

**New York State Rape Prevention and Education Contractor Scope of Work
11/1/2024 - 1/31/2029**

General information: The goals and objectives within this work plan align with the Center for Disease Control and Prevention, Rape Prevention and Education Program requirements. The following concepts apply to every aspect of the program are therefore not included as specific goals/objectives: Public Health Approach, Root Causes of Sexual Violence Prevention, and Reduce Health Disparities through an Anti-Racist Health Equity Approach. Finally, the content in this scope of work may be updated upon award and annually, as approved by the Department. The staff responsible section is a guide and will vary depending on the proposed staffing structure.

Goal 1: Build Infrastructure for Sexual Violence Prevention

Capacity Building	Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
	1.1 Build and maintain internal program capacity to utilize a health equity approach to build genuine partnerships and coordinate community sexual violence prevention efforts, including planning, implementation, and evaluation.	1.1.1 Determine and meet staffing pattern to ensure program requirements are met.	Ongoing	Manager	1.1.1 Submit organization chart to the Department for review by 1/31/2025 and annually.
		1.1.2 Hire necessary staff with minimum competencies to develop partnerships and relationships with community leaders and members.	1/31/25 and within 60 days of vacancy	Manager	1.1.2 Submit staff names and resumes to the Department on 1/31/2025 and within 10 days of any new hire.
		1.1.3 Provide staff with the opportunity to work flexible hours to meet the needs of the community.	Ongoing	Manager	1.1.3 Submit job description(s) for each staff member involved in the project on 1/31/2025 and upon request.
		1.1.4 Ensure staff have the capacity to implement project requirements. Develop and implement a staff orientation and professional development plan for each staff member within 60 days of hire. Update and implement a professional development plan annually upon evaluation.	Ongoing	Manager	1.1.4 Report data on completed professional development activities to the Department at least quarterly.
		1.1.5 Conduct regular check-in meetings with staff and provide ongoing supervision, observation, and feedback.	Ongoing	Manager	1.1.5 Report data to the Department at least quarterly.
		1.1.6 Engage organization (i.e., staff, all levels of management/leadership, Executive Director, and Board) in ongoing communication (e.g., staff meeting updates/trainings, board reports, etc.) regarding public health approach to violence prevention (e.g., best practices, anti-racism, health equity, and RPE Program strategies, successes, and challenges).	Ongoing	Manager	1.1.6 Report data to the Department on progress and outcomes at least quarterly.
		1.1.7 Report any staff changes.	Ongoing	Manager	1.1.7 Notify the Department within five (5) business days of any staffing changes that impact the RPE Program.

Capacity Building	1.2 Build leadership skills of youth and adult community members who will serve as ongoing participants and leaders to plan, implement, and evaluate activities to promote health equity and address key social determinants of health to prevent sexual violence.	1.2.1 Recruit community members with relevant lived experience to participate as leaders in the project.	Ongoing	Manager; Program Staff	1.2.1 Submit a Recruitment Plan to the Department in the Implementation Work Plan, including Letters of Commitment as applicable, and report progress data to the Department at least quarterly.	
		1.2.2 Provide orientation and training opportunities for community members.	Ongoing	Manager; Program Staff	1.2.2a Provide training materials to the Department staff upon request.	
					1.2.2b Report data to the Department at least quarterly.	
		1.2.3 Develop a sustainability plan to retain community member engagement in the project (e.g., implementation of stipends are highly encouraged to offset the cost of volunteerism to be negotiated with the Department).	Ongoing	Manager; Program Staff	1.2.3a Submit sustainability plan to the Department in the Implementation Work Plan.	
					1.2.3b Report data to the Department at least quarterly.	
					1.2.3c Submit documentation of stipend distribution to the Department in quarterly vouchers.	
		1.3 Conduct organizational primary prevention capacity assessment with focus on health equity, sexual violence prevention, and selected community mobilizing strategy.	1.3.1 Complete organizational anti-racist health equity capacity assessment.	11/1/2024 - 7/31/2025	Leadership; Executive Director (or Designee); Manager; Consultant (optional)	1.3.1 Submit a completed Anti-Racist Health Equity Organizational Capacity Assessment Report to the Department by 7/31/2025.
			1.3.2 Develop recommendations to increase capacity for a health equity approach. Incorporate recommendations into an Anti-Racist Health Equity Organizational Capacity Action Plan.	7/31/2025 - 9/1/2025	Manager	1.3.2 Submit a completed Anti-Racist Health Equity Organizational Capacity Action Plan to the Department by 9/1/2025.
			1.3.3 Implement Anti-Racist Health Equity Organizational Capacity Action Plan.	Annually	Manager	1.3.3 Report data to the Department at least quarterly.

Capacity Building	1.4 Participate in CDC- and Department-sponsored programs and activities.	1.4.1 Participate in grant monitoring/technical assistance calls/in-person visits with the Department. Organizational leadership must attend site visit.	Quarterly (includes one (1) in-person visit)	Manager; Program Staff; Executive Director (or designee)	1.4.1a Submit agenda to the Department five (5) business days in advance of all virtual meetings.
					1.4.1b Submit draft agenda to the Department thirty (30) days in advance of in-person meetings.
					1.4.1c Submit draft agenda to the Department five (5) business days in advance of in-person meetings.
		1.4.2 Participate in Department sponsored training and technical assistance in-person events/trainings.	One (1) time per year	Manager; Program Staff; Executive Director (or designee)	1.4.2 Report data to the Department at least quarterly.
	1.4.3 Participate in Department sponsored training and technical assistance events/trainings.	As required	Manager; Program Staff	1.4.3 Report data to the Department at least quarterly.	
	1.4.4 Participate in other technical assistance calls, peer networking calls or communities of practice calls, and other web conferences.	Ongoing	Manager; Program Staff; Executive Director (or designee)	1.4.4 Report data to the Department at least quarterly.	

