



State of California—Health and Human Services Agency
California Department of Public Health



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July 10, 2023

TO: Prospective Applicants
FROM: Stacy Alamo Mixson, MPH, Chief
Injury and Violence Prevention Branch
SUBJECT: Request for Applications (RFA) for Domestic Violence Prevention (DVP) Program

The Injury and Violence Prevention Branch is soliciting applications from eligible local community-based and non-profit organizations for its Domestic Violence Prevention (DVP) Program. The primary purpose of this RFA is to focus on strengthening economic security and mobility for Black women and their families utilizing the Close to Home (C2H) community mobilization approach to conduct primary prevention, community-level strategies as a protective factor for domestic violence (DV).

This RFA will be funding a total of two organizations at \$150,000 annually for a four-year funding cycle from November 1, 2023, to June 30, 2027. To submit an application, please read and follow the attached RFA instructions carefully.

Applications are due by 4:00 P.M. Pacific Standard Time (PST) on August 21, 2023.

An informational webinar has been scheduled to provide further guidance and answer questions related to the RFA (please see RFA for more information).

We look forward to receiving your application.

Sincerely,

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**Request for Applications (RFA)
#23-10059**

**Strengthening Economic Security and Mobility as a Protective Factor
for Domestic Violence Prevention**

Domestic Violence Prevention (DVP) Program

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
INJURY AND VIOLENCE PREVENTION BRANCH**

July 10, 2023

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PART I. FUNDING OPPORTUNITY OVERVIEW

A. Purpose and Program Overview

The California Department of Public Health (CDPH), [Injury and Violence Prevention Branch \(IVPB\); Domestic Violence Prevention \(DVP\) Program](#) is seeking applications from eligible, non-profit, community-based organizations (CBOs) to implement a *primary prevention* community mobilization project that will focus on strengthening economic security and mobility for Black women (ages 16 and older) and their families. This includes gender expansive Black people that identify with another gender identity that have experienced similar forms of oppressions and discrimination unique to experiences of Black women and their families. The DVP Program focuses efforts at a broader population level, as opposed to providing direct services to victims, seeking community level changes that work towards improving social determinants of health that often contribute to disproportionately higher rates of violence, including domestic violence, in many communities.

The overarching goal of this project is to impact changes in neighborhood, workplace, or other organizational settings, that can contribute to long term outcomes related to strengthening economic security and mobility. Examples of outcomes may include, but are not limited to: reductions in poverty, financial stress, and economic dependency; increase in annual family income; reductions in earnings inequality; and increases in annual earnings for Black women. Community-level strategies will be identified and prioritized through each funded Applicant organizations' community mobilization efforts. Types of strategies that could be identified, but are not limited to, include one or more of the following examples:

- Family friendly workplace policies
- Income building programs to build wealth
- Equal pay to close the gender pay gap
- Livable wages
- Paid family leave and paid time off
- Navigation and support to increase income through government support (e.g., Earned Income Tax Credit, childcare subsidies, Temporary Assistance to Needy Families, etc.)
- Affordable and safe housing

Funded Applicants will be required to conduct *community mobilization strategies* by utilizing the *Close to Home* (C2H) approach (Appendix 1). First year activities will focus on capacity building and the initial C2H Assess Phase that, in turn, will lead to the implementation of additional C2H phases over subsequent funding years. Through the implementation of C2H, funded Applicants will work

with community members to prioritize evidenced-informed strategies that have the potential to strengthen economic security and mobility, an upstream protective factor that research cited by the Centers for Disease Control and Prevention (CDC) has shown to contribute towards the prevention of women experiencing DV (also referred to as *intimate partner violence* or IPV). Funding priority will be given to Applicants that have demonstrated a strong capacity to collaborate with multiple, non-traditional partners and leaders, within the Applicant's proposed community, in order to demonstrate successful current and/or past efforts working at the community level.

B. Background

Injury and Violence Prevention Branch

CDPH is committed to preventing multiple forms of violence and exploring innovative approaches to address this complex issue through a public health lens. As such, IVPB focuses on a public health primary prevention approach, which promotes healthy behaviors and environments to stop violence before it occurs in the first place. Currently, several IVPB violence prevention programs are supported through funds provided by the CDC including the [Rape Prevention and Education \(RPE\) Program](#) (sexual violence prevention); the [Essentials for Childhood Initiative](#) (child maltreatment/adverse childhood experiences); and the [Comprehensive Suicide Prevention Program](#).

Since 1995, CDPH has administered the Domestic Violence Training and Education (DVTE) Fund, through an annual appropriation received by a legislatively mandated collection of batterer's fees from those convicted of domestic violence. DVTE funds allow the CDPH/IVPB to implement a comprehensive DVP Program by: 1) funding local grants; 2) providing technical assistance and training (TAT); and 3) disseminating best practices statewide.

Strengthening Economic Security and Mobility to Reduce the Risk of DV Among Black Women and their Families

The purpose of this Request for Application (RFA) is to strengthen economic security and mobility for Black women and their families. The CDC first identified economic security as a protective factor for IPV in 2017, within their [Preventing Intimate Partner Violence \(IPV\) Across the Lifespan: A Technical Package of Programs, Policies, and Practices](#) publication. Improving economic opportunity and housing security, as part of a comprehensive approach to prevention, has shown to contribute to reducing financial stress that may decrease the potential for relationship conflict and dissatisfaction, which are strong predictors of domestic violence (DV). In addition, improving financial stability and autonomy

could reduce financial dependence on a potential perpetrator and provide alternatives to unhealthy relationships.

Black communities face significant racial and ethnic disparities in California. California's State Health Assessment Core Model (2023) reported that the overall life expectancy is 10-12 years less for Black individuals (12.6 for males and 10.3 for females) compared to the group with the highest life expectancy (Asian individuals). The pregnancy-associated mortality rate is about 3.5 times higher among Black women than among White women.

The National Resource Center on Domestic Violence (NRCDV) highlights the role of economic abuse in perpetuating DV and the importance of addressing economic insecurity in prevention efforts. According to NRCDV, economic security is essential for survivors to escape and remain free from abuse. Supportive economic policies and practices can help create a context that promotes healthy relationships and reduces the risk of violence.¹

Women living in households with lower annual incomes experience the highest average annual rates of DV². While DV is experienced by all women regardless of their socio-economic status, poverty is a key social determinant of health that drives inequities, creating disproportionate rates of DV in certain communities. Since DV almost always includes financial control, it can trigger financial instability, social isolation, lack of transportation, and even other forms of violence. Women and families are economically secure when their basic needs are met (e.g., housing, food, utilities, transportation, high quality childcare). When women and their families can save for the future by growing their income and wealth, they improve their economic mobility and financial well-being for themselves and future generations.

DV can happen to anyone, regardless of their race, ethnicity, gender, or other factors. However, research has shown that certain groups, including Black women, are disproportionately affected by DV. There are many complex and intersecting factors that contribute to the disproportionate rates of DV experienced by certain groups such as Black women. These may include historic and ongoing systemic inequities, such as racism, sexism, and other forms of discrimination, as well as social and economic disadvantages that can make it more difficult for individuals to leave abusive relationships, access support and resources, or be provided with education and career opportunities to support upward mobility. According to the [Prevention Institute](#), Black women live in a dangerous intersection of gender and race. As dual minorities, these women are more likely to live in extreme poverty, in segregated areas, and in poor

¹ *The Difference Between Surviving and Not Surviving: Public Benefits Programs and Domestic and Sexual Violence Victims' Economic Security*. Goodman, Shaina, Director of Policy, National Resource Center for Domestic Violence. January 2018.

