2019 Request for Proposals

Safe Harbor Protocol Team
Grant Application

Funding Period:
October 1, 2019 - November 30, 2020

Applications Due:
4:30PM (CDT) on September 6, 2019

Questions:
svji@mncasa.org
About MNCASA

OUR MISSION
The Minnesota Coalition Against Sexual Assault provides leadership and resources for sexual assault programs and allies to prevent sexual violence while promoting a comprehensive, socially just response for all victims/survivors.

OUR KEY PROGRAM AREAS
MNCASA provides (1) **Victim and Survivor Support** by helping partner programs and medical personnel, law enforcement, and legal and social service providers deliver state of the art victim advocacy and support; (2) **Prevention Support** by developing the capacity of partner programs and others to design and implement effective community-level primary prevention strategies; (3) **Policy Reforms** through public policy education and advocacy; and (4) **Systems Change** by developing capacity in medical, criminal justice, social service, and judicial systems to incorporate a coordinated and victim-centered approach into their responses.

Project Background

Minnesota’s groundbreaking Safe Harbor law represents a paradigm shift in how our state views youth who have been sexually exploited—not as juvenile delinquents, but as victims and survivors. Since August 1, 2014, youth involved in selling or trading sex cannot be arrested for or charged with the crime of prostitution. Rather, exploiters—both traffickers and those who purchase sex—face increased penalties for their crimes. To ensure an effective change to Minnesota’s statutes, Minnesota conducted a statewide multidisciplinary collaborative process that resulted in one of the most comprehensive response models in the nation for responding to commercial sexual exploitation called No Wrong Door. This model created a statewide infrastructure for service delivery, specialized housing and shelter, and training for systems professionals.

In partnership with the Ramsey County Attorney’s Office, MNCASA’s Sexual Violence Justice Institute (SVJI) developed the **Safe Harbor Protocol Guidelines**, a comprehensive tool that helps multidisciplinary teams across the state build a systems response to sexual exploitation that is tailored to the needs and resources of their communities. The Legislature also provided funding to assist teams in the development and implementation of local Safe Harbor protocols, ensuring that every community could truly become a No Wrong Door community for sexually exploited youth of all gender identities. This became known as the Safe Harbor Protocol Development and Implementation Project, funded through the Minnesota Department of Health (MDH).
MNCASA, with funding provided by a grant from MDH, sub-granted funding and provided technical support to five (5) Safe Harbor Protocol Team pilot sites to engage in the Safe Harbor protocol development process from 2017-2019.

Purpose

In an effort to expand Safe Harbor protocol development to additional regions in Minnesota, as well as to encourage protocol teams to continue their work beyond the initial protocol document, MNCASA, through a grant from MDH, will provide grant funding to up to five (5) continuing Safe Harbor Protocol Team sites and one (1) new Team located in northern Minnesota. The grant period for this funding cycle is October 1, 2019 through November 30, 2020.

Eligibility

Continuing agencies are defined as those who successfully completed a 2018-2019 MNCASA Safe Harbor grant. All continuing agencies are eligible to apply for this round of grant funding.

New agencies are defined as those who have not yet received this grant funding.

New agencies eligible to apply in this competitive process include:
- Community-based advocacy agencies
- Victim-serving nonprofit organizations
- Social services agencies
- Tribal governments
- Government agencies

New agencies must:
- Be located or perform the majority of their work in northern Minnesota. Northern Minnesota, for the purposes of this RFP, is defined as the northern half of the state.
- Play a significant role in the local systems response to sex trafficking and sexual exploitation,
- Have a demonstrated history of multidisciplinary collaboration, and
- Demonstrate readiness to engage in the Safe Harbor protocol development process.

For the purposes of this grant, sites demonstrate readiness through:

1. Designated Protocol Team Coordinator (named individual or lead agency);
2. Documented commitment (see form letter sample, Appendix A) from leadership at essential partner agencies to engage in the Safe Harbor protocol development process. These partners must include:

- Community-based advocacy program or nonprofit agency serving victims of sexual violence, including sexually exploited youth and young adults
- Law enforcement
- Child protection/child welfare
- Juvenile and adult prosecution
- Health care
- Juvenile corrections and probation

The involvement of culturally specific organizations, tribal communities, and other underrepresented populations is critical to developing an effective protocol. Where possible and applicable, include a documented commitment, such as a letter of support and/or intent to participate (see form letter sample, Appendix A) from:

- Tribal government representation
- Culturally specific service organizations
- Others (school, public health, victims/survivors, etc.)

