Seattle Human Services

Equity · Support · Community

2024
Gender-Based Violence (GBV) Prevention Services

Request for Proposal
(RFP)

Contents

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GUIDELINES

INTRODUCTION

The Mayor's Office on Domestic Violence and Sexual Assault (MODVSA) in the Safe and Thriving Communities Division of the [City of Seattle Human Services Department (HSD)][1] is seeking applications from community-based organizations to implement Gender-Based Violence (GBV) primary prevention programming.

This RFP is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements][2] as well as any additional requirements outlined in these Guidelines.

Gender-based violence is a serious, preventable public health problem that affects every community. Gender-based violence (GBV) is a term that generally refers to any harmful threat or act directed at an individual or group based on actual or perceived sex, gender, gender identity, sex characteristics, or sexual orientation. GBV encompasses intimate partner violence, dating/domestic violence, sexual assault and commercial sexual exploitation. In most cases, GBV is rooted in historical and ongoing structural inequalities, the abuse of power, and harmful norms and practices—including denial, tolerance, or silence in the face of these harms—as well as situational power imbalances. GBV is also compounded by the intersecting forms of discrimination and bias[3] such as racism, ageism, homophobia, transphobia, classism, colonialism and other forms of oppression. GBV has negative impacts on individuals, families, communities, and society as a whole. It also has serious and long-lasting, inter-generational consequences on emotional well-being, economic and housing security, physical health, and life expectancy.

GBV primary prevention focuses on strategies that address root causes of violence, shift social and cultural beliefs and norms, build skills, and promote healthy relationships to prevent violence before it occurs. Primary prevention differs from intervention-based services designed to respond to survivor needs after GBV has occurred.

GBV PREVENTION STRATEGIES

This 2024 GBV Prevention Services RFP will invest in the following two (2) GBV primary prevention strategies:

1) Education Programming for Youth (Ages 10 – 18)
Education and training for youth ages 10-18 on healthy relationship skills, using approaches that focus on behavior change.

and/or

2) Building Community Resiliency (All Ages)
Community-led activities designed to address and change social norms and conditions in which gender-based violence happens and in a context that is relevant, effective, and meaningful to a community's needs.

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[1] https://www.seattle.gov/human-services
[2] https://www.seattle.gov/documents/Departments/HumanServices/Funding/NOFA/HSD-Agency-Minimum-Eligibility-Requirements.pdf
[3] [National-Plan-to-End-GBV.pdf (whitehouse.gov)](National-Plan-to-End-GBV.pdf)

Applicants may apply to one or both strategies. For collaborative applications, only the applicant identified as the lead should apply. The services provided and budget requested should be clearly defined and not duplicative if you are also listed as a partner in another applicant's proposal. The Funding Process Coordinator may request additional information or ask clarifying questions related to the proposal. All funded organizations may be required to participate in an evaluation process to determine the efficacy of the program.

FUNDING AMOUNT

Approximately **$487,560 in HSD General Fund** is available for this RFP.

FUNDING INFORMATION

Initial awards will be made for the contract period of January 1, 2025, through December 31, 2025. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2028 program year, future funding will be contingent upon performance and funding availability.

All materials and updates are available on HSD's Funding Opportunities webpage. HSD will not provide individual notice of changes. Applicants are responsible for regularly checking this webpage for any changes. HSD will not pay for any expense applicants may incur while they are preparing their application, providing information requested by HSD, or participating in the selection process.

NUMBER OF AWARDS

HSD aims to fund between two (2) and/or four (4) contracts for GBV Primary Prevention Services. 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.

HSD reserves the right to withdraw the funding offer to the Applicant(s) and enter discussions with other high-ranking RFP Applicant(s) if the proposal is not scalable or the Applicant(s) rejects the dollar amount offered by HSD. 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 this RFP process or would like to request an accommodation, please contact the Funding Process Coordinator via email at Michelle.Smith2@Seattle.gov.

