

# Question and Answer

## Gender-based Violence Survivor Services: Advocacy, Shelter/Housing and Therapeutic Services

### 2018 Request for Proposal

	Program Area	Question	Answer
1	RFP Coordinator Availability	Is the RFP Coordinator available on weekends to answer questions?	No. Staff is not available on the weekends to respond to questions. The RFP Coordinator's office hours are Monday-Friday from 7:00a.m. to 4:00p.m.
2	Number Served per Service Strategy	<p>The table on page 10 suggests that an estimated 3,500 survivors are expected to be served by 15-20 Mobile Flexible Advocacy grants with a maximum investment of \$3,720,000 for the strategy.</p> <p>1.) Is an expectation that each grant is expected to serve 175-233 survivors per year, at funding levels of approximately \$186,000-\$248,000?</p> <p>2.) If yes, this is a very large increase from current Mobile Flexible Assistance type contracts, for about the same level of funding. Can you provide an explanation for how the estimated number served across the category was arrived at?</p> <p>3.) If yes, can you clarify what would "count" for number served? Would it only be for young people engaged with an advocate in the activities mentioned in the MFA Potential Activities table, or will organizations be counting things like drop-in center attendance?</p>	<p>1.) No. Applicants should indicate the number of clients to be served based on the agency's current calculation for unit cost. This will be different for each organization, thus, a budget narrative which explains the breakdown of cost for service would be helpful in clarifying the level of care, services, and costs associated directly to client services. Projected "total numbers served" will be negotiated after awards are made, before contracts are executed.</p> <p>2.) The figures listed in the RFP are rough estimates based on HSD MODVSA's current number of contracts, contract amounts, and projected number of people served. There is a variance across agencies, and the number of clients served as well as level of services provided.</p> <p>3.) The "number served" is for anyone who is enrolled in a Mobile Flexible Advocacy (MFA) program. Drop-in center attendance would not count unless there were MFA services offered at the drop-in.</p>
3	Performance Commitments	The outcomes or performance measures look significantly different from current contract outcomes. Has there been a shift in performance outcomes?	Yes. Refer to Guidelines Section III and Section IV.F for more information about performance measures. HSD is using a results-driven invest strategy modeled after Results-Based Accountability (RBA) framework for this RFP. The desired performance measures for this RFP will measure: quality,

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			quantity and impact. For the quantity measure, we are asking awardees to collect gender and race/ethnicity data as identified by the survivor. This is similar to HSD-MODVSA's currently funded contracts. For the quality measures, a survey and interview instrument will be co-designed with MODVSA and stakeholders before implementing specific contract language and requirements. This RFP seeks to invest in survivor-centered strategies which is why the impact measures rely on the survivor determining their own goals and progress.
4	Number of Clients Served Annually	On page 10 of the Guidelines, it states the number of clients served per program area. Is there an expectation that agencies shift targeted numbers to be way higher?	The chart on page 10 is not divided equally by the number of approximate programs to be funded, and the number of clients served. This chart and the methodology behind it is a breakdown of MODVSA's current investments, the dollar amounts in each service strategy, plus recently added funds from the 2017 budget cycle, and the total number of clients that each program intends to serve currently as a collective. Since MODVSA funds a variety of program models and sizes, this calculation cannot be divided equally to determine the total number of clients served; every program is different depending on scope of services, etc. Successful applicants will project the total number of clients served based on the program model and the cost per client. A strong application will clearly justify why the proposed number served makes sense for the proposed service strategy and population.
5	Performance Commitments	The impact measures rely on the use of a service plan, however, a service plan may not be established for every survivor; sometimes this takes weeks of meetings to determine the range of needs/services. How will this work?	<p>Service plans should be tailored to each survivor and driven by the survivor. The definition of service plan for this RFP may be more flexible than the traditional sense; understanding that there are a lot of variables in program types.</p> <p>These details and specific measurement tools will be negotiated with awardees prior to contracting. Contracts will be Line Item Reimbursement or</p>

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			Outcomes-based depending on what makes sense/works best for program type.
6	Partnerships and Collaborations	Do you want to see Board Rosters for partnering agencies, MOU's, etc.?	No. Refer to Application Section IV. The rating committee will be interested in the narrative description of the partnership, why it is important, and how it works. A letter of intent signed by the partner agency's Executive Director is required for this RFP. Partnerships which are verifiable and legitimate, and fill a gap or need, will be most successful. This RFP encourages partnerships which play to applicant's strengths as a whole.
7	Service Strategies and Rating Criteria	In terms of different service strategies, will they be reviewed separately?  Is it possible to get funded for one service strategy, but not others if applying for more than one?	Yes. All service strategies will be reviewed and considered with other applications within the specific service strategy. The rater committee will read and rate all applications for all service strategies to determine what makes the best coordinated response to GBV.  Yes. It is possible that one of the two or three service strategies proposed by the same agency may get funded, while the other(s) may not.
8	Timeline for Questions	How long does it take to post answers to questions related to this RFP?	Answers will be posted within 3-5 business days of receiving the question. Questions and answers are posted on the HSD Funding Opportunity website, under the 2018 Gender-based Violence Survivor Services RFP, "Application Materials" section. <a href="http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities/2018-gender-based-violence-survivor-services-rfp">http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities/2018-gender-based-violence-survivor-services-rfp</a>

