Invitation to Submit a Request for Grant to Fund Navigator Advocacy Services for the Gateway Center for Domestic Violence Services

Publication Date:

Summary

Available Funding:	**A total of $600,000 is available to fund navigator services to be provided from May 1, 2010 through April 30, 2013.**
Due Date, Time & Place:	**Friday, April 23, 2010 by 5 PM** **1221 SW 4th Avenue, Room 230, Portland, OR 97204** One (1) Original and Three (2) Copies must be submitted.
Period of Award:	**3 years (May 1, 2010 through April 30, 2013)**
Eligible Applicants:	**Not for Profit Corporations – 501(c)(3)s**
Goal of Grant:	**Funding for Navigator/ Advocacy Services**
Goal of Services:	**Provide victim-centered advocacy and improve access to spectrum of services for victims of domestic violence and their children**

Guidelines and Requirements

Introduction

The City of Portland's Gateway Center for Domestic Violence Services ("the Center") is seeking requests for grants to fund domestic violence victim-centered and culturally specific navigator/ advocacy services to be provided on site at the Center.

The Center is a collaboration of the intergovernmental agreement of the City of Portland ("City") and Multnomah County ("County"), pursuant to Portland City Ordinance no. 183257, of October 21, 2009 (County Contract no. 30000956). The Center aims to provide i) domestic violence victim-centered services that promote victim autonomy and ii) an opportunity for collocation of and communication among governmental entities and nonprofit agencies that provide domestic violence services and assistance. Copies of Ordinance no. 183257 and other background information on the Center and its work can be obtained from the Center upon request.

Specifically, the type of advocacy the City will be funding would consist of the following activities:

- Crisis and safety planning;
- Facilitation of restraining order applications;
- Provision of information related to partner social services delivery systems and public safety accountability systems including but not limited to the Department of Human Services – Self Sufficiency, civil legal assistance available at low and no cost in the community, and law enforcement and prosecution;
- Client-directed navigation of services listed above and other services found on the campus and in the wider community;
- Effective communication with the persons who seek or receive services at the Center ("participants") and partners of the Center;
- Flexibility and willingness to engage in continuous service improvement efforts;
- Willingness to accept and act on guidelines for participant services as developed by the Center's administration in collaboration with all grant recipient agencies. Inconsistencies of practice based on cultural sensitivity or other sound rationale will be allowed but may require justification and validation;
- Participation in building a team culture in the Center including participation in meetings and trainings as determined by the administrator of the Center; and,
- Participation in data collection and other evaluation activities as required by the Advisory Council for the Center.

The objectives of the navigator would be to:

- Improve participants' understanding of available services including criteria to receive services and possible benefits to participants;
- Create connections between participants and partner services when participants indicate need(s);

- Improve communication with and respect for partner systems and services amongst participants and peers;
- Track actions and results effectively; and,
- Work across navigator agencies to build consistency and clarity of best-practice for navigation services.

Scope of Work

Grantees are expected to have demonstrated experience in providing victim-centered and culturally specific domestic violence services to victims and survivors in the Portland area. Grantees will perform the tasks identified for this project and shall be expected to work closely with the administration of the Center and other on-site and off-site partners to provide comprehensive victim-centered services.
Grantee must:

1. Provide trained and experienced navigators to meet with participants at the Center in order to provide victim-centered advocacy services including safety planning, lethality assessment, facilitation of restraining order applications and other civil legal services, information and referral and follow-up as directed by the participants, or as may be reasonably beneficial to offer to participants in the professional judgment of the navigators. Continue to provide additional training and/or educational opportunities to its navigators in the Grant funding period.

2. Support the navigators' participation in the development and evaluation of protocols and practices as they are developed particular to a Family Justice Center model that collocates various private and public entities. Navigators are expected to use approved services menus and descriptions provide information and referrals to participants based on the particular and individual needs of each participant.

3. Supervise the navigators to hold individuals from partner agencies in positive regard and be willing to engage in problem solving and open communication across agencies when misunderstandings arise.

4. Participate with Center administration to develop and implement data collection and evaluation procedures as required by the Advisory Council. Grantees directly or through their navigators are expected to assist in collection and maintenance of information/data related to participant needs and services sought as required by Center administration.

5. Provide back-up navigators during absences of regularly assigned navigators who are adequately trained on Center procedures to provide services with a minimum of disruption to those procedures.

6. Participate with on-site supervisor (the Center's Program Coordinator/Operations Manager) on any necessary problem solving related to the navigators' work at the Center.

7. Attend meetings, trainings, and team building exercises as required by the Center's administration. Navigators are expected to participate on the multi-agency team consisting of all on-site partners at the Center. Depending on the scope of authority a grantee assigns to its navigator, a grantee may be additionally required to assign a grantee representative, other than the navigator, to participate in the Center's activities.

8. Navigators are expected to perform the activities and meet the objectives for the particulars of the services identified in the above Introduction.

Additional Work Details

Navigator work hours will be determined in collaboration with and coordination with the administration of the Center and will include a minimum of full days during business hours (no partial day commitments).

Back up of navigator services will be determined by the Grantee agency in collaboration with Center Administration.

