
The Ohio Higher Education Inspiring a Community of Shared Responsibility Grant

Program Purpose

A single act of sexual violence is one too many. Ohio seeks to strengthen its ability to better respond to, and ultimately prevent, sexual assault on the state's college campuses. The Ohio Department of Higher Education (ODHE) was charged with developing model best practices for preventing and responding to campus sexual assault. As a result, ODHE released the "Changing Campus Culture: Preventing & Responding to Campus Sexual Violence" report (www.ohiohighered.org/ccc) and recommendations.

Through the Ohio Higher Education Inspiring a Community of Shared Responsibility Grant Program, Ohio's Department of Higher Education (ODHE) seeks to (1) Provide support to higher education institutions as they work to implement comprehensive awareness campaigns (2) Develop effective campaigns with the potential to be expanded across Ohio's campuses.

Specifically, ODHE, through the Ohio Higher Education Inspiring a Community of Shared Responsibility grant program, seeks proposals from colleges and universities that demonstrate a shared sense of respect and responsibility amongst community members. Successful proposals will:

- Demonstrate a cohesive message to campus community members based on assessed needs
- Use the toolkit provided through the ODHE sponsored workshop to develop a unique awareness campaign
- Implement an objective way to measure the effectiveness of their proposed campaign
- Demonstrate a commitment to sustainability and adaptability

I. Eligible Applicants

Eligible institutions are institutions of higher education that have completed a Changing Campus Culture Year One Report and attended the Sexual Violence Awareness Seminar on March 15, 2017. See below for applicable definitions:

Institutions of higher education include the following:

A State institution of higher education as defined in section 3345.011 of the Revised Code and a private nonprofit institution of higher education holding a certificate of authorization pursuant to Chapter 1713. of the Revised Code.

State institutions of higher education and private nonprofit institutions may collaborate with other institutions of higher education, either public or private, on Inspiring a Community of Shared Responsibility Grant projects.

II. Anticipated Awards

The total of all awards under the Inspiring a Community of Shared Responsibility Grant program will not exceed the total funding available. The Chancellor is not obligated to expend all funds set aside for this initiative and may request revisions to proposal budgets.

1. Funding Available: up to \$400,000
2. ODHE will provide funds for individual campuses and/or consortiums.
 - a. Individual campus awards:
 1. Maximum award - \$10,000
 - b. Consortium awards:
 1. Two consortium members: \$35,000 maximum
 2. Three consortium members: \$50,000 maximum
 3. Four or more consortium members: \$65,000 maximum

III. Eligible Expenses and Project Term

Awards under the Inspiring a Community of Shared Responsibility Grant program are to be expended on eligible costs. Eligible costs must be expenses directly tied to the implementation of the project and may include personnel, equipment and supplies, and other costs.

Inspiring a Community of Shared Responsibility Grant programs funded through this RFP will be on a 10 month time frame from the time an agreement is executed between the Department of Higher Education and the institution. Project planning period must commence upon receipt of funds. Implementation of awarded proposals must commence by August 2017 and conclude by June 2018.

A final program and expense report will be due from the institution 45 days after the end of the expenditure period. Throughout the duration of the grant period bi-annual reports detailing progress, expenses, examples and evaluations will need to be submitted. All reports should be sent to Kerry Soller, ksoller@highered.ohio.gov.

IV. Proposals Review Process and Timeline

The schedule below may be revised by the Chancellor due to circumstances and any changes will be communicated to applicants.

Request for Proposals Released	March 15, 2017
Time for Questions	March 15 – March 31, 2017
Proposals Due by 12 p.m.	April 21, 2017
Proposal Review Period	April 24 – May 14, 2017

Notification of Awarded Proposals

May 19, 2017

The Chancellor will provide information to interested parties and provide assistance to potential applicants by responding to questions submitted via e-mail to:

ksoller@highered.ohio.gov

Questions must be submitted by March 31, 2017, to ensure an answer by April 3, 2017. Questions will be answered on a rolling basis and responses will be posted at www.ohiohighered.org/ccc.

The Chancellor's staff will initially screen proposals for completeness. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff. While all proposals will receive consideration, submission of a complete proposal does not guarantee funding.

Accepted proposals will be evaluated using a scoring rubric (see section VI, *Proposal Requirements*) approved by the Chancellor. The Chancellor will make final decisions based on the quality of the proposal.

Upon applicant approval, the Chancellor will provide an award notification letter to the institution, which will include the total awarded amount. ODHE will then draft a more formal agreement to be sent after the award notification letter is received.