TIMELINE*

Date	Time	Activity
April 1, 2024	5:00 p.m. PDT	Funding Opportunity Released
April 17, 2024	1:30 p.m. - 3:00 p.m. PDT	Virtual Information Session * **Join from the meeting link:** https://seattle.webex.com/seattle/j.php?MTID=mb43df5dcbd93cab3c6e98a98e00bd631 **Join by meeting number:** Meeting number (access code): 2493 837 9236 Meeting password: XgN3hS7txZ2

		Tap to join from a mobile device (attendees only): +1-206-207-1700,,24938379236## United States Toll (Seattle) +1-408-418-9388,,24938379236## United States Toll Join by phone +1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll
May 13, 2024	12:00 p.m. PDT	Last Day to Submit Questions (via email only) Michelle.Smith2@Seattle.gov
May 31, 2024	**12:00 p.m. PDT**	**Applications Deadline (electronic submissions only)** 1. HSD Online Submission System: http://web6.seattle.gov/hsd/rfi/index.aspx **OR** 2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
July 29, 2024		**Planned Award Notification**
January 1, 2025		**Contracts Start**

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

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS

A. Overview of Investment Area

The 2024 Gender-Based Violence (GBV) Prevention Services RFP aligns with the City of Seattle Human Services Department (HSD), Safe and Thriving Communities (STC) Division's goals and principles in eliminating racial disparities, promoting equity for all and supporting communities to thrive. This RFP supports the Mayor's Office on Domestic Violence and Sexual Assault's (MODVSA) over-arching goal to ensure that all people living in Seattle are free from gender-based violence by investing in upstream prevention efforts to stop violence before it happens. Outcomes through GBV investments include shifting cultural beliefs and norms that promote gender equity, building skills to increase safety, promoting healthy relationships and creating environments where people can thrive.

Many things increase or decrease the likelihood of violence. GBV prevention requires understanding and addressing the conditions and (risk and protective) factors that influence violence at the individual, relationship, community, and societal levels.[4]

Risk factors[5] are conditions that make it more likely that people will act violently or experience violence such as:
- Rigid social beliefs about what is masculine and feminine
- Lack of job opportunities
- Family/relational conflict

Protective Factors[6] are the conditions that make it less likely that people will experience violence or that increase their resilience when they are faced with risk factors such as:
- Connections to people who care and can provide support
- Strategies or approaches that enhance skills in solving problems non-violently

MODVSA recognizes that the social and structural systems influence the way someone experiences violence, including the overlap between multiple forms of violence, and how individuals and communities feel safe. To prevent gender-based violence requires a comprehensive approach that addresses:

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[4] The Social-Ecological Model: A Framework for Prevention |Violence Prevention|Injury Center|CDC
[5] Risk and Protective Factors|Intimate Partner Violence|Violence Prevention|Injury Center|CDC
[6] Risk and Protective Factors|Intimate Partner Violence|Violence Prevention|Injury Center|CDC

- Intersectionality: Recognize the intersectional nature of gender-based violence, understanding that individuals may experience violence differently based on their race, ethnicity, gender identity, sexual orientation, age, socio-economic status, and other intersecting identities.
- Cultural relevancy: Understand that the unique cultural norms, gender norms, values and experiences may vary within respective communities.
- Economic empowerment: Economic inequities often exacerbate vulnerabilities to violence.
- Systemic racism and oppression: Systemic racism, colonialism, and other forms of oppression perpetuate inequalities and contribute to the vulnerability of communities of color.

This RFP is intended to invest in activities that:
- Connect and address the multiple risk factors and intersectionality that put people at increased risk of gender-based violence.
- Create conditions and protective factors to prevent gender-based violence.
- Result in fostering safe environments and resilient communities.

B. Service/Program Model(s)

This RFP aims to prevent individuals from experiencing gender-based violence and the likelihood of causing harm; and intended to serve individuals most at-risk of either perpetrating or being a victim of GBV. Applicants will propose GBV primary prevention activities under the applicable strategies "Education Programming for Youth" and/or "Building Community Resiliency" described below. Organizations may apply to more than one strategy.

1) Education Programming for Youth (Ages 10 – 18)

This strategy will invest in GBV primary prevention youth programs that are shown to increase safety and protection against future violence. Competitive proposals will include age-appropriate educational programming that promotes healthy relationships skills building and increases positive support networks. Activities can be implemented in partnership with other entities such as schools, health care or social services, nonprofit organizations, faith-based organizations and community-based organizations.

