City of Seattle
Human Services Department

2015
Commercial Sexual Exploitation Victim Services
Request for Investment

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GUIDELINES

I. Introduction

The Mayor's Office on Domestic Violence and Sexual Assault (MODVSA) of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing commercial sexual exploitation victim services for adult (18 years of age and older) and youth (17 years of age and younger) victims/survivors of commercial sexual exploitation.

This Request for Investment (RFI) is open to community-based, non-profit agencies. Supportive victim-centered services provided when a victim/survivor of commercial sexual exploitation (CSE) is identified can help to prevent complex, long-term health and mental health struggles experienced by survivors of CSE. When survivors receive advocacy and support in navigating resources and systems, they experience less secondary trauma and are better able to recover, obtain safety and self-sufficiency, and are able to leave "the life" of prostitution. Further, survivors who are supported are also more likely to participate in the medical and legal system.

The purpose of this investment is to fund approximately two (2) collaborations to provide victim support services for commercially sexually exploited individuals. CSE victim services are primarily focused on information and assistance/referrals, advocacy-based counseling and intensive case management, coordinated response, crisis intervention, community outreach and advocacy, and support groups so clients may obtain safety and stability. (See Section IV. Program Requirements for additional details.)

Approximately $350,000 is available through this RFI from the following sources:

Fund Sources	Request for Qualifications Amount
HSD General Fund	$159,928.00
Sexual Abuse of Minors, Prostituted Children Rescue Fund, and Sex Industry Victims Fund	$190,072.00

Initial awards will be made for the period of January 1, 2016-December 31, 2016. While it is the City's intention to renew contracts resulting from this RFI on an annual basis through the 2019 program year, future funding will be contingent upon performance and funding availability.

HSD seeks to contract with a diverse group of providers to help move toward the desired result of HSD's Commercial Sexual Exploitation Victim Services investments which ensures that our community is safe, stable

and self-reliant as indicated by the number of commercial sexual exploitation victims who receive supportive services to mitigate the effects of trauma, obtain safety and self-sufficiency.

All materials and updates to the RFI are available on HSD's Funding Opportunities web page at www.seattle.gov/humanservices/funding/.

If you have any questions about the CSE RFI, please contact:

Lan Pham, Manager, Mayor's Office on Domestic Violence and Sexual Assault via email at lan.pham@seattle.gov

II. Timeline

Funding Opportunity Released	Tuesday, July 21, 2015
Information Session 1	Monday, July 27, 2015 1:00 pm - 3:00 pm 2100 Building 2100 24th Ave. S. Seattle, WA 98144
Information Session 2	Thursday, July 30, 2015 10:00 am - 12:00 pm 2100 Building 2100 24th Ave. S. Seattle WA 98144
Last Day to Submit Questions	Monday, August 3, 2015 by 12:00 pm
Application Deadline	Wednesday, September 2, 2015 by 12:00 pm
Planned Award Notification	Friday, October 23, 2015
Contract Start Date	Friday, January 1, 2016

*For accommodation requests, please contact Lan Pham via email at lan.pham@seattle.gov

HSD reserves the right to change any dates in the RFI timeline.

III. HSD Guiding Principles

In addition to the investment outcomes stated in this RFI, investments will reflect the Seattle Human Services Department's vision, mission and values and support the department's theory of change.

Vision
The vision of the Seattle Human Services Department 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 of our communities thrive, and people grow up and grow old with opportunity and dignity.

Mission
The mission of the Seattle Human Services Department is to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities.

Values
We accomplish our mission by adhering to core values and funding programs whose work supports them:

- ***Vision*** – we are future-focused, funding outcomes that create a stronger community.

- ***Innovation*** – we foster an environment where creativity and new approaches are valued, tested, refined and implemented.
- ***Results*** – we fund and administer programs that are accountable, cost-effective, and research-based, ensuring people receive high-quality services.
- ***Equity*** – our resources are devoted to addressing and eliminating racial, social, economic, and health disparities in our community.
- ***Creative collaboration*** – we share the collective wisdom of our colleagues and community to develop and implement programs.
- ***Service*** – we ensure the programs we support are accessible to all community members and deliver high-quality, welcoming customer service.

