

Act 44/Title XX Competitive Application for FY 2022-2023

Application Instructions

**The Pennsylvania Coalition Against Rape**

The Pennsylvania Coalition Against Rape (PCAR) works to eliminate all forms of sexual violence, and to advocate for the rights and needs of victims of sexual harassment, abuse, and assault. PCAR was formed in 1975 to provide coordination and information exchange between the emerging anti-rape efforts across Pennsylvania and was the nation’s first anti-sexual violence coalition.

PCAR provides funding, quality assurance oversight, training, and support to a network of rape crisis centers that provide services to victims of harassment, abuse, and assault in all 67 counties of the Commonwealth. PCAR is recognized as a national leader in the field of rape intervention and prevention and is widely known for its innovative and cutting-edge responses and for building sustainable solutions that promote the prevention and elimination of sexual harassment, abuse, and assault.

**Application Overview**

**Purpose**

This competitive application provides interested applicants with sufficient information to enable them to prepare and submit an application for consideration by the Pennsylvania Coalition Against Rape to provide services related to sexual harassment, abuse, and assault[[1]](#footnote-1) for Fiscal Years 2022-2027 with yearly renewals.

**Issuing Agency**

The competitive application is issued by the Pennsylvania Coalition Against Rape. The Director of Grants & Contracts, Lou Ann Williams, will serve as the point of contact for questions related to the application and application process. Lou Ann Williams can be contacted by email at lwilliams@pcar.org or via telephone at 717-728-9740 ext. 118.

**Eligibility**

Applicants that have provided services related to sexual harassment, abuse, and assault for at least one (1) full year prior to the start of the application process are eligible to apply. Applicants must also be incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania and must have achieved and maintained a 501(c)3 tax-exempt status.

**Competitive Application Webinar**

An application webinar will be held on the date specified in the Timeline. The purpose

of the webinar is to clarify any points in the competitive application process that may not

be clearly understood by the applicants. The webinar will be recorded and made available on [www.pcar.org](http://www.pcar.org). Participation in the application webinar is strongly recommended.

**Evaluation of Applications**

The evaluation of applications will be conducted by PCAR’s Independent Review Committee (IRC). PCAR’s IRC is composed of six (6) individuals, representing diverse interests, cultures, and backgrounds. Individuals are eligible to serve on the IRC only if they have not been employed by a PA Center for two (2) or more years. Current Board members of PCAR or organizations applying for funds from PCAR within Pennsylvania are not eligible.

The IRC will review all applications and rule upon their acceptability. The IRC will make recommendations about application content and may request revisions to the submitted application. Additional information regarding the Competitive Application Process for Subcontracts is available on [www.pcar.org](http://www.pcar.org).

**Rejection of Applications**

In conjunction with the recommendations of the IRC, the Pennsylvania Coalition Against Rape has the right to reject any application. Applicants whose applications are not accepted will receive notification in writing. Applicants have the right to appeal to the Department of Human Services any decision made by PCAR if the applicant believes the review process was not followed appropriately.

**Final Review and Approval**

Applicants whose proposals have been fully accepted or conditionally accepted will receive notification in writing. Applicants whose applications have been assigned conditional acceptance will be notified of the conditions that must be met before full acceptance is awarded.

**Timeline**

February 14, 2022 Competitive Application materials posted on [www.pcar.org](http://www.pcar.org).

February 18, 2022 Application Webinar at 1:00pm via <https://us06web.zoom.us/j/86038669719?pwd=UjVRZ1hYaTk4WitHV1NsQ2F4RzVXQT09> (Meeting ID: 860 3866 9719/Password: 060092)

March 28, 2022 5:00PM deadline for submissions via rfp@pcar.org

Week of April 25, 2022 PCAR notifies applicants in writing of Independent Review Committee (IRC) decisions and IRC comments/required resubmissions

Friday, May 13, 2022 Required application resubmissions due to PCAR vis rfp@pcar.org

Week of May 23, 2022 PCAR notifies applicants of outstanding issues and/or requests for additional information

Friday, June10, 2022 Additional required resubmissions and corrections due to PCAR via rfp@pcar.org

July 1, 2022 PCAR initiates subcontract process for FY 2022-2023 with four one-year renewals through 2027

**Purpose of Funding**

Applicants awarded funding through Act 44/Title XX funding are required to provide the following services to victims/survivors of sexual harassment, abuse, and assault, as well as those collaterally affected by the victimization:

**24-hour Hotline**

A 24-hour advertised hotline service must be available and staffed by sexual assault counselors to provide crisis intervention services. Applicants must have written procedures ensuring that the response time of a sexual assault counselor to all hotline calls is not more than 15 minutes.

