

PREATIPS

TARGETED IMPLEMENTATION
PLANNING AND SUPPORT

Request for Proposals:

PREA Targeted Implementation Planning and Support Program

A new funding opportunity, administered by Impact Justice in cooperation with the U.S. Department of Justice, Bureau of Justice Assistance and in collaboration with the PREA Resource Center.

Extended application deadline: September 13, 2019 at 11:59pm EST

I. Overview: What is the TIPS Program?

The PREA Targeted Implementation Planning and Support (TIPS) program is a new federal funding opportunity specifically for **locally operated small-to-medium-sized jails, juvenile facilities, community confinement facilities, lockups, and tribal facilities** that are seeking to become sexually safer environments through compliance with the federal Prison Rape Elimination Act (PREA) standards. TIPS is administered by Impact Justice, the national nonprofit that also operates the PREA Resource Center (PRC). The program operates in partnership with the U.S. Department of Justice's (DOJ) Bureau of Justice Assistance (BJA). **PREA TIPS offers a simplified application process for grants ranging from \$20,000 up to \$200,000.**

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Impact Justice welcomes a range of applications, from projects narrowly focused on just a few aspects of operating a sexually safer facility and the corresponding PREA standards, to more complex projects that address many of the standards and may encompass multiple facilities and/or agencies. The bulk of the application is a questionnaire that can be easily completed with just minimal information about:

- The facility (or facilities) and population.
- What the facility (or facilities) has done so far to improve sexual safety in line with the PREA standards.
- What specific improvements TIPS funding would enable, along with a basic breakdown of how the money will be spent.
- A letter (or letters) of commitment from facility leadership is the only additional information required.

TIPS is a two-phase program. Selected applicants will participate in a guided planning phase that will render a final project plan to include an approved project description, strategy and corresponding budget; applicants will enter into the implementation phase to execute their approved project plan.

*Subject to funding availability

Important Dates

Applications must be received by September 13, 2019 at 11:59 pm EST. Please apply online at <https://impactjustice.submittable.com/submit> and visit the TIPS webpage at <http://www.prearesourcecenter.org/PREAFunds>

All applicants must obtain or have a DUNS Number. Allow up to one week to obtain your DUNS (Data Universal Number System). Information about how to obtain a DUNS is included in the Submission and Due Date section of this RFP.

An informational webinar about this opportunity will be delivered on July 30, 2019 at 2:00pm EST. Register for the webinar at <http://www.prearesourcecenter.org/PREAFunds>.

Applicants will be notified in Fall 2019 of the outcome of their application.

The TIPS program has a planning phase (up to 18 months) prior to an 18-month implementation phase, however it is anticipated that most grantees will be able to complete the planning phase well in advance. All projects must conclude no later than September 30, 2022.

For questions please contact us at PREATips@impactjustice.org

II. Who is Eligible for a TIPS Grant?

Eligible applicants are units of local government, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior), or private non-profit or for-profit entities that operate local confinement facilities including jails, juvenile facilities, community confinement facilities, lockups, and tribal **facilities with fewer than 500 beds**. These applicants may include agencies or facilities. Past experience with PREA compliance or a PREA audit is not a requirement, but facilities with such experience are equally encouraged to apply. **Impact Justice welcomes applications that encompass multiple facilities administered by the same agency, and joint applications by multiple agencies. All applicants must be prepared to match the grant award dollar-for-dollar through in-kind and/or cash matches as a sign of the institution's commitment to change.**

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

In all applications, preference will be given to those that meet one or more of the following criteria:

- Include facilities with fewer than 200 beds.
- Demonstrate strong support from key agency leaders in regard to participating in TIPS and, more generally, complying with the PREA standards.
- Demonstrate a need for TIPS funding.
- Demonstrate the ability to provide match funding; in-kind or cash match.

Regarding applications from single agencies operating multiple facilities:

- A single corrections agency that operates multiple facilities (e.g., a jail and a juvenile facility) may apply as long as at least one facility has less than 500 beds and all TIPS funds are focused on facilities with less than 500 beds.
 - For example, a county department of correction that operates a jail, community corrections facility, juvenile facility, and lock-up could submit an application that encompasses all of these facilities.

