



CORE DOMESTIC VIOLENCE SERVICES REQUEST FOR PROPOSALS

Important Dates

Letter of Intent Due

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 provision of core domestic violence services in each county of 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 each program 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 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.

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;
- Trauma-informed counseling/advocacy, both individual and group, for adults and children/youth; 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) based in Pennsylvania.

Additionally, 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. 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;
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-core> no later than **5:00PM on March 15, 2019.**
2. Proposals must be submitted no later than **5:00PM on April 26, 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 federally approved indirect cost rate letter, if applicable;
 - B. At least three (3) letters of support from service providers or community partners;

C. 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
- 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 by the proposed program and how the program will 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;

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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.

Program/Project Description

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

The description must include:

1. The organization's capacity to manage the provision of domestic violence services;
2. How the program will staff a 24-hour hotline and provide hotline counseling;
3. How victim confidentiality will be protected;
4. The criteria that staff will use to assess requests for emergency safe housing;
5. The organization's process for handling victims who are not eligible for shelter, or do not wish to come into shelter; explain the program's process for referring/connecting them with other providers in the service area that may be able to assist them;
6. A description of any subcontracting of services or community partnerships relating to the provision of services to domestic violence victims/survivors or their support systems, if applicable;
7. An explanation of how the program would provide services and support to survivors who choose not to leave the domestic abuse relationship or return to their abuser. Include a description of any coordination with a Batterers Intervention Services provider in the service area;
8. 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).
9. A description of how all services will be provided in a manner that accommodates the specialized needs of those who are cognitively or physically disabled, hearing impaired, those who utilize a service animal, and those for whom English is not their first language;
10. A description of any outreach activities to be conducted in the proposed service area.
11. How will the program ensure that services are provided throughout the entire county for which funding is being sought?

12. A description of outreach and services to any underserved populations including but not limited to the following:

- Incarcerated and formerly incarcerated survivors;
- Members of the lesbian, gay, bisexual, transgender, queer and/or other communities (LGBTQ+);
- Populations underserved due to special needs (i.e., physical or cognitive disabilities, age, etc.);
- Geographic location;
- Those with limited English proficiency;
- Immigration status;
- Unserved or underserved racial and ethnic populations; and
- Victims with mental health and substance abuse needs.

13. A description of your program's potential work with other community systems/partners. Example could include county STOP teams, Multidisciplinary teams, task forces, partnerships, cross collaborations, etc.

14. A description of how the program actively assists survivors toward economic recovery and financial self-sufficiency.

15. Programs providing emergency residential shelter/safe space, scattered site apartments and/or hotel/motel placement must also respond to the following:

- 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.

Workplan

A Core Domestic Violence Services 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 should detail the program's plan for accomplishing this work. It must include:

- A. The goals of the project;
- B. Specific and measurable objectives;

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- C. Specific strategies and/or tasks for accomplishing the goals/objectives;
 - D. Number of victims/survivors to be served;
 - E. Hours of service provided to clients, shelter nights/number of persons in shelter;
 - 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:
 - 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; and
 - note the final outcome of the provisional status.
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;

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- Identifies 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.

FUNDING INFORMATION

A total of \$20.7 million is available to fund core services within a domestic violence agency. 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.

Applicants will be provided with the total funding available per service area upon submitting a Letter of Intent. Depending upon the number of applicants and the Independent Review Committee's scores of the proposals submitted, 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 work 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