

Oregon Rape Prevention and Education (RPE) Grant Program Competitive Request for Applications (RFA)

FY 2024-2029

Oregon Attorney General's Sexual Assault Task Force
3625 River Road North, Suite 275
Keizer, OR 97303
971-410-SATF (7283), Ext. 1007 (Prev. Program Coordinator ext.)
www.oregonsatf.org

Letters of Intent to Apply

are due to the Oregon Attorney General's Sexual Assault Task Force by end of day (11:59 p.m. PST/PDT) on February 27, 2023.

**Information on how to submit Letters of Intent and applications is included in this Request for Applications.*

Applications

are due to the Oregon Attorney General's Sexual Assault Task Force by end of day (11:59 p.m. PST/PDT) on June 20, 2023.

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The Fiscal Year (FY) 2024-2029 RPE Grant Program Competitive Request for Applications is available in PDF, Word and Excel formats on SATF's website by clicking [HERE](#) or you can access <http://oregonsatf.org>, then click on "Programs," "Prevention Program," and then "Rape Prevention and Education."¹ Additionally we are happy to email the documents to you upon request. Please email SATF's Prevention Program Coordinator, megan@oregonsatf.org for copies if needed. If for some reason you do not receive a response in a timely manner, please don't hesitate to follow-up.

The Oregon Attorney General's Sexual Assault Task Force (AGSATF) may amend this FY 2024-2029 RPE Program Competitive Request for Applications (RFA) by posting Amendment(s) on the AGSATF website [HERE](#) or by accessing: <http://oregonsatf.org>, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education."

APPLICANTS SHOULD REVIEW THE AGSATF WEBSITE REGULARLY UNTIL THE APPLICATION DUE DATE TO AVOID MISSING ANY AMENDMENTS.

AGSATF does not accept any responsibility for applicants missing information contained on the AGSATF website.

Direct all inquiries concerning this RFA to:
Megan Foster, Prevention Program Coordinator
971-410-SATF (7283), Ext. 1007
megan@oregonsatf.org

LETTERS OF INTENT TO APPLY²
ARE REQUIRED and ARE DUE
BY END OF DAY (11:59 PM PST/PDT)
on February 27, 2023.

Letters of Intent and Grant Applications may be submitted via mail or via email to:

Megan Foster, Prevention Program Coordinator
AGSATF
3625 River Road North, Suite 275
Keizer, OR 97303
megan@oregonsatf.org

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

² This RFA includes information on the required content for Letters of Intent.

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**Oregon Rape Prevention and Education (RPE) Grant Program
Competitive Request for Applications 2024-2029**

Informational Videos

Please watch the following 2 informational videos about the RPE Program and the 2024-2029 RFA process, prior to the Q and A sessions listed on the next page at:

- Rape Prevention and Education Grant Program in Oregon: Background and Frameworks: <https://youtu.be/1kV0BPIRKL0>
- 2024-2029 Request for Applications Process and Requirements: <https://youtu.be/huO7v2m9o50>

Contact:
Megan Foster, Prevention Program Coordinator
971-410-SATF (7283), Ext. 1007, megan@oregonsatf.org

Oregon Rape Prevention and Education (RPE) Grant Program Competitive Request for Applications 2024-2029 Q & A Sessions

Please join us for the following 4 Q and A sessions about the 2024-2029 RPE RFA, for an opportunity to have any of your questions answered:

- **Thursday, January 19th, 2023 – 10:00-11:00 am (PST/PDT)**
Register at:
https://us06web.zoom.us/meeting/register/tZUrcumprTltE9IfvaYPJW_XCRevz_3WG-sj
- **Monday, February 6th, 2023 – 1:00-2:00 pm (PST/PDT)**
Register at:
<https://us06web.zoom.us/meeting/register/tZMpfuGppj4sE90pbD5K-FOKzZI0JmElj2-->

AFTER Letters of Intent are due:

- **Monday, May 18th, 2020 12:00-1:00 PM (PST/PDT)**
Register here:
<https://us06web.zoom.us/meeting/register/tZModeGgrjgrHNDSylSxXdUYxDgPiV3NIzPO>
- **Tuesday, June 13th, 2023 10:00-11:00 AM (PST/PDT)**
Register here:
<https://us06web.zoom.us/meeting/register/tZwoc-6pgjorHtR7ICMYO0RDWtIT1FH4aWA2>

As an addendum to this RFA, a summary of all questions and answers (anonymized) that are received at the RPE Question and Answer Sessions or before/afterwards will be placed on the AGSATF website starting January 20, 2023. It can be accessed by visiting: <http://oregonsatf.org>, then clicking on “Programs,” “Prevention Program,” and then “Rape Prevention and Education.” **AGSATF will continue to post additional questions and answers on the AGSATF website as they are received and answered until applications are due on June 20, 2023.**

Contact:

Megan Foster, Prevention Program Coordinator
971-410-SATF (7283), Ext. 1007, megan@oregonsatf.org

**SECTION I: SUMMARY, TIMELINE &
INTRODUCTION**

A. Grant Summary

Purpose of the Application

This application is for the Rape Prevention and Education (RPE) Program grant period of February 1, 2024 – January 31, 2029.³ RPE offers funding for programs to plan, implement, evaluate, and sustain primary prevention of sexual violence strategies and activities. Primary prevention refers to approaches that seek to eliminate the root causes of violence and abuse, and to stop it from ever occurring. The AGSATF understands that oppression is the primary root cause of sexual violence. Oppression is a system or worldview based in and placing value on hierarchy, domination, exploitation, violence, degradation, control and power over others. It involves the systematic and pervasive mistreatment of individuals on the basis of their membership in a group disadvantaged by this system. Oppression occurs at each level of society – internal, interpersonal, cultural, institutional, and structural.⁴

Only private, non-profit organizations (including fiscally-sponsored organizations), Tribal Government programs and partner agencies, public or local governmental agencies (including college and university campuses and public school districts),⁵ and local health departments may apply for funding; and

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

Funds Available

AGSATF anticipates having approximately \$212,000 available for RPE awards per year for each of the five years of the grant. We anticipate a combination of the following:

- Up to 3 total RPE General Prevention Program awards for a maximum of \$70,000 per year for an individual award.
- Up to 3 total Capacity awards for a maximum of \$35,000 per year for an individual award.
- At least 1 award will be made to a culturally specific program⁶.
- Funding decisions will be informed by geographic representation across Oregon.

Details of the different awards can be found on page 20 of this RFA packet.

³ AGSATF is issuing this RFA for a 5-year grant cycle, however, AGSATF and the Maternal and Child Health Section of the Oregon Health Authority's Center for Prevention & Health Promotion (MCH) reserve the right to amend the funding cycle.

⁴ The Oregon Attorney General's Sexual Assault Task Force's Intersections of Oppression and Sexual Violence Paper <http://oregonsatf.org/wp-content/uploads/2016/12/Intersections-of-Oppression-and-SV-Paper-FINAL-1.pdf>

⁵ Please note that the terms "agency" and "organization" are used interchangeably in this RFA to refer to any non-profit organization (including fiscally-sponsored organizations), Tribal Government program, public or local governmental agency (including university/college campuses and school districts) or health department that is eligible to apply.

⁶ For the purposes of this RFA, SATF is using the Oregon Coalition Against Domestic and Sexual Violence's (OCADSV) collaborative resource describing culturally specific services to help ensure at least one award is made to a culturally specific program: https://www.ocadsv.org/sites/default/files/resource_pub/cs-def-feb2015.pdf

Due Dates

A Letter of Intent is **required** in order to apply for these funds. The Letter of Intent (LOI) is due by end of day (11:59PM PST/PDT) on February 27, 2023. LOIs will not be accepted beyond this deadline. A sample LOI for the grants can be found in Appendix 9 of the grant materials.

The application is due by end of day (11:59PM PST/PDT) on June 20, 2023.

Applications will not be accepted beyond this deadline.

Letters of Intent and Grant Applications may be via mail or via email to:

Megan Foster, Prevention Program Coordinator
AGSATF
3625 River Road North, Suite 275
Keizer, OR 97303
Megan@oregonsatf.org

B. Overview of the Grant Process

The 2024-2029 Request for Applications (RFA) process lasts approximately 9 months (from December 2022 through August 2023). This lengthy process is designed to support people in completing their applications and ensure thoughtful review/funding decision making.

Additionally access and accommodation requests are welcomed and supported. The following is a general description of the process by which applicants will be selected for funding.

1. This RFA will be made available via the Oregon Attorney General's Sexual Assault Task Force website on December 5, 2022 by accessing <http://oregonsatf.org>, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education"
2. All prospective applicants are ENCOURAGED to **view two informational videos** on the RPE program in Oregon as well as the 2024-2029 RPE RFA Process prior to submitting their Letter of Intent. Viewing these is not mandatory. Links and descriptions of these videos can be found on page 4 of this document.
3. We will hold several **Question and Answer (Q&A) Sessions** during this RFA process, two before letters of intent are due and two after. All prospective applicants are ENCOURAGED to attend an online RPE Question and Answer (Q&A) Session after reviewing the two RPE Program Informational Videos listed above. Dates and registration links for Q&A Sessions can be found on page 5 of this document. These sessions are an opportunity to ask any questions you may have. They are not mandatory.

As an addendum to this RFA, a summary of all questions and answers received at the RPE Question and Answer Sessions or afterwards will be placed on the AGSATF website starting January 20, 2023. It can be accessed [HERE](#) or by visiting: <http://oregonsatf.org>, then clicking on “Programs,” “Prevention Program,” and then “Rape Prevention and Education.” **AGSATF will continue to post additional questions and answers on the AGSATF website as they are received and answered until applications are due on June 20, 2023.** 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 Question and Answer Sessions, via e-mail, or by telephone before this date.