Regarding joint applications from multiple agencies:

- Multiple agencies, each operating facilities within the same region, may apply together with one facility serving as lead applicant, as long as each participating agency operates at least one facility with less than 500 beds, and all TIPS funds are focused on those facilities with less than 500 beds.

A lead applicant must be designated and is responsible for all fiduciary, programmatic and reporting requirements of the project.

While collaborative applications must involve the eligible entities as defined above, applicants may propose partnerships or other types of involvement with ancillary entities, such as a community victim service provider or a non-governmental corrections association, such as state associations of regional jails.

III. Maximum Award Amounts and Other Funding Details

Applicants focusing on one facility may apply for up to \$100,000, while projects that encompass multiple facilities may apply for up to

\$200,000. Those selected for a TIPS grant will be required to match the award amount dollar for dollar through in-kind or cash matches.

An agency awarded a \$50,000 TIPS grant, for example, must be able to secure and supply \$50,000 in matching funds by the conclusion of the project.

Impact Justice aims to allocate up to \$3 million dollars total for this inaugural round of TIPS funding. With concurrence from the Bureau of Justice Assistance (BJA), Impact Justice anticipates making between 20 to 60 individual grant awards in amounts ranging from as little as \$20,000 up to the limit of \$200,000 corresponding to the scope and complexity of each project. Ultimately, the number of awards made will be determined by the number of fundable applications, the scope of each of those projects, and the availability of federal funding.

Selected recipients will receive a sub-recipient award after an initial application review during the planning phase of the project. Award dollars will be held until recipients complete the planning phase that renders an approved project plan and corresponding budget. During this time, recipients will be required to track match requirements and allowable expenses. Once recipients meet the planning phase requirements, they will be reimbursed for allowable expenses accrued and move into the implementation phase of the program.

IV. The TIPS Phases: Planning and Implementation

If chosen to receive a TIPS grant, your team must participate in the guided planning phase, which is designed to help you refine your project plan and accompanying budget, subject to approval by Impact Justice and BJA.

Throughout both the planning and implementation phases, sites will receive targeted coaching and support from national subject matter experts at Impact Justice, as well as the Vera Institute of Justice, the Center for Children’s Law and Policy, and the National PREA Resource Center. The TIPS program receive receives overall guidance from the American Jail Association.

If a recipient] is unable to complete phase I and produce an approved project plan and budget, and/or cannot demonstrate an ability to provide matching funds or equivalent in-kind services by the end of the grant period, funds will not be released and any expenses accrued cannot be reimbursed. See Section V below for more information about the required match. **Impact Justice expects that all recipients will progress to the second phase of the TIPS program and receive funding to implement their projects.**

Phase I: Planning

The planning phase of the project provides an opportunity for sites to learn more about the PREA standards, assess their own needs in this regard, and develop a clear plan to address those needs and bring their facility or facilities in compliance with more of the PREA standards and to increase the sexual safety of their facility. During the planning phase, your team will also receive guidance and support to create a corresponding project budget that meets federal guidelines.

Initially, all sites will receive support to:

- Identify at least two facility points of contact for this project and establish a planning committee.

- Identify appropriate facility staff and leadership who will participate in TIPS orientation and PREA foundational learning.

Throughout the planning process, all sites will have access to a dedicated TIPS program coach to help them:

- Identify PREA compliance needs, develop a project plan to address those needs, and strategies to measure success of the project through gathering data and performance metrics.
- Create a project specific budget that is in compliance with DOJ and Impact Justice programmatic and financial guidelines.
- Understand and begin complying with DOJ and Impact Justice reporting and financial requirements.
- Submit a project plan and budget to Impact Justice for DOJ approval.

The planning phase may last up to 18 months, however projects that progress more quickly may begin the implementation phase sooner, as long as their project plan and budget are approved. Impact Justice anticipates that most sites will complete the planning phase within 7-9 months.

Phase II: Implementation

With an approved project plan and budget in hand, sites will receive funding to implement their project. Through ongoing coaching and shared learning opportunities, the 18-month implementation phase is tailored to support grantees as they put their plans into action.

The implementation phase and corresponding coaching and support is designed to last 18 months, and Impact Justice anticipates most sites will need the full time period. Sites that complete the planning

phase more quickly are likely to begin implementing their projects by October 1, 2020 and could be completed as early as March 31, 2022.