3. Clear plan (in the form of a narrative description) for the routine work and activities required of multidisciplinary collaboration and protocol development. These plans should include: effective communication and sharing of team/agency feedback, understanding of the role each discipline plays in the response to sexual exploitation and sex trafficking, and key benchmarks and accomplishments.

4. Clear plan (in the form of a narrative description) for sustainability of Safe Harbor protocol development work, including commitment to the use of the Systems Change Model (see “Scope of Work” section), institutionalization of protocols across disciplines, documentation of processes, and considerations for long-term team activities.

Available Funding

Continuing teams may apply for up to $15,000. Grants for continuing teams are expected to average $12,000. New teams may apply for up to $25,000. Only one new team will be selected in this funding cycle. A total of $80,000 in grant funds is available for this funding cycle.

Selected applicants may be asked to revise their budget based on award amount.
Scope of Work

1. Use of Systems Change Model

NEW TEAM:

During the funding period, sites will use the “Systems Change Model” (see below) to develop and implement community-specific Safe Harbor protocols in their jurisdiction.

It is expected that by the end of the funding period, the new team will have demonstrated significant progress toward protocol development. Sites will have completed the “Assessing the Status Quo” phase of the Systems Change Model to determine how sex trafficking and sexual exploitation are happening in their community, adopted and begun a timeline for writing and implementing community-specific Safe Harbor protocols (“Making Change” phase), and will work with MNCASA’s SVJI to develop an initial evaluation plan (“Measuring Change” phase) to measure the impact of the new protocols on the local systems response to sex trafficking and sexual exploitation.

CONTINUING TEAMS:

During the funding period, sites will use the “Systems Change Model” (see below) to implement and refine community-specific Safe Harbor protocols in their jurisdiction.

It is expected that by the end of the funding period, continuing teams will have fully implemented the protocols developed in the previous grant cycle. Sites will have completed the “Make Change” phase of the Systems Change Model to train and institutionalize the new protocols and begun a planning process and timeline for data
collection and evaluation ("Measuring Change" phase) to measure the impact of the new protocols on the local systems response to sex trafficking and sexual exploitation.

2. **ALL TEAMS** will use the *Safe Harbor Protocol Guidelines* and integrate the Five Core Principles. These core principles are:
   - Victim-Centered
   - Trauma-Informed
   - Youth-Centered
   - Strengths-Based
   - Culturally Responsive.

The *Safe Harbor Protocol Guidelines* are a comprehensive tool for multidisciplinary teams working to build a systems response to sexual exploitation that is tailored to the needs and resources of their communities. It is expected that pilot sites will use this tool to guide the development of their own local Safe Harbor protocols.


3. **ALL TEAMS** will use the *Safe Harbor Protocol Writing Guidebook*

The *Safe Harbor Protocol Writing Guidebook* is a tool intended to provide guidance on how to write your community-specific protocol, and includes samples for formatting and organizing your document.


**Grant Requirements**

During the grant period of October 1, 2019 – November 30, 2020:

**MNCASA will:**

1. Partner with each site to create a team-specific Technical Assistance Plan, which will include:
   - An assessment of team needs,
   - Funding contract,
   - Obligations of the fiscal agent,
   - Team requirements,
   - Grant administration and reporting requirements, and
• Assistance with evaluation.

2. Provide grantees with training, support, resource information, and technical assistance on Safe Harbor protocol development and implementation, including:
   • A two-day, onsite orientation for new team and Site Coordinator; two half-day, onsite retreats with each continuing team
   • Up to 6 site visits with new team and 5 site visits with continuing teams over grant period
   • Host conference calls with Site Coordinators every other month
   • Technical assistance via phone and e-mail as needed
   • Quarterly webinars related to Safe Harbor protocol development
   • Print and online resources related to Safe Harbor protocol development and team formation
   • A one-day, in-person Site Coordinator retreat

3. Administer grant funds and communicate progress on teams and grant objectives to the Minnesota Department of Health as per grant agreements.

During the grant period of October 1, 2019 – November 30, 2020:

New Grantees will:

1. Demonstrate a commitment to the Safe Harbor protocol development process through engaging in a team Memorandum of Understanding (or interagency agreement);

2. Develop and plan for implementation of community-specific Safe Harbor Protocols through multidisciplinary collaboration, organizing protocol development work under the Systems Change Model, and aligning resulting protocols with the Safe Harbor Protocol Guidelines;

3. Conduct a minimum of 10 meetings of the full Protocol Development Team in addition to the two-day orientation;

4. Attend MNCASA’s SVJI protocol-specific trainings, including:
   • A two-day, onsite orientation for new team and Site Coordinator; two half-day, onsite retreats with each continuing team
   • A one day, in-person Site Coordinator retreat
   • Quarterly webinars related to Safe Harbor protocol development
5. Work closely with MNCASA throughout process and utilize its resources and technical assistance;