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9	Eligibility	This RFP is Seattle focused but seeking a regional response. How do applicants balance this tension?	Applicants located outside Seattle city limits are not excluded from applying for this RFP. However, funds used for this RFP are for the purpose of enhancing the City of Seattle’s gender-based violence network, thus, Seattle General Fund and priority will be given to applicants whose work is in Seattle, with survivors who live, work or seek services in Seattle. If partnering with an agency across the region, successful applicants will make a connection between the need and benefit of the partnership and justify why this is important based on population and service strategy for an enhancement of a Seattle coordinated response.
10	Service Strategy and Populations	Do agencies need to work with all forms of gender-based violence (domestic violence, sexual assault, and commercial sexual exploitation) to be competitive for this RFP?	No. Applicants are not expected to be experts on all forms of gender-based violence, however, this RFP seeks to fund applicants that know how to address and refer survivors of all types of gender-based violence (GBV) to the appropriate services. Applicants should apply for the service strategy(ies) and the population(s) that they are best suited to serve. Also, describe any partnerships or resources which allow the applicant to be most inclusive of all forms of GBV.
11	Focus Populations	Do we have to demonstrate how we are targeting the focus populations?	Yes. Applicants must explain how they are targeting the focus populations and/or priority populations. Refer to Application Section III, under “Population Needs and Program Description” for more details.

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12	Focus Populations	Do applicants exclusively call out how they are serving the called-out populations (priority and focus populations)?	Yes. All applicants should explain who they intend to serve and how. There are several questions throughout the application which ask about the intended population(s) to be served. Successful applicants will demonstrate service strategies which serve the priority population at minimum, and the focus populations or other populations listed in the RFP Guidelines Section IV.
13	Focus Population	Can you define Black/ African American?	“Black/African American” and any other population/identity called out in the RFP are based on how a survivor self-identifies.
14	Focus Population	Is there a percentage per service strategy type (mobile flexible advocacy, shelter/ housing/ therapeutic services) which should be accessed by the focus populations?	No. There is not a quota or set percentage on the number of survivors from the focus populations that should be served by any one service strategy.  Contracted agencies will capture demographic information by gender and race/ethnicity in HSD’s annual demographic report. This is a current practice for all HSD grantees. Agencies will report performance outcomes as reported by the survivor within the priority and focus populations, annually.
15	Budget	Is a separate budget for each strategy needed? Does that fold into one master budget? Do you need personnel detail from each agency?	Yes. A separate budget with personnel detail for each service strategy is required. You do not need to create a master budget, as applications will be reviewed per service strategy area and not per agency. Refer to the Application Section III for more information.

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16	Partnerships	What information do you need about sub-contractors?	Please refer to the Application Section IV for more details. For significant collaborations and/or subcontractors, provide a signed letter of intent or collaboration. There is not a specific format required for this attachment. Fiscal documents from partners and/or subcontractors are not required for submission.
17	Federal Indirect Rate	The application asks applicants to provide the federal indirect rate. Why does HSD need this rate, and will HSD accept the indirect rate?	<p>This RFP does not include any federal funds. Indirect costs are typically costs for internal services at an agency (e.g., staffing costs for accounting, human resources, information technology) or other general administration expenses that cannot be easily assigned to a specific project or program.</p> <p>The cap is 15% of the total contract budget and restrictions related to grant sources still apply even if the agency has a federally approved indirect rate that is higher than 15%. Agencies may not propose in their contract budget an amount of indirect costs that would exceed the amount reimbursable per HSD approved rate.</p>
18	Application Format Instructions	What is the page limit if applicants are applying for multiple strategies?	Refer to the Application Section II for formatting instructions. Applicants should complete one core narrative with a maximum of four (4) pages. Applicants should also complete a service strategy profile and service strategy narrative for each service strategy with a maximum of six (6) pages per strategy.
19	Partnerships	How will regional (Seattle and King County) partnerships be considered in the RFP?	Please see response to Question #9.

