

## **Competitive Announcement to Secure Prison Rape Elimination Act Communications and Resource Development Mini-Grants**

### **Eligibility and Requirements**

The intent of this solicitation is to provide funds for communications activities (dialogue, education, and mobilization) and resource development efforts of national or regional scope impacting sexual abuse in confinement and or the implementation and sustainability of the Prison Rape Elimination Act (PREA) standards. Funded deliverable types include convenings or sponsored collaboration, publications, or other outreach activities. Applications will be accepted and reviewed on a rolling basis until the funds are expended. The rolling application will allow time to develop innovative concepts and/or support opportunities as they arise. Although applicants are permitted to submit more than one application, each applicant is eligible for a maximum of three awards under this solicitation.

These funds are intended for entities that have the expertise to carry out grant activities with a national or regional impact. Eligible applicants are limited to any nonprofit organization, for-profit (commercial) organization (including tribal nonprofit or for-profit organizations), or institution of higher education (including tribal institutions of higher education) that have expertise and experience managing and developing communications and resources addressing corrections or criminal justice issues at the national or regional levels.

Note: Individual jurisdictions seeking training or technical assistance (TTA) to advance PREA implementation in their jurisdiction should request such assistance under the PRC Field-Initiated TTA Program. To initiate that request which provides the assistance of a qualified provider at no cost to the jurisdiction, complete the "Request for Assistance" accessible on the PRC website at:

<https://www.prearesourcecenter.org/training-technical-assistance/request-for-assistance>.

This competitive award(s) is subject to availability of funds and a PRC continuation award from the Bureau of Justice Assistance.

### **Allowable Uses of Funds**

Proposed uses of funds from this solicitation are limited to communications activities and resource development activities with national or regional (rather than jurisdictional) impact on the implementation and sustainability of the PREA standards

or more general efforts to end sexual abuse in confinement.

All funds are subject to the requirements detailed in the Office of Justice Programs 2015 Financial Guide located at <https://ojp.gov/financialguide/DOJ/index.htm>. Please consult sections 3.9 and 3.13 for specifics on allowable and unallowable costs; as well as programmatic allowable and unallowable costs and purpose areas.

**Examples** of allowable fund uses include the following, though additional innovation is encouraged:

**Convening/Collaboration/Outreach:**

- Convening members of a national stakeholder group (professional association, advocacy organization, formerly incarcerated network, leadership network), for dialogue, education, and/or mobilization on PREA-related issues.
- Convening representatives of multiple national or regional stakeholder groups to advance coordination or education on PREA-related issues.
- Develop or advance regional collaborative partnerships that impact systemic changes in sexual assault in confinement settings, such as between victim advocates and detention agencies, between adult and local juvenile systems, or peer networks within geographic regions.
- Convene focus groups to generate meaningful input on a PREA-related issue, such as the identifying facility conditions that assist male and female staff to establish strong professional boundaries, or assist with developing best practices for screening and housing transgender individuals.
- Regional outreach activities to leverage community-based resources and develop regional collaboratives with rape crisis centers, and for juvenile facilities, child advocacy centers.

Note: All events or convenings must conform with OJP Conference Cost guidance. As a sub-recipient to the PRC, the awardee will not seek approval for event costs through OJP's Conference Approval process, but the awardee will be responsible for seeking approval from the PRC for event costs and must conform to all OJP cost standard expectations, including federal per diem limits, minimized event planning costs, and a prohibition on all food and beverage costs.

**Publications/Resources:**

- Develop guides, fact sheets, or other print or electronic training materials that advance PREA education or awareness and that do not currently exist at the national level.
- Develop training materials or a curriculum accessible for regional or national use to ensure compliance with PREA standards and best practices. These could address, but are not limited to the following PREA topics:

- » Cross-gender viewing and searches;
- » Accommodations for inmates with disabilities and inmates who are limited English proficient, and are hearing and visually impaired
- » Hiring, termination, and promotion decisions;
- » Protocols addressing inmate education and reporting;
- » Sexual assault investigation protocols;
- » Evidence and forensic medical examination protocols;
- » Medical and mental health screenings and treatment;
- » Employee/volunteer/contractor training; and
- » Staff and inmate disciplinary sanctions.

Note: For purposes of this solicitation, the term “inmate” represents any facility-specific parallel term, such as detainee, resident, or arrestee. In addition, a “juvenile detention facility” is defined as a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.

### **Outcomes for Communications and Outreach Strategies**

All applicants should define clear project outcomes and/or tools, products, or reports that will memorialize the work and allow the results to be shared and/or built upon to maximize the impact of the investment. While the applicant should define clear project outcomes, examples of possible target outcomes include:

#### *Communications: Convenings, Collaboration, Outreach*

- To improve regional and national networks, collaboration and outreach efforts that will have a positive impact on advancing PREA implementation.
- To continue educating key constituent and stakeholder groups about what role(s) they can support in PREA implementation.
- Expand PREA partnerships that will remove a gap in service or impact PREA implementation efforts.

#### *Resources:*

- Develop innovative resources to further impact PREA implementation at the regional or national.
- Identify gaps in resources to support various inmate, resident, or detainees’ understanding of PREA.
- Identifying effective resources and practices that need improvement.

### **Priority Considerations**

Proposed projects must focus on furthering national or regional PREA communications, education, and implementation efforts. Awards will intentionally distribute the funds among a broad array of organization types, sizes, and geographic locations.

Priority consideration will be given to the following:

- Applications advancing implementation efforts with jails, local juvenile detention, community confinement, and lockup facilities;
- Applications advancing education and awareness in stakeholder groups not previously engaged or sufficiently reached to date; and
- Applications advancing agency or facility leadership's role in PREA implementation at the regional or national level.

