2019 REQUEST FOR PROPOSALS

Certified Domestic Violence Centers’ Trauma-informed Services Pilot Project

Deadline

All proposals are due by 11:59 p.m. ET on June 3, 2019

Contact Information

For assistance with the requirements of this solicitation, contact:

Wioleta Gaddy at Gaddy_Wioleta@fcadv.org

NOTE: It is very important that applicants review the enclosed information carefully. Applications that are submitted by non-eligible entities will be screened out during the review process.
Application Deadline

An application submission is complete if the application has been submitted via email by the deadline and contains each required element. The deadline for applying for funding under this announcement is June 3, 2019 11:59 p.m. ET.

An electronic copy must be emailed no later than the deadline to:

Gaddy_Wioleta@fcadv.org

Hard copies of the application are not required. However, it is the applicant’s responsibility to ensure they receive an email verification that the application has been received by FCADV. Any applicant not receiving a verification within 24 hours of submitting the application should call Wioleta Gaddy at (850) 425-2749. Applicants should ensure plenty of time to verify FCADV’s receipt of their application. It is anticipated that all applicants will be notified of the outcome of their application by June 18, 2019.

Intent to Apply

Applicants are encouraged to submit an “Intent to Apply” email to Gaddy_Wioleta@fcadv.org no later than May 20, 2019. In the “Subject” line of the email please include: Intent to Apply for Trauma-informed Pilot funding.

Also email Gaddy_Wioleta@fcadv.org with questions related to clarifying the Request for Proposals (RFP). Questions will be accepted through May 27, 2019 and will be responded to no later than May 31, 2019. The answers will be attached to this RFP and posted on FCADV’s website at www.fcadv.org. Questions submitted after May 27, 2019 will not be accepted.

Eligibility

The Florida Coalition Against Domestic Violence (FCADV) will accept proposals from Florida’s certified domestic violence centers. This grant program focuses on enhancing trauma-informed, empowerment-based, and survivor-focused direct services for survivors of domestic violence through all services provided by certified domestic violence centers. All applicants must reflect the full participation of the certified domestic violence center’s leadership and management teams. Applicants that have received prior funding must be in good standing with FCADV to be considered for this Request for Proposals. Centers’ compliance with Program and Administrative requirements and their status of current contract funded activities will be included in the review process. Centers that have failed to meet current contract deliverables, are non-compliant with current contract requirements, or did not comply with previous contract requirements may not be considered for funding.

All centers submitting an application for funding are advised that by accepting federal dollars under this RFP as a sub-recipient they will be required to comply with all federal and state laws,
executive orders, regulations and policies governing these funds. Prior to an award, all agencies must be found to be in good standing as indicated by the Federal Excluded Parties List System. https://www.epls.gov/

**Award Period**

The award period for the grant program will be 36 months. Commencement of awarded projects will be July 1, 2019 with an expiration of June 30, 2022. Applicants shall submit a 12-month budget for the planning phase of the project. If awarded, grantees will receive a one-year contract with the option to renew upon successful completion of the initial contract year (planning phase) and upon FCADV approval of the project Implementation Plan.

**Funds Available**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the Florida Department of Children and Families, FCADV, Department of Justice, or Florida Statutes. Projects funded from this RFP shall not exceed $108,262.00 for the first year and $155,364.00 annually for years two and three. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.

**Background**

Services, Training, Officers and Prosecution (STOP), Violence Against Women Act (VAWA) formula grant funding supports Florida’s efforts to provide a collaborative and well coordinated, multidisciplinary approach to enhance advocacy and improve the criminal justice system’s response to violence against women. Each of the STOP components: Services, Training, Officers and Prosecutors, are given priority to address strategies which are utilized to hold perpetrators accountable and provide critical services to survivors. Florida’s current STOP Implementation Plan focuses on developing a collaborative approach among law enforcement, prosecution agencies, the courts, and victim service providers to increase appropriate arrest and prosecution of these crimes while also increasing survivor safety. Strong partnerships exist at the community and statewide levels between each of the aforementioned systems to create a coordinated community approach to responding to, and eventually ending, violence against women. Through STOP funding, FCADV and other experts are able to assist direct services organizations to develop, enhance, or strengthen survivor services including domestic violence, dating violence, and stalking programs and to develop or improve delivery of services to population specific communities. Communities that are traditionally considered “population specific” include, but are not limited to: women who are abused in later life, farmworker survivors, Latino/Hispanic survivors, African American/Black survivors, Native American survivors, Asian/Pacific Islander survivors, African immigrant survivors, Arab survivors, Lesbian Gay Bisexual and Transgender
(LGBT) survivors, and/or survivors living with a disability or who are Deaf. The aforementioned populations are examples of communities that are traditionally underserved. This list however, should not be viewed as being all-inclusive.

