

APPLICATION COVER SHEET**Check One Box****Check One Box:**

- Community Mobilization
 – Promotores
 – Coalition Building

Rape Crisis Center

Community-Based Organization

Check One or More Boxes of the Priority Population(s) To Be Served by Your Agency:

Black Latino/a/e Native-American/Indigenous Asian/Pacific Islander
 LGBTQ+ Rural Residents Low Socioeconomic Status Non-US Born
 Women, Girls, and Gender Expansive Disabled
 People with Intersections of These Identities

Agency Name:

Telephone:

Street Address:

Fax:

City:

State:

Zip Code:

County:

Federal Tax ID #:

Amount Requested: \$

Person with day-to-day responsibility for the Project:

Name:

Title:

Complete
Address:

Telephone:

Alternate
Phone:

Fax:

Email:

The undersigned hereby affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge and accepts as a condition of a contract the obligation to comply with applicable state and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.

Signature:

Date:

Type Name and Title:

Address:

Telephone:

Fax:

Email:

Exhibit A
Scope of Work
February 1, 2024 – January 31, 2029

Grantee shall perform the following services:

Select one (1) or two (2) CDPH RPE community/societal-level strategies:

- Economic Security/Mobility:** Educate and work with decision makers, organizations, employers, and communities on policies and/or programs that support economic security/mobility for women, gender expansive people, and families
- Transforming Gender Norms:** Implement public campaigns, policies, and /or programs for gender equity and inclusivity
- Improving Community Environment:** Violence prevention policy development and implementation; Improving physical environments/Increasing community connectedness; Alcohol-related policy development, adoption, and implementation

Select one community engagement approach:

- Close 2 Home (C2H) Community Mobilization:** Using the C2H approach, youth and adult leaders/organizing teams/network develop community-driven campaigns, actions, or policies across four phases (i.e., Assess, Talk, Build, Act)
- Promotores:** Promotores are characterized as lay health workers with the ability to provide linguistically and culturally responsive services informed by their lived experiences in the community
- Coalition Building:** Union of community members and organizations working to educate about a specific problem and define the solutions; Coalition goals range from information sharing to coordination of services, from community education to community engagement in advocacy working to undertake policy, system, and environmental change

List Legend of Position Title & Name of Responsible Staff (To be completed if awarded Grant):

**Exhibit A
Scope of Work
February 1, 2024 – January 31, 2029**

| Goal 1: Increase organizational capacity for sexual violence prevention and health equity for priority populations. | | | | |
|---|--|-------------------------------|--------------------------|---|
| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 1.1 Establish agency infrastructure and capacity to meet staffing requirements in working with priority population, selected strategy, and community engagement approach. | 1.1.1 Meet staffing pattern requirements to ensure program fidelity requirements are met. | 8/1/2024 | Manager | 1.1.1 Submit organization chart electronically to CDPH for review. |
| | 1.1.2 Hire necessary staff with minimum competencies to develop partnerships and relationships with community leaders and members. | 8/1/2024 | Manager | 1.1.2 Submit staff names electronically to your assigned CDPH Program Consultant. |
| | 1.1.3 Provide staff with the opportunity to work flexible hours to meet the needs of the community. | Ongoing | Manager | 1.1.3 Upon request, submit electronically job description(s) for each staff member involved in the project. |
| | 1.1.4 Ensure staff have the capacity to implement project by providing onboarding orientation, staff development, skill-based trainings, and webinars. | 04/1/2024 | Manager | 1.1.4 Complete training/professional development plan for each staff member within 60 days of hiring and submit to CDPH in the Bi-annual Progress Report. |
| | 1.1.5 Conduct regular check-in meetings with Prevention Staff and provide ongoing supervision, observation, and feedback. | Ongoing | Manager | 1.1.5 Report in the Bi-annual Progress Report. |

