



Request for Proposals to Provide  
Community-Based, Culturally  
Specific Supportive and Prevention  
Services to Victims of Family  
Violence, Domestic Violence, or  
Dating Violence

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## I. Introduction

The West Virginia Department of Health and Human Resources, Bureau for Social Services is soliciting applications from one or more entities interested in providing community-based, culturally specific supportive and/or prevention services to victims of family violence, domestic violence, or dating violence. The goal of this initiative is to provide culturally competent domestic violence services to unserved, underserved, and inadequately served communities within the state of West Virginia in compliance with the regulations set forth through the Family Violence and Prevention Services Act (FVPSA). The state seeks to award 25% of its total FVPSA annual funding award, approximately \$240,000, to one or more entities to provide the required services.

Applicants interested in applying for this opportunity are limited to local public agencies or nonprofit private organizations (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations), that assist victims of family violence, domestic violence, or dating violence, and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence; or an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services and partners with an aforementioned public agency or nonprofit private organization.

## II. Background

The Family Violence Prevention Services Act (FVPSA) is the primary federal funding stream dedicated solely to serving victims of domestic violence. The primary purposes of FVPSA are to provide public awareness about, and prevention of, family violence, domestic violence, and dating violence as well as provide funding for immediate shelter and supportive services. FVPSA provides formula grants to states to assist in carrying out its purpose and requires that 25% of the funding is specifically designated to providing supportive and preventative services.

Data regarding victims of domestic violence in marginalized communities in West Virginia is limited. However, available state census data compared against annual domestic violence shelter data indicates a disproportionately high number of women of color accessing services as compared to the white population. The state has also seen an increase in the aging population seeking services; persons over 60 accessing services had a 10% increase from 2017 to 2018. The state continued to see this increase during the 2019 reporting year with 8% of the population accessing services. While data regarding individuals of the LGBTQIA+ community seeking domestic violence services in West Virginia is also limited, the Williams Institute, based at the UCLA School of Law, has identified a lifetime presence of domestic violence that is as high or higher than that of the general population and that members of the LGBTQIA+ community, as many marginalized communities, face barriers to seeking help.

The State of West Virginia seeks to expand the focus on supportive services and prevention services to ensure the culturally unique needs of unserved, underserved, and inadequately served communities are met.

### III. Program Requirements

#### A. Target Population

The target population of this solicitation is specific to marginalized groups in the State of West Virginia who are victims of or in need of family violence, domestic violence or dating violence prevention education and supportive services. Individuals considered to be marginalized may have needs which are unique and separate from those of the mainstream dominant culture and may include, but not limited to, individuals with disabilities, members of the LGBTQIA+ population, individuals in an aging population, and members of a racial or ethnic minority or religious group.

#### B. Required Services

Allowable supportive and prevention services supported under this opportunity include:

- Assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being;
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of violence;
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence and increase the accessibility of family violence, domestic violence, and dating violence services;
- Provision of culturally and linguistically appropriate services;
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together;
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
  - Assistance in accessing related federal and state financial assistance programs;
  - Legal advocacy to assist victims and their dependents;
  - Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
  - Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
  - Provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
  - Parenting and other educational services for victims and their dependents; and
- Prevention services, including outreach to underserved populations.

Interested applicants must include information on how coordination will occur with providers of immediate shelter services to ensure victims who are in need of this level of care have the necessary and timely access required.

#### C. Service Delivery Area

Interested applicants must identify the county or counties proposing to be served.

#### D. Mandatory Time Frames/Start Dates

October 1, 2022 through September 30, 2023

#### E. Organization Experience and Capability

Applicants interested in applying for this opportunity are limited to local public agencies or nonprofit private organizations (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations) that assist victims of family violence, domestic violence, or dating violence, and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence; or an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services and partners with an aforementioned public agency or nonprofit private organization.

#### F. Staffing Requirements

The applicant must provide details related to the services being proposed and the staffing requirements to perform the services.

#### G. Outcomes

Quarterly and annual data is required. Limited data requests may be required on an ad hoc basis. Mandatory data will include, but may not be limited to, non-personally identifying demographic information related to victims and their dependents served, services provided, total program budget, individuals in need of language services, and populations served. Additionally, programs will be required to survey program participants to evaluate service effectiveness. For more information on FVPSA progress reporting visit <http://www.learnaboutfvpsa.com/fvpsawebinars>.

### IV. Narrative Workplan Requirements

The applicant must demonstrate their history of effective work concerning family violence, domestic violence or dating violence; or demonstrate their history of serving populations in their communities and providing culturally specific services and their partnership with an agency or organization that has a documented history of effective work with individuals experiencing family violence, domestic violence, or dating violence.

The applicant must identify the supportive and/or preventative services they intend to provide and how the delivery of the services will meet the needs of an unserved, underserved, or inadequately served population.

The applicant must demonstrate the service need in the proposed catchment area.

The applicant must demonstrate sufficient knowledge of the risk and protective factors associated with family violence, domestic violence, and dating violence as well as the dynamics of power and control and the various manifestations of abuse.

The applicant must demonstrate how they will ensure outcomes of 75% or more of their service recipients will have strategies for enhancing their safety and knowledge of available community resources.

The applicant must demonstrate the process for tracking and reporting the required outcomes and quarterly and annual data.

The applicant must demonstrate their ability to maintain financial viability absent FVPSA funding.

