

Request for Proposals: Sexual Violence Prevention *Frequently Asked Questions*

This document will be updated regularly until March 16.

Last updated 3/12/10

- ◆ **Can the submission deadline be extended?**
No. The proposals have to be in the Injury & Violence Prevention Section office by 5:00 p.m. on March 17, 2010.
- ◆ **Does the entire proposal have to be double-spaced and typed in 12 point font?**
All narrative has to be double-spaced and in 12 point font. Tables do not have to be double-spaced. Graphs, figures, and footnotes can contain font that is smaller than 12 points, but must still be easily readable.
- ◆ **Does the budget have to be for the full 3 years?**
No, the budget is only for the initial 11 months (November 1, 2010-September 30, 2011).
- ◆ **Do we have to have a local sexual violence prevention plan to be eligible to apply for a grant?**
No, a local plan is not required.
- ◆ **We need funding to support completion of our local sexual violence prevention plan. Can this grant be used for that purpose?**
No. This is not meant to be a planning grant.
- ◆ **Can we use the funding to support victim services?**
No. This funding is meant to support primary prevention, that is—addressing issues before they occur.
- ◆ **Where do resumes and position descriptions go—in an appendix or in the narrative section of the proposal?**
Position descriptions and the letters of commitment all go in the appendices. All resumes and PDs can be grouped in one appendix, as can letters of commitment. The timeline goes in the narrative.
- ◆ **Will there be a second round of grant offerings if any of the fifteen awardees are defunded because they are non-compliant or do not perform well?**
Because we will be working closely with grantees, it is unlikely that any of them will lose their funding. If that does occur, however, we will make a determination at that time about what will happen regarding the funds.
- ◆ **We're thinking about limiting the priority focus population(s) we're working with at the beginning of our program and then expanding during years 2 and 3. Is this okay?**
Yes. If you are proposing this up front, however, do make the case for the reviewers that you will have sufficient resources to expand.

- ◆ **Where can we get county-level census data broken down by age group?**
http://www.michigan.gov/documents/hal/lm_census_c5a0008_278832_7.xls
 (Note that there are tabs across the bottom. The last tab to the right is for 2008)

- ◆ **We're not the local RCC and they do not plan to partner in this project. Do we have to have a RCC/Dual Service Provider form from them?**
 Yes. As a provider of critical services to victims of sexual violence, your local rape crisis center must be—at the very least—aware of what you are proposing. You must also provide a convincing argument to the proposal review team for why the RCC does not choose to partner and make the case for reviewers that you have a sufficient working relationship with the local RCC to ensure timely services can be accessed by program participants in the event of a disclosure of sexual violence.

- ◆ **We're not the local rape crisis center. Our local RCC plans to submit its own application. Do we have to have a RCC/Dual Service Provider form from them?**
 Yes. As a provider of critical services to victims of sexual violence, your local rape crisis center must be—at the very least—aware of what you are proposing. You must also provide a convincing argument to the proposal review team for why the RCC does not choose to partner and make the case for reviewers that you have a sufficient working relationship with the local RCC to ensure timely services can be accessed by program participants in the event of a disclosure of sexual violence.

- ◆ **Letters of commitment are easier for us to secure. Do we have to use the partner commitment and RCC/Dual Service Providers forms provided in the RFP? If we can use letters, to whom should the letters of commitment be addressed?**
 You do not have to use the partner commitment and RCC/Dual Service Provider forms, though they are preferred. If you choose to use letters, to whom your letters are addressed is up to you. They may be addressed to the local project coordinator, the MDCH project officer (Jessica Grzywacz), or the applicant agency's executive director or Board chairperson.

- ◆ **We're busy gathering partner commitment forms. Are there any groups in particular we should be sure to have a letter from?**
 First, don't waste time getting "nice letters of support!" Reviewers will be looking for letters from all the organizations and individuals you name in your proposal as contributing to or participating in your proposed project. For example, if you say the local police department has agreed to have someone join your sexual violence prevention team, you need to have a form stating that commitment from someone in the police department with authority to approve staff participation.

- ◆ **We didn't send in a letter of intent. Can we still submit an application?**
 Yes. The letter of intent was not mandatory.

- ◆ **Are there any age restrictions to the recipients of the prevention programs? Specifically, can these funds be used to provide prevention programs to preschool and elementary age children?**
 No, there are no age restrictions. SVP funds may be used to support activities intended to mitigate risk and increase protective factors among preschool & elementary age children,

if the identified priority population(s) in your community include preschool & elementary age children.

◆ **In the RFP it says the focus of the proposal should be on prevention of first time perpetration. Does a male only program have to be part of the proposal?**

No. However, applicants are expected to have a significant focus on efforts to reduce risk factors and/or increase protective factors for perpetration that have been identified as priorities in the community/area.