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| | 1.1.6 Engage organization (i.e., staff, all levels of management/leadership, Executive Director, and Board) in ongoing primary prevention (e.g., staff meeting updates/trainings, board reports, etc.) | Quarterly | Manager | 1.1.6 Keep record of meeting agendas and submit training log to CDPH upon request. Report progress and outcomes in the Bi-annual Progress Report. |
| | 1.1.7 Report any staff changes. | Within five (5) business days of any staffing change | Manager | 1.1.7 Notify your assigned CDPH Program Consultant within five (5) business days of any staffing changes. |
| 1.2 Conduct a planning process within six months of award. | 1.2.1 Conduct community assessment to determine the appropriateness of the proposed strategies for priority populations in the community; assess and build partnerships; assess current context of sexual violence prevention in the community. This process could include review of community assets, network mapping, surveys, focus groups, etc. For a full list of activities, refer to the | 8/1/2024 | Manager | 1.2.1 Submit Community Assessment to CDPH for review and submit in the Bi-annual Progress Report. |

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| | Request for Application (RFA) Program and Grant Requirements. | | | |
| | 1.2.2 Assess if any adaptations or adjustments need to be made to the project. | Annually | Manager | 1.2.2 Provide adaptations to CDPH for review and approval and report in the Bi-annual Progress Report. |
| 1.3 Conduct a Health Equity Organizational Capacity Assessment. | 1.3.1 Meet with internal staff, partners, and key stakeholders to identify areas of improvement in capacity for a health equity approach. | 08/01/2024 | Manager Leadership Executive Director(or Designee) | 1.3.1 Provide to CDPH staff upon request and submit in the Bi-annual Progress Report. |
| | 1.3.2 Complete Health Equity Organizational Capacity assessment. Template provided by CDPH. | 08/01/2024 | Manager | 1.3.2 Submit a completed Health Equity Organizational Capacity Assessment to CDPH. |
| | 1.3.3 Develop recommendations to increase capacity for a health equity approach. | 12/31/2024 | Manager | 1.3.3 Submit recommendations to CDPH. |
| 1.4 Participate in required training and technical assistance (TTA). | 1.4.1 Participate in TTA in-person events/trainings. | Two (2) per year (one in Northern California and one in Southern California) | Manager Program Staff | 1.4.1 Complete Training Log for each staff member and provide to CDPH in the Bi-annual Progress Report. |
| | 1.4.2 Participate in TA calls, peer networking calls or communities of practice calls, and web conferences. | Quarterly | Manager Program Staff | 1.4.2 Complete training log for each staff member and provide to CDPH in the Bi-annual Progress Report. |

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| | 1.4.3 Participate in grant monitoring/TA calls with CDPH. | Every six (6) months | Manager Program Staff | 1.4.3 Provide to CDPH staff upon request and provide in the Bi-annual Progress Report. |
| | 1.4.4 Participate in virtual meeting for organizational leadership. | Annually | Executive Director (or designee) | 1.4.4 Complete training log for each staff member and provide to CDPH in the Bi-annual Progress Report. |

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Scope of Work
February 1, 2024 – January 31, 2029**

| Goal 2: Perform administrative reporting, monitoring, and evaluation functions. | | | | |
|--|--|--|--------------------------|---|
| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 2.1 Develop a Logic Model. | 2.1.1 Work with CDPH to develop and electronically submit a Logic Model specific to the proposed strategy and community engagement approach, building upon RPE Logic Model provided. | 04/30/2024 | Manager | 2.1.1 Submit Logic Model to CDPH for review and approval. |
| | 2.1.2 Review the Logic Model specific to the proposed strategy and community engagement approach with CDPH and update as necessary or required by CDPH. | 04/30/2025 04/30/2026 04/30/2027 04/30/2028 | Manager | 2.1.2 Submit Logic Model to CDPH for review and approval. |
| 2.2 Develop an Implementation Work Plan and submit any changes/adaptation to the Implementation Work Plan for CDPH approval. | 2.2.1 Develop and submit an Implementation Work Plan with details on program implementation for each grant year that complies with instructions provided by CDPH. | 03/16/2024 03/16/2025 03/16/2026 03/16/2027 | Manager | 2.2.1 Submit Implementation Work Plan to CDPH for review and approval. |
| | 2.2.2 Submit any necessary adaptations to the originally proposed Implementation Work Plan to CDPH for approval. | As needed, 30 days prior to implementation | Manager | 2.2.2 Submit Work Plan changes to CDPH for review and approval prior to implementation. Ensure any changes /adaptations are reflected in the Bi-annual Progress Report. |

