (Page 26) Refer to checklist reference document to make sure you have included all required sections and attachments with your proposal. This checklist is a modified version from the Colorado Common Grant. Only complete applications will be considered.
6. **WRITING GUIDELINES:** Use 12 point font, with proper use of capital and lower case (NO ALL CAPS WRITING); Maintain the order of sections, format and page allocation; number pages; no handwritten applications; Do not include a cover letter; Do not submit application in a binder, or folder. *Incomplete applications will not be reviewed. CDPHE will not contact an agency for missing information. **Do not submit these directions with your application.**

SUMMARY SHEET FORM (Possible 30 points)

Legal Name of Organization:

DBA (if applicable):

Mailing Address, City, State, and Zip:

Phone:

Fax:

EIN:

Website:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if *not* the CEO or Executive Director):

Phone:

Email:

Organization Information

Mission Statement:

Geographic Area & Population Served (specific to this proposal):

Agency Capacity Information

1. Please describe the extent to which the applying agency currently incorporates (or plans to incorporate) primary prevention concepts and principles into the institutional structure and culture of the organization. Provide a description of resources committed to primary prevention work, including what percentage of the agency budget supports primary prevention activities:

2. Please describe the history and operation of any community advisory groups/coalitions that guide the prevention efforts of the agency. Describe how the group was recruited, and established as a guiding body for the development of prevention efforts. Include: 1) Team roster 2) expertise represented 3) Specific leadership in the community and functions:

3. Please describe agency experience in using data to support program improvement. Include specific examples of efforts to apply data to change or improve services or processes:

Agency Readiness Information

SAPF grantees will be offered multiple opportunities to enhance their understanding of the primary prevention of sexual violence and to apply training concepts to agency and coalition efforts. Technical assistance from CDPHE staff is intended to compliment training and to support agencies as they work to incorporate and strengthen primary prevention efforts.

- 1. Please describe the ways in which the agency or coalition incorporates primary prevention of sexual violence in organizing documents, if at all. (i.e., by-laws, mission statements, or strategic plan) IF documents do not reflect primary prevention, describe changes that can be made, as well as how the agency or coalition might approach making the change. (i.e., existing planning process, annual review of documents, staff meetings, etc..)**

- 2. Does the agency or coalition include primary prevention of violence in the scope of work, or job duties, of one or more staff members? If yes, please describe.**

- 3. If the agency currently collaborates with any community organization on preventing sexual violence, please describe the partnership(s) including; name of organization, nature of partnership (does your agency provide funding to partner?), activities that might help to explain the nature of the prevention efforts.**

- 4. Describe any resources the agency has, or can leverage during the next three years to contribute to community and state efforts to prevent sexual violence. Include both financial and organizational resources.**

Tax Exemption Status, if Applicable:

Year Founded:

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

- Other than 501(c)(3), describe:

Number of Employees: Full-time:

Part-time:

Grant Request Information

Type of Grant Requested (select one): **Amount of Request:** \$

- Project and Evaluation Planning
- Project and Evaluation Implementation
- Evaluation Planning and Implementation

- Other

Describe the project the grant will be used for:

Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income:

Expenses:

Program or Capital budget:

Dates: from:

to:

Amount of Funding Requested:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

CEO/Executive Director

Date

SEXUAL ASSAULT PREVENTION FUNDING 2010-2011

PROJECT NARRATIVE (Possible 50 points)

QUESTION 1

ORGANIZATION BACKGROUND and OVERVIEW OF CURRENT PROGRAM.

Briefly describe the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time. Then provide a brief description of the organization's current programs.

Describe how primary prevention fits within the organization's mission, as well as how resources and staff time are allocated for primary prevention efforts. If primary prevention is a new focus for the organization, describe the capacity to initiate the new direction to build expertise in primary prevention efforts. Include geographic and populations served, as well as expected results. If you are applying for funds to implement specific prevention strategies, describe the strategies in section 2 of this narrative.