V. **Proposal Submission**

Applicants are responsible for submissions of proposals within the time period set by the Chancellor. Proposals must be received no later than 12 p.m. April 21, 2017 and must be submitted in the following manner:

One electronic PDF file emailed to Kerry Soller, ksoller@highered.ohio.gov

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

VI. Proposal Requirements

A. Format

Proposals must be submitted in Arial Font, 10 points or larger and double-spaced; there is an exception for tables and images, where the font may be single spaced. Please see below for page allocations and directions for each section of the proposal.

- a. **Cover Letter (one page):** Title of project; identify the primary contact by name, title, address, phone and email address.
- b. **Executive Summary (one page maximum):** Describe: a) the proposed awareness campaign; b) how climate survey data supports this campaign; and c) the expected changes to the campus culture.
- c. **Project Narrative (12 pages maximum):** should address the Proposal Criteria in order (see Section C).
- d. **Budget & Budget Narrative (two pages maximum):** In a narrative and summarized in the Excel spreadsheet, the budget & budget narrative will document:
 - i. Itemized costs
 - ii. The underlying assumption for each cost (i.e. base cost of item or service, number served, number of times per year, etc.)
 - iii. Any matching funds that will be leveraged, clearly labeled
- e. **Attachments (5 pages maximum):** Proof of commitment from all parties responsible for the implementation of this project is required.

B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria

- Project Design 30 points
- Project Rationale 25 points
- Project Plan 20 points
- Budget & Narrative 15 points
- Project Evaluation 10 points

C. Proposal Criteria

Project Narratives are required to address the following:

1. *Project Design:* Broad description of the proposed project. This section should address what the project plans to accomplish and the proposed outcomes.
 - a. A narrative description of the proposed project,
 - b. A communications plan that includes at least three (3) different media and/or platforms that will be used in the campaign.

- c. Demonstrate how the project will instill a connection with campus community members that inspires them to join in the efforts to change the campus culture.
 - d. Demonstrate how the project will incorporate the various aspects learned at the Awareness Seminar.
 - e. Project may not supplant any previous or current projects for which funds have been awarded.
 - f. If the project is a continuance of current campaign offerings, explain how it improves the existing model.
2. *Project Rationale:* This section will explain why this project is important and likely to succeed. This section should address, but is not limited to, the items detailed below:
 - a. Describe the process used to understand the climate survey or other assessment results and explain how these results informed the proposed project.
 - b. Demonstrate commitment to project success and discuss synergy with other initiatives on campus and expected number of campus community members to be impacted by this project. Note: attachments may provide evidence of commitment, where appropriate.
 - c. Demonstrate how this project will be sustained beyond the grant period and continue to provide substantial value and lasting impact. Including how the campaign may be adapted as a result of future assessment data. Provide evidence of a commitment to project sustainability beyond the grant period.
3. *Project Plan:* This section will provide a clear description and timeline for activities to be undertaken.
 - a. Outline the roles and responsibilities of key staff members.
 - b. Provide a brief biography of the administrative lead for the project.
 - c. Provide a timeline with proposed activities and estimated completion milestone for each activity. Include a GANNT chart showing milestones and the necessary steps for a successful outcome for the proposed project.
 - d. Describe the timeline for stakeholder engagement. Identify: 1) the audiences that will be communicated with, both on and off campus, 2) key communication touchpoints.
4. *Project Evaluation:* Explain how project success will be measured. The evaluation plan should be tied to specific outcomes related to the

recommendations in the Changing Campus Culture report. It is recommended campuses consider climate surveys as a source of measurement.

- a. Describe the evaluation design. Clearly explain how outcomes will be defined and measured.
- b. Provide a timeline for the evaluation process,
- c. Identify the individuals who will lead the evaluation process & describe their credentials.

Note: ODHE will collect data related to the project for two years after the end of the agreement.

5. *Budget Narrative*

- a. The amounts for each budget line activity requested must be documented and justified in the budget narrative and summarized within the Excel workbook.
- b. Describe the timing of expenditures in relation to the schedule
- c. Costs should fall within comparative industry standards

VII. Legal Notices

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

VIII. Trade Secrets

All Lead Applicants are strongly discouraged from including in a proposal any information that the Lead Applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code.

If any information in the proposal is to be treated as a trade secret, the proposal must:

- a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;
- b. Identify that the proposal contains trade secret information in the cover letter; and
- c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
- d. To determine what qualifies as trade secret information, refer to the definition of "trade secret" in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

"(D) 'Trade Secret' means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

(1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

(2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

- e. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.
- f. If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.