## **Awards**

Awards under this program may be made for \$15,000 to \$50,000 for a 9-month period. Awards are limited to \$50,000 for each eligible entity. The total awards shall not exceed \$284,000. Collaborative or consortium applications are allowed. These applications must have one lead entity that will receive the funding.

Entities that receive funding under this award will be required to submit quarterly reports describing progress made on project activities, as well as fiscal documentation supporting grant expenditures for reimbursement.

## **Application Process and Deadline**

As noted, applications will be accepted and reviewed on a rolling basis. The initial application period will remain open for four weeks and then close to determine first round funding decisions. The PRC anticipates issuing awards from those applications in mid to late August 2017. Following August, if additional applications are received and funds are still available, each submission will be reviewed and assessed upon receipt.

It is the applicant's responsibility to ensure that its submitted application is complete. Once the application is submitted, the application cannot be amended, except at the request of the PRC. To be considered for funding, applications must be complete at the time of submission, meet the eligibility criteria, and respond to all the questions in the online application.

*Note: All length guidance below represents maximums. Submissions shorter than the cited length are appropriate.*

[The online application](#) includes the following:

**Project Narrative.** Applicants must provide a response to the following questions in the space allotted in the online application.

1. *Executive summary (1 page/2,000 characters).* A short narrative description of the overall project for which funding is requested, including how the activity will build and strengthen ongoing PREA standards implementation.
2. *Applicant profile (1 page/2,000 characters).* A short narrative description of the applicant's organizational mission, and a list of current PREA activities

that the applicant is currently engaged or have been actively engaged over the past two years, if applicable.

3. *Applicant readiness (1 pages/2,000 characters)*. Describe the applicant's commitment and readiness to implement the proposed PREA project and its ability for a quick start-up and project completion in nine months.
4. *Goals and objectives (2 pages/4,000 characters)*. Identify the goals and objectives of the proposed project; provide details about the specific tasks and activities that would be necessary to accomplish each goal and objective. Be certain the proposed project does not duplicate existing national PREA work or resources. Include the name of each organization or independent consultant that will provide specific services or work products to achieve these goals and objectives. *Please note that project funding is limited to a 9-month period.*
5. *Project management (1 pages/2,000 characters)*. Describe how the project will be managed, and how timelines and deliverables will be met. Include a description of the person or team responsible for project management.
6. *Project outcomes (1 page/2,000 characters)*. Describe how success will be determined and measured.

**Document Attachments.** Complete application will include two or more document attachments. Required document attachments are noted below and in the online application.

1. *Project timeline (required)*. Applicants should submit a basic timeline or milestone chart encompassing the entire project period that indicates objectives and major tasks, assigns responsibility for each, and includes completion dates of each task for the duration of the award, using "Month 1, Month 2," etc., not calendar dates. The project timeline submission will be rated on the following criteria:
  - The extent to which the timeline is complete and reasonable given the activities described.
  - The extent to which all activities can be reasonably completed within the grant period and with the resources allocated.
2. *Budget Detail Worksheet and Budget Narrative (required)*. Applicants are expected to use a format consistent with the Department of Justice's Budget Detail Worksheet. A sample can be viewed here:  
<https://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>.
  - a. The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how the applicant calculated it. Additionally, if necessary, a breakdown of all potential travel costs that aligns with GSA travel and per diem

requirements. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs. There should be a clear link between the activities proposed and the items included in the budget.

- b. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should also explain how all costs were estimated and how they are relevant to the completion of the proposed project. The budget narrative can be incorporated into the budget detail document, or be a separate document.
3. *Indirect Cost Rate Agreement (if applicable)*. If the applicant is requesting indirect costs for this project, a copy of the **current**, signed, federally approved Indirect Cost Rate Negotiated Agreement must be included. Indirect costs will not be allowed absent a **current**, signed federally approved Indirect Cost Rate Negotiated Agreement.
4. *Letters of commitment (required for collaborative/consortium applications; optional for individual applications)*. Collaborative/consortium applications must include letters of commitment from all eligible agencies involved in the project.
5. *Other documents (optional)*. Uploaded files must be clearly named to indicate the applicant and the file contents. These documents may include letters of support, resumes, etc.

## Questions

Questions about any aspect of the solicitation must be submitted via email to Michelle Duhart-Tonge at [mduharttonge@impactjustice.org](mailto:mduharttonge@impactjustice.org).

All questions regarding the solicitation must be submitted by June 23 at 11:59 PM PST. Questions that have been submitted in writing prior to the deadline will be answered in writing and posted on the [PREA Resource Center website](#).

## Submission Process

The application deadline is Friday, July 14 at 11:59 PST. **Applications should be submitted via ZoomGrants.** [The application can be found by clicking this hyperlink.](#)

It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline. Once the submission deadline has passed, all submissions will be considered final. To be considered for funding, complete applications must be submitted by the deadline and the applicant must meet the eligibility criteria.

## **Review Process**

PRC is committed to a fair review process for awarding grants. PRC staff will review all submitted applications for completeness and required experience. All complete applications submitted by organizations that meet the minimum experience threshold will be forwarded to a peer review panel for consideration and scoring. PRC may use internal reviewers, external reviewers, or a combination to review the applications. The peer review panel will evaluate, score, and rate all eligible applications. Peer review ratings are advisory only. In addition to peer review ratings, consideration for award recommendations may include, but are not limited to strategic priorities; experience with specific corrections facility types and/or sexual abuse in confinement settings; past performance of the applicant; and available funding.

## **Selection Criteria**

All applications that proceed to a peer review panel will be scored on a 100-point scale, based on the following point values:

1. Organization profile and capacity (25 points)
2. Proposal narrative (35 points)
3. Project management and timeline (20 points)
4. Budget (20 points)