

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

**Welcome:**

Welcome to the California Department of Public Health (CDPH), Safe and Active Communities Branch (SACB), teleconference for Request for Applications (RFA) Number 18-10016: Domestic Violence (DV) and Teen Dating Violence (TDV) Primary Prevention Projects. I am Enrica Bertoldo, Program Coordinator in SACB and here with me are: Nancy Bagnato, Chief of the State and Local Injury Control Section; Mina White, Epidemiologist in SACB; Jeannine Barbato, Program Coordinator in SACB; Francisco Michel, Program Coordinator in SACB; and Jeannie Galarpe, Analyst in SACB.

We will not do a roll call in order to preserve the anonymity of participants who do not wish to be identified. However, if you wish to identify yourself and your contact information for others on the call, you may do so voluntarily at the conclusion of this call.

**General Announcements:**

We will be using two acronyms today: RFA, which stands for Request for Applications; and SACB, a reference to the CDPH/SACB, where this project will be administered.

This teleconference includes all questions submitted through Tuesday, Feb 12, 2018. A transcript of today's pre-proposal teleconference will be posted on the CDPH website. The transcript will not be a verbatim record of these proceedings since it may contain additional or corrected information. Please note that the information contained in the RFA document supercedes information delivered in this teleconference.

**Format of the Teleconference:**

First, we will review some important information about this RFA. Next, we will answer all questions received in advance, and then allow time for additional questions. Some questions may need additional research in order to give comprehensive answers. Some of the questions may require additional discussion among staff, so we may need to put you on hold for a moment while we discuss the question. All of the answers to your questions will be included in the transcript of this teleconference. Please hold all questions until the question and answer portion of the call.

**Important Dates:**

Mandatory Non-Binding Letter of Intent:	February 20, 2018
Application Due Date:	March 9, 2018 by 4 pm
Notice of intent to award date:	April 5, 2018
Contract start date:	July 1, 2018
Contract end date:	June 30, 2022 for Tier 1 June 30, 2020 for Tier 2

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

**RFA Overview:**

The purpose of this RFA is to build organizational capacity in community-level primary prevention strategies using the C2H community mobilization model.

This RFA has a two-tiered funding structure:

- Tier 1 is to fund a project to implement and evaluate a domestic violence and teen dating violence (DV/TDV) primary prevention program utilizing the Close to Home (C2H) community mobilization strategy, and to provide peer coaching, over the course of four years.
- Tier 2 is to fund a project to build organizational capacity in a community mobilization strategy utilizing the C2H model, over the course of 2 years.
- CDPH SACB intends to fund three projects: one project in Tier 1 for \$135,000 annually for four years, and two projects in Tier 2 for \$20,000 annually for two years.

In order to qualify for this RFA submission process, applicants must meet the eligibility requirements and qualifications as stated in the RFA on Pages 6-7. Please read these carefully and ensure that you meet these requirements.

- Tier 1 is open to applicants currently funded by CDPH/SACB with three years of experience implementing the C2H community mobilization strategy.
- Tier 2 is open to applicants not currently funded by CDPH/SACB for DV/TDV/RPE programs nor funded by California Office of Emergency Services for Teen Dating Violence and Family Violence Prevention programs.
- An organization cannot apply for both funding tiers.

In addition, applicants for both Tiers 1 and 2 must have at minimum:

- Three years of experience providing DV primary prevention programs in the community;
- Access to youth and adult community members, either through an existing program within the applicant organization or through a community partnership; and
- An organizational commitment to engage in organizational change that supports community-driven strategies, community leadership development, and social change initiatives.

**Close to Home Model**

Background information on the C2H model is outlined in the RFA, including the principles, essential elements, and intended outcomes.

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

**Program Requirements**

The specific program requirements are outlined for each Tier in the RFA. Please review and read these requirements carefully in the RFA document, as I will only be highlighting the requirements for each Tier.

**Tier 1 Requirements**

- 1) Tier 1 must target a community in a defined geographic area or neighborhood and cannot be limited to a school setting. This is a community-based project and cannot be restricted to a school setting, classroom, and calendar. Schools can be used as a recruiting or meeting place for youth to implement program activities in the community, but the school cannot be the primary targeted community for program activities. Program activities should be implemented year round.
- 2) Tier 1 must implement the C2H community mobilization model with fidelity as documented in the “Essential Elements” on pages 8-10. It is understood that adaptations may be needed to better meet the needs of the target population, setting or local community.
- 3) Tier 1 must maintain access to youth, ages 11-24. This can be done either through an existing youth program within the applicant organization, or through a formalized community partnership, for a minimum of 12-16 hours per month, outside of the academic classroom. It is critical that applicants are confident in their ability to access youth for significant amounts of time throughout the calendar year and over the four years in order for the project to be successful. Space also needs to be identified and secured for long-term use. Contractors are required to budget at minimum \$5,000 for scholarships annually.
- 4) Tier 1 must engage adult community members and other organizational leaders. This can be done either through outreach and recruitment within the applicant organization or through a community partnership, for a minimum of 12-16 hours per month. 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. Contractors can use their budget for scholarships for adult engagement.
- 5) Tier 1 must ensure adequate organizational readiness and staffing to meet program requirements. Organizational readiness and fit for implementing a community mobilization strategy is critical for program success. Organizations need to demonstrate:
  - a commitment to community leadership/organizing via C2H implementation;
  - strong relationships and connections to the targeted community;