6. Submit narrative progress reports within 10 days of the end of the first six (6) months of the grant (by 4/10/20) and within 15 days of the end of grant cycle (by 12/10/20). (form will be provided);

7. Using MNCASA’s sub-grantee financial reporting form, submit signed monthly financial reports and corresponding documentation by the 10th of each month following the month in which the grant-allowable expenses occurred (e.g., October report is due November 10)

8. Share protocol drafts and other work products with MNCASA.

**Continuing Teams will:**

1. Develop and execute plans for training and implementation of Safe Harbor protocols across disciplines;
2. Inform community of Safe Harbor protocols through outreach and engagement efforts, public relations, etc.;
3. Develop concrete plan for evaluation of protocols, including evaluation methods, outcomes to be measured, and how information from evaluation will be implemented into protocols;
4. Conduct a minimum of 7 meetings of the full Protocol Development Team;
5. Attend MNCASA’s SVJI protocol-specific trainings:
   a. Two half-day, in-person, all-team retreats
   b. A one-day, in-person Site Coordinator retreat

6. Work closely with MNCASA throughout process and utilize its resources and technical assistance;

7. Submit narrative progress reports within 10 days of the end of the first six (6) months of the grant (by 4/10/20) and within 15 days of the end of grant cycle (by 12/10/20). (form will be provided);

Using MNCASA’s sub-grantee financial reporting form, submit signed monthly financial reports and corresponding documentation by the 10th of each month following the month in which the grant-allowable expenses occurred (e.g., October report is due November 10)

Share protocol drafts and other work products with MNCASA.
Application Process

Due Date

Applications are due via email before 4:30PM (CDT) on September 6, 2019. Incomplete applications, applications not received via email, and applications received after this date/time may not be reviewed.

Please submit all application materials to svji@mncasa.org. Include all materials in one email with the subject title “YOUR AGENCY NAME – 2019-2020 Safe Harbor Grant Application.”

Required Materials
Applications must contain the following elements. All documents must be completed in a font no smaller that 11pt, double-spaced, and with margins no smaller than one-inch.

1. Cover Letter [page limit = 1]

2. Description of Community [page limit = 2]

Describe the community’s current level of awareness about sex trafficking and sexual exploitation, and buy-in from community leadership. Include a description of as the community’s general characteristics (e.g., location/geography, population demographics, neighboring jurisdictions, etc.). Identify underserved populations in your community and describe current actions and plans to conduct outreach and meaningfully serve these marginalized populations.

3. History of Collaboration [page limit = 2]

Include a descriptive list of key partners, team history, scope of work or interaction to date, and level of understanding of and evidence of commitment to systems change work. For continuing teams, this should consist primarily of a summary of the protocol team’s work thus far.

4. Plan for Team Coordination [page limit = 1]

Outline the name and role of the agency agreeing to take on coordination of the Safe Harbor Protocol Team. Where possible, include the name of the individual(s) designated to serve as Team Coordinator and a description of their role in the team’s work. Describe the steps the coordinating agency will take to ensure that the Team Coordinator has the support and resources needed to perform their duties as the Team Coordinator. Estimate the number of hours per month the Team Coordinator is expected to devote to this project.

5. Plan for Team Member Outreach and Engagement [page limit = 2]
Include an inventory of committed member agencies and other agencies and organizations that should be involved in your work. Outline strategies for engaging essential stakeholders (both systems partners, as well as representatives from diverse populations and organizations providing culturally-specific services). The plan should include specific commitments from member agencies regarding outreach efforts when possible.


**New Team:** Identify the designation of a lead writer(s) for the protocol, explain how the team plans to familiarize all members with the *Safe Harbor Protocol Guidelines*, and identify any additional trainings team members will attend to further their work. Include tangible strategies for ensuring that protocols will serve victims of all cultures and gender identities.

**Continuing Teams:** Describe measurable steps for how protocols will be adopted and trained across participating agencies, including opportunities for cross-training and community outreach. This should include previous and planned efforts to ensure protocols will effectively serve victims of all cultures and gender identities. This plan should be structured in the form of a timetable or work plan of key activities or accomplishments, and will count as part of the three page limit. Please see Appendix D for an example.

7. Plan for Sustainability [page limit = 2]

Describe how the team will continue its work after the end of the grant period and progression through the phases of systems change. Identify additional sources of funding, or in-kind contributions of personnel and resources needed for the coordination of the Safe Harbor Protocol Team.

