



**Oregon Rape Prevention and Education (RPE)
Grant Program
Competitive Request for Applications
FY 2012-2014**

**Letters of Intent to Apply are due
by 5:00 p.m. on June 11, 2012.**

**Applications are due by 5:00 p.m. on
August 2, 2012.**

Attorney General's Sexual Assault Task Force
3625 River Road North, Suite 275
Keizer, OR 97303
503.990.6541
www.oregonsatf.org

The FY 2012-2014 RPE Grant Program Competitive Request for Applications is available in the following formats:

- Download PDF, Word and Excel formats at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>¹
- Electronic Mail (e-mail)
- Hard Copy

The Oregon Attorney General's Sexual Assault Task Force (ORSATF) may amend this FY 2012-2014 RPE Program Competitive Request for Applications by posting Amendment(s) on the ORSATF website at: <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/> APPLICANTS SHOULD REVIEW THE ORSATF WEBSITE REGULARLY UNTIL THE APPLICATION DUE DATE LISTED BELOW TO AVOID MISSING ANY AMENDMENTS. ORSATF does not accept any responsibility for applicants missing information contained on the ORSATF website.

Direct all inquiries concerning this RFA to:

Nancy Greenman, Prevention Program Coordinator
(503) 990-6541
nancygreenman@oregonsatf.org

LETTERS OF INTENT TO APPLY²
ARE REQUIRED and ARE DUE
BY 5:00 PM
on June 11, 2012.

¹ This link will allow you to open the RFA PDF document, as well as forms you can download and complete in Word and Excel formats.

² See Appendix 13 for a sample Letter of Intent to apply.

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Summary

Purpose of the Application

This application is for the Rape Prevention and Education Program (RPE) grant period of November 1, 2012-October 31, 2014. It offers funding for programs to conduct primary prevention³ of sexual violence strategies and activities. Only private, non-profit organizations, public or local governmental agencies (including college and university campuses and public school districts), and local health departments may apply.⁴ Applicants must commit to employ a Prevention Coordinator at a minimum .5 FTE (20 hours per week). The Prevention Coordinator must convene or participate in a community-wide coalition, circle, team, or group that addresses sexual health promotion, including the prevention of sexual violence.

Funds Available

The ORSATF anticipates having approximately \$200,000 available for RPE awards per year. We anticipate:

- between 4 and 6 total RPE awards from \$30,000 to \$50,000 per year.
- at least 1 award from \$30,000 to \$50,000 will be made to a culturally specific program.

Focus Areas

Applicants must focus on at least one of the following:

- Engaging Youth
- Engaging Men
- Community Mobilization (Engaging Community Members)

Due Dates

A Letter of Intent to apply is **required** in order to apply for these funds. The Letter of Intent is due by 5:00 pm on June 11, 2012.

The application is due by 5:00pm on August 2, 2012.

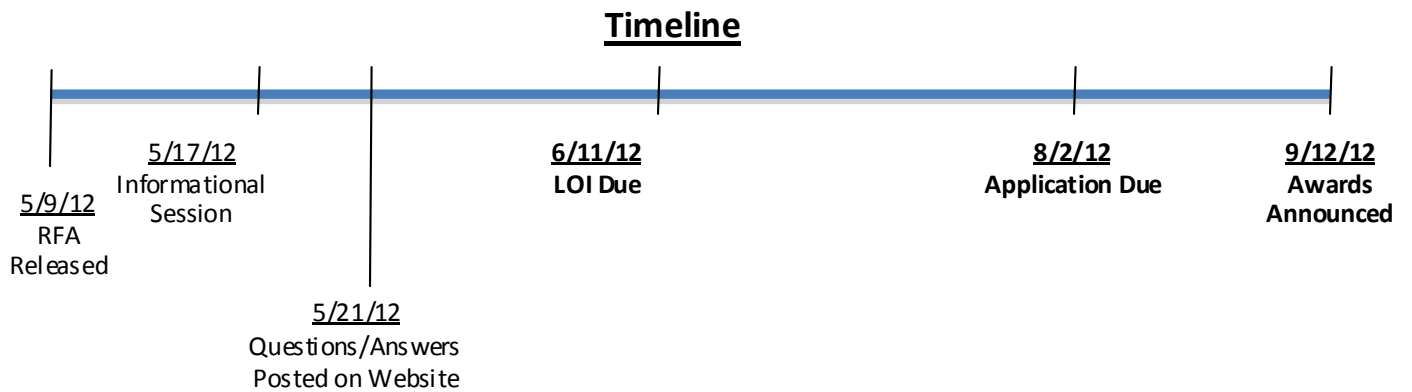
³ Primary prevention refers to approaches that seek to eliminate the root causes of sexual violence and to stop sexual violence from ever occurring. The ORSATF believes that oppression is the primary root cause of sexual violence. Oppression can be defined as the socially-sanctioned abuse of power over others.

⁴ Please note that the term "agency" in this request for applications refers to any organization, university/college campus, or health department that is applying.

Letters of Intent and grant applications may be submitted in person, via mail, or via email to:

Nancy Greenman, Prevention Program Coordinator
ORSATF
3625 River Road North, Suite 275
Keizer, OR 97303
nancygreenman@oregonsatf.org

Each agency may submit only one application, though participation in partnerships (and signing MOUs) is unrestricted.



Introduction

The Oregon Attorney General's Sexual Assault Task Force (ORSATF) announces the availability of **competitive** Rape Prevention and Education Grant Program (RPE) ⁵ funds during the period of November 1, 2012 to October 31, 2014. The RPE Program is funded by the Violence Against Women Act, ⁶ with funds awarded through the Centers for Disease Control and Prevention (CDC) to all 50 states, Washington DC, Puerto Rico, and six territories according to a population-based formula. The Office of Family Health (OFH) within the Oregon Public Health Division receives Oregon's RPE funds. The OFH has chosen to contract out the administration of Oregon's RPE funds to the ORSATF. The majority of the funds will be awarded to local organizations to engage in sexual violence primary prevention in local communities.

Federal legislation specifies the major areas of activities for preventing rape and sexual assault allowed under the RPE Grant Program, and the CDC has set program priorities and provided guidance to all states and territories for implementing the program. CDC expects all RPE programs at both the state and local levels to use a public health approach;⁷ to undertake planning, including a comprehensive assessment of community needs and assets; to perform program evaluation; and to focus on primary prevention – preventing initial sexual violence perpetration and victimization.

This request for applications (RFA) is being released to recruit qualified agencies and organizations to carry out assessment, planning and primary prevention⁸ activities as part of the Oregon RPE Grant Program. This RFA is open to organizations and agencies that can provide this service. The ORSATF anticipates having approximately \$200,000 available for RPE awards per year. We anticipate **between 4 and 6 total** RPE awards from \$30,000 to \$50,000 per year. **At least 1** of the awards will be made to a culturally specific program.

The final amount of each award will depend upon the proposal submitted by the applicants and upon the total Federal RPE funds received by the ORSATF each year. The successful applicants will enter into a two-year project period with the ORSATF; however, a contract will be awarded for one year at a time, renewable at the end of Year 1 if performance is satisfactory and Federal RPE funds are available. No assurances can be provided at this time about the level of funding Oregon receives for this project period or about the continued availability of RPE funds beyond the end of the current period (November 1, 2012 - October 31, 2013).

⁵ See *CDC's Rape Prevention and Education Grant Program: At a Glance* at <http://www.cdc.gov/ncipc/publications/pdf/RPE%20AAG.pdf>

⁶ See *Violence Against Women Act Fact Sheet* at <http://www.ovw.usdoj.gov/docs/vawa.pdf>.

⁷ See pages 2-3 in *Sexual Violence Prevention: Beginning the Dialogue* at <http://www.cdc.gov/violenceprevention/pdf/SVPrevention-a.pdf>

⁸ See pages 2-3 in *Sexual Violence Prevention: Beginning the Dialogue* at <http://www.cdc.gov/violenceprevention/pdf/SVPrevention-a.pdf>

Background

The Oregon Public Health Division Office of Family Health (OFH) has received RPE funding from the CDC since 2000. In 2004, the OFH contracted with the ORSATF to administer RPE funds to local communities through a competitive grant process. The ORSATF currently funds 6 local programs doing primary prevention work; this current RPE funding ends on October 31, 2012.

Applicant Eligibility

Only private, non-profit organizations; public or local governmental agencies (including college and university campuses); and local health departments may apply.