² *A Health Equity and Multisector Approach to Preventing Domestic Violence: Toward Community Environments that Support Safe Relationships in California*. Prevention Institute. July 2017. r

housing. These poor economic conditions in many Black communities can also be correlated with the lack of resources necessary to combat not only DV, but also other issues that precipitate DV³.

Close to Home Approach (C2H) to Mobilize Communities

As mentioned above, funded Applicants will be required to use the C2H approach to conduct community mobilization that engages community members in collectively articulating the economic barriers faced among Black women and their families, developing an expansive vision, building collective power and capacity, identifying key strategies, and creating both personal and social change.

The C2H approach is a promising, evidenced-informed strategy that CDPH has supported and funded for DV and sexual violence (SV) prevention since 2010. The intent of supporting this approach is to foster innovative solutions that are *community driven*. Funded Applicants will be required to work with CDPH-provided C2H TAT experts who will support each organization's community mobilization work through the four phases (Assess, Talk, Build, and Act) of the C2H approach. This process will allow for organizations to work towards community-driven strategies leading to community-level change to strengthen and improve economic security and mobility for Black women and their families as a protective factor in the prevention of DV.

C. Eligibility Criteria

1. Eligible Organizations

- a. Applicants not currently funded by:
 - i. CDPH/IVPB RPE Program.
 - ii. California Governor's Office of Emergency Services (Cal OES) Intimate Partner Violence Prevention (FD) Program and Sexual and Domestic Violence Prevention (SD) Program.
- b. CBOs and non-profits MUST be a 501(c)(3) organization or be fiscally sponsored by an organization that is tax exempt under code 501(c)(3) of the Internal Revenue Service. The definition of "CBOs" is only limited in that the organizations must have a 501(c)3 non-profit tax exemption status. This requirement also applies to subcontractors.

³ [*Domestic Violence in the African American Community: The Role of the Black Church.*](#) Jordan, Lynda Marie. VAWnet.org. March 2021.

- c. Each entity may submit only one application. Applicants are required to utilize the prescribed DVP Program C2H approach, along with the other prescribed activities found in the DVP Program Scope of Work – Exhibit A (Attachment H). The prescribed activities are comprehensive and are designed to support a capacity-building approach over four years.
- d. Applicants must comply with all proposed terms and conditions addressed in the RFA.
- e. Non-profit organizations must certify their eligibility to claim non-profit status.
- f. Applicants must be financially stable and solvent and have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.
- g. Applicants must be in good standing with the State of California, Franchise Tax Board, and Board of Equalization.

2. Minimum Requirements

- a. CBOs that are culturally informed and have demonstrated community-level work within their proposed community and formed multiple partnerships and relationships within the Black community.
- b. Staff with competencies conducting community-level strategies in policy, coalitions, collaboratives, and community action work.
- c. CBOs, that are not applying as a DV organization must have a demonstrated commitment to building a new or existing relationship with their local DV organization. Evidence of this commitment must be provided within this application through a Memorandum of Understanding (MOU) between the Applicant and the DV organization. This MOU, at a minimum, should reflect how the Applicant will build and support the identified local DV organization's capacity to understand strategies for strengthening economic security and mobility in their DV prevention efforts.
- d. DV organizations applying for funding must demonstrate their commitment to collaborate with one or more CBOs that have previously demonstrated community-level work within the proposed Black community. Evidence of this commitment must be provided within this application through an MOU between the Applicant and the local organization(s). This MOU, at a minimum, should reflect how the Applicant

will work with and utilize the CBO's staff, partnerships, and knowledge-base to build the Applicant's capacity to conduct the community-level work with Black women and their families that is proposed within their application.

- e. Access to multiple local CBOs, businesses and other applicable sectors, and leaders that can support and be included within the Applicant's community-driven process to identify priorities and build strategies around strengthening economic security and mobility.
- f. Access to adult community members (not organizations) and leaders from within the proposed community, either through an existing program within the Applicant's organization or through a community partnership.
- g. An organizational commitment to being culturally informed; have the trust of the proposed population or community they are proposing to work with; and commitment to the engagement of organizational change that supports community-driven strategies, community leadership development, and social change initiatives.
- h. A deep understanding of the fundamental drivers of health inequity and systemic racism, within the Applicant's proposed community and population, that increase the risks of perpetration and victimization of DV, including structural racism, discrimination, income inequality and poverty, disparities in opportunity, disparities in political power, and governance limiting meaningful participation.
- i. Demonstrates a commitment toward organizational practices, policies, and protocols that support economic security, mobility, and leadership opportunities for staff.

D. Funding Restrictions

This RFA will **not** fund the following:

- Activities that supplant or duplicate existing programs.
- Fundraising activities.
- Lobbying or election-related activities.
- Reimbursement of costs incurred prior to the effective date of the Agreement.

E. Funding Guidelines

A total amount of \$300,000 is available each fiscal year to fund two (2) organizations. CDPH/IVPB does not have the authority to disburse funds until the contract is fully executed. **The contractor may not carry over unexpended funds from one budget period into a subsequent budget period.**

Two projects will be funded for a four-year contract term with an annual budget up to \$150,000 for a total amount of \$600,000. The first year of funding (Year One) will be funded at the same amount as subsequent years; however, the timeframe will be shorter due to a potential delay in contract execution. Therefore, a start date will tentatively be November 1, 2023; however, this date may change to an earlier or later date depending on RFA release and award dates. CDPH reserves the right to extend one or more contracts for one additional year (Year Five), in the amount determined by CDPH, pending approval from the Department of General Services and CDPH Office of Legal Services.

Funding and Budget Periods	Annual Amount
Year One -	\$150,000
Year Two -	\$150,000
Year Three -	\$150,000
Year Four -	\$150,000

Funding Priorities

CDPH reserves the right to consider geographic distribution and lower Healthy Places Index (HPI) score (refer to Part II.A. below) in final funding decisions. If full funding is not available, CDPH reserves the right to solely fund the Applicant receiving the highest technical score, for the amount of \$150,000 or higher, contingent on funding availability.

PART II. PROGRAM REQUIREMENTS

A. Community Needs, and Strengths

The proposed priority community, specifically focused on Black women and their families, must be a defined geographic area or neighborhood. The Applicant will use their community knowledge, networks, available data, and community assessment to identify the priority community in need of strengthening economic security and mobility. The organization must have capacity and experience to work in the proposed community, and have direct

access to recruit adults, adolescents, and organizations for the purposes of mobilization to engage others.

RFA Applicants that can demonstrate the greatest community need and their capacity to work with serve Black women and their families will be prioritized in the review process.

Applicants must provide a compelling demonstration of need based on factors that contribute to economic security and mobility at the community level. Additionally, Applicants must provide a clear demonstration of their community's strengths and assets that could be leveraged throughout their program. CDPH recognizes the limitations of capturing community-level data for many indicators of economic security and mobility and therefore will take into account that some data may only be provided at a county level. However, it is preferred that Applicants use census tract or zip code-level data, when and if available, from their proposed community. Local schools may also be a good source of data.

