



**Seattle**  
**Human Services**

**Equity • Support • Community**

**2022**  
**Gender-Based Violence Survivor Services**  
**Request for Proposal**  
**(RFP)**

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**2022**

**GENDER-BASED VIOLENCE SURVIVOR SERVICES:**

**Mobile Flexible Advocacy, Shelter/Housing, Therapeutic Services, Civil Legal Aid, and Specialized Services for Marginalized Populations  
REQUEST FOR PROPOSAL (RFP)**

**GUIDELINES**

**I. Introduction**

The Mayor’s Office on Domestic Violence and Sexual Assault is a part of the Safe and Thriving Communities Division within the Seattle Human Services Department (HSD). HSD is seeking applications from agencies interested in providing survivor-centered, gender-based violence (specifically domestic violence, sexual assault and/or commercial sexual exploitation) survivor services. HSD seeks to contract with a range of providers who have expertise in the field of gender-based violence (GBV) victim services to provide client-centered services for the diverse communities and geographic areas of Seattle.

The term “gender-based violence,” referred to in this RFP, is based on the definition offered by the King County Coalition Ending Gender-Based Violence (CEGV). It is defined as, “any form of violence that is rooted in rigid gender roles that reinforce the power imbalance between men and women. Anytime anyone does not conform to what’s expected of their gender, they run the risk of being targets of violence.”<sup>1</sup> GBV is rooted in structural inequalities amid gender identities and is characterized by the abuse of physical, emotional, or financial power and control<sup>2</sup>. Although women and girls experience GBV at much higher levels, men and boys also experience GBV particularly sexual violence. Anytime anyone does not conform to what’s expected of their gender, they run the risk of being targets of violence. For this RFP, Gender-Based Violence (GBV) includes Domestic Violence (DV), Sexual Assault (SA) and Commercial Sexual Exploitation (CSE).

The purpose of this RFP is to establish a Seattle-based coordinated regional network of services under the umbrella of gender-based violence (GBV) services for survivors of interpersonal violence including domestic violence (DV), sexual assault (SA), and commercial sexual exploitation (CSE). Service strategies included in this RFP are (1) Mobile Flexible Advocacy, (2) Shelter and Housing, (3) Therapeutic Services, (4) Civil Legal Aid, and (5) Specialized Services for Marginalized Populations. The activities funded through this RFP are intended to strengthen and enhance a coordinated network of GBV services and referral system for a seamless and culturally relevant regional response that intervenes in and prevents ongoing GBV (see Section IV for detailed information).

<sup>1</sup> Coalition Ending Gender-Based Violence. <https://endgv.org/issue>.

<sup>2</sup> United States Agency International Development, “Strategy to Prevent and Respond to Gender-Based Violence Globally”. <https://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment/reducing-gender-based-violence>

Approximately **\$10,908,306.00** is available through this RFP from the following sources:

<b>Fund Sources</b>	<b>RFP Amount</b>
<b><i>HSD General Fund</i></b>	<b>\$10,908,306.00</b>
<b>Total</b>	<b>\$10,908,306.00</b>

HSD intends to fund approximately 30-40 proposals. Because the vision is to fund a spectrum or network of survivor services, it is our hope to continue to support existing successful programming, while also welcoming new programming to increase the diversity of providers and services. This approach focuses on increased access for survivors. No matter who the survivor is or what their needs are, each survivor should be able to seek assistance from an organization that best serves their needs (i.e., culturally, linguistically, geographic, and type of survivor services).

Initial awards will be made for January 1, 2023-December 31, 2023, and up to a period of four years (2023-2026). While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through 2026, continuous funding will be contingent upon performance and funding availability.

HSD seeks to fund multiple service strategies and contract with a varied group of providers to serve diverse communities and geographic areas of Seattle, such that HSD's investments in Gender-based Violence Survivor Services. Together, the network of survivor services forms a coordinated regional response to allow all people living in Seattle to be free from gender-based violence.

This RFP is competitive and open to any legally constituted entities that meet the standard HSD Agency Minimum Eligibility Requirements<sup>3</sup> and any additional outlined in Section IV: Investment Area Background & Program Requirements of the Guidelines. All materials and updates to the RFP are available on HSD Funding Opportunities webpage<sup>4</sup>. HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

HSD anticipates that requests for funding from the pool of selected Applicant(s) may exceed the total dollar amount of funding available through this RFP. If this occurs, HSD reserves the right to enter discussions with Applicant(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by HSD. If the proposal is not scalable, or the Applicant(s) rejects the dollar amount offered by HSD, HSD reserves the right to withdraw the funding offer to the Applicant(s) and enter discussions with other high-ranking RFP Applicant(s). Contract negotiations and development will begin when a funding amount for each proposal has been reached between the Applicant(s) and HSD.

If you have any questions about the Gender-Based Violence Survivor Services RFP, please contact: Michelle Smith, Sr. Planning and Development Specialist and RFP Coordinator, via email at [Michelle.Smith2@Seattle.gov](mailto:Michelle.Smith2@Seattle.gov).

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<sup>3</sup>Seattle Human Services. HSD Minimum Eligibility Requirements .

<https://www.seattle.gov/Documents/Departments/HumanServices/Funding/NOFA/HSD%20Agency%20Minimum%20Eligibility%20Requirements.pdf>

<sup>4</sup> Seattle Human Services. Funding Opportunities. <https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>

## II. Timeline

Funding Opportunity Released	<b>Friday, June 24, 2022</b>
*Information Session *Recording available for those unable to attend	<p><b>Monday, July 18, 2022; 1:00 PM – 3:00 PM (Pacific Time)</b></p> <p><b>Join from the meeting link</b>  <a href="https://seattle.webex.com/seattle/j.php?MTID=m1bb9d006dfdbb8c9a4bc19823be33bf7">https://seattle.webex.com/seattle/j.php?MTID=m1bb9d006dfdbb8c9a4bc19823be33bf7</a></p> <p><b>Join by meeting number</b>            Meeting number (access code): 2494 083 2298            Meeting password: PiZKCM5yC69</p> <p><b>To join from a mobile device (attendees only)</b>  <a href="tel:+1-206-207-1700">+1-206-207-1700</a>,24940832298## United States Toll (Seattle)  <a href="tel:+1-408-418-9388">+1-408-418-9388</a>,24940832298## United States Toll</p> <p><b>Join by phone</b>  <a href="tel:+1-206-207-1700">+1-206-207-1700</a> United States Toll (Seattle)  <a href="tel:+1-408-418-9388">+1-408-418-9388</a> United States Toll</p>
*Last Day to Submit Questions	<b>Friday, July 29, 2022, by 5:00 PM (Pacific Time)</b>
Application Deadline	<b>Monday, August 8, 2022, by 12:00 PM (Pacific Time)</b>
Planned Award Notification	<b>Friday, September 30, 2022</b>
Contract Start Date	<b>Sunday, January 1, 2023</b>

**\*Please contact RFP Coordinator for accommodation requests and RFP questions: Michelle Smith at [Michelle.Smith2@Seattle.gov](mailto:Michelle.Smith2@Seattle.gov).**

**\*\*Recording is available for those unable to attend. Information sessions will be held virtually until further notice.**

***HSD reserves the right to change any dates in the RFP funding timeline.***

### III. HSD's Results-Based Accountability Framework & Theory of Change

In 2018, HSD was directed by Ordinance 125474<sup>5</sup>, to begin identifying gender disparity data and including gender equity goals in future funding processes. HSD developed a Theory of Change (TOC) for funding processes to ensure that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

This results-driven investment strategy, modeled after Results Based Accountability (RBA)<sup>6</sup>, helps HSD move from ideas to action and ensure that the department's work is making a real difference in the lives of vulnerable people. This framework also helps ensure that HSD is a highly functional, accountable organization that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:

- **DEFINE** results for the Department's investments
- **ALIGN** the Department's financial resources to the results
- **EVALUATE** results progress to ensure return on investment

All investments resulting from this funding opportunity will demonstrate alignment with HSD's Theory of Change towards achieving the desired result: all people living in Seattle are free from gender-based violence.

Local data regarding survivors of Gender Based Violence that depicts socioeconomic disparities and disproportionality between racial/ethnic populations, as well as other marginalized communities (LGBTQIA+, Disabled, Immigrants and Refugees), is limited. Survivors of Gender Based Violence require confidential and trauma informed intakes. Demographic collection is generally based on those who are receiving services. Therefore, an aim of this RFP is to ensure that survivor populations that are the most targeted, vulnerable, and least likely to access supports and services are reached. In addition, improving data collection and research that maintains the safety of survivors will be of utmost priority for this RFP.

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<sup>5</sup> Ordinance 125474. <https://seattle.legistar.com/LegislationDetail.aspx?ID=3198597&GUID=5DA5348C-3412-4A29-8921-3BAC0CB18114&Options=&Search=&FullText=1>

<sup>6</sup> Friedman, M. (2005) *Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*: FPSI Publishing.

See below for the Theory of Change that informs this Gender-based Violence Survivor Services: Mobile Advocacy with Flexible Client Assistance, Shelter/Housing, Therapeutic Services, Civil Legal Aid, and Specialized Services for Marginalized Populations RFP.