**Accompaniment to medical facilities, police investigations, and court proceedings** A representative from the applicant organization must be available to accompany the client, at their request, to any of the examinations, investigations, interviews, and proceedings related to the client’s victimization. Applicants must ensure that an advocate will deploy to provide medical advocacy within 15 minutes and have in-person contact with victims of sexual harassment, abuse, and assault as soon as possible.

**Crisis Counseling**

Applicants must provide short-term intervention that is action-focused, client-centered, trauma-informed, and has limited goals to ensure safety and promote overall stability in response to a crisis related to a sexual assault, whether the incident occurred in the recent or distant past.  The goal is to provide emotional support and concrete feedback/assistance for the individual. Crisis counseling helps problem solve and assists individuals in obtaining available resources.  Delivery may take place via the hotline, during in-person sessions, or while accompanying a client through the legal, medical, or other community system.

**Supportive Counseling**

Applicants must provide individual counseling that is a client-centered, trauma-informed intervention based in empathy and active/reflective listening. It should be non-judgmental, and unconditionally accepting. It shall be provided to victims of sexual harassment, abuse, and assault who need ongoing support that does not rise to the level of therapy, who do not wish to attend therapy, or who are not yet ready to make the active changes therapy requires.  Delivery may take place via the hotline, telephone, or during in-person individual or group sessions.

**Individual Advocacy**

Applicants must provide advocacy that facilitates the client’s negotiation of systems encountered as a result of being impacted by sexual harassment, abuse, and assault.

**Information and Referral**

Applicants must provide information and suggestions to assist clients in identifying relevant community resources.

*NOTE: Therapy is not a required service. It is however, a fundable service. The following definition is included to provide guidance to applicants who choose to provide therapy to victims of sexual**harassment, abuse, and assault.*

Therapy is an in-depth intervention provided to victims of sexual harassment, abuse, and assault in response to the longer-term effects of the trauma. This is typically provided in scheduled, in-person sessions, or in group sessions. Therapy is a strengths-based, interpersonal, relational intervention used by professionally-trained therapists to aid clients in resolving problems of living, identifying survival skills, examining core beliefs, and working on process-oriented internal changes related to sexual harassment, abuse, and assault. Therapists employ a range of techniques based on experiential relationship building, dialogue, communication, and behavior change.

**Additional Required Services**

Applicants are **required** to provide the following services to their communities:

Systems advocacy - Activities designed to affect policy/procedures in order to improve/maintain a system‘s response to persons whose lives have been impacted by sexual harassment, abuse, and assault.

Prevention education - Ensure that primary prevention, education, and training strategies are available to the communities within the county(ies) served. Prevention efforts should address perpetration, victimization, and bystander attitudes and behaviors. Prevention efforts should seek to identify and enhance protective factors that impede the initiation of sexual harassment, abuse, and assault in at-risk populations and in the community.

Public relations - Provide information and available services in the community regarding sexual harassment, abuse, and assault. This includes but is not limited to: social media, websites, press releases, public service announcements, media interviews, and community-wide events.

Professional training - Provide training for/with other agencies, systems, and/or professionals in the community to better enable those agencies/systems to meet the needs of persons whose lives have been impacted by sexual harassment, abuse, and assault.

All services must be provided in accordance with applicable rules and regulations set forth by the Department of Human Services. Services **must** be provided to any Pennsylvania residents regardless of age, race, creed, gender identity, ethnicity, color, national origin, marital status, sexual orientation, physical or mental ability, culture, language ability, class, economic status, education-level, and HIV status. Applicants cannot refuse to provide services based on income.  Services must be provided to Pennsylvania residents regardless of the county of residence.

In addition, services related to sexual harassment, abuse, and assault must be provided in accordance with PCAR Standards. These standards require applicants to ensure that staff members are competent to provide services related to sexual harassment, abuse, and assault to:

* Adults of all genders who are impacted by sexual harassment, abuse, and assault;
* Children of all genders who are impacted by sexual harassment, abuse, and assault;
* Significant others of all genders who are impacted by sexual harassment, abuse, and assault;
* Individuals who identify as LGBTQ+;
* Individuals who have a physical, mental or developmental disability;
* Individuals with limited English proficiency or who speak languages other than English.