At a minimum, as a requirement for this RFA, Applicants must provide their most recent [Healthy Places Index](#) (HPI) Score for the proposed project's geographic area or community. The HPI score is reported on a scale of 0 to 100, with higher scores indicating better overall health outcomes and access to resources within a particular geographic area. The score is calculated based on a variety of indicators related to community health, including factors such as access to healthcare, environmental quality, housing affordability, and educational attainment. The HPI Score should be based on the geographic area where the proposed project will take place. If no HPI score is available for the Applicant's proposed geographic community, or the HPI does not fully reflect the need that exists, Applicants should provide an alternative quantitative or qualitative data to demonstrate social, environmental, cultural, and structural conditions leading to inequities in the selected community.

The following data sources are examples of what may provide Applicants with supportive documentation of community need. However, this is not an exhaustive list:

- [Healthy Places Index](#)
- [US Census Bureau American Community Survey – Narrative Profiles](#)
- [Prosperity Now Scorecard](#)
- [US Bureau of Labor Statistics – Local Area Unemployment Statistics](#)
- [AskCHIS and AskCHIS Neighborhood Edition](#)

Other information gathering options that may provide Applicants with a demonstration of need could be some of the following (these are examples that Applicants may or may not choose to use and incorporate into their application):

- Community Surveys
- Needs assessment data and/or reports.
- Focus group information gathering.
- Community member interviews
- Key informant interviews
- Community asset mapping
- Policy record reviews
- Other community data

B. Essential Elements of C2H

Funded Applicants will be required to implement and adhere to the Essential Elements of C2H described below. The Essential Elements are the characteristics of a program that must be kept intact in order to achieve its intended outcomes. Adaptations to a program are often needed to better meet the needs of the population, setting or local community. CDPH anticipates that funded Applicants will adapt their program to best meet the needs of the community while maintaining fidelity to the Essential Elements and program requirements. CDPH will provide resources for ongoing TAT to ensure fidelity to the C2H approach and Essential Elements.

1. Recruitment of Community Members

Funded Applicants are required to recruit and maintain access with the following populations and organizations that represent and serve the Applicant's proposed community:

- Black women, including gender expansive Black people who identify with another gender identity that have experienced similar forms of oppressions and discrimination unique to the experiences of Black women, and their families.
- Black adolescents (age 16-24).
- Organizational leaders from the Black community.
- Non-traditional agencies and organizations, especially with an economic focus, that can bridge sector and issue areas around economic security and mobility for Black women and their families.
- Other community members and organizations that can contribute to the work, including men and male-identified community members.

The funded Applicant's organization will be required to recruit and maintain access to adolescent-aged women, ages 16-24, either through an existing youth program within the Applicant organization, or through a formalized community partnership, consisting of regularly scheduled youth leadership

team meetings, intergenerational team meetings, and community events. Space also needs to be identified and secured for long-term use.

The funded Applicant will be required to engage adult community members, and other organizational leaders, to identify and build strong relationships with key community stakeholders and leaders, and to foster an intergenerational approach with youth and adult members in the identification and efforts of their community's priorities for strengthening economic security and mobility. Adults are recruited through various means, including: the funded Applicant's volunteer base, word of mouth, community events, presentations to parent groups, adult classes, churches, established community groups, and community businesses and nonprofits. Adult community members are expected to convene regular and ongoing meetings each month, consisting of regular adult organizing team meetings, intergenerational team meetings, and regularly scheduled community events. Adult community members include non-professional or non-paid staff or caregivers/parents. Space also needs to be identified and secured for long-term use. In addition, staff engaged in adult organizing should plan to participate in local community meetings and civic activities to support visibility and recruitment efforts, build relationships with organizational leaders, and continue to learn about different aspects of community life.

There will be varied levels of opportunities and involvement from youth and adults in the project, and it is understood that not all community members or organizational leaders will participate in ongoing activities. However, a critical aspect of this program is to build a *core network of adult leaders* that intend to participate as a team or teams for the four-year project period, creating opportunities to strengthen their leadership capacity over time. Toward this end, the Applicant must confirm the participation of adult community members in key program activities through a letter of commitment on an annual basis.

Youth and adult leaders should receive some manner of recognition for their participation and contributions to the project. It is highly recommended that stipends, scholarships, or other means identified by the organization be established for members. Barriers to participation such as timing, childcare, and transportation should also be taken into account.

2. Capacity Building, and Training for Community Members

Funded Applicants will work within their community to identify partners that can contribute meaningful activities that support the community mobilization process and develop and implement prevention strategies specifically around strengthening economic security and mobility for Black women and their families.

Cohorts of community members are recruited and trained on the C2H approach and specific topics in order to build a foundational knowledge and understanding necessary to be able to address, communicate and mobilize community members and partners on strengthening economic security and mobility. Building a foundational knowledge is necessary to be able to address and revisit these topics as community leaders move through the organizing process. Training curriculum, topics, and assistance will be provided by CDPH and TAT experts.

3. Implementation of the Four Phases of the C2H Approach

Funded Applicants are required to implement the four phases of C2H. Community mobilization occurs through these four phases and corresponding key activities. Trained community leaders organize community activities and events through the four C2H phases to build a network of community members engaged in action and norms change. The duration of the phases can vary greatly depending on the number of people on the teams, how often they meet, how much time they have for planning and implementation, and the complexity of project activities. Phases can and should also overlap with each other and continue throughout the course of strategy implementation. CDPH will provide extensive TAT to awarded Applicants through each of the phases and as needed to ensure effective application of four phases of the C2H approach.

4. Whole Community Engagement

The C2H approach conducts community mobilization by engaging a cross-section of the community. This enables people to develop deep and supportive relationships in which they engage their strongest motivations for social change. Relationships connect people to build power for acting individually and collectively. Three core groups are mobilized to engage with others for the purposes of social change: adults, youth, organization/civic life (that may include other structures and business partners in the community).

5. Network Leadership

Youth and adult leaders, community/organizational leaders, and network members are critical to build networks and movements. Through the community mapping process in the Assess phase, key implementers, and influencers such as civic and organizational leaders are identified in the organizing process. There will be varied levels of involvement by network participants.

6. Network Collaboration and Coalition Building

No one organization, sector or policy can improve economic security and mobility within a community. Policymakers, government agencies, community members, and other entities working together have the collective capacity and responsibility to address the issue. Leaders, network coalitions and partnerships can be best positioned to influence community norms and other community conditions. They can gain greater access to decision-makers and have broader visibility and reach than any single organization could attain on its own. Network leaders and partners bring different approaches and unique strengths to the table, enabling the group to address economic security and mobility more comprehensively. Some examples of non-traditional agencies that work specifically to improve economic security and mobility within communities include:

- **Community development organizations** that focus on the development of affordable housing, economic development projects, and community-based initiatives.
- **Microfinance Institutions** that provide small loans, savings, and other financial services to underserved communities, with the goal of helping individuals and businesses in those communities to grow and thrive.
- **Co-operatives** (businesses owned and controlled by their members who are also customers or workers) that allow individuals to pool their resources and work together to meet their needs and achieve common goals.
- **Social enterprises** (businesses that use their profits to further a social or environmental mission) that create economic opportunity and address social and environmental challenges at the same time.
- **CBOs**, such as small, grass-roots groups, that may rely on community involvement and volunteerism to achieve their goals around issues such as housing, education, health care, or environmental justice.