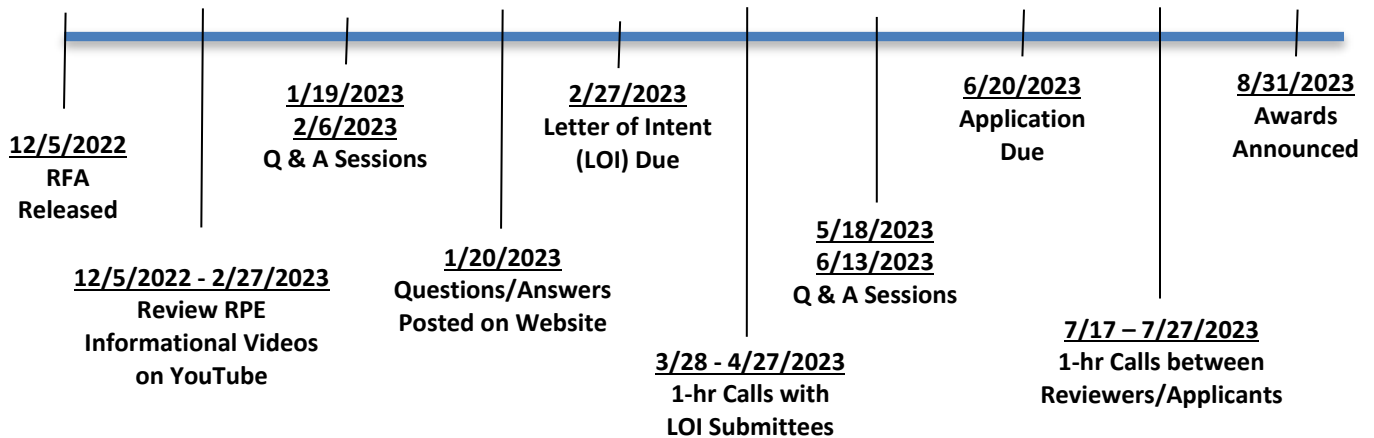
4. A **Letter of Intent to Apply (LOI) is due February 27th, 2023** by end of day (11:59 pm PST/PDT). Any organization that plans to submit an application is **required** to send an LOI⁷ via email to megan@oregonsatf.org or mail 3625 River Rd. N, Ste. 275 Keizer, OR 97303, no later than **end of day (11:59PM PST/PDT) on February 27th, 2023**. 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 on agency letterhead and include the following:
 - a. The name and e-mail address of the person(s) who will coordinate the application submission.
 - b. The type of award you anticipate applying for (a general award or capacity award) although this can change before applications are submitted.
 - c. A brief organizational overview including any initial thoughts you might want to share about your current or possible future prevention work.⁸ This information does not need to be overly in-depth. It simply helps us be as prepared as possible to provide support to potential applicants throughout the application process.
5. All prospective applicants who have submitted an LOI will participate in a **one-hour follow-up phone call** with AGSATF and/or another contractor, during the time-period of 3/28/2023-4/20/2023. These are required. This is an opportunity to get answers to more of your questions and get one-on-one support.
6. Applications are due by **end of day (11:59PM PST/PDT) on 6/20/2023** via email to (megan@oregonsatf.org) or mail 3625 River Rd. N, Ste. 275 Keizer, OR 97303.
7. During the application review process, we will hold a **final one-hour phone call** between each applicant and reviewers assigned to their application, during the period of 7/17/2023-7/27/2023. This is an opportunity for reviewers to ask any questions they

⁷ See Appendix 9 for a sample Letter of Intent to apply.

⁸ The AGSATF understands that projects may change through the course of planning. Differences between project descriptions in the LOI and the final application will not affect consideration for funding.

have and to hear directly from the applicants about their work.

8. A final review meeting will be held for reviewers to discuss the applications and make final funding decisions before the awards are announced on 8/31/2023. If funded, awardees will need to submit additional documentation (ex. a document verifying legal name and tax identification number, a letter from Board President/Chairperson identifying individual(s) authorized to sign contracts and expenditure reports, W-2 forms, final year-1 budgets, etc.)



C. Introduction

The Oregon Attorney General’s Sexual Assault Task Force (AGSATF) announces the availability of **competitive** Rape Prevention and Education Grant Program (RPE) ⁹ funds during the period of February 1, 2024 – January 31, 2029. The RPE Program is funded by the Violence Against Women Act,¹⁰ with funds awarded through the Centers for Disease Control and Prevention (CDC) to all 50 states, Washington DC, and eight territories according to a base amount plus population-based formula. The Maternal and Child Health Section of the Oregon Health Authority’s Public Health Division (MCH) receives some of Oregon’s RPE funds, a portion of which will be awarded to local agencies (sub-recipients) to engage in sexual violence primary prevention in local communities. MCH currently contracts out the administration of this sub-recipient grant to AGSATF. ¹¹

⁹ See CDC’s RPE Facts at a Glance at https://www.cdc.gov/violenceprevention/pub/RPE_AAG.html

¹⁰ See Rape Prevention and Education Program at <https://www.cdc.gov/violenceprevention/sexualviolence/rpe/index.html>

¹¹ The current contract between MCH and AGSATF runs through January 31, 2024. As the current contractor, AGSATF will implement this RFA application and selection process in partnership with MCH.

Federal legislation specifies the major areas of activities for preventing rape and sexual assault allowed under the RPE Grant Program, and CDC has set program priorities and provided guidance to all states and territories for implementing the program. CDC's *Guiding Principles for RPE* include:

- Preventing first-time perpetration and victimization;
- Reducing risk factors and enhancing protective factors linked to sexual violence perpetration and victimization;
- Using the best available evidence when planning, implementing, and evaluating prevention programs;
- Implementing comprehensive¹² strategies that address individual, relationship, community, and societal factors;
- Analyzing state and community data, such as health and safety data, to inform program decisions and monitor trends; and
- Evaluating prevention efforts and using the results to improve future program plans.¹³

CDC expects all RPE programs at both the state and local levels to use [public health approaches](#); to develop their programming based upon planning, including a comprehensive assessment of community needs and assets; to participate in program evaluation; and to focus on primary prevention – preventing initial sexual violence perpetration and victimization. More context on this can be found in the overview videos linked on page 4.

This RFA incorporates and reflects these principles except that it directs applicants to focus prevention efforts on *perpetration* of sexual violence. Because rape culture rests upon a willingness to blame victims rather than perpetrators, focusing on risk reduction for *victimization* tends to support victim-blaming and the oppressions that may increase individual and community vulnerability to violence. Focusing on perpetration concentrates our energy where it is most likely to achieve our prevention goals.

This request for applications (RFA) is being released to recruit qualified agencies and organizations to carry out primary prevention¹² activities as part of the Oregon RPE Grant Program. This RFA is open to organizations and agencies that can provide these services.

AGSATF anticipates having approximately \$212,000 available for RPE awards per year for each of the five years of the grant. We anticipate a combination of the following:

- Up to 3 total RPE General Prevention Program awards for a maximum of \$70,000 per year for an individual award.

¹² In order for prevention strategies to be most effective, well-rounded, and create meaningful change, we need to incorporate different types of programs, strategies and outreach methods. This gets us closer to comprehensive prevention, and is true whether we are implementing prevention collaboratively with other partners as well as just within our own work.

¹³ See pages 2-3 in *Sexual Violence Prevention: Beginning the Dialogue* at <http://www.cdc.gov/violenceprevention/pdf/svprevention-a.pdf>

- Up to 3 total Capacity awards for a maximum of \$35,000 per year for an individual award.
- At least 1 award will be made to a culturally specific program.⁶
- Funding decisions will be informed by geographic representation across Oregon.

The final amount of each award will depend upon the proposal submitted by the applicants and upon the total Federal RPE funds received by AGSATF or another contracting agency each year. The successful applicants will enter into a five-year project period with AGSATF or another contracting agency (year 1: February 1, 2024 – January 31, 2025, year 2: February 1, 2025 – January 31, 2026, year 3: February 1, 2026 – January 31, 2027, year 4: February 1, 2027 – January 31, 2028, and year 5: February 1, 2028 – January 31, 2029); however, a contract will be awarded for increments up to one year at a time, renewable after the first year. Contract renewals will be awarded if performance is satisfactory and Federal RPE funds are available. No assurances can be provided at this time about the level of funding Oregon will receive or about the continued availability of RPE funds beyond January 31, 2024.

SECTION II: GRANT DETAILS

Grant Overview

A. Background

The Maternal and Child Health Section (MCH) of the Oregon Health Authority (OHA) has received RPE funding from the CDC since 2000. In 2004, the MCH contracted with AGSATF to administer RPE funds to local communities through a competitive grant process. AGSATF currently funds 5 local agencies doing primary prevention work, and this grant cycle ends on January 31, 2024. Over the past 15 years, the focus of the Oregon RPE program has shifted from increasing public awareness of the problem of sexual violence, to sustained activities that seek to change the root causes of the violence to keep violence from ever happening. This RFA continues that focus and incorporates the belief that “violence and abuse are preventable and everyone has a role in promoting healthy interactions, relationships and sexuality”.

B. Applicant Eligibility and Funding Considerations:

Only private, non-profit organizations (including fiscally-sponsored organizations); public or local governmental agencies (including college and university campuses); Tribal Government programs¹⁴, and local health departments may apply. All applicants that meet the eligibility requirements described in this application are encouraged to apply.

All applicants must adhere to the following guidelines in order to be considered for funding in this application process. Furthermore, all funded programs must continue to adhere to these guidelines throughout the project **in order to be considered for continuation funding** (via a contract amendment or new contract).¹⁵

1. As described in the application forms beginning on page 25 of this RFA, each applicant will be required to demonstrate a commitment to the primary prevention of violence and abuse, anti-oppression, and health promotion, including healthy sexuality and relationships. This includes an ongoing commitment to addressing and eliminating bias and oppression from within the organization. This will help to mitigate negative impacts on the funded prevention work that may occur when inequities arise from within the funded agency. We’ve included prompts in the application to help applicants demonstrate this. Additionally we invite applicants proposing to strengthen and

¹⁴ Due to federal restrictions for RPE, RPE funds will currently only cover up to 5% of indirect costs associated with the individual program budget, regardless of federally negotiated indirect rates. Prior to submitting an application, please feel free to discuss with AGSATF’s Prevention Coordinator about ways Tribal Government Programs could fund prevention recognizing this funding restriction.