The Center will be the navigators' primary work site when they are performing the work required under the Grant.

Navigators shall be the employees or contractors of Grantee. It is Grantee's responsibility to pay employment taxes, withholdings and benefits pursuant to the law and/or agreement with its employee/contractor.

Funding Guidelines

The grant(s) will fund four full time navigator positions to be housed at the Center to provide culturally specific advocacy services to a variety of participants. Grants may be awarded for 0.5 FTE Navigators to agencies with expertise in African American, Native American, Russian Speaking, Immigrant and Refugee or other culturally specific advocacy services. A Grant may be awarded for a full time Spanish-speaking Latina specific navigator. It is expected that 1.0 FTE will equate to 40 work hours per week, or five 8-hours work days per day.

$600,000 of total grant monies is available for the navigator/advocacy services to be provided to the Center from May 1, 2010 to April 30, 2013.

The Center will accept grant requests from multiple entities and will likely award the grant monies to multiple entities at a cost of $50,000 per 1.0 FTE Navigator. The Center intends to award the grants to further the goal of providing a variety of culturally responsive and specific services on site.

Grants will be awarded only to entities that are non-profit corporations with 501(c)(3) status.

Application Process

Application Submission: Applications are due by Friday April 23, 2010. Applications should be submitted to the Office of Commissioner Dan Saltzman at 1221 SW 4th Avenue, Room 230, Portland, OR 97204. One (1) Original and Two (2) Copies must be submitted. The City of Portland in its sole discretion may review, but is not required to, any grant requests received after the specified due date.

Notification: Applicants will be notified of decisions to award grants by April 28, 2010. Funding decisions will be submitted for final approval by the Portland City Council. All awards of grants are made in the sole discretion of the City of Portland.

Questions or Comments: Please direct questions or comments to Martha Strawn Morris (503) 988-3433.

Application Directions

Rating Criteria and Instructions

Responses must follow the format outlined in this Request For Grant.

Responses shall be organized in the following manner:

a. Cover letter which shall be addressed as indicated on the cover page of this proposal (1 page)
b. Project Approach and Understanding (1 page)
c. Agency Ability and Experience in Working with Victims and Survivors of Domestic Violence including the provision of culturally specific services (2 pages)
d. Budget including the proposed rate of pay for the navigator (1 page)
e. Signed consortium letter (if submitting as a consortium)

Responses shall not exceed 5 pages.

If requester submits additional materials, a response in other formats, or pages beyond the stated page limit, the City is not required to consider the request; the City of Portland reserves the sole right and discretion to consider or not consider such other information.

Cover Letter

The Cover Letter must state the name(s) of the person(s) authorized to represent the grantee in any negotiations, the name(s) of the person(s) authorized to sign any grant

that may result, the contact person's name, mailing or street addresses, phone and fax numbers and email addresses.

Project Approach and Understanding

At a minimum, the requester's project approach and understanding should contain the following elements:

1. A description of the method of selecting, training, supervising and providing back up for the navigator located at the Gateway Center.
2. The number of days or hours within a work week that these services would be available, and the number of workers providing those services.
3. Method of determining rate of pay for navigator and ability of the agency to adjust rate of pay to create consistency across possible multiple navigator agencies. Grantee should strive to pay wages to its navigator that exceeds the minimum required by state or federal laws.
4. A description of the method and plan for successfully partnering with administration and other on-site partners.

Ability and Experience in Working with Domestic Violence Victims and Survivors

Programs funded will include those with a proven history of providing successful services to victims and survivors of domestic violence and their children.

All requesters shall provide information related to the entities' organization, capabilities, experience and approach in supplying domestic violence advocacy services.

Evaluation Criteria

Grants are awarded at the sole discretion of the City of Portland. However, the City will strive to evaluate each request received on the following evaluation criteria, weighting, and maximum points, as follows:

Criteria	Maximum Score
a. Cover Letter	0
b. Project Approach & Understanding	35
c. Ability/Experience in Working with Victims of Domestic Violence (including provision of culturally specific services)	40
d. Budget	25
TOTAL	100 points

The Chief of Staff of the Office of Commissioner Dan Saltzman and the Director of the Center will staff the grant review panel. The grant process is not subject to the requirements of public contracting; decisions of the grant review panel are not subject to challenge or appeal. Requesters selected by the grant review panel must be ready, willing and able to execute a grant agreement with the City. (See sample grant agreement attached). The City Council must approve all grants to be awarded. The Office of Commissioner Dan Saltzman through Center Director Martha Strawn Morris welcomes questions, comments or concerns any interested requesters may have in the grant process.

Insurance Requirements

Grantees will be required to maintain commercial liability insurance that protects the Grantee and the City as an additional insured. The insurance shall provide coverage for not less than $2,000,000 per occurrence.

Grantees and any of its contractors who are subject to Oregon Worker's Compensation law will be required to comply with ORS 656.017, which requires worker's compensation coverage for subject workers.

Sample Grant Agreement

A sample grant agreement form accompanies this Request for Grant. Applicants should review the grant agreement form that a grantee will be required to execute with the City, and should be ready, willing and able to meet the specific terms and conditions stated within the grant agreement.