



REQUEST FOR PROPOSAL 2018-2019

APPLICATION INSTRUCTIONS

The Pennsylvania Coalition of Rape

The Pennsylvania Coalition Against Rape works to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR was formed in 1975 to provide coordination and information exchange between the emerging anti-rape efforts across the state, and was the nation's first anti-sexual violence coalition.

PCAR provides funding, quality assurance oversight, training and support to rape crisis centers that provide services to victims of sexual assault in all 67 counties of the Commonwealth. Our coalition is recognized as a national leader in the field of rape intervention and prevention and is widely known for its innovative and cutting-edge responses in building sustainable solutions that promote the prevention and elimination of sexual violence.

Application Overview

Purpose

This Competitive Application provides interested applicants with sufficient information to enable them to prepare and submit an application for consideration by the Pennsylvania Coalition Against Rape to provide sexual violence (SV)¹ services in Pike County for Fiscal Years (FY) 2017-2022 with yearly renewals.

Issuing Agency

The Competitive Application is issued by the Pennsylvania Coalition Against Rape. The Director of Grants & Contracts, Lou Ann Williams, will serve as the point of contact for any questions. Ms. Williams can be contacted between 7:30 AM – 3:30 PM Monday through Friday at (800) 692-7445 ext. 118 or (717) 728-9740 Ext. 118 or by email at lwilliams@pcar.org.

Eligibility

Applicants that have provided sexual violence services for at least one (1) full year prior to the time of the proposal are eligible to apply. Applicants must also be incorporated under the Nonprofit Corporation Law of The Commonwealth of Pennsylvania and must have achieved and maintained a 501(c) (3) tax-exempt status.

Timeline

Wednesday, February 28, 2018

RFP posted online at PCAR website

Friday, March 30, 2018

5:00 PM Deadline for Submission via
www.pcar.org

Week of April 23, 2018

PCAR notifies applicants in writing of IRC decisions and IRC Comments/Required re-submissions sent to applicants

¹ Sexual violence services may also be referred to as Sexual Assault, or SA, services

Friday, May 4, 2018	Applicant Resubmissions Due to PCAR
Week of May 14, 2018	PCAR Notifies applicants of Outstanding Issues and/or Requests for additional Information
Friday, June 1, 2018	Re-submissions/outstanding issues and corrections due to PCAR
July 1, 2018	PCAR initiates Subcontract Process for FY 2018-2019 with three one-year renewals through 2022

Evaluation of Applications

The evaluation of applications will be conducted by PCAR's Independent Review Committee (IRC). PCAR's IRC is composed of five (5) individuals, representing diverse interests, cultures, and backgrounds. Former employees are eligible to serve on the IRC only if he/she has not been employed by a sexual assault center for two (2) or more years. Current board members of PCAR or applicants seeking funds from PCAR within Pennsylvania are not eligible.

The IRC will review all applications and rule upon their acceptability. The IRC will make recommendations about application content and may request revisions to a proposal. Additional information regarding the Competitive Application Process for Subcontracts is available on www.pcar.org.

Rejection of Applications

In conjunction with the recommendation of the Independent Review Committee, the Pennsylvania Coalition Against Rape has the right to reject any and all applications. Applicants whose applications are not accepted will receive notification in writing. Applicants have the right to appeal to the PCAR Board of Directors any decision made by the IRC if the applicant believes the review process was not followed appropriately.

Final Review and Approval

Applicants whose proposals have been fully accepted or conditionally accepted will receive notification in writing. Applicants whose applications have been assigned conditional acceptance will be notified of the conditions that must be met before full acceptance is awarded.

Purpose of Funding

Applicants awarded funding through Act 44/Title XX funding are required to provide the following services to victims/survivors of sexual violence and those collaterally affected by the victimization:

24-hour Hotline

A 24-hour advertised hotline service must be available and staffed by sexual assault counselors to provide crisis intervention services. There must be written procedures

ensuring that the response time of a sexual assault counselor to all hotline calls is not more than 15 minutes.

Accompaniment to medical facilities, police investigations, and court proceedings

A representative must be available to escort the client, at their request, to any of the examinations, investigations, interviews, and proceedings related to the client's victimization.

