



# CULTURALLY SPECIFIC PROJECT REQUEST FOR PROPOSALS

## Important Dates

Letter of Intent  
**March 15, 2019**

Application Due  
**April 26, 2019**

Submission Open  
**March 15, 2019**

## INTRODUCTION

### Request for Proposals

The Pennsylvania Coalition Against Domestic Violence (PCADV) seeks proposals for the creation of Culturally Specific Projects (CSP). It is anticipated that each CSP will be funded for a three-year period, July 1, 2019 through June 30, 2022. 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 and survivors 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 centers 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, survivors 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.

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## 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 and survivors. 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. This grant recognizes the importance we place on providing the means to outreach and services to an underserved community in Pennsylvania in order to appropriately respond to victims and survivors who are members of that community. 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;
- Persons with Limited English Proficiency (LEP);
- LGBTQ+;
- Migrant Workers;
- Rural; 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.

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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. Subgrantees will not use individual identifiers on client records when providing statistical data;
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 ESQ-LF survey with victims served.

## SUBMISSION GUIDELINES

1. Letters of Intent must be submitted to <https://webportalapp.com/appform/pcadv-csp>
2. no later than 5:00PM on **March 15, 2019**.
3. Proposals must be submitted no later than 5:00PM on **April 26, 2019**;
4. While projects will be funded for a three-year period (July 1, 2019 and ending June 30, 2022), proposal budgets and work plans should cover the period from July 1, 2019 and ending June 30, 2020.

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

5. 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

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- Cost Allocation Plan

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

- A. Workplan for FY2019/20
  - B. Budget
5. PCADV will assess the merits of the proposed program in each of the following areas
- A. Problem Description
  - B. Program/Project Description
  - C. Workplan for FY 2019/20
  - D. Organizational Capacity
  - 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.

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 size and demographic characteristics of the population, including any relevant state and local statistics that link the need for assistance to the particular target population;
3. Identifies current barriers to services, whether the population is attempting to access services, and if not, why not;
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.

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## Program/Project Description

All applications must provide a detailed description of the proposed Culturally Specific Project. The description must include:

1. The program's capacity to create and manage the Culturally Specific Project;
2. 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 unique aspects of the CSP 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 and survivors 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 FY2019/20 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 2019/20 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. Specific and measurable objectives;
- C. Specific strategies and/or tasks for accomplishing the goals/objectives;
- D. Number of victims/survivors to be served;
- E. Amount of service to be provided;
- F. The position(s) responsible; 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.

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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 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:

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 final outcome of the provisional status.

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;
- 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 trainings, etc.

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## FUNDING INFORMATION

A total of \$66,000 is available for funds for the Culturally Specific Project, which come from the following sources:

- Family Violence Prevention and Services Act; and
- Act 222, General Appropriations.

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.

### 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.

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

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 SFY2019/20.

## 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.

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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 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 a scope of projects outlined in this request for proposal.

## CONTACTS

RFP Process Questions: Jan Davis at [jdavis@pcadv.org](mailto:jdavis@pcadv.org) or 717-545-6400 x 197

Technology Issues: [support@pcadv.freshdesk.com](mailto:support@pcadv.freshdesk.com)