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

- 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.

The organization shall ensure sufficient staff are available who have the knowledge, skills, and backgrounds necessary to complete all C2H program activities. Please review carefully the minimum staffing requirements and staff competencies outlined in the RFA. This staffing pattern is designed to maximize program staff's ability to implement the program effectively.

- 6) Tier 1 must provide peer leadership and coaching to other organizations planning or implementing a community mobilization strategy. The appropriate staff with experience and expertise in the C2H model must lead these peer coaching activities. An amount of \$10,000 must be budgeted for personnel, travel, and operating costs (as necessary) to provide peer coaching.
- 7) Tier 1 must complete required training, technical assistance, and professional development. The organization should budget for funded staff to attend two 2-day trainings and one-day peer coaching training in Sacramento each year. There are no registration costs for these trainings. Staff will also participate in bimonthly TA calls and quarterly peer networking calls or webinars. In addition, the organization will develop, implement, and maintain a C2H-related training and professional development plan for staff to ensure that all staff have the capacity to implement the program.
- 8) Tier 1 must comply with administrative reporting, monitoring, and evaluation requirements, including the Scope of Work (SOW) provided in this RFA, developing an Implementation Work Plan, submitting an Annual Report, and following the Evaluation Plan.

Tier 2 Requirements

- 1) Tier 2 must develop and implement a capacity building plan. The goal of this plan is to integrate the C2H community mobilization strategy into current DV/TDV primary prevention efforts. An initial organizational assessment to assess current capacity will be completed followed by a plan to build capacity over the course of the project period. This plan will include organizational activities, staff development plans, and pilot implementation of C2H activities where appropriate in the organization's existing program.

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

- 2) Tier 2 must ensure dedicated staff for an existing DV primary prevention program that supports a youth or community leadership team. Existing staff working in a DV primary prevention program need to have access to youth or adult community members, either through an existing program within the applicant organization, or through partnership with a community based organization. This funding is not intended for the hiring of new staff, but for existing staff within the organization to build readiness and capacity for a community mobilization strategy.
- 3) Tier 2 must complete required training, technical assistance, and professional development. The organization should budget accordingly for funded staff to attend two 2-day trainings in Sacramento each year. There are no registration costs for these trainings. Staff will also participate in quarterly coaching calls, and quarterly peer networking calls or webinars.
- 4) Tier 2 must comply with administrative reporting, monitoring, and evaluation requirements, including the Scope of Work (SOW) provided in this RFA, and submitting an Annual Report.

**Scope of Work:**

- A standardized Scope of Work (SOW) template has been provided as Attachment B for each Tier that includes the required components of the project activities and deliverables for each of the budget periods.
- For the purposes of this RFA, use Attachment B and personalize the template SOW by including your agency name and any other details that define the unique characteristics of your project or that further clarify the SOW.
- The Staff Responsibility column already includes the required staffing positions. If there are additional positions, please include those as well.
- The SOW must align with any costs proposed in the project budget. This includes staff responsible positions and any subcontractors listed.

*Now we will address the Questions that have been submitted prior to the teleconference.*

**Questions and Answers:**

**Question 1:** If we are currently funded through RPE for a Close to Home project, is our organization eligible to apply?

**Response:** Yes, if your organization meets all of the requirements for Tier 1, including three years of experience in C2H community mobilization, then you are eligible to apply for Tier 1. Organizations currently funded by the RPE Program are not eligible to apply for Tier 2.

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

Question 2: Is it possible to get the Attachments in Word?

**Response: Yes, please email your request to [Jeannie.Galarpe@cdph.ca.gov](mailto:Jeannie.Galarpe@cdph.ca.gov)**

Question 3: As a chartered center of a large State entity, we are under a board of directors that we don't interact with. Because of this, in lieu of a certification letter from the Chair of the Board, is it acceptable that the certification letter come from the senior-most executive that governs us?

**Response: Yes, if the person identified can demonstrate the requirements as stated in the RFA, page 25, under Letters of Commitment.**

Question 4: For Tier 1 sites, how many of the program staff should be budgeted for travel? How many trips/year?

