



# CORE DOMESTIC VIOLENCE SERVICES REQUEST FOR PROPOSALS

## Important Dates

Application Due:  
**December 13, 2023**

Submission Open:  
**November 3, 2023**

Award Notification:  
**January 12, 2024**

## INTRODUCTION

### Request for Proposals

The Pennsylvania Coalition Against Domestic Violence (PCADV) seeks proposals for the provision of core domestic violence services in Bucks County Pennsylvania, from a provider that can offer options for safety through a continuum of intervention and support services for victims/survivors of domestic violence, dating violence, and stalking. It is anticipated that the program will be funded for a fifteen-month period, April 1, 2024, through June 30, 2025. However, PCADV reserves the right to renew or extend the contract for two additional one-year contract periods thereafter based on evidence of progress on the program's objectives and the availability of funding to PCADV.

### PCADV: Brief History

The Pennsylvania Coalition Against Domestic Violence (PCADV) is a statewide collaborative membership organization committed to ending intimate partner violence and all forms of violence against women. A private, nonprofit 501(c)(3) organization with a statewide office in Harrisburg, PCADV was established in 1976 as the nation's first state domestic violence coalition. Over the years, it has grown to form a network that includes 59 local domestic violence centers providing services to victims located in all 67 Pennsylvania counties.

### PCADV: Roles and Responsibility

PCADV serves as the educational and advocacy arm of the domestic violence network in Pennsylvania. Coalition staff work with the local domestic violence programs to provide a broad range of domestic violence services to meet the needs of victims, survivors and their children by ensuring that services meet high standards of quality and relevance. Staff conduct skills-based training for service providers and volunteers, create new models of service delivery, and provide on-going technical assistance to assure the quality and integrity of services are culturally-appropriate and accessible to all victims and survivors of domestic abuse.

For over 40 years, PCADV has advocated for victims and survivors of domestic violence through the development and passage of legislation, strengthening legal protections; the promotion of public policies that meet the needs of victims and their children; and the pursuit of additional funding and support for domestic violence agencies to adequately respond to the ever-increasing requests for services and safety.

## DESCRIPTION

Since 1982, PCADV has acted as the Department of Human Services' (DHS) passthrough funder for domestic violence services. PCADV staff provide training opportunities and technical assistance to local subgrantees on a variety of issues to effect quality service provision and the utilization of a model of trauma-informed care. PCADV also assesses programs' compliance with their contract for domestic violence services through monitoring.

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The purpose of core services domestic violence funding is to develop and maintain statewide domestic violence services that:

- Protect and promote safety for survivors of domestic violence and their families;
- Build on strengths and resources of survivors of domestic violence and their families;
- Offer options and support for independent decision making by survivors based on their specific needs and circumstances; and
- Ensure that services provided to survivors of domestic violence and their families are inclusive, accessible and appropriately coordinated with other community partners.

## Program Objectives

PCADV expects all programs to provide meaningful access to services for all victims/survivors of domestic violence, and to appropriately respond to an initial crisis call and/or disclosure of domestic violence with safety planning and support. Programs must also be able to link victims/survivors whose needs may be beyond their expertise to appropriate services at the local level.

At a minimum, domestic violence programs will provide the following services and activities:

- 24-hour hotline;
- Crisis intervention;
- Safety planning;
- Emergency shelter (or access to) which includes hotels/motels or safe homes as appropriate;
- Service advocacy, including medical, legal, educational, employment, and public benefits;
- Trauma-informed counseling/advocacy, both individual and group, for adults and children/youth;
- Relocation assistance; and
- Transportation.

In addition, all domestic violence programs will engage in the following:

- Community education/awareness activities;
- Training for community agencies/systems; and
- Systems advocacy activities initiated to effect policy or procedural change to better serve survivors of domestic violence.

## PROJECT REQUIREMENTS

This RFP is open to domestic violence programs (as defined by 23 Pa.C.S. §6102) or community-based nonprofit organizations based in Pennsylvania.

