

CULTURALLY AND LINGUISTICALLY SPECIFIC DOMESTIC VIOLENCE SERVICES REQUEST FOR PROPOSALS



REQUEST FOR PROPOSALS

The Rhode Island Coalition Against Domestic Violence (RICADV) seeks proposals for Culturally and Linguistically Specific Project (CLSP). The purpose of the Request for Proposals is to provide funding to address emergent needs of communities of color and traditionally underserved populations and to enhance access to domestic violence services. It is anticipated that each CLSP will be funded for a 12-month period, May 1, 2024, through April 30, 2025. The RICADV may renew the funding for two additional 12-month periods, based on evidence of progress on the program's objectives and the availability of funding to the RICADV.

RICADV: BRIEF HISTORY

The RICADV is an organization dedicated to ending domestic violence made up of ten member agencies. We were formed in 1979 to support and assist domestic violence shelters in Rhode Island and broadened our network in 2017 to include other community-based agencies. We provide statewide leadership on the issue of domestic violence, support the work of our ten member agencies, strive to create justice for victims through systems and legislative advocacy, and raise awareness on the issue and the prevention of domestic violence in Rhode Island.

FUNDING INFORMATION

A total of \$135,000 is available to fund CLSP through the Department of Health and Human Services Social Services Block Grant. Applicants may apply for a minimum of \$27,000 and a maximum of \$45,000 to develop and implement a CLSP. Depending upon the number of proposals received and scores, maximum funding levels may be adjusted.

DESCRIPTION

Domestic violence occurs across all racial, ethnic, cultural, financial, and social boundaries. Funding for this project will support culturally and linguistically specific organizations to provide domestic violence outreach and services, or to partner with a primary purpose domestic violence program for the provision of such services. The intent of this funding is to enhance domestic violence and sexual assault victim services provided by and for communities of color. The RICADV recognizes that culturally and linguistically specific services and outreach help eliminate barriers to domestic violence services and provide legal remedies for victims. They can help provide a sense of safety, support, and access that can lead to better outcomes for survivors of domestic violence living within an underserved community.

The RICADV seeks proposals from culturally specific organizations for the provision of culturally and linguistically specific services and outreach activities. The services and activities will aim to meet the needs of traditionally underserved populations and raise awareness about domestic violence within these communities. This funding supports the maintenance and replication of existing community-based programs that have demonstrated success providing culturally and linguistically specific services to victims of domestic violence. This funding also supports the development of innovative strategies to enhance

access to services and resources for victims of abuse who face obstacles accessing more traditional programs.

Culturally specific organizations are defined as not-for-profit groups or agencies whose mission or purpose is to serve racial, ethnic and/or cultural groups, and organizations that serve the specific needs of a particular community. *Culturally specific services* means community-based services that include culturally relevant and linguistically specific services and resources provided to culturally specific communities. *Culturally specific* means primarily directed toward racial and ethnic groups such as Native Americans and Indigenous communities; Black Americans and Black Immigrant communities; Southeast Asians and Asian communities; Latino communities, refugees, and undocumented survivors of domestic violence. *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 organizations must be organized and operated primarily by persons of the population being served and provide services tailored to that population's needs.

A total of \$135,000 will be distributed to support three to five CLSP. Awards are dependent on the availability of funds from the State of Rhode Island. Please note this funding will be issued on a reimbursement basis after project expenses have been incurred, according to the state's guidelines.

ELIGIBILITY

Public and not-for-profit culturally specific community-based organizations in Rhode Island are eligible to apply. Only established 501(c)(3) organizations that have been operating for at least 2 years will be considered. Community groups and associations that are not 501(c)(3) can use a local fiscal agent to apply.

PROJECT REQUIREMENTS

Successful applicants must:

1. Participate in the RICADV's compliance monitoring process. The RICADV will hold meetings with funding recipients to provide technical assistance, promote open communication, and create opportunities for shared learning regarding successes, challenges, and lessons learned. Site visits may be conducted.
2. Provide data to the RICADV by submitting 6-month progress reports and monthly financial reports. Successful applicants are required to submit 6-month progress reports and monthly financial reports to the RICADV as a condition of funding. Reporting templates and due dates will be provided to successful applicants.
3. Establish and implement policies and procedures to maintain the statutory requirements regarding the confidentiality of records pertaining to any individual who receives domestic violence services. Funding recipients will not use individual identifiers on client records when providing statistical data.
4. Maintain regular communication with the RICADV during the funding period. Share updates and materials, such as photos, flyers, social media graphics, and publications developed with the support of the funding.

SUBMISSION GUIDELINES

Proposals must be submitted no later than 12:00 p.m. on Thursday, April 18, 2024. Applications should be emailed in PDF format to Lucy Rios, Executive Director, lucy@ricadv.org. Late or incomplete applications will not be reviewed or considered for funding.

Proposal budgets and work plans should cover the period beginning May 1, 2024, and ending April 30, 2025. Please use the budget template provided.

The following must be submitted along with the application:

- Minimum of one (1) letter of support from a service provider or community partner
- Most recently completed audit
- Most recently completed IRS Form 990 if applicable
- A copy of your most recent internal financial statements

The RICADV will assess the merits of the proposed project in each of the following areas:

- Problem Description – 10 Points
- Project Description – 20 Points
- Organizational Capacity – 10 Points
- Work Plan – 40 Points
- Budget and Budget Narrative – 20 Points

The proposal narrative is not to exceed 10 pages, excluding the cover letter, budget narrative, budget template, and required attachments. The applicant must include a signed cover letter on official organization letterhead from an agent who is authorized to sign contracts on behalf of the applicant and must include the primary contact information (email, phone, and address).

