

Request for Application (RFA) #23-10480:  
Rape Prevention and Education (RPE) Program

**Questions and Answers (Q&A)**

**General Questions**

**1. Is this RPE RFA for new RPE funding or a renewal?**

The RPE RFA #23-10480: RPE Program is a new funding proposal.

**2. Will applicants be sent the information to log in to apply? Will this information be available on the CDPH website?**

There is no log in information required to apply for the RFA #23-10480: RPE Program. To submit a response to RFA #23-10480: RPE Program, please refer to Part Three: Application Requirements and Submission (pages 28-30) for more information.

**3. Will the slides from the RPE RFA Informational Webinar on 10/19/23 be shared?**

The recording of RPE RFA #23-10480: RPE Program's Informational Webinar can be found at CDPH, Injury and Violence Prevention Branch's (IVPB) [Sexual Violence/Rape Prevention and Education Program website](#). Please note, the RPE RFA #23-10480: RPE Program, along with any addenda posted hereafter, take precedence over anything said during the Informational Webinar. Please be sure to check the Sexual Violence/Rape Prevention and Education Program website regularly for any new updates.

**4. Appendices are not attached to the RFA downloaded from the CDPH site. Are they contained elsewhere?**

Appendices for RPE RFA #23-10480: RPE Program can be found under the "Request for Application (RFA) Announcement" at CDPH IVPB's [Sexual Violence/Rape Prevention and Education Program website](#). Please be sure to review all documents carefully.

**Letter Of Intent (LOI) Questions**

**5. What information, format, or template should be used and/or included in the Letter of Intent (LOI)?**

The Letter of Intent (LOI) must be submitted on the Applicant's letterhead and received by CDPH no later than Thursday, November 9, 2023, by 5:00 p.m. PST. Failure to submit the mandatory Non-Binding LOI will result in application rejection. The mandatory LOI is not binding, and prospective

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applicants are not required to apply merely because an LOI is submitted.  
Submit the LOI by email (PDF with electronic signature) to: Email:  
[RapePrevention@cdph.ca.gov](mailto:RapePrevention@cdph.ca.gov) The Subject Line should read as follows:  
Letter of Intent RFA No. 23-10480 and include your agency's name. Please  
refer to Part Three: Application Requirements and Submission, C.  
Mandatory Non-Binding LOI (page 28) for information. There are no  
additional requirements for the LOI.

**6. Will organizations who submit a Letter of Intent by November 9th be invited to submit an application by November 29th. If so, when will organizations be notified if they have been selected to submit?**

All eligible applicants may apply to the RFA #23-10480: RPE Program. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (pages 13-15) and Part Three: Application Requirements and Submission (pages 28-30) for more information.

**7. Once we submit our LOI, what are the next steps in the process?**

Upon receipt of an Applicant's LOI, CDPH will provide the required RPE RFA #23-10480: RPE Program Attachments A (Application Cover Sheet), B (Scope of Work), C (Budget Details-Year One), and D (Budget Narrative-Year One) via email. Read all instructions carefully. Be sure to include all information required by the RFA, including all attachments. Re-check the Application and utilize the included RFA Checklist to ensure completeness. For more information, please refer to Part Three: Application Requirements and Submission (pages 28-30). It is the Applicant's responsibility to prepare and submit the Application according to the requirements outlined in RFA #23-10480: RPE Program.

**8. Does the sub grantee need to be identified in the LOI?**

No, the subgrantee does not need to be identified in the LOI; however, the Applicant is encouraged to include this information if it is known.

**Strategies and Approaches Questions**

**9. Would our evidence-based primary prevention programming fall under the current RFA? We feel that our programming fits nicely under the RPE strategies listed on page 7 of the RFA (evidence-based societal change), but it is not clear to us whether the RPE strategies listed on page 7 are what is being funded. There seems to be a strong focus on community engagement approaches, and we are not clear on whether this is the only activity being funded or if you are also interested in the other priorities**

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**listed (evidence based societal change, racial and gender health equity, and social determinants of health).**

CDPH/IVPB RPE is seeking applications from eligible local rape crisis centers (RCCs) and community-based organizations (CBOs) to implement and evaluate community/societal-level strategies for sexual violence (SV) prevention. The community/societal-level strategies in this RFA (pages 6-8) include: 1) Economic security/mobility for women/gender expansive people/families; 2) Transforming gender norms; and 3) Improving community environment. More information on these strategies with example activities can be found in RFA #23-10480: RPE Program Appendix 2: RPE Program Strategies & Approaches. In RFA #23-10480: RPE Program, the following community engagement approaches will be the mechanisms to implement strategies within communities: 1) Community Mobilization; 2) Promotores; and 3) Coalition-Building to advance health equity for priority populations. For more information, please refer to Part One: Funding Opportunity Description, C. RPE Program Priorities (pages 6-11).

