

New York State Rape Prevention and Education Resource Center for Training, Technical Assistance, and Evaluation (Resource Center)
Scope of Work 2/1/2025 - 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. The term "contractor" used throughout this scope of work refers to any organization funded by the New York State Rape Prevention and Education program, including subcontractors. 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

Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
1.1 Build and maintain internal program capacity to provide training, technical assistance, and evaluation for sexual violence prevention efforts, utilizing a health equity approach.	1.1.1 Determine and meet staffing pattern to ensure training, technical assistance, and evaluation requirements are met.	Ongoing	Manager	1.1.1 Submit organization chart to the Department for review by 4/30/2025 and annually.
	1.1.2 Hire necessary staff with minimum competencies to provide training, technical assistance, and evaluation.	3/31/25 and within 60 days of vacancy	Manager	1.1.2 Submit staff names and resumes to the Department by 4/30/2025 and within 10 days of any new hire.
	1.1.3 Provide staff with the opportunity to work flexible hours to meet training and technical assistance needs.	Ongoing	Manager	1.1.3 Submit job description(s) for each staff member involved in the project by 4/30/2025 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 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 quarterly
	1.1.6 Report any staff changes.	Ongoing	Manager	1.1.6 Notify the Department within five (5) business days of any staffing changes that impact the RPE Program.
1.2 Review and update a NY RPE Program orientation training and technical assistance plan for contractor staff.	1.2.1 Review and update training and technical assistance tools and resources needed to orient contractor staff to NY RPE Program goals and requirements (e.g. public health approach, strategic planning, inside-out approach, social determinants of health, anti-racist health equity, community engagement, sexual violence prevention and response, trauma-informed care and responding to disclosures, evaluation).	2/1/25 - 7/31/25	TTA Staff; Evaluation Staff	1.2.1 Submit orientation packet to the Department for review and approval by 7/31/25.
	1.2.2 Create or review and update an orientation timeline & dissemination plan. Disseminate plan to program contractors as determined.	Ongoing	TTA Staff	1.2.2 Submit orientation plan timeline and dissemination plan to the Department for review and approval.
	1.2.3 Submit any necessary adaptations to the originally proposed orientation training and technical assistance plan as needed to the Department for approval.	Annually	TTA Staff	1.2.3 Submit orientation training and technical assistance plan changes to the Department for review and approval 30 days prior to implementation.
	1.2.4 Track orientation training and technical assistance implementation.	Quarterly	TTA Staff	1.2.4 Report data on orientation training and technical assistance implementation to the Department quarterly.
1.3 Conduct/promote training and technical assistance to build internal capacity of NY RPE program contractors.	1.3.1 Identify or develop and share tools and/or resources for improving internal capacity (e.g. competencies pick list, job descriptions, antiracist workplace policies).	Ongoing	TTA Staff	1.3.1a Submit initial packet to the Department for review and approval by 7/31/25. 1.3.1b Report data on developed and shared tool and/or resources to the Department quarterly.
	1.3.2 Provide training and technical assistance on conducting and analyzing the anti-racist health equity capacity assessment.	2/1/25 - 7/31/2025	TTA Staff; Evaluation Staff	1.3.2 Report data on training and technical assistance to the Department quarterly.
	1.3.3 Provide evaluation support for program contractors on summarizing the anti-racist health equity capacity assessment and developing an action plan.	7/31/2025 - 9/1/2025	TTA Staff; Evaluation Staff	1.3.3 Report data on evaluation support to the Department quarterly.
	1.3.4 Provide technical assistance on implementing the action plan.	Ongoing	TTA Staff	1.3.4 Report data on training and technical assistance to the Department quarterly.
1.4 Participate in Center for Disease Control and Prevention- and Department-sponsored programs and activities.	1.4.1 Participate in grant monitoring calls with the Department as required (including subrecipients as applicable).	Monthly	Manager; TTA Staff; Evaluation Staff	1.4.1 Submit agenda to the Department three (3) business days in advance of all virtual meetings.
	1.4.2 Attend the National Sexual Assault Conference, including the pre-conference RPE Program meeting.	Annually	TTA Staff; Evaluation Staff	1.4.2 Report data to the Department quarterly.
	1.4.3 Attend Center for Disease Control and Prevention's Rape Prevention and Education Recipients' Meeting.	Annually	Evaluation Staff	1.4.3 Report data to the Department quarterly.
	1.4.4 Participate other related training, technical assistance, and evaluation opportunities (e.g., peer networking calls, communities of practice calls, and other web conferences).	Annually	Manager; TTA Staff; Evaluation Staff	1.4.4 Report data to the Department quarterly.