- All applicants that meet the eligibility requirements described in this application are encouraged to apply, regardless of whether the applicant has previously received RPE funds.
- As described in the specific application forms beginning on page 17 of this RFA, each applicant will be required to demonstrate a commitment to the primary prevention of sexual violence and to the promotion of healthy sexuality and relationships. Applicants will do this by submitting their agency/organizational mission statement, examples of on-going or completed activities focused on sexual violence prevention and/or sexual health promotion, and examples of ways the agency/organization is viewed as a leader in the field of sexual violence prevention and/or sexual health promotion in the community it serves.
 - Applicants whose organizations do not focus on sexual violence must demonstrate a partnership with an organization that does focus on sexual violence through a Memorandum of Understanding.
 - Applicants whose organizations focus on sexual response (or similar) will be asked to provide documentation about how prevention is included in the mission, policies, training, and philosophy of the organization. Applicants proposing to strengthen and increase their prevention focus will include that information in their responses.
- Applicants will need to demonstrate a clear ability to respond to sexual violence disclosures or requests for help that might be made by participants during prevention activities. RPE funding does not and will not provide any support (direct or in-kind) to services or crisis response; however, it is vital that awardees have crisis response mechanisms in place in order to sensitively and appropriately assist any participant in need of such services. This may be accomplished either in-house (by a different staff person with non-RPE funding) or through a very close link to the local rape crisis center in that community (demonstrated via a Memorandum of Understanding with the rape crisis center). The RPE Application Review Committee reserves the right to contact the rape crisis center listed in the Memorandum of Understanding (MOU) and ask about the history of the working relationships with the applicant. In lieu of an MOU, large organizations and college or university applicants may demonstrate a link to other

campus counseling services that provide an appropriate response to sexual violence disclosures.

Funding Levels and Budget Preparation

All applicants must prepare a budget for Year 1 that ensures a quality project. Requested budget amounts should be realistic and between \$30,000 and \$50,000. Applicants should be prepared to use ALL funds within the year for which the funds are awarded.

Budgets must reflect:

- The maintenance of a specific staff position (the “Prevention Coordinator”) to coordinate prevention activities, minimum .5 FTE.⁹
- The funding of only one individual staff member for that position– the position should not be divided among more than one staff member.
- Travel, which will include the costs of in-state travel during the funded year for the following:
 - One-day joint Annual Grantee Meeting/Sexual Violence Prevention Training (both the Prevention Coordinator **and** her/his supervisor are required to attend) in Salem to consult with state project staff and meet with other awardees.

ELIGIBLE EXPENSES

While the ORSATF encourages creativity in the use of RPE funds, in general, RPE funds may be used for the following allowable expenses:

- Salary to support a minimum 0.5FTE Prevention Coordinator.
- Fringe Benefits for the Prevention Coordinator.
- Salary for the Prevention Coordinator’s supervisor, not to exceed 10% of supervisor’s overall salary.
- Fringe Benefits for the Prevention Coordinator’s supervisor, not to exceed 10% of supervisor’s overall fringe benefits.
- Travel, which will include the costs of in-state travel during the funded year for the following:
 - One-day joint Annual Grantee Meeting/Sexual Violence Prevention Training (both the Prevention Coordinator **and** her/his supervisor are required to attend) in Salem to consult with state project staff and meet with other awardees.
 - In Year 2, budgets will include the annual grantee meeting as well as funds for the Prevention Coordinator to attend the *Roots of Change* gendered violence prevention conference to take place for 3 days in November of 2013 (the 2nd year of RPE funding). Anticipate a registration fee of \$300.

⁹ The Prevention Coordinator position can be funded by RPE funds alone or by combining RPE funds with other funds (e.g., .7FTE RPE funds and .3 other funds = total of 1.0FTE).

- Travel expenses may include mileage, lodging, and per diem up to the official rate set forth by the state of Oregon (see the Budget section of the application forms for current rates). Applicants may choose to reimburse staff at a lower rate, but may not exceed established state rates.¹⁰
- Communications: costs including telephone, Internet, e-mail and other communications related to project.
- Supplies: supply costs associated with prevention program and activities.
- Postage: postage costs associated with prevention program and activities.
- Equipment: necessary equipment associated with prevention program and activities.
- Incentives: RPE funds may be used to purchase program participation incentives as long as such incentives are not food, cash, or cash-like (e.g., gift certificates, gift cards).
- Staff Development and Training: registration fees and other costs associated with developing staff capacity in sexual violence prevention.
- Other: all other operational costs directly associated with conducting proposed prevention program and activities. NOTE: indirect expenses are not allowable.

INELIGIBLE EXPENSES

The following are ineligible expenses and should not be included in the grant application. These are listed to assist applicants in understanding the focus of the RPE funds.

- Victim Services/Response: Since the RPE funds are dedicated to primary prevention, RPE funds may not be used for direct victim service activities. This includes crisis lines or hotlines, crisis intervention, case management, advocacy, counseling, support groups, and community outreach efforts in support of direct client services. We prefer that the Prevention Coordinator not be scheduled to work crisis shifts or to carry the agency beeper/cell phone and be “on call.”
- Offender Treatment: RPE funds may not support offender treatment programs. The focus of RPE will be on preventing first-time perpetration, NOT on offender treatment for the purpose of preventing repeat perpetration.
- Victim Response Training: RPE funds may not be used to support staff to attend training that focuses on how service providers should respond to victims of sexual violence (e.g., advocates, Sexual Assault Nurse Examiner (SANE) programs, law enforcement or judicial response, etc.). EXCEPTION: if the Prevention Coordinator has not received previous training in sexual assault specific victim response, RPE funds may be used to cover the expenses related to providing such training upon hiring the Prevention Coordinator so that she/he may appropriately respond to a disclosure that might arise during prevention activities; such training must be pre-approved.¹¹ Please note that ORSATF anticipates providing Advocate Training during RPE Year 1. This will be the required training for those Prevention Coordinators who require training and whose hire dates allow them to

¹⁰ State rates may change during the grant period and can be found at <http://www.gsa.gov/portal/category/100120>

¹¹ See Appendix 4 for a list of required sexual assault specific victim response training topics and hours.

attend. RPE funds may not be used for such victim response training in an ongoing manner after the initial training of the Prevention Coordinator, and may not be used to support victim response training for any other agency staff member.

- Volunteer Training Facilitation for Direct Response & Other Non-Prevention Activities: RPE funds may not be used to support facilitation of volunteer training, unless the training is specific to primary prevention. This prevention-focused activity may include efforts to engage men or other community members in further prevention activities and must be approved by the ORSATF in advance.
- Stand Alone Community Education Sexual Assault 101 Presentations: RPE funds may not be used to support community education efforts that a) do not adhere to the Nine Principles of Effective Prevention Programming;¹² b) are stand-alone offerings and not part of a project involving multiple, complimentary primary prevention strategies; and c) are not topically linked to primary prevention of sexual violence. While community education may certainly be a part of primary prevention,¹³ it is not primary prevention when conducted as a one-time activity taking place in a small amount of time and focused on topics such as “Sexual Assault 101” and/or to describe an organization’s services. RPE funds will only support community education efforts that are a component of a larger primary prevention strategy.
- Community Outreach for the Purposes of Service Provision: This term often refers to attempts to reach individuals for the purposes of service provision. RPE funded community outreach must clearly serve primary prevention purposes (e.g. recruiting people for a community organizing initiative or to participate in a bystander intervention campaign).
- Child Abuse Prevention: RPE funds may not be used for activities focusing solely on the prevention of child abuse.
- Child Sexual Abuse Secondary Prevention Programs: RPE funds may not be used for programs that teach children about sexual abuse in ways that make them responsible for preventing their own abuse (e.g., teaching “touching rules” and encouraging children to say “no” and report abuses).¹⁴
- Victim Compensation: RPE funds may not be used to pay for costs that would otherwise be eligible for local or federal Victim Compensation reimbursement.
- Lobbying, Legislative and Administrative Advocacy: RPE funds may not be used for the expenses of lobbying for particular victim legislation, systems improvement, or administrative reform, whether conducted directly or indirectly.
- Fundraising: Any cost of fundraising is ineligible for funding. 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

¹² See Appendix 2.

¹³ See *Sexual Violence and the Spectrum of Prevention* at <http://www.preventioninstitute.org/component/jlibrary/article/id-97/127.html>

¹⁴ See *Transforming Communities to Prevent Child Sexual Abuse and Exploitation: A Primary Prevention Approach* at <http://preventioninstitute.org/component/jlibrary/article/id-31/127.html> and *Child Sexual Abuse Prevention and Risk Reduction: Literature Review for Parents and Guardians* at <http://www.nsvrc.org/publications/child-sexual-abuse-prevention-and-risk-reduction-literature-review-parents-and-guardians>.

charged to RPE funds. Likewise, the salary of persons engaged in such activities and indirect costs associated with those efforts are ineligible.