**10. Does the Community Mobilization Engagement Approach have to be incorporated and aligned with the Close to Home (C2H) evidence-based model?**

If the Applicant selects the Community Mobilization approach, the Close to Home (C2H) model must be used.

**Application and Submission Questions**

**11. Is there page limit for the Narrative section?**

RPE RFA #23-10480: RPE Program describes that the Narrative Section is ten pages total. Applicants must respond to the applicable narrative questions and attachments as outlined in the table on page 33 of the RPE RFA #23-10480: RPE Program (please refer to Part Five: Narrative and Corresponding Attachments, A. Table of Required Documents for more information). Follow all requirements carefully, including designated page limits. Any section of an Applicant's narrative that exceeds the page limit will not be reviewed. There are no page limits for Attachments.

**12. Is the Health Equity Organizational Capacity Assessment considered part of the planning process?**

The Health Equity Organizational Capacity Assessment (Assessment) will be completed within the first six (6) months of the performance period to identify areas of improvement for their organizations and community

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context in supporting and advancing health equity. The Assessment is expected to help organizations develop recommendations to increase capacity to reduce health inequities in their community. It is recommended that the Assessment be completed in collaboration with partners. CDPH/IVPB will provide a template that includes suggested capacity areas to address guiding questions for assessing these capacity areas, and additional resources. For more information, please refer Part Two: Program and Grant Requirements, G. Conduct a Health Equity Organizational Capacity Assessment (page 24).

**13. Is a current insurance policy required with submission?**

Applicants must provide a copy of current insurance policy documents. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 14).

**14. Is a Logic Model due with submission?**

No. Organizations will develop and submit a Logic Model specific to their project based on the selected strategy and community engagement approach within 90 days of award. Please refer to Part Two: Program and Grant Requirements, I. Comply with Administrative and Evaluation Reporting (page 26).

**15. Is a letter of commitment required for the lead applicant or only the subgrantee required partner?**

A Letter of Commitment (LOC) is required from the Lead Applicant signed by the Executive Director, Board Chair, or other organizational leadership. Additionally, a minimum of one (1) Memorandum of Understanding (MOU) or LOC from a community partner who will be directly taking part in the proposed project, stating their readiness and commitment to support the proposed project is required. For more information, please refer to Part Four: Application Review and Selection, H. Letters of Commitment/Memoranda of Understanding (pages 39-40).

**16. Do we need to submit the entire Scope of Work (SOW) (Attachment B) or only the checklist portion?**

Yes. Applicants are required to complete and submit the SOW using the template provided by CDPH and they must also select their strategy and community engagement approach. Please refer to Part Four: Application Review and Selection, G. Scope of Work (Attachment B) (page 39).

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**Eligibility/Subgrantees/Coalitions Questions**

**17. Would you be able to clarify if the RFA for RPE funds that was just released is open for all to apply or only those that were previously funded in the last cycle?**

Eligible applicants for RFA #23-10480: RPE Program include all local RCCs and CBOs. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (pages 13-15) of the [RFA #23-10480: RPE Program](#) for more information.

**18. When “the organization” is mentioned, do you mean the “lead applicant” as in 1 organization, or all partnered organizations including subgrants are responsible? Example page 27, “Evaluation Plan.”?**

The organization is the “lead applicant.” Page 14 of the RFA states: “one (1) organization serving as the lead and partner organizations named as subgrantees.” Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 14) for more information.

**19. If we are an existing coalition, are we qualified to apply for the Coalition Building approach?**

Yes, if the Applicant meets the eligibility requirements (Part One: Funding Opportunity Description, D. Eligibility Criteria (page 13)) and implementation requirements for coalitions (Part Two: Program and Grant Requirements, A. Select One (1) of Three (3) Community Engagement Approaches (pages 20-21)).

**20. Can we leverage the work of an existing Coalition? Or do we have to create a new Coalition?**

Yes, the Applicant can leverage the work of an existing coalition or create a new coalition if the Applicant meets the eligibility requirements (Part One: Funding Opportunity Description, D. Eligibility Criteria (page 13)) and implementation requirements for coalitions (Part Two: Program and Grant Requirements, A. Select One (1) of Three (3) Community Engagement Approaches (pages 20-21)).

**21. If there is an existing Coalition, the fiscal agency is a government agency, so it does not have nonprofit status? Are we still eligible to apply?**

Eligible Applicants are CBOs, RCCs, and Subgrantees who have a 501(c)(3) organization status from the Internal Revenue Code. This requirement also applies to subgrantees. Non-profit organizations must certify their eligibility to claim non-profit status. For more information,

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please refer to Part One: Funding Opportunity Description, D. Eligibility  
Criteria (page 14).