Background and Overview:

What type of prevention project will funds be used to support?

- *Project & Evaluation Planning Project & Evaluation Implementation Evaluation Planning & Implementation

PLANNING PROJECT IS TO ASSESS COMMUNITY INDICATORS FOR DEVELOPING PREVENTION RECOMMENDATIONS.

IMPLEMENTATION PROJECT IS TO ACTIVATE PREVENTION & EVALUATION STRATEGIES BASED ON COMMUNITY ASSESSMENT DATA AND RELEVANT EVALUATION TOOLS.

EVALUATION PROJECT IS TO ACTIVATE EVALUATION STRATEGIES TO MEASURE PROCESS AND OUTCOME EFFECTIVENESS.

* PLEASE NOTE: IF THE PROJECT CROSSES MULTIPLE TYPES OF PREVENTION EFFORTS PLEASE CHECK ALL BOXES THAT APPLY AND SUBMIT ONE (1) NARRATIVE THAT DESCRIBES HOW THE RELATIONSHIPS AMONG THE DIFFERENT TYPES INTEGRATE INTO ONE PROJECT.

Which select population will be impacted by this project?

Please check all that apply

| | | |
|--|------------------------------|--|
| Communities of Color (CoC) African American, Asian/Pacific Islander, Latino | Native/Indian Community (NA) | Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Community |
| Immigrant Community (Immigrant) | Special Needs Community (SN) | Other (Specify) |

- | | | |
|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> URBAN CoC | <input type="checkbox"/> RURAL NA | <input type="checkbox"/> URBAN SN |
| <input type="checkbox"/> RURAL CoC | <input type="checkbox"/> URBAN LGBTQ | <input type="checkbox"/> RURAL SN |
| <input type="checkbox"/> URBAN NA | <input type="checkbox"/> RURAL LGBTQ | <input type="checkbox"/> OTHER (SEE ABOVE) |

* Initial planning stages should include the identification of key community stakeholders, the strengthening and expansion of existing community relationships, community input into program planning, the assessment of community needs and strengths, the assessment of community readiness and the identification of priority risk and protective factors.

QUESTION 2

Based on the project focus and impact population noted above:

Abstract of Proposed Project

- Briefly describe the type of services or activities proposed and the broad objectives of the project. This abstract should be suitable for use in an

announcement that the project has been selected for an award. Include a description of the select population and the direct beneficiaries of the project, including geographic location and demographics.

Abstract:

QUESTION 3

Based on the project focus noted above:

Community Need for the Project

- Describe how the applying organization determined the need for this project. Please include community data to support the need.

Need:

| <p>Which prevention framework(s) are aligned with this project?</p> <p>CDPHE will support projects and collaborations that include the SEM and one or more of the following approaches to prevention:</p> <p>Please check all that apply</p> | | |
|--|--|---|
| <p>Anti-Oppression Principles</p> <p><i>“Efforts aimed at reducing effects of oppression”</i></p> <p>See: ://www.antioppressiveeducation.org/definition.htm</p> | <p>Health Disparities/ Social Determinants of Health</p> <p><i>“Conditions mostly responsible for health inequities - the unfair and avoidable differences in health status seen within and between countries”</i></p> <p>See: ://www.who.int/social_determinants/en/</p> | <p>Social Ecological Model (SEM) Required</p> <p><i>“A framework for prevention”</i></p> <p>See: ://www.cdc.gov/ViolencePrevention/overview/social-ecologicalmodel.html</p> |

QUESTION 4

Approach

Based on the prevention approach noted above:

- Describe in detail the project for which you are seeking funding. Include the specific activities that will be delivered and the expected results. Include information about how this project addresses the needs identified in question #1

Approach:

QUESTION 5

SOCIO-ECOLOGICAL IMPACT: Funded projects must seek to operate at a minimum of three levels of the SEM ([://www.cdc.gov/ViolencePrevention/overview/social-ecologicalmodel.html](http://www.cdc.gov/ViolencePrevention/overview/social-ecologicalmodel.html)) For implementation projects, describe the strategies, and/or goal designed to influence each level. This may include active and proposed strategies or goals. For planning projects, strategies and goals must be developed that influence a minimum of three levels of the SEM.

