

Vision of Hope

Their Hope | Our Vision

Request for Proposals FY 2010-2011

**The Pennsylvania Coalition Against Rape
The National Sexual Violence Resource Center**



**VISION OF HOPE FUND
Request for Proposal (RFP)
FY 2010-2011**

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SECTION A: GENERAL INFORMATION FOR THE APPLICANT

A.1. **Purpose.** This RFP provides sufficient information to enable applicants to prepare and submit proposals for funding consideration by the Vision of Hope Fund of NSVRC/PCAR. The purpose of this project is to support Pennsylvania activities in three critical child sexual abuse program areas: Prevention, Protection, and Intervention. The emphasis is on engaging research, development, and implementation of “*best practices*”. Best practices embody evidence-based solutions designed to eliminate sexual violence against children and ameliorate its effects on individuals and our society. Sexual violence against children is/includes:

Federal Child Abuse Prevention and Treatment Act definition: The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

PA Statute: An act or failure to act by a perpetrator that causes sexual abuse or sexual exploitation of a child under age 18; any recent act, failure to act, or series of such acts or failures to act by a perpetrator that creates an imminent risk of sexual abuse or sexual exploitation of a child under age 18. Sexual abuse or exploitation means the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing: any visual depiction, including photographing, videotaping, computer depicting, or filming of any sexually explicit conduct. The rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault, or other form of sexual exploitation of children.

NSVRC/PCAR definition: Any sexual contact between a child and an adult (or older child) that results in sexual stimulation and gratification for the adult or older child. Child sexual abuse may include rape, incest, sodomy, indecent assault, sexual touching or fondling of the child’s genitals, exposing children to adult sexual activity, exposing the child to adult movies and photographs (pornography), sexualized talk, having the child pose, undress, or perform in a sexual nature, voyeurism, and prostitution.

A.2. **Issuing Office.** The RFP is issued by the Vision of Hope Fund of NSVRC/PCAR. The Vision of Hope Administrative Assistant is the primary point of contact for any questions.

Patti Gilbert
PCAR
125 N. Enola Drive
Enola, PA 17025
717-728-9740 ext. 150
pgilbert@pcar.org

A.3. **Eligibility of Applicants.** Eligible applicants include public agencies (including state agencies, units of local government, public universities and colleges) and private organizations (including faith- and community-based organizations) conducting grant activities in Pennsylvania. 501. C.3. LEA, individuals, researchers or research organizations.

Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Applications are encouraged from researchers and evaluators in all relevant disciplines, using traditional or innovative methodological strategies. Multi-disciplinary research collaborations, as well as collaborations between researchers and community programs, are strongly encouraged. If the research is collaborative, written assurances of the collaboration must be provided. Similarly, when specific programs or agencies are the subject of an applicant's research or evaluation, the application should include letters of commitment or cooperation from the relevant program or agency. Applicants must demonstrate that they have experience or ability related to the type of research or evaluation they propose to conduct.

Research that demonstrates collaboration among multiple disciplines and between researchers and practitioners is encouraged.

A.4. **Scope.** This RFP contains instructions governing the applications to be submitted and the material to be included therein; and other requirements to be met by each application.

A.5. **Funding Priorities.** Applications will be accepted to support Pennsylvania activities/projects in three critical child sexual abuse program areas: Prevention, Protection, and Intervention. Examples from each program area are provided below. Also refer to the "Needs" section on page 14 of this RFP.

Prevention

Efforts that focus on identifying, replicating, and disseminating best, evidence-based practices that will inform and support the work of diverse stakeholders and communities of practice at all levels across a spectrum of prevention. Such efforts include:

- Evaluating the appropriateness and efficacy of existing treatment procedures and protocols commonly used with abused children and their families
- Conducting reviews of current research literature and studies and synthesizing results that identify models of best practice
- Translating current theory, research and practice into practical recommendations to support the prevention of child sexual abuse

Protection

Supporting initiatives and innovative strategies that provide adults with the knowledge and tools to recognize risk factors or signs of abuse and learn to become the interveners and protectors of children. Areas of strategic focus include:

- Reducing child sexual abuse through adult-based education and public awareness
- Providing adults with information to prevent, recognize and respond responsibly in the face of child sexual abuse
- Shifting responsibility for child sexual abuse prevention from children to adults
- Motivating adults to move beyond bystander behavior to become active protectors of children