Proposals must describe activities that:
- Promote gender equity and positive gender norms that reduce gender-based violence (e.g. awareness raising about social norms, the nuances of power and control, harmful stereotypes).
- Build healthy relationship skills such as understanding consent and the necessity of boundaries
- Are accessible, culturally, and linguistically to the community being served.
- Involve youth in planning and implementation.
- Strengthen or increase protective factors and other conditions that positively impact youth safety and well-being (e.g. connections to caring adults, positive activities to increase self-esteem, space for social interactions and connections, positive social norms).
- Impact individual, relationship, community and/or societal level change[7] (e.g. reducing tolerance of sexual violence, dating violence, misogyny, transphobia, harassment and all forms of discrimination within individuals and in the school community).
- Develop a process to collect and track data related to activities and use data to continually improve implementation activities.

The following is a list of suggested activities to consider including in program design. However, this list is not prescriptive nor exhaustive. Applicants may propose their own programming that has been shown to prevent GBV.

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[7] The Social-Ecological Model: A Framework for Prevention |Violence Prevention|Injury Center|CDC

Examples of Possible Programming Components
• Peer mentorship programs that utilize "influencers" to outreach to their younger peers to teach about healthy relationships. • Engagement of influential adults in reinforcing positive relationship expectations and condemning violent and unhealthy relationship behaviors. • Creation of inclusive and accessible recreational opportunities such as sports, the arts, defense-classes, or games that promote social connectivity, empowerment, resilience, and cooperation. • Bystander Intervention Training

2) Building Community Resiliency (All Ages)

This strategy will invest in community-led activities designed to address and change social norms and conditions in which GBV happens and in a context that is relevant, effective, and meaningful to the community's needs. This strategy aims to address social and cultural norms that fuel gender-based violence, develop skills to address risk factors relevant to the community being served, and shift culture to create safer conditions for everyone in the community.

Competitive proposals will show comprehensive programming that tackles the underlying or root causes of gender-based violence in the community. Therefore, proposals will also address the forms of intersecting oppression and violence. Research has shown that the most effective efforts will be tailored to and driven by the community. Higher priority will be given to programs that are designed and led by the focus and priority populations stated in Section D.

Proposals must describe activities that:
- Are community driven and led by focus and priority populations stated in this RFP.
- Promote gender equity and positive gender norms that reduce gender-based violence.
- Are accessible, and culturally and linguistically relevant to the community being served.
- Strengthen and/or increase protective factors and other conditions that positively impact community safety and well-being (e.g space for social interactions, building deep connections with peers, promoting positive social norms, community disapproval of sexual violence, domestic violence, misogyny, transphobia, homophobia, bullying, harassment, and all forms of discrimination).
- Impact individual, relationship, community and/or societal level change[8].
- Develop a process to collect and track data related to activities and use data to continually improve implementation activities.

The following is a list of suggested activities to consider including in program design. However, this list is not prescriptive nor exhaustive. Applicants may propose other innovative programming.

Examples of Possible Programming Components
• Collective healing programs • Facilitation of intergenerational dialogues about GBV prevention and historical trauma • Creating inclusive and accessible recreational opportunities such as sports, the arts, defense-classes, or games that promote social connectivity, empowerment, resilience, and cooperation.

Ineligible Activities

The following activities are **NOT** eligible for funding through this RFP:
- One time or limited exposure activities, information, or messaging. (e.g., delivering a domestic violence/sexual assault awareness presentation at school assemblies).

[8] The Social-Ecological Model: A Framework for Prevention |Violence Prevention|Injury Center|CDC

- Mobile Flexible Advocacy
- Legal Advocacy
- Therapeutic Services
- Survivor Hotlines
- Offender Accountability
- Batterer Intervention Treatment

C. Participant Eligibility Criteria

Participants may be of any gender, sexual orientation, age, race/ethnicity, and may be domestic or foreign nationals, and live, learn, work and take part in the community in Seattle.

Services must be provided in the City of Seattle, prioritizing those serving in neighborhoods with highest equity disparities as shown in the City of Seattle Racial and Social Equity Index. [9]

D. Priority Population (s) and Focus Population (s)

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 addressing disparities in the population.

Priority Populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or who have a specific issue in common (homelessness, mental health, violence involved, etc.). The following populations are prioritized, and especially those who experience multiple or intersecting oppressions:
- LGBTQIA+
- Youth and Young Adults
- Women
- Homeless / unhoused individuals
- People living with disabilities
- Immigrants and refugees
- People who are low-income
- Limited English speakers

Focus Populations
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:
- Black/ African American/ African Descent
- American Indian/ Alaska Native
- Native Hawaiian/ Pacific islander
- Hispanic / Latinx
- Asian

Applicants may specialize in subgroups within the focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. For more information regarding the data used to determine the priority and focus populations, please see HSD's Results Based Accountability and Theory of Change document on the HSD Funding Opportunity webpage.