**Grant Program Purpose Area**

Certified domestic violence centers have an established history of conducting empowerment-based supportive counseling and advocacy services that are inclusive of survivors’ self-directed goals. All center services are voluntary and structured from a non-judgmental, anti-oppressive framework that respects survivors’ confidentiality and autonomy, acknowledges the injustices caused by the violence, and seeks to address safety and inclusion based on survivors’ individualized needs.¹ In the early 1990s, FCADV membership initiated the process for enhancing standards for all certified domestic violence centers. This was done in order to ensure consistency in philosophy and to ensure empowerment-based services are available from center to center. While each center is responsible for developing policies and procedures based on regional, demographic, architectural, cultural and programmatic diversity, the Standards serve as a foundation for how services are conducted throughout Florida.

To enhance the empowerment-based service provision model, FCADV encourages and provides training and technical assistance (TA) to certified domestic violence center advocates and community partners to incorporate trauma-informed practices within their services and collaborative efforts. Trauma-informed practices seek to meet the needs of survivors from a whole-person model, including a recognition of historical and present trauma, and consideration for the impact language and environment can have on a person’s well-being. Services that are trauma-informed require transparency, predictability, and partnership with a survivor to ensure understanding of the survivor’s desired outcomes and have the means to achieve their goals through services that focus on resiliency.

FCADV’s *Certified Domestic Violence Centers’ Trauma-informed Services Pilot Project* grant program creates a unique opportunity for select Florida communities to enhance the delivery of services and advocacy available to survivors of domestic violence through an assessment of current empowerment-based and trauma-informed practices. The ultimate goal of the grant program is to support Florida’s certified domestic violence centers in becoming more accessible, culturally responsive and trauma-informed throughout their programs and services.

During the first six months of this project, funded centers will engage in trainings, grantee meetings and technical assistance designed to assist centers in the review of their own policies, procedures, practices, environments and partnerships. Each participating center will be required to establish a project team to lead the effort throughout the project period. Centers will utilize the second six months of the planning period to document existing empowerment-based and trauma-

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¹ FCADV Program Standards
informed services and to develop a plan for implementation to enhance these services in the center. The plan will be inclusive of all services provided by the center and will also seek to identify services still needed by survivors in the service area. For example, the certified domestic violence center may seek to improve their staff’s understanding of and response to substance abuse and mental health as they relate to domestic violence and will implement center and community specific strategies based on the plan that is developed. Planning activities will include, but not be limited to: establishing a project team that will create an implementation plan for the project which will include the project’s mission, vision, goals, objectives, outcomes, and indicators of success.

Additionally, funding will focus on the implementation of community-based trauma-informed services with partners identified by the certified domestic violence center. Collaborative partners identified by the center may include, but are not limited to: non-profit community-based organizations, governmental agencies (ie. child welfare and criminal justice partners), substance abuse agencies, mental health organizations, and/or educational entities. A portion of the available funding may be utilized for work with partnering agencies to support survivor safety. For example, a DV center may determine as a result of assessments conducted during the planning period, that funding is needed to initiate a vendor agreement with a mental health, substance abuse, or criminal justice organization to consult on interagency protocol development that closes gaps that exist in the project service area. The grant program may also support training, cross training, and capacity building within the community.