- Food/Refreshment: Federal rules do not allow RPE funds to be used for food expenses, except on a per diem reimbursement basis during staff travel; therefore these expenses are disallowed. **Food and drinks for meetings and other events MAY NOT be purchased using RPE funds.** Grantees may include the per diem costs associated with the required RPE meeting in their budgets.
- Indirect costs: These are defined as costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project.

Funding Considerations

All applicants must adhere to the following guidelines in order to be considered for funding. All funded programs must adhere to these guidelines throughout Year 1 **in order to be considered for continuation funding (via a contract amendment)** in Year 2.

1. The funded agency/organization must demonstrate training, expertise, and experience in sexual violence prevention. The history of doing prevention work does not need to be exclusively primary prevention; however, the applicant must demonstrate commitment to engaging in primary prevention for the duration of the funding cycle.
 - a. Applicants whose organizations do not focus on sexual violence must demonstrate a partnership with an organization that does focus on sexual violence. They will do this through a Memorandum of Understanding.
 - b. Applicants whose organizations focus on sexual and domestic violence response (or similar) will be asked to provide documentation about how prevention is included in the mission, policies, training, and philosophy of the organization. Applicants proposing to strengthen and increase their prevention focus will include that information in their responses.
2. The funded agency/organization must demonstrate a clear ability to respond to sexual violence disclosures or requests for help that might be made by participants during prevention activities. RPE funding does not and will not provide any support (direct or in-kind) to services or crisis response; however, it is vital that awardees have crisis response mechanisms in place in order to sensitively and appropriately assist any participant in need of such services. This may be accomplished either in-house (by a different staff person with non-RPE funding) or through a very close link to the local rape crisis center in that community (demonstrated via a Memorandum of Understanding with the rape crisis center). The RPE Application Review Committee reserves the right to contact the rape crisis center listed in this Memorandum of Understanding (MOU) and ask about the history of the working relationship with the applicant. In lieu of an MOU, large organizations and college or university applicants

may demonstrate a link to other campus counseling services that provide an appropriate response to sexual violence disclosures.

3. The staff member who will serve as the Prevention Coordinator must have a background in sexual assault victim advocacy or complete at least 20 hours of sexual assault-specific victim advocate training, if she/he has not already done so, in order to be able to provide the first level of response to any disclosures before referring the individual to other staff or another agency for further services.
 - a. Individuals who have not already received 20 hours of advocate training must complete this required training during the first year of the grant term. Please note that ORSATF anticipates providing Advocate Training during RPE Year 1. This will be the required training for those Prevention Coordinators who require training and whose hire dates allow them to attend.
 - b. Individuals who have received 20 hours of advocate training must submit a training history for review.¹⁵

4. The funded agency/organization should demonstrate a history of working with community partners and must indicate a willingness to continue to do so throughout the project period. With the complexity of sexual violence, its causes, and the needed comprehensive strategies to effectively prevent it, no single agency will be able to fully implement all aspects of RPE in isolation.

Scope of Work

All agencies are expected to implement *comprehensive* prevention projects/programs. In other words, prevention projects/programs must work towards *synergy*. Programs that have synergy include multiple, interrelated strategies and activities that build on each other for greater overall effect.¹⁶ Prevention Coordinators and their supervisors will be required to complete an e-learning unit on this topic. This unit will be particularly helpful in planning your RPE project/program and **we highly recommend that applicants complete it *before* beginning this application.**

The unit, *Developing Comprehensive Prevention* is accessible here:

http://www.preventconnect.org/presentations/Comprehensive_Prevention/player.html

¹⁵ See Appendix 4 for a list of required training topics and hours. A form that can be downloaded and completed to document this information is available on the ORSATF website at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

¹⁶ See page 6 of *Sexual Violence and the Spectrum of Prevention* at <http://www.preventioninstitute.org/component/jlibrary/article/id-97/127.html>

Funded Agencies Agree To:

1. Identify and maintain Prevention Coordinator at a minimum of .5FTE.¹⁷
2. Complete ORSATF approved training about sexual violence and responding to victim disclosures, if the Prevention Coordinator does not already have a background working in the sexual violence advocacy field or at least 20 hours of approved advocate training.¹⁸
3. Conduct a community assessment,¹⁹ including current program and community resources/assets, needs, prevention strategies, and collaborations related to sexual violence and sexual health. Youth Action Research is recommended as a potential assessment method.²⁰
4. Implement primary prevention programs and use the public health approach and the ecological model²¹ in creating prevention strategies. The organization shall incorporate the Nine Principles of Effective Prevention Programming²² in planning and conducting prevention activities during the project period.
5. Strengthen and expand community collaborations to enhance the role of various community stakeholders in the prevention of sexual violence. This includes, but is not limited to, convening a local prevention team/coalition/circle/group comprised of community organizations and individuals to assist with, among other things, strategic planning for the primary prevention of sexual violence in a culturally and community competent manner.
6. Send both the Prevention Coordinator and her/his immediate supervisor to one-day joint Annual RPE Grantee Meeting/Prevention Training to be held in Salem in Year 1.²³
7. Participate in required annual 30 hours of continuing education on primary prevention to be determined in conjunction with the ORSATF.²⁴
8. Use tools and apply training and technical assistance provided by ORSATF to improve program practice.

¹⁷ This individual may already work for the agency or may be a new hire. Applicants are strongly encouraged to carefully consider the qualifications and skills needed to fulfill the role and duties of the Prevention Coordinator as described throughout this RFA. The Prevention Coordinator position may only be filled by one individual (i.e., the position cannot be split through a job-share).

¹⁸ See Appendix 4 for a list of required training topics and hours. The ORSATF Advocate Training will be the required training for those Coordinators who require training and whose hire dates allow them to attend.

¹⁹ The following resources contain sections/chapters that provide community assessment guidance:

http://www.rand.org/pubs/technical_reports/TR101/; <http://ctb.ku.edu/en/>.

²⁰ See Appendix 11.

²¹ See pages 19-21 of *Recommendations to Prevention Sexual Violence: A Plan of Action* at <http://oregonsatf.org/wp-content/uploads/2011/02/svplow2.pdf>

²² See Appendix 2.

²³ Related travel expenses must be written into the proposed RPE budget. Further information regarding the Annual RPE Grantee Meeting and *Roots of Change* conference in Year 2 will be provided to funded programs and will be negotiated in a contract amendment.

²⁴ The Prevention Coordinator is **required** to meet this deliverable; that person's immediate supervisor or executive director is encouraged to obtain continuing education.

9. Conduct both process and outcome evaluation and submit an evaluation summary to the ORSATF by the end of Year 1.²⁵
10. Develop a project logic model²⁶ that visually describes the program. Logic models must indicate the ecological levels and the statewide sexual violence prevention recommendations²⁷ met by each activity.²⁸

Required Focus Areas

To ensure consistency with the statewide sexual violence prevention plan²⁹ among fellow grantees, and with best or promising prevention practices,³⁰ RPE applicants must focus their prevention strategies on one or more of the following:

- Engaging Men
- Engaging Youth³¹
- Engaging Community³² (Community Mobilization)

All applicants will indicate the focus area(s) on the RPE application Face Sheet, shown on page 25.

²⁵ Process evaluation measures how well you are implementing your program (i.e. do participants like the activities?) whereas outcome evaluation measures whether you are creating change (i.e. have participants begun to shift their attitudes, beliefs, and behaviors?). See the following evaluation tools that explain the difference between process and outcome evaluation: <http://www.aap.org/commpeds/htpoc/EvalGuide1.pdf> and CDC's *Sexual and Intimate Partner Violence Prevention Program Evaluation Guide* (available in hard copy only – order from <http://www.cdc.gov/pubs/ncipc.aspx>).

²⁶ The ORSATF endorses *Using Logic Models for Planning Primary Prevention Programs* from Prevention Connection: http://www.preventconnect.org/presentations/Logic_Models/player.html. We encourage all applicants to study this 27-minute training and to refer to the resources at the end of the presentation.

²⁷ See *Recommendations to Prevent Sexual Violence in Oregon: A Plan of Action* at <http://oregonsatf.org/wp-content/uploads/2011/02/svpplow2.pdf>

²⁸ Training, technical assistance, and tools to assist with outcome evaluation and logic model development will be provided to all grantees over the course of the two-year project period.

²⁹ See *Recommendations to Prevent Sexual Violence in Oregon: A Plan of Action* at <http://oregonsatf.org/wp-content/uploads/2011/02/svpplow2.pdf>

³⁰ See *Innovations in Prevention (Year 2 Report)* http://www.nsvrc.org/sites/default/files/Publications_NSVRC_Reports_Prevention-Assessment_Year2-Innovations-In-Prevention.pdf

³¹ Applicants focused on engaging youth are highly encouraged to consider incorporating youth action research as part of their projects. See Appendix 11 for information on youth action research.