Applications should be emailed in PDF format to Lucy Rios, Executive Director, at lucy@ricadv.org. Applications must be typed in 12-point font, single-spaced, and paginated with 1-inch margins. PDF files should contain text that can be selected, copied, and pasted and should not be scanned images of text. Questions regarding this RFP can be directed to Lucy Rios.

PROBLEM DESCRIPTION

Describe the problem to be addressed and how the CLSP 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, the barriers experienced by individuals from the identified culturally specific population who are victims of domestic violence while attempting to seek and access services, and any gaps in services. *This section is limited to 500 words or approximately 1 page, single-spaced.*

PROJECT DESCRIPTION

All applications must provide a detailed description of the proposed CLSP. *This section is limited to 2,000 words or approximately 4 pages, single-spaced.*

The description must include:

- How the applicant will develop the project to promote access to supportive services for survivors of domestic violence from the identified communities. Applicants are encouraged to identify and address conditions, systems and practices that leave communities of color more vulnerable to experiencing violent crimes, including domestic and sexual violence.
- Any existing or planned partnerships to assist in reaching underserved victims of domestic violence.
- How victim confidentiality will be protected.
- How the applicant's policies, procedures, and any requirements made of the survivor fit within a framework of culturally specific, trauma-informed, victim-centered services.
- Whether the proposed project is an existing or new program. If the program exists, describe how it has demonstrated success and why additional resources are needed. If the program is new, describe how it is innovative or otherwise addresses barriers and gaps for the identified communities.

- To what extent the project will include capacity-building activities, intervention services, outreach and awareness activities, and/or prevention strategies.
- A general description and plan for completing the goals of the CLSP. Please describe how the proposed services and activities are tailored to the culture of the culturally specific population to be addressed by the project. For example, you may describe how holistic healing practices that are traditional and specific to the culture (e.g., trauma-informed yoga, sweat lodges, spiritual dances, sister circles, songs, prayers, etc.) are currently being integrated into service provision and/or the organizational culture.

ORGANIZATIONAL CAPACITY

Please describe your organization's staffing plan for this project. Describe how your organization's resources, capabilities, and experience will enable you to achieve the goals and accomplish the tasks outlined in the proposal. The applicant should demonstrate that they have or will have adequate resources (i.e., personnel/staff, infrastructure to support the program, computers, software, etc.) to implement the project as proposed. *This section is limited to 500 words, or approximately one page single-spaced.*

WORK PLAN

A CLSP work plan for the 12-month funding period is required of all applicants. The work plan must detail the organization's goals to be accomplished during the funding period, and the activities that will be utilized to accomplish the goals. Please include:

- The goals of the project;
- Specific strategies and/or activities for accomplishing the goals/objectives;
- Outputs of the strategies or activities;
- Specific and measurable outcomes, including evaluation methods;
- Barriers or obstacles that may need to be addressed;
- Existing or potential partners; and
- Timelines for completion.

All proposed activities should be presented in a way that allows a reviewer to see a logical progression of activities and connect the activities directly to the goals outlined in the proposal. Strategies and activities described in the work plan should parallel the budget and the other information included in the proposal.

BUDGET AND BUDGET NARRATIVE (10 POINTS)

Submit a 12-month project budget for the estimated grant period of May 1, 2024, through April 30, 2025. Please provide a detailed budget narrative, in addition to completing the budget form provided. The budget narrative and budget form do not count towards the page limit. Reviewers will score the budget based on reasonableness, cost effectiveness, and the detailed justification narrative provided per line item.

Allowable Expenses

1. Personnel/Salaries: Indicate each staff name and/or position for the project. Show percentage of time allocated to this project, the total annual salary or hourly rate, the personnel costs being requested under this RFP, and the percentage of time that will be in-kind, if any.
2. Fringe Benefits & Taxes: Include those benefits normally provided by the organization. Percent and detailed breakdown of each benefit is required, such as FICA, unemployment, worker's compensation, medical, dental, and vision.
3. Consultants/Speakers: List each consultant/speaker individually, specifying the hourly rate. Only expenses for functions related to this project may be included.
4. Travel: Local travel to meetings and community-building activities is allowed. Reimbursement for

mileage expenses is not to exceed \$.67/mile. Reimbursement of travel expenses is allowed for activities related to this project only.

5. **Printing/Copying:** Include the cost of duplicating educational materials to be distributed during the contract year. The duplication of flyers, brochures, booklets, information sheets, and other educational materials related to this project should be included.
6. **Supplies:** List office and program supplies allocated to the project. Food is an allowable program expense if it is provided during programming.
7. **Telephone/Internet:** Include telephone and Internet expenses associated with the project.
8. **Educational/Resource Materials:** List books, curricula, videos, or other resource materials purchased for program use.
9. **Postage:** Indicate postage expenses allocated to the project.
10. **Facility/Rental Expenses:** Indicate the cost of office space (rental) and other facility expenses incurred as a result of this project.
11. **Equipment:** Indicate the cost of computer or other equipment related to this project.
12. **Other:** Please itemize any other expenses related to this project.

SCORING CRITERIA

Criteria	Maximum Points
Problem Description	10 points
Project Description	20 points
Organizational Capacity	10 points
Work Plan	40 points
Budget and Budget Narrative	20 points
Total Possible Points	100 points