Crisis Counseling

A short-term intervention that is action-focused, client-centered, trauma-informed, and based in active/reflective listening. It should be non-judgmental, unconditionally accepting, and provided to victims of sexual violence in response to a crisis related to the victimization. Delivery may take place via the hotline, during individual in-person sessions, or while accompanying a client through the legal, medical, or other community systems.

Individual Advocacy

Facilitate the client's negotiation of the different systems encountered as a result of being impacted by sexual violence.

Information and Referral

Provide information that assists a client in identifying and gathering information about community resources.

NOTE: Therapy is not a required service. It is however, a fundable service. The following definition is included to provide guidance to applicants who choose to provide therapy to victims of sexual violence.

Therapy is an in-depth intervention provided to victims of sexual violence in response to the longer-term effects of the trauma. This is typically provided in scheduled, in-person sessions, or in group sessions. Therapy is strengths-based, interpersonal, relational intervention used by professionally trained therapists to aid clients in resolving problems of living, identifying survival skills, examining core beliefs, and working on process-oriented internal changes related to sexual violence. Therapists employ a range of techniques based on experiential relationship building, dialogue, communication, and behavior change.

Additionally, applicants are required to provide the following services to their communities:

Systems advocacy - Activities designed to affect policy and/or procedures in order to improve and/or maintain a system's response to persons whose lives have been impacted by sexual violence.

Prevention education - Ensure that education, training, and primary prevention strategies are available to the communities within the county/counties served. Sexual violence prevention efforts should address perpetration, victimization, and bystander

attitudes and behaviors, and seek to identify and enhance protective factors that impede the initiation of sexual violence in at-risk populations and in the community.

Public relations - Provide information in the community regarding sexual violence and available services. This includes but is not limited to: social media, websites, press releases, public service announcements, media interviews and community wide events.

Professional training - Provide training for/with other agencies/systems/professionals in the community to better enable those agencies/systems to meet the needs of persons whose lives have been impacted by sexual violence.

All services must be provided in accordance with applicable rules and regulations set forth by the Department of Human Services. Services **must** be provided to all Pennsylvania residents, regardless of age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation or preference, physical or mental ability, culture, language ability, class, economic status, education, or HIV status. Applicants cannot refuse to provide services based on income. Services must be provided to Pennsylvania residents regardless of the county of residence.

In addition, sexual assault services must be provided in accordance with PCAR standards. These standards require applicants to ensure staff members are competent to provide services related to sexual violence to:

- Adults of all genders who are impacted by sexual violence
- Children of all genders who are impacted by sexual violence
- Significant others of all genders who are impacted by sexual violence
- Individuals who identify as LGBTQIAH
- Individuals who have a physical or cognitive disability
- Individuals with limited English proficiency or who speak languages other than English

In certain instances, the services required by an individual may exceed the skill level of staff within an agency (such as a victim with Dissociative Identity Disorder, for example). In this event, a referral should be made to an appropriate agency. A copy of the PCAR Standards is available on www.pcar.org.

Confidentiality

Applicants receiving funding to provide services related to sexual violence must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Applicants are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the applicant's program, to any third party or third party database without the informed, written, time-limited, consent of the person, unless compelled by statutory or court mandate. Applicants intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

How to Apply

Submitting an Application

Applications will be submitted via www.pcar.org. PCAR will be using Foundant GLM to manage applications for funding. The application will be open on February 28, 2018 and closed on March 30, 2018 at 5:00PM. The system will not accept applications attempted after the application is closed. **Any applications still in draft format at 5:00PM on March 30, 2018 will be removed from the system and not considered for funding.** Information regarding how to submit the on-line application will be included in the Request for Proposal webinars.