ALL FUNDED PROJECTS MUST IMPACT A MINIMUM OF THREE LEVELS OF THE SOCIAL-ECOLOGICAL MODEL. INDICATE THE LEVELS AND DESCRIBE THE PREVENTION EFFORTS BELOW.

Individual level strategies will impact a person’s knowledge, attitudes, behavior, history, demographics, or biology.

Relationship level strategies will impact the influence of parents, siblings, peers, teachers and intimate partners.

Community level strategies will impact norms, customs, or people’s experiences with local institutions, such as but not limited to schools, workplaces, places of worship, or criminal justice systems.

Societal level strategies will impact broad social forces, such as but not limited to inequalities, oppressions, organized belief systems, or relevant public policies (or lack thereof).

For More Info, See:

<http://www.vsdvalliance.org/secPublications/Prevention%20Guidelines%202009%5B1%5D.pdf>

Please check all that apply

| Individual Level | Relationship Level | Community Level | Societal Level |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Impact One

Based on the SEM Impacts noted above:

- List the specific individual, relationship, community OR societal change(s) expected to occur. What specific activities will the project engage in to make progress toward the desired change(s)?

Expected Impact:

Impact Two

Based on the Impacts noted above:

- List the specific individual, relationship, community OR societal change(s) expected to occur. What specific activities will the project engage in to make progress toward the desired change(s)?

Expected Impact:

Impact Three

Based on the Impacts noted above:

- List the specific individual, relationship, community OR societal change(s) expected to occur. What specific activities will the project engage in to make progress toward the desired change(s)?

Expected Impact:

Impact Four

Based on the Impacts noted above:

- List the specific individual, relationship, community OR societal change(s) expected to occur. What specific activities will the project engage in to make progress toward the desired change(s)?

Expected Impact:

QUESTION 6

Evaluation projects *IF APPLICABLE

Describe Process & Outcome(s) results expected from funded prevention activities.

Please check all that apply

**If project does not currently include an evaluation plan, SAPF funding must be used to develop one.*

Based on the expected results:

- What are the expected Process results for the project? *These are the measurable elements related to HOW the activities are implemented.*
- What are the expected Outcome results for the project? *These are the measurable elements related to the impact, or change, resulting from the prevention activities.*
- Briefly describe the evaluation plan.

Will you use a standardized assessment, a survey, case notes, observation, etc? When and how often will assessments take place and who will collect the data and evaluate progress? Identify if and how program participants and members of the intervention community will participate in the outcome evaluation activities.

Expected Results:

Evaluation Tools/Plan:

QUESTION 7

Additional Information:

If there is additional information that is vital to convey in this application, do so here. (This additional information can be provided outside the page limit.) If the project includes a logic model, strategic plan, or prevention recommendations, or curriculum to be used during the funded period, please include with this application. ***Current SAPF grantees must submit their 2010_2013 Sexual Violence Prevention Strategic Plan in conjunction with this application, aligning the content of this application to the plan goal(s) and expected outcomes.**

Additional:

REQUIRED ATTACHMENTS (Possible Points 20)

Label each attachment and provide in the order listed.