	Theory of Change Term	Definition & Action
<b>Population Accountability</b>	Population HSD Population	787,995 Residents of Seattle (2022 current estimate) <sup>7</sup>
	Priority Population	Victims, Survivors of Gender-Based Violence (domestic violence, sexual assault, and/or commercial sexual exploitation) in Seattle
	Focus Population	Focus Population: Black, Indigenous, and People of Color (BIPOC) AI/AN, Latinx, AI/AP, LGBTQIA+, Immigrants and Refugees, Limited English, those living with disabilities
	Desired Result	All people in Seattle are free from Gender -Based Violence.
	Indicator(s)	% Of people in Washington State that experience sexual violence, physical violence and/or stalking by an intimate partner.
<b>Racial Equity Population Accountability</b>	Racial Disparity Indicator Data	<p>Available data tells us that GBV disproportionately impacts marginalized communities. Among GBV Survivors:</p> <ul style="list-style-type: none"> <li>▪ People who identify as American Indian/Alaskan Native, Black African American or two or more races experience GBV at a higher rate than the general population. Native Americans are victims of rape or sexual assault at more than double the rate of other racial groups.<sup>8</sup></li> <li>▪ Black women experienced intimate partner violence at a rate 35% higher than that of White women, and about 22 times the rate of women of other races. Black women are at an especially high risk of homicide by men compared with all women. In 2015, Black women were two and a half times more likely to be murdered by men than were White women. In an ongoing study conducted by Black Women’s Blueprint, 60% of Black girls will experience sexual abuse before the age of 18.<sup>9</sup></li> <li>▪ Statistics indicate that 21%–55% of Asian and Pacific Islander women report experiencing intimate physical and/or sexual violence during their lifetime.<sup>10</sup></li> <li>▪ 56% of American Indian/Alaska Native women in the U.S. have experienced sexual violence, and 55% have experienced physical violence by an intimate partner.<sup>11</sup></li> <li>▪ 43.8% of lesbian women and 61.1% of bisexual women have experienced GBV vs 35% of heterosexual women.<sup>12</sup></li> <li>▪ 26% of gay men and 37% of bisexual men have experienced GBV vs 29% of heterosexual men.<sup>13</sup></li> </ul>

<sup>7</sup> Seattle Washington Population 2022. <https://worldpopulationreview.com/us-cities/seattle-wa-population>

<sup>8</sup> YWCA Gender-Based Violence Facts. <https://www.ywca.org/wp-content/uploads/WWV-GBV-Fact-Sheet-Final.pdf>

<sup>9</sup> YWCA Gender-Based Violence Facts. <https://www.ywca.org/wp-content/uploads/WWV-GBV-Fact-Sheet-Final.pdf>

<sup>10</sup> YWCA Gender-Based Violence Facts. <https://www.ywca.org/wp-content/uploads/WWV-GBV-Fact-Sheet-Final.pdf>

<sup>11</sup> Violence Against American Indian and Alaska Native Women and Men. National Institute of Justice. <https://www.ojp.gov/pdffiles1/nij/249822.pdf>.

<sup>12</sup> Domestic Violence and the LGBTQ Community. <https://ncadv.org/blog/posts/domestic-violence-and-the-lgbtq-community>

<sup>13</sup> Domestic Violence and the LGBTQ Community. <https://ncadv.org/blog/posts/domestic-violence-and-the-lgbtq-community>

		<ul style="list-style-type: none"> <li>According to the 2015 Transgender Survey more than half (54%) experienced some form of intimate partner violence, including acts involving coercive control and physical harm.<sup>14</sup></li> <li>More than 80% of women with disabilities have been sexually assaulted. 50% of those women have been assaulted more than ten times. In addition, research suggests that women with disabilities experience more frequent and more severe acts of violence.<sup>15</sup></li> <li>Studies show that immigrant women and girls in the United States are twice as likely to experience domestic violence than the general population, and they're less likely to leave their abusers due to fear of immigration consequences, such as being separated from children.<sup>16</sup></li> </ul>
	Focus Population	<p>American Indian/Alaskan Native  Black/African American  Asian/Asian American  Pacific Islander  Latinx/Latino/Hispanic  LGBTQIA+  People living with Disability  Immigrants/Refugees</p>
	Population-Level Racial Equity Goal(s)	<ul style="list-style-type: none"> <li>% Of BIPOC, LGBTQIA+, and those living with a disability, and immigrants/refugees in Washington State that experience sexual violence, physical violence and/or stalking by an intimate partner</li> </ul>
Program Accountability	Strategies	<ul style="list-style-type: none"> <li>Provide and increase access to GBV services and supports that are culturally sensitive, linguistically appropriate, inclusive, and center the needs of survivors</li> <li>Increase accessibility to enhanced, holistic Gender Based Violence Services and Support for survivors and their families.</li> <li>Minimize barriers that block access to justice, maximize available resources, and effectively coordinate comprehensive GBV services as needed.</li> </ul>
	Activities	<ul style="list-style-type: none"> <li>Mobile Flexible Advocacy</li> <li>Shelter and Housing</li> <li>Therapeutic Services</li> <li>Civil Legal Aid</li> <li>Specialized Services for Marginalized Populations</li> </ul>
	Performance Measure	<p><b>Quantity:</b></p> <ul style="list-style-type: none"> <li># Of Survivors of Gender- Based Violence</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>% Of survivors satisfied with the quality of services provided as measured by a client survey or interview (indicate perceived levels of safety, effectiveness of services, increased understanding of civil rights, and actual obtainment of needs)</li> <li>% Of survivors who can identify immediate next steps as measured by a client survey or interview</li> </ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>% Of survivors who report progress towards service plan goals as determined by case plan progress notes and agency reports</li> </ul>

<sup>14</sup>VAVNet. Violence Against Trans and Non-Binary People. <https://vavnet.org/sc/serving-trans-and-non-binary-survivors-domestic-and-sexual-violence/violence-against-trans-and>

<sup>15</sup>YWCA. Survivors with Disabilities Facts. <https://www.ywca.org/wp-content/uploads/Survivors-w-Disabilities-Fact-Sheet.pdf>

<sup>16</sup>Tahiri Justice Center. <https://www.tahiri.org/who-we-serve/forms-of-violence/>



	Racial Equity Performance Measures	<p><b>Measurable Outcomes:</b></p> <p><b>Quantity:</b></p> <ul style="list-style-type: none"> <li>▪ # Of Survivors of Gender- Based Violence from BIPOC, immigrants/refugees, LGBTQIA+, or identify as disabled</li> <li>▪ # Of Survivors of Gender- Based Violence receiving services in a language other than English</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>▪ % Of survivors from focus populations satisfied with provided culturally and linguistically relevant/appropriate/inclusive services</li> <li>▪ % Of survivors from focus populations satisfied with the quality of services provided as measured by a client survey or interview (indicate perceived levels of safety, effectiveness of services, increased understanding of civil rights, and actual obtainment of needs)</li> <li>▪ % Of survivors from focus populations who can identify immediate next steps as measured by a client survey or interview</li> </ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>▪ % Of survivors from focus populations who report progress towards service plan goals as determined by case plan progress notes and agency reports</li> </ul>
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## IV. Investment Area Background & Program Requirements

HSD’s move to adopt the term “gender-based violence” is in response to, and in alignment with, regional and national efforts. Gender-based violence impacts millions of people in the U.S. regardless of race, age, income, religion, or education. More than 1 in 3 women have experienced rape, physical violence, and/or stalking by an intimate partner in their lifetime,<sup>17</sup> and approximately 7 million women are raped and/or physically assaulted by a current or former intimate partner each year.<sup>18</sup>

While GBV impacts all communities, research and local data shows marginalized populations including women of color, immigrant and refugees, lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities, and individuals with disabilities are more likely to be victimized. These communities also experience increased barriers to accessing services due to various factors which may prevent reporting including systematic barriers that decrease access to services (i.e., lack of culturally and linguistically relevant services, lack of financial support, lack of structural/community support, fear of repercussions from reporting). The activities funded through this RFP are intended to strengthen and enhance a coordinated network of GBV services and referral system for a seamless and culturally relevant regional response that intervenes in and prevents ongoing GBV (see Section IV for detailed information).

### A. Overview of Investment Areas

HSD’s mission is to connect people with resources and solutions during times of need, so we can live, learn, work, and take part in strong healthy communities. HSD’s vision is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all our communities thrive, and people grow old with opportunity and dignity.

<sup>17</sup> Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

<sup>18</sup> U.S. Department of Justice, National Institute of Justice and Centers for Disease Control and Prevention. (July 2000). Extent, Nature, and Consequences of Intimate Partner Violence: Findings from the National Violence Against Women Survey. Washington, DC. Tjaden, P., & Thoennes, N.

HSD MODVSA believes that a coordinated network of systems and services is a key component in achieving safe and healthy families and communities. Recognizing that the Seattle-King County region is rich in expertise, services, and strong programming to serve survivors and their families, the goal of this RFP is to strengthen Seattle's coordinated regional response network for survivors of GBV through:

1. Enhanced partnerships and collaboration among service providers and response systems;
2. Equity and access focused on race and social justice;
3. Seamless response and referral for GBV service delivery;
4. Survivor-centered, trauma-informed, advocacy approach; and
5. Supportive survivor services including mobile flexible advocacy and client assistance, emergency shelter and housing, therapeutic services, civil legal aid services, and specialized services for marginalized populations specific to GBV.