Goal 2: State/Community Action Plan				
Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
2.1 Conduct a planning process.	2.1.1 Conduct a community assessment (e.g., review of public data, community needs, assets, network mapping, surveys, focus groups) 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.	11/1/2024 - 7/31/2025	Manager; Program Staff; Executive Director (or designee)	2.1.1 Submit Community Assessment report to the Department for review and approval by 7/31/2025.
2.2 Develop a Logic Model.	2.2.1 Work with the Department to develop a Logic Model specific to the proposed strategy and community engagement approach, building upon the RPE Logic Model provided.	8/1/25 - 1/31/2026	Manager	2.2.1a Submit draft Logic Model to the Department for review and approval by 10/31/2025.
	2.2.1b Submit final Logic Model to the Department in the Implementation Work Plan by 1/31/2026.			
	2.2.2 Review the Logic Model specific to the proposed strategy and community engagement approach with the Department and update as necessary or required by the Department.	Annually	Manager	2.2.2 Submit Logic Model to the Department in the Implementation Work Plan for review and approval annually.
2.3 Develop an Implementation Work Plan and submit any changes to the Implementation Work Plan for the Department approval.	2.3.1 Develop and submit an Implementation Work Plan with details on program implementation for each grant year that complies with instructions provided by the Department.	1/31/2026 and annually	Manager	2.3.1 Submit Implementation Work Plan to the Department for review and approval annually.
	2.3.2 Submit any necessary adaptations to the originally proposed Implementation Work Plan to the Department for approval.	As needed	Manager	2.3.2 Submit Implementation Work Plan changes to the Department for review and approval 30 days prior to implementation.
	2.3.3 Document all unplanned changes/adaptations.	As needed	Manager	2.3.3 Report progress and changes data to the Department at least quarterly.
2.4 Leverage diverse partnership and resources toward sexual violence prevention.	2.4.1 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	2.4.1a Submit Letters of Commitment or MOUs, as applicable, to the Department in the Implementation Work Plan.
				2.4.1b Report partnership data to the Department at least quarterly.
	2.4.2 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	2.4.2 Report progress and outcome data to the Department at least quarterly.
	2.4.3 Conduct regular meetings and/or trainings with partners on selected strategy and participate in collaborative activities or events.	Ongoing	Manager; Program Staff	2.4.3 Report progress and outcome data to the Department at least quarterly.
2.5 Engage community members and residents for partnership, collaboration, trust building.	2.5.1 Participate in meetings, events, trainings, or activities to engage, support, and built trust with the priority community.	Ongoing	Manager; Program Staff	2.5.1 Report progress and outcome data to the Department at least quarterly.

Goal 3: Implement Sexual Violence Prevention Approaches					
	Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
Implementation	3.1 Implement the strategy and approach within a defined community with the selected priority population.	3.1.1 In partnership with the community, implement selected strategy and approach with the priority population to advance health equity, address key social determinant of health; and prevent sexual violence.	Ongoing	Manager; Program Staff	3.1.1 Report progress and outcome data to the Department at least quarterly.
		3.1.2 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	3.1.2 Report progress and outcome data to the Department at least quarterly.

Goal 4: Data to Action					
Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable	
Evaluation	4.1 Utilize community-level data to identify and select sexual violence prevention strategies for populations and communities with disproportionately high rates of sexual violence.	4.1.1 Identify publicly available direct and proxy measures for sexual violence and the selected social determinant of health within the local community with a focus on the priority population. Track data trends and monitor health disparities or opportunities to improve data sources.	Ongoing	Manager; Program Staff	4.1.1 Report data to the Department at least quarterly.
	4.2 Participate in data collection and evaluation activities.	4.2.1 Collect and submit required data as detailed within this work plan and within the Department's Evaluation Plan.	Ongoing	Manager	4.2.1 Report data to the Department at least quarterly.
		4.2.2 Develop local evaluation plan to gather feedback from the priority population and community on program implementation and outcomes (e.g. surveys, interviews, focus groups).	1/31/2026	Manager	4.2.2 Submit Local Evaluation Plan for review and approval to the Department with Implementation Work Plan by 1/31/2026.
		4.2.3 Review the local evaluation plan annually and update as necessary or required by the Department.	As needed	Manager	4.2.3 Submit Evaluation Plan changes to the Department for review and approval 30 days prior to implementation.
		4.2.4 Implement Evaluation Plan.	Ongoing	Manager	4.2.4 Report data to the Department at least quarterly.
		4.2.5 Participate in other evaluation activities as required in the Department's Evaluation Plan (e.g., pre- post-tests, satisfaction and other surveys, interviews).	Ongoing	Executive Director; Leadership; Manager; Program Staff	4.2.5 Completed activity as required.
4.3 Use program monitoring and evaluation data and other available data to improve sexual violence prevention strategy implementation.	4.3.1 Review process and outcome evaluation data regionally and statewide. Utilize data to update the implementation work plan.	Annually	Manager	4.3.1 Submit Implementation Work Plan to the Department for review and approval annually.	