Financial Attachments (Possible 10 points)

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

1. **Budget and Budget Narrative**

- (a) Project Budget Request (**Attachment B**)
- (b) Project Budget Narrative (**Attachment C**)

2. **Financial Assessment**

Include the most up-to-date financial information. (**Attachment D**)

Other Attachments

- 3. **Board of directors list**. Include the following items for each board member:
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or county of residence
 - Term end date for each board member
- 4. **Proof of IRS federal tax-exempt status or equivalent**, dated within the last five years.
- 5. **Non-discrimination statement**, Please state how your organization complies with all city, state, and federal laws, rules and regulations involving non-discrimination in the delivery of services.
- 6. **List of names and qualifications of key staff**, including length of service. Include job descriptions or resumes, as well as overview of responsibilities that support prevention work not included in the above.
- 7. **Memorandum of Understanding**, Collaboration applications require an MOU (Memorandum of Understanding) from partner agencies.
- 8. **Expectations**. Signed Expectations document.
- 9. **Cultural Competency or Inclusivity Plan**, please include a copy of any active agency guidelines referring to the inclusivity and equitable outreach to individuals, or groups, for which state or federal non-discrimination policies fail to represent. Such individuals may include, but are not limited to those who identify as Lesbian, Gay, Bi-sexual, Transgender or Questioning (LGBTQ), English Language Learners (ELL), persons with unseen disabilities, or mental health challenges.

SEXUAL ASSAULT PREVENTION FUNDING 2010-2011

EXPECTATIONS

NOTE: This is **NOT** the Funding Agreement. Signing this document page acknowledges that you have carefully reviewed the Expectations for Projects Receiving Funding (*pages 24-25 of this document*);

I, the undersigned, certify that I have reviewed the Requirements of the Funding Agreement; the entire RFA and the forms and reference documents outlined in the RFA; and that the information provided to CDPHE in this application for funding is true and accurate to the best of my knowledge, and is submitted in good faith.

Organization Name

Executive Director Signature

Date

Printed/Typed Name

Title

Board Chair Signature

Date

Printed/Typed Name

Title

| |
|---|
| EXPECTATIONS FOR PROJECTS THAT RECEIVE FUNDING |
|---|

CDPHE agrees to:

- Provide funding for projects selected through the RFA during the 2010 – 2011 funding year. (November 1, 2010 – October 31, 2011)
- Assist funded projects, as needed, through training and resource sharing in conducting community assessments, the development of primary prevention strategies, and the creation of measurable outcomes.
- Communicate and collaborate with funded projects on such topics as community resources, opportunities for collaboration, potential funding opportunities, technical assistance and training opportunities, etc, as deemed appropriate.

IF Funded, Applying Organization agrees to:

- Provide services as outlined in the submitted RFA, including activities, outcomes and budget projections, unless otherwise agreed upon;
- Meet all deadlines and adhere to all policies as specified in the Contractual Agreement;
- Recognize CDPHE support at annual and/or public events. Recognition also includes displaying the CDPHE logo, and grant information in published materials such as brochures, or other community outreach;
- Cooperate with CDPHE in requests for site visits;
- Attend and actively participate in annual, or semi-annual prevention training hosted by CDPHE. **Applicants should include an allocation for travel and lodging to the Denver area for this training the requested budget.**
- Provide financial service information as prescribed by CDPHE including, but not limited to, the follow requirements:

| | |
|---|---|
| 1) Signed Agreement | Due August 20, 2010 |
| 2) Change in Executive Director or Project Director | Notification in writing within 15 days of hire or taking office |
| 3) Changes to project design, select population, collaboration partners or project budget | Written approval from CDPHE, SAP Program staff. |
| 4) Mergers/Consolidations | Information given in writing 30 days before document is finalized |
| 5) Board of Directors' Roster and Meeting Schedule | Due with proposal for funding; Notification in writing of changes in governance within 30 days of changes |
| 6) Progress and Evaluation Reports | Due Feb 15, May 13, Aug 15, and October 3 2011 [final report] |

Progress Report and Evaluation Requirement: Agency will be required to collect data and report quarterly on the actual performance of the project as outlined in the proposal and contractual scope of work.

Payment and Invoicing: Awards made under this RFA will be on a reimbursement contract. Agencies will be required to submit monthly invoices.

CHECKLIST

This Application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. It does not need to be submitted with the proposal.

Section I: Summary Sheet Form

Use the 2-page template provided.

Section II: Narrative

Use the included form to complete the Narrative section.