In meeting these goals, HSD is interested in funding programs which are versed in and integrate the following components:

- Coordinated, accessible, culturally relevant interventions operating across strategies, which prioritize immediate and on-going needs;
- Seamless access and delivery of GBV services focused on equity, race, and social justice as well as disability and sexual orientation/gender identity;
- Survivor-centered, non-judgmental, trauma-informed, advocacy and assistance, including crisis intervention for survivors and their families;
- Deep understanding of the discriminatory gendered nature of the violence as well as its causes and consequences, and providing services within an environment conducive to survivors' empowerment; and
- Investments in organizations that prioritize and promote staff welfare, value self-care, sustainability, and capacity-building.

HSD foresees continuing to contract with currently funded, successful partners. However, HSD is also interested in funding qualified, innovative new partners that can provide programming that will fill geographical and cultural gaps in the current network of GBV services and resources. Collaborative applications submitted by multiple organizations that coordinate to provide a spectrum of service/program models is highly encouraged.

HSD will invest in approximately 30-40 programs through this RFP . All applications should be specific about the types of service models that they are seeking funding for.

## B. Service/Program Models

HSD MODVSA will invest in five GBV survivor service strategies through this RFP:

- 1) Mobile Flexible Advocacy;
- 2) Shelter/Housing;
- 3) Therapeutic Services;
- 4) Civil Legal Aid; and
- 5) Specialized Services for Marginalized Populations.

Applicants may choose to apply for one, two, three, four, or all five of the following service strategies:

### 1. **Mobile Flexible Advocacy (MFA)**

**Mobile Flexible Advocacy (MFA)** is survivor-driven and trauma-informed. Advocates work in partnership with survivors, focus on self-determination, and empower survivors to be safe and rebuild control over their lives. Survivors lead the process, choose their own goals, and define what is most safe for them. This strategy focuses on providing:

- individualized, flexible, and mobile assistance within survivors' chosen safe location(s);
- flexible client assistance to meet immediate basic needs related to housing, safety, and stability;
- individualized advocacy and assistance tailored to survivors' needs in navigating systems (criminal and civil legal, medical, financial empowerment, housing, education, employment, etc.) to expand options for survivors; and
- trauma-informed services to respond to survivors' and their children's needs related to past victimization as well as often ongoing threats, sabotage, and violence by the abuser.

**Flexible client assistance** is an important component of MFA. Flexible client assistance refers to short-term funds used to address key basic needs and financial barriers faced by survivors receiving advocacy services. They may include, but not limited to:

- housing assistance (hotel/motel emergency stays, rental applications, rental assistance, deposit, utilities);
- transportation (taxi, bus pass, fuel, car repair, etc.);
- childcare (co-pays, child care expenses);
- employment (education and training programs);
- medical fees (clinical and therapeutic services);
- legal fees and services (court fees);
- financial literacy;
- relocation;
- food;
- clothing; and
- other needs identified as interfering with survivors' ability to create safe and stable lives.

Mobile Flexible Advocacy (MFA) seeks to lower the barriers that prevent survivors from accessing specialized GBV support by offering flexible, comprehensive, and accessible services. These include: safety planning, housing, flexible client assistance, financial literacy, employment and education, medical, mental health, occupational, chemical dependency, benefits application (Social Security, EBT) legal, (criminal and civil), spiritual, cultural, transportation, childcare, veteran resources, and more. MFA services help survivors obtain the tools and knowledge to meet basic needs, protect and exercise their rights, gain the ability to obtain safety, economic independence and rebuild their lives.

This strategy funds a range of types of GBV advocates such as generalized GBV community advocates, sexual assault, domestic violence and legal specific (including legal navigators).

Unlike other more static advocacy approaches, mobile flexible advocacy involves working with survivors wherever it is most accessible and convenient for the client (i.e., community-based locations), rather than expecting survivors to meet with advocates only at agency locations. Advocates can meet survivors in safe survivor chosen locations and work in partnership with survivors to identify needs and to focus on: self-determination, empowerment, safety, and obtainment of justice. This allows survivors to lead the process, choose their own goals, and define what safety is to them.

## **2. Shelter/Housing**

**Shelter/Housing Services** includes various housing program models to address the spectrum of needs for survivors and their families, including:

- **Emergency Shelter**: Short-term accommodation where an individualized assessment guides the survivor and their children to transition from homelessness to more stable housing. Locations are semi-confidential or confidential.
- **Transitional Housing**: Longer-term housing with supportive services designed to help survivors transition from homelessness to more stable or permanent housing. The duration of stay in the program is approximately 9 to 24 months; then, survivors either move to appropriate permanent or more stable housing.
- **Bridge Housing**: A type of transitional housing or extended stay shelter program (up to 6 months or longer depending on circumstance) that emphasizes stabilization through short length of stay and rapid connections to permanent or more stable housing.
- **Rapid Re-housing**: A short-term, progressive engagement housing intervention intended to quickly move survivors experiencing homelessness into permanent or more stable housing. Services emphasize addressing the immediate, short-term barriers that prevent survivors from entering housing, while using an appropriate time-limited level of supportive and financial assistance to resolve survivor's immediate housing crisis and maintaining at least monthly contact.

Investments will fund a multi-tiered housing system for GBV survivors and their families. GBV survivors require meaningful access to housing programs, including physical access to buildings and spaces that are designed for a variety of individuals and families, access to culturally responsive, and trauma-informed services and supports. Survivors experiencing a housing crisis should be quickly identified, assessed for, and connected to flexible housing and service options, including financial/rental assistance, voluntary supportive services, and other mainstream resources based on their self-identified needs, strengths, and goals.

Housing program models should meet basic needs such as safety, food, and shelter with on-going supports that address the varied needs of GBV survivors and their families. All models are based on the DV Housing First Models with low barriers for eligibility, and no requirements for participation in services.

## **3. Therapeutic Services**

GBV survivors can experience long lasting impacts to their health including, but not limited to fatal outcomes, acute and chronic physical injuries and disabilities, serious mental health problems and behavioral deviations increasing the risk of subsequent victimization and gynecological disorders, unwanted pregnancies, obstetric

complications, and HIV/AIDS.<sup>19</sup> The role of therapeutic services is to provide immediate medical and psychological assistance to individuals who have been affected by gender-based violence (domestic violence, sexual assault, commercial sexual exploitation) and to assist them in avoiding additional exposure to violence and mitigate the effects of post-traumatic stress.

In addition, sexual assault specific advocates/social workers will assist with immediate needs following a sexual assault and will conduct initial assessments of trauma impact. Information is provided about trauma impact and brief intervention and/or trauma focused therapy is offered.

Eligible services may include:

#### THERAPEUTIC

- 24-hour hotline services providing sexual assault crisis intervention, information, and referral
- Mental health assessment and management; psychological or psychiatric evaluation
- Trauma-informed therapeutic services, clinical intervention, and treatment
- Therapeutic support services for non-offending family members, significant others, and caregivers
- Individual and/or group therapy (i.e., support groups, counseling, psychotherapy) for survivors
- Assistance facilitating access to physical and mental recovery through high quality and accessible

#### MEDICAL

- Mobile and/or drop-in health centers/clinics focused on commercially sexually exploited individuals in specific Seattle neighborhoods (e.g., Aurora Avenue). Care may include provision of accessible medical and therapeutic care for survivors who are homeless, chemically dependent and may include assistance for survivors to enroll in health insurance, information and assistance, and referrals to other healthcare and GBV services
- Access to medical forensic consultation on sexual assault
- Sexual abuse exams and follow up appointments
- Sexual Assault Nurse Examiner (SANE) program where sexual assault survivors can receive expert medical forensic and psychological care

Listed under the category of THERAPEUTIC above, are therapeutic services for GBV survivors and family members. The MEDICAL services categories are medical-related interventions and treatment, which may be paired with primary therapeutic services. Medical services may be considered as an extension to the applicant's identified therapeutic service and will not be considered for funding as a stand-alone service component.

#### **4. Civil Legal Aid**

Funding for Civil Legal Aid services is to improve access to justice, increase safety and stability for GBV survivors. Providing holistic civil legal services will reduce or eliminate the costs of accessing Washington courts—such as user fees, childcare, and lawyers— which create barriers. Legal financial burdens have the greatest impact on single mothers, BIPOC, LGBTQIA+, and those with disabilities.

Successful applicants will have substantial training in domestic violence and/or sexual assault, experience providing civil legal services to survivors of gender-based violence and will have either in-house or referral access

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<sup>19</sup> The World Bank. Gender-Based Violence, Health, and the role of the Health Sector. [http://web.worldbank.org/archive/website01213/WEB/0\\_CO-56.HTM](http://web.worldbank.org/archive/website01213/WEB/0_CO-56.HTM)

to immigration attorneys. Since immigrant/refugee women with language barriers often have complex legal needs, it is encouraged that expenses for interpretation be included in the budget but may also be provided by the applicant as a funding match.

The multi-tier civil legal assistance model to be funded includes a range of services listed below:

- Legal information and referral hotline services for survivors who prefer to remain anonymous, and who seek legal information or referrals for legal assistance (i.e., social services, other attorneys, court-based advocate from protection order program).
- Brief legal advice and consultation to survivors and/or advocates working with victims/survivors or limited legal services. Often, this is in the form of an in-depth consultation and may also include assistance in preparing paperwork, working with other service providers, contacting third parties to assert the victim's rights, and other related services.
- Full-scale, holistic legal representation for GBV survivors on comprehensive civil legal cases, which include addressing multiple legal issues (i.e., family law, housing and eviction prevention, immigration issues such as T and U Visas, consumer protection and financial issues, public benefit applications and appeals, healthcare and employment). This includes direct representation in court, and ongoing legal support that ranges in duration from months to years as needed. Representation must be consistent with the services standards established by the Washington State Office of Crime Victims Advocacy.
- Direct representation for domestic violence survivors includes those with family law cases that are complicated by protracted litigation such as custody, property, and support issues. Full representation may include all stages of the case including, where appropriate, temporary orders, discovery, settlement negotiations, and trial and post-trial enforcement of orders.
- Consultation may also be in the form of legal clinics, which are designed to provide information to survivors, attorneys representing survivors, and GBV advocates, improving legal literacy. GBV survivors are able to obtain education and information about their individual rights, which legal remedies are available, and how to navigate legal systems.

