

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

Request for Proposal (RFP) for FY 2009—2010

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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

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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. Written assurances of the collaboration must be provided.

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, 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. Definitions and examples for each program area are provided below. Also refer to the "Needs" section on page 15 of this RFP.

Prevention

Primary Prevention refers to preventing acts of sexual violence against children up to age 18 before they occur. Primary prevention efforts may focus on individuals, such as children, parents, caregivers, or professionals, or the community at large.

Secondary Prevention refers to the identification of sexual abuse of children up to age 18 and immediate responses. Parents and professionals are most involved in secondary prevention of sexual violence against children, though children, teens, and the general community also play a role.

Tertiary Prevention is addressed on page 4 in the section on Intervention.

Applications are sought for efforts that focus on identifying, evaluating, replicating, or disseminating best, evidence-based practices to inform and support the work of diverse stakeholders and communities of practice at all levels across a spectrum of prevention. Such efforts include:

- Conducting reviews of literature and studies that synthesize the results and identify models of best practice in prevention.
- Reducing sexual violence against children through adult-based education and public awareness.
- Developing prevention practice tools or writing prevention practice recommendations based on current theory, research, and practice.
- Evaluating the effectiveness of a current program in use to prevent sexual violence against children.

Protection

Applications are sought for 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 up to age 18. Areas of strategic focus include:

- Providing adults with information to prevent, recognize, and respond responsibly in the occurrence of sexual violence against children.
- Promoting parenting training in households at high risk for child sexual abuse.
- Evaluating the effectiveness of a current program in use to reduce sexual violence against children through adult-based education and public awareness.
- Shifting responsibility for child sexual abuse prevention from children to adults.
- Organizational policies and practices that promote adult responsibility for protecting children from sexual violence.

Intervention

Tertiary Prevention refers to the reduction of the harmful effects of sexual violence against children up to age 18. Intervention efforts may focus on individual child and teen victims/survivors; secondary victims/witnesses, including household and family members and other loved ones of the victims/survivors, or the affected community.

Applications are sought for efforts that include crisis intervention responses, advocacy responses, psycho-educational responses, justice responses, and therapeutic responses to sexual violence against children up to age 18. Equally critical are efforts to identify, evaluate, replicate, and disseminate the most effective interventions for young victims of sexual violence. Activities in this area include:

- Training for children's crisis advocates and counselors.
- Evaluating the effectiveness of intervention approaches, such as trauma-focused play therapy.
- Disseminating effective, family-focused intervention models and protocols to professionals working with families where a child has been sexually abused.

A.6. **Type of Contract.** This RFP is for activities to be conducted during the period July 1, 2009—June 30, 2010. 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 13, 2009.** 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 April 2009 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. Awards will be announced in April 2009 and contracts will be issued before July 1, 2009.

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 2009 - 2010 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 (1) 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 on page 12)
2. Signature Statement (included in this packet on page 13)
3. Project Contents (details in Section C on page 8)
4. Proposal Budget (included with this document and required forms available on-line at <http://theirhope.org/grantMaking.htm>.)
5. Staff Detail Form (included in this packet on page 11)
6. Resumes of Project Staff and Consultants
7. Letters of Agreement (LOA) between collaborators on joint applications and from agencies, schools, or programs proposed as subjects of research or evaluation

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 five 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.
5. If applicant is not a rape crisis center, applicant must address how they will collaborate with local rape crisis center(s) on their project.

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 <http://theirhope.org/grantMaking.htm>. 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
- dues/membership
- insurance
- 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, 2009, and March 15, 2010.
- All requests for no-cost Project extensions and/or Project budget modifications must be received by March 15, 2010 for consideration and authorization by NSVRC/PCAR. A fully completed draft of the Project materials is due to NSVRC/PCAR by April 30, 2010. The final completed Project is due to NSVRC/PCAR on May 31, 2010.
- 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, 2009 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.

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PROJECT APPLICATION

Applicant's Name (Organization name): _____

Address: _____

Person responsible for project: _____

Title: _____

Telephone: (____) _____

Fax: (____) _____

Email: _____

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 IBM compatible and in Microsoft Office (Word, PowerPoint, or Publisher).
- 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 of Pennsylvanians 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 NSVRC/PCAR on the cover/title page and contain the required acknowledgement:

This 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.

- 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 child 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