¹⁵ As noted in footnote 3, AGSATF or another contracting agency, and MCH reserve the right to amend the funding cycle. The same adherence to these stated guidelines would apply to any amended funding terms.

increase their prevention focus to include that information in their responses.

2. The funded agency must demonstrate a commitment to and practice of providing trauma-informed prevention, which includes planning and implementing prevention activities to anticipate and honor the presence of victims and survivors, and anticipate the possibility of those who have already perpetrated in any audience. CDC directs that *primary prevention strategies should be based on an understanding that any population selected for prevention activities will likely include people who have already experienced sexual violence or who have abused others as well as those who have not. Prevention programs should commit to avoiding re-traumatizing, blaming victims, or colluding with abusive behavior/attitudes. They should also ensure that those delivering prevention activities have sufficient knowledge, skills, and connection to specialized assessment and treatment services to be effective bridges to those services when disclosures do occur.*¹⁶

“Trauma informed” prevention includes two components in this application:

- a. Applicants will demonstrate an understanding that because primary prevention addresses root causes of violence, it focuses on the risk of and protection from perpetrating violence and not on the risk of victimization. Because rape culture rests upon a willingness to blame victims rather than perpetrators, focusing on risk reduction for victimization tends to support victim-blaming and the oppressions that may increase individual and community vulnerability to violence. In this way applicants will “*avoid re-traumatizing, blaming victims, or colluding with abusive behaviors/attitudes,*” as described above.
- b. Applicants will demonstrate a clear ability to respond safely and confidentially to sexual violence disclosures or requests for help from participants during prevention activities. RPE funding does not and will not provide any support (direct or in-kind) to services or crisis response to survivors; however, it is vital that awardees have crisis response mechanisms in place to sensitively and appropriately connect participants to appropriate services. This may be accomplished either in-house or through a very close link to a local sexual violence service organization (demonstrated via a Memorandum of Understanding with the sexual violence service organization). The RPE Application Review Committee reserves the right to contact the sexual violence service organization 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/university applicants may demonstrate a link to other in-house trained advocacy services that provide an appropriate response to sexual violence disclosures.

¹⁶ 2014 RPE Funding Opportunity Announcement.

3. Staff members who serve in dedicated prevention positions funded by RPE must have a **background in sexual assault victim advocacy** OR complete at least 20 hours of **sexual assault-specific victim advocate training**, if they have 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. Individuals who have not already received 20 hours of advocate training must complete this required training during the first year of the grant term.¹⁷
4. The funded agency should demonstrate a **history of working with community partners**¹⁸ 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, and comprehensive prevention, in isolation.

C. Funding Levels and Budget Requirements

All applicants must prepare a budget for Year 1 (February 1, 2024 – January 31, 2025) that ensures a quality project. Requested budget amounts should be realistic and be for a total of no more than: **\$70,000 for general prevention grants**, or **\$35,000 for capacity grants**. Applicants should be prepared to use ALL funds within the year for which the funds are awarded.

Budgets **MUST** include:

1. Travel, which will include the costs of in-state travel during the funded year for the following:
 - i. Joint Annual Grantee Meeting/Sexual Violence Prevention Training (Any prevention staff funded by RPE **and** their supervisor are required to attend) in Salem¹⁹ to consult with state project staff and meet with other awardees.
2. Access and accommodation requests associated with administering your prevention programming, including any outreach efforts you may be undertaking.

An expansive list of eligible and ineligible expenses for RPE can be found starting on the next page.

¹⁷ See Appendix 4 for a list of training topics and hours.

¹⁸ This history does not need to be focused on prevention.

¹⁹ Because a fixed location is necessary in order to calculate expenses, Salem is used as the location for this RFA.

ELIGIBLE EXPENSES

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

1. Salary to support staff doing prevention.
2. Fringe Benefits for prevention staff.
3. Salary for prevention staffs' supervisor, not to exceed 10% of supervisor's overall salary.
4. Fringe Benefits for prevention staffs' supervisor, not to exceed 10% of supervisor's overall fringe benefits.
5. Travel, which will include the costs of in-state travel during the funded year for the following:
 - a. Joint Annual Grantee Meeting/Sexual Violence Prevention Training (Prevention staff funded by RPE **and** their supervisor are required to attend) in Salem to consult with state project staff and meet with other awardees. Travel expenses may also include travel to additional trainings, as described in Application Section VI, *Optional Travel expenses*, below.
6. Travel expenses may include mileage, lodging, and per diem up to the official federal rate (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 federal rates.²⁰
7. Access and Accommodations: costs associated with translation, interpretation, purchasing technology to support access for participants and staff, and any other costs associated with access and accommodation needs that may arise.
8. Communications: costs including telephone, cell phone, Internet, e-mail and other communications related to project.
9. Supplies: supply costs associated with prevention program and activities.
10. Postage: postage costs associated with prevention program and activities.
11. Equipment: necessary equipment associated with prevention program and activities.
12. 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).
13. Staff Development and Training: registration fees and other costs associated with developing staff capacity in sexual violence prevention.
14. Other: all other operational costs directly associated with conducting proposed prevention program and activities. NOTE: indirect expenses are allowable up to 5%.

²⁰ Federal rates may change during the grant period and can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

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.

1. **Victim Services/Response:** Since 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.”
2. **Sex Offense Treatment:** RPE funds may not support sex offense treatment programs. The focus of RPE will be on preventing first-time perpetration, NOT on sex offense treatment for the purpose of preventing repeat perpetration.
3. **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.).
4. **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 AGSATF or another contracting agency in advance.
5. **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;²¹ 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,²² 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.
6. **Community Outreach for the Purposes of Service Provision:** This term often refers to attempts to reach individuals for the purposes of victim or survivor 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).

²¹ See Appendix 3.

²² See *Sexual Violence and the Spectrum of Prevention* at <http://www.preventioninstitute.org/component/jlibrary/article/id-97/127.html>

7. Child Abuse Prevention: RPE funds may not be used for activities focusing solely on the prevention of child abuse.
8. 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).²³
9. Victim Compensation: RPE funds may not be used to pay for costs that would otherwise be eligible for local or federal Victim Compensation reimbursement.
10. Lobbying, Legislative and Administrative Advocacy: RPE funds may not be used for the expenses of lobbying for particular legislation, systems improvement, or administrative reform, whether conducted directly or indirectly. (Please note public education around policy issues that are relevant to the organization's mission is not included in this).
11. 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 to raise capital or obtain contributions may not be charged to RPE funds. Likewise, the salary of persons engaged in such activities and indirect costs associated with those efforts are ineligible.
12. 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.

²³ 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> as well as the CDC’s 2016 Technical Package on preventing Child Abuse and Neglect at <https://www.cdc.gov/violenceprevention/pdf/can-prevention-technical-package.pdf>

D. Scope of Work for the Two Award Types

In this section you will find information on the two different types of RPE awards you can apply for during this funding cycle:

- A. General Prevention Program Awards (Description begins on Page 20)
- B. Capacity Awards (Description begins on Page 22)

All applicants will indicate the grant type on the RPE application Face Sheet, shown on pages 38-39.

A. General Prevention Program Awards

- Award Amounts: Up to \$70,000 annually, for up to 5 years
- To be eligible for the general prevention grant, the organization must have, or be hiring, at least 1.0 prevention FTE total. This could be a dedicated staff position OR spread out across various positions.
- To be eligible for the general prevention grant, the organization/institution must have implemented prevention activities within the last 5 years.
- Awardees will be eligible to apply for a step-down in funding during the next 2 RPE grant cycles (2029-2034 and 2034-2039), but not the full award amount.

These awards are meant to support existing and/or expanding prevention programs that reach multiple levels of the [social ecological model](#). They can be used to maintain, expand, or enhance prevention programming. We recognize that the global COVID-19 Pandemic derailed many prevention efforts. If you are not currently implementing prevention activities, but have within the last five years and are ready to start back up, you are eligible to apply for these funds.

Funded Agencies Agree To:

1. Maintain dedicated prevention FTE, at least 1.0 FTE, either in one position or across several within the organization.
2. Implement/develop prevention programming (with support) that addresses more than the individual/relational levels of the socioecological model (e.g., community, institutional, and/or societal).
3. Complete AGSATF or another contracted agency's approved training about sexual violence prevention, and responding to victim disclosures - if prevention staff do not already have a background working in the sexual violence advocacy sector or at least 20 hours of approved advocate training.²⁴
4. Base strategies upon national and local information on risk and protective factors for perpetration of sexual violence. Depending upon available data, this may

²⁴ See Appendix 4 for a list of training topics. Applicants should identify a plan to ensure staff receive the required training.

include conducting a community assessment in year one of the grant, or augmenting a previous assessment. A community assessment²⁵ may include 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.

5. Implement primary prevention programs and use models for effective prevention programming including, but not limited to: the [public health approach](#), the [social ecological model](#), the [spectrum of prevention](#), the [STOP SV Technical Package](#), and the [Nine Principles of Effective Prevention Programming](#) in creating, planning, and conducting prevention activities during the project period.
6. Strengthen and expand community collaborations to enhance the role of various community stakeholders in the prevention of sexual violence. This could include, but is not limited to, convening or joining local prevention teams/coalitions/circles/groups/etc. 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.
7. Participate in process and outcome evaluation and submit evaluation data to AGSATF or another contracting agency by the end of Year 1, and more frequently if requested.²⁶
8. Develop a prevention logic model that visually describes the program. Logic models must indicate the ecological levels met by each activity.^{*27}
9. Develop a prevention evaluation plan.*
**NOTE: Applicants who have already developed logic models or evaluation plans may submit them as part of the application. Applicants who have not yet developed a logic model will work with AGSATF or another contracting agency to develop a logic model during Year 1 of the grant (February 2024-January 2025).*
10. Send Prevention Staff and their immediate supervisor(s) to joint Annual RPE Grantee Meeting/Prevention Training to be held in Salem annually.²⁸
11. Attend monthly RPE Grantee Cohort Calls via zoom or other virtual platform.
12. Participate in required annual 30 hours of continuing education on primary prevention to be determined in conjunction with AGSATF or another contracting agency.²⁹
13. Use tools and apply training and technical assistance provided by AGSATF or another contracting agency to improve program practice.
14. Inform and support statewide prevention efforts through participation in the RPE Grantee Cohort and, when meaningful, other collaborative opportunities.