Regardless of pace and unforeseen delays in either planning or implementation, everyone must complete the implementation process by September 30, 2022.

During the implementation phase, all sites will:

- Participate in a mix of in-person and virtual learning opportunities.
- Have ongoing contact with their assigned TIPS coach.
- Implement their approved project plan, which must include implementing some or all of the PREA standards.
- **Continue to follow DOJ and Impact Justice financial and reporting requirements, which may include monthly invoicing and progress reports and quarterly performance reporting.**

V. The TIPS Application

Your Project Proposal

Applicants may focus on just a few areas of the PREA standards to make their facility or facilities sexually safer, or they may propose a more ambitious project that encompasses many of the PREA standards. Although we encourage all applicants to become PREA compliant, full compliance and a successful audit is not a required outcome of the TIPS program.

Possible TIPS projects include but are not limited to the following:

- Initiatives that promote a zero-tolerance culture for sexual harassment and sexual abuse in confinement, particularly those that increase sexual safety for inmates/detainees/residents who are LGBTI, have

limited English proficiency and/or disabilities, or for other reasons are at increased risk for sexual victimization.

- PREA policy and practice revision and implementation.
- Preventative equipment and technology enhancements.
 - Note: TIPS funding may be used to purchase “limited” equipment and supplies (e.g., rape kits, privacy screens, etc.). “Limited” is defined as representing less than 40% of the total grant award. In other words, any purchase of equipment and supplies must be part of a larger plan to foster zero tolerance culture and achieving greater compliance with the PREA standards.
- PREA related education for inmates/detainees/residents.
- PREA related education for staff, volunteers, and/or contractors.
- Planning, analysis, and training focused on enhancing staff support related to complying with the PREA standards.
- Screening for risk of victimization and abusiveness.
- Compliance with the PREA youthful inmate standard and the Juvenile Justice and Delinquency Prevention Act, via-a-vis requirements for sight/sound separation and jail removal.
- Supportive services for victims of sexual abuse and sexual harassment, such as the integration of victim-centric and trauma-informed strategies to equip staff, investigators, medical and mental health practitioners and others with the knowledge and skills to identify trauma and its symptoms, minimize re-traumatization, and provide services that are sensitive to each victim’s individual needs.
- Enhanced preparation for undergoing a PREA audit.

Your Provisional Budget

Applicants must submit a basic and provisional budget that corresponds with their proposed project and demonstrate in broad strokes how the money requested will be spent. This is part of the online application as a fillable spreadsheet. **Note: The budget is expected to change at least somewhat during the planning phase as sites refine their project and associated expenditures and comply with financial requirements established by Impact Justice and DOJ.** Budget changes are acceptable, but as they exceed 10% per budget category must be reviewed and approved by Impact Justice staff.

A project's budget should reflect the federal award requested plus the entire match amount (for example, if a project is awarded \$100,000 in federal funding, then their total budget will be \$200,000, including the match).

Applicants may include limited budgeting for the planning phase that will be reimbursed after budget and planning requirements are met. Impact Justice expects that most expenses during the planning phase will be limited to personnel, fringe benefits, limited supplies, limited local travel, and justified other and indirect costs. During the planning phase, programmatic expenses, such as hiring consultants, will be provided by Impact Justice during this phase and therefore it should not be budgeted for during this time. Recipients must include their match obligation in the budget, this is explained further in the match section.

The budget categories may include:

- **Personnel**- detailed accounting of pay rate and estimated percentage of effort (either full time equivalency or projected hourly utilization).

- **Fringe Benefits:** actual known costs OR an approved fringe benefit rate that includes cost break down (e.g. % of FICA, FUTA, health etc.).
- **Travel:** itemized travel costs that are reasonable and directly allocable to the program purpose in accordance with federal guidelines.
Budgeted costs should incorporate federal per diem rates for mileage, lodging, and meals and incidental expenses (MI&E) per person and include an estimate for reasonable airfare or other local travel, which can be found at <https://www.gsa.gov/travel-resources>. All travel costs must be directly related to the project purpose
- **Equipment:** non-expendable items that are to be purchased.
Equipment is subject to prior approval.
- **Supplies:** items by type (office supplies, postage, training materials, copy paper, and expendable equipment items individually costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. If hardware is needed, these items must be prorated based on program use.
- **Consultants/Contracts:** sub-awards to other facilities in a joint application, consultants for a training, or procurement of a service. All costs are subject to prior approval and must adhere to federal cost principles and monitoring guidelines.
- **Other Costs:** rent, telephone or other expenses. All other costs must be itemized showing basis for computation
- **Indirect Costs:** costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. For information, please reference section 3.11 of the [DOJ Grants Financial Guide](#).