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| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| | 2.2.3 Document all unplanned changes/adaptations. | 09/15/2024 09/15/2025 09/15/2026 09/15/2027 09/15/2028 01/31/2029 | Manager | 2.2.3 Provide a summary of any unplanned changes/adaptations in Bi-annual Progress Report. |
| 2.3 Participate in data collection and evaluation activities. | 2.3.1 Collect required data as detailed within the CDPH Evaluation Plan. | Ongoing per Evaluation Plan | Manager | 2.3.1 Maintain data collected per Evaluation Plan and submit to CDPH upon request. |
| 2.4 Submit Bi-annual Progress Report. | 2.4.1 Complete and submit Bi-annual Progress Report using the approved Implementation Work Plan Template on or before the due date, as determined by CDPH. | 09/15/2024 03/15/2024 09/15/2025 03/15/2025 09/15/2026 03/15/2026 09/15/2027 03/15/2027 09/15/2028 03/15/2028 01/31/2029 | Manager | 2.4.1 Submit Bi-annual Progress Report to CDPH for review and approval. |

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| Goal 3: Engage a network of partners, organizations, and community members/residents. | | | | |
|--|--|-------------------------------|--------------------------|---|
| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 3.1 Collaborate with partners and organizations for selected strategies and approaches. | 3.1.1 Identify and establish formal and informal partnerships with traditional/non-traditional organizations, sectors, and businesses to achieve the goals of the selected strategy. | Ongoing | Manager Program Staff | 3.1.1 Submit Letters of Commitment or MOUs to CDPH and report a summary of partnerships in the Bi-annual Progress Report. |
| | 3.1.2 Identify and establish partners who have developed relationships with the priority population and selected community to support their engagement of community members for the selected strategy. | Ongoing | Manager Program Staff | 3.1.2 Report progress and outcomes in the Bi-annual Progress Report. |
| | 3.1.3 Conduct regular meetings and/or trainings with partners on selected strategy and participate in collaborative activities or events. | Ongoing | Manager Program Staff | 3.1.3 Submit Meeting Logs/Agendas to CDPH upon request. |
| | 3.1.4 Lead or participate in at least one (1) local collaborative or coalition that addresses intersectional approaches to violence prevention. | Quarterly | Manager Program Staff | 3.1.4 Submit Meeting Logs/Agendas to CDPH upon request and submit summary in the Bi-annual Progress Report. |

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February 1, 2024 – January 31, 2029

| Goal 3: Engage a network of partners, organizations, and community members/residents. | | | | |
|--|---|-------------------------------|--------------------------|--|
| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 3.2 Engage community members and residents. | 3.2.1 Conduct or participate in meetings, events, trainings, or activities to engage the community based on the selected community engagement approach. | Ongoing | Manager Program Staff | 3.2.1 Report progress and outcomes in the Bi-annual Progress Report. |
| | 3.2.2 Educate the community on the selected community-level strategies. | Ongoing | Manager Program Staff | 3.2.2 Report progress and outcomes in the Bi-annual Progress Report. |