C. Organizational Readiness and Staffing

1. Organization

Organizational readiness and fit for implementing a community mobilization strategy is critical for program success. Applicant organizations need to demonstrate:

- experience conducting community-level work;
- development of multiple, successful partnerships within their community;
- a commitment to community leadership/organizing via C2H implementation;

- strong relationships, trust, connections, and understanding of the assets and opportunities in the targeted community;
- strong relationships with Black women leaders and organizations within the community;
- support from all levels of management within the implementing organization;
- capacity in social change work;
- access to community members (youth and adults) and skill in retaining community member involvement; and
- flexible hours for staff to work in the community, including early evenings and weekends.

2. Required Staffing

The organization funded for this project shall ensure sufficient staff are available who have the knowledge, skills, and backgrounds necessary to complete all C2H program activities. The C2H staffing pattern must include, at a minimum, the staff and FTEs listed in Table 1. This staffing pattern is designed to maximize program staff's ability to implement the program effectively.

Table 1: Minimum Staffing Requirements

Position	Minimum FTE required	General Description of Role
Manager	5-10% FTE	Provides ongoing supervision and guidance to staff, develops and implements the training and capacity building plan for staff, manages staff assignments, ensures completion of program activities, and completes reports and data collection.
Lead Community Organizer	75-100% FTE	Relationship building with community leaders and organizations; Oversees capacity building and training of community members; Organizes and facilitates the adult leadership team; engages organizational leaders, coordinates the intergenerational team,

Position	Minimum FTE required	General Description of Role
		oversees evaluation activities, and ensures that program activities are documented.
Assistant Community Organizer	50-100% FTE	Organizes and facilitates the youth leadership team, engages organizational leaders, assists in the coordination of the intergenerational team, ensures fidelity to the C2H approach phases, and ensures that program activities are documented.

3. Staff Competencies

In order to meet the expectations for this RFA, funded organizations should have staff, hired to implement the DVP Program, who possess the following competencies:

- Interest or capacity in community organizing and social change work;
- Desire to become a change agent in the community;
- Interest or capacity to be a facilitator of learning and transformation;
- Experience in facilitating community and youth groups and interest or capacity for community leadership development;
- Experience with culturally responsive and inclusive programs;
- Ability to deal with controversial and complex issues;
- Currently, or has the ability, to develop a trusting relationship with the Black women within their proposed community; and
- Self-direction, adaptability, creativity, and initiative.

It is strongly recommended that community organizers not be entry level positions based on the skills and competencies needed to effectively implement this strategy.

4. Participate in required technical assistance and training (TAT)

CDPH funded project staff are required to participate in all CDPH provided TAT that is offered to support the implementation of the C2H approach and the proposed project. TAT activities include in-person and virtual trainings; direct consultation and technical assistance; monthly technical assistance calls; and quarterly peer networking (virtual).

Organizations should budget to attend, at a minimum, one 2-day training per fiscal year in Sacramento, in which **all CDPH funded project staff are required to attend**. No registration fee will be required to attend; however, organizations should budget and plan for appropriate travel, lodging and meals. Throughout implementation, CDPH will provide TAT on the C2H approach and other core topics to address ongoing needs, and to understand best practice strategies. In addition to funded project staff, it is recommended that a minimum of one (1) community member attend the initial 2-day training, and up to four (4) community members attend subsequent 2-day trainings. Community members participating in project activities are also encouraged to attend other TAT events provided by CDPH.

Opportunities for additional training and sharing of best practices and/or areas for program improvement will be provided when necessary and available. Archived training resources will be made available from CDPH.

5. Partnerships with *All Children Thrive*

Funded applicants will be required to partner with any [All Children Thrive](#) projects that are being implemented in their proposed community that have a focus on economic security and mobility, in order to leverage existing resources and expertise. Connections and introductions to these *All Children Thrive* projects will be provided through CDPH upon project award. More information on *All Children Thrive* can be found here: [Our Cities - All Children Thrive - California \(act-ca.org\)](#)

D. Administrative, Monitoring and Evaluation Requirements

1. Scope of Work (SOW)

The organization must fulfill administrative and management functions necessary to achieve the Essential Elements of C2H and to meet the contractual requirements of CDPH/IVPB. The SOW- Exhibit A (Attachment H) template outlines these requirements. It describes the expectations including: the goals and objectives for program management, infrastructure, implementation, and oversight, and deliverables/performance measures for the project period.

2. Implementation Work Plan

The C2H Implementation Work Plan will be developed by the contractor in consultation with CDPH/IVPB in the first three months of the contract and updated annually. The Work Plan includes, but is not limited to, staff development plans, recruitment of community members, and

implementation of the C2H Essential Elements. More details are outlined in the Scope of Work – Exhibit B (Attachment H) and instructions will be provided upon award.

3. Evaluation Plan

The contractor will be required to participate in evaluation activities according to the CDPH/IVPB Evaluation Plan and provide evaluation results in each six (6) month Progress Report. Contractors will be provided with standardized tools and monthly reports for the evaluation, utilizing both qualitative and quantitative methods. Ongoing TAT will be provided to ensure that the organization's staff have the capacity to administer and document evaluation according to the minimum requirements documented in the Evaluation Plan. Contractors may choose to develop more extensive evaluation or documentation for their projects above and beyond these minimum requirements. The Evaluation Plan and instructions will be provided upon award.

4. Progress Reports

Progress Reports provide information and data related to evaluation, program analysis, and monitoring of program performance and objectives outlined in the SOW, Implementation Work Plan and Evaluation Plan. Components include but are not limited to reports and updates related to: program activities, staffing, training, focus groups/stakeholder interviews, and outcome data. The organization is required to complete and submit six (6) month progress reports using the CDPH/IVPB Progress Report Template on or before the due date, determined by CDPH/IVPB. Template and instructions will be provided upon award.

5. Budget Detail and Budget Justification

The project budget request must be submitted on the budget forms provided. Round all dollar amounts and percentage figures to whole numbers. In addition to the Proposed Budget Detail (Attachment I), provide a Budget Justification (Attachment J) with a brief explanation of each line item.

For personnel line items, explain the time allocation, also known as full time equivalent (FTE), for each position in the budget. Personnel staffing must clearly reflect staffing requirements provided in **Table 1: Minimum Staffing Requirements**

For operating expenses, explain the expenditures for each line item and justify their inclusion.

In preparing the budget, Applicants should take into account the following:

- Annual budget amounts for each of the four fiscal years shall not exceed:

Table 2: Funding Amounts By Year

Budget Periods	
Year One - November 1, 2023* to June 30, 2024	\$150,000
Year Two - July 1, 2024 to June 30, 2025	\$150,000
Year Three - July 1, 2025 to June 30, 2026	\$150,000
Year Four - July 1, 2026 to June 30, 2027	\$150,000

*Exact date subject to change

- Contractors are required to budget according to the program requirements outlined.

a. Personnel

Personnel includes all personnel costs to operate the project. Follow the program requirements for staffing:

- i. List personnel by job category or classification rather than by name to allow for staff turnover. Each position must be noted within your SOW.
- ii. Indicate total monthly salary or salary range for full time equivalents (FTEs). The salary range stated should include any anticipated increases (i.e., cost-of-living adjustments and merit salary adjustments).
- iii. Indicate percentage of time the position will be utilized in this project (e.g., 20 hours of work within a 40-hour week is 50 percent). All percentages should be in whole numbers. If biweekly pay periods cause the monthly salary amount to vary, indicate the variance in a footnote at the bottom of the page.
- iv. Indicate the amount requested per position based upon the monthly salary ranges and total amounts. If the percentage rate for benefits differs for various positions, indicate the specific amount for each position on a separate detail sheet.
- v. Subtotal all personnel costs.

b. Operating Expenses

Operating Expenses include all costs except personnel costs. List only those items of operating expenses that apply to this project. Project funds cannot be used for purchase or renovation of buildings, facilities or land, or the purchase of major equipment. Major equipment is defined as property costing over \$5,000 with a life expectancy of one or more years.

