



Important Dates

Application Due

March 24, 2023

Submission Open

January 30, 2023

CULTURALLY SPECIFIC PROJECT REQUEST FOR PROPOSALS

INTRODUCTION

Request for Proposals

The Pennsylvania Coalition Against Domestic Violence (PCADV) seeks proposals for the creation of Culturally Specific Projects (CSP). The purpose of the grant is to provide funding to address emergent needs of specific communities and enhance access to domestic violence services. It is anticipated that each CSP will be funded for a three-year period, July 1, 2023 through June 30, 2026. 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 works with the local domestic violence centers to provide a broad range of domestic violence services to meet the needs of victims and their children by ensuring that services meet high standards of quality and relevance. Staff conducts skills-based training for service providers and volunteers, creates new models of service delivery, and provides on-going technical assistance to assure the quality and integrity of services are culturally relevant and accessible to all victims of domestic abuse.

For over 40 years, PCADV has advocated for victims 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

The Pennsylvania Coalition Against Domestic Violence (PCADV) recognizes that culturally and linguistically specific outreach and services help eliminate barriers to domestic violence services and legal remedies for victims. They can help provide a sense of safety that can lead to better outcomes for survivors of domestic violence living within an unserved, underserved, or marginalized community.

Domestic violence occurs across all racial, ethnic, cultural, financial, and social boundaries. Funding for this project will provide support for a culturally/linguistically specific organization to partner with a domestic violence program to provide domestic violence outreach and services specific to its community.

Culturally and linguistically specific services refers to community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms. The culturally specific program partner would need to be organized and operated primarily by persons of that population and providing services tailored to that population's needs. Examples of unserved/underserved populations can include, but is not limited to:

- Racial or Ethnic minorities;
- Immigrants/Refugees;
- Deaf/Hard of Hearing;
- Disabilities;
- Persons with Limited English Proficiency (LEP);
- LGBTQ+;
- Migrant Workers;
- Rural;
- Age;
- Substance Use;
- Mental Health; or
- Religious minorities.

PROJECT REQUIREMENTS

This RFP is open to tax-exempt organizations, such as nonprofit organizations and universities, and for-profit entities based in Pennsylvania. Organizations that are not domestic violence agencies must collaborate with a domestic violence program as defined by 23 Pa.C.S. 6102 in their service area.

Projects must:

1. Participate in PCADV 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. Complete an annual written report detailing project successes and challenges. PCADV will provide a template for this report.
4. Establish and implement policies and procedures for maintaining the statutory requirements of confidentiality of records pertaining to any individual provided domestic violence services. Subgrantees will not use individual identifiers on client records when providing statistical data;
5. 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

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6. Utilize and report results from the ESQ-LF survey with victims served.

SUBMISSION GUIDELINES

1. Proposals must be submitted no later than **5:00 PM on March 24, 2023**, at the following link: [CSP Proposal](#).
2. While projects will be funded for a three-year period (July 1, 2023 and ending June 30, 2026), proposal budgets and work plans should cover the period from July 1, 2023 and ending June 30, 2024.

**Late or incomplete applications
will not be reviewed or considered for funding.**

3. The following must be uploaded and submitted along with the application:
 - A. A Memorandum of Understanding (MOU) with the Domestic Violence Agency, as defined by 23 Pa.C.S. 6102, in the service area (if the applicant is not a Domestic Violence Agency);
 - B. Minimum of one (1) letter of support from service providers or community partners;
 - C. A federally approved indirect cost rate letter, if applicable.
 - 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 as requested

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

- A. Workplan for FY2023/24
 - B. Budget
 - C. Cost Allocation Plan
5. PCADV will assess the merits of the proposed program in each of the following areas
 - A. Problem Description
 - B. Program/Project Description
 - C. Organizational Capacity
 - D. Workplan for FY 2023/24
 - E. Budget (reasonableness, cost effectiveness, detailed justification per line item)

Problem Description

Describe the problem to be addressed and how the Culturally Specific Project would address that problem. The applicant should provide an overview of the county or counties to be served, i.e., rural, suburban, or urban, the current services available within the targeted county or counties, and any gaps in those services. This section is limited to 1,000 words or approximately 2 pages, single-spaced.

Specifically, the application will be evaluated as to how effectively it:

1. Describes the nature and scope of the problem, justifies the need for assistance, and relates the problem and the need for assistance;
2. Defines the population and links the need for assistance to the target population;
3. Identifies current barriers to accessing services;
4. Describes any prior strategies for outreach, collaboration, and partnership; and
5. Identifies other resources in the community that may be available to address the problem and explains why existing resources are not sufficient to address the problem. If no resources exist, the applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

Program/Project Description

All applications must provide a detailed description of the proposed Culturally Specific Project. This section is limited to 2,000 words or approximately 4 pages, single-spaced. The description must include:

1. How the program will develop the project and promote access to supportive services for survivors of domestic violence from the identified communities;
2. Specific activities to promote strategic partnership development and collaboration, including, how the project will collaborate with or work within a qualified domestic violence program;
3. How victim confidentiality will be protected.
4. How the program's policies, procedures and any requirements made of the survivor fit within a framework of culturally specific, trauma-informed, victim-centered services;
5. Any capacity building, intervention, prevention, or innovative aspects of the proposed initiative;
6. In addition to the domestic violence program, any other current and/or proposed community partners that will contribute to the accomplishment of stated goals and objectives. Include partnerships to assist in reaching underserved victims of domestic violence; and
7. A general description and plan for completion of the goals of the Culturally Specific Program.

Workplan

A Culturally Specific Project workplan for FY2023/24 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 2023/24 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:

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- 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. This section is limited to 500 words, or approximately one page single-spaced.

Please provide detailed information regarding the following:

1. Leadership:
 - Changes in 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; and
 - 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 the capacity of the organization and implementing agency if applicable. The applicants should demonstrate that they have or will have adequate resources (i.e., personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed;

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- 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 and inclusivity, in outreach and services are being accounted for in planning for this program;
 - If applicable, discuss how the organization addresses the issues of oppression and privilege in their policies and procedures, staff training, etc.

FUNDING INFORMATION

A total of \$264,000 is available to fund Culturally Specific Projects, which comes from the Family Violence Prevention and Services Act.

Applicants may apply for a maximum of \$66,000 to develop and implement a Culturally Specific Project. Depending upon the number of applicants and the Independent Review Committee's scores of the proposals submitted, maximum funding levels may be adjusted.

Applicants should submit the Budget Request by Funding Source and Basis of Cost. If the domestic violence program is the primary applicant, it is expected that the organization that serves members of the culturally or linguistically specific community shall receive a minimum of 85% of the funds

Community Support Requirement/Required Match

All applicants are required to provide an unrestricted cash match of 10% of the funds received. The purpose is to increase the resources available to the programs supported by PCADV funds.

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 for SFY2023/24.

COMPETITIVE APPLICATION AND SELECTION FACTORS

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

The IRC 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 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 projects outlined in this request for proposal.

CONTACTS

RFP Process Questions: Jenifer Thompson at jthompson@pcadv.org or 717-545-6400 x 132

Technology Issues: support@pcadv.freshdesk.com