## **5. Specialized Services for Marginalized Populations**

This investment strategy strives to increase resources, access, and services for marginalized communities. The funding is for community-led, grassroots effort to improve response to gender-based violence. Priority is given to agencies that are created by and for the following marginalized populations:

- BIPOC (Black, Indigenous, and People of Color)
- Immigrant and refugees
- LGBTQIA+ (lesbian, gay, bisexual, transgender, and queer people)
- People living with disabilities
- Survivors of commercial sexual exploitation

Survivors from marginalized populations face challenges in accessing comprehensive and effective victim services that are culturally relevant, and responsive due to structural barriers to resources (e.g., disparate access to health care, education, political power). Specialized Service programs would be specifically designed to build bridges and strengthen people's ties to their ancestral cultures, communities (geographic, cultural, political, spiritual), and responsive care networks. Community applicants are encouraged to be critical change agents outside the formal institutional framework of GBV services. Community mobilization strategies challenge the acceptability of violence by creating constructive and culturally sensitive dialogues about harmful gender norms and unbalanced power dynamics.

Community-based agencies may conduct peer led outreach and provide educational resources to marginalized populations to raise awareness about, and to trust in, vital GBV survivor services; providing crucial information to survivors who may be uncertain how to access GBV survivor services.

Eligible services under this strategy may include, but not limited to:

- Natural Helpers Model for Outreach and Education: A community-based, peer-based train the trainer model which empowers community members to be versed on local GBV services; the nuances of power and control and how it plays out in domestic violence, sexual assault, and commercial sexual exploitation; how to help/assist survivors; and specific culturally responsive approaches to ending gender-based violence in specific communities. The focus is to connect survivors from marginalized communities, who may not be familiar with available services, to be connected to community based GBV programming and services for increased support and assistance.
- Peace in the Home Helpline: In-language, culturally relevant hotline response, connecting survivors with one call to an Advocate that speaks their language. This may be an extension of existing MFA services with the inclusion of leadership and response via a partner in the Peace in the Home hotline response. The focus is to connect immigrant and refugee survivors to GBV advocacy services and programming.
- Street Outreach Services: Survivor-centered, trauma-informed, information referrals and outreach to survivors of commercial sexual exploitation to connect survivors to GBV advocacy services and programming.

Funds may also be used to:

- Implement new or enhance existing culturally specific survivor services;
- Develop or enhance outreach strategies to better reach underserved survivors; and
- Increase capacity for population specific organizations to better serve survivors of GBV.

#### **SERVICES NOT ELIGIBLE FOR SURVIVOR SERVICES RFP**

Please note that the following activities are NOT eligible for funding in this RFP: public awareness and social marketing campaigns, offender accountability or batterer intervention, and prevention activities.

#### **FUNDING CONSIDERATIONS**

Available funding is aligned with service gaps and needs identified by community and stakeholder engagement. The vision is a coordinated and culturally responsive network of GBV survivor services that are located, available, and accessible throughout the city of Seattle: Central Seattle, North Seattle, South Seattle, and West Seattle. Funding considerations will be made to ensure that the Seattle coordinated services response is inclusive of the following populations:

- American Indian/Alaskan Native
- Black/African American
- Asian/Asian American
- Pacific Islander
- Latinx/Latino/Hispanic
- LGBTQIA+
- People living with Disability
- Immigrant/Refugees

Applicants who respond to the application questions by describing how their proposed program(s) links and coordinates Seattle's response to GBV and ensures all people living in Seattle have access to GBV services – will be most competitive.



### C. Criteria for Eligible Clients

Survivors may be of any gender, sexual orientation, age, race/ethnicity, and may be domestic or foreign nationals. To be eligible to receive services funded by this RFP individuals must be survivors of GBV as defined by youth, or adults and their children, who experience domestic violence, sexual assault, and/or commercial sexual exploitation.

Eligible clients must also meet one or more of the following:

- Live or work in the city of Seattle
- Be enrolled in a Seattle-based academic institution
- Seek GBV services from a Seattle-based GBV services organization; or
- Be involved in a Seattle Police investigation

### D. Priority Population and Focus Population

**Priority populations** are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, mental health, violence involved, etc.), for whom HSD wishes to impact with this investment.

Priority populations for this investment opportunity include:

- Survivors of gender-based violence in Seattle

**Focus populations** are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the data provided, focus population(s) for this investment opportunity are:

- American Indian/Alaskan Native/Indigenous Communities
- Black/African American
- Asian/Asian American
- Pacific Islander
- Latinx/Latino/Hispanic
- LGBTQIA+
- People living with Disability
- Immigrants/Refugees

Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations who are survivors of GBV. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

Priority populations and focus populations for this funding are based on HSD's results-based accountability framework and ensures that the department's investments are dedicated to targeting the services appropriately and addressing disparities in the population.

Proposals that clearly describe a plan to address significant needs among other populations may also be considered. Proposals must include documented research with verifiable data to support alternative population needs.



## E. Expected Service Components Required by Program Models

SERVICE STRATEGY AREA	EXPECTED SERVICE COMPONENTS	
	ESSENTIAL PROGRAM ELEMENTS	POTENTIAL ACTIVITIES
<b>MOBILE FLEXIBLE ADVOCACY</b>	<ul style="list-style-type: none"> <li>▪ Intake that identifies the individual’s or family’s needs and assists survivors in accessing specific services needed. This may include safety planning, housing, flexible client assistance, financial literacy, employment, medical, mental health, chemical dependency, legal, spiritual/cultural, educational, transportation, childcare, veteran status, and others, as appropriate;</li> <li>▪ Information, assistance, and referrals, for the issues listed above;</li> <li>▪ Accompaniment and advocacy, when necessary to support and guide survivors through other institutions and systems they must access in order to leave and/or protect themselves from further abuse: criminal and civil legal, housing, medical, mental health, child welfare, financial/economic, education, vocational, and other systems;</li> <li>▪ Providing emotional support for and information about domestic violence, sexual assault and/or commercial sexual exploitation;</li> <li>▪ Identifying and removing barriers to criminal and civil legal system;</li> <li>▪ Providing parenting support and education;</li> <li>▪ Empowering survivors and their children to build/rebuild social supports;</li> <li>▪ Engaging in culturally and linguistically specific outreach, community engagement, and interagency collaboration; and</li> <li>▪ Providing information, support, training, and consultation to friends, family, community members, and professionals trying to support survivors and hold abusers accountable.</li> </ul>	<ul style="list-style-type: none"> <li>▪ General advocacy</li> <li>▪ Legal advocacy</li> <li>▪ Advocacy-based counseling</li> <li>▪ Safety planning</li> <li>▪ Co-advocacy</li> <li>▪ Support groups</li> <li>▪ Information, assistance, and referral</li> <li>▪ Interpreter services</li> <li>▪ Flexible client assistance (including hotel/motel vouchers)</li> </ul>
<b>SHELTER/ HOUSING</b>	<ul style="list-style-type: none"> <li>▪ <u>Emergency shelter</u>- Short-term accommodation where an individualized assessment guides the survivor and their children to transition from homelessness to more stable housing. Locations are semi-confidential or confidential.</li> <li>▪ <u>Rapid Rehousing</u>- A short-term, progressive engagement housing intervention intended to quickly move survivors experiencing homelessness into permanent or more stable housing. Services emphasize addressing the immediate, short-term barriers that prevent survivors from entering housing, while using an appropriate time-limited level of supportive and financial assistance to resolve survivor’s immediate housing crisis and maintaining at least monthly contact.</li> <li>▪ <u>Transitional Housing</u>- Longer-term housing with supportive services designed to help survivors transition from homelessness to more stable or permanent housing. The duration of stay in the program is approximately 9 to 24 months; then, survivors either move to appropriate permanent or more stable housing.</li> <li>▪ <u>Bridge Housing</u>- A type of transitional housing or extended stay shelter program (up to 6 months or longer depending on circumstance) that emphasizes stabilization through short-lengths of stay and rapid connections to permanent or more stable housing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Semi-confidential or confidential emergency shelter</li> <li>▪ Transitional housing</li> <li>▪ Bridge housing</li> <li>▪ Rapid re-housing</li> <li>▪ Shelter/housing based mobile flexible advocacy</li> <li>▪ Safety planning</li> <li>▪ Information, assistance, and referral</li> <li>▪ Flexible client assistance.</li> </ul>
<b>THERAPEUTIC SERVICES</b>	<p>THERAPEUTIC</p> <ul style="list-style-type: none"> <li>▪ 24-hour hotline services providing sexual assault crisis intervention, information, and referral</li> <li>▪ Mental health assessment and management; psychological or psychiatric evaluation</li> <li>▪ Trauma-informed therapeutic services, clinical intervention, and treatment</li> <li>▪ Therapeutic support services for non-offending family members, significant others, and caregivers</li> <li>▪ Individual and/or group therapy (i.e., support groups, counseling, psychotherapy) for survivors</li> <li>▪ Assistance facilitating access to physical and mental recovery through high quality and accessible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Crisis intervention</li> <li>▪ Co-advocacy</li> <li>▪ Information and referral</li> <li>▪ General advocacy</li> <li>▪ Medical advocacy</li> <li>▪ Legal advocacy</li> <li>▪ Individual therapy</li> <li>▪ Group therapy</li> <li>▪ Support groups</li> <li>▪ 24-hour hotline services</li> </ul>