³² “Community” is broadly defined – geography, demographics, and other characteristics can all define a community. A university campus, for example, may be defined as a community or as comprising multiple communities.

General Information on Submitting Applications

Applications must be submitted by 5:00pm on August 2, 2012. Late applications will not be accepted. Applications may be submitted in hard copy or electronic form to:

Nancy Greenman, Prevention Program Coordinator
ORSATF
3625 River Road North, Suite 275
Keizer, OR 97303
nancygreenman@oregonsatf.org

Applications will not be accepted via fax. Applicants must submit all required materials at one time. **Incomplete applications will not be accepted.** All complete submissions will receive confirmation of receipt from ORSATF staff.

Potential applicants who face barriers in meeting these submission requirements are encouraged to contact Nancy Greenman as soon as possible at nancygreenman@oregonsatf.org or 503-990-6541.

Application Procurement Process and Application Review

The following is a general description of the process by which applicants will be selected for funding for this project.

1. The RFA will be made available via the Oregon Attorney General's Sexual Assault Task Force website on May 9, 2012 at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/RFA.pdf>
2. All prospective applicants are ENCOURAGED to attend an online RPE Information Session on May 17, 2012 at 10am-noon.³³ This session is an opportunity to learn more about the RPE program and to ask questions. It is not mandatory and will be recorded and placed on the ORSATF's website.
3. Any agency or organization that plans to submit an application is **required** to send a Letter of Intent to apply (LOI)³⁴ no later than 5:00pm on **June 11, 2012**. The LOI is not binding (e.g., the potential applicant may choose not to apply without penalty after submitting a Letter of Intent); however, **no applications will be accepted without a submitted LOI**. The LOI should be printed on agency letterhead, be no longer than **one page** in length, and shall include the following:
 - The name and e-mail address of the person who will coordinate the application submission.
 - A brief organizational overview.
 - A brief, general project description.³⁵
 - Anticipated budget amount (amount requested).³⁶
4. As an addendum to this RFA, a summary of all questions and answers received at the RPE Informational Session or afterwards will be placed on the ORSATF website at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/> by May 21, 2012. It is critical that potential applicants read the RFA thoroughly, think about questions or points of confusion early, and ask any questions at the RPE Informational Session, via e-mail, or by telephone before this date.
5. Applicants shall mail **one original** of the application.

³³ See Appendix 12 for more information.

³⁴ See Appendix 13 for a sample Letter of Intent to apply.

³⁵ The ORSATF understands that project may change through the course of planning. Differences between project descriptions in the LOI and the final application will not affect consideration for funding.

³⁶ We understand that this may change as the project coalesces.

APPLICATION FORM

Abstract: Include a 1-page abstract that summarizes each section of your application. *You may use no more than one page for the abstract. For this section only you may use single-space text. All other page limits must be double-spaced (see Application Checklist on page 24 for formatting instructions). These instructions may be deleted to maximize space.*

Section I. Needs Statement (10% of Score)

You may use no more than four pages for this section (not including attachments). These instructions and items below may be deleted to maximize space.

- A. Describe the specific geographical area you will be serving. Include information about the populations who live there, the size and geographic diversity of the area, and any other factors **that may impact your prevention activities** (e.g., urban/rural, transportation, industry and economic conditions, recent or historical events, things that are happening in your community, etc.).
- B. Describe the **specific** need for sexual violence prevention in your area of focus. Include data on victimization and perpetration of various forms of sexual violence, limitations of the data, social norms or cultural practices of which you are aware that may promote or prevent sexual violence, and anything else that may indicate a need for RPE programming. *As we know that sexual violence is an endemic problem, please be as specific about your community's needs as possible.*³⁷
- C. Describe the strengths in your community that may be helpful to you as you develop sexual violence primary prevention programming (e.g., other services, strong collaborations, strong and vocal advocate(s) for the prevention of sexual violence and other violence and promotion of healthy sexuality and relationships, things that are happening that indicate people may be ready to talk about these issues, etc.).
- D. All RPE programs are expected to undertake planning, including a **comprehensive assessment of community needs and assets**. Considering the information you have included in your answers, above, please describe the additional relevant information you will seek and how you will gather it to guide implementation of your proposed project.

³⁷ See Appendix 6 for some possible sources of data that may be useful to you as you prepare this section.

Section II. Description of Organization/Agency (15% of Score)

You may use no more than four pages for this section (not including attachments). These instructions and items below may be deleted to maximize space.

A. Provide a description of the appropriateness of the agency/organization for the RPE Program. Include the following **REQUIRED** items:

- A description of the agency/organization and its purpose (e.g., major program areas and activities).
- A brief history of the agency/organization (how, when, and why your agency was established).
- The agency/organization mission statement.
- An organizational chart.
- A list of all related staff positions (supervisory, sexual and/or domestic violence focused, etc.), including those not funded by this grant, FTE and pay range.

Example:

Position Name	FTE	Pay Range
Executive Director	1.0 FTE	\$50,000 - \$70,000
Community Education Coordinator	0.8 FTE	\$40,000 - \$50,000
RPE Prevention Coordinator	1.0 FTE	\$35,000 - \$40,000
Crisis Response Specialist	0.5 FTE	\$15/hr - \$20/hr

B. Primary prevention needs to be an effort supported by the entire agency/organization. **Provide examples** of how the agency/organization will support the Prevention Coordinator as an integral member of the staff and how others in the agency/organization (e.g., Board members, executive/management staff, other staff, volunteers) will demonstrate their commitment to the primary prevention of sexual violence. Include:

- A resolution from the Board of Directors or another governing body of your agency or the county commissioners indicating strong support for the primary prevention of sexual violence. Include the resolution as part of Attachment A.

C. Provide a job description (and, if available, resume) for the Prevention Coordinator. Include these items as part of Attachment G.

- If you will be hiring for the Prevention Coordinator position, provide a detailed description of the qualifications you will be seeking, a timeline, and a plan for hiring a qualified person and obtaining any necessary training, such as sexual assault specific victim response training. NOTE: to satisfy grant requirements, training must be pre-approved.³⁸

³⁸ This training may be paid for using grant funds. The ORSATF Advocate Training will be the required training for those Coordinators who require training and whose hire dates allow them to attend.

- If you have a Prevention Coordinator, or staff member who will fill that role, use Attachment H to list all relevant training attended by the staff member, including required sexual assault specific victim response training.³⁹ If the Prevention Coordinator has not received sexual assault specific victim response training, or does not have all of the required topics and hours, provide a plan and timeline for obtaining the necessary training. NOTE: to satisfy grant requirements, training must be pre-approved.
 - Describe your plan for providing backup to the Prevention Coordinator position.
 - Provide a plan for addressing potential turnover in the role of the Prevention Coordinator, including hiring a qualified replacement and obtaining any necessary training. Link this plan to section II B (i.e. how the applicant agency's commitment will mitigate the effects of a transition in the Prevention Coordinator position).
- D. Provide a job description and resume for the Prevention Coordinator's supervisor as part of Attachment G. Discuss how the Prevention Coordinator's supervisor (and any other executive/management staff) will be involved in this project. Keep in mind that no more than 10% of the supervisor's salary and benefits can be included in your RPE budget.
- E. Briefly describe how your agency/organization plans to respond to potential disclosures of sexual violence by participants during your proposed prevention activities. This may include referring the participant to direct service staff at your agency. If this includes another agency or organization, please include a Memorandum of Understanding (MOU), as described in this RFA. Include the MOU as part of Attachment H.

Section III. Sexual Violence Prevention Leadership (10% of Score)

You may use no more than three pages for this section (not including attachments). These instructions and items below may be deleted to maximize space.

Please provide examples of the ways in which your agency/organization is viewed as a leader in the field of sexual violence prevention and/or sexual health promotion in the community you serve. The examples of doing prevention work included in this section do not need to be exclusively primary prevention. If these examples are included in the Letters of Support and/or the media articles submitted as part of Section IV. C and E, below, or in other portions of this application, please refer to those items in your response. Examples of leadership may include (but are not limited to):

³⁹ See Appendix 4 for a list of required sexual assault specific victim response training topics and hours. A form that can be downloaded and completed to document this information is available on the ORSATF website at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

- Current implementation of sexual violence prevention and/or sexual health promotion programs (provide examples).
- Current or recent evidence of agency being a public spokesperson for sexual violence prevention and/or sexual health promotion.
- Current evidence of leadership in influencing local politics and practices for sexual violence prevention and/or sexual health promotion.
- Successful collaboration with other agencies for sexual violence prevention and/or sexual health promotion.
- Provision of services to survivors of sexual violence and involvement in a community task force or group to enhance the effectiveness of the response to victims (e.g., a Sexual Assault Response Team (SART)).
- Provision of services for sexual health promotion and involvement in a community task force or group to enhance the effectiveness of sexual health services to individuals.

