

WYOMING DEPARTMENT OF HEALTH (WDH)
PUBLIC HEALTH DIVISION
122 WEST 25TH STREET, 3RD FLOOR WEST
CHEYENNE, WY 82002

REQUEST FOR APPLICATION (RFA)

WYOMING CAN: Promote, Educate, and Protect!

RFA CLOSING DATE AND TIME
FEBRUARY 28, 2021 – 11:59 P.M. Mountain Time

DEPARTMENT OF HEALTH
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APPLICATIONS MUST BE RECEIVED BY THE TIME AND DATE SPECIFIED. APPLICATIONS RECEIVED AFTER THE TIME AND DATE SPECIFIED WILL NOT BE CONSIDERED. APPLICATIONS MUST BE SUBMITTED NO LATER THAN 11:59 P.M., FEBRUARY 28, 2021.

I. DESCRIPTION AND PURPOSE

The Wyoming Department of Health (WDH) Youth and Young Adult Health Program receives Rape Prevention and Education (RPE) grant funding from the Centers for Disease Control and Prevention (CDC) to prevent sexual violence perpetration and victimization. This funding requires a public health approach to implement and evaluate identified sexual violence primary prevention strategies based on the best available evidence at all levels of the Social Ecological Model (SEM). The Youth and Young Adult Health Program is seeking applications from Wyoming organizations to support implementation.

Proposed activities should align with the Wyoming RPE State Action Plan (SAP) identified strategies ([Attachment C](#)) and address at least one of the focus areas below. Organizations are strongly encouraged to consider addressing shared risk and protective factors that impact youth and young adults ages 12-24 and can be addressed at the community/societal level. If an applicant is interested in implementing a strategy that is not identified in the RPE SAP, please email Megan Selheim at megan.selheim@wyo.gov no later than Friday, February 10, 2021. (*See #8-Resources for a full list of attachments*).

Focus Areas:

- A. Provide opportunities to empower and support girls and women;
- B. Create protective environments;
- C. Promote social norms that protect against violence; and/or
- D. Teach skills to prevent sexual violence.

Applicants are required to utilize the Sexual Assault and Domestic Violence Prevention Assessment Tool (SADPAT) as part of their proposed evaluation plan. Training and technical assistance on this tool will be provided to awarded entities before project implementation.

Funding for this grant must be expended by December 31, 2021.

Unallowable costs include:

- A. Research
- B. Surveillance activities
- C. Clinical care
- D. Publicity or propaganda (lobbying)
- E. Funding through this grant opportunity may not supplant existing activities in any way, nor are these funds to supplant projects that were previously funded through another source

- F. Purchase of furniture or equipment
- G. Provision of food or beverages at events/trainings/gatherings, etc.

II. ELIGIBLE APPLICANTS

The WDH Youth and Young Adult Health Program is seeking applications from Wyoming organizations that are in good standing with the State of Wyoming and have a desire to positively impact the health and well-being of youth and young adults. All applicants must be registered with SAM.gov (with an active DUNS number) and complete a W-9 form for submission to WDH.

III. APPLICATION CONTENTS

Applications should be submitted as a single PDF file and address all application requirements.

A. COVER SHEET (format provided below)

1. Submission Date:
2. Project Title: WYOMING CAN: Promote, Educate, and Protect!
3. Primary Contact (name and title):
4. Phone:
5. Email:
6. Fax:
7. Mailing Address:
8. City, State, and Zip:
9. Website, if any:
10. Legal Name of the submitting organization:
11. Tax ID Number:
12. D-U-N-S Number:
13. Name and title of the person from the organization with authority to sign a contract (fiscal officer or president, etc):
14. Phone Number:
15. Email:

B. KNOWLEDGE AND EXPERIENCE

In five (5) pages or less, provide a brief overview of the knowledge and experience of the organization and key individuals who will implement the project with the following:

