

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**RAPE PREVENTION EDUCATION COMMUNITY AND SOCIETAL- LEVEL
STRATEGIES AND HEALTH EQUITY**

RFA# 34347-94724

REQUEST FOR APPLICATION**STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. Introduction:**

The Rape Prevention Education program is a federally funded program that provides evidence-based strategies to prevent sexual violence perpetration and victimization. The program utilizes the public health approach and social ecological model to decrease risk factors and promote protective factors in sexual violence. The program's goal is to prevent sexual violence through community and societal -level strategies and interventions and to address the social determinants of health related to sexual violence.

The Tennessee Department of Health (TDH) recently received funding from the Centers for Disease Control and Prevention (CDC) for the Rape Prevention Education: PeRPEtual (Promoting Equity in RPE Through Understanding, Action, and Leadership) grant award to implement community and societal-level strategies that promote health equity that enhance sexual violence prevention over the next five years. Through this funding, TDH will focus on building community-level strategies that include community needs assessments, community coalitions, trainings, and programs that promote health equity in counties with highest sexual assault burden and related risk factors. Applicants who serve at least one of the following TN counties are eligible: Shelby, Tipton, Haywood, Madison, Henderson, Decatur, McNairy, Hardin, Stewart, Montgomery, Dickson, Hickman, Davidson, Bedford, Franklin, Grundy, Putnam, Hamilton, Meigs, Anderson, Knox, Blount, Sevier, Hamblen, Cocke, and Sullivan. The total amount of funding allocated to this project for 5 years is \$2,520,000.00.

Non-Allowable Costs Include:

- Food and drinks;
- Research projects;
- Clinical Care;
- Lobbying;
- Gift or gas cards;
- Billable services provided by physicians or other providers conducting medical treatment services;
- Furniture;
- Guest Meals;
- Invention, Patient, or Licensing Costs;
- Land or Building Acquisition;
- Fines and Penalties;
- Fundraising Cost;

- Bad Debts;
- Direct services for counseling, treatment, or advocacy services;
- Media or awareness campaigns that exclusively promote awareness of where to receive victim services.

The State is seeking applications to provide the services outlined in this RFA. The state will offer multiple grant(s) with a maximum liability of **\$72,000.00** annually for 5 years. The project will be a five-year funding cycle beginning **September 1, 2024**. At this time, no additional funding is expected beyond the 5-year project period. The number and amount of the grants awarded will depend on the number of budgets of the Applications received.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions and IRS Form W9 for completion. The **Application** contains detailed questions about your organization’s background and the specifics of your proposed project. Please provide a project narrative, goals and activities, and bio-sketches of key personnel.

Attachment 3 is the Grant Budget. This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item with a superscript 2 on the end, as applicable for the Budget form.

Note: Each expense object line-item is defined by the *U.S. OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Rape Prevention Education Community and Societal- Level Strategies and Health Equity projects. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
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1. RFA Issued		June 3, 2024
2. Pre-response Teleconference	2:30 p.m.	June 6, 2024
3. Written “Questions & Comments” Deadline	2:00 p.m.	June 10, 2024
4. State Response to Written “Questions & Comments”		June 13, 2024
5. Deadline for Applications	2:00 p.m.	June 21, 2024
6. Evaluation Notice Released		July 1, 2024
7. Effective Start Date of Contract		September 1, 2024

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34347-94724 Teleconference
 Meeting number (access code): 2314 513 9840
 Meeting password: UQm8pXv2J7g
 Meeting Link:
<https://tn.webex.com/tn/j.php?MTID=m4f6d85baefe1edc3e1d1668d3b80fda7>
 Join by phone: +1-415-655-0003 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Director, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Director shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be faxed, emailed, mailed or hand-carried to the Competitive Procurement Director. The State’s

responses will be emailed and posted as an Amendment to the following website:
<https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Director at the address shown below is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Director
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application (**Attachment 1**)
- Competitive Requirements
- Project Narrative (**Exhibit 1**)
- Goals and Activities (**Exhibit 2**)
- Biosketch(es) for key personnel
- Budget Form (**Attachment 3**)
- State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- Organizational capacity and expertise of staff involved;
- Organization experience with the Rape Prevention Education Program;
- Stakeholder involvement;
- Experience with community-level strategies;
- Experience with organizing community coalitions;
- Experience with working with priority populations;
- Detailed goals, activities and timeline; and
- Proposed expenses/budget.

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications(s) which is(are) most responsive to the State's needs.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Rape Prevention Education Community-Level Strategies and Health Equity grant award and notify the State *in advance* if it cannot accept any terms or conditions. The Application for a Rape Prevention Education Community-Level Strategies and Health Equity Project grant award asks the applicant to list any terms or conditions that its organization cannot accept. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**