Section IV. Community Support (15% of Score)

You may use no more than three pages for this section (not including attachments). These instructions and items below may be deleted to maximize space.

- A. Include information about how you will increase community ownership of sexual violence primary prevention.
- B. Provide a list of current partners (e.g., individuals, agencies, organizations) that you are working with and the role(s) they play.⁴⁰
- C. Provide Letters of Support from agencies/organizations and individuals in your community that show: 1) a strong commitment for this application and/or sexual violence primary prevention, 2) ongoing support of, and involvement with, your agency/organization; and 3) recognition of your agency as leader in the sexual violence prevention and/or sexual health promotion. NOTE: Letters of Support should be individualized and should speak to the unique relationship the author and/or the organization has with the applicant agency, and should be specific to this grant and project. Include these letters in Attachment A.
- D. All applicants are expected to convene a local prevention team/coalition/circle or group, as described in this RFA. Provide a list of potential partners, in addition to those described above, that you will approach in Year 1 to serve on a sexual violence prevention coalition and include it in Attachment H. No Letter of Specific Commitment is needed for potential partners appearing on this list.⁴¹

⁴⁰ Partnerships do not have to be specific to primary prevention.

⁴¹ See Appendix 5 for a sample list of coalition invitees.

- E. Include media articles and related links to stories about your program and/or other documents detailing general community support, if available. This should include a description of any social media used. Include these materials in Attachment H.

Section V. Sexual Violence Primary Prevention Strategies (25% of Score)

You may use no more than six pages for this section (not including attachments). These instructions and items below may be deleted to maximize space.

- A. Provide a description of **at least two** sexual violence primary prevention strategies⁴² you have been/will be undertaking.⁴³
- Describe the population(s) and number of participants you plan to serve with each strategy as well as how and why you chose the population(s).
 - Describe how these strategies adhere to the *Principles of Effective Prevention Programs*.⁴⁴
 - Describe why each strategy is likely to succeed.
 - Describe what success would look like at the end of the project year (November 2012-October 2013). This is often referred to as your *outcomes*, or the changes you expect to happen as a result of your strategies.
- B. If previously funded with RPE dollars, describe ways you will incorporate lessons learned the past funding cycle(s) into the upcoming period to strengthen the programs you provide.
- C. If you have previously conducted sexual violence primary prevention activities, discuss the successes of your prevention strategies and provide examples of how you plan to build on these successes in the upcoming period to expand your prevention strategies and make them more comprehensive.

Section VI. Evaluation (15% of Score)

You may use no more than three pages for this section. These instructions and items below may be deleted to maximize space.

- A. Provide a plan for conducting process and outcome evaluation⁴⁵ of your primary prevention strategies including your sexual violence prevention coalition/team/group/circle.

⁴² See Appendix 9.

⁴³ Remember that no more than one strategy can address the individual level of the ecological model.

⁴⁴ See Appendix 2.

⁴⁵ See the following evaluation tools that explain the difference between process and outcome evaluation: <http://www.aap.org/commpeds/htpcp/EvalGuide1.pdf> and CDC's Sexual and Intimate Partner Violence Prevention Program Evaluation Guide (available in hard copy only – order from <http://wwwn.cdc.gov/pubs/ncipc.aspx>).

- B. Provide a plan for using the results of your evaluation for continuous quality improvement.⁴⁶
- C. Provide a statement of commitment to participating in cross-site evaluation with the ORSATF (e.g., through quarterly fiscal and bi-annual project reporting, and other mechanisms such as focus groups, surveys and/or interviews conducted by the ORSATF or the Office of Family Health).

Section VII. Budget (10% of Score)

You **must** use the budget and narrative forms and format provided. You can find examples of these forms at the end of this RFA. "Live" forms that you can download and complete are available on the ORSATF website. Include these forms as Attachment B.

- A. Provide a proposed annual budget **for Year 1** using the form shown in Appendix 7.⁴⁷ The budget **must** include calculations used to arrive at each requested line item amount.
 - The budget must be prepared for no less than \$30,000 and no more than \$50,000.
 - Personnel
 - Include the annual salary for the Prevention Coordinator (requested funding must be for at least 0.5 FTE).⁴⁸ Applicants may also request up to 10% of the Prevention Coordinator's supervisor's salary.
 - Include the costs of fringe benefits for the Prevention Coordinator. Applicants may also request up to 10% of the Prevention Coordinator's supervisor's fringe benefits.
 - Operating Expenses
 - Travel: All travel expenses must be consistent with the currently approved state and federal rates for mileage and subsistence.⁴⁹ Applicants may request reimbursement amounts that are lower than the state rate but may not exceed established state rates. Please note that the rates are subject to change without notice.
 - a. Include travel costs for the Prevention Coordinator and her/his supervisor to travel to the Annual Grantee Meeting and 1-day Sexual Violence Prevention Training in Salem.
 - b. *Optional*: include travel costs for any proposed travel that is clearly linked to performing duties associated with the RPE Program (e.g., travel to meet with community partners or travel

⁴⁶ See Appendix 10.

⁴⁷A sample budget is provided in Appendix 7. An Excel workbook containing blank budget and budget narrative forms is available to be downloaded and used on the ORSATF website at

<http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

⁴⁸ The Prevention Coordinator position can be funded by RPE funds alone or by combining RPE funds with other funds.

⁴⁹ Current state rates can be found at: <http://www.gsa.gov/portal/category/100120>.

costs associated with the Prevention Coordinator meeting the 30 hours of continuing education requirement. NOTE: trainings must be pre-approved by the ORSATF RPE staff).

- Communications: List costs including telephone, Internet, e-mail and other communications related to program and associated unit costs.
- Supplies: List supply needs and associated costs.
- Postage: List postage costs.
- Equipment: List necessary equipment. NOTE: requests for more than \$500 require pre-approval. Requests for computer purchase require additional pre-approval.
- Other: List all other operations costs directly associated with conducting program activities. NOTE: Indirect costs are not allowable.
- **Match is not required.** If optional match is being included, provide a Letter of Specific Commitment in Attachment A from any agency, organization, or individual that has agreed to provide in-kind or financial match for the purpose of this Rape Prevention and Education project. If the financial match is provided through another grant, provide a brief description of the purpose of the grant and the activities it supports.

- B. Provide a **separate budget narrative** that clearly justifies each item listed in the budget and clearly links it to planned activities in support of the RPE Program. Use the form shown in Appendix 8.⁵⁰

Section VIII. Performance During Past Funding Periods

NOTE: This section is provided for informational purposes only. The applicant is not being asked to respond.

Previous program performance in meeting contract deliverables and other aspects of contract compliance of agencies and organizations that have received funds for RPE during past funding periods will be considered in evaluating applications submitted in response to this new RFA.

⁵⁰ A sample budget narrative is provided in Appendix 8. This should be used as a reference for the level of detail expected for line items. An Excel workbook containing blank budget and budget narrative forms is available to be downloaded and used on the ORSATF website at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

Application Checklist *(Put this form at the beginning of the Application Form)*

All applicants must submit a Letter of intent by June 11, 2012.

Please be sure that all of the following items are included in your application. Assemble the application in the following order. Number each page consecutively and label each Attachment (e.g., "Attachment A: Letters of Commitment and/or Statements of Support"). Applications must be typed in at least an 11-point font, double-spaced with 1-inch margins, and single-sided.

- ___ **Cover Letter:** The application must include a cover letter, on agency letterhead (if available), signed and dated by an individual authorized to legally bind the Applicant. If said individual is not the corporate/Board president, submit evidence showing the individuals' authority to bind the Applicant. (See Attachment E: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Contracts.)

- ___ Application Face Sheet (see next pages) followed by a completed application.

- ___ Completed Application Form (not to exceed 24 pages, not including required attachments)

- ___ Attachment A: Letters of Commitment and/or Statements of Support, including governing board resolution in support of primary prevention of sexual violence.

- ___ Attachment B: Project Budget & Narrative – include a budget and accompanying budget narrative on the forms and in the format provided.

- ___ Attachment C: Current Agency or Program Division Budget

- ___ Attachment D: 501 (c) (3) Letter (Private Non-Profit Agencies) – Public organizations shall submit a document verifying their legal name and tax identification number.

- ___ Attachment E: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Contracts. Local government agencies should obtain the signature of town manager, chair of county commissioners, etc.