IV. Investment Area Background & Theory of Change

HSD has developed a strategy for results-based accountability and addressing disparities to ensure that the most critical human service needs are met by:

- **DEFINING** the desired results for the department's investments;
- **ALIGNING** the department's resources to the desired results; and
- **MONITORING** the result progress to ensure return on investment.

The results-based accountability "Outcomes Framework" helps HSD move from ideas to action to ensure that our work and investments are making a real difference in the lives of vulnerable people. HSD's **Theory of Change** ensures that data **informs** our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity targets based on disparity data, strategies for achieving the desired results, and performance measures.

All investments resulting from this funding opportunity will demonstrate alignment with HSD's theory of change towards achieving the Mayor's Office on Domestic Violence and Sexual Assault's goal and the desired results:

Goal: Our community is safe, stable and self-reliant

Results:

- Individuals and families are **safe and have healthy relationships**

Commercial Sexual Exploitation Victim Support Services Theory of Change

The theory of change describes the assumptions for how the desired results will be achieved through a set of specific activities which are measured by quantity, quality and impact performance measures.

Desired Result	Indicator	Racial Disparity Data	Racial Equity Target	Strategy	Performance Measure
Condition of well-being for entire population	Achievement benchmark – how we know the "result" was achieved	Data depicting socioeconomic disparities and disproportionality between ethnic/racial populations	Stretch goal for reducing and/or impacting the racial equity disparity	Activities or interventions that align to the results and indicators, and are informed by best or promising practices, cultural competency and community engagement – what HSD is purchasing	What gets counted, demonstration of how well a program, agency or service is doing (quantity, quality, impact)
Individuals and families are safe and have healthy relationships	Seattle's domestic violence/ sexual assault crime rate	A report by the Office of Victims of Crime[1] stated that, of the confirmed sex trafficking victims, 40.4% were African-American; this number is more than 3 times that of the percentage of African Americans residing in the United States (13.6% of the total population listed by US Census Bureau[2]). Other reports also claim that up to 55% of prostituted children in the United States are of African American descent. [3] African Americans account for 7.9% of the Seattle population, while the CSE victims identified in Seattle is approximately 17%. Native American and Native Alaskans account for 0.8% of the Seattle population, yet the CSE victim population identified in Seattle is 10%. The Seattle Native Hawaiian and other Pacific Islander population is 0.4% and the CSE victims identified in Seattle population is 7%. *NOTE: Percentage of victims identified is based on (1) data provided by the Seattle Sex Industry Workers Program, a court mandated diversion program for women involved in prostitution identified by law enforcement, and (2) numbers provided by City of Seattle funded programs serving identified survivors of prostitution.*	Based on national research and data obtained locally about survivors of prostitution, CSE disproportionally impacts the African American, Native American/Native Alaskan, Native Hawaiian and Pacific Islander communities. HSD's goal is to prioritize culturally relevant services for these ethnic specific populations to ensure increased access to eventually reduce the numbers of identified victims in these communities. The initial anticipated impact from increased services to African American, Native American/Native Alaskan, Native Hawaiian, and Pacific Islanders is an increase in number of clients representing these communities served by our funded agencies. The intention is that, ultimately, Seattle will see a decrease in victimization in these priority populations. HSD acknowledges that any shifts in victim population outcomes will need to be combined with prevention investments and other related efforts.	CSE victims support services include 6 core components: * information and assistance/referral, *crisis intervention, *community outreach and advocacy, *advocacy-based counseling and intensive case management, *support groups and *care coordination/ coordinated response.	90% of survivors report increased knowledge of available resources 75% of survivors can identify their immediate next steps 50% of survivors demonstrate progress towards goals in their service plan

[1] 2013 NCVRW Resource Guide: http://www.victimsofcrime.org/docs/ncvrw2013/2013ncvrw_stats_humantrafficking.pdf?sfvrsn=0
[2] The Black Population 2010: 2010 Census Brief: http://www.census.gov/prod/cen2010/briefs/c2010br-06.pdf
[3] Hughes, D. (December 2005). *Race and Prostitution in the United States*. University of Rhode Island. Women's Studies Program.