Narrative Questions

- 1. Background and Overview of Current Programs
- 2. Abstract
- 3. Community Need for the Project
- 4. Approach
- 5. Impacts
- 6. Evaluation
- 7. Optional—Additional Information

Section III: Required Attachments

If you omit any of the required attachments, provide an explanation as to why.

Financial Attachments

- 1(a). Project Requested Budget [**Possible Points (for a + b) 20**]
- 1(b). Project Budget Narrative
- 2. Financial Assessment (**Possible Points 20**)
- Explanation of items in financial attachments, if applicable

Other Attachments

- 3. Board of directors list
- 4. Proof of IRS federal tax-exempt status, dated within the last five years
- 5. Non-discrimination statement
- 6. Key staff
- 7. MOU (if application is on behalf of Collaboration)
- 8. Expectations
- 9. Inclusivity Plan

Thank you for your time and effort in completing this application.

**CDPHE, Sexual Assault Prevention Fund (SAPF)
2010_2011 Funding Cycle
BUDGET AND BUDGET NARRATIVE
PREPARATION GUIDELINES**

NOTES:

- 1. The Budget Page and Budget Narrative forms should reflect the following funding period: November 1, 2010 – October 31, 2011.**
- 2. Awarded funds may be used for personnel expenses, operating, and travel costs directly related to the scope of work for this project.**

GENERAL INFORMATION:

The SAPF Project requires each applicant to submit a **Budget Page** and a **Budget Narrative** explaining all expenses. To request funding, Applicants must submit a Budget Page and a corresponding Budget Narrative free of math errors.

BUDGET FORM GUIDELINES

- a. The Budget Page is designed to make automatic calculations, as noted where shaded. However, it is the applicant's responsibility to **DOUBLE CHECK ALL CALCULATIONS** to ensure accuracy before submitting the final budget request.
- b. Each identified line item should include a total dollar amount under "Total Amount Requested" even if a particular line is "0".

APPLICANT: This is your agency's name.

PROJECT: Sexual Assault Prevention Fund – 2010_2011 Funding Cycle

PROJECT PERIOD: The funding period is November 1, 2010 – October 31, 2011. This information should match on both the budget and the budget narrative forms.

TOTAL BUDGET: This is the total budget amount for the funding cycle of November 1, 2010 - October 31, 2011. Please allocate this amount to appropriate line items.

PERSONNEL EXPENSES: This category includes the personnel costs required to complete the activities associated with the project narrative, and Scope of Work. Costs identified under Personnel are for project staff members that are employees of the organization. Please include the 12-month salary rate and FTE (full-time equivalency or percentage of effort) of each position as it relates to the project. A separate line item is available to include the fringe benefit rate if applicable.

Possible personnel line items include:

- **Project Director:** Direct project time associated with providing leadership to the project.
- **Project staff members:** Time or salary costs attributable to project manager, project coordinator, case manager, senior staff, etc. who provide direct input to the project.
- **Administrative staff members:** Administrative support positions such as a receptionist, administrative assistant or program assistant, general clerical help, temporary help, data entry, etc.

OPERATING EXPENSES: This category includes direct, non-personnel, project-related costs. Possible operating line items might include program supplies and materials, participant incentives, or stipends, office supplies, telephone and internet services, postage, rent, utilities, etc.

TRAVEL: Travel is authorized for project staff and consultants directly related to the SAPF project, **including travel to annual SAPF-sponsored trainings.** For local travel, use the mileage reimbursement rate of .45/ mile as approved by the State of Colorado.

Applicants awarded funding are expected to attend a two-day Prevention Training hosted by CDPHE at an in-state location to be determined. *It is expected that each Applicant will include travel & lodging costs associated with this meeting in their budget. Please estimate this cost.*

INDIRECT: This is not a required budget category, especially if the expenses associated with the program are captured in the other budget categories. However, this would include overhead costs of the organization that are associated with the proposed SAPF project narrative, and Scope of Work.