Application Format

The application will require the following information:

- County(ies) to be served
- Contact Information
- Mission Statement
- Total Applicant/Center Budget Information
- Organizational Administration
 - Leadership
 - Fiscal Practices
 - Cost Allocation Plan
 - Provisional Status
 - Contractual Agreements
 - Service Location – Previous Funding
 - Countywide Service Provision
 - PCAR Service Standards
- Service Provision History
 - Statistics Related to Service Provision
 - Types of Services Provided
 - Innovative Services or Programs
- Signature Statement
- Work Plan and Narrative for FY 2018-2019
- Board of Directors
- Service Projections for FY 2018-2019
- Budget and Staff Detail
- Financial Information
- Lobbying Certification
- Litigation
- Insurance Coverage
- Articles of Incorporation
- Tax Exempt Status

Additional Information Regarding Information to be Included in the Application

Total Applicant/Center Budget Information

Provide information regarding the applicant's total agency budget, including other sources of funding used to provide services related to sexual violence and other services provided by the applicant. The Budget Information form is available on www.pcar.org.

Organizational Administration

Provide information regarding the administrative practices of the applicant, as well as information regarding service provision practices.

Service Provision History

Provide statistical information regarding the provision of services related to sexual violence during the following periods:

- July 1, 2016 – June 30, 2017
- July 1, 2017 – December 31, 2017

Signature Statement

Provide original signatures for both the Executive Director/CEO and Board President of the applicant. The Signature Statement form is available on www.pcar.org.

Work Plan for FY 2018-2019

The applicant's work plan submitted as part of the RFP process for FY 2018-2019 should serve as the applicant's cornerstone of activities throughout the 4-year subcontract cycle. Applicants are required to use the Sexual Violence Work Plan form that is available on www.pcar.org. The following goals must be included in the work plan:

- Direct Services Goal – Description of how all required services will be provided to adult victims (female, male, and transgender), child victims (female, male, and transgender) and significant others (female, male, and transgender).
- Ethics Goal – Description of applicant's process for ensuring the ethical provision of all services.
- Prevention Goal – Description of how the applicant will provide sexual violence prevention activities (primary prevention and education/awareness) within the county(ies) being served.
- Accessibility Goal – Description of how the applicant ensures that facilities and services can be accessed by victims of sexual violence who have disabilities (e.g. physical, behavioral/intellectual, deaf/hard of hearing, visual.) The goal should also include a description of how services will be provided to victims who do not speak English or have limited English proficiency.
- Racial Equity Goal – Description of how the applicant will provide all services in a culturally appropriate manner to the diverse populations of the county(ies) being served. The goal should include underserved populations within the county(ies) served and an explanation regarding how these populations will be served.
- ETO Goal – Description of how the applicant will use the required ETO System to track and report service provision statistics to PCAR.

The FY 2018-2019 work plan will be evaluated based on the following criteria:

- The development of specific goals, objectives, and service projections the applicant expects to achieve throughout the subcontracting period.
 - Applicants should record only one goal and one objective per work plan page. It is common for a goal to have more than one corresponding objective. If one goal has multiple objectives, applicants should be certain to repeat the goal at the start of each new page and to number the objectives to maintain the correlation between the goal and the objective.
- Goals should be included for each county served.
- The Work Plan must include specific activities, associated timeframes, related staffing assignments, and targeted populations. This should include the following:
 - A description of the method used to provide hotline services (For example, will an answering service be used?) **Note: Applicants cannot use 911 as an answering service.**
 - A comprehensive description of the kinds of crisis counseling that will be provided including specific modalities that will be used (For example, if using trauma-informed care; describe the intervention and in what cases it would be used).
 - An explanation of how individual advocacy will be provided to ensure the applicant meets a victim/survivor's additional needs, including but not limited to legal services, medical care, financial assistance, and mental health services.
 - An explanation of circumstances in which a client might be referred to another agency. Include a list of agencies with whom the applicant has an MOU (Memorandum of Understanding) or agreement to provide services (for example, a private therapist).
 - An explanation of how the applicant will provide systems advocacy in the community.
 - An explanation of how the applicant will provide prevention education to the county(ies) served.
 - An explanation of who the applicant identifies as "underserved" victims/survivors in the community, and steps the applicant will take to reach these individuals.

- An establishment of measurement for the effort. Applicants should reference any tools/methods that are used to measure the effectiveness and/or impact of services/activities including the Victim Service Program Evaluation (which includes the ESQ-LF) or other measurement tools.