²⁵ A good place to begin is the University of Kansas Community Toolbox: <http://ctb.ku.edu/en/table-of-contents>

²⁶ Process evaluation measures how well you are implementing your program (e.g., did we implement the program as planned?) whereas outcome evaluation measures whether you are creating change (e.g., have participants begun to shift their attitudes, beliefs, and behaviors?).

²⁷ 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 five-year project period.

²⁸ Related travel expenses must be written into the proposed RPE budget.

²⁹ Staff covered by RPE to do prevention work are **required** to meet this deliverable; we additionally encourage immediate supervisors or executive directors to obtain continuing education as well along with other staff.

B. Capacity Awards

- Award Amounts: Up to \$35,000 annually, for up to 5 years
- Awardees will be eligible to apply for the full General Prevention Grant award amount (ex. up to \$70,000) in the next funding cycle (2029-2034).

These awards are meant to support organizations develop the capacity for sustainable primary prevention programming. Funds can be used to plan, develop, organize, implement, and expand prevention programming. There is no FTE requirement to apply for these awards, although participants will be required to participate in prevention capacity building activities tailored to the needs of each organization and organized in collaboration with the funded organization, AGSATF, and/or MCH. If the organization is unable and/or unwilling to participate in these activities, with or without prevention FTE, they would not be eligible for these RPE funds.

Funded Agencies Agree To:

1. Participate in capacity building programming with AGSATF and/or OHA, including, but not limited to the following focused support, training, and technical assistance. Please see Appendix 2 for more information about the capacity building programming.
2. Begin developing/implementing prevention programming (with support) that addresses at least one level of the [social ecological model](#).
3. Complete AGSATF or another contracted agency's approved training about sexual violence prevention, and responding to victim disclosures - if prevention staff do not already have a background working in the sexual violence advocacy sector or at least 20 hours of approved advocate training.³⁰
4. Base strategies upon national and local information on risk and protective factors for perpetration of sexual violence. Depending upon available data, this may include conducting a community assessment in year one of the grant, or augmenting a previous assessment. A community assessment³¹ may include 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.
5. Implement primary prevention programs and use models for effective prevention programming including, but not limited to: the [public health approach](#), the [social ecological model](#), the [spectrum of prevention](#), the [STOP SV Technical Package](#), and the [Nine Principles of Effective Prevention Programming](#) in creating, planning, and conducting prevention activities during the project period.

³⁰ See Appendix 4 for a list of training topics. Applicants should identify a plan to ensure staff receive the required training.

³¹ A good place to begin is the University of Kansas Community Toolbox: <http://ctb.ku.edu/en/table-of-contents>

6. Strengthen and expand community collaborations to enhance the role of various community stakeholders in the prevention of sexual violence. This could include convening or joining local prevention teams/coalitions/circles/groups/etc. 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.
7. Participate in process and outcome evaluation and submit evaluation data to AGSATF or another contracting agency by the end of Year 1, and more frequently if requested.³²
8. Develop a prevention logic model that visually describes the program by the end of grant year 1. Logic models must indicate the ecological levels met by each activity.*³³
9. Develop a prevention evaluation plan before the end of the 5-year grant.*
10. Develop a prevention communication plan before the end of the 5-year grant.*
**NOTE: Applicants who have already developed logic models, evaluation plans, or communication plans may submit them as part of the application. Applicants who have not yet developed a logic model will work with AGSATF or another contracting agency to develop a logic model during Year 1 of the grant (February 2024-January 2025).*
11. Send Prevention Staff and their immediate supervisor(s) to joint Annual RPE Grantee Meeting/Prevention Training to be held in Salem annually.³⁴
12. Attend monthly RPE Grantee Cohort Calls via zoom or other virtual platform.
13. Participate in required annual 30 hours of continuing education on primary prevention to be determined in conjunction with AGSATF or another contracting agency.
14. Use tools and apply training and technical assistance provided by AGSATF or another contracting agency to improve program practice.
15. Inform and support statewide prevention efforts through participation in the RPE Grantee Cohort and, when meaningful, other collaborative opportunities.

³² Process evaluation measures how well you are implementing your program (e.g., did we implement the program as planned?) whereas outcome evaluation measures whether you are creating change (e.g., have participants begun to shift their attitudes, beliefs, and behaviors?).

³³ 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.

³⁴ Related travel expenses must be written into the proposed RPE budget.

E. General Information on Submitting Applications

Applications must be submitted by end of the day (11:59pm PST/PDT) on June 20, 2023. Late applications will not be accepted. Applications will not be accepted via fax. Applications may be submitted in hard copy or electronic form to:

Megan Foster, Prevention Program Coordinator
AGSATF
3625 River Road North, Suite 275
Keizer, OR 97303
megan@oregonsatf.org

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

Potential applicants who face barriers in meeting these submission requirements are encouraged to contact Megan Foster as soon as possible at megan@oregonsatf.org or 971-410-SATF (7283), Ext. 1007.

SECTION III: APPLICATION MATERIALS

APPLICATION FORM

Summary: Include a 1-page summary that provides an overview of each section of your application. *Please use no more than one page (single-spaced) for the summary. All other sections must be double-spaced (see Application Checklist on page 31 for formatting instructions). These instructions may be deleted to maximize space.*

NOTE on Attachments: A chart summarizing application Attachments and the contents of each can be found on page 36 at the end of this Application Form. Applicants may find the chart useful in preparing the application.

Section I. Communities Overview (15% of Score)

A typical response to this section is often between 2-4 pages (double-spaced). There are no page minimums or limits. These instructions and items below may be deleted to maximize space.

- A. Describe the specific geographical area you will be focusing on with your prevention strategies.** Where possible, share any relevant local data, including limitations of that data. Please feel free to share information beyond common/traditional demographics data. Include information about:
1. the populations who live there,
 2. the size and geographic diversity of the area, and communities you plan to work with,
 3. the strengths in your community that may be helpful to you as you develop/implement primary prevention programming (e.g., other services, strong collaborations, strong and vocal advocate(s) for the prevention of sexual violence and other violence/abuse, anti-oppression, and promotion of healthy sexuality and relationships, things happening that may indicate people are ready for these efforts, etc.).
 4. How you are, or how you intend to, ensure access and accommodation requests are met.
 5. Any other factors **that may impact your prevention activities** (e.g., urban/rural/frontier, transportation, industry and economic conditions, recent or historical events, things that are happening in your community, etc.).

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

A typical response to this section is often between 3-6 pages (double spaced). There are no page minimums or limits. These instructions and items below may be deleted to maximize space.

A. Provide a description of the appropriateness of the agency for the RPE Program.

Include the following **REQUIRED** items:

1. A brief description of the agency and its purpose (e.g., major program areas and activities, mission statement, any organizational equity work that has been done or is planned, etc.), and how prevention fits into the agency's work.
2. How would RPE support your prevention efforts?
3. Are you currently implementing prevention work?

*If you are currently implementing prevention efforts, continue to section B below to guide your description.

If **NOT currently implementing prevention efforts, continue to section C below to guide your description.

B. For those currently implementing prevention efforts:

1. How long has your organization been implementing primary prevention efforts?
2. How long have you presently had consistent/continuous funding for prevention? Has the funding been from the same funding sources for the duration of this time? Do you need the full RPE award amount to continue your existing prevention efforts?³⁵
3. Primary prevention works best when it is supported by the entire agency. How is/will prevention be a part of your whole organization? **Provide specific examples** of how the agency will demonstrate their commitment to the primary prevention of violence and abuse. Examples could include:
 - Integration of prevention information and activities into the agency volunteer recruitment, training and assignment;
 - Integration of prevention theory and practice into staff development, for instance as a focus topic at a regular staff meeting;
 - Engagement of the agency Board of Directors or other leadership and/or advisory group(s) in developing an understanding of prevention and its place in the agency strategic plan. Has the Board considered including prevention in the agency mission? Does agency on line and/or printed material reflect a primary prevention focus?
4. How has/will your organization demonstrate(d) a commitment to anti-oppression, social justice, and addressing root causes of violence and abuse in internal policies, practices, and organizational norms?

³⁵ In the past, review committees have decided to fund some organizations at a lower rate than they were asking for. To help address the potential negative impacts of this, we have included this question here.

5. Continue to Sections D and E.

C. For those **NOT** currently implementing prevention efforts:

1. If you are applying for the general prevention grants: Have you implemented primary prevention programming within the last five years? If so, are you ready to begin implementing prevention again,
2. If you are applying for the capacity grants: Are you interested in and willing to commit to the capacity building program outlined in Appendix 2? *(Restating this language is an acceptable response to this prompt.)*
3. What is prompting you to start (or restart) prevention efforts now?
4. Primary prevention works best when it is supported by the entire agency. **Provide specific examples** of how the agency will demonstrate their commitment to the primary prevention of violence and abuse. Examples could include:
 - Integration of prevention information and activities into the agency volunteer recruitment, training and assignment;
 - Integration of prevention theory and practice into staff development, for instance as a focus topic at a regular staff meeting;
 - Engagement of the agency Board of Directors or other advisory group(s) in developing an understanding of prevention and its place in the agency strategic plan. Has the Board considered including prevention in the agency mission? Does agency online and/or printed material reflect a primary prevention focus?
5. How has/will your organization demonstrate(d) a commitment to anti-oppression, social justice, and addressing root causes of violence and abuse in internal policies, practices, and organizational norms.
6. Continue to Sections D and E.

D. Well-qualified and trained staff are essential to the implementation of effective primary prevention programs.

1. What skills are important for staff to do prevention in your communities and what supports and training is needed to build those skills?
2. Please describe the capacity of existing staff and/or FTE included in the application budget, to successfully implement existing and additional proposed prevention activities. Some questions to consider include:
 - a. who could fill obligations/implement programming if the prevention staff are briefly unavailable; and
 - b. how the agency could maintain prevention activities in the event of a more prolonged absence, including turnover in prevention positions.