Examples of common operating expense line items are provided in the template. The following is a list of operating expense items most commonly recognized by the State:

- i. General Expenses – Includes office supplies, books, manuals, publications, and minor equipment (unit cost under \$5,000).
- ii. Other Expenses – Includes utilities, telephone, space, insurance, equipment rental, postage, and duplication. These expenses must be itemized identifying the cost for each.
- iii. Travel – Contractors are required to pay for travel and lodging for all CDPH budgeted staff to attend training activities sponsored by CDPH/IVPB and should budget according to the program requirements in the Travel line item. There are no registration fees for these IVPB sponsored training events.
 - a. Travel should be budgeted for one 2-day training in Sacramento for DVP Program funded staff and a minimum of one community member in year one, and a 2-day training in year two and subsequent years, with up to four (4) community members attending each training.
 - b. See [CDPH Travel Reimbursement Rates for 2023](#), for allowable reimbursements. These amounts are subject to change based on the California Department of Human Resources rates. No out-of-state travel is allowed without prior written approval of CDPH. Travel is reimbursed at current California Department of Human Resources (Cal HR) rates. For ground transportation, indicate the destination location and the number of miles and rate per mile (not to exceed 65.5 cents per mile). For airfare, indicate the number and destination of trips and expected cost per trip. Per Diem should specify the number of days and rate per day. Lodging should indicate location and the state rate in accordance with Cal HR rates. Should the base room rate exceed the state rate, excess lodging approval is required prior to travel.
 - c. Travel must be in accordance with the needs of the program and the SOW and include travel for all budgeted program

staff to attend required CDPH/IVPB approved TAT events in Sacramento. No out-of-state travel is allowed without prior written approval of CDPH.

- iv. Space Rent/Lease - Includes the cost of renting or leasing office space and also include utilities, janitorial, security, property taxes, and insurance. Applicants shall designate the total square feet and the cost per square foot. Under state standards, it is permissible to reimburse up to a maximum of 200 square feet of office space per FTE: (Total staff FTEs) x (up to 200 sq. ft.) x (up to \$3.00 per sq. ft.) x (12 months)

Note: The cost for renting classroom or meeting space (e.g., at a community or youth center) is allowable but should be prorated to the time of actual use (this expense is budgeted under the Other Costs section).

- v. Stipends – Applicants may budget for stipends to support attendance and participation by adults and youth. It is highly suggested that adult leaders, especially, should receive a stipend in the form of a scholarship or other service to address barriers for participation (childcare, transportation, etc.). Youth stipends should also be considered and must be in the form of a gift card. Awarded Applicants must require each youth, receiving a gift card, to sign a receipt in acknowledgement that their gift card will not be used to purchase alcohol or tobacco products. Other criteria may also be suggested by the Applicant organization as a requirement to receive a stipend.
- vi. Consultant Services/Subcontractors – Applicants planning to use consultants or subcontractors in the performance of the work must identify each proposed consultant/subcontractor, if known, at the time of application submission; each known consultant's/subcontractor's expertise; describe the responsibilities to be assigned to each consultant/subcontractor. Include a description of plans for overseeing the performance of consultants/subcontractors. Notwithstanding the use of any consultant/subcontractor, the Applicant will ultimately be responsible for performance of all terms and conditions of the resulting contract. The State reserves the right to approve changes in consultant/subcontractor selection. *Generally, consultants are not to be paid over \$350 per eight-hour day. Special consultants may be paid at a higher rate per day based on prevailing rates and other special considerations addressed in the blanket justification. In no event is the consultant to be paid more than the hourly salary rate established for state employees in similar*

classifications. Include in the application the consultant's title, hourly rate, and number of hours to be worked (e.g., per week, per month). Each subcontractor must be detailed within your SOW. Next to the subcontractor's name, list the SOW goal and objective of each subcontractor's responsibilities.

- vii. Staff Training –There are no registration or related costs for CDPH/IVPB sponsored TAT events that are required to be attended by DVP Program project staff.

- viii. Indirect Costs - Indirect costs include costs that accrue in the normal course of business that can only be partially attributable to performance of an agreement (e.g., administrative expenses such as payroll handling, accounting/personnel expenses, liability insurance coverage, janitorial expenses, security expenses, legal representation, equipment maintenance, Executive Director's time, etc.).
 - a. These are costs that a business would accrue even if they were not performing services for the State under an agreement.

 - b. Specify Indirect cost up to 15% of the total personnel including benefits, if not applicable enter \$0.

 - c. Applicants may include any other information that will assist CDPH/IVPB to understand how costs were determined and why they are reasonable, justified, and/or competitive. Include explanations for any/all unusually high or disproportionate costs. For example, if this agreement is to fund a disproportionately high portion of the organization's indirect (overhead) costs, please provide a justification for the proposed allocation method.

- ix. Non-Reimbursable Items – Project funds cannot be used for meals or refreshments served at meetings, workshops, training sessions, etc. conducted by contractors or subcontractors. Promotional items ("gifts" or "giveaway items" used to promote programs such as mugs, cups, lapel or stickpins, pens or pencils, clothing, and key chains) are also not allowed.

PART IV. APPLICATION REQUIREMENTS AND SUBMISSION

A. Tentative RFA Timeline

Below is the tentative time schedule for this application process.

Table 3: Tentative Schedule for RFA Timeline

Event	Submission Instructions	Date & Time
RFA Released		July 10, 2023
Informational Webinar		July 17, 2023, 1:00 P.M. - 2:30 P.M. Pacific Standard Time (PST)
Written Questions Due	Submit via email at: DV.RFA@cdph.ca.gov Subject Line: "DVP RFA Question"	July 19, 2023, 5:00 P.M. PST
Responses to Written Questions Posted		July 28, 2023
Mandatory Non-Binding Letter of Intent (LOI)	Submit via email at: DV.RFA@cdph.ca.gov Subject Line: "DVP Voluntary Non-Binding Letter of Intent from XYZ Agency"	August 4, 2023, 5:00 P.M. PST
Application Due Date	Submit via email at: DV.RFA@cdph.ca.gov Subject Line: "DVP RFA # 23-10059 Submission by XYZ Agency"	August 21, 2023, 4:00 P.M. PST
Notice of Intent to Award Posted		September 8, 2023

Intent to Appeal Letter Due	Submit via email at: DV.RFA@cdph.ca.gov Subject Line: "DVP RFA Letter of Intent to Appeal from XYZ Agency"	September 14, 2023, 5:00 P.M. PST
Appeal Letter Due	Submit via email at: DV.RFA@cdph.ca.gov Subject Line: "DVP RFA Appeal Letter from XYZ Agency"	September 21, 2023, 5:00 P.M. PST
Final Announcement of Awards*		September 25, 2023
Tentative Contract Start Date		November 1, 2023
Contract End Date		June 30, 2027

CDPH/IVPB can revise dates and release an addendum at any time during the Solicitation process.