1. **Primary Prevention and Public Health:** Describe your knowledge and experience in public health and primary prevention as it relates to sexual violence.
2. **Community Culture/Description of Need:** Describe the following:
 - a. Knowledge of community culture with respect to sexual violence victimization and perpetration and how this knowledge will be

- applied toward the proposed work plan activities
 - b. Geographic area and target population including youth and young adults
 - c. Community specific needs/problems to be addressed
- 3. **Evidence-Based Program Implementation:** Describe the organization’s experience and expertise in implementing evidence-based programs and interventions.
- 4. **Evaluation:** Describe your knowledge and experience with evaluation (process and outcome evaluation).
- 5. **Relationships with Community-based Partners:** Describe relevant relationships that exist that will support your sexual violence prevention work. Specifically mention if your organization partners with the local domestic violence and sexual assault program on prevention efforts.

C. ORGANIZATION CAPACITY

Applicants must demonstrate that they have adequate and appropriate organizational infrastructure and capacity to successfully implement the proposed activity and achieve project outcomes. In no more than five (5) pages, provide an overview of the following:

1. **Capacity:** Describe the organizational capacity to complete the work in the RFA, fiscal accountability, personnel, facilities, equipment, corporate philosophy and mission, and corporate endorsement of the goals and objectives.
2. **Organizational Chart:** Provide an organizational chart demonstrating where and how this program will fit into the organizational structure and staffing patterns.
3. **Quality Improvement:** Describe both internal and external organizational quality improvement processes. Describe how you will monitor if services are provided in accordance with contractual obligations and how you will make necessary adjustments to ensure that services are provided in accordance with contractual obligations and make adjustments as necessary.
4. **Conflicts of Interest:** Describe any conflicts of interest—actual or through inference—related to this program or any other WDH program.

D. PROPOSED WORK PLAN AND EVALUATION

In five (5) pages or less, provide the following:

1. **Work Plan:** Describe the proposed approach to implement evidence-based community-level prevention programming to reduce sexual violence perpetration and victimization among youth and young adults in Wyoming.
2. **Evaluation:** In addition to using the required evaluation tool, the

SADPAT*, please describe your plans to evaluate the progress of your proposed work plan. Questions to consider when developing an evaluation plan include:

- a. What type of evaluation is this (process, outcome, or both)?
- b. Who is included in the evaluation? Who will administer the evaluation?
- c. How will you collect the information needed to complete the evaluation?
- d. How feasible is the proposed evaluation method? Mini grant funds may be able to support infrastructure needed to effectively complete an evaluation (e.g. subscription costs for an online survey platform).
- e. How do the proposed evaluation activities connect to the workplan?
- f. How will the evaluation results impact and inform the project implementation?

*The Sexual Assault and Domestic Violence Prevention Assessment Tool (SADPAT-Attachment E) was informed by CDC's "Connecting the Dots" to include shared risk and protective factors consistently associated with both sexual assault and domestic violence. When selecting measures/items to assess established risk/protective factors, validity and brevity were guiding considerations. It contains modular content that can be tailored, and it can anonymously link respondents' surveys over time.

E. BUDGET

Applicants may request a grant of up to \$10,000.00. However, the amount awarded to successful applicants may vary based on proposed strategies, budget, work plan, and the number of awarded applicants. Successful applicants will provide a detailed breakdown of funds for this project including item description, justification, and cost. Outlined budget items should include personnel, equipment, supplies, travel, other and indirects (indirects are limited to five percent (5%) of the proposal).

F. LETTERS OF COLLABORATION

A letter of support is required from the local community-based domestic violence and sexual assault (DVSA) program that serves the community in which the proposed program will be implemented. A letter of collaboration with a local DVSA program should come from the program director and detail how the program will participate in/support applicant's activities. If the proposed program will encompass more than one service area, at least one letter of support from one local DVSA program serving the area is required.

The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) works with local DVSA programs to prevent sexual violence. These local DVSA programs often work within community coalitions to create changes in their communities by implementing strategies to decrease risk factors and increase protective factors. Contact information for local DVSA programs can be found at <https://www.wyomingdvsa.org/programs>.

