



Important Dates

Letter of Intent
March 15, 2019

Application Due
April 12, 2019

Submission Open
March 15, 2019

CIVIL LEGAL REPRESENTATION PROGRAM REQUEST FOR PROPOSALS

INTRODUCTION

Request for Proposals

The Pennsylvania Coalition Against Domestic Violence (PCADV) seeks proposals for the creation or ongoing maintenance of Civil Legal Representation (CLR) programs. It is anticipated that each Civil Legal Representation Program (CLR) 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/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 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 CLR Initiative was established in 2001 to eliminate barriers to justice by:

1. Providing expert legal advice to victims and survivors of domestic violence about their rights and options in a supportive and respectful environment;
2. Affording effective legal representation for matters that clients choose to pursue; and
3. Developing a network of attorney specialists who are skilled in representing victims and survivors of domestic violence in family law and other civil matters, and who are committed to improving the civil justice system through their practice and interaction with judges, members of the bar, and the community.

Without competent legal representation, victims and survivors of domestic violence often forfeit their rights, settle for less relief than allowed by law, or give up the struggle to live in safety and freedom from an abuser's control. The CLR initiative provides specialized domestic violence legal representation that is critical for safety and for securing resources needed to become and remain self-sufficient.

CLR funding creates the opportunity for domestic violence programs to establish law offices within the program. Legal representation provides access to justice, while domestic violence services provide safety planning, build victims' self-esteem and inform and prepare them so they can participate fully in the legal process. Community-based domestic violence programs are the best location for this representation because they are already serving many of these victims with other services such as crisis intervention, counseling, shelter, and accompaniment in working with law enforcement and court systems. CLR attorneys collaborate with program advocates to ensure victims have access to holistic services to address the myriad needs of domestic violence victims.

Program Objectives

1. Provide civil legal representation to victims/survivors of domestic violence who are referred to CLR attorneys by the domestic violence program's advocates;
2. Work in collaboration with domestic violence program advocates to serve victims in a holistic manner;
3. Engage in systems advocacy through the courts, prosecution and local law enforcement and appellate advocacy in order to improve the justice system's response to victims of domestic violence;
4. Establish partnerships with local attorneys through the Pennsylvania Legal Aid Network, county bar associations and law schools to generate a network of pro bono attorneys who agree to represent victims of domestic violence in protection from abuse proceedings and in other cases where a conflict of interest precludes the CLR attorney from handling the case; and

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5. Engage with community-based organizations to identify underserved populations in the community and develop the expertise to provide outreach and legal services to members of these populations.

PROJECT REQUIREMENTS

This RFP is open to tax-exempt organizations, including nonprofit agencies and universities, 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 incorporate a holistic approach to service delivery by offering victims of domestic violence legal representation in areas of family law, housing, public benefits, and immigration law. Applicants are strongly encouraged to partner with other entities such as legal services, county bar associations, and law school clinics for the representation of clients in Protection from Abuse, sexual violence, and intimidation matters. If a CLR program is the only provider of legal aid in a given county, CLR attorneys may dedicate a minimal amount of an entire caseload to representation for the purpose of securing PFA/SVP/PFI orders, but the majority of CLR attorneys' work should center on other civil legal matters as identified above. If there is another source of legal aid available in the county, the CLR attorneys shall not represent clients in PFA/SVP/PFI matters except when there is a conflict for legal aid.

Additionally, projects must:

1. Maintain, expand or enhance projects to provide direct legal services to victims of domestic violence;
2. Operate as a component or in partnership with an eligible domestic violence program for the purpose of enhancing the range of services available to victims of domestic violence who have sought services from the program;
3. Provide consultation and direct legal representation for victims of domestic violence on issues including child custody, divorce and property distribution, child and spousal support, housing, public benefits, consumer law, immigration and other civil legal matters.
4. Provide financial assistance to victims of domestic violence for the payment of fees and costs associated with their civil legal actions or otherwise ensure that they can proceed with their case in forma pauperis;
5. Provide systems-based advocacy and training on matters of importance to victims and survivors of domestic violence and their children, including training of domestic violence counselor/advocates, other victim services providers, county child protective services staff, law enforcement personnel, judges and court personnel who interact with victims and survivors of domestic violence and their children for the purpose of educating on the dynamics of domestic violence, the needs of victims of domestic violence, and the systemic barriers that inhibit a victim from escaping their abuse and regaining safety and autonomy;

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6. Create and maintain collaborations with legal services offices, bar associations and law schools to increase the number of pro bono attorneys who are willing to represent victims of domestic violence in civil court cases, including Protection From Abuse, child custody, child support, divorce, immigration, housing and other issues;
 7. Participate in PCADV's compliance monitoring process;
 8. Provide data through PCADV's CLR Reporting Form and Database 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;
 9. Establish and implement policies and procedures for maintaining the statutory requirements of confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by subgrantees; and
 10. 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.

SUBMISSION GUIDELINES

1. Letters of Intent must be submitted to <https://webportalapp.com/appform/pcadv-clr> no later than **5:00PM on March 15, 2019**.
2. Proposals must be submitted no later than **5:00PM on April 12, 2019**;
3. 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.**

4. 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
- 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 CLR 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.

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

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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 CLR Program and its relationship with the partnering domestic violence program. The description must include:

1. The program's capacity to create, manage and/or expand a civil legal representation project;
2. How the legal office will collaborate with or work within a qualified domestic violence program;
3. How victim confidentiality will be protected;
4. The extent to which the CLR program will provide victims with holistic legal representation and the types of cases that will be prioritized to meet the unmet needs of survivors;
5. 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;
6. Any unique aspects of the CLR initiative;
7. 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
8. A general description and plan for completion of the goals of the CLR Program.

Workplan

A CLR workplan for FY2019/20 is required of all applicants. A work plan 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.

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

- a. Changes in senior management at the program during the past three years;
- b. Length of time the current executive director/CEO/program director has been providing leadership at the program;
- c. Whether the program has merged with another program within the previous 12 months; and
- d. 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

- a. The applicant 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;
- b. 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

- a. Describe how issues of diversity and inclusivity, in outreach and services are being accounted for in planning for this program;

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- b. If applicable, discuss how the organization addresses the issues of oppression and privilege in their policies and procedures, staff trainings, etc.

FUNDING INFORMATION

A total of \$2.4 million in funds is available for the Civil Legal Representation Program, which come from the following sources:

- Social Services Block Grant (Federal); and
- Act 44, General Appropriations (State).

Programs may apply for a maximum of \$175,000 to develop and implement a CLR program, or to enhance/expand an existing one. Depending upon the number of applicants and the Independent Review Committee's scores of the proposals submitted, maximum funding levels may be adjusted.

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 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. Below is a summary of the match requirements:

- PCADV *total** allocation of less than \$100,000: a minimum of 10% of the *total** program's allocation.
- PCADV *total* allocation between \$100,000 and \$150,000: a minimum of 15% of the program's *total* allocation.
- PCADV *total* allocation of more than \$150,000: 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 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.

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 or 717-545-6400 x 197

Technology Issues: support@pcadv.freshdesk.com