	<p><b>MEDICAL</b></p> <ul style="list-style-type: none"> <li>▪ Mobile and/or drop-in health centers/clinics focused on commercially sexually exploited individuals in specific neighborhoods (i.e. Aurora Avenue). Care may include provision of accessible medical and therapeutic care for survivors who are homeless, chemically dependent and may include assistance for survivors to enroll in health insurance, information and assistance, and referrals to other healthcare and GBV services.</li> <li>▪ Access to medical forensic consultation on sexual assault.</li> <li>▪ Sexual abuse exams and follow up appointments.</li> <li>▪ Sexual Assault Nurse Examiner (SANE) program where sexual assault survivors can receive expert medical forensic and psychological care.</li> </ul>	
<p><b>CIVIL LEGAL AID</b></p>	<ul style="list-style-type: none"> <li>▪ Legal information and referral hotline services for survivors who prefer to remain anonymous, and who seek legal information or referrals for legal assistance (i.e., social services, other attorneys, court-based advocate from protection order program).</li> <li>▪ Brief legal advice and consultation to survivors and/or advocates working with victims/survivors or limited legal services. Often, this is in the form of an in-depth consultation and may also include assistance in preparing paperwork, working with other service providers, contacting third parties to assert the victim’s rights, and other related services.</li> <li>▪ Full-scale, holistic legal representation for GBV survivors on comprehensive civil legal cases, which include addressing multiple legal issues (i.e., family law, housing and eviction prevention, immigration issues such as T and U Visas, consumer protection and financial issues, public benefit applications and appeals, healthcare and employment). This includes direct representation in court, and ongoing legal support that ranges in duration from months to years as needed. Representation must be consistent with the services standards established by the Washington State Office of Crime Victims Advocacy and WA State Court Rules.</li> <li>▪ Direct representation for domestic violence survivors includes those with family law cases that are complicated by protracted litigation such as custody, property, and support issues. Full representation may include all stages of the case including, where appropriate, temporary orders, discovery, settlement negotiations, and trial and post-trial enforcement of orders.</li> <li>▪ Consultation may also be in the form of legal clinics, which are designed to provide information to survivors, attorneys representing survivors, and GBV advocates, improving legal literacy. GBV survivors are able to obtain education and information about their individual rights, which legal remedies available and how to navigate legal systems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information and referral hotline services</li> <li>▪ Brief/limited legal advice and consultation</li> <li>▪ Holistic civil legal representation and direct representation</li> <li>▪ Legal Consultation &amp; Advice</li> <li>▪ Legal Clinics</li> </ul>
<p><b>SPECIALIZED SERVICES FOR MARGINALIZED POPULATIONS</b></p>	<p>Eligible services under this strategy may include, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Natural Helpers Model for Outreach and Education: A community-based, peer-based train the trainer model which empowers community members to be versed on local GBV services; the nuances of power and control and how it plays out in domestic violence, sexual assault, and commercial sexual exploitation; how to help/assist survivors; and specific culturally responsive approaches to ending gender-based violence in specific communities. The focus is to connect survivors from marginalized communities, who may not be familiar with available services, to be connected to community based GBV programming and services for increased support and assistance.</li> <li>▪ Peace in the Home Helpline: In-language, culturally relevant hotline response; connecting survivors with one call to an Advocate which speaks their language. This may be an extension of existing MFA services with the inclusion of leadership and response via a partner in the Peace in the Home hotline response. The focus is to connect immigrant and refugee survivors to GBV advocacy services and programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach &amp; Education</li> <li>• Community Mobilization Strategies</li> <li>• Culturally Specific Community and Systems Engagement</li> <li>• Peace in the Home Helpline (PITHH)</li> <li>• Culturally relevant approaches</li> <li>• Harm Reduction Outreach &amp; Education to CSE</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Street Outreach Services: Survivor-centered, trauma-informed, information referrals and outreach to survivors of commercial sexual exploitation to connect survivors to GBV advocacy services and programming.</li> </ul> <p>Funds may also be used to:</p> <ul style="list-style-type: none"> <li>▪ Implement new or enhance existing culturally specific survivor services;</li> <li>▪ Develop or enhance outreach strategies to better reach underserved survivors; and</li> <li>▪ Increase capacity for population specific organizations to better serve survivors of GBV.</li> </ul>	<ul style="list-style-type: none"> <li>• Information &amp; Referral</li> <li>• Distribution of Survival/safety supplies</li> </ul>
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**F. Expected Performance Commitments /Data Collection**

Gender -Based Violence is widely underreported, making it challenging to collect data. “Less than 40% of the women who experience violence seek help of any sort.”<sup>20</sup> Additionally, “Among women who do seek help, most look to family and friends and very few look to formal institutions, such as police and health services. Less than 10% of those seeking help appealed to the police.”<sup>21</sup>

Performance commitments under this funding opportunity will align with performance commitments in 2023 HSD MODVSA contracts. Agencies awarded under this funding opportunity will be expected to provide services for the specific focus populations for which they are funded, as well as adhere to the data collecting and reporting requirements listed in the program’s forthcoming 2023 HSD MODVSA contracts. Funded program models will account for anticipated key performance measures such as how many people were served and reached by the program (quantity), and how effectively did your program serve survivors (quality).

With regards to Data Collection and Reporting, agencies must collect client-level data when appropriate for the program model. Information about clients served should be collected continuously. Data will be used to assess the quality of the services that clients received, and the outcomes of program participants client-level data elements will include client demographics, basic information about services provided, client reporting surveys at consistent intervals throughout the contract period, including program entry-exit and outcomes of those services. In addition to collecting client-level data, funded organizations will also submit narrative reports including information about operations, client stories, satisfaction surveys, and system change efforts. Agency narrative reports include highlights of specific mechanisms to reach focus populations, respectful collection of confidential client feedback, as well as oversight of program delivery. Outcome measures are evaluated according to where the client is at and are unique to each survivor’s history and experience.

**PERFORMANCE MEASURES**

The result of the Gender-based Violence Survivor Services (i.e.,Advocacy, Shelter/Housing, and Therapeutic Services investment) is all people living in Seattle are free from gender-based violence. HSD anticipates the services funded through this RFP will have a positive impact for priority and/or focus populations and result in the following performance measures:

**Quantity:**

- # Of Survivors of Gender- Based Violence served

**Quality:**

<sup>20</sup> YWCA. Shadow Pandemic Violence Against Women. <https://www.ywcamc.org/blog/ywca-mc-covid-19-news/shadow-pandemic-violence-against-women>, and United Nations Women.

<sup>21</sup> Facts and Figures Violence Against Women. <https://www.unwomen.org/en/what-we-do/ending-violence-against-women/facts-and-figures>

- % Of survivors from focus populations satisfied with provided culturally and linguistically relevant/appropriate/inclusive services.
- % Of survivors satisfied with the quality of services provided as measured by a client survey or interview
- % Of survivors who can identify immediate next steps as measured by a client survey or interview

**Impact:**

- % Of survivors who report progress towards service plan goals as determined by case plan progress notes and agency reports

**RACIAL EQUITY PERFORMANCE MEASURES**

**Quantity:**

- # Of Survivors of Gender- Based Violence from BIPOC, immigrants/refugees, LGBTQIA+, or identify as disabled
- # Of Survivors of Gender- Based Violence receiving services in a language other than English.

**Quality:**

- % Of survivors from focus populations satisfied with provided culturally and linguistically relevant/appropriate/inclusive services.
- % Of survivors from focus populations satisfied with the quality of services provided as measured by a client survey or interview (indicate perceived levels of safety, effectiveness of services, increased understanding of civil rights, and actual obtainment of needs)
- % Of survivors from focus populations who can identify immediate next steps as measured by a client survey or interview

**Impact:**

- % Of survivors from focus populations who report progress towards service plan goals as determined by case plan progress notes and agency reports

**G. Description of Key Staff and Staffing Level**

There should be sufficient qualified, culturally, and linguistically competent staff to effectively conduct the strategies outlined and activities proposed. Applicants are only required to obtain training for the specific GBV population(s) being served in their proposed service strategy(ies). To ensure high quality GBV advocacy and supportive survivor services, all program staff, volunteers, and supervisors must, at minimum, be familiar with the dynamics of domestic violence, sexual assault, and commercial sexual exploitation; relevant community resources; and how medical, legal, criminal justice, and social services respond to victims/survivors and perpetrators. A six-month grace period to obtain additional training for applicants who propose to expand services to work with two or more types of gender-based violence will be given. Staff training costs up to 2% of the total personnel budget is allowed through this RFP.