Unallowable Costs

Certain activities and expenses are unallowable costs under DOJ financial guidelines and should not be included in an applicant's proposed project or budget. Most notably, these include lobbying, fundraising, entertainment, alcoholic beverages, purchase of prohibited and controlled equipment (such as firearms), and costs incurred outside the project period. For a complete list and explanation of unallowable costs, please see the [DOJ Grants Financial Guide](#) section 3.13. Expenses that are outside of the project scope, which is unrelated to PREA or making your facility sexually safer are also unallowable costs.

The Match Requirement

The budget submitted as part of the application must reflect the grant amount requested plus a dollar-for-dollar match. An application requesting \$100,000 in TIPS funding, for example, would be accompanied by a budget totaling \$200,000 (i.e. \$100,000 in federal grant funding plus \$100,000 contributed match funds by the applicant). There are two types of matches, which can be combined to produce the required amount:

- "Hard match," which is cash spent on project-related expenses.
- "Soft match," which are non-cash contributions, each with an associated dollar value. These "in-kind" contributions may be in the form of services (including staff time), supplies, meeting space or other real property, and equipment or other expenses your agency incurs in conjunction with implementing the project. Any relevant third-party contributions also count toward satisfying match requirements. The value of these volunteer or donated services, as well as work by employees of other organizations, counts toward the match so long as they are not receiving other federal funding to do that work. Generally, the value of volunteer or donated services, is calculated using rates ordinarily paid for similar work or are consistent with rates ordinarily paid by other employers for similar work in the same labor market. If an employee of another organization is donating

work, then that work will be valued at their usual rate for work, plus fringe benefits.

For joint applications, other facilities or agencies in the application may contribute to the match.

After an initial budget review, the recipient must begin tracking match contributions. Applicants are encouraged to budget personnel costs during the planning phase as "in-kind" match, as a means to meeting this obligation. Impact Justice anticipates that the planning phase will be approximately 10 hours of work/week/person and can include multiple staff depending on their work on the project. These activities would include participating in learning opportunities, training and technical assistance engagement, meetings, developing a plan and finalizing a project budget. Applicants should use a staff person's current salary and fringe benefit rates to calculate the "in-kind" match.

Matching contributions do not need to be applied at the exact time or in proportion to the obligation of the Federal funds. Match requirements may be met completely during the planning phase, however recipients may continue to accrue matching dollars during the implementation phase. Match obligation must be completely fulfilled by the end of the award period. If grantees are unable to satisfy their match requirement by the end of the funding period, Impact Justice may hold final payments and/or require the grantee to pay back overspent dollars. Grantees and sub-recipients must maintain records that clearly show the source, amount, and timing of all contributions counting toward the full match.

VI. Completing and Submitting Your Application

Applications must be submitted online by September 13, 2019 by 11:59pm EST.

Visit the TIPS webpage at <http://www.prearesourcecenter.org/PREAFunds> for more information. Visit <https://impactjustice.submittable.com/submit> to access the TIPS application. Ensure you can access the application platform at least one week in advance of the deadline. If your access is impeded for any reason, you must notify Impact Justice immediately.

You will need a Data Universal Number System (DUNS) number to submit your application. To request a DUNS number for your agency or verify if you already have one, visit <http://www.dnb.com/us/> or call (866) 705-5711. Under normal circumstances, your request for a DUNS number should take 1-2 business days to process, but please allow at least a week.

Late submissions are not permitted, except under extraordinary circumstances, so applicants are strongly encouraged to test the application link and fields well in advance and submit the application at least 24 hours before the deadline. Notify Impact Justice immediately if you experience unforeseen technical issues beyond your control in trying to submit your application.