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[9] Racial and Social Equity Composite Index Current | Seattle GeoData (arcgis.com)

E. Expected Performance Commitments

HSD uses data to measure performance in three areas: quantity – how much service is being delivered, quality – how well is it being delivered, and impact – who is better off as a result. Performance commitments align with the purpose of the 2024 Gender-Based Violence Prevention Services RFP which is to implement strategies that create conditions that reduce the likelihood of GBV. HSD anticipates the services funded through this RFP will have a positive impact for priority and/or focus populations and result in performance measures/equity goals based on proposed services that likely include, but are not limited to the following:

Education Programming for Youth
Quantity: # of youth participating in GBV prevention programs
# of youth assessed/surveyed
# of GBV prevention activities conducted
Quality: % of youth who complete a GBV prevention activity
% of youth state they are satisfied with the GBV prevention activity
Impact: % of youth that report having two action items to prevent GBV

Building Community Resiliency
Quantity: # of individuals participated in GBV prevention programs
# of individuals at risk for GBV assessed/surveyed
# of GBV prevention activities conducted
Quality: % of individuals who completed GBV prevention programs
% of individuals state they are satisfied with the GBV prevention program
Impact: % of individuals who report an increased feeling of belonging and connection to community
% of individuals who demonstrated an increase in GBV protective factors

F. Description of Key Staff and Staffing Level

There should be an adequate number of qualified, and culturally and linguistically competent staff to effectively conduct the strategies outlined and activities proposed. Applicants are only required to obtain training for the specific at-risk population(s) being served in proposed service strategies. To ensure high quality services, all program staff, volunteers, and supervisors must, at minimum, be familiar with the dynamics of domestic violence, sexual assault, and commercial sexual exploitation.

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. Staff should reflect the communities and populations served.

G. RFP Specific Eligibility, Data, and Contracting Requirements:

Applicants must meet the [HSD Agency Minimum Eligibility Requirements](#)

1. DATA COLLECTION AND EVALUATION:

Organizations must collect, and report anonymized client-level data when appropriate for the program model and participate in program evaluation. Data will be used to assess the quality of the services that clients received, program outcomes and effectiveness.

Satisfaction Surveys and Interviews
Organizations will be required to conduct either surveys, interviews, or other means to collect feedback regarding the quality of services by program participants. These results will be used to improve services, identify technical assistance needs 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. Data elements will include program entry and exit date, key demographics, and basic information about services provided at a client level. Organizations must implement policies and procedures to ensure privacy and confidentiality of participant records for both paper files and electronic databases.

2. ADDITIONAL CONTRACTING REQUIREMENTS

Organizations will also submit narrative reports which may include information about operations, program delivery and outcomes, participant stories and surveys, program challenges and successes.

Criminal Background Check Policy

Organizations 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

Organizations must have adequate organizational infrastructure to deliver GBV Prevention services included in this RFP. All funded organizations will be required to enter into a [General Terms and Conditions Agreement](#) with the Human Services Department. Organizations must demonstrate strong supervision, sound financial systems, technology to be mobile (laptops, vehicles, client assistance resources, etc.), and policies supportive of race and social justice for culturally responsive services. Entities without such capabilities may wish to have an established agency act as a fiscal agent. See Bullet #3 below regarding Fiscal Sponsorship requirements.

Required Meetings

Organizations are required to participate in monthly prevention coordination meetings (meeting frequency subject to change) and MODVSA quarterly grantee meetings. These meetings are for GBV organizations funded by HSD/MODVSA 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.

3. FISCAL SPONSOR:

Applicants should have well-established general accounting principles to ensure adequate administrative procedures and internal controls to safeguard all funds that may be awarded under the terms of this funding opportunity. Entities without such capabilities may wish to have an established agency act as fiscal agent. If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 10 pages application limit. The HSD fiscal sponsor requirements can be found here: [HSD-Fiscal-Sponsor-Requirements.pdf (seattle.gov)](#)

For any questions, contact:

Funding Process Coordinator:
Michelle Smith at Michelle.Smith2@Seattle.gov

2024 GENDER-BASED VIOLENCE PREVENTION SERVICES RFP APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFP and may include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at http://web6.seattle.gov/hsd/rfi/index.aspx **OR** Email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. Applications that do not follow the required format may lose points. **Complete application packets are due by Friday, May 31 12:00 p.m. (noon).**

Required format for written application:
- Typed and formatted to letter-size (8 ½ x 11-inch) document.
- One-inch margins, single spacing, and size 11-point font.
- Be no longer than 10 pages (requested attachments will not count towards the page limit).