3. If you do NOT have or do not plan to currently hire prevention staff (only potentially applicable to those applying for capacity grants): How will the organization ensure prevention is a priority?

E. **Providing “trauma-informed” prevention: receiving disclosures.** Briefly describe how your agency 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 B.

Section III. Sexual Violence Prevention Leadership and Community Support (15% of Score)

A typical response to this section is often between 3-6 pages (double spaced). There are no page minimums or limits. These instructions and items below may be deleted to maximize space.

- A. Effective prevention strategies build upon existing community expertise and community organizing on issues related to violence and abuse. Community partnerships and collaborations can broaden the scope and increase the effectiveness of prevention efforts, by bringing strategic partners to the table and increasing community investment in sexual violence primary prevention.
 1. **Please describe how you will involve the community/communities in project leadership.** This may be through direct collaboration, participation in an existing coalition, by convening a formal or informal advisory committee, or through another strategy that ensures organizational accountability to the community. Please be as specific as possible.
 2. Describe cultural considerations specific to your community that may shape your approach.
- B. Has prevention been tried in your communities in the past (by you or others)? If so, how did that go? What barriers/opportunities for prevention exist in your communities?
- C. Highlight some of your **current partners** (e.g., individuals, agencies, organizations) that you are working with, particularly on prevention, and the role(s) they play.³⁶ When possible, please include a letter of commitment or an MOU as Attachment B. If you do not have, or are unable to obtain a letter of commitment or an MOU, please explain why here.

³⁶ Partnerships do not have to be specific to primary prevention.

- D. Identify some **potential (new) partners**, in addition to those described above. No Letter of Specific Commitment is needed in this application for potential partners listed here.
- E. Include any of the following items as Attachment C to highlight your role in the community, commitment to and/or expertise in prevention, and/or the depth or breadth of your partnerships. These attachments are not required, but can help reviewers have a better understanding of who you are and the work you do. These are an opportunity to represent your work in the best ways for you (versus trying to conform to a pre-set application):
1. **Letters of Support** from agencies, organizations and individuals in your community that show: a strong commitment for this application and/or sexual violence primary prevention; ongoing support of, and involvement with, your agency/organization; and recognition of your agency as leader in 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.
 2. **Samples of work** which could include curricula, informational handouts, media (podcasts, social media, etc.), media articles, flyers, program letters, photos, etc.
 3. **Evaluation Data/Summaries** from your programming and/or partners you're collaborating with on these prevention efforts. These could be about existing work overall or one component of your existing work.
 4. **Testimonials** from partners, participants in your programming, collaborators, current or former staff, community leaders, etc.
 5. **Other Items** anything else not listed above that you feel can best highlight the work you do and/or are hoping to do.

Section IV. Sexual Violence Primary Prevention Strategies (35% of Score)

A typical response to this section is often between 6-8 pages (double spaced) for general prevention grants OR 3-5 pages (double-spaced) for capacity grants. There are no page minimums or limits. These instructions and items below may be deleted to maximize space.

The first subsection (A.) to application Section IV (below) is separated by the type of grant you are applying to (general prevention grants or capacity grants). The remaining sections (B. or C.) require a response from all applicants regardless of the grant type applying for.

- A. Please respond to the prompts below depending on the type of grant you are applying for. Primary prevention is about changing culture and social norms. Effective strategies clearly identify what they intend to change, and how that change would promote healthy norms and decrease the likelihood of violence.

- For General Prevention Program Applications, provide a description of **at least two** sexual violence primary prevention strategies³⁷ that will be/are a part of your prevention program. At least one of the strategies must address a level of the Social Ecological Model other than individual/Relational.
 1. Describe the populations/communities you plan to serve with each strategy.
 2. Describe how and why you chose the population(s).
 3. Describe how this strategy is informed by the populations/communities you're serving.
 4. Describe how these strategies adhere to various frameworks for prevention, like: [Shared Risk and Protective Factors](#), the [Spectrum of Prevention](#), the [Principles of Effective Prevention Programs](#), and/or the [STOP SV Technical Package](#).
 5. Describe why each strategy is likely to succeed.
 6. Describe what success would look like at the end of Year 1 of the project (February 1, 2024 – January 31, 2025). This is often referred to as your *outcomes*, or the changes you expect to happen as a result of your strategies.
 7. Describe what success would look like longer term – what lasting/growing changes do you expect to see after 2 years? 5 years? 10 years? What is your long-term vision for the communities you're serving? What would be different in the future?

- For Capacity Applications, provide a description of **why** you are wanting to pursue prevention now, your current understanding/comfort level with primary prevention strategies, and what building capacity for prevention within your organization might look like.

B. If your agency has previously and/or is currently conducting any sexual violence primary prevention activities:

1. Briefly describe these previous prevention strategies (including the time frame). Please note whether they are the same strategies described in Section IV A, above.
2. 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; and
3. Describe ways in which your efforts did not succeed and what you have learned from those challenges. Provide examples of how any proposed strategies incorporate those “lessons learned.”
4. Please specify which, if any, of the prevention activities described in this section were funded by RPE.

³⁷ See Appendix 9.

5. Please describe how RPE 2024-2029 funds would build upon/support/bolster any existing primary prevention efforts.
- C. If your agency **has not** previously conducted sexual violence primary prevention activities:
1. Describe relevant experiences that will support the activities/approaches described in Section IV A., above.
 2. Describe the groundwork your agency has laid to make these proposed activities successful.
 3. Describe the expertise and/or experience of your project partners and how that will support project success.

Section V. Evaluation (10% of Score)

A typical response to this section is often between 1-3 pages (double-spaced). There are no page minimums or limits. These instructions and items below may be deleted to maximize space.

- A. Briefly discuss your experience, if any, with developing or implementing process and outcome evaluation. Prior evaluation experience is not required to receive funding.³⁸
- B. Describe how you will use the results of your evaluation for continuous quality improvement. When will you review the data you have collected about the changes you intend to promote? How will you adjust your strategies, as needed, based upon the data you collect? We recognize this can change over time and expect changes as we learn about what works and what does not. Awardees will not be expected to stick precisely to what is included here, although they will be expected to conduct evaluation and use it to inform program improvement.
- C. Provide a statement of commitment to participating in cross-site evaluation with AGSATF or another contracting agency (e.g., through quarterly fiscal and annual project reporting, and other mechanisms such as focus groups, surveys and/or interviews conducted by AGSATF or another contracting agency or the Public Health Division Center for Prevention and Health Promotion). *(Restating this language is an acceptable response to this prompt.)*

Section VI. Budget (10% of Score)

*You **must** use the budget and narrative forms and format provided. Samples of completed forms are included in Appendices 7 and 8. An Excel workbook that includes these samples, as*

³⁸ Process evaluation measures how well you are implementing your program (e.g., did we implement the program as planned?) whereas outcome evaluation measures whether you are creating change (e.g., have participants begun to shift their attitudes, beliefs, and behaviors?).

well as “live” blank budget and narrative forms that you can complete is available on the AGSATF website. Download and complete the blank forms and include them in your application as Attachment A.

- A. Provide a proposed annual budget **for Year 1 (February 1, 2024-January 31, 2025)** using the form shown in the sample in Appendix 7.³⁹ Blank budget forms are available on AGSATF’s [website RPE Page](#). The budget must include calculations used to arrive at each requested line item amount.
1. The budget must be prepared for no more than \$70,000 for general prevention applications, and \$35,000 for capacity applications.
 2. Personnel
 - a. RPE can be (but is not required to be) used to fund prevention staff (either one position or spread across multiple positions). In the budget, please be specific about the staff funded, and their FTE allocation to prevention (ex. 0.1 FTE). Applicants may also request up to 10% of Prevention Staffs’ supervisor’s salary be covered by RPE.⁴⁰
 - b. Include the costs of fringe benefits for Prevention Staff. Applicants may also request up to 10% of the Prevention Staffs’ supervisor’s fringe benefits.
 3. Operating Expenses
 - a. Access and Accommodations: Include any costs associated with ensuring your efforts are accessible to diverse audiences with varying engagement needs. This may include costs associated with translation, interpretation, technology, etc.
 - b. Travel: All travel expenses must be consistent with the currently approved state and federal rates for mileage and subsistence.⁴¹ 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.
 - i. *(Required)* Include travel costs for prevention staff and their supervisor(s) to travel to the Annual Grantee Meeting/Sexual Violence Prevention Training in Salem.
 - ii. 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 costs associated with the Prevention Coordinator meeting the 30

³⁹A sample budget is provided in Appendix 7. An Excel workbook containing blank budget and budget narrative forms, as well as these “sample” forms, is available to be downloaded and used on the AGSATF website by accessing <http://oregonsatf.org>, then clicking on “Programs,” “Prevention Program,” and then “Rape Prevention and Education”

⁴⁰ To be eligible for a general prevention grant, the organization must have, or plan to hire, at least 1.0 FTE equivalent prevention capacity. This could be in one position or spread across multiple positions. This FTE does not need to be funded by RPE however.

⁴¹ Current state rates can be found at: <http://www.gsa.gov/portal/category/100120>.

hours of continuing education requirement. NOTE: trainings must be pre-approved by AGSATF RPE staff or staff of another contracting agency).

- c. Communications: List costs including telephone, cell phone, Internet, e-mail and other communications related to program and associated unit costs.
 - c. Supplies: List supply needs and associated costs.
 - d. Equipment: List necessary equipment. NOTE: requests for more than \$500 require pre-approval. Requests for computer purchase require additional pre-approval.
 - e. Other: List all other operations costs directly associated with conducting program activities. NOTE: indirect expenses are allowable up to 5%.
4. **Match is not required.** If optional match is being included, provide a Letter of Specific Commitment in Attachment B 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 grant, or a specific prevention 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 Prevention Program. Use the form shown in the sample on Appendix 8.⁴² Blank budget forms are available on AGSATF's [website RPE Page](#).