G. CERTIFICATION OF AUTHORIZATION FORM

See Attachment F in RESOURCES.

IV. SELECTION CRITERIA

Proposals will be evaluated on the following criteria.

A. Application completeness	5
B. Knowledge and Experience	15
C. Organizational Capacity	15
D. Work Plan and Evaluation	30
E. Budget	20
F. Letters of Collaboration	15
Total Possible Points	100

V. RECIPIENT REQUIREMENTS

- A. Award recipients will be required to participate in an evaluation technical assistance (TA) call, to be scheduled at a time mutually convenient to the recipient, the WDH evaluator, and the WDH contact. This TA call will include a review of the SADPAT as well as an opportunity to review any requested adjustments to the SADPAT.
- B. At the conclusion of the award period, award recipients will be required to submit the following to WDH:
 1. SADPAT survey data. The SADPAT will be implemented online using a WDH managed survey platform. The recipient will be responsible for providing the survey link as a part of the work plan evaluation.
 2. Summary of Activities report that explains to what extent the recipient work plan was implemented and evaluated. WDH will provide a template report developed from the recipient's proposed and approved work plan submission.

VI. WDH RESERVED RIGHTS

- A. Reject any or all proposals received in response to this RFA;
- B. Not make an award to any applicant who is not in good standing at the time a contract is awarded;
- C. Withdraw the RFA at any time, at the agency's sole discretion;
- D. Make an award under this RFA in whole or in part:

- E. Negotiate with the successful applicant within the scope of the RFA in the best interests of the State;
- F. Seek clarifications and revisions of applications;
- G. Amend the RFA to correct errors or oversights, or to supply additional information as it becomes available;
- H. Change any of the anticipated scheduled dates as noted in the timeline;
- I. Conduct contract negotiations with the next applicant, should the WDH be unsuccessful in negotiating with the selected proposer;
- J. Utilize any and all ideas submitted in the applications received;
- K. Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application; and
- L. Cancel or modify contracts due to the insufficiency of appropriations.

VII. ANTICIPATED APPLICATION PROCESS TIMELINE

February 2, 2021	Publish Request for Application
February 10, 2021	Questions due via email
February 17, 2021	FAQ document published on Youth and Young Adult Health Program webpage
February 28, 2021	Closing date for applications
March 5, 2021	Applicants notified in writing of award
May 17, 2021	Estimated start of contract/award period
December 31, 2021	End of contract/award period
January 28, 2022	Invoices for award period activities due to WDH

Questions regarding this Request for Application (RFA) or the application process must be submitted to Megan Selheim by email (megan.selheim@wyo.gov) no later than **10:00 a.m., Mountain Time, February 10, 2021**. Any questions received after the deadline will not be accepted or considered. The State of Wyoming in collaboration with the Wyoming Coalition Against Domestic Violence and Sexual Assault will be the judge with respect to the evaluation of applications. The proposer which best meets the conditions of each of the individual criterion will be awarded the highest (not necessarily maximum) points for that specific criterion. After each criterion is evaluated, the applicant with the highest number of points will be awarded the funding.

VIII. RESOURCES

- A. Public Health Approach [Attachment A](#)
- B. Socioecological Model [Attachment B](#)
- C. Wyoming SAP Strategies [Attachment C](#)
- D. National Sexual Violence Resource Center (NSVRC) Risk and Protective Factors Infographic [Attachment D](#)
- E. SADPAT [Attachment E](#)
- F. Certification of Authorization Form [Attachment F](#)
- G. CDC Rape Prevention and Education <https://www.cdc.gov/violenceprevention/sexualviolence/rpe/index.html>

H. Social Distancing <https://www.wyomingdvsa.org/primary-prevention-social-distance>

IX. SUBMISSION OF APPLICATIONS

Submit complete application, compiled as one (1) pdf document, **via email:**

Megan Selheim

megan.selheim@wyo.gov

Subject/Reference: WYOMING CAN: Promote, Educate, Protect!

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