TOTAL PROJECT COSTS: This is a *very* important line! Calculate and report totals for the following columns: “Total Personnel Expenses,” “Total In-state Travel,” “Total Out of State Travel,” and “Total Supplies & Equipment.” Please re-check each calculation, and then re-check each row and column calculation. Finally, confirm **Total Project Costs.** Upon completion of checking and re-checking your figures, **ask another person to check everything again!** At this point, the forms are ready for submittal.

BUDGET NARRATIVE FORM GUIDELINES

ALL information included in the Budget Narrative should correspond with the amounts provided in the Budget Page.

PERSONNEL: Please list the title of the position. Under “**Relationship to SAPF Project,**” briefly explain the essential duties of this position as it relates to the project using key words or phrases. Under “**How Amount Calculated,**” please provide **specific calculations** demonstrating how the total amount requested was determined. For example:

- This full-time salaried employee is paid \$42,000 a year; their 9-month salary rate is \$31,500. They plan to spend 40% of their time on the SAPF project, thus making their FTE .40. The total amount required for this position is \$12,600 ($\$31,500 * .4$).

OR

- $\$42,000/12 = \$3,500$ per month -- $\$3,500 \times 9\text{months} = \$31,500$ -- $\$31,500 \times .40 \text{ FTE} = \$12,600$.

Each Applicant must clearly demonstrate how the amount required was calculated so that the application reviewer is able to arrive at the same amount. List the total amount required in the last field, “**Total Amount Requested.**”

Calculating FTE: Full-time equivalency (FTE) represents the total percentage of time dedicated to the SAPF Scope of Work. Please enter the information as a decimal, e.g., .05 for 5% effort, .75 for 75% effort.

- FTE for full-time salaried employees is calculated by dividing the number of hours spent on SAPF by 40.
- FTE for part time and hourly employees is calculated by dividing the number of hours spent on SAPF by the total number of hours worked weekly.

Fringe Benefits: This sub-category may include all federal, state and local taxes, health insurance, and other benefits provided to the employees. The rate should be expressed as a percentage used to calculate fringe benefits. If the rate varies depending upon positions, use an average. On the Budget Page the subtotal of personnel costs will be automatically calculated. If a fringe benefit rate (%) is input, the total fringe benefit required will be calculated automatically, as well as the total personnel cost.

OPERATING EXPENSES: List the operating expense title in the budget form. Briefly explain how the operating expenses relate to the proposed project using **key words or phrases**. Under **“How Amount Calculated,”** please provide **specific calculations** demonstrating how you arrived at the total amount required. For example:

- Rent: \$400 a month for 9 months = \$3,600
- Instructional Materials and Supplies: Includes 35 sets of the *Nonviolent Youth Curriculum* at \$4.40 per set (\$.11 per page, 40 pages) for a total of \$154.

TRAVEL: List the travel expense title in the budget form. Briefly explain how the travel relates to the proposed project using **key words or phrases**. Under **“How Amount Calculated,”** provide **specific calculations** demonstrating how the total amount required was determined. For example:

- Mileage Reimbursement: Each case manager (3) travels an average of 100 miles per month at a reimbursement rate of \$.45 per mile for a total of \$135.

INDIRECT RATE and COSTS: Many organizations have a federally approved indirect rate that can be applied to this section of the budget. The indirect rate can help to cover costs associated with operating the proposed program when the cost cannot be directly attributed to another line item.