Section VII. Funded Organization Requirements

PLEASE NOTE: THESE ARE NOT REQUIRED AS PART OF YOUR APPLICATION SUBMISSION.

Each funded agency will need to submit the following documents for your agency, as described below to SATF within 30 days of acceptance of award.

1. If applicant is a private non-profit:
 - a 501 (c) (3) Letter;
 - a letter from Board President/Chairperson identifying individual(s) authorized to sign contracts; and

⁴² 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, as well as these "sample" forms, is available to be downloaded and used on the AGSATF website by accessing <http://oregonsatf.org>, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education"

- a letter from Board President/Chairperson identifying individual(s) authorized to sign expenditure reports.
 - Completed W-2 form
2. If applicant is a public organization:
- a document verifying legal name and tax identification number;
 - Local government agencies should obtain the signature of town manager, Tribal Council, chair of county commissioners, etc.
 - Completed W-2 form

Funded organizations will need to submit an updated year one budget if any changes need to be made/are requested by SATF/OHA.

Additionally, General Prevention Award recipients will be required to submit (with support from AGSATF and/or OHA) a DRAFT Logic Model and Evaluation Plan by February 28th, 2024 (the last day of the first month of the grant).

Prevention Program Application Attachments at a Glance

(Use this chart to reference Attachments in the Application and to assemble your application.)

Attachment	Application Form Section Reference	Attachment Letter
<p>REQUIRED: Project Budget & Narrative (available as an Excel workbook by accessing http://oregonsatf.org, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education")</p>	Section VI A & B	Attachment A
<p>IF APPLICABLE: Letters of Commitment with regard to optional match (only if match is included and letters are relevant)</p>	Section VI A 4	Attachment A
<p>IF APPLICABLE: Memoranda of Understanding (MOUs), if needed, to refer victims who disclose as well as other partner collaborating with on prevention, etc.</p>	Section II E and Section III C	Attachment B
<p>OPTIONAL: Letters of Support, Samples of work, Evaluation Data/Summaries, Testimonials from partners, participants in your programming, collaborators, current or former staff, community leaders, etc., Other Items</p>	Section III E	Attachment C

Application Checklist

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

All applicants must submit a Letter of intent by end of day (11:59pm PST/PDT) February 27, 2023.

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: Project Budget and Narrative"). Handwritten numbering and labeling is acceptable

Applications must be typed in at least an 11-point font, double-spaced with 1-inch margins.

- Summary: The application must include a cover letter, on agency letterhead (if available), signed and dated by an individual authorized to legally bind the Applicant. This is the only part of the application that can be single spaced.

- Application Face Sheet (see next pages 38-39) followed by a completed application.

- Completed Application Form (a typical application is between 15-30 pages, not including attachments)

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

- IF APPLICABLE Attachment A: Letters of Commitment for Match (match is NOT required and these are optional)

- IF APPLICABLE Attachment B: Memoranda of Understanding (MOUs) if needed

- OPTIONAL Attachment C: Optional: Letters of Support, Samples of work, Evaluation Data/Summaries, Testimonials from partners, participants in your programming, collaborators, current or former staff, community leaders, etc., Other Items

2024-2029 Rape Prevention and Education Program
Prevention Program Application Face Sheet

A copy of this form is available for download & completion on the AGSATF website by accessing: <http://oregonsatf.org>, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education"

1. Legal Name of Agency (Please also include the name under which the organization is conducting business if different from the organization's legal name):
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"/> Tribal Government <input type="checkbox"/> Local Health Department
9. Agency Federal Tax ID Number:
10. Agency's Financial Reporting Year:

<p>11. Current Service Delivery Area (counties and/or communities):</p>
<p>12. Proposed Area(s) To Be Served with RPE Funding (counties and/or communities):</p>
<p>13. Type of Project (Select one):</p> <p><input type="checkbox"/> General Prevention Program Grant</p> <p><input type="checkbox"/> Capacity Grant</p>
<p>14. Prevention Program Name (if one exists):</p>
<p>15. Prevention Program Description (this will be posted on the SATF's website if the organization is funded):</p>
<p>16. Amount of Funding Requested:</p>
<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 or another contracting agency.</p> <p>17. Name of Authorized Representative:</p> <p>18. Signature of Authorized Representative:</p> <p>19. Date:</p>

SECTION IV: APPENDICES

Prevention Program Application Appendices

APPENDICES: GUIDANCE DOCUMENTS

The following documents provide useful information for responding to the Prevention Program portions of this RFA.

Appendix 1: Grant Type Flow Chart

Appendix 2: Capacity Building Training/TA/Support Description

Appendix 3: List of Useful Web Resources

Appendix 4: RPE Training Topics and Hours

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

Appendix 6: Sources of Data for Needs Statement

Appendix 7: Sample Budget

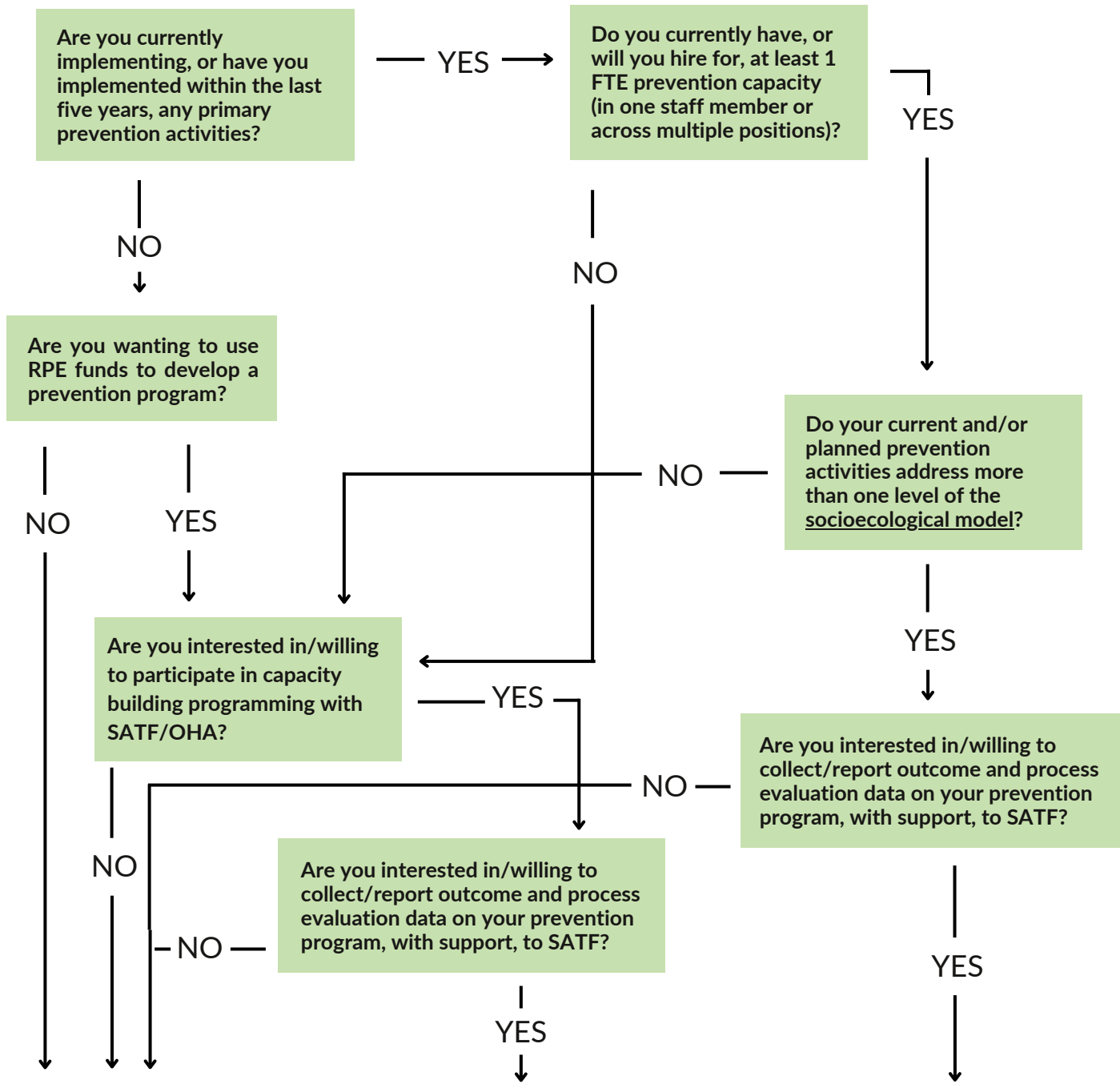
Appendix 8: Sample Budget Narrative

Appendix 9: Sample Letter of Intent



Which award type might you want to apply for?

RPE grant awards support primary prevention efforts throughout Oregon. Within this request for applications, there are more than one grant type that people can apply to. This chart can help you explore which grant type you might like to apply for.



RPE grants may not be a good fit for you at this time

- Capacity Grants**
- Up to \$35,000 Annually
 - Eligible to apply for full general award amount in next grant cycle
 - Must participate in collaborative capacity building activities
 - No dedicated prevention FTE requirements

- General Prevention Grants**
- Up to \$70,000 Annually
 - Eligible to apply for a step-down in funding during next 2 grant cycles
 - Must have (or hire) 1.0 dedicated prevention FTE



Capacity Building Training/TA/Support

One of the main reasons we have shifted the grant term from 2 years to 5 years, is to offer funded programs more access to training and technical assistance to support organizations and communities building sustainable prevention efforts beyond the life of one grant, or one person in a prevention position. With that in mind, we've developed a generalized capacity-building program where RPE grantees can work with us to create their own capacity-building adventure to build sustainable prevention efforts. Participating programs will work with us at AGSATF and our colleagues at OHA to tailor resources, tools, and technical assistance (TA) to the needs of each organization.

In the 2024-2029 grant application process, organizations who receive Capacity Grants will be required to participate in this collaborative program. Organizations who receive General Prevention Grants are not required to participate in this program, but are welcome to access any of the components of it that may be meaningful for their efforts.