- ___ Attachment F: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Expenditure Reports. Local government agencies should obtain the signature of town manager, chair of county commissioners, etc.

- ___ Attachment G: Job Descriptions for Prevention Coordinator and Supervisor. Resumes for Prevention Coordinator (if available) and Supervisor.

- ___ Attachment H: Other Information (e.g., training lists, partnership lists, media articles, documents detailing general community support, etc.)

2012-2014 Rape Prevention and Education Program

Application Face Sheet

A copy of this form is available for download & completion on ORSATF website at:

<http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

1. Legal Name of Agency (<i>Please also include the name under which the organization is conducting business if different from the organization's legal name</i>):
2. Name of Individual with Signature Authority:
3. Mailing Address:
4. Address to which check should be mailed (if different than mailing address):
5. Street Address (if different than mailing address):
6. Agency/Organization Website:
7. Contact Person for this Grant Application: <ul style="list-style-type: none">• Name:• Title/Position:• Telephone Number:• Fax Number:• Email:
8. Agency Status (check all that apply): <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Local Health Department

9. Agency Federal Tax ID Number:
10. Agency's Financial Reporting Year:
11. Current Service Delivery Area (counties and communities):
12. Proposed Area(s) To Be Served with RPE Funding (counties and communities):
13. Project Focus: <input type="checkbox"/> Engaging Men <input type="checkbox"/> Engaging Youth <input type="checkbox"/> Engaging Community (Community Mobilization)
14. Project Title:
15. Project Description (no more than 200 words that will be posted on the SATF's website if the project is funded):
17. Amount of Funding Requested:
<p>Certification: The undersigned is authorized to submit this application on behalf of the applicant organization. The information contained herein is, to the best of my knowledge and belief, complete and accurate. I have read and agree to the guidelines and regulations dictated in the grant application packet and recognize that failure to comply with these guidelines may result in the loss of RPE funding from the Oregon Attorney General's Sexual Assault Task Force.</p> <p>18. Name of Authorized Representative:</p> <p>19. Signature of Authorized Representative:</p> <p>20. Date:</p>

Appendices and Attachments

APPENDICES: GUIDANCE DOCUMENTS

The following documents provide useful information for responding to this RFA.

- Appendix 1: List of Useful Web Resources
- Appendix 2: Principles of Effective Prevention Programs
- Appendix 3: Sample Job Description for the RPE Prevention Coordinator
- Appendix 4: Required Training Topics and Hours
- Appendix 5: Potential Organizations, Initiatives, and Individuals to Consider Inviting to Be a Part of Your Sexual Violence Prevention Coalition
- Appendix 6: Sources of Data for Needs Statement
- Appendix 7: Sample Budget
- Appendix 8: Sample Budget Narrative
- Appendix 9: Programs, Strategies, and Activities
- Appendix 10: Continuous Quality Improvement
- Appendix 11: Youth Action Research
- Appendix 12: Informational Session Flyer
- Appendix 13: Sample Letter of Intent

ATTACHMENTS: OTHER REQUIRED DOCUMENTS

- Budget Form
- Budget Narrative Form

Appendix 1: List of Useful Web Resources

Oregon Attorney General's Sexual Assault Task Force

www.oregonsatf.org

Oregon Public Health Division, Women's Health Program

http://oregon.gov/DHS/ph/wh/sexual_violence_prevention.shtml

Centers for Disease Control and Prevention – Sexual Violence Information Page

<http://www.cdc.gov/ViolencePrevention/sexualviolence/index.html>

Prevention Institute

www.preventioninstitute.org

Prevent Connect

www.preventconnect.org

National Sexual Violence Resource Center

www.nsvrc.org

Appendix 2: Principles of Effective Prevention Programs

The principles of effective prevention programs were determined based on a review of many prevention projects across a number of topic areas.⁵¹ CDC is promoting these as principles for the planning and implementation of programs for the primary prevention of sexual violence. The principles state that effective prevention programs have the following characteristics:

Comprehensive – programs incorporate multi-component strategies in multiple settings that address a range of risk and protective factors

Varied teaching methods – programs incorporate activities that increase awareness and understanding as well as enhance and build new skills (e.g., hands on experience, role plays, verbal and written practice, multi-modal allowing participants to develop and practice new skills)

Sufficient dosage – programs provide exposure to enough of the intervention to produce the desired effects (i.e., multiple sessions); saturation of fewer audiences rather than spreading our efforts over many audiences (i.e., saturation versus sprinkling)

Theory driven – prevention strategies that have a scientific justification or logical rationale; theory is the basis for developing an approach to intervention that addresses the underlying problem

Positive relationships – programs promote strong positive relationships (healthy, nurturing, etc.) between children and adults; programs that highlight and teach positive behaviors that are wanted, rather than just highlighting problem behaviors that are not wanted

Appropriately timed – programs are initiated early enough to have an impact on the development of problem behavior(s); effective programs focus on risk factors and/or risk behaviors *before* development and are tailored to the intellectual, cognitive and social development level of participants

Socioculturally relevant – programs are tailored to the community and cultural norms, beliefs and practices; inclusion of community members in program planning, implementation, and evaluation

Outcome evaluation – programs incorporate systematic evaluation that documents how well a program has met the stated goals and objectives

Well-trained staff – programs are implemented by staff who are sufficiently trained, competent, and sensitive, supported, and supervised; continuing education and technical assistance are critical

⁵¹ Naton, M., Crusto, C., Wandersman, A., Kumpfer, K. L., Seybolt, D., Morrissey-Kane, E., & Davino, K. (2003). What Works in Prevention: Principles of Effective Prevention Programs. *American Psychologist*, 58, 449-456.

Appendix 3: Sample Job Description for the RPE Prevention Coordinator

The Prevention Coordinator will be responsible for coordinating the activities associated with the Rape Prevention and Education project.

Qualifications:

Required

- Bachelor's degree in one of the following areas: education, sociology, women's studies, human services, social work, public health, counseling, communications, psychology or other related fields. Equivalent experience will be considered in lieu of education.
- Minimum of one year of experience working in the field of sexual violence
- Experience in community outreach/organizing/mobilization
- Experience in training and presentations
- Good written and interpersonal communication skills
- Strong organizational skills
- Flexibility and the ability to adapt to project needs
- Independent, self-motivated worker
- Ability to work effectively as a team member
- Openness to learning new concepts and approaches
- Good computer skills

Preferred

- Basic understanding of public health principles
- Experience in program planning and coordination
- Experience in community assessment
- Experience with program evaluation
- Bilingual in first language of target communities

Activities:

- Coordinate a community needs and resource assessment
- Develop a plan to address sexual violence prevention in the community
- Coordinate the implementation of sexual violence prevention strategies
- Oversee the evaluation of the sexual violence prevention strategies and other sexual violence prevention work
- Develop and nurture relationships with key individuals and organizations in the community
- Develop and oversee, or participate in, a community sexual violence prevention coalition
- Maintain professional competency by attending trainings and accessing other mechanisms (e.g., technical assistance, online tutorials, reading articles, etc.) for acquiring and maintaining basic/baseline sexual violence prevention training and developing new knowledge and skills associated with sexual violence prevention
- Attend one-day grantee meeting and training in Salem
- Report regularly to agency supervisor
- Submit all required reports and other documentation in a timely and complete manner

Appendix 4: Required Training Topics and Hours ⁵²

Topic	Hours
SA Dynamics	2
Victim Impact	1
Effective Advocacy	2
How to Support Survivors	2
Interrupting Victim Blaming	1
Medical Response & Advocacy	1
Documentation & Confidentiality	1
Legal Advocacy	1
Civil Legal Remedies	1
Victim's Rights	1
Criminal Justice System	1
Collaboration & Systems Advocacy	1
Specific Population (list)	1
Specific Population (list)	1
Specific Population (list)	1
Specific Population (list)	1
Specific Population (list)	1

Total Hours: 20

⁵² A form that can be downloaded and completed to document this information is available on the ORSATF website at <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

Appendix 5: Potential Organizations, Initiatives, and Individuals to Consider Inviting to be a Part of Your Sexual Violence Prevention Coalition