BUDGET NARRATIVE

PROJECT:
FOR THE PERIOD:

| For Personnel category list title of position For all other categories list the line item from the budget | Relationship to SAPF project | How is the total Amount required Calculated? | Total |
|--|------------------------------|--|-------|
| PERSONNEL EXPENSES: (Annual Salary) | | | |
| | | | |
| | | | |
| | | | |
| OPERATING EXPENSES: | | | |
| | | | |
| | | | |
| | | | |
| TRAVEL: | | | |
| | | | |
| | | | |
| | | | |
| SUPPLIES & EQUIPMENT: | NOT APPLICABLE | | |
| | | | |
| | | | |
| OTHER DIRECT EXPENSES: | | | |
| | | | |
| | | | |
| | | | |
| INDIRECT: | | | |
| | | | |

**APPLICATION
FINANCIAL ASSESSMENT QUESTIONS**

Name of organization: _____

Name and title of person completing this form: _____

- 1) Please complete the following chart (add lines, as necessary) or attach your own document detailing your organization’s current sources of funding (including CDPHE grants) by providing the funding agency, the program name, the types of funds (i.e., Federal, State, local, private, etc.), and the contract budget amount:

| Grantor Agency | Program | Type of Funds | Contract Budget Amount | Contract Period |
|-----------------------|----------------|----------------------|-------------------------------|------------------------|
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

- 2) Are you currently seeking any other funds from the CDPHE through grant applications, proposals in response to requests for proposals, purchase orders, other contracts, or any other financial arrangement? If yes, please list and explain. _____
- 3) Has your organization administered programs similar to your current grant proposal? _____ If so, please list and explain. _____
- 4) How many years has your organization been in existence? _____
- 5) How many total FTE are there in your organization? _____
- 6) How many total FTE perform accounting functions within your organization? _____
- 7) When is your organization’s fiscal year end? _____
- 8) Does your organization receive an annual financial statement audit under the Single Audit Act/OMB Circular A-133 (Government Auditing Standards) _____ **OR** Generally Accepted Auditing Standards (GAAS) _____
If yes, please provide a copy (electronic preferred) of your most recent audit report and STOP HERE AND SIGN/DATE BELOW. IF NO, PLEASE ANSWER ALL THE REMAINING QUESTIONS (9 – 18) AND SIGN/DATE BELOW.
- 9) Are your organization’s financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)? _____
- 10) How are the financial records maintained to identify the source/revenue and application/expenditure of funds? _____
- 11) How are contract funds separately accounted for and allocated in your organizations accounting records? _____

- 12) Are accounting records supported by source documentation? If so, please provide examples of source documentation that is maintained and retained? _____
- 13) What controls are followed to ensure all of the following:
 a) the reasonableness of cost;
 b) the allowability of costs; and
 c) the allocability of costs to a contract?

- 14) Please describe your organization's overall fiscal controls and structure to sufficiently
 a) permit the preparation of financial reports required by this contract and preparation of financial statements;
 b) allow the organization's staff, in the normal course of performing their assigned functions, to prevent or detect misstatements in financial reporting or the loss of assets in a timely manner;
 c) allow for accurate, current, and complete disclosure of the financial results of financial activities in accordance with the financial reporting requirements of the contract;
 d) permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes, regulations, and contracts; and
 e) maintain and safeguard all organization cash, real and personal property, and other assets.

- 15) This contract will be a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed? _____
- 16) What is the accounting experience and qualifications of the person that is in charge of maintaining your accounting and financial records? You may provide a copy of this person's resume. _____
- 17) Does your organization have employee fidelity bond/insurance coverage for all its employees that handle cash? _____ If so, what is the coverage amount? _____
- 18) Does your organization have an active oversight committee/board and are they provided financial reports and information on a regular basis? _____ If so, please elaborate. _____

Please Sign and Date Below:

 Signature

 Date

Insurance – Contractor. During the term of this agreement, and any renewals or extensions thereof, Contractor shall, and hereby agrees to, obtain, maintain, and keep in force at all times during the term of this agreement an insurance policy or policies, issued by a company authorized to do business in Colorado, in the kinds and minimum amounts, and under the conditions specified below.

- a. Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of their employment.
- b. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - I. \$1,000,000 each occurrence;
 - II. \$1,000,000 general aggregate;
 - III. \$1,000,000 products and completed operations aggregate; and
 - IV. \$50,000 any one fire.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.