Intervention and Treatment

Efforts include crisis intervention and therapy to help young victims of sexual violence recover. Equally critical are efforts to identify and disseminate the most effective treatment interventions in helping young victims recover. Activities in this area include:

- Providing training for children's crisis advocates and counselors in cutting-edge treatment strategies such as trauma-focused play therapy
- Disseminating effective, family-focused intervention treatment modules and parent/child therapy protocols to professionals working with families where a child has been sexually abused
- Promoting parenting training in households at high risk for child sexual abuse
- Investing in offender-focused interventions such as the treatment of juvenile sex offenders

A.6. **Type of Contract.** This RFP is for activities to be conducted during the period July 1, 2010 through June 30, 2011. If a contract is awarded as a result of this RFP, it will be for one year. An

applicant may apply for funds in a subsequent year providing the applicant has completed the required activities during the first year to the satisfaction of NSVRC/PCAR.

A.7. **Incurring Costs.** NSVRC/PCAR is not liable for any cost incurred by applicants prior to issuance of a contract.

A.8. **Amendment to the Request for Proposal.** If it becomes necessary to revise any part of this application, an amendment will be issued to all applicants who received the basic application packet.

A.9. **Response Date.** To be considered, applications and all required materials must arrive **at 125 N. Enola Drive, Enola, PA 17025, on or before 5:00 p.m., February 5, 2010.** Applicants mailing proposals should allow sufficient mail delivery time to insure timely receipt of their proposals. Late or incomplete applications will not be considered.

A.10. **Proposals.** To be considered, applicants must submit a complete response to this RFP. The program narrative must be double-spaced, use Times New Roman standard 12-point font, have 1-inch margins, and not exceed 10 pages. (Please number pages "1 of 10," "2 of 10," and so forth.)

Each applicant must submit one (1) original and six (6) copies of the proposal to the Issuing Office. Proposals should not be bound or stapled and two sided copies are encouraged.

Proposals must be signed by an official authorized to bind the applicant to its provisions.

Signatures must be in blue ink on the original application.

For this RFP, the proposal must remain valid for at least ninety (90) days. Moreover, the contents of the proposal of the successful bidder will become contractual obligations if a contract is entered into.

Essential to the consideration of a proposal submitted pursuant to this RFP is that the substance and/or analysis contained in the proposal be the work of the person or entity submitting it for consideration.

A.11. **Economy of Preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. .

A.12. **Debriefing Conferences.** Applicants whose proposals are not selected will be given the opportunity to be debriefed. NSVRC/PCAR will schedule the time, location, and manner of the debriefing upon request.

A.13. **Contract**. Awards will be announced in April 2010 during Sexual Assault Awareness Month. The selected applicant will be expected to enter into a formally executed contract based on the evaluations of the proposals properly submitted. Contracts will be issued before July 1, 2010.

A.14. **Funding**. The Vision of Hope Fund was launched in July 2005 by NSVRC/PCAR as a campaign to raise funds to promote critical research, effective prevention strategies, adult responsibility and accountability, and crisis response to sexually victimized children. The Vision of Hope is guided by an Advisory Council led by former Pennsylvania First Lady Michele M. Ridge, Chair. For a complete listing of advisory council members and more information about the Vision of Hope, go to theirhope.org.

The total funding amount available is up to \$50,000 for FY 10-11 and may fund one or more projects. Awards under this RFP are contingent on the availability of funding and are subject to approval of the PCAR/NSVRC Executive Director.

A.15. **Evaluation of Proposals**. NSVRC/PCAR staff and Vision of Hope Advisory Council members will review all applications and rule upon their acceptability. Successful applicants will receive written notification from NSVRC/PCAR.

A.16. **Rejection of Proposals**. NSVRC/PCAR has the right to reject any and all proposals received as a result of this request. Applicants whose applications are not accepted will receive notification in writing.

SECTION B: INFORMATION REQUIRED FROM APPLICANTS

B.1. **Format for Required Information.** One original and six (6) complete copies of the proposals must be submitted by the date referenced herein. To be considered, the proposal must respond to all requirements. Any other information thought to be relevant, but not applicable to any particular section, should be provided as an appendix to the proposal. Additional information will not be returned. (See attached document, “Format Requirements” for specific instructions regarding submission and formatting of materials.)