A. Overview of Investment Area

"Sex trafficking," "prostitution" and "commercial sexual exploitation" are terms used to describe situations where individuals are lured, enticed, manipulated or forced to participate in a commercial sex act for the monetary gains of pimps or "traffickers." Commercial sexual exploitation (CSE) is a form of sexual abuse and is an issue of concern for many cities, including Seattle. CSE describes the commercial transaction which takes place on the basis of a sexual act with the individual where the individual is treated as a commodity and monetary gains are benefitted by a third party, a pimp or trafficker. The means of retaining the victim include force, threats, abduction, deception and coercion. CSE may constitute pimp or trafficker controlled prostitution, pornography, and other sexual exploitation (e.g. street-based prostitution, brothel, escort services, stripping.)

In June 2008, HSD released a special report conducted by Debra Boyer, Ph.D. entitled "Who Pays the Price? Youth involvement in prostitution in Seattle."[4] The report identified 238 youth in King County who were involved in prostitution, and noted that there were between 300 to 500 prostituted youth in King County, some as young as 11 years old. Prostituted individuals are subjected to severe ongoing sexual, physical, and psychological abuse at the hands of pimps and sex buyers. They also experience physical and mental health issues, suffer from substance abuse and chemical dependency, and are at increased risk for suicide and homicide. [5]

In October 2012, HSD released a second report on CSE entitled, "Ending Commercial Sexual Exploitation: A local coordinated response assessment and strategic framework addressing sex trafficking".[6] This report was a compilation of two years of community engagement and research on the issue of commercial sexual exploitation needs, gaps, trends, and best/promising practices locally, regionally and nationally. The report noted that most adult survivors of CSE first entered "the life" of prostitution (exchanging sex for money, drugs, shelter, or other resources) at the age of 18 or younger; many as young as 12 or 13 years old. In addition, many adult survivors of prostitution or CSE revealed that they are also survivors of other forms of violence, most commonly, child sexual abuse and/or domestic violence. In addition, being in "the life" also exposes adult survivors to repeated violence (physical and sexual) at the hands of their pimps, intimate partners, sex buyers, and others who take advantage of their vulnerability. [7]

In addition to exposure to on-going threats of violence, adult survivors of CSE also endure a number of other challenges as the result of being in "the life" including being a victim of crime, having felony convictions, lacking job skills, lacking housing options, and experiencing substance addictions. These challenges make it difficult to transition out of "the life." Surveys collected from attendees of the City of Seattle Sex Industry Women's Program (a court diversion program for survivors of prostitution who are identified by Seattle law enforcement) in 2011-2012 revealed that most survivors would like to receive supportive services with elements of peer support, health and safety, assistance with GED/high school completion, employment training and job search, alcohol and chemical dependency support and treatment, housing assistance, and childcare assistance. Similar findings were revealed by other data/research efforts.[8][9]
Many studies have shown that women in "the life" suffer from depression and other post-traumatic stress symptoms.[10] These findings provide support for the need of intensive case management and wraparound social services for all survivors of CSE regardless of age. Peer support (via network of other survivors) was often mentioned as being helpful as well as access to medical, dental, and chemical dependency services.