Work Plan Narrative

The Work Plan Narrative should provide additional details regarding the information provided in the Work Plan form. Applicants should specifically describe how each objective will be met. Note the target population, who the applicant will collaborate with, specific curriculums used, special populations/groups of focus, and how the activity will be conducted.

Board of Directors

Provide information regarding the applicant's Board of Directors. The list must include the following information for each Board Member – name, address (work or home), county represented (if multi-county center), and the start/end date of the current term. Also, please indicate which members are serving as Board Officers.

Service Projections

Applicants are required to project the amount of service related to sexual violence which will be provided during the 2018-2019 Fiscal Year. Projections must be made for the number of new clients, the number of direct service hours (including both individual and group counseling), the number of hotline calls, the number of prevention education services (including both schools and community groups), and the number of trainings provided to professionals in the county(ies) served.

Budget

The proposed budget for FY 2018-2019 must follow the format shown on the forms provided. The Budget forms are available on www.pcar.org. It is the applicant's responsibility to review and check the budget figures for accuracy. All applicants must generate and submit a budget based on their respective operational and program needs for FY 2018-2019. Returning applicants should use the amount of funding allocated for FY 2017-2018. New applicants should contact PCAR's Chief Financial Officer, Heather Pachkoski, for the amount of funding available (hpachkoski@pcar.org or 717-728-9740 ext. 113).

Personnel Budget

PCAR requires that applicants/centers with a Total SA budget that is greater than \$100,000 have one full-time (37.50 hours per week) or two part-time (18.75 hours per week) staff dedicated to SA services. A significant portion of this/these individual's time **must** be dedicated to providing direct counseling/advocacy to sexual assault victims/survivors

When completing the *Personnel Budget* form, applicants are allowed to assign costs to the PCAR approved "Merit Increases" and the "On-call Reimbursement" line items. In addition, applicants should only itemize those personnel positions that receive SA funding. Each position that is supported with sexual assault funds must be listed separately. Multiple positions with the same title cannot be combined into one line item.

Non-SA funded positions should be combined into the “Non-SA Personnel” line item as indicated on the *Personnel Budget* Form.

Benefits Budget

When completing the *Benefits Budget* form, applicants should adhere to the personnel listing specifications assigned to the *Personnel Budget* form. Itemized benefits should be identified for all SA-funded positions, and the benefits assigned to Non-SA funded positions should be combined into the “Non-SA Benefits” line item, as indicated on the *Benefits Budget* form.

Operations Budget

When completing the *Operations Budget* form, the “Total PCAR Non-Fundable Operational Expenses” line should consist of expenses not paid with funds allocated by PCAR, such as equipment, PCAR’s assessment fee, and other miscellaneous items. In addition, PCAR has been informed that the allowable reimbursement rate for travel for FY 2017-2018 is .455 cents/mile. When projecting travel costs, applicants should use this figure for PCAR purposes. Also, the applicant’s “Total Agency Budget” as indicated on the *Operations Budget* form must match the “Total Center Budget Information” submitted.

Funded Services

Paid and/or volunteer staff may provide funded services. PCAR funds can be used to fund any or all of the following services:

- Provision of all services listed in the above section entitled **Purpose of Funding.**
- Coordination of activities necessary to provide services using volunteers (allocate expenses to appropriate expense line item)
- Personnel costs
- Consultant fees
- Office supplies
- Printing and duplicating
- Telephone
- Postage
- Rent and maintenance of space
- Utilities
- Rent and maintenance of equipment
- Travel (including client transportation)
- Public relations²
- Advertising (only when related to the recruitment of new employees)
- Education/library materials
- Dues/memberships/subscriptions
- Insurance
- Staff development

² All newsletters, brochures, and public relations material should include an acknowledgement of PCAR funding

Services Not Funded

The following items **cannot** be paid for through the PCAR subcontract:

- Capital expenditures (i.e. mortgage, purchasing a phone system, major building improvements/renovations)
- Legislative/lobbying activities
- Purchase of equipment
- Fundraising expenses
- Capital or any major fundraising campaigns including staff time spent working on the actual campaign

Community Support

All applicants are required to raise and expend matching funds equal to 20% of the PCAR subcontract for the provision of sexual violence services. The match may be in cash and/or in-kind support. The funds may be from United Way/Fund, foundations, local fundraising events, county government, donations, etc. The applicant will be required to submit documentation that community support funds were raised during the subcontract year³.