The following conditions generally are insufficient to justify late submissions:

- Failure to follow instructions on how apply as posted on website.
- Failure to follow each instruction in the RFP.

- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

VII. TIPS Review and Selection Process

A panel of impartial reviewers will evaluate, score, and rate applications based on the following weighted criteria:

1. Questionnaire (completeness of the answers, description of the need, and proposed project): 50%
2. Letter(s) of Commitment: 35%
3. Project Budget 15%

All applicants will be notified of the outcome of their submission during the Fall 2019.

Appendix: The Application Outline

As noted above, applications for a TIPS grant must be completed and submitted online, which can be found on the TIPS webpage via <http://www.prearesourcecenter.org/PREAFunds>. The application sections are printed below to show what types of information are required. Reading it will help prepare you to complete all components of the online application.

- 1. Basic Contact information**
- 2. Federal DUNS Number**
- 3. Who Will be Doing the Work?**

In this section you will be asked to complete the following information:

- a. In your proposed project, will your agency be focusing on one
- b. facility or multiple facilities?

- c. List the agency name, point of contact for each additional facility. Joint applications will need to supply this information for each facility on the application.
- d. If this is a joint application, you will need to advise which agency will be the lead.
- e. Tell us about your agency; joint applications will need to discuss each facility individually. This section will ask you to describe the size, jurisdiction, type, whether this an adult or juvenile facility, average daily population of each facility, whether each facility is included in the proposed activities, as well as any particular demographics that make your facility unique.

This project will require at least 2 points of contact during the project. Identify their positions and how they will help make this project successful.

4. Tell Us About the Need

This question is for you to tell us what the needs are in your facility. Where is your agency at in PREA implementation? What's working well? What are your challenges? Joint applications will need to discuss the varying needs of each facility.

5. Tell Us About the Proposed Project

In this section you will be asked to provide information on your proposed project and answer the following question: If you were awarded federal funds to help implement the PREA standards, what would your top three priorities be for spending those funds? Joint applications will be asked to describe any differences in priorities between facilities. Examples may include but are not limited to:

- a. Technical assistance from an experienced provider to help develop and implement policies, training, inmate education, etc.
- b. Salary for a PREA Coordinator or Compliance Manager position.

- c. Technology (e.g., cameras).
- d. Staff training.
- e. Specialized training for investigators and/or medical and mental health staff.
- f. Development of MOUs with victim service providers in the community.

6. Project Budget

In this section you will be asked to complete the following questions and a sample budget within the application:

1. What would you use this funding for? Please be as specific as possible. How much funding do you expect to be devoted to each area?
2. This project is expected to have match funding from the recipient. Discuss how you will secure match funding; this includes in-kind or cash matches. Joint applications will be asked to include information on how the match will impact every facility in your application.
3. Complete a sample budget that reflects how you intend to use the funding. Be sure to include how your match contribution will be incorporated into your budget. Joint applications should be sure to include how the other facilities in the application will be included in the budget.
4. This project requires awardees to track their expenses and activities distinctly (no commingling or supplanting of funds) and to have a mechanism in place to track federal and match funding. You will be asked to briefly describe the systems and procedures you have in place to meet this obligation. Joint applications will be asked to include how expenses and activities will be tracked across facilities.

7. Required Attachments

1. Letter of commitment from lead agency/facility (note: if multiple agencies/facilities are applying, a letter is required from each agency/facility that is part of the proposed project). Letters must address:
 - a. Leadership commitment to implementing the PREA standards and to making their facility sexually safer, which includes leadership tenure at the agency.
 - b. Agency's ability to adhere to the program requirements during the planning and implementation phases, such as, agency will appoint and allow a site lead to devote adequate time to project, share agency information with TTA coaches, and attend and participate in learning opportunities.
 - c. Plans for measuring success of the project.
 - d. How the agency will sustain the work of the project after project period ends (e.g., if the project will be funding a new staff position, how will it continue after the project ends).
2. Letters of support from other partners are *optional*.
3. Letter on non-supplanting. You will be asked to list any other funding you receive to implement PREA and verify that this funding is not duplicative of that work.
4. **Private entities only:** Letter from local unit of government verifying that you contract with them to provide bed space for their inmates/detainees/parolees, etc.

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