*Final Awards cannot be made until all appeals have been resolved.

It is the Applicant's responsibility to check for notices and addenda for this RFA on the [IVPB website](#) throughout the RFA process.

B. General Instructions

All Applicants are to follow the instructions provided herein, using the attached templates and forms provided by CDPH. All sections, including attachments, must be completed and submitted in the order requested. Any application that does not comply with this requirement will be considered non-responsive and will not be reviewed.

Applicants must complete the applicable narrative questions and attachments as outlined in Table 4 below. Follow all requirements below carefully, including designated page limits.

CDPH provides templates and/or forms for **Attachments A, B, H, and I**. Applicants must identify all Attachments with the corresponding letter noted below and submitted in the given order shown on Table 4. All attachments may

be completed as a Word or Adobe document. Only the Budget Detail (Attachment I) must be submitted in a separate file.

Table 4. List of Required Application Documents

Attachment	Required Document	Page Limit
A	Application Checklist	--
B	Applicant Information Form	--
C	Community Profile	4
D	Agency Capacity and Capability	6
E	Project Description	3
F	Letters of Commitment	--
G	Memorandums of Understanding	--
H	Exhibit A Scope of Work (draft)	--
I	Budget Detail (Excel)	--
J	Budget Justification	4
K	Organizational Chart	--
Other	Proof of 501 (c)(3) Status	--

1. Complete the Application Checklist to ensure all required application attachments are included with the application. The Application Checklist should serve as a cover page to your application. Submit the Application Checklist as Attachment A with the application.
2. Follow all RFA instructions and clarifications issued by CDPH in the form of question-and-answer notices, clarification notices, Administrative Bulletins or RFA addenda.
3. Before submitting an application, seek timely clarification of any requirements or instructions that are unclear or not fully understood by submitting questions (see deadline above) and participate in the RFA Informational Webinar.
4. Read all instructions carefully. Be sure to include all of the information required in the RFA, including all attachments. Re-check the application to ensure completeness.
5. Do not provide additional materials that are not requested, such as brochures or samples of materials. These will be discarded and not reviewed.

6. In preparing an application response, all narrative portions should be straightforward, detailed, and precise. Answer all questions in the order presented with clear titles and noted Attachment Letters (refer to Table 4) for each section. CDPH will determine the responsiveness of an application by its quality, not its volume or colored displays.
7. Arrange for the timely submission of the application package to the email address specified in this RFA. Do not delay until shortly before the deadline to submit the application in case there are unforeseen technology issues.
8. Application submission documents must be submitted in two (2) files: 1) Submission Package (PDF or Word) and 2) Budget Detail (Excel). It is up to the Applicant to ensure all required documents are attached within their Final Submission Package email.

C. Submission Format Requirements

Format the narrative portions of the application as follows:

- Use one-inch (1") margins at the top, bottom and both sides.
- Use Century Gothic, Calibri, or Arial 12-point font. Exception: if a form is required by the State that contains smaller font.
- Format pages for letter size (8.5 by 11 inches), one-sided and 1.5 line spacing.
- Sequentially paginate the pages in each section and clearly identify each section in the order requested. When a page limit is noted, pages exceeding the limit will not be scored. It is not necessary to paginate the required forms.
- Place the Applicant's agency name in a header or footer on every page. If the agency name is not already entered elsewhere on a completed certification or form, add it to a header, footer, or signature block.

D. RFA Informational Webinar

A voluntary informational webinar has been scheduled as follows to provide guidance and answer questions related to the RFA requirements. In order to attend this webinar, participants must register using the following link:

Date: July 17, 2023
Time: 1:00 P.M. to 2:30 P.M. PST
Webinar Link: [Register for Webinar Here](#)

Prospective Applicants that intend to submit an application are encouraged to participate in the webinar. It is each prospective Applicant's responsibility to join the webinar promptly at the time stated. CDPH reserves the right not to repeat information for participants that join the webinar after it has begun. The webinar is a public event or meeting, and anyone can join. The webinar may be recorded for internal purposes, however, will not be posted publicly. If there is time at the end of the webinar, Applicants may be able to ask clarifying questions. Spontaneous verbal remarks provided in response to questions are unofficial and are not binding on CDPH unless later confirmed in writing. Technical assistance regarding programmatic content will not be available. All questions asked during the webinar, along with submitted questions to DV.RFA@cdph.ca.gov by July 19, 2023, by 5:00 P.M. PST deadline, will be collected and responded to by July 28, 2023 through a posted Frequently Asked Questions (FAQ) document that will be posted on the CDPH [DV webpage](#). Questions will not be responded to on an individual basis.

E. Mandatory Non-Binding Letter of Intent

Prospective Applicants are **required** to indicate their intent to submit an application. **Failure to submit the mandatory Non-Binding Letter of Intent (LOI) will result in application rejection.** The mandatory LOI is not binding, and prospective Applicants are not required to submit an application merely because an LOI is submitted.

The LOI must be electronically submitted on the Applicant's letterhead and must be received by August 4, 2023. Submit the Letter of Intent using email DV.RFA@cdph.ca.gov with subject line "DVP Voluntary Non-Binding Letter of Intent from XYZ Agency."

Upon electronic receipt of an Applicant's LOI, **CDPH will send all additional RFA Attachments (A, B, H, & I) to the Applicant, via email, within 24-hours during normal Monday-Friday business days.** For example, if an LOI is emailed to CDPH at 5:00 P.M. PST all related RFA documents will be emailed to the Applicant by 5:00 P.M. PST the following day. If an LOI is emailed to CDPH any time after 5:00 P.M. PST on Friday, Saturday or Sunday, all related RFA documents will be emailed to the Applicant by 9:00 A.M. PST on Tuesday.

F. Submission of Application

Electronic applications are required. All applications are **due by 4:00 P.M. PST on August 21, 2023.** Applications must be submitted electronically to DV.RFA@cdph.ca.gov with subject line "DVP RFA #23-10059 Submission by XYZ

Agency." The electronic date and time stamp will be used to verify on-time submission. Applications received after the due date/time **will not be reviewed.**

It is the sole responsibility of the Applicant to ensure that CDPH receives the application by the stated deadline. Each application received by the due date will be reviewed for completeness and compliance with the instructions provided in this document. Incomplete, late, or non-compliant applications will not be reviewed or considered for funding.

It is important to note that there is no guarantee that submission of an application will result in funding, or that funding will be allocated at the level requested. Expenses associated with preparing and submitting an application are solely the responsibility of the Applicant agency and will not be reimbursed by CDPH/IVPB.

PART V. COMPLETING THE APPLICATION NARRATIVE

Applicants must complete the applicable narrative requirements and attachments. Follow all requirements below carefully, including designated page limits. *Any section of an Applicant's narrative that goes over the maximum number of page limit, will not be reviewed.*

Each application will be evaluated and scored based on its responses to the information requested in this RFA. Applications with the highest scores in stage two, along with considerations to each Applicant's proposed community's HPI Score and ensuring there is a balanced representation of geographic area, will be considered in the final selection process to award two contractors for funding. CDPH/IVPB reserves the right to not fund any of the applications received for this RFA.