In certain instances, the services required by an individual may exceed the skill level of staff within an agency (e.g., a victim with Dissociative Identity Disorder). In this event, a referral should be made to an appropriate agency. A copy of the PCAR Standards is available on [www.pcar.org](http://www.pcar.org).

**Confidentiality**

Applicants receiving funding to provide services related to sexual harassment, abuse, and assault must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Applicants are prohibited from disclosing personal identifying information collected in connection with services requested, utilized, or denied through the applicant’s organization to any third party or third party database without the informed, written, time-limited consent of the person, unless compelled by statutory or court mandate. Applicants intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

**How to Apply**

**Submitting an Application**

Applications will be submitted via email to rfp@pcar.org. The application will be open on February 14, 2022 and closed on March 28, 2022 at 5:00PM. Any application received after 5:00PM on March 28, 2022 will not be considered for funding. All application related documents must be submitted in their original format with the exception of pages requiring signatures; these documents may be submitted as PDFs or scanned copies.

**Application Format**

The following information must be included in the competitive application submission:

* Applicant Information
	+ Applicant Information Form
	+ Applicant Organization Staff List Form
* Service Provision
* Service Provision Form
* Service Provision Information Form
* Service Projections Form
* Work Plan
* Work Plan Form
* Work Plan Narrative
* Budget
* Budget and Staff Detail Forms
* Total Applicant Budget Form
* Budget Review Checklist
* Financial Information Form
* Litigation Certificate Form
* Lobbying Certification Form
* Insurance Information
	+ Insurance Coverage Form
	+ Insurance Coverage Form Instructions
* Signature Statement Form
* Organizational Chart
* Board of Directors List
* Articles of Incorporation
* Tax Exempt Status

**Additional Details Regarding Required Information**

**Applicant Information Form**

This form provides PCAR with information such as contact people within the organization applying for funding, the organization’s mission statement, and type of services provided by the applicant. In addition the form includes questions regarding the administrative practices of the applicant, as well as information regarding service provision practices. Finally the form includes a list of additional documents which must be included with the competitive application.

**Applicant Organization Staff List Form**

This form should include all staff members, not just those funded by Act 44/Title XX funding, who will be involved in work associated with the provision of administrative, intervention, and prevention services related to sexual harassment, abuse, and assault. Note: If the applicant is part of a larger organization, please include all staff members whose work is associated with SA-services in some manner.

**Service Provision Form**

Applicants are required to provide information regarding the number of clients, number of direct service hours, number of hotline calls, number of primary prevention and education awareness programs provided, number of people reached through prevention programs, and the number of trainings provided to professionals in the community. The numbers should reflect service provided from July 1, 2020 to June 30, 2021.

**Service Provision Information Form**

This form includes questions regarding the type of services provided by the applicant. It should include information about the services provided to victims of sexual harassment, abuse, and assault, their significant others, and the applicant’s services to the community. A list of community partnerships that facilitate and enhance the applicant’s ability to provide services related to sexual harassment, abuse, and assault (i.e. partnership with a local correctional facility which facilitates counseling of victims who are incarcerated). Applicants should also describe any innovative services or programs developed for victims/survivors of sexual harassment, abuse, and assault and their significant others. If services are provided in more than one county, information should be provided for each county separately.

### Service Projections Form

Applicants are required to project the amount of service related to sexual harassment, abuse, and assault which will be provided during the 2022-2023 Fiscal Year. Projections must be made for the number of new clients, the number of direct service hours (including individual counseling, group counseling, and, if applicable, therapy), the number of hotline calls, the number of primary prevention and education awareness services (including both schools and community groups), and the number of trainings provided to professionals in the county/counties served. The service projections should include information pertaining to all services related to sexual harassment, abuse, and assault funded by PCAR or other sources. The form contains tabs for each county served by the center. Please be sure to include the correct county name at the top of each tab completed. Also, the service projection numbers should be included in the work plan.

**Work Plan for FY 2022-2023**

The applicant’s work plan submitted as part of the competitive application process should serve as the applicant’s cornerstone of activities throughout the five-year subcontract cycle. Applicants are required to use the work plan form that is available on [www.pcar.org](http://www.pcar.org). The work plan should include information pertaining to all services related to sexual harassment, abuse, and assault funded by PCAR and/or other sources. Please indicate in the work plan if the service is funded by a source other than PCAR.