**Program Requirements**

Grantees of this program will lead an internal organizational assessment process which includes a planning phase (Year 1) as well as an implementation phase (Years 2 and 3). Some project activities during the planning phase are predetermined such as assessing the needs of survivors in the applicant’s service area via focus groups or other FCADV approved processes to identify gaps in services. FCADV Training and Technical Assistance (TTA) staff will assist the center in conducting a thorough review of the center’s current policies and practices with the intent of identifying strengths in current procedures as well as areas of growth where policies and practices may be enhanced to better reflect a trauma-informed lens.\(^2\) Examples of trauma-informed policies include the center’s commitment to providing accessible, culturally responsive, and trauma-informed services that ensure survivors who use substances and who have complex mental health needs are guaranteed access to services. Another example includes a center’s program policies reflecting a commitment to incorporating a survivor-defined and collaborative approach to its intake processes, programs, and services as well as its commitment to including

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survivors who have formerly participated in services as part of the board, staff, and other decision-making bodies of the organization. Additional assessment activities will be determined by the leadership and staff at the certified domestic violence center and should be outlined in the project proposal.

Each project partner will conduct an internal policy review which will shape the implementation plan that is developed in the second half of the planning phase during Year 1. Implementation phase activities will be outlined in a plan submitted to FCADV and will include, but not be limited to: strategies for enhancing accessible, trauma-informed and culturally relevant services; identification of gaps in trauma-informed services for survivors and proposed solutions to close such gaps; identification of needs for capacity building internally at the certified domestic violence center as well as with partners in the service area; and how implementation will include ongoing feedback from survivors and oversight from the highest levels of leadership at the certified domestic violence center and project partners (as needed) in the community.

**Activities that Compromise Survivor Safety**

The following activities have been found to jeopardize the safety of victims or survivors or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims or survivors from receiving safe shelter, advocacy services, crisis intervention counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, disability, criminal record, work in the sex industry, or the age and/or gender of their children.

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving funded services.

- Mediation or counseling for couples as a systemic response to domestic violence or dating violence or any other manner of joint victim-offender communication.

- Failure to conduct safety planning with victims or survivors.

- Requiring victims or survivors to seek legal sanctions against their perpetrator or offender (e.g., seek a protection order, file formal complaint, forcing the victim to testify against their perpetrator or offender).

- Procedures that would penalize survivors of violence for failing to testify against their abusers or impose other sanctions on survivors.

- Imposing restrictive conditions on victims or survivors in order for them to receive services (e.g., requiring victims of stalking to seek a protection order or counseling as a precondition to services).

- Procedures that indicate criminal record background checks are performed on individuals seeking services prior to providing those individuals with services.
Applications that propose activities that compromise victim or survivor safety will be eliminated from further consideration entirely.

**Out-of-Scope Activities**

FCADV has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities will receive a point deduction during the review process. Applications that are determined to be substantially outside the scope of the “Certified Domestic Violence Centers’ Trauma-informed Core Services Pilot Project” grant program will not be considered for funding. The following activities are out-of-scope and will not be supported by grant funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes).
- Supervised visitation programs.
- Legal services in civil and criminal matters, such as family law cases (divorce, custody, visitation and child support), housing cases, consumer law cases and other legal services for victims or survivors of domestic violence, dating violence, and stalking, except that legal assistance in seeking protection orders and limited immigration matters (e.g., U Visas) is permitted.
- Child abuse or family violence issues such as violence perpetrated by a child against a parent, or violence perpetrated by a sibling against another sibling.
- Services to children for anything other than services beyond ancillary services provided to a survivor’s child when there is an inextricable link between a parent’s victimization and the child’s need for services and in connection to providing survivor services for the parent. For example, funds may be used to provide services to children of battered participants residing in a shelter.

The following is a list of additional activities that are unallowable and cannot be supported in the “Certified Domestic Violence Centers’ Trauma-informed Core Services Pilot Project” grant program. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property or vehicles
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
• Prevention education efforts and media campaigns are not allowable activities for this grant program

**Accommodations and Language Access**

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities.

**Review Process**

The grant application process will be competitive and all applications will be reviewed by an external panel. Applications will be scored by the review panel according to the criteria set forth in this solicitation.

If the application fails to meet the criteria listed below for the initial internal review, the application will not receive an external review.

Criteria for the initial internal review:

• Proposal was submitted via email by the deadline
• Proposal is complete
• Proposal meets page limit and page layout requirements
• Proposal reflects the grant’s purpose area
• Proposal meets remaining requirements set forth in this RFP

Each committee member will review the information provided in the application against the selection criteria for the program. The total points possible for an application are 100 (10 points Proposal Abstract, 60 points for Narrative, 20 points for Budget and 10 points for Letters of Support). The review panel will be responsible for rendering funding decisions as related to the grant proposal. Applications with the highest composite scores will be considered for funding. Award recipients will be subject to monitoring and contract compliance by FCADV.