Additionally, projects must:

1. Participate in PCADV's compliance monitoring process;
2. Provide data to PCADV through ETO Case Management or Aggregate in support of identified performance measures by submitting quarterly reports as requested by PCADV. PCADV will provide training and technical assistance to all grantees on reporting requirements following the award of funding;
3. Establish and implement policies and procedures for maintaining the statutory requirements of confidentiality of records pertaining to any individual provided domestic violence services. Consequently,

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when providing statistical data on program activities and program services, individual identifiers of client records will not be used by Subgrantees;

4. Make services available to all eligible persons without regard to race, color, religion, national origin, ethnicity, immigration status, age, sexual orientation, gender, gender identity or expression, disability, income, or sovereignty; and
5. Utilize and report results from the VS3 survey with victims served.

## SUBMISSION GUIDELINES

1. Proposals must be submitted to [proposals@pcadv.org](mailto:proposals@pcadv.org) beginning November 3, 2023, and no later than **5:00PM on December 13, 2023**.
2. Proposals should be double spaced and no more than 5 pages in length, excluding any required attachments.
3. Proposed budgets and work plans should cover the full period from April 1, 2024, through June 30, 2025.

<p style="text-align: center;"><b>Late or incomplete applications will not be reviewed or considered for funding.</b></p>
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4. The following must be submitted along with the application:
  - A. A federally approved indirect cost rate letter, if applicable;
  - B. At least three (3) letters of support from service providers or community partners;
  - C. Cost Allocation Plan, if the program is currently receiving Federal funds.
  - D. Most recent financial statements as follows:
    - Most recently completed audit;
    - Most recently completed IRS Form 990s if applicable;
    - Most recently completed internally prepared monthly financial statements.

The following forms can be found on the submission site and must be completed and uploaded with the application:

- A. Contact Information Form
  - B. Services Overview Form
  - C. Workplan for FY 2024 & 25
  - D. Budget
5. PCADV will assess the merits of the proposed program in each of the following areas:
  - a. Program Description
  - b. Workplan for FY 2024 & 25

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- c. Organizational Capacity
  - d. Budget (reasonableness, cost effectiveness, detailed justification per line item)

## Program Description

All applications must provide a detailed description of the proposed domestic violence program.

The description must include:

1. An overview of the proposed domestic violence program and the services it would provide, including how it would provide services and support to survivors who choose not to leave the domestic abuse relationship or return to their abuser.
2. An explanation of how the program will ensure that services are provided throughout the entire county for which funding is being sought.
3. How the program will staff a 24-hour hotline and provide hotline counseling.
4. How victim confidentiality will be protected.
5. A description of the manner in which the program will provide services to persons under the age of 18, including services related to Adolescent Relationship Abuse (ARA).
6. A description of how all services will be provided in a manner that is accessible and culturally responsive.
7. A description of any current or potential collaborative efforts with culturally specific organizations.
8. A description of any outreach activities to be conducted in the proposed service area, including outreach to underserved populations.
9. A description of your program's potential work with other community systems/partners. Examples could include county STOP teams, Multidisciplinary teams, task forces, partnerships, cross collaborations, etc.
10. Programs providing emergency residential shelter/safe space, scattered site apartments and/or hotel/motel placement must also respond to the following:
  - Describe the criteria that staff will use to assess requests for emergency safe housing and the process for referral when the organization is unable to meet the request.
  - Describe how your program's policies regarding assessments, intake, goal planning, shelter guidelines and other requirements made of the survivor, fit within a framework of trauma-informed, victim-centered services.
  - Describe your plan (include services and partnerships) on how the program will work with emergency shelter clients to assist and advocate for them as they seek safe and affordable permanent housing.

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## Workplan

A Core Domestic Violence Services workplan for FY 2024 & 25 is required of all applicants. A workplan template is provided and must be utilized. The workplan must detail the organization's goals to be accomplished during the 2024 & 25 fiscal year, and the activities to be utilized to accomplish the goals.

The workplan must detail the program's plan for accomplishing this work. Please include:

- A. The goals of the project;
- B. Barriers or obstacles that may need to be addressed;
- C. Specific strategies and/or tasks for accomplishing the goals/objectives;
- D. Outputs;
- E. Specific and measurable outcomes, including evaluation methods;
- F. Potential partners; and
- G. Timelines for completion.