**22. If partnering with more than one CBO, are all partners required to be compensated as subgrantees?**

Not all partners are required to be compensated as subgrantees. The Lead Applicant will determine if other partners will be compensated. RFA #23-10480: RPE Program requires that the CBO (if the Lead Applicant is an RCC) subgrantee is compensated.

**23. Would a university qualify as a CBO partner?**

Eligible Applicants are CBOs, RCCs, and Subgrantees that have a 501(c)(3) organization status from the Internal Revenue Code. The definition of "CBOs" is only limited in that the organizations must have a 501(c)(3) non-profit tax-exempt status. This requirement also applies to subgrantees. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 14).

**24. If our organization does not already have a sub-grant with an RCC, are we ineligible for this grant?**

No; however, a subgrant with an RCC will be required at the time of application.

**25. Do we need to submit proof of nonprofit status for the subgrantee partner?**

Yes. Non-profit organizations must certify their eligibility to claim non-profit status. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 14).

**26. Are there set guidelines or parameters for the MOU with the CBO?**

The MOU provided should describe the collaborative partnership between the signed organizations and the intention to enter into a subgrant should funding be awarded. CBOs applying for funding must have a subgrant with their local RCC through an MOU to demonstrate commitment to the SV field. RCCs applying for funding must have a subgrant with a CBO through an MOU. Organizations are required to have formalized agreements [e.g., MOUs] from partners for the selected strategy and priority population. Formal partnership or an MOU with a RCC is required if the Lead Applicant is not an RCC. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 13) and Part Two: Program and Grant Requirements, E. Collaborate with Partner(s), Coalitions, and/or Collaboratives (page 23).

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**27. Does the CBO simply need to supply, a MOU with an RCC?**

Yes. CBOs applying for funding as the Lead Applicant must demonstrate commitment to the SV field through a subgrant with their local RCC and an MOU. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (pages 13-15).

**28. Does the RCC need to be included in the grant as co-partner in the execution of the grant activities?**

Yes. RCCs applying for funding must have a subgrant with a CBO through an MOU and serve as a partner in undertaking grant activities. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (pages 13-15).

**29. Are we required to have an additional CBO if the applicant is an RCC?**

Yes. RCCs applying for funding must have a subgrant with a CBO through an MOU. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 13).

**30. As a RCC and a CBO do we still need a CBO sub-grantee MOU as part of our application?**

Yes. RCCs applying for funding must have a subgrant with a CBO through an MOU. Please refer to Part One: Funding Opportunity Description, D. Eligibility Criteria (page 13).

**31. Can a RCC partner with more than one CBO?**

Yes, the Applicant may propose to work with more than one CBO.

**Budget/Invoice Questions**

**32. Is a certain percentage of funding required to be allocated to the subgrantee partner?**

No, but in general, subgrantees are not to be paid over \$350 per eight-hour day. Special subgrantees may be paid at a higher rate per day based on prevailing rates and other special considerations addressed in the blanket justification. In no event is the subgrantees to be paid more than the hourly salary rate established for state employees in similar classifications. For more information, please refer to Part Five: Project Narrative and Corresponding Attachments, I. Budget/Budget Narrative (Attachments C and D) (page 43).

**33. Does the subcontract to a CBO with MOU require funding to be shared? If so, is there a minimum?**

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Yes, the subgrant to a CBO with MOU does require an allocation of funding, to be proposed by the applicant. In general, subgrantees are not to be paid over \$350 per eight-hour day. RPE RFA #23-10480: RPE Program does not require a minimum amount of funding to be allocated. For more information, please refer to Part Five: Project Narrative and Corresponding Attachments, I. Budget/Budget Narrative (Attachments C and D) (page 43).

**34. As stated in the RFA, "CDPH will consider requests for funding up to 10 percent higher than these levels based on salary requirements within the agency, as long as they do not exceed salaries of state positions and funding is available. Would it be acceptable to submit a budget of \$187,000 annually?"**

While CDPH will consider the requests as described in this question, Applicants must demonstrate the need for the additional funds to meet the minimum Full Time Equivalent (FTE) requirements described in this RFA. Please refer to Part One: Funding Opportunity Description, E. Funding Guidelines (page 17) for more information.

**35. We will be applying as the RCC. What is the level of involvement required for the subgrantee CBO? Are there budgetary requirements for this subgrant?**

RCC Applicants must include a CBO subgrantee, and CBO Applicants must include an RCC subgrantee, that aligns with the SOW activities. The level of involvement is to be proposed by the applicant. For more information on Subgrantees, please refer to Part Five: Project Narrative and Corresponding Attachments, I. Budget/Budget Narrative (Attachments C and D) (pages 42-43).

**36. How will reimbursements be made? Monthly? Quarterly? Annually?**

Organizations have the option of submitting invoices either monthly (due no later than the last day of the month after the invoiced month) or on a quarterly basis (every 3 months), though the invoice is still due the last day of the following month.