**Past Performance Review**

In addition to the review process described above, applicants with current or recent (closed within the calendar year) FCADV awards will be reviewed based on the elements listed below. Please note that if the applicant has not met or completed any one of the following, up to five points may be deducted from the application.
• Progress reports submitted by the applicant, in conjunction with monitoring conducted by FCADV, which demonstrates the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives.

• Demonstration that past activities supported with FCADV grant funds have been limited to program purpose areas.

• Adherence to programmatic and financial reporting requirements, including timely submission of required reports.

• Completion of close-out of prior awards in a timely manner including, but not limited to, timely submission of final reports.

• Appropriate utilization and active participation in FCADV-sponsored workshops and other technical assistance events as required by the current award.

• Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit.

• Timely expenditure of grant funds.

### Schedule of Events

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Available</td>
<td>May 7, 2019</td>
</tr>
<tr>
<td>Deadline for Submission</td>
<td>June 3, 2019; 11:59 p.m. ET</td>
</tr>
<tr>
<td>Notification of Awards</td>
<td>June 18, 2019</td>
</tr>
<tr>
<td>Project Initiation</td>
<td>July 1, 2019</td>
</tr>
<tr>
<td><strong>Project Period</strong></td>
<td>12 Months with option to renew 24 additional months after successful completion of the first year.</td>
</tr>
<tr>
<td>FCADV Technical Assistance for Grantees</td>
<td>Ongoing</td>
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### What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. It is the responsibility of the applicant to ensure that the application is complete. For each section listed below, please note the corresponding maximum point value that may be assigned during the peer review scoring process. The proposal should follow the order below for easy reading.

Applications must use the following page format requirements:

• Double-spaced

• One-inch margins

• Type no smaller than 12 point, Times New Roman font
• Include a Project Abstract (please limit to one page, single-spaced)
• No more than fifteen (15) pages for the Project Narrative

**Proposal Abstract** (10 points, limit to one page, single-spaced)

The Proposal Abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives.

**Proposal Narrative** (60 points)

The Proposal Narrative should be limited to **fifteen (15) pages**, double-spaced.

A. Need and Gaps in Trauma-informed Service Provision (15 points)

- Describe the center’s organizational commitment to trauma-informed services and how the center currently incorporates trauma-informed practices into service delivery.

- Describe details about how the center currently engages in accessible, culturally responsive and trauma-informed practices when working with adult survivors and their children.

- Identify the local community’s approach to trauma-informed services and the role the center has maintained historically and/or currently in providing training and defining trauma-informed practices within the community.

- Describe any currently known/identified gaps in trauma-informed direct service provision and barriers survivors experience while attempting to access and utilize trauma-informed services within the local service area.

- Clearly state the need for the project and how funding will alleviate it. The need must directly relate to the center’s service delivery area and should identify marginalized and/or underserved populations of survivors in the service area.

This section will be rated on the extent to which the applicant addresses the above criteria.

B. Center Capacity to Implement the Project (15 points)

- Identify who will be a part of the project team. At minimum, this must include DV center management able to make decisions about policies, procedures and practices. Supervisory staff and lead advocates from various programs are encouraged to be included on the team. All members of this team will be required to attend onsite technical assistance visits with FCADV. The center should also identify at least two of these team members to attend semi-annual Grantee Learning Exchanges for the project.
• Describe how the DV center leadership (For example: the Executive Director, Program Director, and Shelter Manager) will lead and remain engaged in the oversight of this project throughout the project period.

• Describe the applicant DV center’s ability to administer the project and partners the organization intends to work with during the implementation phase to close gaps in trauma-informed services for survivors in the service area. Please note that the intended partners may change based on information garnered during the planning period.

• Address how your organization and partners will avoid compromising survivor safety, privacy, or confidentiality when sharing information.

• Describe how the applicant will garner meaningful and ongoing (throughout the project period) feedback and guidance from survivors on their experiences of service delivery, the environment where they receive services, and gaps in services.

