


COMPETITIVE  
PROPOSAL PROCESS


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FY 2023/24

Information Session  
FEBRUARY 21, 2023



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*Presented by:*

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Jenifer Thompson, Chief Operating Officer  
Mae Reale, Health Education Specialist

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## This info session will help programs:

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- Review guidelines and proposal process - online platform;
- Understand materials to complete and/or upload;
- Learn the role of the Independent Review Committees; and
- Obtain timelines for proposal submission, review and notification



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## Guidelines:

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- Read each Request For Proposal
- Create a login and password at the appropriate portal:  
 CSP- <https://webportalapp.com/appform/login/pcadv-csp-application>  
 MAP- <https://webportalapp.com/appform/login/pcadv-map-application>
- Can have multiple log-ins for additional staff but must submit all materials under one log in.

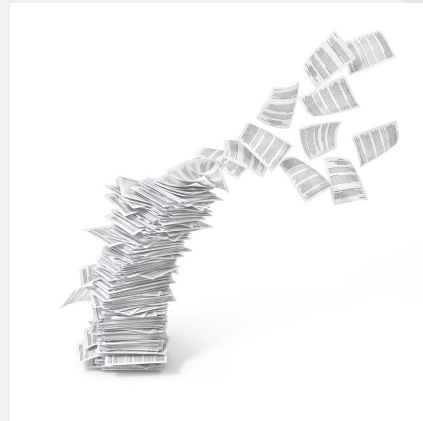
***READ AND FOLLOW THE INSTRUCTIONS WITHIN EACH RFP***

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## Proposal Process – online platform

### *Simplicity*

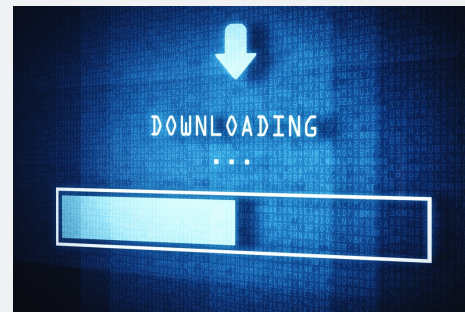
- Paperless
- Zengine software (WizeHive)
- Narrative sections
- Downloadable forms to complete and upload
- Convert Documents to PDF and upload




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## Materials to complete and/or upload

- Concise narrative sections – enter text. Problem description, program/project description, organizational capacity
- Download/complete/upload workplan and budget workbook
- Upload audit and financial documents, letter(s) of support, cost allocation plan



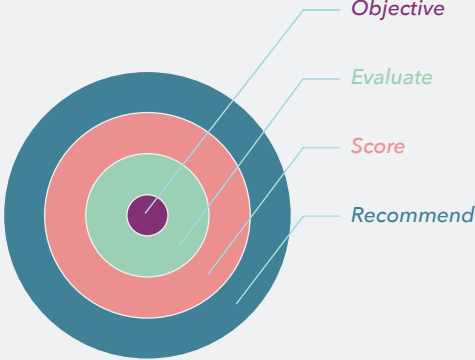
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## Role of the Independent Review Committees

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- Nationwide call for reviewers
- Individuals with significant experience
- Variety of experience/background
- Declare/manage potential conflicts



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## Working timelines for proposal submission, review and notification

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- Begin entering and uploading information January 30

	<u>Program</u>	<u>Notification</u>
• Important dates:	<u>Submission:</u>	<u>to Programs:</u>
• Medical Advocacy Program	March 24	June 1
• Culturally Specific Project	March 24	June 1

- Fiscal follow up, if applicable: Complete by June 28
- Formal notification: Week beginning July 1



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## Culturally Specific Projects

*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.

- 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.



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## Culturally Specific Projects

- 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.
- 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.
- Applicants may apply for a maximum of \$66,000 per year to develop and implement a Culturally Specific Project.



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## Questions?

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***Thank You!***