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20	Guidelines	What new funding is being added to this RFP?	In 2018, there was approximately \$1.6M dollars added to MODVSA's budget for gender-based violence. Most of these funds were allocated in 2018 for one year-one time and are included in this RFP.
21	Service Strategy and Activities	Is mobile flexible advocacy included in the shelter/housing strategy?	Yes. Please refer to the RFP Guidelines Section IV under the "Expected Service Components" for more information about eligible activities.
22	Budget and Training	Are training costs only allowable if an applicant is proposing a new program?	No. Refer to RFP Guidelines Section IV. Any applicant may request up to 2% of their total personnel budget towards staff training costs.
23	Budget	Which line item do we use for Flexible Client Assistance?	Allocate flexible client assistance costs to the "Miscellaneous" line item and make a note in the footnote table that states "flexible client assistance".
24	Budget	Which line item do we use to allocate interpreting services?	Allocate language interpreting costs to the "Professional Services" line item and make a note in the footnote table that states "language interpretation or translation". Also note that client assistance may also be utilized by clients to cover language interpretation.
25	Guidelines	What was the total number of contracts that this RFP is planning to fund? What is the anticipated number of clients served for therapeutic services?	Refer the RFP Guidelines Section IV under "Service/Program Model". HSD anticipates funding approximately 2-5 programs for Therapeutic service. The number of clients currently served under this service strategy are listed in the RFP Guidelines Section IV.
26	Service Strategy	Is there a maximum amount of flexible client assistance per survivor?	Yes. The recommended maximum per survivor is \$2,000 annually. However, under circumstances where a client might need financial assistance beyond \$2,000, prior consideration or approval may be obtained from HSD.

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27	Service Strategy	Is outreach an eligible activity under this RFP?	Yes, as connected to the 3 main strategies of the RFP. Refer to RFP Guidelines Section IV under “Expected Service Components” for a list of eligible activities for each service strategy.  Education is not included in this RFP. The Prevention and Education RFP will be released at a later date.
28	Service Strategy and Requirements	Does Rapid Rehousing have to go through Coordinated Entry for All (CEA)?	No. Shelter and housing services strategies within this RFP do not need to participate in the King County Coordinated Entry for All system. Please refer to the RFP Guidelines Section IV under “Eligibility, data and Contracting Requirement...” section for a list of other contract requirements.
29	Service Strategy	Does this RFP include youth gender-based violence prevention funds?	No. A separate Prevention and Education RFP is anticipated for release at a later date.
30	Service Strategy and Eligibility	If an applicant receives funding from a different source (i.e. King County) and want to apply for this RFP to expand the program to Seattle, is this allowable?	Yes. Successful applicants will offer services in Seattle to clients working, living or seeking services in Seattle.
31	Data and Financial Management	Under the “Data and Financial Management” section of the application, there is a requirement to enter data to HSD monthly. Can you tell me what form this will take? Or what database HSD is expecting to use?	Data related to the performance commitments listed in the RFP Guidelines Section IV under “Expected Performance Commitments” will be requested from each grantee. HSD uses a monthly or quarterly status report for agencies to capture this data. HSD enters the info into an internal database. This information is submitted monthly or quarterly by the agency.
32	Data and Guidelines	Where can City of Seattle incidence data on DV/SA/CSE be obtained?	Refer the RFP Guidelines Section III for data used to inform this RFP.



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33	Application Format Instructions	Should applicants provide Core Narrative, Service Strategy Profile, and Service Strategy Narratives in a separate Word document rather than responding to each question in .doc application that you provided?	Yes. A separate Word document or PDF may be uploaded to the online submission system. Applicants may upload up to 100MB in one session on the online portal. Refer to the Application Section II for more information about the formatting instructions.
34	Application Format Instructions	Does the Service Strategy Profile count towards the total page limits?	No.
35	Technical Assistance	What technical assistance is provided for this RFP?	Please refer to the Application under “Technical Assistance”. One-on-one technical assistance appointment with the Nonprofit Assistance Center may be scheduled by calling 206-386-9062.
36	Service Strategies and Potential Activities	Did MODSVA make the decision to include hotel/motel vouchers as part of client assistance, as opposed to a separate housing program?  Would hotel/motel vouchers require entry of into HMIS?	Refer to the RFP Guidelines Section IV under “Expected Service Components”.  Hotel/motel stays will not require HMIS entry since they are now part of the flexible client assistance funds.
37	Service Strategies and Potential Activities	What is allowable and what is not as part of Mobile Flexible Advocacy as it relates to outreach and education?  Is HSD releasing an outreach and education RFP in 2018? When do you expect to do so? And how might these O&E activities differ from what is included in this RFP?	Refer to Question 27.  No. MODVSA anticipates releasing a prevention and education RFP within the next couple years. Details and planning for the RFP have not begun. Refer to the Notice of Funding Availability, on the Funding Opportunity website for ongoing updates: <a href="http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities">http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities</a> .