◆ **Our program has a long history of providing SA prevention to youth. Is that enough of a “priority population” expectation for the proposal?**

Selection of priority populations must be supported by data.

◆ **How much should be budgeted for the required meetings in Lansing?**

Budgeting for two meetings in Lansing should suffice. A meeting requiring overnight travel is possible, but not likely for most applicants. Costs should reflect an agency’s policy regarding travel reimbursement.

◆ **Is every part of the prevention spectrum required to be addressed with activities in the proposal?**

Yes. Proposals are expected to focus on efforts to impact risk and/or protective factors in a selected priority population(s), across the Spectrum of Prevention, using the principles of effective prevention programming, rather than focus on general SV prevention awareness & activities.

◆ **We’re not sure what the expectation of “assessing existing system gaps and strengths related to SVP and monitoring” means.**

Reviewers will be looking for information about local capacity of agency and partners around SV and its prevention, as well as evidence of an applicant’s ability to track changes in capacity over time.

◆ **Do we have to get partner commitment forms from every school in which plan to present educational seminars?**

Yes. Reviewers will be assessing an applicant’s ability to access priority populations as proposed. For example, if you say School X has agreed to allow access to provide educational seminars to School X’s 5th graders, you need to have a form stating that commitment from someone in School X with the authority to grant access.

◆ **Our program uses program evaluation to shape our SVP program. We are not sure what “using population based surveillance to inform program decisions and monitor trends” means.**

For the purposes of this RFP, it means using data to measure impact of efforts on participants, community, and/or priority risk and protective factors, as well as using data to improve programming

- ◆ **We aren't sure what is meant by a sustainability plan. Is this for the maintenance of prevention programming in the community or is the question about looking for funds for prevention?**

This question seeks to determine an applicant and partners' commitment and ability to integrate SVP into the community in order to maintain and, hopefully, enhance SVP programming in the eventual absence of MDCH funding.

- ◆ **We are trying to estimate the number of pages for the narrative. If we use 1-1 1/2 pages (more or less) for sections D, E, F, H, I, J, and K, we'll have about 10 pages left for Section G (Goals, Objectives, and Work Plan). Is that appropriate? Should each section have its own page or can each section's narrative be run together?**

Though the total number of narrative pages for RFP sections D-K may not exceed twenty, a specific number of pages per section was not prescribed to allow applicants greater flexibility in their responses. RFP Sections D-K contain evaluation criteria that will be used to score applications. Applicants are strongly encouraged to use section headings that are bolded, underlined, italicized, etc. to delineate sections.

- ◆ **In Section F-Community Partnering #1, what does "oversee implementation, performance, & evaluation of proposed activities" mean?**

Community partners are expected to be active participants in the planning, implementation and evaluation of SVP grant activities. The expectation is this will increase community ownership of proposed efforts, and be instrumental in helping communities determine what works (or doesn't), what data to consider in decision making, and how best to support and sustain local sexual violence prevention activities. Some communities may have an established sexual violence prevention team or perhaps a multi-purpose collaborative body that is already serving this purpose or could fill this role.

- ◆ **Our evaluation involves pre and post testing. If we don't ask participants for identifiable data and don't intend to publish results, are we still required to get IRB approval?**

Current grantees conducting similar evaluation activities have not had to go through the IRB approval process. Applicants may wish to view additional IRB information and instructions at http://www.michigan.gov/mdch/0,1607,7-132-2945_32550-140314--,00.html.

- ◆ **We know the proposal narrative for Sections D-K is limited to twenty pages. Is there also a limit to how many pages of appendices we can have?**

There is no page limit on the number of appendices. Please make sure, however, that your appendices aren't excessive, are referenced in your narrative (reviewers might appreciate page numbers referenced too), and offer support documentation rather than take the place of necessary narrative.

- ◆ **Does the required Program Management and Staffing Chart go in the narrative or in the appendices? Do we still need to provide narrative in the proposal or just the chart? Does the chart count against our twenty-page narrative limit?**

Please place the program management and staffing chart as an appendix to your proposal. Program management and staffing narrative is not required in the proposal narrative. The chart does not count against your twenty-page limit.

◆ **The Goals, Objectives, and Work Plan section calls for a detailed timeline to be included in the proposal's narrative. How detailed does it have to be?**

The time line should afford a quick, simple reference point--first for reviewers to easily see how the much larger work plan will flow and later to help successful applicants & their MDCH Project Officer stay on track to meet objectives. The timeline should include all objectives under each goal area & the time frame for accomplishing those objectives. As an example, a timeline might be a table listing goals with corresponding objectives on the vertical axis and months of the year along the horizontal, with shading used to indicate how long an objective will take to accomplish.