The maximum **Points Possible** for each section is as follows:

Application Section	Maximum # of Pages	Total Possible Points
Community Profile	4	33
Agency Capacity and Capability	6	48
Project Description	3	21
Scope of Work -Exhibit A (complete Attachment H)	--	3
Letters of Commitment	--	3
Budget Detail (complete Attachment I) and Budget Justification	4*	12
Maximum Points Possible:		120

*Page limit is for Budget Justification only.

A. APPLICATION INFORMATION FORMS (REQUIRED BUT NOT SCORED)

Complete all sections of the Application Checklist (Attachment A) and the Applicant Information Form (Attachment B). A person authorized to legally bind the Applicant must sign the Applicant Information Form. If the Applicant is a corporation, a person authorized by the Board of Directors to sign on behalf of the Board must sign the Applicant Information Form.

Certify eligibility to claim non-profit status and include this documentation as an Attachment.

Narrative Sections

B. APPLICATION INFORMATION FORMS(REQUIRED BUT NOT SCORED)

Application Component	Scoring Criterion	Possible Points
1. Population and Community Need	<p>Describe the Applicant's proposed community and its unique needs and challenges, with a focus on Black women and their families. This should include the setting, HPI score and geographic area where the program will be implemented.</p> <p>Include results from selected data sources that demonstrate the need for a community mobilization approach to address economic security and mobility that impact Black women and their families. Refer to Part II.A for more information on requirements for this section</p>	9
2. Community Assets	Describe the community resources, assets, and strengths that the Applicant proposes to leverage to support their C2H community mobilization efforts.	3
3. Community Engagement	Describe any coalitions, task forces, or partnerships the Applicant is actively engaged with and how they might contribute to or support the proposed project.	9
4. Community Readiness	Describe the Applicant's knowledge and relationship with the proposed community	6

	and why the proposed community mobilization project fits with the community's culture and level of readiness.	
5. Organizational Support	Describe the Applicant's current efforts, including but not limited to organizational practices, practices, and protocols that support economic security, mobility, and leadership opportunities for staff.	6

C. AGENCY CAPACITY AND CAPABILITY (48 POINTS) – 6 page maximum

Application Component	Scoring Criterion	Possible Points
1. Agency Overview	Briefly provide a summary your organization's history, mission and goals that clearly demonstrates eligibility and alignment with the goals of this RFA and community-driven approaches.	3
2. Readiness, Experience and Capabilities	Describe how the Applicant's history and experience demonstrates their readiness and capabilities as it relates to successfully implementing this community mobilization project with a focus on strengthening economic security and mobility. This should include, at a minimum, how the Applicant agency: <ul style="list-style-type: none"> • Is culturally informed and has demonstrated community-level work and formed multiple partnerships and relationships within the Black community; • Has an organizational commitment to being culturally informed; • Has the trust of the proposed population or community the 	9

	<p>Applicant is proposing to work with;</p> <ul style="list-style-type: none"> • Has a commitment to being a learning organization that embraces organizational change that supports community-driven strategies, community leadership development, and social change initiatives. 	
<p>3. Commitment to Capacity Building</p>	<p>If the Applicant is:</p> <p><u>Not a DV organization:</u> Describe the Applicant organization's commitment to continuing with or building a new relationship with a local DV organization to strengthen the Applicant's understanding of the issues related to DV and how it impacts their communities. This should be demonstrated as evidence through an <u>attached MOU</u>, that provides details on how the Applicant will build and support the identified, local DV organization's capacity to understand strategies for strengthening economic security and mobility in their DV prevention efforts.</p> <p><u>DV Organization</u> Describe the Applicant organization's commitment to collaborate with one or more CBOs that have previously demonstrated community-level work within the proposed community. This should be demonstrated as evidence through an <u>attached MOU</u>, which at a minimum, should reflect how the Applicant will work with and utilize the CBO's staff, partnerships, and knowledge to build their capacity to conduct community-level work with Black women and their families for the purposes of the proposed project.</p>	<p>3</p>

4. Access to Youth and Adult Community Members	Describe the Applicant's current access to youth (ages 16-24) and adult community members, and how community members and/or leaders are involved with your organization. Be specific in regard to how, where, and for what periods of time your organization has access to youth and adult community members, and if there are formal agreements in place regarding this access if your work is outside your organization.	6
5. Organizational Structure and Staffing	Describe the organizational structure and staffing pattern to support and implement the program requirements. Attach an organizational chart. Specify staff who will provide supervision and oversight. Discuss how staff and key partners who will be implementing the project possess competencies described in Part II.C.3. and the Applicant intends to comply with the RFA required staffing and minimum duties outlined in Table 1: Minimum Staffing Requirements.	6
6. Partnerships	Describe the Applicant organization's existing partnerships with diverse community-based organizations (CBOs) and community leaders, that demonstrates a commitment to comprehensive, community-driven prevention. Include access to multiple local CBOs, businesses and other applicable sectors, and leaders that can support and be included within the Applicant's community-driven process to determine priorities around strengthening economic security and mobility.	9
7. Successes, Challenges, and Lessons Learned	Describe your organization's successes, challenges, and lessons learned in involving both traditional and "non-traditional" partners in community mobilization and/or prevention work, such as: the business community;	6

	associative life (e.g., clubs, organizations); local government; parks and recreation; youth organizations or sports teams; faith leaders; or job development.	
8. Drivers of Health Inequity and Systemic Racism	Describe the Applicant's understanding of the underlying causes or drivers of health inequity and systemic racism within their proposed community that increase the risks of poor economic security and mobility.	6

D. PROJECT DESCRIPTION (21 POINTS)- 3 page maximum

Application Component	Scoring Criterion	Possible Points
1. Strengthening Current Programs	Describe how the Applicant's proposed DVP Program will strengthen and build upon the goals and outcomes of the Applicant's current programs. Include what the Applicant expects to gain through this program.	6
2. Recruitment and Engagement	Describe the proposed plan for recruitment and engagement of the community organizing team(s) and community members in the targeted community.	6
3. Tailoring Activities	Describe how project activities will be tailored to the culture of Black women in their community or intended audience.	6
4. Roles and Responsibilities	Describe how the Applicant intends to delegate or propose roles and responsibilities to key stakeholders and partners in planning, implementing, and evaluating this new project.	3

E. Exhibit A - SCOPE OF WORK (3 POINTS)

An Exhibit A-Scope of Work (SOW) (Attachment H) template is provided and includes the required components of the project activities and deliverables. Applicants should only provide updates to this document under the following two areas: 1) Agency name to the top right-hand corner of this document, and 2) "Staff Responsibility" column.