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38	Eligibility	Are agencies in Vashon Island eligible to apply to this RFP?	Refer to Question 9.
39	Application Format Instructions & Partnerships	When the application asks for a Core Narrative for each organization, does this mean each agency will complete a core narrative even if we're applying with other agencies? There will be several agencies and one lead agency.	Refer to the Application Section III. If an agency is applying to be a "lead" agency, and the supporting agencies are subcontractors, the lead applicant should complete one Core Narrative and Service Strategy Narrative(s) on behalf of the collaborative, and explain the nature of the collaboration, who is involved, and include a signed letter of intent or collaboration.
40	Eligibility & Partnerships	Are there restrictions on who a lead agency can subcontract with? E.g. faith-based organizations?	Any subcontracted agencies must be able to comply with <u>all terms</u> of the Master Agency Service Agreement (MASA) and the Project Service Agreement. This is outlined in Section 630 of the MASA which may be obtained here: <a href="http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities">http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities</a> . The subcontractor must be able to comply in the same way as the primary contractor.
41	Service Strategies & Funding Amounts	Is there an award ceiling for the Mobile Flexible Advocacy service?	No.
42	Application Format	Does it matter what type of font is used? i.e., Arial v times Roman, etc.  We want to include a table in with our program design. Can we use a 10-point font size?	No. Refer to the RFP Application, Section II for more details.

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43	Service Strategies & Application Format	If we are applying for both DV and SA programs under Mobile Flexible Advocacy, do we submit separate Service Strategies (6 pages each) or one single combined Service Strategy (6 pages total)?	<p>If you are planning to serve survivors of more than one type of gender-based violence within the same service strategy, you only need to complete one Service Strategy Narrative.</p> <p>If you are proposing to serve survivors experiencing different types of gender-based violence, through different strategies, please complete a separate Services Strategy Narrative for each.</p>
44	Budget & Formatting	On the budget sheets should I be filling in only the column labeled HSD or do I need to include the entire cost of our program?	Please provide information on the entire costs of the program. List the costs and line item allocations within the respective columns.
45	Application Formatting	Should sources be cited in the narrative of the proposal or can we add source information as attachments?	Cite sources within the body of the application. Source citations that are footnoted are allowed.
50	Performance Measured	Are agencies expected to report Performance Measures for the Focus Population, the Priority Population, or both?	Successful applicants will gather performance measure data on both priority and focus populations as negotiated during the contracting process. Refer to Questions 12 and 14.
51	Application Formatting and Priority/Focus Populations	<p>How do agencies identify the target population when their LGBTQ clients, for example, could be Native American, Black/African American, an Immigrant/Refugee, or from another identified community?</p> <p>Do they check all of the different focus and priority populations in the Service Strategy Profile that they intend to serve?</p>	<p>Yes. Applicants must describe <u>all</u> priority population(s) and/or focus population(s) they intend to serve.</p> <p>In the Service Strategy Profile, applicants should identify the <u>all</u> priority and focus populations they intend to serve.</p>

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52	Service Strategies	Our program or coalition of programs provide services that include a lot of referring out to other agencies for support and wrap-around services. For example, we have a client experiencing multiple types of gender-based violence, is being referred to 3 DV agencies, and needs support to address mental health and trauma through support groups. In this scenario, what service component would this be, Mobile Flexible Advocacy or Therapeutic Services or both?	<p>Refer to Section IV, “Expected Service Components” of the RFP Guidelines. Agencies must determine for themselves which Service Components or potential activities they intend to provide, whether it is Mobile Flexible Advocacy, Shelter/Housing, and/or Therapeutic Services.</p> <p>Although support groups fall under potential activities under Therapeutic Services and Mobile Flexible Advocacy, Therapeutic Services refers to on-site services of a therapeutic and/or medical nature that are typically provided by a clinician. Whereas, Mobile Flexible Advocacy funds may be used for on or off-site sub-contracting with a clinical service provider for individual or group therapeutic services.</p>
53	Service Strategies	My organization serves American Indians and provides culturally relevant services. Sweat lodges are a form of culturally relevant “support groups” that we provide. Is this form of therapeutic services eligible through this RFP?	HSD seeks to fund culturally relevant services that meet the needs of the focus and priority populations. Support groups are eligible through the Therapeutic Services Strategy. Refer to the list of potential activities in Section IV of the RFP guidelines.
54	Service Strategies	We are applying for Rapid Rehousing and Transitional Housing. Are separate budgets required for each?	Yes. Refer to Section III of the Application for instruction on applying for more than one program within the same strategy.

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55	Formatting & Budget	Can we put total program costs other than what we are asking HSD for in one “other column” and list specific funding sources on page 2? Also, we don’t have any committed funds through 2019. Do we put what think we will get or only put what we now have contracted and consider the rest coming out of our agency contributions?	See Question 44. Put the total amount you are requesting from HSD in the “Requested HSD Funding” column. List all other matching funds and allocate costs per line item within the columns labeled “other.” Add the name of the matching fund source(s) and total amount(s) to the footnote section, table #1 of the Proposed Program Budget.