**Response: The organization should budget for all staff funded by the project to attend two 2-day trainings in Sacramento, including at minimum the Manager, Community Organizer (youth team), Community Organizer (adult team), and the designated Peer Coach. In addition, the designated peer coach(s) must attend one 1-day training in Sacramento that will be scheduled in conjunction with the 2-day training.**

Question 5: Assuming some non-entry level staff for Tier 1 sites, the funding amount doesn't meet the salary requirements assuming urban costs of living/wages. Is it acceptable for the budget to show in-kind matches (if possible for the organization) to meet the staffing requirements not covered by the funding amount? Will CDPH consider rolling the \$10k of coaching dollars into the programmatic FTEs to facilitate urban sites applying?

**Response: In-kind matches may be budgeted if necessary, but are not required to meet the minimum staffing requirements on pages 13-15 of the RFA. The \$10,000 allocated for peer coaching must first cover the personnel and operating costs to meet the .20 FTE staffing requirement for the designated peer coach, including travel for the required trainings. If these requirements have been met, CDPH may consider applicants rolling remaining dollars into the programmatic FTEs. For example, programmatic FTEs may also serve the dual role of peer coaches in which case these peer coaching dollars can be used for the programmatic FTEs. Please keep in mind that CDPH cannot reimburse salaries that would exceed those established for comparable Civil Service Classifications.**

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

Question 6: What is CDPH's expectations regarding IDC (indirect costs) for this RFA? Is there a cap or an expected ceiling?

**Response:** Indirect Costs are typically computed as a percentage of the total personnel costs, including salary and wages and fringe benefits. An applicant's Indirect Costs should not exceed the State limit which is 21.8%. If your Indirect Costs do not fall at or below that percentage, then an extensive breakdown and justification is required to show "reasonableness of costs".

Question 7: Does the Domestic Violence Assistance Program (DVAP) California Governor's Office of Emergency Services (Cal OES) grant that we have for our DV program count as a primary prevention program? We don't focus primarily on prevention but more so for the intervention piece, so is there another primary prevention program that we would need to have to meet the requirements or does the basic DV Program meet that requirement?

**Response:** If your organization's program does not focus on primary prevention separate from intervention services, then you would not meet the minimum requirement of three years of experience providing DV primary prevention programs in the community. The definition of DV/TDV primary prevention programs can be found on page 4 of the RFA: population-based and environmental and system-level strategies, policies, and actions that prevent DV/TDV from initially occurring. Such prevention efforts work to modify and/or entirely eliminate the events, conditions, situations, or exposure to influences (*risk factors*) that result in the initiation of relationship violence and associated injuries, disabilities, and deaths. Additionally, primary prevention efforts address perpetration, victimization, and bystander attitudes and behaviors, and seek to identify and enhance *protective factors* that encourage healthy relationships and impede the initiation of relationship violence in at-risk populations and in the community.

*Now that we have addressed the questions that were received prior to this teleconference, we will open it up for additional questions at this time.*

Question 8:

For Tier 1 funding level can you give some examples of operating expenses associated with the peer coaching?

**Response:**

**There are no specific operating expenses associated with the peer coaching staffing position. Any operating/travel costs should be included in the overall budget.**

Request for Applications (RFA) Number 18-10016:  
Domestic Violence and Teen Dating Violence Primary Prevention Projects  
Teleconference  
February 15, 2018  
10:00am-11:00am

Question 9:

Would we be eligible to apply for Tier 1 if we have experience in another community mobilization program that is not C2H?

**Response:**

**No. Tier 1 is open to applicants currently funded by CDPH/SACB with three years of experience implementing the C2H community mobilization strategy. Please refer to the eligibility criteria on page 6 of the RFA.**

Question 10:

If currently funded by RPE, can we apply for Tier 2?

**Response:**

**No. Tier 2 is open to applicants not currently funded by CDPH/SACB for DV/TDV/RPE programs nor funded by California Office of Emergency Services for Teen Dating Violence and Family Violence programs. Please refer to the eligibility criteria on page 6 of the RFA.**

Question 11:

If we were to use the 21.8% State Indirect Cost rate limit, would we need to provide justification?

**Response:**

**No. Justification is required if your Indirect Cost exceeds the 21.8% limit. It is strongly recommended that applicants do not exceed the 21.8% limit.**

**Closing Remarks:**

At the conclusion of this teleconference, no other questions may be submitted. A transcript of today's teleconference with any additional clarifications on the questions received today will be posted on the CDPH website as listed in the RFA.

This concludes the teleconference for RFA # 18-10016: Domestic Violence and Teen Dating Violence Primary Prevention Projects.