C. What Will Be Done (15 points)

As noted in the Program Requirements section of this RFP, FCADV TTA staff will assist in conducting a thorough review of the center’s current policies and practices with the intent of identifying strengths in current procedures as well as areas of growth where policies and practices may be enhanced to better reflect a trauma-informed lens. Accessible, culturally responsive and trauma-informed policies are not limited to those associated with direct service provision to center participants such as trauma-informed intake procedures. Policies associated with staff support and supervision as well as those related to the center’s physical environment will also be explored.

• Identify and describe current center policies and practices that will be adopted to reflect more accessible, culturally responsive and trauma-informed programs and services. Include policies and practices that impact direct service provision, staff, and the center’s physical environment. Populations underserved because of geographic location, underserved racial and ethnic populations, and populations underserved because of particular needs (such as language barriers, disabilities, or age), and any other populations must be considered when identifying center policies and practices.

• Describe any products to be revised, developed and/or distributed using grant funds including why and how products will be tailored to meet the linguistic or cultural needs of victims and survivors of the proposed service area.

• Propose goals, objectives, activities, measurable outcomes and indicators for the planning phase and the implementation phase of the project. Note: Be sure to include the aforementioned Purpose Area requirements when developing goals.
objectives, etc. This section should also outline the specific direct services that will be funded through this project.

As a reference, use the following guide to create and differentiate between goals, objectives, activities, outcomes and indicators:

**Goal:** A broad statement of what you wish to accomplish.

**Objectives:** Objectives support the goal(s) and provide more details. Objectives answer the question: When?

**Outcomes:** Include how the project and its impact will be assessed. Examples of outcomes are: changes in behavior or condition that reflect a positive impact.

**Indicators:** The specific, measurable information collected to track whether an outcome has actually occurred.

To help you create goals and objectives, consider the S.M.A.R.T. method: Specific, Measurable, Attainable, Relevant, and Time-bound.

**EXAMPLE:**
Nonprofit: Literacy for All
Proposed initiative provides literacy tutoring for youth.
**Goal:** To improve the academic performance of youth.
**Objective:** Literacy for All will develop and implement a 12-week literacy program for youth by December 2020.
**Outcome:** Students that received tutoring will improve their reading level.
**Indicator:** # of students are reading at grade level after the initiative compared to before.

This section will be rated on the extent to which the applicant addresses the above criteria, as well as the extent to which the project activities relate to the Purpose Area, seem feasible and likely to succeed; and the extent to which project activities can realistically be completed within the grant period.
D. Activities Implementation Schedule (10 points)

A table or graph may be used for this section. If applicant utilizes a table or graph, the text within the table or graph may be single-spaced. The Implementation Schedule must still fall within the 15-page limit for the Proposal Narrative.

- Detail a 36-month activities implementation schedule that includes timelines for completion of each activity. The schedule should indicate when project goals, objectives and activities will commence and how the project will progress. Year 1 should be dedicated to the Planning Phase with the first six months focused on conducting self-assessments through various methods and the second six months on continuing relevant assessments and developing an Implementation Plan. Years 2 and 3 should be focused on continuing relevant assessments (ongoing) and implementation of the identified strategies.

- The schedule should indicate who is responsible for accomplishing each goal, objective, and activity.

This section will be rated on the extent to which the applicant clearly articulates reasonable and attainable goals, objectives and activities within the time allotted for the grant period.

E. Sustainability (5 points)

- Describe the organization’s plan for the long-term sustainability of this project.

- Applicants are required to include a sustainability plan to continue the project if funding were no longer available. Please provide an example of the applicant’s history to financially sustain programs.

This section will be rated on the extent to which the applicant addresses the above criteria.

**Budget** (20 points)

The applicant must provide a detailed 12-month line item Budget, including a Budget Narrative, which should clearly demonstrate the relationship between expenditures and program content. Expenditure categories must fall within the A-M line items included in the budget template. Budget form instructions are also included as a guide to help prepare the budget on the required budget template form. The budget MUST be submitted in Excel format. Awarded applicants will be required to submit revised budgets for the second and third years of the project once the first 12 months have been successfully completed.

**Matching Funds**

**Please Note:** Matching funds are not required for the funds awarded through this project.
Letters of Support (10 points)

A minimum of three letters of support from partnering organizations in the proposed project service area are required.