1. Agencies/organizations and individuals with a specific interest in sexual violence:
 - Local rape crisis center
 - Members of your local Sexual Assault Response Team (SART) – with the understanding that this coalition is focused on sexual violence *prevention* NOT response
2. Others who are doing prevention work in your community:
 - Domestic/dating violence prevention groups
 - Bullying prevention groups
 - Child abuse prevention groups
 - Elder abuse prevention groups
 - Gang prevention groups
 - Safe Schools
 - Teen pregnancy prevention groups
 - Substance abuse prevention groups
 - HIV/AIDS prevention groups
 - Planned Parenthood
 - Injury prevention groups
3. Others with an interest in public health or health
 - School-based health centers
 - Public health department
 - Local wellness coalitions
 - Sexual health clinics
4. Others with an interest in your community
 - School districts
 - Parenting groups
 - Youth-serving organizations
 - Organizations working with men and boys (e.g., Boy Scouts, athletic clubs)
 - Organizations serving marginalized communities
 - Universities/Colleges/Community Colleges
 - Faith-based organizations
 - Local businesses/Chamber of Commerce
 - Media literacy groups
 - Head Start
 - Members of the media
 - County Commissioners/city leaders
 - Local NOW (National Organization for Women) chapter
 - Local Soroptimist chapter

Appendix 6: Sources of Data for Needs Assessment

CDC Sexual Violence Data Sources

<http://www.cdc.gov/ViolencePrevention/sexualviolence/datasources.html>

National Intimate Partner and Sexual Violence Survey

<http://www.cdc.gov/violenceprevention/nisvs/>

Oregon Center for Health Statistics - BRFSS (Adult Survey)

<http://www.dhs.state.or.us/dhs/ph/chs/brfs/index.shtml>

Oregon Center for Health Statistics - Oregon Healthy Teens (Youth Survey)

<http://www.dhs.state.or.us/dhs/ph/chs/youthsurvey/index.shtml>

"One in Six - Rape in Oregon: A Report to the State"

http://www.musc.edu/nvc/grants/50_states_reports/oregon.pdf

School Health Profiles: Characteristics of Health Programs Among Secondary Schools

http://www.cdc.gov/HealthyYouth/profiles/2008/profiles_report.pdf

School Health Policies and Programs Study (SHPPS 2006)

http://cdc.gov/HealthyYouth/shpps/2006/report-cards/oregon/RC_Oregon_SHPPS2006.pdf



Appendix 7: Sample Budget An Excel workbook that includes this sample, as well as a blank form is available for download & completion on ORSATF website at: <http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

ORGANIZATION NAME: MY COMMUNITY AGENCY				
RPE Project Budget				
11/1/12-10/31/13				
Expenditure Category	Computation/Formula	RPE Grant Funds	Match Funds (Not Required)	Match Type (Not Required)
Personnel				
#1 Position Title	Prevention Coordinator (.8 FTE)			
Salary	\$38,000 x 12 months = \$38,000 x .8FTE	\$ 30,400.00		
Benefits	at 25%	\$ 7,600.00		
#2 Position Title	Program Manager (Supervisor)			
Salary	\$45,000 annual x .1 FTE	\$ 4,500.00		
Benefits	at 25%	\$ 1,125.00		
Total Personnel		\$ 43,625.00	\$ -	
Services & Supplies				
Contractual Services				
Travel	.55/mile x 100 miles/mo x 12 mos travel plus Cost to Attend Annual RPE Grantees meeting in Salem	\$ 1,049.00		
Training	Attending one Prevention training TBD at \$500	\$ 500.00		
Office Supplies	Program supplies at \$45/month	\$ 540.00		
Postage				
Printing & Copying	3,000 copies at \$.05/copy	\$ 150.00		
Communication	Cell phone at \$40/month and internet at \$30/month	\$ 840.00		
Equipment				
Total Services & Supplies		\$ 3,079.00	\$ -	
Other				
1) Rent (Prorated)	\$80/month	\$ 960.00		
2) Incentives	40 participants at \$12 each	\$ 480.00		
Total Other Services		\$ 1,440.00	\$ -	
TOTAL EXPENDITURES		\$ 48,144.00	\$ -	



Appendix 8: Sample Budget Narrative

An Excel workbook that includes this sample, as well as a blank form is available for download & completion on ORSATF website.

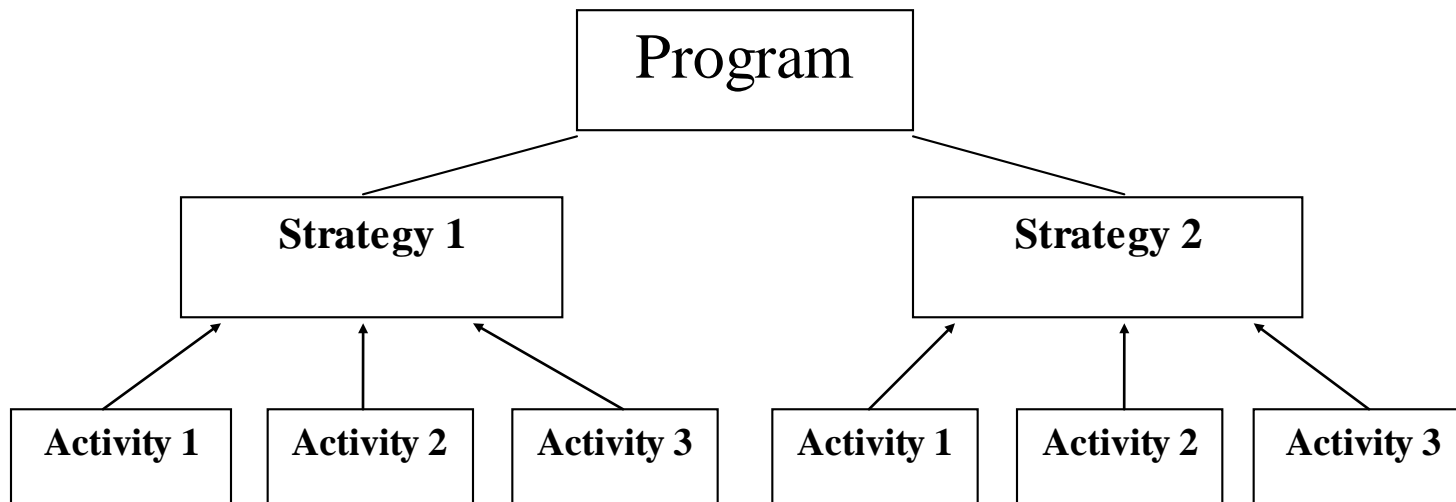
Budget Item	Justification of Budget Item
Personnel	
1) Prevention Coordinator	A .8 FTE Prevention Coordinator will be hired to plan and implement Ashley's House's prevention program. This will include the community needs assessment, organizing and leading Ashley County's sexual violence prevention coalition, which will support the Coordinator in developing and implementing Youth Action Teams.
2) Program Director	The Program Manager will directly supervise the Prevention Coordinator.
Services and Supplies	
1) Contractual Services	n/a
2) Travel	1. Travel throughout the county to meet with partners & potential partners and to schools to work with peer mentors & educators 2. Estimated mileage and hotel for ORSATF Grantee Meeting/Prevention Training
3) Training	Prevention Coordinator attends one national-level prevention conference, which will address a portion of continuing education requirement. (The rest of continuing education requirement will be no-cost webinars.)
4) Supplies	Paper, pens, folders and other supplies
5) Postage	n/a
6) Printing & Copying	Program materials for meetings, trainings & classes
7) Communication	Cost of Coordinator cell phone and Internet connection to support project communication needs
8) Equipment	n/a
Other	
1) Rent/Utilities	Cost of office rent prorated to Prevention Coordinator & Program Manager FTE funded
2) Incentives	Youth Action Team T-Shirts at \$12/shirt for 40 shirts



Appendix 9: Programs, Strategies, and Activities These charts and information are part of the e-learning unit recommended on page 12 of this RFA: http://www.preventconnect.org/presentations/Comprehensive_Prevention/player.html