Staff investment should be prioritized by organizations regarding equitable compensation and organizational support for reducing staff turnover, as well as staff burnout and secondary trauma. Organizations proposing to serve survivors impacted by one or more of the following forms of GBV are required to obtain the following training requirements:

Domestic Violence

In accordance with Washington Administrative Code (WAC 388-61A-0350), all volunteers, paid program staff, supervisors, and/or sub-contractors providing direct services for survivors of domestic violence are required to obtain a minimum of 20 hours initial domestic violence (DV) training. Every year thereafter, staff and volunteers must maintain a minimum of 20 hours of continuing education, including 15 hours on DV advocacy-based

counseling, and 5 hours on advocacy to individuals from diverse communities. Supervisors must also obtain 5 hours on supervision-related content per year. No more than 10 training hours can be obtained via video, audiotapes, or self-study as part of the overall 20 hours.

### Sexual Assault

In accordance with Office of Crime Victim Advocacy Standards (OCVA), all volunteers, paid program staff, supervisors, and/or sub-contractors providing direct services for survivors of sexual assault are required to complete 30 hours of initial sexual abuse/assault training, plus 12 hours ongoing sexual abuse/assault training thereafter. Supervisors must complete 30 hours of initial training and have two years relevant experience before supervising others. Qualified trainings must be approved by the Washington Coalition of Sexual Assault Programs (WCSAP). No more than 15 training hours can be obtained via video, audiotapes, or self-study as part of the overall 30 hours.

### Commercial Sexual Exploitation

HSD requires all volunteers, paid program staff, supervisors, and/or sub-contractors providing direct services for survivors of commercial sexual exploitation are required to complete 30-hours initial training hours prior to providing any direct services. Supervisors are required to obtain initial training and two years relevant experience prior to supervising others. Training topics may include the dynamics of commercial sexual exploitation, advocacy-based counseling, trauma informed care, intersection with domestic violence and sexual assault, and basic record keeping and confidentiality. No more than 10 hours may be obtained via video, audiotapes, or self-study as part of the overall 30 hours.

### Attorneys

All attorneys providing legal representation must be licensed to practice law in the state of Washington. Attorney specific qualifications regarding WAC / WA State Bar Association (Accredited) RULE 5 (wa.gov)<sup>22</sup>.

Applicants should ensure that program staff have experience and met training requirements as stated. Staff should reflect the communities and populations served, be culturally and linguistically competent, and work to ensure equitable compensation for services provided.

NOTE: Specialized Services for Marginalized Populations Staff (i.e., Peace in the Home, Natural Helpers Model Trainers, Outreach and Education) are also required to adhere to the above requirements.

## **H. Eligibility, Data, and Contracting Requirements**

In addition to the standard HSD requirements found on the HSD Funding Opportunities Webpage<sup>23</sup>, successful applicants must meet the following criteria if awarded funds through this RFP:

### Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors

On Sept. 28, Mayor Durkan issued Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors<sup>24</sup> requiring City of Seattle contractors and volunteers be fully vaccinated if their work involves being on-site or in-person. This order will become effective Dec. 5, 2021.

### Satisfaction Surveys and Interviews

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<sup>22</sup> CR 5 Service and Filing of Pleadings and Other Papers. [https://www.courts.wa.gov/court\\_rules/pdf/CR/SUP\\_CR\\_05\\_00\\_00.pdf](https://www.courts.wa.gov/court_rules/pdf/CR/SUP_CR_05_00_00.pdf)

<sup>23</sup> Seattle Human Services. Funding Opportunities. <https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>

<sup>24</sup> City of Seattle Executive Order 20201-08. <https://thebuyline.seattle.gov/2021/09/30/executive-order-2021-08-covid-19-vaccination-requirements-for-city-contractors-and-volunteers/>

Successful applicants will be required to conduct either surveys, interviews, or other means to collect feedback regarding the quality of services by clients or program participants. Only adults (18+) who participate in activities related to the strategy(ies) will be surveyed. These results will be used to support agency technical assistance and to continue evaluating the quality of services.

#### Client-level Data Collection

In addition to the surveys, successful applicants must collect, and report client-level demographic and service data as stated in any resulting contract. Organizations must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases.

#### Criminal Background Check Policy

All applicants working with minors or other vulnerable individuals must maintain written criminal background check policies and procedures that comply with all applicable federal, state, and local laws and regulations, and shall keep records demonstrating compliance. Such policies and procedures shall include provisions for screening job applicants and volunteer candidates who may have unsupervised access to vulnerable adults (as defined in RCW 43.43.830), and participants younger than 18 years old. The organization's criminal background check policies, procedures and records shall be available for review upon request by HSD staff.

#### Organizational Infrastructure

Applicants must have adequate organizational infrastructure to deliver mobile flexible advocacy, client assistance, and other survivor services included in this RFP. Organizations must demonstrate strong supervision, sound financial systems, and controls to track client assistance, technology to be mobile (laptops, vehicles, client assistance resources, etc.), and policies supportive of race and social justice for culturally responsive services.

#### Required Meetings

Successful applicants should attend HSD quarterly grantee meetings, up to 4 annually. These meetings are for GBV organizations funded by HSD MODVSA. These meetings offer a venue for agencies to connect, collaborate, and coordinate a regional response system through provider updates, contract-related technical assistance, GBV related trainings and ongoing conversations which impact future funding processes and priorities.

#### Required Trainings

The Agency shall adhere to training requirements for staff that comply with all applicable federal, state, and local laws and regulations regarding providing services for Gender-Based Violence Services. Information can be found via Washington Administrative Code WAC-388-61A<sup>25</sup> and must be in accordance with the Office of Crime Victim Advocacy (OCVA)<sup>26</sup>. Trainings must also be approved by the Washington Coalition of Sexual Assault Programs<sup>27</sup>. Documentation of staff training completion is the responsibility of the Agency to ensure training standards are met each year and may be requested during an administrative review.

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<sup>25</sup> Washington State Legislature. Domestic Violence Victim Services and Prevention Efforts.

<https://apps.leg.wa.gov/wac/default.aspx?dispo=true&cite=388-61A>

<sup>26</sup> Washington State Dept. of Commerce. Office of Crime Victims Advocacy. <https://www.commerce.wa.gov/serving-communities/crime-victims-advocacy/office-of-crime-victims-advocacy/>

<sup>27</sup> Washington Coalition of Sexual Assault Programs. <https://www.wcsap.org/>



**2022**  
**GENDER-BASED VIOLENCE SURVIVOR SERVICES**  
**Mobile Flexible Advocacy, Shelter/Housing, Therapeutic Services, Civil Legal Aid,**  
**Specialized Services for Marginalized Populations**  
**REQUEST FOR PROPOSALS (RFP)**

## **APPLICATION**

### **Instructions and Materials**

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2022 Gender-Based Violence Survivor Services RFP. The RFP Guidelines is a separate document that provides background on HSD's guiding principles and results-based accountability framework, and an overview of the RFQ program requirements. HSD's Funding Opportunities webpage<sup>28</sup> provides additional information on: Agency eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services; and the process for selecting successful applications.

### **I. Submission Instructions & Deadline**

**Completed application packets are due by 12:00 PM (Pacific Time) on Monday, August 8, 2022.**

Proposals must be submitted through the HSD Online Submission System or via email. No hand delivered, faxed, or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

**1. Via HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>)**

HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov).

**2. Via Email ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov))**

Email attachments are limited to 30 MB. The subject heading must be titled: **2022 Gender-Based Violence Services RFP**. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

Choose either the online or email submission method – not both. If for any reason a proposal is submitted twice, the last submission received will be the one accepted for review by the rating panel.

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<sup>28</sup> Seattle Human Services. HSD Funding Opportunities. <https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>



Applicants should ensure that applications are received by HSD by the deadline, regardless of the submission method selected. When using HSD's Online Submission System, it is advisable to upload application documents **several hours prior to the deadline** in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.

**Proposals must be received, and date/time stamped by the 12:00 PM (Pacific Time) deadline on Monday, August 8, 2022. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.***



## II. Format Instructions

- A. Applications will be rated only on the information requested and outlined in this funding opportunity, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.
- B. The application should be typed, double-sided on letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and an 11-point font.
- C. **The application Core Narrative may not exceed a total of ten (10) pages. Each Strategy Specific Narrative may not exceed four (4) pages per strategy.** Pages which exceed the page limitation will not be included in the rating. Attachments required by HSD do not count toward the total page limit.
- D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question but be clear to differentiate between each program strategy that is being applied for each question being asked.

## III. Proposal Narrative & Rating Criteria

The application consists of core narrative questions and strategy specific narrative questions that each organization must complete. Applicants may apply for one, two, three, four, or all five strategies.

Organizations must also complete the strategy specific narrative questions for each strategy they wish to receive funding to implement. **Applicants applying for more than one program within the same strategy, must also complete a separate service strategy narrative for each (e.g., multiple shelter or housing programs).**

## Core Narrative Questions

Write a core narrative response to sections A – C. Answer each section completely. Do not exceed a total of ten (10) pages for sections A – D combined. Each organization should answer these core narrative questions once.