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| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 3.3 Build leadership skills of youth and adult community members who will serve as ongoing participants and leaders based on the selected community engagement approach (organizing teams, Promotores, or coalition participants). | 3.3.1 Recruit community members with lived experience to participate as leaders in the project with Letters of Commitment. | Ongoing | Manager Program Staff | 3.3.1 Submit a Recruitment Plan to CDPH in the Implementation Work Plan and report progress in the Bi-annual Progress Report. |
| | 3.3.2 Provide orientation and training opportunities for community members. | Ongoing | Manager Program Staff | 3.3.2 Provide training materials to CDPH staff upon request and submit in the Bi-annual Progress Report. |
| | 3.3.3 Facilitate regular meetings based on the selected approach in order to implement the selected prevention strategies. | Ongoing | Manager Program Staff | 3.3.3 Submit Meeting Log and Meeting Agendas to CDPH upon request, and submit in the Bi-annual Progress Report. |
| | 3.3.4 Document a plan to retain community member engagement in the project (e.g., implementation of stipends to community members to offset the cost of volunteerism to be negotiated with CDPH) | Ongoing | Manager Program Staff | 3.3.4 Submit proposed plan to CDPH and report in the Bi-annual Progress Report. Document distribution of stipends. |

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| Goal 4: Implement the selected community/societal-level strategies with priority population. | | | | |
|---|--|-------------------------------|--------------------------|--|
| Major Objective(s) | Major Functions, Tasks, and Activities | Documentation Timeline | Staff Responsible | Performance Measure and/or Deliverables |
| 4.1 Implement the strategy and approach within a defined area with the selected priority population. | 4.1.1 In partnership with the community, implement selected strategy and approach with the priority population to advance health equity. | Ongoing | Manager Program Staff | 4.1.1 Report progress and outcomes in the Bi-annual Progress Report. |
| | 4.1.2 In partnership with the community, educate and work with decision-makers, organizations, businesses, sectors, and/or the community on the selected strategy. | Ongoing | Manager Program Staff | 4.1.2 Report progress and outcomes in the Bi-annual Progress Report. |
| 4.2 Develop and implement a campaign, policy, practice, protocol or action plan that addresses the selected strategy. | 4.2.1 In partnership with the community, submit a draft campaign, policy, practice, protocol, or action plan for review and approval. | Ongoing | Manager | 4.2.1 Submit a draft plan to CDPH for review and approval. |
| | 4.2.2 Submit a final campaign, policy, practice, protocol, or action plan for review and approval. | Ongoing | Manager | 4.2.2 Submit final plan to CDPH for review and approval. |

BUDGET NARRATIVE SAMPLE

Please complete a budget narrative for Year One (1) only. Please follow the sample included below for each of your listed expenses.

SAMPLE ENTRY FOR EXPENSES

Name and Title: Jane Doe (Program Manager)

Annual Salary: \$68,100

Level of Effort: 80% effort for 12 months

(Annual Cost Formula should reflect all calculations supporting the amount listed on the Budget Detail page)

Total Cost: $\$68,100 \times 80\% \text{ FTE} = \$54,480 \times 45.7\% \text{ Fringe} = \$24,897 / \$54,480 + \$24,897 = \mathbf{\$79,377 \text{ Annual Cost}}$

Role: Jane Doe is a program manager at Agency Name and will manage all aspects of implementation for this project. They will work closely with community partners in the implementation of the evaluation system and will work under the direction of the Prevention Director and Executive Director.

Travel

(Sample Formula to reflect how the Travel Line Item Total was derived)

One team member (Job Title) will attend one US-based conference in year 1 to present results developed from the SOW deliverables. A total for this conference, \$2,000 has been designated for flight (\$660), hotel (\$300/night x 2 nights = \$600), food per-diem (\$80/day x 3 days = \$240) and conference registration (\$500). Three team members (Job Titles) will attend two reverse site visits/trainings for RPE Programs in year 1 to learn about project implementation and inform process data collection for RPE evaluation. For these trainings, \$5,000 has been designated for flights (\$175/person x 3 ppl x 2 trips = \$1,050), ground transportation (\$110.33/person x 3 ppl x 2 trips = \$662), hotel (\$200/night x 2 nights x 3 ppl x 2 trips = \$2,400), food per-diem (\$74/day x 2 days x 3 people x 2 trips = \$888). **A total of \$7,000 has been designated for travel** during Year 1.