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[4] Boyer, D. (2008) *Who Pays the Price? Assessment of youth involvement in prostitution in Seattle.* Seattle, WA. City of Seattle Human Services Department.
[5] Williamson, C. & Prior, M. (2009) *Domestic minor sex trafficking: A network of underground players in the Midwest.* Journal of Child and Adolescent Trauma, 2, 45-61.
[6] Pham, L. (October 2012). *Ending Commercial Sexual Exploitation: A local coordinated response assessment and strategic framework addressing sex trafficking of minors in Seattle King County."* City of Seattle Human Services Department.
[7] Raphael, J. & Shapiro, D.L. (August 2002) *Sisters speak out: The lives and needs of prostituted women in Chicago – a research study*. Center for Impact Research. Chicago, IL
[8] The Barton Child Law and Policy Clinic Emory University Law School. (July 23, 2008). *Commercial exploitation of children in Georgia.*
[9] Burnett, M.L., Schneider, R., Timko, C., Ilgen, M.A. (January 2009) *Impact of substance use disorder treatment on women involved in prostitution: Substance use, mental health, and prostitution one year after treatment.* J. Study. Alcohol Drugs. 70(1):32-40
[10] Hossain, M., Zimmerman, C., Abas, M., Light, M., Watts, C., (December 2010). *The relationship of trauma to mental health disorders among trafficked and sexually exploited girls and women.* American Journal of Public Health. 100(12): 2442-2449

Similar to other studies, the City of Seattle's 2012 report also cited that leaving "the life" is a process for many survivors. Survivors who have successfully exited prostitution revealed that the readiness moment was usually a personal low point in life but that they were able to leave (without relapse) due to the supportive assistance of others, in many cases, it was the assistance of peers or social service organization.[11]

B. Overview of Service Delivery System

This RFI will fund two (2) collaborations to provide victim support services for commercially sexually exploited individuals. One collaboration will be serving adults (18 and older), and one collaboration will be serving youth (17 and younger). CSE victim services are primarily focused on intensive case management, advocacy-based counseling, group and individualized services, community outreach, and assistance with housing, employment and other means to obtain safety and stability.

HSD recognizes that survivors of CSE are among the most vulnerable population in our community; often experiencing homelessness, sexual abuse, violence, substance abuse, and other crimes related to life on the street. Yet, it is difficult for many survivors who seek to leave to successfully transition out of "the life" due to lack of support, resources, and options.

This funding is intended to support community-based programming to provide client-centered, wraparound supportive services for identified adult and youth survivors of CSE. This RFI builds upon previous and on-going research and community engagement with local stakeholders, providers, survivors, and national study and research data (as cited in the previous section); which informs HSD that the core victim support services needed for youth and adult survivors of CSE include: (1) information and assistance/referral, (2) crisis intervention, (3) community outreach and advocacy, (4) advocacy-based counseling and intensive case management; (5) support groups and (6) care coordination/coordinated response.

To ensure high quality client services, agencies funded via the Commercial Sexual Exploitation Victim Services RFI must demonstrate expertise in the area of CSE in the following manner:

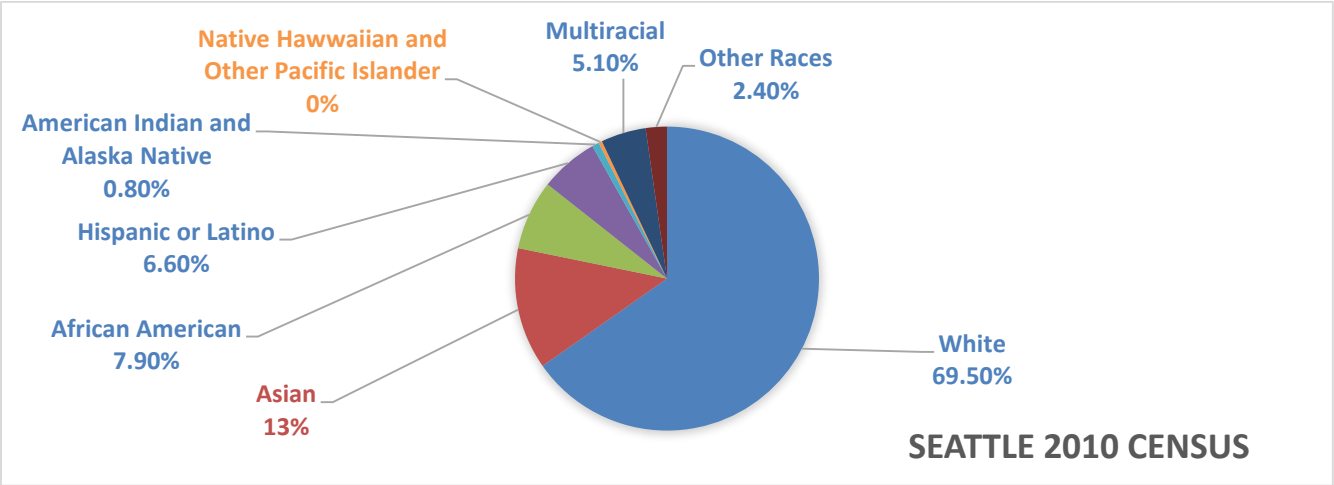
- History of serving prostituted people, survivors of dating/domestic violence and/or sexual assault;
- Demonstration of the understanding of the intersections among CSE, sexual assault and domestic violence;
- Experience with program implementation in the field of CSE , sexual assault, and/or domestic violence; and/or
- Experience working with populations vulnerable to abuse and exploitation (i.e. marginalized populations, LGBTQ, homeless, chemically dependent, history of violence and abuse)