The following goals must be included in the work plan:

* **Direct Services Goal** – Description of how **each** of the following required services will be provided to adult victims (of all genders), child victims (of all genders) and significant others (of all genders):
* 24-hour hotline
* Accompaniment to examinations, investigations, interviews, and proceedings related to the client’s victimization
* Crisis counseling
* Supportive counseling
* Individual advocacy
* Information and referral
* Therapy (if applicable)

***NOTE:*** *In the column labeled Measurement on the Work Plan, please include the same numbers that are included on the Service Projections Form.*

* **Ethics Goal** – Description of applicant’s process for ensuring the ethical provision of all services. What code of ethics does the center adhere to? How are staff members, volunteers, and Board members trained regarding the center’s Ethics Policy?
* **Prevention Goal** – Description of how the applicant will provide prevention activities (primary prevention, education/awareness, and training) within the county/counties being served. Prevention efforts should address perpetration, victimization, and bystander attitudes and behaviors, and seek to identify and enhance protective factors that impede the initiation of sexual violence in at-risk populations and in the community. This goal should also include activities related to professional training, which is training for/with other agencies/systems/professionals in the community to better enable those agencies/systems to meet the needs of persons whose lives have been impacted by sexual harassment, abuse, and assault.

***NOTE:*** *In the column labeled Measurement on the Work Plan, please include the same numbers that are included on the Service Projections Form.*

* **Accessibility Goal** – Description of how the applicant ensures that facilities and services can be accessed by all victims of sexual harassment, abuse, and assault. The goal must include the following:
* How the applicant meets the needs of people with physical disabilities, cognitive disabilities, and intellectual disabilities.
* Is the applicant’s facility accessible to people with physical disabilities? If an alternative space is used because the facility is not accessible, what measures are taken to ensure that the encounter has the same level of confidentiality, comfort, ease, and access to resources as the main facility?
* Does the applicant’s organization have accessibility in regard to printed and electronic materials, and assorted methods of initial contact (whether TTY or internet access)?
* How the applicant’s services are accessible to all parts of the county/counties served. Does the applicant have locations other than the primary office?

* **Language Access Goal** – Description of how the applicant will meet the needs of people whose primary language is not English or who use American Sign Language or assisted communication.
* **Diversity, Equity, and Inclusion Goal** – Description of how the applicant will provide all services in a way that is appropriate to and respectful of social and cultural difference (i.e. Black, Indigenous, and People of Color, LGBTQ Community) of the county(ies) being served. The goal should include a list of underserved populations within the county(ies) served and an explanation regarding how trust and service to the communities will be strengthened.
* **ETO Goal** – Description of how the applicant will use the required ETO System to track and report service provision statistics to PCAR including how statistics are recorded in ETO, who is responsible for completing the reporting process, and what measures are taken to ensure reporting accuracy.

**NOTE:** In addition to these required goals, the Work Plan must also include information regarding how the applicant will provide systems advocacy and public relations in the communities being served. Please see page five for definitions of these services.

Please Note: The FY 2022-2023 Work Plan will be evaluated based on the following criteria:

* The development of specific goals, objectives, and service projections the applicant expects to achieve throughout the subcontracting period.
* Applicants should record only one goal and one objective per work plan page. It is common for a goal to have more than one corresponding objective. If one goal has multiple objectives, applicants should take care to repeat the goal at the start of each new page and to number the objectives to maintain the correlation between the goal and the objective.
* Goals should be included for **each** county served.
* The Work Plan must include specific activities, associated timeframes, related staffing assignments, and targeted populations. This should include the following:
* A description of the method used to provide hotline services (e.g., use of an answering service).
* A comprehensive description of the types of counseling that will be provided including specific modalities that will be used (e.g., if using trauma-informed care describe the intervention and in what cases it would be used).
* An explanation of how individual advocacy will be provided to ensure that the applicant meets a victim/survivor’s additional needs, including but not limited to legal services, medical care, financial assistance, and mental health services.
* An explanation of circumstances in which a client might be referred to another agency. Include a list of agencies with which the applicant has an MOU (Memorandum of Understanding) or other agreement to provide services (e.g., a private therapist).
* An explanation of how the applicant will provide systems advocacy in the community.
* An explanation of how the applicant will provide public relations in the community.
* An explanation of how the applicant will provide prevention education and professional training to the county/counties served.
* An explanation of who the applicant identifies as “underserved” victims/survivors in the community and steps the applicant will take to reach these individuals.
* An establishment of measurement for the effort. In addition to listing the service projections, applicants should reference any tools/methods that are used to measure the effectiveness and/or impact of services/activities, including the Victim Service Program Evaluation (which includes the ESQ-LF) or other measurement tools.