Capacity Building

Goal 2: Develop Training and Technical Plan

Planning	Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
	2.1 Conduct a training and technical needs assessment of RPE program contractors.	2.1.1 Draft, revise, and finalize a training and technical assistance needs assessment tool and implementation plan based on contractor capacity, planning, implementation, and evaluation requirements.	2/1/25 - 9/30/25	TTA Staff; Evaluation Staff	2.1.1a Submit draft training and technical assistance assessment tool to the Department for review and approval by 7/31/25 and annually.
		2.1.2 Implement training and technical assistance needs assessment, analyze results, and develop summary report.	Annually	Evaluation Staff	2.1.1b Submit final Training and Technical Assistance Assessment Tool to the Department for review and approval by 9/30/25 and annually. 2.1.2 Submit training and technical assistance needs assessment summary report to the Department by 11/30/25 and annually.
	2.2 Develop a training and technical assistance plan.	2.2.1 Review and update Training and Technical Assistance Plan	2/1/25-4/30/25	Manager; TTA Staff	2.2.1 Submit training and technical assistance plan by 4/30/25.
		2.2.2 Develop and finalize a Training and Technical Assistance Plan that includes all required components and is reflective of the training and technical assistance needs assessment, evaluation tools, and other relevant sources.	Annually	Manager; TTA Staff	2.2.2a Submit draft Training and Technical Assistance Plan to the Department for review and approval by 12/31/25 and annually. 2.2.2b Revise and submit final Training and Technical Assistance Plan to the Department for review and approval by 1/31/26 and annually.
		2.2.3 Submit any necessary adaptations to the originally proposed Training and Technical Assistance Plan as needed.	Ongoing	Manager	2.2.3 Submit Training and Technical Assistance Plan changes to the Department for review and approval 30 days prior to implementation.
		2.2.4 Document all unplanned changes/adaptations as needed.	Ongoing	Manager	2.2.4 Report progress and changes data to the Department quarterly.
	2.3 Collaborate with individuals with diverse experience and expertise in developing and implementing the training and technical assistance plan.	2.3.1 Identify individuals with lived and/or working experience and/or expertise in topics identified in the training and technical assistance plan.	Ongoing	Manager; TTA Staff	2.3.1 Report data on training and technical assistance to the Department quarterly.
		2.3.2 Provide equitable compensation and manage all logistical tasks associated with contracting with individuals, as needed.	Ongoing	Manager; TTA Staff	2.3.2 Report data on training and technical assistance to the Department quarterly. Include compensation in the annual budget.

Goal 3: Support Sexual Violence Prevention Approaches

Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
3.1 Implement Training and Technical Assistance Plan	3.1.1 Collect and/or develop and disseminate current resources on effective sexual violence primary prevention strategies as well as on a broad range of topics related to sexual violence primary prevention.	Ongoing	TTA Staff	3.1.1 Report data on developed or shared resources to the Department quarterly.
	3.1.2 Collect and/or develop and disseminate tools needed for effective sexual violence primary prevention strategies as well as on a broad range of topics related to sexual violence primary prevention.	Ongoing	TTA Staff; Evaluation Staff	3.1.2 Report data on developed or shared tools to the Department quarterly.
	3.1.3 The Resource Center will provide training and technical assistance to the program contractors on capacity building, assessing, selecting, adapting, implementing, and evaluating effective sexual violence primary prevention strategies utilizing identified community engagement strategy for their communities and populations of focus and related topics as requested by program contractors or the Department.	Ongoing	TTA Staff	3.1.3 Report data on training and technical assistance to the Department quarterly.
	3.1.4 Identify and share external training and technical assistance resources and opportunities with program contractors and the Department.	Ongoing	TTA Staff	3.1.4 Report data on shared external training and technical assistance resources to the Department quarterly.
	3.1.5 Provide at least two virtual trainings in collaboration with the Department to program contractors and a broader New York State audience on sexual violence primary prevention topics as determined by the Department.	Biannually	Manager; TTA Staff; Evaluation Staff	3.1.5a Develop and submit draft training agenda for each training, including at minimum goals and objectives, date/time/location, facilitators, and presenters to the Department at least 105 days (15 weeks) prior to the training.
				3.1.5b Develop and submit draft training materials (e.g., outreach materials, slides, handouts) for each training to the Department at least 77 days (11 weeks) prior to the training.
				3.1.5c Revise and submit final draft training agenda and materials for each training to the Department at least 63 days (9 weeks) prior to the training.
				3.1.5d Revise and submit final training agenda and materials for each training to the Department at least 49 days (7 weeks) prior to the training.
				3.1.5e Develop and implement a knowledge and/or skills based pre-posttest and satisfaction survey for each training.
				3.1.5f Develop and submit summary training report for each training including at minimum, description, purpose, goals, objectives, pre-post-tests for outcomes and satisfaction, attendance, adherence to TTA plan, successes, challenges, recommended next steps, 30 days after each training.
	3.1.6 Deliver one annual, two-day in-person conference for program contractors on topics related to the RPE Program and sexual violence primary prevention.	Yearly	Manager; TTA Staff; Evaluation Staff	3.1.6a Develop and submit draft conference agenda, including at minimum goals and objectives, date/time/location, facilitators, and presenters to the Department at least 90 days prior to the conference.
				3.1.6b Develop and submit draft conference materials (e.g., outreach materials, slides, handouts) to the Department at least 60 days prior to the conference.
				3.1.6c Revise and submit final draft conference agenda and materials to the Department at least 45 days prior to the conference.
				3.1.6d Revise and submit final conference agenda and materials to the Department at least 30 days prior to the conference.
3.1.6e Develop and implement a skills based pre-posttest and satisfaction survey for the conference.				
3.1.6f Develop and submit summary conference report following Department requirements to the Department 45 days after the conference.				
3.1.7 Manage all logistical tasks associated with developing, implementing, and evaluating the Training and Technical Assistance Plan including, but not limited to, identifying expert speakers, scheduling events, conducting participant registration, securing meeting space for training events, tracking requests for technical assistance, developing outreach and communication materials, etc.	Ongoing	Manager	3.1.7 Report data on training and technical assistance to the Department quarterly.	