When submitting documents, name them as following:

Document Type	Document Name
Narrative Response	Narrative
Attachment 2: Application Cover Sheet	Cover Sheet
Attachment 3: Proposal Budget	*Proposal Budget
Attachment 4: Proposal Personnel Detail Budget	*Personnel Detail Budget
Start-up Timeline	**Start-up Timeline
Letter(s) of Commitment from Subcontracted Organization(s)	**Letter(s) of Commitment(s)
Letter of Agreement from Fiscal sponsor	**Letter of Agreement
Letter(s) of Collaboration from Partner(s)	**Letter(s) of Collaboration(s)

*Submit the Proposal Budget and Personnel Detail Budget in Excel.
**If applicable.

The RFP process Guidelines is a separate document that provides background on HSD's guiding principles and Results-Based Accountability framework, and an overview of the RFP program requirements. HSD's Funding Opportunities webpage provides additional information on proprietary and confidential information, agency eligibility, data collection and reporting, contracting, appeals, expectations for culturally responsive services, Theory of Change, and the process for selecting successful applications.

PROPOSAL NARRATIVE & RATING CRITERIA

Applicant's narrative proposals will be comprised of both a core section and a strategy section. All applicants need to complete the "Core Application Questions" which include Sections A and B. The core section is worth up to 50 points.

The primary prevention strategy application questions are in Section C and Section D. Complete Section C if applying under the "Education Programming for Youth" Strategy. Complete Section D if applying under the "Building Community Resiliency" Strategy. Complete Sections C **and** D if submitting a proposal for both strategies. Each strategy section will be scored separately with a maximum of 50 points for each section. Each strategy section (up to 50 points) will be added to the applicant's core section (up to 50 points) of your

application for a total of up to 100 points per proposal. If applying to both strategies, you will have two proposals with the maximum of 100 points for each proposal.

Narrative responses should fully answer each question, but do not exceed a total of 10 pages. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the applicant meets **all** rating criteria.

APPLICATION QUESTIONS
CORE APPLICATION QUESTIONS

A. ORGANIZATION AND PARTNERSHIPS	RATING CRITERIA POINTS: 32
1. State your organization's mission, vision and services offered.	1. Applicant presents a thorough description of their organization. **(6 points)**
1a. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit.	1a. If the proposal includes formal collaborations and/or partnerships, partners in this arrangement are identified. Applicant describes roles and responsibilities of partners and/or subcontractors of the project. Signed letter of collaboration is included with key program elements included.
2. Describe your organization's experience and history in providing gender-based violence prevention services, violence prevention programming and/or gender-based violence intervention services. If your agency has no experience delivering these services, describe any related experience and a plan for development of service capacity (e.g. hiring and training of staff) and attach a start-up timeline. Timeline will not be counted toward the maximum page limit.	2. Applicant describes their experience and history providing GBV prevention services, other applicable violence prevention programs and/or GBV response programs. If no prior experience providing services, applicant provides a clear plan for development of service capacity, and a start-up timeline is included. **(10 points)**
3. How does your organization describe racial equity and social justice? How does your organization incorporate racial equity and social justice in its programming?	3. Applicant describes racial equity and social justice, and how they incorporate racial equity and social justice in its programs. **(10 points)**
4. How does your organization's board of directors and leadership staff reflect the priority and/or focus populations stated in Section D of the Funding Guidelines?	4. Applicant's board of directors and leadership staff reflect the priority and/or focus populations stated in Section D of the Funding Guidelines. **(6 points)**
B. FISCAL AND DATA MANAGEMENT	RATING CRITERIA POINTS: 18
1. Complete the Proposed Program Budget (Attachment 3). The costs reflected in this budget should be for the service area only, not your total organization budget (Budget worksheets will not count toward the 10-page narrative limit).	1. Costs are reasonably based on the proposed level of activities and outcomes for the proposed program. Budget math is accurate. **(6 points)**
2. How does your organization maintain general accounting principles to ensure adequate	2. Organization has the necessary accounting and administrative controls to ensure funds are allocated appropriately. **(6 points)**

administrative and accounting procedures and internal controls necessary to administer funding.	
3. Describe your organization's experience with data management, including collecting, storing, and maintaining private participant information and program activities. What tools does your organization use? How is data evaluated to improve service delivery?	3. Organization has experience with data management, ability to track data safely and can evaluate data to improve service delivery. **(6 points)**
TOTAL CORE SECTION	**50 POINTS**