### CORE NARRATIVE QUESTIONS

#### A. AGENCY DESCRIPTION (10 POINTS)

1. Provide a high-level overview of your organization’s mission and its vision. Describe your organization’s historical success providing Gender-Based Violence supportive Services or comparable services. (2.5 points)
2. As listed in Section IV of the funding guidelines, define the priority population(s), and focus population(s) you are intending to serve. (5 points)
  - a) Describe the type(s) of gender-based violence (domestic violence, sexual assault and/or commercial sexual exploitation) and experiences of the specific population(s) you intend to serve. Identify the programs’ strengths, assets, challenges, and concerns.
  - b) If the population to be served is not listed as a focus population for this RFP, describe the significant need this population has that you intend to address, and how they are disparately impacted.
  - c) Describe how you will reach your priority and focus population(s), and how will you address any barriers that might prevent them from accessing your services (barriers could include language, transportation, geographic region, or any other defining attributes).
3. How has your organization met the unique service needs of clients, including this RFP’s priority populations, during the COVID-19 pandemic? Please describe any programming adaptations that affected both programming and staffing. (2.5 points)

#### ***Rating Criteria – A strong application meets all of the criteria listed below.***

- The agency has history and/or experience in providing work addressing gender-based violence, especially important to have this be reflected in the agency’s mission and vision.
- The population description shows a strong understanding of the population(s) the applicant will serve, and an understanding of their unique characteristics, experiences, strengths, needs, and concerns.
- Populations to be served are from the priority and/or focus populations listed in the Guidelines. If the applicant intends to serve populations not listed as priority or focus for this RFP, they have provided specific details and qualitative or quantitative data clearly describing a significant need and disparate impact.
- Applicant provides realistic, logical, and specific examples of how they will implement a collaborative, seamless, survivor centered GBV survivor service delivery system.

#### B. ORGANIZATIONAL CULTURAL RESPONSIVENESS (20 POINTS)

1. Describe your organization’s experience providing culturally and linguistically relevant services to the populations you propose serving. (5 points)
  - a) Describe how the needs of the priority and focus populations are unique.
  - b) Describe how your organization’s experience meeting those needs. Using specific examples, describe how you will meet those needs.
  - c) If your organization’s experience with this priority and/or focus population is limited, what steps will you take to provide culturally and linguistically competent services?
  - d) What challenges and successes have you experienced, or do you anticipate, in providing culturally relevant and inclusive services to people from a wide array of cultural and economic backgrounds?

2. Describe how your organization’s staff, volunteers and board members represent the cultural, linguistic, and socioeconomic background of the survivors in the priority and focus populations who will be receiving services from your organization. (5 points)
3. Describe your agency’s policies for providing Gender –Based Survivor services that empower low-income Black, Indigenous and People of Color (BIPOC) as well as those who have also historically have also experienced oppression such as Individuals living with disability, LGBTQIA+, and Immigrants/Refugees. (5 points)
  - a) Describe how your organization makes sure the cultures and languages of the survivors you serve are present in the design and delivery of your services. Provide specific examples.
  - b) Describe your program’s strategy for ensuring cultural and linguistic competence is infused through your policies, procedures, and practices. What kinds of training does your agency offer to employees (and other partners if relevant).
4. What equity-based community outcomes does your agency hope to achieve through services- based programming? Describe how your agency will monitor and evaluate these goals to be accountable to its stakeholders. (5 points)

***Rating Criteria – A strong application meets all of the criteria listed below.***

- Applicant has a demonstrated the ability to provide culturally and linguistically responsive services to diverse priority and focus populations or has a logical plan in place to begin offering culturally and linguistically relevant services.
- Applicant understands why there is a need for priority and focus populations in this RFP.
- Applicant’s staff, volunteers and Board of Directors reflect the cultural and linguistic characteristics of the priority and focus populations.
- Applicant demonstrates the use of client input and provides specific examples of how this information informs their program design and delivery of services.
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.
- Applicant describes existing policies and procedures, or a strategy to develop policies and procedures that demonstrate competency, respect, and appreciation for the cultural and linguistic characteristics of the priority population(s) and focus population(s).
- Applicant demonstrates a commitment to ongoing training, development, and quality assurance within the organization to promote and support culturally humble and inclusive service delivery.

**C. AGENCY STAFFING, DATA, AND FINANCIAL MANAGEMENT (20 POINTS)**

1. Describe your organization’s interest in building capacity to collect, report, and use data for continuous improvement of services. If your organization has already engaged in this type of work, please give examples. If your organization has not used data for continuous improvement previously, please give examples of ways that you would like to use data to inform programming in the future. (5 points)
2. Collecting, storing, analyzing, and reporting client and program data every month will be a requirement for all organizations. (5 points)
  - a) Describe your organization’s experience with data management – collecting, storing, and analyzing client information and program activities to evaluate and improve service delivery.

- b) What is your technical capacity for tracking client information and producing reports, while ensuring that Personal data (also known as personal information or personally identifiable information (PII) is private and maintains client confidentiality requirements?
  - c) Describe your organization's experience with data management of confidential information. Who will be responsible for collecting data, entering it into the database, and submitting the data every month to HSD?
3. Describe your organization's financial management system. How does your organization establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded through this RFP? (5 points)
- a) If you are working with a Fiscal Sponsor, please include a signed Memorandum of Agreement. It will not be counted toward the maximum page limit. Please note that the Fiscal Sponsor will need to provide information for this question.
  - b) HSD reimburses organizations a month after services have been delivered. Describe how your agency has the capability to meet program expenses in advance of reimbursement.
  - c) If your agency has previously received funding from HSD MODVSA, please describe in depth the last four years previous funding. If your agency has underspent more than 10% of its funding, please provide a detailed explanation.
  - d) If applicable, describe your organization's capacity to ensure flexible client assistance will be delivered quickly and administered, monitored, and tracked appropriately.
4. Describe your plan for staff recruitment, training, supervision, and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4) per strategy. Budget worksheets will not count toward the 6-page strategy specific narrative limit. (5 points)

***Rating Criteria – A strong application meets all of the criteria listed below.***

- Applicant demonstrates an understanding of and capacity for confidential data management and reporting.
- The applicant has demonstrated fiscal capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded through this RFP or has identified a fiscal agent who can do so.
- The program(s) description demonstrates the applicant's experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description and timeline for launching a new service and how this service will be integrated with other GBV services if currently provided.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.
- Applicant's leadership is likely to provide strong ongoing support for the service(s) proposed.
- Applicant describes processes for maintaining quality staff that matches the levels needed to run the program (s) as described.
- Applicant demonstrates an understanding of and capacity for data management and reporting, as well as the importance of maintaining the privacy and confidentiality of clients served. Agency expresses the importance of data's relationship to program evaluation and service delivery.

**D. PARTNERSHIPS AND COLLABORATION (10 POINTS)**

1. Describe how the proposed program collaborates with other agencies/programs to deliver a survivor-driven, culturally relevant network of GBV services. (5 points)
  - a) Please identify any areas that will strengthen partnerships and move toward a coordinated regional response to GBV.
  - b) What are the benefits of this effort for survivors?
  - c) If your strategy (i.e., Civil Legal Services, Shelter/Housing, Therapeutic) does not address all forms of GBV or supportive survivor services to ensure that services provided are survivor-centered, describe how you will refer clients to other GBV programs and agencies in a proactive, seamless, survivor-centered manner.
  - d) Describe how you will refer clients to other GBV programs and agencies in a proactive, seamless, survivor-centered manner. Provide specific examples.
  
2. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. (5 points)
  - a) Provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit.
  - b) How will the budget and decision-making tasks be equitable for both your organization and the partnering organization?

***Rating Criteria – A strong application meets all of the criteria listed below.***

- Applicant describes effective partnerships and collaborations that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants.
- Applicant has submitted signed letters of intent from partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

**Total = 60 points**

**Mobile Advocacy with Flexible Client Assistance, Shelter and Housing, Therapeutic Services, Civil Legal Aid, and Specialized Services for Marginalized Population Strategy**  
**STRATEGY-SPECIFIC NARRATIVE QUESTIONS**

If your organization is requesting funding for more than one strategy available, fill-in a separate service strategy profile for each strategy and/or program. Answer each section completely. Do not exceed a total of four (4) pages for sections E – F combined for each strategy and/or program.

<b>SERVICE STRATEGY PROFILE</b>
<p><b>CHECK ALL THAT APPLY:</b></p> <p><b>Strategy: Select which strategy you are applying for:</b> <input type="checkbox"/> Mobile Flexible Advocacy <input type="checkbox"/> Shelter/Housing <input type="checkbox"/> Therapeutic Services <input type="checkbox"/> Civil Legal Aid <input type="checkbox"/> Specialized Services for Marginalized Populations</p> <p><b>City of Seattle Funding Support: Select the status of current funding for this program</b> <input type="checkbox"/> New Program/Services; Not currently funded by HSD <input type="checkbox"/> Existing Program/Services; Currently funded by HSD <input type="checkbox"/> Other Sources of Funding/Match if Applicable per strategy: _____</p> <p><b>Location: Select the area where your services will be delivered:</b> <input type="checkbox"/> North Seattle <input type="checkbox"/> South Seattle <input type="checkbox"/> Central Seattle <input type="checkbox"/> West Seattle <input type="checkbox"/> Other _____</p> <p><b>Please also identify your program location's Council District:</b> _____</p> <p><b>Gender-based Violence Type: Select which form(s) of gender-based violence you intend to address:</b> <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Commercial Sexual Exploitation</p> <p><b>Population: Select the focus and priority population(s) you intend to serve through this strategy:</b> <input type="checkbox"/> American Indian/Alaska Native/Indigenous Communities <input type="checkbox"/> Asian/Asian American <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino/Latin X <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> LGBTQIA+ <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> People living with a disability</p> <p><b>Numbers Served: How many survivors do you plan to serve annually?</b> _____</p>