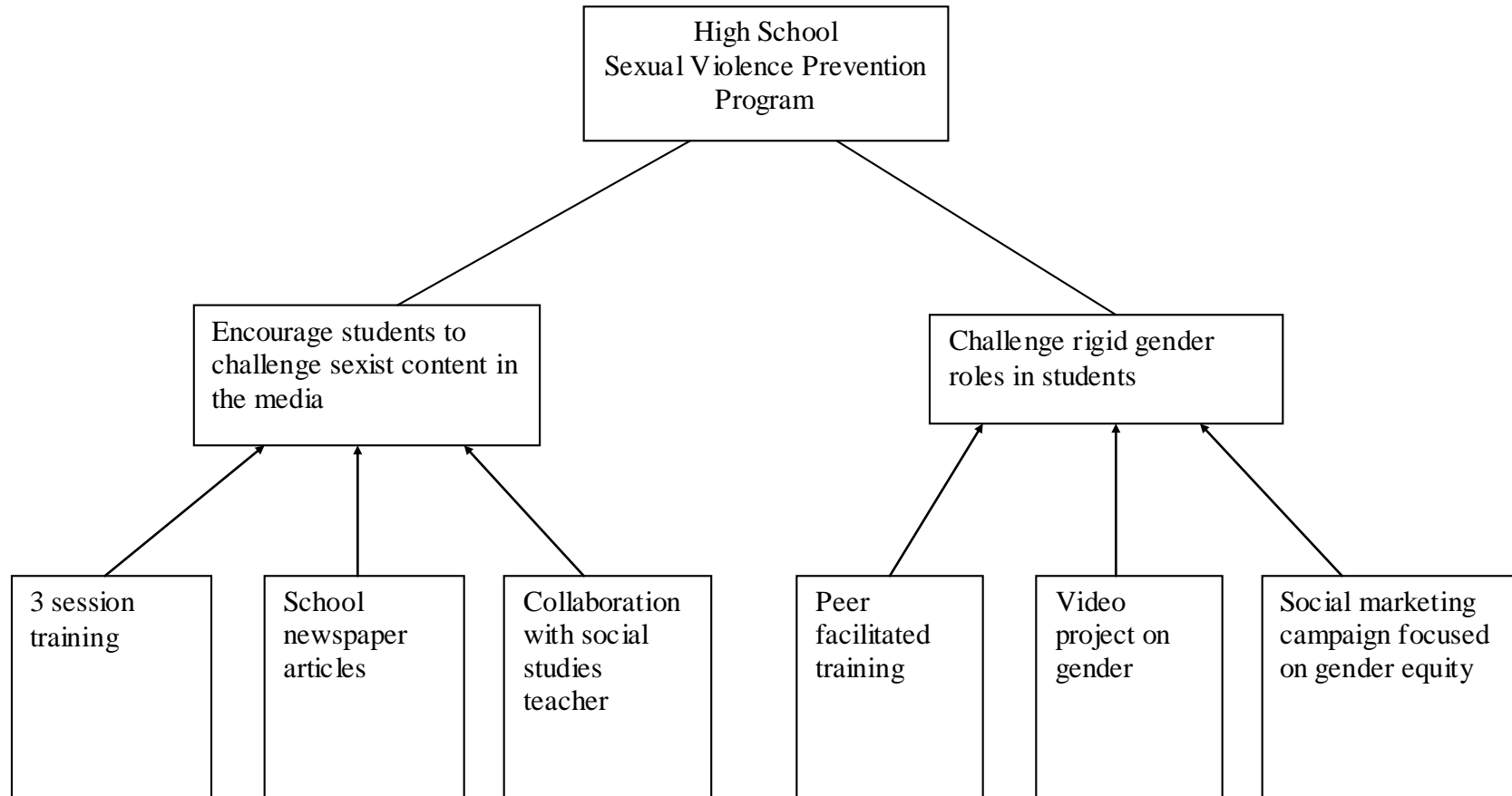
Program	The combination of several strategies designed to deliver reinforcing messages to one or more intended populations in a variety of settings.
Strategy	An approach intended to reduce violent behavior
Activity	The process, tools, events, technology, and actions required to implement a strategy.

Programs, Strategies, and Activities are LINKED:





Example:





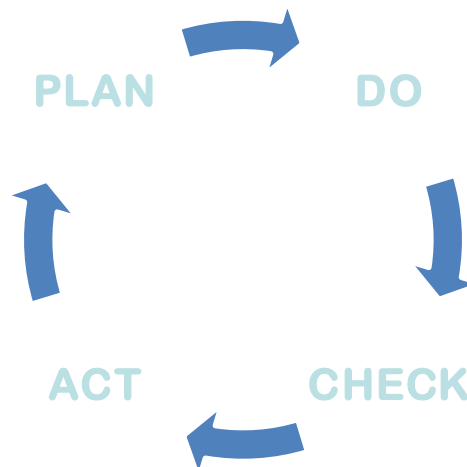
Appendix 10: Continuous Quality Improvement (CQI)

What is CQI ?

- CQI focuses on continuously improving rather than on reaching a plateau of quality.
- CQI is a motivating force for improvement. It does not police errors and faults.

The CQI Process: PDCA

- **Plan**
 - Identify and study opportunities for improvement
 - Analyze the root cause(s) Set quality performance indicators and goals and develop an **ACTION PLAN**
- **Do**
 - Try out the Action Plan strategies
- **Check**
 - Reevaluate the strategies in the Action Plan
- **Act**
 - Adjust the plan and go back up to the top and try again



The CQI Plan:

- Strategic, Dynamic and Interactive
- Incorporates System, Program, Public Health Practice, and Staff Development
- Measurable Milestones
- Realistic Timeframes
- Real People Accountable for Taking Real Action
- Living Document

Selected Resources:

EngenderHealth. (2003). *COPE® Handbook: A Process for Improving Quality in Health Services*. New York, NY. Available at: www.engenderhealth.org

Health Quality Council. (2005). *Quality Improvement Toolbook*. Saskatoon, SK. Available at: www.hqc.sk.ca

This document was created from materials by the Oregon Department of Public Health, Office of Family Health, Women's Reproductive Health Division.

Appendix 11: Youth Action Research

Youth action research (YAR) is a type of participatory action research (PAR) that focuses on youth. PAR includes community members in the process of identifying, assessing, and finding solutions to their needs.

A Guide to Facilitating Action Research for Youth

<http://www.eric.ed.gov/PDFS/ED486489.pdf>

Youth Action Research Institute

<http://www.incommunityresearch.org/research/yarp.htm>

Youth Involvement in Evaluation and Research

<http://www.hfrp.org/publications-resources/browse-our-publications/youth-involvement-in-evaluation-research>

Creating Community Change: Challenges and Tensions in Community Youth Research

http://gardnercenter.stanford.edu/docs/final_MF_IssueBrief_CreateCommChange_1002.pdf

**Oregon Rape Prevention and Education (RPE) Grant Program
Competitive Request for Applications
2012-2014**

Informational Session

Join us for a webinar that will explain the process and expectations for RPE applicants.

**May 17, 2012
10am – Noon**

Register at

<http://oregonsatf.org/program/prevention-program/rape-prevention-and-education/>

Learn about the program, available funds, and application requirements. Ask questions.

Contact:

Nancy Greenman

Prevention Program Coordinator

503-990-6541

nancygreenman@oregonsatf.org



Appendix 13: Sample Letter of Intent to Apply

June 9, 2012

Oregon SATF
ATTN: Nancy Greenman
3625 River Rd. N., Suite 275
Keizer OR 97303

Dear Ms. Greenman:

This letter serves as notice of our intent to apply for FY 2012-2014 RPE funds. Jenna Baldwin, Executive Director of Hays House, attended the online informational session on May 17th and will coordinate the application submission.

Hays House is community-based domestic and sexual violence organization that has been providing services in Gates County for over 30 years. Our programs include shelter, transitional housing, advocacy and community education. Though we do not currently have a prevention program, we believe that our application will convince the review committee of our readiness to plan primary prevention strategies in Gates County.

Hays House hopes to focus our primary prevention efforts on youth, as we have built strong relationships with local schools through our community education program. We intend to spend Year 1 planning comprehensive strategies that will focus on at least two youth subcultures that will be identified in our community assessment. Because preliminary surveys we have conducted in Gates County schools indicate sports and music as primary interest of students, we anticipate that athletes and musicians may stand out as potential target audiences. Regardless of the specific youth subcultures our strategies address, we will include youth as an integral component of the assessment and planning process. Indeed, youth will define the problem and help create the solution in Gates County.

I can be reached at 503-990-6541 or jennabaldwin@hayshouse.org. Thank you for your time and attention.

In Peace,

Jenna Baldwin
Executive Director
Hays House



Attachment B of the Application: Project Budget Form *(This Excel form is available for download & completion on ORSATF website)*

ORGANIZATION NAME:				
RPE Project Budget				
11/1/12-10/31/13				
Expenditure Category	Computation/Formula	RPE Grant Funds	Match Funds (Not Required)	Match Type (Not Required)
Personnel				
#1 Position Title				
Salary				
Benefits				
#2 Position Title				
Salary				
Benefits				
	Total Personnel	\$ -	\$ -	
Services & Supplies				
Contractual Services				
Travel				
Training				
Office Supplies				
Postage				
Printing & Copying				
Communication				
Equipment				
	Total Services & Supplies	\$ -	\$ -	
Other				
1)				
2)				
	Total Other Services	\$ -	\$ -	



Attachment B of the Application: Project Budget Narrative Form

(This Excel form is available for download & completion on ORSATF website)

Budget Item	Justification of Budget Item
Personnel	
1) Prevention Coordinator	
2)	
Services and Supplies	
1) Contractual Services	
2) Travel	
3) Training	
4) Supplies	
5) Postage	
6) Printing & Copying	
7) Communication	
8) Equipment	
Other	
1)	
2)	