**Work Plan Narrative**

The Work Plan Narrative should provide additional details regarding the information provided in the Work Plan form. Applicants should specifically describe how each objective will be met and how each activity will be conducted. Please include the target population, who the applicant will collaborate with, specific curriculums used, and special populations/groups of focus. The narrative should be submitted as a Word document created by the Center.

**Budget**

The proposed budget for FY 2022-2023 must follow the format shown on the forms provided. It is the applicant’s responsibility to review and check the budget figures for accuracy. All applicants must generate and submit a budget based on their respective operational and program needs for FY 2022-2023. Returning applicants should use the amount of funding allocated for FY 2021-2022. New applicants should contact PCAR’s Chief Financial Officer, Heather Pachkoski, for the amount of funding available for the county(ies) for which funding is being sought. She can be contacted at hpachkoski@pcar.org or 717-728-9740 ext. 113.

When drafting the proposed budget, applicants must adhere to the following:

* Do not use cents. Round all amounts to the nearest dollar.
* Do not add any additional line items to the formatted budget sheets.
* Do not incorporate any miscellaneous line items.
* Computations have been incorporated into the budget forms supplied by PCAR. When completing the electronic forms, totals will be calculated automatically.

Personnel Budget

PCAR requires that a minimum of one full-time or two part-time sexual assault counselor/advocates be employed at the center. A significant portion of this individual’s/these individuals’ time **must** be dedicated to providing direct counseling/advocacy to sexual assault victims/survivors.

When completing the *Personnel Budget* form, applicants are allowed to assign costs to the PCAR approved “Merit Increases” and the “On-call Reimbursement” line items. In addition, applicants should only itemize those personnel positions that receive sexual assault (SA) funding. Each position that is supported with sexual assault funds must be listed separately; multiple positions with the same title cannot be combined into one line item. Non-SA-funded positions should be combined into the “Non-SA Personnel” line item as indicated on the *Personnel Budget* Form.

Benefits Budget

When completing the *Benefits Budget* form, applicants should adhere to the personnel listing specifications assigned to the *Personnel Budget* form. Itemized benefits should be identified for all SA-funded positions, and the benefits assigned to Non-SA-funded positions should be combined into the “Non-SA Benefits” line item, as indicated on the *Benefits Budget* form.

Operations Budget

When completing the *Operations Budget* form, the “Total PCAR Non-Fundable Operational Expenses” line should consist of expenses not paid with funds allocated by PCAR, such as equipment, PCAR’s assessment fee, and other miscellaneous items. When projecting travel costs, the mileage reimbursement amount cannot exceed the federal mileage reimbursement rate established by the U.S. General Services Administration (GSA). Also, the applicant’s “Total Agency Budget” as indicated on the *Operations Budget* form must match the “Total Applicant Budget Information” submitted.

Staff Detail Form

When completing the provided *Staff Detail Form*, the SA-funded positions identified on the *Staff Detail Form* must match the SA-funded positions identified on the *Personnel Budget* Form.

Total Applicant Budget Form

Provide the applicant’s total agency budget, including other sources of funding used to provide services related to sexual harassment, abuse, and assault, as well as other services provided by the applicant.

Budget Review Checklist

Applicants should use this form to assist in a review of the budget documents prior to submission. This document must be completed and submitted with the competitive application.

Financial Information Form

This form provides PCAR with audit information. New applicants must submit the organization’s most recent audit. Returning applicants do not need to submit an audit if they have already submitted it to PCAR.

Funded Services

Paid and/or volunteer staff may provide funded services. PCAR funds can be used to fund any of the following services:

* Provision of all services listed in the above section entitled **Purpose of Funding.**
* Coordination of activities necessary to provide services using volunteers (allocate expenses to appropriate expense line item)
* Personnel costs
* Consultant fees
* Office supplies
* Printing and duplicating
* Telephone
* Postage
* Rent and maintenance of space
* Utilities
* Rent and maintenance of equipment
* Travel (including client transportation)
* Public relations[[2]](#footnote-2)
* Advertising (only when related to the recruitment of new employees)
* Education/library materials
* Dues/memberships/subscriptions
* Insurance
* Staff development

Services Not Funded

The following items **cannot** be paid for through the PCAR subcontract:

* Capital expenditures (e.g., mortgage, purchasing a phone system, major building improvements/renovations)
* Legislative/lobbying activities
* Purchase of equipment
* Fundraising expenses
* Capital or any major fundraising campaigns including staff time spent working on the actual campaign

Community Support

All applicants are required to raise and expend matching funds equal to 20% of the PCAR subcontract for the provision of services related to sexual harassment, abuse, and assault. The match may be in cash and/or in-kind support. The funds may be from United Way/Fund, foundations, local fundraising events, county government, individual donations, etc. The applicant will be required to submit documentation that community support funds were raised during the subcontract year[[3]](#footnote-3).