In-Kind Contributions

Donated services or goods may be included in the budget and can be used toward the achievement of community support.

Note: When drafting the proposed budget, applicants are to adhere to the following:

- Do not use cents. Round all amounts to the nearest dollar.
- Do not add any additional line items to the formatted budget sheets.
- Do not incorporate any miscellaneous line items.
- Computations have been incorporated into the budget forms supplied by PCAR. When completing the electronic forms, totals will be calculated automatically

An Act 44-Title XX Budget Review Checklist is available on www.pcar.org to assist applicants in reviewing the budget documents prior to submission.

Staff Detail Form

When completing the provided *Staff Detail Form*, the SA funded positions identified on the *Staff Detail Form* must match the SA funded positions identified on the *Personnel Budget Form*. The Staff Detail Form is included with the Budget forms and is available on www.pcar.org.

Financial Information

This document provides PCAR with audit information.

Lobbying Certification

This document informs PCAR that the applicant is aware that no federally appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person

³ Federal funds cannot be used to raise the match

for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, modification of any federal contract, grant, loan, or cooperative agreement.

Litigation

This document informs PCAR if the applicant is currently involved in litigation.

Insurance Coverage Form

This document informs the applicant of required insurance coverage.

Articles of Incorporation

All applicants are required to upload a document verifying that the applicant is incorporated in the Commonwealth of Pennsylvania.

Tax Exempt Status

All applicants are required to upload a document verifying that the applicant has achieved 501(c)3 status in the Commonwealth of Pennsylvania.

DOCUMENTS SUBMITTED THAT WERE NOT SPECIFICALLY REQUESTED WILL NOT BE CONSIDERED IN THE APPLICATION.

Post Award Requirements

Reporting

Grantees are required to report service statistics once each month electronically via an online reporting system called ETO (Efforts To Outcomes)

Grantees are required to report outcomes data once each month electronically via an online reporting system called ETO (Efforts To Outcomes)

ETO (Efforts To Outcomes) is a data collection system that was developed through a PCAR/PCADV/PCCD collaboration. The goal of ETO is to provide grantees with a standardized data collection and reporting system. The ETO System has two options for grantees: ETO Impact and ETO Community. ETO Impact is a client data management system which allows grantees to capture all data related to service provision (both direct service to clients and indirect service to communities). ETO Community allows grantees to maintain their own data collection system. Community users must complete an aggregate report form each month and submit it to PCAR via ETO.

Grantees are required to submit monthly expense reports. Instructions for submitting the reports will be provided to grantees after the funding has been awarded.

Funding for Contract Allocations

The Pennsylvania Coalition Against Rape is the sole and primary contractor with the Department of Human Services for the provision of sexual violence services. The sources of these funds are from Act 44 (state funding) and Title XX (federal funding). Subcontractors will receive funding based on the availability of the aforementioned funds and the application of PCAR's Board-approved funding formula. The Department of Human Services reviews and approves all allocation recommendations made by PCAR and reserves the right to make all final allocation decisions. Written notification of the final allocation decisions will be sent to all applicants by PCAR.

Amendment to the Subcontract Competitive Application

If it becomes necessary to revise any part of this application, an amendment will be issued to all applicants.

Type of Subcontract

This Subcontract Application pertains to a one year period for FY 2018-2019. Submissions for the Subcontract Renewal periods for FY 2019-2020, FY 2020-2021 and 2021-2022 will follow on an annual schedule.

As part of the subcontract renewal, applicants will be expected to adhere to PCAR's Standards, contractual requirements, and any Department of Human Services contractual requirements, including the Standard General Terms and Conditions.

Applications must be signed by an official authorized to bind the applicant to its provisions. The contents of the application will become a contractual obligation. All content of the application must be the work of the person or entity submitting it for consideration.

Incurring Costs

The Pennsylvania Coalition Against Rape is not liable for any cost incurred by applicants prior to the issuance of a subcontract.