## V. Department Responsibilities

The department is responsible for providing sub-recipient awards, monitoring grantee compliance, and providing technical assistance as requested.

## VI. Application Process

### A. Intent to Apply

The application is available online at <http://www.dhhr.wv.gov/bcf/>. Anyone interested in submitting an application must submit a “Letter of Intent” form electronically via the BCF website by 06/013/2022. Applicants must submit an original and 6 copies of the application and associated documents to Bureau for Social Services, Division of Grants and Contracts, 350 Capitol Street, Room 730, Charleston, WV 25301 by 4:00 p.m. on 07/06/2022. Any applications not received by the Bureau for Social Services by the deadline will be removed from consideration.

Telephone calls regarding the Funding Proposal will not be accepted. All questions must be submitted electronically to the Bureau for Social Services through the website: <http://www.dhhr.wv.gov/bcf/> by 06/06/2022. Answers to questions will be posted online by 06/09/2022.

Questions submitted must refer to the RFP page number, table of content numbering, and include as much language from the RFP as possible.

**Example:** Section 4.1 Intent to Apply, the RFP states, “all questions submitted must refer,” {insert question}

**Questions not submitted in this format will be considered a comment and will not be answered.**

Applicants must use 12-point Arial or Times New Roman font, single line spacing, and one inch margins. Page numbers must also be included in the footer.

## B. Administrative Data

The application cover page and Assurances shall include:

- Name of applicant;
- Service delivery area to be covered;
- Applicant's business address;
- Telephone number;
- Name of authorized contact person;
- Signature of person authorized to act in agency's behalf; and
- Date.

Applicant shall provide a summary of the agency's organization, its size and resources:

- Identifying information;
- Date organization established;
- Type of ownership;
- Copy of current license to do business in the State of West Virginia;
- List of current services being provided; and
- Organizational chart.

## C. Applicant Capability/Experience

Discuss the capability and experience of the applicant organization.

## D. Program Narrative/Work Plan

Detailed description of activities to be conducted and services to be provided with implementation schedule with timeframes for actions, dates, responsible parties.

## E. Budget

Detailed line-item budget and narrative for all costs for the grant period.

## VII. Evaluation

Eligible applicants must comply with all requirements provided within this Funding Proposal. Applications that fail to comply with the requirements provided within this document, incomplete applications or applications submitted after the application deadline will not be reviewed. A Statement of Assurance agreeing to these terms is required of all applications. This statement must be signed by the applicant organization's CEO, CFO, and Project Officer. All applications will be forwarded to an independent grant review team which will score the application in accordance with the criteria stated. Applicants who best meet the specifications of the Funding Announcement will be eligible for an award. The maximum number of points available is 100.

The West Virginia Department of Health and Human Resources (DHHR) reserves the right to accept or reject any or all of the applications, in whole or in part, without prejudice if to do so is felt to be in the best interests of the Department. DHHR also reserves the right to contact applicants to clarify applications and/or negotiate modifications to the applications.

Applications will be evaluated on the following criteria:

- Applicant Capability/ Experience
- Program Narrative/Work Plan
- Budget and Budget Narrative

A. Applicant Experience/Capability (30 points)

1. Did the applicant state the mission of the organization and how it relates to programming?
2. Did the applicant describe the history of the organization within the community and provide evidence that it has the capacity to serve and reach the target population?
3. Did the applicant include an organizational chart showing how the program fits into the organization's structure?
4. Did the applicant identify who will oversee the administration and supervision of the services provided?
5. Did the applicant provide a complete list of staff positions for the service reflecting the role of each position, their level of effort/involvement and qualifications?
6. Did the applicant demonstrate experience providing services to the target population?
7. Did the applicant discuss how the key personnel have demonstrated experience, are qualified to serve the target population and are familiar with the applicable culture?

B. Narrative/Work Plan (50 points)

1. Did the applicant demonstrate their history of effective work concerning family violence, domestic violence or dating violence; or demonstrate their history of serving populations in their communities and providing culturally specific services and their partnership with an agency or organization that has a documented history of effective work with individuals experiencing family violence, domestic violence, or dating violence?
2. Did the applicant identify the supportive and/or preventative services they intend to provide and how the delivery of the services will meet the needs of an unserved, underserved, or inadequately served population?
3. Did the applicant demonstrate the service need in the proposed catchment area?
4. Did the applicant demonstrate sufficient knowledge of the risk and protective factors associated with family violence, domestic violence, and dating violence as well as the dynamics of power and control and the various manifestations of abuse?
5. Did the applicant demonstrate how they will ensure outcomes of 75% or more of their service recipients will have strategies for enhancing their safety and knowledge of available community resources?
6. Did the applicant demonstrate their process for tracking and reporting the required outcomes and quarterly and annual data?
7. Did the applicant demonstrate their ability to maintain financial viability absent FVPSA funding?



C. Budget and Budget Narrative (20 Points)

1. Are the calculations correct?
2. Does the budget reflect costs that are allowable and reasonable?
3. Are costs are directly tied to the services?
4. Is sufficient funding available to support staffing?

Applicant's failure to provide complete and accurate information may be considered grounds for disqualification. DHHR reserves the right, if necessary, to ask applicants for additional information to clarify their applications and negotiate changes to the application.

Restrictions on funding include, but are not limited to, direct payment to victims of domestic violence.