In‑Kind Contributions

Donated services or goods may be included in the budget and can be used toward the achievement of community support.

**Litigation Certificate**

This document informs PCAR if the applicant is currently involved in any type of litigation.

**Lobbying Certification**

This document informs PCAR that the applicant is aware that no federally appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, modification of any federal contract, grant, loan, or cooperative agreement.

**Insurance Information**

The insurance coverage informs the applicant of the required insurance coverage. Also included is a document entitled “Insurance Coverage Form Instructions”. Please be sure to review this document.

### Signature Statement Form

Provide original signatures for both the Executive Director/CEO and Board President of the applicant. The Signature Statement form is available on [www.pcar.org](http://www.pcar.org).

**ANY DOCUMENTS SUBMITTED THAT WERE NOT SPECIFICALLY REQUESTED WILL NOT BE CONSIDERED IN THE APPLICATION.**

**Post Award Requirements**

**Reporting**

Grantees are required to report service statistics once each month electronically via an online reporting system called ETO (Efforts To Outcomes).

Grantees are required to report outcomes data (ESQ-LF) once each month electronically via an online reporting system called ETO.

ETO is a data collection system that was developed through a PCAR/PCADV/PCCD collaboration. The goal of ETO is to provide grantees with a standardized data collection and reporting system. The ETO System has two options for grantees: ETO Impact and ETO Community. ETO Impact is a client data management system which allows grantees to capture all data related to service provision (both direct service to clients and indirect service to communities). ETO Community allows grantees to maintain their own data collection system. Community users must complete an aggregate report form each month and submit it to PCAR via ETO.

Grantees are required to submit monthly expense reports. Instructions for submitting the reports will be provided to grantees after funding has been awarded.

**Community Mapping Project**

Following the award of a subcontract to provide services using Act 44/Title XX funding, grantees will be required to complete a community mapping project by the end of FY 2024-2025. The project will include three phases: planning, completion of mapping, and executing a plan based on the results of the mapping. Additional information will be provided regarding community mapping to grantees after funding has been awarded.

**Funding for Subcontract Allocations**

The Pennsylvania Coalition Against Rape is the sole and primary contractor with the Department of Human Services for the provision of services related to sexual harassment, abuse, and assault. The sources of these funds are from Act 44 (state funding) and Title XX (federal funding).

Subcontractors will receive funding based on the availability of the aforementioned funds and the application of PCAR’s Board-approved funding formula. The Department of Human Services reviews and approves all allocation recommendations made by PCAR and reserves the right to make all final allocation decisions. Written notification of the final allocation decisions will be sent to all applicants by PCAR.

**Amendment to the Subcontract Renewal Application**

If it becomes necessary to revise any part of this application, an amendment will be issued to all applicants.

**Type of Subcontract**

This Subcontract Application pertains to a one-year period for FY 2022-2023. Submissions for the Subcontract Renewal periods of FY 2023-2024, FY 2024-2025, FY 2025-2026, and FY 2026-2027 will follow on an annual schedule.

As part of the subcontract renewal, applicants will be expected to adhere to PCAR’s Standards, subcontract requirements, and any Department of Human Services contractual requirements, including the Standard General Terms and Conditions.

Applications must be signed by an official authorized to bind the applicant to its provisions. The contents of the application will become a contractual obligation. Essential to the consideration of an application is that the content of the application be the work of the person or entity submitting it for consideration.

**Incurring Costs**

The Pennsylvania Coalition Against Rape is not liable for any cost incurred by applicants prior to the issuance of a subcontract.

1. Services related to sexual harassment, abuse, and assault may also be referred to as Sexual Assault or SA services. [↑](#footnote-ref-1)
2. All newsletters, brochures, and public relations material should include an acknowledgement of PCAR funding [↑](#footnote-ref-2)
3. Federal funds cannot be used to raise the match [↑](#footnote-ref-3)