EDUCATION PROGRAMMING FOR YOUTH APPLICATION QUESTIONS

C. PROGRAMMING AND STAFFING	**RATING CRITERIA** **POINTS: 50**
1. Describe who the proposed program will serve (e.g demographics, community) and geographic area(s) services will be provided. State the priority and/or focus population(s) listed in Section D of the Funding Guidelines that your program will serve.	1. Applicant is clear on who the program is serving and where services will be provided. Applicant states the focus and priority populations (as listed in Section D of the Funding Guidelines) the program will serve. **(7 points)**
2. Describe the risk factors (the conditions that make it more likely that people will act violently or experience violence) and intersectionality that influence gender-based violence specific to the youth and the priority and/or focus population(s) the program will serve.	2. Applicant clearly describes the risk factors that influence gender-based violence specific to the youth and the population served. Applicant describes multi-layered risk factors or intersectionality of the population served. **(8 points)**
3. Describe the GBV youth prevention program you will implement (goals, objectives, activities) and how you will incorporate the program requirements outlined in **Section III. B.1.**	3. Applicant clearly describes proposed program, is applicable to the "Education Programming For Youth" strategy and meets program requirements as outlined in **Section III. B.1. (20 points)**
4. Describe how the proposed program will impact participants' protective factors (conditions that make it less likely that people will experience violence or increase resiliency) on an individual, relationship, community and/or societal level? Describe what data you plan to collect to determine the intended impact, and how it will be used.	4. Applicant clearly describes how proposed program will impact participants' protective factors on an individual, relationship, community and/or societal level. Applicant has a data plan to measure impact. **(10 points)**
5. Describe the staff that will do this work. How do they reflect the population(s) you intend to serve? What experience and skills do they/will they possess?	5. Staff reflect the population(s) the program will serve. Organizations have staff/expect to hire staff who have experience with, and the skills needed to implement the services described. **(5 points)**
6. What kind of technical assistance would your organization benefit from? What kind of support would your organization need to carry out proposed activities?	6. Not scored
EDUCATION PROGRAMMING FOR YOUTH SECTION TOTAL	**50 POINTS**

BUILDING COMMUNITY RESILIENCY APPLICATION QUESTIONS

D. PROGRAMMING AND STAFFING	RATING CRITERIA POINTS: 50
1. Describe who the proposed program will serve (e.g demographics, community) and geographic area(s) services will be provided. State the priority and/or focus population(s) listed in Section D of the Funding Guidelines that your program will serve.	1. Applicant is clear on who the program is serving and where services will be provided. Applicant states the focus and priority populations (as listed in Section D of the Funding Guidelines) the program will serve. **(7 points)**
2. Describe the risk factors (the conditions that make it more likely that people will act violently or experience violence) and intersectionality that influence gender-based violence specific to the priority and/or focus population(s) the program will serve.	2. Applicant clearly describes the risk factors that influence gender-based violence specific to youth and the population served. Applicant describes multi-layered risk factors or intersectionality of the population served **(8 points)**
3. Describe the program you will implement (goals, objectives, activities) and how you will incorporate the program requirements outlined in **Section III. B.2.**	3. Applicant clearly describes proposed program, is applicable to the "Building Community Resiliency" strategy and meets program requirements as outlined in **Section III. B.2. (20 points)**
4. Describe how the proposed program will impact participants ' protective factors (conditions that make it less likely that people will experience violence or increase resiliency) on an individual, relationship, community and/or societal level? Describe what data you plan to collect to determine the intended impact and how it will be used.	4. Applicant clearly describes how proposed program will impact participants' protective factors on an individual, relationship, community and societal level. Applicant has a data plan to measure impact. **(10 points)**
5. Describe the staff that will do this work. How do they reflect the communities you intend to serve? What experience and skills do they/will they possess?	5. Staff reflect the communities the organization intends to serve. The most qualified organizations will have staff/expect to hire staff who have experience and the skills needed to implement the services described. **(5 points)**
6. What kind of technical assistance would your organization benefit from? What kind of support would your organization need to carry out proposed activities?	6. Not scored
BUILDING COMMUNITY RESILIENCY SECTION TOTAL	50 POINTS

COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- ☐ A completed and signed Application Cover Sheet (Attachment 2).
- ☐ A completed Narrative Response that is a maximum of ten (10) pages, not counting the budget and other documents.
- ☐ A completed Proposal Budget (Attachment 3), in Excel.
- ☐ A completed Proposal Personnel Detail Budget (Attachment 4), in Excel.
- ☐ If you are proposing to provide any new (for your organization) services, attach a start-up timeline for each service. This will not count towards the ten-page limit for your narrative.
- ☐ Signed partnership letters and/or collaboration letters of intent.
- ☐ Completed applications are due by **Friday, May 31 at 12:00 p.m.** Pacific Standard Time.
- ☐ Proposals must be submitted through the HSD Online Submission System **OR** Email.
  No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

Subcontracting:

- ☐ If you are proposing a subcontract with another organization, attach a signed letter of commitment from that organization's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

Partnerships:

- ☐ If you are proposing a substantial partnership with (an)other organization(s) or individual(s), attach signed letter(s) of collaboration

Fiscal Sponsorship:

- ☐ If you have a fiscal sponsor, attach a signed letter of agreement from that organization's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts in applying. Once your application has been submitted, you will receive a written confirmation:

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.

OR

2. **Via Email HSD_RFP_RFQ_Email_Submissions@seattle.gov.** Email attachments are limited to 30 MB. **The subject heading must be titled: 2024 Gender-Based Violence Prevention 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.

HSD Proprietary and Confidential Information
The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement. **Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.**

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of the written request to provide the requested documents.

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. The most recent audit report.
3. The most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to General Terms and Conditions requirements at the start of the contract).
5. 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.
6. Proof of federally approved indirect rate, if applicable.

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

Attachment 1 - Application Checklist

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 Fiscal Sponsor Requirements
   ☐ HSD Funding Opportunity Selection Process
   ☐ HSD Appeal Process
   ☐ HSD Commitment to Funding Culturally Responsive Services
   ☐ HSD Guiding Principles
   ☐ HSD General Terms and Conditions Sample
   ☐ HSD 2024 Gender-based Violence (GBV) Prevention Services RFP Theory of Change

☐ **Completed and signed the Application Cover Sheet (Attachment 2)? ***
   ☐ If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
   ☐ If your application names a fiscal sponsor, authorized representatives from this agency must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.

☐ **Completed each section of the Application Questions?**
   • Must not exceed 10 pages (8 ½ x 11), single spaced, size 11 font, with 1-inch margins. Page count does not include the required forms and supporting documents requested in this funding opportunity.

☐ **Completed the full Proposed Program Budget (Attachment 3)? ***

☐ **Completed the full Proposed Personnel Detail Budget (attachment 4)? ***

☐ **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, 2025***

☐ **If you are proposing a subcontract with another agency, attach a signed Letter of Commitment from that organization's director or other authorized representative.***

☐ **If you are proposing a significant collaboration with another agency, have you attached a signed Letter of Collaboration from that agency's Director or other authorized representative? ***

***These documents do not count against the 10-page limit.*

All applications are due to the City of Seattle Human Services Department by **Friday, May 31 at 12:00 p.m. (noon)**. See Section I for submission instructions.