## STRATEGY NARRATIVE QUESTIONS

### E. PROGRAM DESIGN DESCRIPTION (25 POINTS)

1. Describe your organization's success providing the service strategy you are requesting funding to implement. (5 points)
  - a) Include your organization's ability to address changes in funding, staffing, changing needs in the community, and developing and/or maintaining board or leadership support.
  - b) If your agency has no experience delivering the strategy, describe any related experience and a plan for rapid development of service capacity.
  - c) If you will be offering new services, attach a startup timeline. This timeline will not count towards the 6-page narrative limit.
2. Describe your program model and outline the proposed activities in your GBV Survivor Services - Mobile Advocacy with Flexible Client Assistance, Shelter/Housing, Therapeutic Services, Civil Legal Aid, and Specialized Services for Marginalized Populations service strategy described in the Guidelines Section IV. (5 points)
  - a) Include when and where (locations, times, days of week, etc.) services will be delivered and by whom.
  - b) Include the anticipated number of clients to be served annually.
  - c) Describe how these proposed activities will help your program achieve the required outcomes.
  - d) Indicate which, if any, of the proposed activities are new for your organization.
3. Provide a list of and a brief job description for all key personnel who will have a significant role in program coordination and service delivery. Job Descriptions will not count towards the 6-page service strategy narrative. (5 points)
4. Describe the focus population(s) and priority population(s) to be served through this strategy. (5 points)
  - a) Describe how your program (s) will recruit the focus population(s) and priority populations listed in Sections IV and VI of the funding Guidelines and any other priority population(s) or focus population(s). What specific policies and procedures will your program implement to increase access.
  - b) Describe your understanding of the unique characteristics and experiences of these populations such as strengths, needs, concerns, geographic region, age, ethnicity, language, and other defining attributes.
  - c) Describe how you will incorporate feedback from the focus and priority populations to inform your ongoing program design and service delivery for this strategy.
5. Describe how your program model and service components will contribute to enhance partnerships that will move towards a more coordinated regional response to support survivors of GBV. (5 points)

#### **Rating Criteria – A strong application meets all of the criteria listed below.**

- Applicant presents a thorough description of the program(s) that includes an understanding of the service components and evidence of likely success in meeting outcomes.
- Applicant demonstrates an ability to build upon existing service delivery systems and has a clear access plan for focus priority and focus populations.
- Applicant demonstrates an ability to comply with program requirements.
- Applicant clearly defines the priority population(s) and focus population(s).

- The program description shows a strong connection with the priority population(s) and focus population(s) and an understanding of their strengths, needs, and concerns.
- Applicant demonstrates an understanding of the unique characteristics and experiences of the priority population(s) and focus population(s).
- Applicant demonstrates a plan to incorporate input from program participants and those with lived experience.
- The program has enough qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.
- The program has shown adaptability to meet service needs and accommodate staff during the COVID-19 pandemic, maintaining the safety and well –being of their community.

**E. BUDGET AND LEVERAGING (15 POINTS)**

1. Complete the Proposed Program Budget (Attachment 3). The costs reflected in this budget should be for each strategy, not your total agency budget or combined strategies. Budget worksheets will not count toward the 6-page limit. (5 points)
2. Describe how these funds will be used and identify other resources and amounts that will be used to support the clients served by this program. (5 points)
3. Identify the minimum amount of funding necessary to implement and deliver the strategy described. (5 points)

***Rating Criteria – A strong application meets all of the criteria listed below.***

- Costs are reasonable and appropriate given the nature of the service, the priority population(s) and focus population(s), the proposed level of service, and the proposed outcomes.
- The proposed program is realistic and cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds to be used with any funds awarded from this funding opportunity for providing the services described in the proposal and provides evidence that these funds are sustainable.
- The applicant has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this funding opportunity.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.
- The applicant has shown the ability to meet the needs of GBV survivors through responsible expenditure of funds.

**Total = 40 points**



## IV. Completed Application Requirements

### AT APPLICATION SUBMITTAL

To be considered Complete, your application packet must include all of the following items, or the application may be deemed incomplete and may not be rated:

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
5. Roster of your agency's current Board of Directors.
6. Minutes from your agency's last three Board of Directors meetings.
7. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
8. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
9. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
10. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.

### AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the R coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to MASA requirements at the start of the contract.

## V. List of Attachments & Related Materials

- Attachment 1: Application Checklist  
Attachment 2: Application Cover Sheet  
Attachment 3: Proposed Program Budget  
Attachment 4: Proposed Personnel Detail Budget

**2022 Gender-Based Violence Survivor Services RFP: Mobile Flexible Advocacy,  
Shelter/Housing, Therapeutic Services, Civil Legal Aid, Specialized Services for  
Marginalized Populations  
APPLICANT CHECK LIST**

This checklist is to help you ensure your application is complete prior to submission. Please do not submit this form with your application.

**HAVE YOU....**

- Read and understood the following additional documents found on the [Funding Opportunities Webpage](#)?**
- HSD Agency Minimum Eligibility Requirements
  - HSD Client Data and Program Reporting Requirements
  - HSD Contracting Requirements
  - HSD Funding Opportunity Selection Process
  - HSD Appeal Process
  - HSD Commitment to Funding Culturally Responsive Services
  - HSD Guiding Principles
  - HSD Master Agency Services Agreement Sample
- Completed and signed the 2-page [Application Cover Sheet \(Attachment 2\)](#)?**\*
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each section of the [Narrative response](#)?**
- Must not exceed 30 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
  - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents requested in this funding opportunity.
  - A completed narrative response addresses all of the following:
    - ✓ **AGENCY DESCRIPTION (10 POINTS)**
    - ✓ **ORGANIZATIONAL CULTURAL RESPONSIVENESS (20 POINTS)**
    - ✓ **AGENCY STAFFING, DATA, AND FINANCIAL MANAGEMENT (20 POINTS)**
    - ✓ **PARTNERSHIPS AND COLLABORATION (10 POINTS)**
    - ✓ **PROGRAM DESIGN DESCRIPTION (25 POINTS)**
    - ✓ **BUDGET AND LEVERAGING (15 POINTS)**
- Completed the full Proposed Program Budget (Attachment 3)?**\*
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?**\*
- Attached the following supporting documents?**\*
- Roster of your current Board of Directors
  - Minutes from your agency's last three Board of Directors meetings
  - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
  - If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning January 1, 2023?\***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?\***

*\*These documents do not count against the page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 PM (Pacific Time) on Monday, August 8, 2022.** Application packets received after this deadline will not be considered. See Section I for submission instructions.



**City of Seattle  
Human Services Department**

2022 Gender-Based Survivor Services RFP:  
Mobile Flexible Advocacy, Shelter/Housing, Therapeutic Services, Civil Legal Aid,  
Specialized Services for Marginalized Populations

**APPLICANT COVER SHEET**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Program Type: (Check all that apply)	<input type="checkbox"/> Mobile Flexible Advocacy <input type="checkbox"/> Shelter/Housing <input type="checkbox"/> Therapeutic Services <input type="checkbox"/> Civil Legal Aid <input type="checkbox"/> Specialized Services for Marginalized Communities		
10. Priority Population(s) program will serve:			
11. Focus Population(s) program will serve:			
12. Funding Amount Requested:			
13. # Of clients to be served:			
14. In which City Council District is your program located? <a href="#">Council district search page</a>			

## 15. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

## 16. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized physical signature of applicant/lead organization**

*To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.*

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**2022 Gender-Based Violence Survivor Services RFP**  
**Proposed Program Budget**  
**January 1, 2023-December 31, 2023**

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	
<b>1000 - PERSONNEL SERVICES</b>				
1110 Salaries (Full- & Part-Time)				
1300 Fringe Benefits				
1400 Other Employee Benefits <sup>2</sup>				
<b>SUBTOTAL - PERSONNEL SERVICES</b>				
<b>2000 - SUPPLIES</b>				
2100 Office Supplies				
2200 Operating Supplies <sup>3</sup>				
2300 Repairs & Maintenance Supplies				
<b>SUBTOTAL – SUPPLIES</b>				
<b>3000 - 4000 OTHER SERVICES &amp; CHARGES</b>				
3100 Expert & Consultant Services				
3140 Contractual Employment				
3150 Data Processing				
3190 Other Professional Services <sup>4</sup>				
3210 Telephone				
3220 Postage				
3300 Automobile Expense				
3310 Convention & Travel				
3400 Advertising				
3500 Printing & Duplicating				
3600 Insurance				
3700 Public Utility Services				
3800 Repairs & Maintenance				
3900 Rentals – Buildings				
Rentals - Equipment				
4210 Education Expense				
4290 Other Miscellaneous Expenses <sup>5</sup>				
4999 Administrative Costs/Indirect Costs <sup>6</sup>				
<b>SUBTOTAL - OTHER SERVICES &amp; CHARGES</b>				
<b>TOTAL EXPENDITURES</b>				

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>2</sup> Other Employee Benefits - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Other Professional Services - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>6</sup> Administrative Costs/Indirect Costs - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>6</sup> Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate.				

**2022 Gender-Based Violence Survivor Services RFP  
Proposed Personnel Detail Budget  
January 1, 2023-December 31, 2023**

*Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)*

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

Agency's Full-Time Equivalent (FTE) =		hours/week			Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# Of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
<b>Subtotal – Salaries &amp; Wages</b>									
<b>Personnel Benefits:</b>									
<b>FICA</b>									
<b>Pensions/Retirement</b>									
<b>Industrial Insurance</b>									
<b>Health/Dental</b>									
<b>Unemployment Compensation</b>									
<b>Other Employee Benefits</b>									
<b>Subtotal – Personnel Benefits:</b>									
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>									