Application Component	Scoring Criterion	Possible Points
Scope of Work	Applicant completes applicable sections of the Scope of Work (Attachment H).	3

F. LETTERS OF COMMITMENT (3 POINTS)

Application Component	Scoring Criterion	Possible Points
1. Executive Director and Board Chair	<p>Attach a Letter of Commitment from both the Applicant's 1) Executive Director and 2) Board Chair demonstrating the following:</p> <ul style="list-style-type: none">a. An organizational commitment to being culturally informed; have the trust of the proposed population or community they are proposing to work with; and commitment to the engagement of organizational change that supports community-driven strategies, community leadership development, and social change initiatives.b. Integration of community leadership into organizational, prevention, and community work.c. Assurance of DVP Program funded staff attend at all required TAT activities, participation in evaluation activities, and presentation of project results at CDPH sponsored events.	3

G. BUDGET DETAIL AND BUDGET JUSTIFICATION (12 POINTS) - 4 pages

Application Component	Scoring Criterion	Possible Points
1. Overall Budget	<ul style="list-style-type: none"> The Applicant successfully completes the Budget Detail Template (Attachment I) for each contract year. The calculations are accurate and free of errors. 	3
2. Budget Justification Narrative	<ul style="list-style-type: none"> The proposed Budget Justification Narrative (Attachment J) includes detailed descriptions/explanations for each of the eight line-items budgeted. The Budget Justification Narrative should encompass all 4 years within the 4-page maximum requirement. The narrative includes easy-to-follow formulas that substantiate how the costs were calculated. 	6
3. Personnel	<ul style="list-style-type: none"> The proposed staffing plan adheres to the requirements in Table 1. Minimum Staffing Requirements. The proposed staffing duties adhere to requirements of Table 1. Minimum Staffing Requirements. 	3

PART VI. APPLICATION EVALUATION AND SELECTION

The application review process will be conducted by CDPH/IVPB staff to ensure that Applicants meet the RFA eligibility criteria described in Part I, C., Eligibility Criteria and submitted all requirements as described in Part IV, Application Requirements and Submission.

A. First Stage

1. The application checklist and application package will be reviewed to ensure that Applicants (a) meet the RFA eligibility criteria described in the

Part 1.C. Eligibility Criteria section and (b) submitted all requirements as described in order to enter the evaluation process Part IV Application Requirements and Submission section.

2. In addition to any condition previously indicate in this RFA, the following occurrences may cause CDPH/IVPB to deem an application non-responsive or to withdraw points:
 - a. If an Applicant fails to meet application format/content or submission requirements including, but not limited to the labeling, packaging and/or timely and proper delivery of applications.
 - b. If an Applicant submits an application that is materially incomplete or contains material defects, alterations, or irregularities of any kind.
 - c. If an Applicant supplies false, inaccurate, or misleading information or falsely certifies program or fiscal compliance on any RFA response. CDPH/IVPB reserves the right to verify information supplied by the Applicant.
 - d. If CDPH/IVPB determines, at any stage of the selection process or upon Agreement award, that the Applicant is unwilling or unable to comply with the Contractual terms, conditions and exhibits cited in this RFA or the resulting Agreement.
 - e. If other irregularities occur in an application response that is not specifically addressed herein.

B. Second Stage

Evaluation of the application(s) will be based on the quality and appropriateness of the responses and elements in the Part V. Completing Application Narrative section. Scores will be based on the application's adequacy, thoroughness, and the degree to which it complies with the RFA requirements, meetings CDPH/IVPB's program needs, and demonstrates commitment to build capacity in community mobilization to strengthen economic security and mobility for Black women and their families. Points for each question will be based on the following point scoring system as described in Table 2 below.

Table 2: Point Scoring System for Responses worth 3, 6, and 9 Points

3 Point Scoring	6 Point Scoring	9 Point Scoring	Interpretation	General basis for point assignment
0	0	0	Inadequate	Application response (i.e., content and/or explanation offered) is inadequate or does not meet CDPH/IVPB's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
1	1 - 2	1 - 3	Barely Adequate	Application response (i.e., content and/or explanation offered) is barely adequate or barely meets CDPH/IVPB's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are noticeable but manageable.
2	3 - 4	4 - 6	Fully Adequate	Application response (i.e., content and/or explanation offered) is fully adequate or fully meets CDPH/IVPB's needs/requirements or expectations. The flaw(s), or defect(s), if any, are minor and acceptable.
3	5 - 6	7 - 9	Excellent or Outstanding	Application response (i.e., content and/or explanation offered) is above average or exceeds CDPH/IVPB's needs/requirements or expectations. Minimal weaknesses, if any, are negligible. Applicant offers one or more enhancing feature, method or approach that will enable performance to exceed CDPH/IVPB's basic expectations.

PART VII. AWARD ADMINISTRATIVE INFORMATION

A. Contract Award Process

The award of the contract is based upon a competitive application review and selection process. The State reserves the right to negotiate the agreement and not to award a contract if negotiations are unsuccessful. If an Applicant fails to finalize the contract, the State reserves the right to fund another application. Once an application is selected for funding, the Applicant will receive a contract with CDPH. The contract will incorporate the proposed scope of work

(SOW) and budget. During the course of the contract, if unanticipated changes occur that impact the SOW, those changes must be approved prior to implementing those changes and it must be submitted via email to CDPH. A formal contract amendment may be required based on those changes.

B. Contract Terms

The term of the resulting contract is expected to be 44 months and is anticipated to be effective from November 1, 2023, through June 30, 2027. The contract term may change if CDPH/IVPB cannot execute the agreement in a timely manner due to unforeseen delays.

Following the award notification, contract negotiations will occur with the potential contractor in a timely manner. Following contract negotiations, the contractor is required to submit a final SOW, Budget Detail and Budget Justification in accordance with CDPH/IVPB requirements, which will become part of the formal contract (see Appendix II as a sample). Upon completion and approval of these documents, the contract will be fully executed, and work will commence. The resulting contract will be of no force or effect until it is signed by both parties and approved by CDPH. The contractor is hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered if all approvals have not been obtained.

The contractor is to expend funds in accordance with the negotiated line-item budget. If changes in line items, salary ranges, or staffing patterns requires modifications, the contractor must request a budget modification. It is up to the discretion of CDPH/IVPB whether or not to approve the request for budget modification.

C. Award Appeal Process

1. Notice of the intent to award shall be posted on the IVPB website on September 8, 2023. If any Applicant prior to the Final Award Announcement, appeals the award, on the grounds that the Applicant would have been awarded the contract had CDPH/IVPB correctly applied the evaluation standard of the RFA, or if CDPH/IVP had not followed the scoring methods in the RFA, the contract shall not be awarded until either the appeal has been withdrawn or CDPH/IVPB has decided the matter. Only those submitting an application consistent with the requirements of the RFA and are not awarded a contract may appeal. There is no appeal process for applications that are submitted late, noncompliant, or incomplete. No awarded Applicant may appeal the grant award-funding amount.

2. An Applicant may appeal the award decision. The Applicant must submit a notice of intent to appeal to DV.RFA@cdph.ca.gov by September 14, 2023, by 5:00 P.M. PST. The Applicant shall then have four (5) calendar days to file a detailed written statement specifying the grounds for the appeal and send the Appeal Letter to the DVRFA Email Address and received by September 21, 2023. The Chief of IVPB, or designee, will decide based on the written appeal letter. The decision of the Branch Chief of IVPB, or designee, shall be the final remedy. Applicants will be notified by e-mail within 15 days of the consideration of the written appeal letter. CDPH/IVPB reserves the right to withdraw or respond to the satisfaction of CDPH/IVPB.

Glossary of Acronyms

C2H – Close to Home

CBO – Community-Based Organization

CDC – Centers for Disease Control and Prevention

CDPH – California Department of Public Health

DV – Domestic Violence

DVP – Domestic Violence Prevention

DVTE – Domestic Violence Training and Education Fund

FTE – Full Time Equivalent

HPI – Health Places Index

IPV – Intimate Partner Violence

IVPB – Injury and Violence Prevention Branch

LOI – Letter of Intent

MOU – Memorandum of Understanding

NRCDV – National Resource Center on Domestic Violence

RFA – Request for Application

SOW – Scope of Work

SV – Sexual Violence

TAT – Technical Assistance and Training