Below is a sample of what this program could offer that each individual organization can tailor to meet their unique organizational needs. Although it's broken out by year here, with the idea that we want to do the work well, and recognize capacity building takes time, all of the options below and the focuses can be accessed at any point by any program. This is just a sample.

	TA Options	Sample Training Options	Sample Resources
Year 1: Focus on Connecting with Community and Developing Strategies	Anything	<ul style="list-style-type: none"> Understanding Prevention Promoting Access and Inclusion for People with Disabilities Community Collaboration/Facilitation 	<ul style="list-style-type: none"> Community Needs Assessment Template Collaboration Toolkit Logic Model Template
Year 2: Developing and Implementing Evaluation Strategies	Anything	<ul style="list-style-type: none"> Understanding Evaluation Developing an Evaluation Plan Making Sense of the Data 	<ul style="list-style-type: none"> Evaluation Toolkit Data Tracking Templates Support Processing Data
Year 3: Communicating Program Results and Cultivating Buy-in	Anything	<ul style="list-style-type: none"> Identifying/Sharing Prevention Messages Using Platforms like CANVA to Create Materials 	<ul style="list-style-type: none"> Prevention Reporting Templates Communications Plan Template
Year 4: Promoting Sustainability for Prevention and Seeking out more Prevention \$	Anything	<ul style="list-style-type: none"> Understanding and Applying Prevention Across your Organization Fostering Prevention Leadership in our Communities 	<ul style="list-style-type: none"> Sustainability Planning Tool Organizational Audit for Prevention Letters of Support

As the administrators of these RPE funds to local programs, AGSATF's primary role is supporting the funded organizations in being successful in their prevention efforts and beyond. We recognize that you have expertise in your local communities that we do not, and look forward to learning from you, and working with you to support your capacity.

Appendix 3: List of Useful Web Resources

- Oregon Attorney General's Sexual Assault Task Force www.oregonsatf.org, and;
 - SATF's Comprehensive Prevention Toolkit
<http://oregonsatf.org/satf-comprehensive-prevention-toolkit/>
 - SATF's Communities of Prevention Collaboration Toolkit
<https://oregonsatf.org/collaborative-toolkit/>
 - SATF's Exploring Prevention Audio Library
<https://oregonsatf.org/exploring-prevention-audio-library/>

- Oregon Health Authority's (OHA) Public Health Division
<https://public.health.oregon.gov/PHD/Directory/Pages/Program.aspx?pid=5>,

- Key Prevention Models and Theories:
[Shared Risk and Protective Factors](#), the [Spectrum of Prevention](#), the [Principles of Effective Prevention Programs](#), and/or the [STOP SV Technical Package](#)

- National Prevention Resources
 - Centers for Disease Control and Prevention
<http://www.cdc.gov/ViolencePrevention/sexualviolence/index.html>, and;
 - STOP SV Technical Package
<https://www.cdc.gov/violenceprevention/pdf/sv-prevention-technical-package.pdf>
 - Veto Violence <https://vetoviolence.cdc.gov/apps/main/home>
 - National Sexual Violence Resource Center www.nsvrc.org and;
 - NSVRC's evaluation toolkit
<https://www.nsvrc.org/prevention/evaluation-toolkit>
 - Prevent Connect www.preventconnect.org
 - Prevention Institute www.preventioninstitute.org
 - Futures Without Violence <http://www.futureswithoutviolence.org/>

- 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. Here are some related resources that may be helpful:
 - A Guide to Facilitating Action Research for Youth
http://www.centerforyouthvoice.org/Resources_files/A%20Guide%20to%20Facilitating%20Youth%20Action%20Research.pdf
 - 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

<https://gardnercenter.stanford.edu/publications/creating-community-change-challenges-and-tensions-community-youth-research>

- The Institute for Community Research's Youth Participatory Action Research Curriculum: Adapted for Oregon
<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/Youth/Documents/CurriculumYPAR2014.pdf>

Appendix 4: RPE Training Topics and Hours ⁴³

Existing/Free Training Opportunities and Resources to Meet Core Competencies for Preventionists in Oregon

In 2017, Oregon's Rape Prevention and Education (RPE) Program identified a series of core competencies to do prevention work in the state. Although not comprehensive, this list offers a start for thinking about core knowledge and skills that support implementing effective prevention programming. Although this is an expansive list, it is important to note that training/skills in all of these areas is not required to apply for and receive RPE funding.

RPE grantees ARE required to have (or obtain within the first grant year) at least 20 hours of domestic/sexual violence advocacy training to ensure they are able to respond to disclosures of violence and abuse in trauma-informed, survivor-centered ways.

The following list includes some existing/free training opportunities and resources listed next to the core competencies as a starting place for learning more on these topics. There are additional resources, like SATF's Annual Comprehensive Prevention Training which are not listed as these are not readily available at any time, and more training opportunities may arise over time from SATF, OCADSV, and other partners in Oregon and beyond.

⁴³ A form that can be downloaded and completed to document this information is available on the AGSATF website by accessing: <http://oregonsatf.org>, then clicking on "Programs," "Prevention Program," and then "Rape Prevention and Education"

Core Competency Category: Primary Prevention (Theory, practice, and strategies)	Free Training Opportunities	Resources
<ul style="list-style-type: none"> Models for Prevention (the Principles of Effective Prevention Programs, risk and protective factors, sample programs, etc.) 	<ul style="list-style-type: none"> Introduction to Comprehensive Abuse Prevention 3-Part Video Series (Also covers parts of social justice and health promotion components listed below) SATF Exploring Prevention Audio Library – Series 2: Learning from Creative Prevention Efforts Across Oregon OR RPE Grantee Webinar Recorded in 2016: Foundational Principles of Sexual Violence Prevention Programs National Sexual Violence Resource Center (NSVRC)'s Resource on the Go Podcast (Also covers components of many of the sections below and in other competency categories) 	<ul style="list-style-type: none"> SATF's Comprehensive Prevention Toolkit (Also covers components of many of the sections below and in other competency categories) The National Sexual Violence Resource Center's (NSVRC) A Public Health Approach to Preventing Sexual Violence
<ul style="list-style-type: none"> Social justice, Anti-Oppression Frameworks, and Community Reflective Practice Knowledge of restorative justice practices 	<ul style="list-style-type: none"> SATF Free Online Course: Addressing the Root Causes of Violence and Abuse SATF Exploring Prevention Audio Library Series 1: "Navigating Facilitation and Collaboration Challenges in Prevention", episodes 1.5, 1.6 and 1.7 	<ul style="list-style-type: none"> ● What About the Rapists? Abolitionist FAQ by Miriam Kaba and Eva Nagao ● Fumbling Towards Repair: A Workbook for Community Accountability Facilitators (\$35) ● Social Service or Social Change? By Paul Kivel ● Dismantling Oppression online toolkit by New York State Coalition Against Domestic Violence

		<ul style="list-style-type: none"> ● Racial Equity Tools by the Center for Assessment and Policy Development, World Trust, and MP Associates Inc. ● OCADSV's Interrupting Oppression Toolkit
<ul style="list-style-type: none"> ● Health Promotion (Including Sexual Health Promotion) 	<ul style="list-style-type: none"> ● Sex Ed Made Simple: An asynchronous webinar series from the Oregon Department of Education (ODE) ● Gender Inclusive Puberty and Health Education webinars by Gender Spectrum (scroll down to bottom of page) 	<ul style="list-style-type: none"> ● The Oregon Youth Sexual Health Partnership Website ● Gender Inclusive Puberty and Health Education curriculum, principles, and resources by Gender Spectrum
<ul style="list-style-type: none"> ● DVSA training and knowledge ● Trauma informed approach ● Maintain confidentiality protocols and best practice with disclosures 	<ul style="list-style-type: none"> ● Oregon Coalition Against Domestic and Sexual Violence (OCADSV) Online core advocacy training ● SATF 40-Hour Campus-based Online advocacy training (for campus advocates/those working with college students) ● Futures Without Violence webinar library ● OHSU Confidential Advocacy Program Webinars ● The Pennsylvania Coalition Against Rape (PCAR) and NSVRC's Joint Online Learning Campus 	

Core Competency Category: Prevention Implementation	Free Training Opportunities	Resources
<ul style="list-style-type: none"> • Ability to create and use Logic Models, work plans, and SMARTIE Objectives 	<ul style="list-style-type: none"> • SATF Exploring Prevention Audio Library – Series 3: Uncomplicating Prevention Evaluation and Assessment (Episode 3.4 specifically addresses SMARTIE Objectives) 	
<ul style="list-style-type: none"> • Pedagogy (teaching strategies, learning styles, curricula, classroom/space management, etc.) • Facilitation and organizational skills 	<ul style="list-style-type: none"> • PreventConnect Web Conference Archive from ValorUS 	<ul style="list-style-type: none"> ● Project NIA: How To Share Space: Creating Community in Classrooms and Beyond ● In It Together: A Framework for Conflict Transformation In Movement-Building Groups ● INCLUSIVE ADDIE: Initial Considerations for DEI Pedagogy by EDUCAUSE ● Inclusive Teaching Resources and Workbooks from Penn State College of Information Sciences and Technology and EDUCAUSE ● Developing LGBTQ-Inclusive Classroom Resources by GLSEN ● Futures Without Violence's Institute for Leadership in Educational Development
<ul style="list-style-type: none"> • Strategies for community organizing and outreach • Ability to develop and maintain partnerships 	<ul style="list-style-type: none"> • SATF Exploring Prevention Audio Library – Series 1: Navigating Facilitation and Collaboration Challenges in 	<ul style="list-style-type: none"> • SATF's Communities of Prevention Collaboration Toolkit

<ul style="list-style-type: none"> • Ability to collaborate and communicate as a team and with community partners • Ability to provide technical assistance to schools, churches, other communities implementing prevention programming. 	<p>Prevention</p> <ul style="list-style-type: none"> • OR RPE Grantee Webinar Recording (2016): Prevention Program Showcases: How-To from Oregon's 2015-2017 RPE Grantees 	<ul style="list-style-type: none"> • TAASA's Engaging Communities in Sexual Violence Prevention Toolkit • Sidewalks to Sexual Violence Prevention: A guide to exploring social inclusion with adults with developmental & intellectual disabilities • Prevent IPV's Collective Power: A Practical Blueprint for Sexual Assault Programs to Create Community Partnerships and Collaborations
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Core Competency Category: Process and Outcome Evaluation	Free Training Opportunities	Resources
<ul style="list-style-type: none"> • Understanding of how to measure Reach, and suggest practical ways to collect or report the data. • Evaluation: designing outcome and process evaluation plans, choosing realistic measures, and collecting data. • Using data, reviewing data, and making sense of it. 	<ul style="list-style-type: none"> • SATF Exploring Prevention Audio Library – Series 3: Uncomplicating Prevention Evaluation and Assessment 	<ul style="list-style-type: none"> • SATF's Campus Climate Survey Toolkit • TAASA's Activity Based Assessment Toolkit • NSVRC's Evaluation Toolkit

Appendix 5: Potential Organizations, Initiatives, and Individuals to Consider Partnering with to Elevate your Prevention Activities

Healthier and safer communities are possible, when we all find our roles, when we all work together. Check out SATF's [Bridging the Gaps Resource Packet](#) for more ideas on who some of the prevention players are and can be in Oregon's Communities. Additionally, find some ideas for potential partners below.