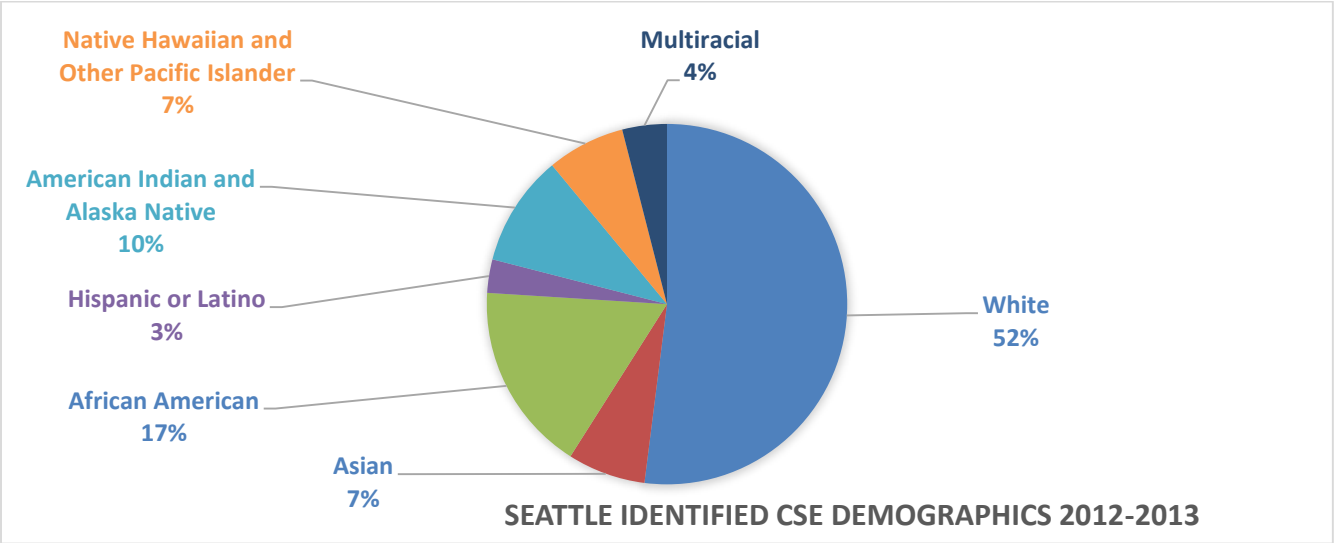
C. Focus Population/Priority Community

Priority communities for this funding are based on HSD's outcomes framework, which is a results-based accountability system and ensures the services are focused to address disparities in the population.