8. Letter(s) of Intent from multidisciplinary team members [page limit = not to exceed one page per letter]

See the Letter of Intent (LOI) form letter templates (Appendix A and Appendix B).

9. Completed Budget Form [page limit = 2]

Use the Budget Form in Appendix C

**Proposal Review Process**

Incomplete applications, applications not received via email, and applications received after 4:30PM (CDT) on September 6, 2019 may not be reviewed. MNCASA may conduct phone interviews or site visits with applicants before awarding grants. Final award decisions and notifications will be made during the week of September 23, 2019.
<table>
<thead>
<tr>
<th><strong>2019 Safe Harbor Grant Application Scoring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter</td>
</tr>
<tr>
<td>Description of Community</td>
</tr>
<tr>
<td>History of Collaboration</td>
</tr>
<tr>
<td>Plan for Team Coordination</td>
</tr>
<tr>
<td>Plan for Team Member Outreach and Engagement</td>
</tr>
<tr>
<td>Plan for Safe Harbor Protocol Development/Implementation</td>
</tr>
<tr>
<td>Plan for Sustainability</td>
</tr>
<tr>
<td>Letters of Intent (LOI) from multidisciplinary team members</td>
</tr>
<tr>
<td>Completed Budget Form</td>
</tr>
</tbody>
</table>

**Total Points Possible: 100**
APPENDIX A – Letter of Intent to Participate (New Teams)

Name of Multidisciplinary Partner Agency Leader/Representative, Title
Name of Multidisciplinary Partner Agency
Street/Mailing Address
City, State Zip Code

Date

Name of Applicant Agency
Street/Mailing Address
City, State Zip Code

Re: Letter of Intent to Participate as a Member of (Name of County/Jurisdiction) Safe Harbor Protocol Development Team

Dear (Name of Applicant Agency Point Person),

I am writing on behalf of (Name of Agency) to express our intent to become an active member of the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team.

(Name of Agency) understands that the purpose of the Safe Harbor Protocol Team is to engage in multidisciplinary collaboration in order to develop community-specific Safe Harbor protocols that will guide the systems response in (Name of County/Jurisdiction).

As a Member Agency on the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team, (Name of Agency) also understands that the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team will:

- Use the Systems Change Model developed by MNCASA’s Sexual Violence Justice Institute,
- Use the Safe Harbor Protocol Guidelines and the Safe Harbor Protocol Writing Guidebook to guide its work

If the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team is selected as Safe Harbor Protocol Development Team site, (Name of Agency) agrees to sign an interagency agreement or Memorandum of Understanding (MOU) formalizing its commitment to the team, as well as designate a (Name of Agency) representative on the team, ensure regular communication between that representative and (Name of Agency) leadership, and support (Name of Agency) representative’s participation on the team through allocations of staff time and other resources. (Name of Agency) also agrees to institute policy and practice changes in alignment with the Safe Harbor protocols developed by the team.

Sincerely,

Signature of Agency Leader/Representative
Name of Multidisciplinary Partner Agency Leader/Representative, Title
APPENDIX B – Letter of Intent to Participate (Continuing Teams)

Name of Multidisciplinary Partner Agency Leader/Representative, Title
Name of Multidisciplinary Partner Agency
Street/Mailing Address
City, State Zip Code

Date

Name of Applicant Agency
Street/Mailing Address
City, State Zip Code

Re: Letter of Intent to Participate as a Member of (Name of County/Jurisdiction) Safe Harbor Protocol Development Team

Dear (Name of Applicant Agency Point Person),

I am writing on behalf of (Name of Agency) to express our intent to remain an active member of the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team.

(Name of Agency) understands that the purpose of the Safe Harbor Protocol Team is to engage in multidisciplinary collaboration in order to implement and refine the community-specific Safe Harbor protocols that guide the system’s response in (Name of County/Jurisdiction).

As a Member Agency on the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team, (Name of Agency) also understands that the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team will:

- Use the Systems Change Model developed by MNCASA’s Sexual Violence Justice Institute;
- Train and implement the (Name of County/Jurisdiction) Safe Harbor protocols across disciplines and inform the community about these protocols; and
- Plan for data collection, evaluation, and ongoing revision of protocols.

If the (Name of County/Jurisdiction) Safe Harbor Protocol Development Team is selected as a continuing Safe Harbor Protocol Development Team site, (Name of Agency) agrees to designate a (Name of Agency) representative on the team, maintain regular communication between that representative and (Name of Agency) leadership, and support (Name of Agency) representative’s participation on the team through allocations of staff time and other resources. (Name of Agency) also agrees to institute and operationalize policy and practice changes in alignment with the Safe Harbor protocols developed by the team.