1. Agencies/organizations and individuals with a specific interest in sexual violence:
 - Local sexual violence service organization
 - Members of your local Sexual Assault Response Team (SART) – with the understanding that this coalition is focused on sexual violence *prevention* NOT response and Multi-Disciplinary Teams (MDT) – with the same understanding

2. Others who are doing prevention work in your community, including sexual health promotion:
 - Positive youth development groups
 - 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
 - Suicide prevention programs
 - Substance abuse prevention groups
 - HIV/AIDS prevention groups
 - Sexuality Education Programs, including Planned Parenthood
 - Injury prevention groups
 - Social justice promotion and Anti-Oppression groups
 - Anti-racism groups, anti-homophobia/transphobia groups, etc.
 - Economic Empowerment Groups
 - Homeless/Houseless prevention efforts

3. Others with an interest in public health or health, including sexual health promotion:
 - School-based health centers
 - Public health departments
 - Local wellness coalitions
 - Sexual health clinics
 - Sexual Assault Nurse Examiners (SANEs and SAEs)

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 Soroptimist chapter

Appendix 6: Some Sources of Data

National Resources

- 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/>
- School Health Profiles: Characteristics of Health Programs among Secondary Schools
https://www.cdc.gov/healthyyouth/data/profiles/pdf/2014/2014_profiles_report.pdf
- School Health Policies and Programs Study (SHPPS 2016)
<https://www.cdc.gov/healthyyouth/data/shpps/index.htm>

Oregon Resources

- Oregon Center for Health Statistics - BRFSS (Adult Survey)
<http://public.health.oregon.gov/BIRTHDEATHCERTIFICATES/SURVEYS/ADULTBEHAVIORRISK/Pages/index.aspx>
- Oregon Center for Health Statistics - Oregon Healthy Teens (Youth Survey)
<https://www.oregon.gov/oha/PH/BirthDeathCertificates/Surveys/OregonHealthyTeens/Pages/index.aspx>
See also The Oregon Youth Sexual Health Plan – 5-year Update at:
<https://public.health.oregon.gov/HealthyPeopleFamilies/Youth/YouthSexualHealth/Documents/YHSP5YrUpdate.pdf>
- The Women’s Foundation of Oregon Count Her In Report
<https://womensfoundationoforegon.org/count-her-in>
- Summary aggregate Oregon data for 2004-12 can be found at:
<http://public.health.oregon.gov/HealthyPeopleFamilies/Youth/HealthSchool/HKLB/Documents/SHPSurvey.pdf>
See also School Wellness data from ODE <https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/School-Wellness---Data.aspx>
- Oregon Student Voice State of our Schools Report
<https://www.oregonstudentvoice.org/amplify>

Appendix 7: Sample Budget

An Excel workbook that includes this sample, as well as a blank form is available for download & completion on the AGSATF website by accessing <http://oregonsatf.org>, then clicking on “Programs,” “Prevention Program,” and then “Rape Prevention and Education” or by clicking this link: <https://oregonsatf.org/programs/prevention/rape-prevention-and-education/>.

ORGANIZATION NAME: MY COMMUNITY AGENCY

RPE Project Budget: 2/1/2024 - 1/31/2025

Expenditure Category	Computation/Formula	RPE Grant Funds	Match Funds (Not Req'd)	Match Type (Not Req'd)
Personnel				
#1 Position Title	Prevention Coordinator			
Salary	\$42,000 x 12 months = \$42,000	\$ 42,000.00		
Benefits	at 28%	\$ 11,760.00		
#2 Position Title	Program Manager (Supervisor)			
Salary	\$60,000 annual x .1 FTE	\$ 6,000.00		
Benefits	at 28%	\$ 1,680.00		
	Total Personnel	\$ 61,440.00	\$ -	
Services & Supplies				
Access	ASL Interpreter (\$85/hr per interpreter x 2 x 23.5 hrs of prevention program)	\$ 4000.00		
Travel	Annual RPE Meeting (\$98 lodging; \$59 per diem, 200 miles x .585/mi)=\$268, plus 100 miles/mo (\$58.50 x 12 = \$702)	\$ 1,127.00		
Training	Attending one Prevention training TBD at \$400	\$ 400.00		
Office Supplies	Program supplies at \$30/month	\$ 360.00		
Printing & Copying		\$		
Communication	Cell phone at \$10/month and internet at \$10/month	\$ 240.00		
Contractual Services				
	Total Services & Supplies	\$ 6,127.00	\$ -	
Other				
1) Rent (Prorated)	\$50/month	\$ 600.00		
2) Incentives	40 participants at \$10 each	\$ 400.00		
3) Indirect Expenses	@ 1.7%	\$ 1,243.50		
	Total Other Services	\$ 2,243.50	\$ -	
	TOTAL EXPENDITURES	\$ 69,810.50	\$ -	

Appendix 8: Sample Budget Narrative

An Excel workbook that includes this sample, as well as a blank form is available for download & completion on the AGSATF website by accessing <http://oregonsatf.org>, then clicking on “Programs,” “Prevention Program,” and then “Rape Prevention and Education” or by clicking this link: <https://oregonsatf.org/programs/prevention/rape-prevention-and-education/>.

ORGANIZATION NAME: MY COMMUNITY AGENCY NAME

RPE Project Budget Narrative: 2/1/2024 - 1/31/2025

BUDGET ITEM	Justification (Explanation) of Budget Item
Personnel	
Prevention Coordinator	A 1.0 FTE Prevention Coordinator will be hired to plan and implement Ashley’s House’s prevention program, including teaching a 10-session Healthy Relationships class at local high school & alternative high school, developing and implementing a Community Action Teams, and bringing gendered violence prevention expertise to county Prevention Council.
Program Manager	The Program Manager will directly supervise the Prevention Coordinator.
Services & Supplies	
Access and Accommodations	ASL Interpretation (\$85/hr per interpreter x 2 x 23.5 hrs of prevention collaboration meetings/organizing)
Travel	1. Travel to meet with partners and to schools to teach & work with youth leaders. 2. Estimated mileage and hotel for AGSATF Grantee Meeting/Prevention Training
Training	Prevention staff attends one national-level prevention conference, which will address a portion of continuing education requirement (rest of requirement will be no-cost webinars)
Office Supplies	Paper, pens, folders and other supplies
Printing & Copying	Program materials for meetings, trainings & classes
Communications	Cost of Coordinator Cell phone and Internet connection to support project communication needs
Equipment	n/a
Contractual Services	n/a
Other Costs	
Rent	Cost of office rent prorated to Prevention Coordinator & Program Manager FTE funded
Incentives	Action Team T-Shirts at \$10/shirt for 40 shirts
Indirect Rate	@ 1.7% of the Total RPE Budget

Appendix 9: Sample Letter of Intent to Apply

(LOIs are required & due to AGSATF by end of the day (11:59pm) February 27, 2023)

February 27, 2023

Attorney General's Sexual Assault Task Force
ATTN: Megan Foster
3625 River Rd. N., Suite 275
Keizer OR 97303

Dear Ms. Foster:

This letter serves as notice of our intent to apply for an RPE 2024-29 General Prevention Program Grant. Jenna Baldwin, Executive Director of Hays House, attended the online informational session on January 13th and will coordinate the application submission. To support our application submission, we request ASL interpretation and live transcription during meetings.

Hays House is community-based domestic and sexual violence organization that has been providing services in Roland County for over 30 years. Our programs include shelter, transitional housing, advocacy and community education. We have been working with our county prevention team on strategies for improving outcomes for youth in our county. While the team focus is on health risks other than sexual violence, members are in support of expanding the focus to include supporting healthy teen relationships. We have been providing presentations on healthy relationships in school health classes for the past five years. More recently, we have been working with our local school district on supporting youth to access our confidential services as part of implementing the Healthy Teen Relationship Act (HTRA). Though we do not currently have a prevention program, we believe that our application will convince the review committee of our readiness to implement primary prevention strategies in Roland County. **Our preliminary budget includes funding 3 positions: a 0.75 Prevention Coordinator, a .25 prevention team member, and 0.1FTE supervisor and related program costs for an estimated total of \$68,000.**

Hays House intends to focus our primary prevention efforts on Teaching Skills to Prevent Sexual Violence, with youth, as we have built strong relationships with local schools through our community education program and collaborative relationships. Local data informs us that teens are at risk for dating violence. Through our work in the schools we have witnessed behaviors and statements that cause us to suspect that victim blaming and abuse-excusing social norms are common. However, we have also seen resistance that we believe can be fostered to create healthier, pro-social norms. We plan to conduct school climate surveys or focus groups at the beginning of our project and to engage participants in defining the type of climate they want their school to have.

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

In Peace,
Judy Baldwin
Executive Director, Hays House