◆ **Getting partner commitment forms from all of the individual school (community) partners we have in our school district will take forever, especially as many may not be familiar with the spectrum of prevention! Can we just get one partner commitment form (or letter) from the school superintendent or school board?**

Yes. Be sure, though, that the form (or letter) clearly indicates that you will have **full** access to the schools, students, staff, or resources as noted in your work plan.

◆ **Regarding Section G. #4, it seems as though our work plan demonstrates the use of the Spectrum effectively. Is more explanation than the required work plan needed in the narrative?**

Exactly *how*, *how much*, and *where* you might want to demonstrate this is up to you. If you're already effectively using the spectrum & prevention principles in your programming, it might be helpful to demonstrate that to reviewers.

◆ **Is it okay to include our most recent annual evaluation report as an appendix to our proposal?**

Yes. When you reference the evaluation report in the narrative, you may wish to include the page numbers of the appendix so that reviewers can easily find it.

◆ **In the electronic appendices that you sent for us to use, Appendix E Program Management and Staffing has a third page titled "Attachment 4, Contractor Data Sheet." We didn't see any mention of this document in the RFP and it's not in the RFP itself-just in the electronic version of Appendix E that you sent. What should we do?**

Appendix E is a two-page document, ending at question 1. "Attachment 4, Contractor Data Sheet" is not part of this RFP and should be disregarded. You may remove it from Appendix E or leave it blank.

◆ **Should our work plan chart encompass the entire 35 month period or just the initial 11 months?**

The initial eleven months (November 1, 2010-September 30, 2011).

- ◆ **In Section H. Project Evaluation, #2, The first sentence asks us to describe the plan. We're not sure what the second sentence asks because it refers to what past barriers were. Is it asking to us describe past barriers, or are those examples of how we can describe the future plan for evaluation?**

In addition to briefly describing the "what, where, how, by whom & how much" of data collection, an evaluation plan should also briefly describe how data will be used to identify & document lessons learned, barriers, solutions, recommendations--both for internal program improvement as well as dissemination to the field, if appropriate.

- ◆ **Each level in the work plan asks for Priority Population(s), Priority Risk Factors/Protective Factors and Partners to be listed. Do we include all of our populations, factors and partners on each level (meaning we just repeat the same thing on each level)? Or do we make each level of populations, factors and partners reflect the objectives? For example, level 1 represents our sexual assault prevention curriculum for students, so do I just list freshman high schools students as priority population (or include all populations that I am targeting to reflect the overall focus throughout the plan and spectrum). Same example, Partners, would I only list schools on this page or include all partners for overall focus?**

Each level should identify priority population(s) on which that the level's objectives are intended to have an impact, risk/protective factors the objectives seek to mitigate or improve, and what partners will be involved in achieving the objectives. Population(s), partners, & R/P factors indentified in the work plan should be consistent with information provided in your proposal's narrative sections.

- ◆ **On the Budget Summary Form, in section J at the bottom, it asks for source of funds. Does this mean funding sources for our whole agency or just for our prevention and community education program?**

Budget Summary & Cost Detail forms should contain budget figures for **only** the SVP funding you are requesting. Please put the **total** amount of SVP funds you are requesting (up to \$60,500) in Section J, line 12-state agreement. If you have other funds (local, federal, fees, etc.) that you will use to carry out proposed activities, you'll want to describe them in the budget narrative section.

- ◆ **We don't have an established indirect rate, but can we include staff like an accountant who manages the SVP funds, invoices, payroll, etc?**

Yes. You can request salaries/wages and fringe for the amount of FTE a support staff will work on SVP-related payroll, FSRs, making copies, etc. You can also request appropriate supplies for named staff. Justification for your request should be provided in the budget narrative section.

- ◆ **Should our work plan chart encompass the entire 35 month period or just the initial 11 months?**

The initial eleven months (November 1, 2010-September 30, 2011).

- ◆ **Do we need to include position descriptions for everyone at our agency?**

No. Just include resumes or PDs for staff who will work on proposed activities.

◆ **Do we need to include activities in the timeline or just the objectives?**

Just the objectives, please.

◆ **We used a lot of bullet points in a lot of our narrative. Do these have to be double-spaced and in 12pt font?**

Yes.

◆ **On the Cover Sheet in regards to question 2 about the total amount of funding requested: do we enter \$60,500 for the initial 11 months or the total for all three years of funding?**

\$60,500 for the initial 11 months.

◆ **Each section of the RFP lists several points to hit in our narrative. Do we have to address them in order or can we do it in any order we choose to make our narrative flow?**

The points in each section don't have to be addressed in any particular order. It may, however, be easier on a proposal's reviewers to have them addressed in order.