Sincerely,

Signature of Agency Leader/Representative
(Name of Multidisciplinary Partner Agency Leader/Representative, Title)
APPENDIX C – Budget Form

Applicants are required to submit their proposal budget using this exact format (e.g., same categories and order as it appears below). You may recreate this form in MS Excel or Word. Below is an example. Please note that grantees are not required to provide additional funding for the project unless MNCASA’s grant is not sufficient to fully fund the project.

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNCASA Safe Harbor Grant</td>
<td>$12,000</td>
<td>2019-2020 grant</td>
</tr>
<tr>
<td>XYZ Foundation Grant</td>
<td>$1,028</td>
<td>Proposal pending</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td><strong>$13,028</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel – Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Coordinator</td>
<td>6,500</td>
<td>Responsible for XYZ on the project</td>
</tr>
<tr>
<td>Program Specialist</td>
<td>2,500</td>
<td>Provides XYZ on the project</td>
</tr>
<tr>
<td><strong>Total Personnel - Salaries:</strong></td>
<td><strong>9,000</strong></td>
<td></td>
</tr>
<tr>
<td>Personnel – Payroll Taxes &amp; Fringe</td>
<td>1,200</td>
<td>Figured at 20% of salaries (FICA, unemployment, worker’s comp, health, dental, life insurance, retirement)</td>
</tr>
<tr>
<td><strong>Total Personnel – Taxes &amp; Fringe:</strong></td>
<td><strong>1,200</strong></td>
<td></td>
</tr>
<tr>
<td>Contractors/Consultants</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Contractors/Consultants:</strong></td>
<td><strong>0</strong></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual XYZ Training</td>
<td>250</td>
<td>XYZ training in January 2020; registration fee: $125/each * two staff</td>
</tr>
<tr>
<td><strong>Total Training:</strong></td>
<td><strong>250</strong></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>290</td>
<td>Mileage reimbursement for project-related travel; figured at $.58/mil * 500 miles</td>
</tr>
<tr>
<td>Lodging and Per Diem for XYZ Training</td>
<td>444</td>
<td>2 staff * 1 night lodging/staff * $150/night ($300); 2 days * two staff * $36 for meals/day ($144)</td>
</tr>
<tr>
<td><strong>Total Travel:</strong></td>
<td><strong>734</strong></td>
<td></td>
</tr>
<tr>
<td>Printing, Postage, Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of shared copier</td>
<td>60</td>
<td>Figured at 1,000 copies * $.06/copy</td>
</tr>
<tr>
<td><strong>Total Printing, Postage, Advertising:</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
<tr>
<td>Supplies and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>Total Supplies and Equipment:</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stipends for MDT members</td>
<td>500</td>
<td>5 members * 2 meetings * $50/meeting</td>
</tr>
<tr>
<td><strong>Total Other:</strong></td>
<td><strong>500</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct Expenses:</strong></td>
<td><strong>$11,844</strong></td>
<td></td>
</tr>
<tr>
<td>Indirect Expenses (up to 10% of direct)</td>
<td>$1,184</td>
<td>General supervision, portion of rent, utilities, insurance, and other shared costs</td>
</tr>
<tr>
<td><strong>Total All Expenses:</strong></td>
<td><strong>$13,028</strong></td>
<td></td>
</tr>
<tr>
<td>Surplus/(Deficit):</td>
<td><strong>$0</strong></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D – Work Plan for Safe Harbor Protocol Implementation

Applicants are required to submit their work plan using this format, identifying at least 3 goals with at least one corresponding objective and activity for each goal. You may recreate this form in MS Word. Below is an example. Goals and objectives should be SMART (Specific, Measurable, Attainable, Realistic, Time-Bound).

SAMPLE:

<table>
<thead>
<tr>
<th>Goal 1: Key personnel from participating agencies are adequately trained in the new protocols.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1.1:</strong> Train 100% of response team members from participating agencies in new protocols within six months of completing new protocols.</td>
</tr>
<tr>
<td>Activity 1.1: Schedule and conduct at least six training sessions within six months of completing new protocols.</td>
</tr>
<tr>
<td>Activity 1.2: Develop and utilize pre- and post-test to measure learning from each training. At least 90% of training attendees will reporting a strong understanding of the protocols after each training.</td>
</tr>
<tr>
<td>Activity 1.3: Produce and distribute standard orientation training for response team staff within six months of completing new protocol.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 1.2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 1.3:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>