B.2. **Information to be Submitted.** The following information must be included in the applicant's submission of the proposal:

1. Application Page (included in this packet)
2. Signature Statement (included in this packet)
3. Project Contents (details in Section C on page 6)
4. Proposal Budget (included in this packet and required form available on-line)
5. Staff Detail Form (included in this packet)
6. Resumes of Project Staff

SECTION C: PROJECT CONTENT

C.1. **Abstract.** The description of the project is part of the proposal and is developed by the applicant describing how the applicant intends to carry out the proposed activities. The description of the project then becomes part of the contract.

C. 2. **Introduction.** In narrative form, describe the activities that would be carried out if funded through this contract. Describe how it was determined that this project is needed in the community and/or other communities across the state. Describe the anticipated impact not only on the target audience/recipient of project but also on the larger community and field. Discuss any partners or consultants used in the project. Describe the capacity of the applicant and/or partners and consultants to complete the project, including but not limited to previous examples of efforts and expertise in selected priority area(s). In addition, include a general plan about how applicant proposes to evaluate the project. If applying for a research and/or evaluation project, include plans for protecting the confidentiality of human subjects.

C. 3. **Project Plan.** Any project plan must include all of the following components and may be submitted in narrative or chart form.

The following four components must be included in the project plan:

1. Precise goals and objectives the applicant expects to achieve through the contracting process and how project activities will address the stated need/goal;
2. Detailed timeline with specific tasks, name and title of staff member(s) responsible for completion of each task as well as completion dates thereof;
3. Specific evaluation method(s) (i.e., pre- and post-test, focus group, questionnaire, survey, etc.) that will be included in the project and rationale for said method(s); and
4. Specific outcomes of the project, including deliverables.

SECTION D: PROPOSAL BUDGET

D.1. **General.** The Proposal Budget must follow the format as shown on the following pages. The applicant must use the Excel computer-generated form available for download on the Vision of Hope website at www.theirhope.org. While it is the applicant's responsibility to review and check the figures for accuracy, the forms provided by NSVRC/PCAR will automatically compute totals in whole dollar amounts. Do not enter cents into cells on these forms.

D.2. **Fundable Budget Items.** The following fundable budget items may be provided by paid and/or volunteer staff. PCAR/NSVRC funds can be used to fund any or all of these line items.

- direct personnel cost for project
- direct consultant fees for project/product design
- office supplies
- printing and duplication
- phone
- postage
- rent and maintenance of space
- utilities
- rent and maintenance of equipment
- travel (including travel & lodging to grantees meeting)
- public relations/advertising
- education/library materials

D.3. **Unallowable Expenses.** The following items cannot be paid for through this NSVRC/PCAR contract:

- 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
- client transportation
- coordination activities necessary to provide services using volunteers
- dues/membership
- insurance
- staff development

- maintenance of a 24-hour hotline
- accompaniment to medical facilities, police investigations, and court proceedings
- crisis intervention
- individual advocacy
- information and referral
- systems advocacy
- creation of new personnel

SECTION E: PROCEDURAL REQUIREMENTS

The grantee will comply with the following requirements in addition to the specific terms of the Project Funding Contract:

- Grantee may be required to participate in up to two meetings with representatives of NSVRC/PCAR to disseminate information on specific Project format and other requirements of this Project.
- Grantee will be required to submit Project progress reports and drafts in the format required by NSVRC/PCAR on December 15, 2010, and March 15, 2011.
- All requests for no-cost Project extensions and/or Project budget modifications must be received by March 15, 2011 for consideration and authorization by NSVRC/PCAR. A fully completed draft of the Project materials is due to NSVRC/PCAR by April 30, 2011. The final completed Project is due to NSVRC/PCAR on May 31, 2011.
- All materials and products created by and for the Project will belong to and will be the exclusive property of NSVRC/PCAR. In addition, all materials and products created by and for the Project, whether in video, audio, or written format must indicate that the information is the property of the National Sexual Violence Resource Center and the Pennsylvania Coalition Against Rape and is funded by the Vision of Hope Fund. Such information may be reproduced, copied, and distributed with the acknowledgement of the National Sexual Violence Resource Center, the Pennsylvania Coalition Against Rape, and the Vision of Hope Fund.
- All materials or products created for the Project must comply with the Americans with Disabilities Act with specific attention to legibility and alternate format requirements.
- All materials or products created for the Project must also meet the requirements as prescribed by NSVRC/PCAR on the attached document, "Format Requirements".
- All copyrighted material used to create or included in the materials or products created for the Project must be properly referenced and displayed as part of the material or products created. Any data or statistical claims must be appropriately referenced with full source citations.