Implementation

Goal 4: Data to Action				
Objective	Milestone	Milestone Timeline	Staff Responsible	Performance Measure and/or Deliverable
4.1 Gather and synthesize publicly available state-, territory- and community-level data to inform sexual violence prevention, track disparities in targeted SDOH and rates of sexual violence in priority populations.	4.1.1 Define sexual violence indicators to include direct and proxy measures, risk and protective factors, and measures for social determinants of health.	2/1/25 - 7/31/25	Evaluation staff	4.1.1 Submit recommended measures to the Department for review and approval by 7/31/25.
	4.1.2 Identify publicly available state-, territory- and community-level data sources.	Ongoing	Evaluation staff	4.1.2 Submit recommended sources to the Department for review and approval by 7/31/25 and annually.
	4.1.3 Track data sources and update data spreadsheet.	Annually	Evaluation staff	4.1.3 Submit updated spreadsheet by 1/31/25 and annually.
	4.1.4 Create template for a community-level report that will be shared with the public.	8/1/25 - 1/31/26	TTA Staff; Evaluation Staff	4.1.4 Submit report template to the Department for review and approval by 1/31/26.
	4.1.5 Add new and updated data to the template.	Annually	Evaluation staff	4.1.5 Submit annual report to the Department for review and approval.
	4.1.6 Develop a data dissemination plan to share the report broadly. Assist the Department with disseminating the report to the public as determined by the plan.	Annually	TTA Staff; Evaluation Staff	4.1.6 Submit dissemination plan to the Department for review and approval.
4.2 Assist with contractor evaluation plans to identify and select sexual violence prevention strategies for populations and communities with disproportionately high rates of sexual violence.	4.2.1 Provide training and technical assistance on process and outcome evaluation. Create and/or identify tools and resources for evaluation.	Ongoing	TTA Staff; Evaluation Staff	4.2.1 Report data to the Department quarterly.
	4.2.2 Provide technical assistance to program contractors on developing local evaluation plans.	2/1/25 - 1/31/2026	TTA Staff; Evaluation Staff	4.2.2 Report data to the Department quarterly.
	4.2.3 Provide technical assistance to program contractors on improving and updating local evaluation plans.	As needed	TTA Staff; Evaluation Staff	4.2.3 Report data to the Department quarterly.
	4.2.4 Assist program contractors with analyzing data findings from local evaluation plans.	Annually	Evaluation Staff	4.2.4 Report data to the Department quarterly.
4.3 Develop and implement an equity-focused evaluation plan.	4.3.1 Review and recommend updates the Statewide logic model.	Upon request	Evaluation Staff	4.3.1 Submit recommendations for updating the statewide logic model to the Department for review and approval.
	4.3.2 Review and recommend updates the Department's evaluation plan.	Annually	Evaluation Staff	4.3.2 Submit recommendations for updating the evaluation plan to the Department for review and approval.
	4.3.3 Provide training and technical assistance to program contractors on the Department's evaluation plan and submitting data.	Ongoing	TTA Staff; Evaluation Staff	4.3.3 Report data to the Department quarterly.
	4.3.4 Analyze evaluation results for program contractors and annual progress report.	Annually	Evaluation Staff	4.3.4 Submit data to the Department annually for the annual progress report. Submit summary of findings for program contractors to the Department for review and approval.
	4.3.5 Create a data dissemination plan on the Department's evaluation plan for program contractors and the public.	Annually	Evaluation Staff	4.3.5 Submit plan and tools for sharing results to the Department for review and approval.
4.4 Use training and technical assistance monitoring and evaluation data to improve strategies.	4.4.1 Collect and submit required data as detailed within this Scope of Work and within the Department's Evaluation Plan.	Quarterly	Evaluation staff	4.4.1 Report data to the Department quarterly.
	4.4.2 Develop and implement a process and outcome evaluation plan for training and technical assistance (e.g. satisfaction surveys, pre/posttests, interviews)	2/1/25 - 7/1/25	Evaluation staff	4.4.2 Submit plan and tools to the Department for review and approval prior to implementation.
	4.4.3 Analyze the results of the training and technical evaluations tools and submit summary report to the Department. Utilize findings to improve the training and technical assistance plan.	Annually	Evaluation staff	4.4.3 Submit report to the Department for review and approval.
	4.4.4 Participate in other evaluation activities as required in the Department's Evaluation Plan (e.g., pre- post-tests, satisfaction and other surveys, interviews).	Ongoing	Leadership; Manager; Program staff	4.4.4 Report on completed activity as required.

Evaluation