Attachment 2 - Application Cover Sheet

1. Applicant Agency:	
2. Agency Executive Director:	
3. Agency Primary Contact: Name: Title: Address: Email: Phone #:	

4. Agency Type ☐ Non-Profit ☐ For Profit ☐ Public Agency ☐ Other (Specify):	

5. Federal Tax ID or EIN:		6. DUNS Number:	

7. WA Business License Number:	
8. Proposed Program Name:	

9. Which strategy or strategies you are applying for?	☐ Education Programming for Youth ☐ Building Community Resiliency
10. Estimated Annual Deliverables for each strategy you are applying for	**Education Programming for Youth** # of youth participating in GBV prevention program **Building Community Resiliency** # of individuals participating in GBV prevention program
11. What area of GBV are you focused on preventing? (GBV crime types should match what you describe in your application)	☐ Domestic Violence or Dating Violence ☐ Sexual Assault ☐ Commercial Sexual Exploitation ☐ All types of GBV
12. Priority Population(s) program will serve (check all that apply); those checked should match who you describe serving in your application:	☐ LGBTQIA+ ☐ Youth and Young Adults ☐ Women ☐ Immigrants/Refugees ☐ Homeless/ unhoused Individuals ☐ People living with disabilities ☐ People who are low-income ☐ Limited English speakers
13. Focus Population(s) program will serve (check all that apply); those checked should match who you describe serving in your application:	☐ Black / African American/ African Decent ☐ American Indian / Alaska Native ☐ Native Hawaiian / Pacific islander ☐ Hispanic / Latinx ☐ Asian

	❑ Others_____
14. Funding Amount Requested:	

15. Provide a high- level (200 words or less) program description:

16. Partner Agency (if applicable):
Contact Name: Title:
Address:
Email: Phone Number:
Description of partner agency proposed activities:

17. Fiscal Sponsor (if applicable):
Contact Name: Title:
Address:
Email: Phone Number:
I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.
Signature of Fiscal Sponsor Representative: _____Date: _____

Authorized physical signature of applicant/lead agency.
To the best of my knowledge and belief, all the 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 the contractual obligations if the applicant is awarded funding. If awarded funding, I will submit financial documents within 4 business days of request or may forfeit awarded funds.
Name and Title of Authorized Representative: _____
Signature of Authorized Representative: _____ Date: _____

Attachment 3 - Proposal Budget
January 1, 2025-December 31, 2025

Excel versions of the budget templates can be found on the application page of the HSD Funding Opportunity Webpage

Applicant Agency Name:	
Proposed Program Name:	

Item	Amount by Fund Source				Total Program
	Requested HSD Funding	**Other[1]**	**Other[1]**	**Other[1]**	
PERSONNEL SERVICES					
Salaries (Full- & Part-Time)	$	$	$	$	$
Fringe Benefits	$	$	$	$	$
SUBTOTAL - PERSONNEL SERVICES	$	$	$	$	$
SUPPLIES, OTHER SERVICES & CHARGES Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	$	$	$	$	$
Operating Supplies[2] (includes computers, other technology expenses (not internet) and other expenses related to providing services)	$	$	$	$	$
Rent	$	$	$	$	$
Contractual Employment/Other Professional Services[3]	$	$	$	$	$
Travel (includes mileage, parking)	$	$	$	$	$
Insurance	$	$	$	$	$
Utilities (includes electric, internet, phone)	$	$	$	$	$
Other Miscellaneous Expenses[4]	$	$	$	$	$
Administration/Indirect Costs[5]	$	$	$	$	$
SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	$	$	$	$	$
TOTAL EXPENDITURES	$	$	$	$	$

[1] Identify specific funding sources included under the"Other" column(s) above:		[2] Operating Expenses- Itemize below (Do not include Office Supplies):	
	$		$

	$
	$
	$
Total	**$**

	$
	$
	$
Total	**$**

[3] Contractual Employment/Other Professional Services	
	$
	$
	$
	$
Total	**$**

[4] Other Miscellaneous Expenses- Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] Indirect Facilities and Administration (F&A) Costs- Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] Indirect Facilities and Administration (F&A) Costs: Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?	☐	Yes	☐	No
If yes, provide the rate.				

Attachment 4 - Proposal Personnel Detail Budget
January 1, 2025-December 31, 2025

Excel versions of the budget templates can be found on the application page of the HSD Funding Opportunity Webpage

Applicant Agency Name:								
Proposed Program Name:								

Agency's Full-Time Equivalent (FTE) =		hours/week		**Amount by Fund Source(s)**				
Position Title	**Staff Name**	**Hourly Rate**	**How many hours a week this funding will pay for**	**Requested HSD Funding**	**Other Fund Source**	**Other Fund Source**	**Other Fund Source**	**Total Program**
								$
								$
								$
								$
								$
								$
Subtotal – Salaries & Wages				$	$	$	$	$
Personnel Benefits:								
FICA								$
Pensions/Retirement								$
Industrial Insurance								$
Health/Dental								$
Unemployment Compensation								$
Other Employee Benefits								$
Subtotal – Personnel Benefits:				$	$	$	$	$
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):				$	$	$	$	$