- The decision to reproduce, copy, change, or distribute the material and products of the Project will rest with and is the responsibility of NSVRC/PCAR.

Payment for services under this Agreement will be as follows:

30% 15 days after execution of a formal Agreement;

30% by December 31, 2010 and submission of the second progress report;

40% after completion of Project and acceptance by NSVRC/PCAR of materials and products created for the Project.

SECTION F: APPLICATION FORMS

STAFF DETAIL FORM

Applicant: _____

Organization: _____

County: _____

The positions and amounts must agree with the Total Agency Budget form. Include all staff and consultants who are assigned to the project.

| Name | Title | Salary | Total Hours on Project |
|------|-------|--------|------------------------|
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VISION OF HOPE FUND

**NATIONAL SEXUAL VIOLENCE RESOURCE CENTER (NSVRC)
and the PENNSYLVANIA COALITION AGAINST RAPE (PCAR)**

PROJECT APPLICATION

Applicant's Name (Organization name): _____

Address: _____

Person responsible for project: _____

Title: _____

Telephone: (____) _____

Fax: (____) _____

Email (required): _____

FUNDING AMOUNT REQUESTED : \$ _____

APPLICANT SIGNATURE STATEMENT

Applicant/Organization: _____

I/We, the undersigned:

have carefully reviewed the applicant eligibility requirements outlined in the Request for Proposal;

have developed this proposal in accordance with the fundable services as specified in the application packet and believe the proposal to be complete and in the required order;

understand that if approved for funding the agency must administer the project in accordance with the proposal and subject to amendment and/or conditions based on the final allocation.

Signature of Person Authorized to Enter into Contracts

Printed Name and Title of Person Authorized to Enter into Contracts

Date

FORMAT REQUIREMENTS FOR FINAL PROJECT/PRODUCT SUBMISSION

- Disk must be PC compatible and in Microsoft Office Word, PowerPoint, or Publisher or Adobe PDF format.
- Text must be in at least a 12-point font. If color is used, there must be high contrast between the background and the text.
- If material is not in English, an English translation must be provided for editing. The English text must be approved prior to the translation.
- Materials may use up to two colors (including black) without prior approval. All artwork must be submitted in black and white camera-ready format. Artwork and graphics must be submitted on a separate disk.
- Diversity must be represented in all materials.
- Materials should not be specific to a particular agency since they will be distributed statewide and possibly marketed nationally.
- All materials must state that the product was developed for the Vision of Hope on the cover/title page and contain the required acknowledgement: *“This project was funded by the Vision of Hope fund a project of the Pennsylvania Coalition Against Rape and the National Sexual Violence Resource Center.”*
- If the project is approved, you will receive files that contain the Vision of Hope logo that should be included in all materials, advertisements, web site pages or other mediums that are part of the project.
- If copyrighted materials are used there must be written proof of permission to use the material. Permission is granted from original authors of the materials, not from other publications that have printed their work. The written permission must be submitted to NSVRC/PCAR. Any data or statistical claims must be appropriately referenced with full source citations.
- The reading level of materials should be reflective of the audience. The general public reading level is fifth grade.

NEEDS:

The following is a list of identified needs in the field of sexual violence prevention and intervention.

Prevention

- Increased public awareness through social marketing campaigns
- Public education to emphasize adult responsibility for protection and prevention of CSA
- Bystander education programs
- Programs that address the link between violence and all forms of oppression (racism, sexism, classism, etc.)
- Evaluated, evidence-based prevention programs in schools

Protection

- Educate public about child sexual abusers
- Encourage adults who suspect or who perpetrate CSA to report and get treatment
- Encourage adults to question other adults about suspicious behavior
- Research on the characteristics of offenders who employ Internet-based techniques to engage in child sexual exploitation

Intervention

- Counseling and risk assessment that includes questions about children's online activities and virtual lives to determine if a child may have been sexually exploited online
- Training programs that educate health professionals about sexual violence
- Community education programs that encourage integrated community responses to sexual violence