All proposed activities should be presented in a way that allows a reviewer to see a logical progression of tasks and connect the tasks directly to the goals outlined in the proposal.

Tasks and activities described in the workplan should parallel the budget and the responses to questions within this Section.

## Organizational Capacity

Describe how your organization's resources, capabilities and experience will enable it to achieve the goals and accomplish the tasks outlined in the proposal. Include a clear description of the program's organizational and governance structure.

Please provide detailed information regarding the following:

1. Leadership:

- Changes in fiscal staff or senior management at the program during the past two years.
- Length of time the current executive director/CEO/program director has been providing leadership at the program;
- Whether the program has merged with another program within the previous 12 months; and
- Any lawsuits filed against the program during the past two years, and resolutions if applicable.

2. Provisional Status and Debarment:

- Was the Organization placed on provisional status by any funding source within the last two years? If so, provide a description of the reason(s) that provisional status was issued, and how or whether the organization corrected the issues. Note the outcome of the provisional status.

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- Whether the organization has ever been suspended or debarred from accessing federal or government grant awards or funds. If so, please list the year and term of the suspension or debarment.
3. Capacity:
- Demonstrate that the organization has or will have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed;
  - Identify the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience, and education.
4. Organizational and Staff Developmental Approaches Surrounding Issues of Cultural Appropriateness:
- Describe how issues of diversity, equity, and inclusivity, in outreach and services, are being accounted for in planning for this program;
  - Discuss how the organization addresses the issues of oppression and privilege in their policies and procedures, staff trainings, etc.

## FUNDING INFORMATION

A total of \$720,548 is anticipated to be available to fund core services within a domestic violence agency serving Bucks county for the fifteen-month period of April 1, 2024, through June 30, 2025. These funds come from the following sources:

- Social Services Block Grant/Title XX;
- Family Violence Prevention and Services Act;
- Act 44, General Appropriations; and
- Act 222, PA Marriage License Surcharge.

### PCADV Administrative Costs

During the fiscal year each subgrantee will be required to pay a 2% administrative cost to PCADV, which utilizes these funds to administer the statewide contract. This cost is waived for FY 23-24 and will be in effect for the FY 24-25 grant term.

PCADV grant funds cannot be used to pay the administrative cost. The program may use unrestricted funds to pay the 2% cost.

### Community Support Requirement/Required Match

All programs are required to provide an unrestricted cash match on the funds received. The purpose is to increase the amount of resources available to the programs supported by PCADV funds. The match requirement is waived for FY 23-24 (April 1, 2023 – June 30, 2023). Below is a summary of the match requirements for FY 24-25:

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- PCADV *total* allocation of less than \$175,000: a minimum of 10% of the *total\** program's allocation.
  - PCADV *total* allocation between \$175,000 and \$225,000: a minimum of 15% of the program's *total\** allocation.
  - PCADV *total* allocation of more than \$225,000: a minimum of 20% of the program's *total\** allocation.

At the end of each contract year, programs must verify the expenditure of the community support/match requirement in their audit materials.

Monies received to provide services other than domestic violence services may not be used to fulfill this obligation. In-kind donated goods or services do not qualify as private funds for community support/local match purposes. Only allowable costs may be used to meet the required match.

*\*Community support requirements will be based on the total PCADV funds granted to a program. This requirement will be updated each fiscal year.*

## COMPETITIVE APPLICATION AND SELECTION FACTORS

PCADV will be utilizing an internal Review Committee to evaluate and score all proposals. The committee will evaluate and score each proposal for completeness, accuracy and responsiveness to the requirements enumerated herein. In addition to the application review by the committee, PCADV fiscal staff will review each applicant's financial and budget information.

The committee may seek clarification from the applicant on a proposal, including requesting additional information.

PCADV reserves the right, in its sole discretion, to reject any and all responses and to waive any irregularity or informality in any response. PCADV shall not be liable for any losses and/or expenses incurred by the respondents in the course of this process. The selected program will be responsible for delivering the scope of work outlined in this request for proposal.

## CONTACTS

Questions should be sent to [proposals@pcadv.org](mailto:proposals@pcadv.org).