- c. Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- d. The State of Colorado shall be named as an additional insured on the Commercial General Liability and Automobile Liability Insurance policies. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.
- e. The insurance shall include provisions preventing cancellation or non-renewal without at least forty-five (45) calendar days prior written notice to the State by certified mail.
- f. The Contractor will require all insurance policies in any way related to the contract and secured and maintained by the Contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
- g. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.
- h. The Contractor shall provide certificates showing insurance coverage required by this contract to the State by the effective date of the agreement. No later than fifteen (15) calendar days prior to the expiration date of any such coverage, the Contractor shall deliver to the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the State may request in writing, and the Contractor shall thereupon within ten (10) calendar days supply to the State, evidence satisfactory to the State of compliance with the provisions of this section.
- i. The Contractor shall provide such other insurance as may be required by law, or in a specific solicitation.

STATE OF COLORADO

Bill Ritter, Jr., Governor
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

MEMORANDUM

Beginning July 1, 2009, the State is required to comply with new legislation that will affect contracts.

Senate Bill 07-228, enacted as C.R.S. §§ 24-102-205, 24-102-206, 24-103.5-101, and 24-105-102, requires the State to develop and implement a Statewide Contract Management System. The system is a centralized web based application viewable by the public. Please review the attached "Fact Sheet" which contains a general overview of the legislation and a link to the Office of the State Controller's website, for more information.

Contracts with an anticipated effective date of July 1, 2009 or later will contain new language that addresses this new legislation. If you have questions about the language please contact Lisa Ellis, the Director of Purchasing and Contract Services for the Colorado Department of Public Health and Environment at 303-692-2153 or email at lisa.ellis@state.co.us

If you have questions about the Contract Management System, how it will be implemented and the information that it will contain concerning your contract, please contact Deb Polk, Contract Performance Manager for the Colorado Department of Public Health and Environment at 303-692-2136 or email at deb.polk@state.co.us

Lisa Ellis
Director of Purchasing and Contract Services
Colorado Department of Public Health and Environment

Deb Polk
Contract Performance Manager
Colorado Department of Public Health and Environment



Colorado Department
of Public Health
and Environment

FACT SHEET

Statewide Contract Management System

Senate Bill 07-228, as incorporated in the Colorado Revised Statutes at §§24-102-205, 24-102-206, 24-103.5-101 and 24-105-102, requires the Colorado Department of Personnel and Administration (DPA), to implement and maintain a centralized contract management system for the purpose of monitoring all State personal services contracts that are subject to the requirements of the bill and its implementing statutes. The Office of Contract Administration, within the Office of the State Controller, was created to accomplish the objectives of the bill to include the implementation and oversight of the centralized system. The contract management system will be implemented no later than June 30, 2009.

Personal services contracts of \$100,000 or more over the life of the contract are subject to the bill. The bill does not apply to contracts which the State is a party to under Medicare, Colorado Medical Assistance Act, Children's Basic Health Plan Act, Colorado Indigent Care Program and some higher education contracts. Construction contracts that exceed \$500,000 will have special reporting requirements.

The bill denotes contract information that must be entered into the system and requires each governmental body be responsible for gathering and entering the information. Each governmental body is required to designate at least one person to oversee its contract performance, performance data and the use of the management system.

The legislation also stipulates vendor performance procedures and authorizes the State to pursue specified remedies for vendor nonperformance. In addition, an appeal process is provided should a vendor dispute any information contained in a performance report produced by the contract management system.

In accordance with the bill, the public will be given access to limited contract information entered into the system through development of a website maintained by DPA. The information will not be real-time, but updated on an established routine schedule.

In addition the bill contains requirements concerning sole-source contracts, contractor performance outside of Colorado and the right to audit contractor and subcontractor records.

To access the bill and other contract monitoring guidance documents, go to the Office of the State Controller website by clicking on the link below and scrolling down to section VII. Contract Administration. <http://www.colorado.gov/dpa/dfp/sco/contracts.htm>