Seattle is a richly diverse city. The 2010 population census reveals that 69.5% of Seattle residents are White, 13.8% are Asian, 7.9% are African American, 6.6% are Hispanic or Latino, 0.8% are American Indian and Alaskan Native, 0.4% are Native Hawaiian and other Pacific Islander, 2.4% are "other race" and 5.1% are two or more races. While anyone can fall victim to (CSE), certain populations are disproportionately impacted, including African Americans, Native Americans, and in Seattle, Hawaiian and Pacific Islanders.

[11] Sweet, E.M. (October 2006) The intersystem assessment on prostitution in Chicago. City of Chicago's Mayor's Office on Domestic Violence. Chicago, IL.





A national report by the Office of Victims of Crime stated that, of the confirmed sex trafficking victims, 40.4% were African-American [12]; this number is more than 3 times that of the percentage of African Americans residing in the United States (13.6% of the total population listed by US Census Bureau)[13]. Other reports also claim that up to 55% of prostituted children in the United States are of African American descent.[14] Local data taken from the Seattle Sex Industry Workers Program (a court diversion program for law enforcement identified CSE survivors) informs that approximately 17% of identified survivors in the program were African American, while the African American population only accounts for 7.8% of the total Seattle population.

Similarly, Native American survivors are also over-represented among trafficking victims in Seattle and in other communities throughout the United States. Data collected from the Seattle Sex Industry Workers Program reveals 10% of the survivors were Native American/Native Alaskan, while the population only accounts for 0.8% in the 2010 Seattle Census. U.S. and Canadian studies also indicate that traffickers deliberately target homeless and/or poverty-impacted Native women and children who are desperate to meet their survival needs (Clawson, Dutch, Solomon, and Goldblatt Grace, 2009a; Pierce, 2009; Saewyc et al. 2008; Urban Native Youth Association, 2002)[15] A 2011 study of adult female Native American survivors of prostitution found that 79% of interviewees had been victims of sex trafficking as children, 53% survived sexual torture, and 49% had been kidnapped; many

[12] 2013 NCVRW Resource Guide: http://www.victimsofcrime.org/docs/ncvrw2013/2013ncvrw_stats_humantrafficking.pdf?sfvrsn=0
[13] The Black Population 2010: 2010 Census Brief: http://www.census.gov/prod/cen2010/briefs/c2010br-06.pdf
[14] Hughes, D. (December 2005). *Race and Prostitution in the United States*. University of Rhode Island. Women's Studies Program.
[15] National Online Resource Center on Violence Against Women: http://www.vawnet.org/Assoc_Files_VAWnet/AR_NativeSexTrafficking.pdf

times, the children were prostituted by their families, grandmothers, mothers, and fathers who sold them for sex to pay rent, support their drug habits or exchange for cash.[16]

Locally another population that is over-represented is Hawaiian or Pacific Islander. The Seattle Sex Industry Workers Program showed that while 7% of the survivors of CSE survivors were Hawaiian and Pacific Islander, the same population only accounts for 0.4% of the Seattle population.

Demographics data collected from the Seattle Sex Industry Workers Program reveals the following information:

- 52% are Caucasian
- 17% are Black/African American/Other African
- 10% are Native American/Native Alaskan
- 7% are Asian
- 7% are Hawaiian or Pacific Islander
- 4% are Multiracial
- 3% are Hispanic/Latino

The above demographics data is similar to those presented by HSD funded programs currently serving adults and youth survivors of prostitution.

Given the data provided, the priority populations for this funding are:

- African American
- Native American/Alaska Native
- Hawaiian and Pacific Islander

Applicants should demonstrate an intention and plan to address the disparities associated with the priority populations of African American, Native American/Alaska Native, and Hawaiian/Pacific Islander communities. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

D. Expected Investment Outcomes & Indicators

Desired Result	Indicator	Performance Measure
Individuals and families are safe and have healthy relationships	Seattle's domestic violence/ sexual assault crime rate	90% of survivors report increased knowledge of available resources 75% of survivors can identify their immediate next steps 50% of survivors demonstrate progress towards goals in their service plan

[16] Farley et al. (October 27, 2011). *The Garden of Truth: The prostitution and trafficking of Native American women in Minnesota*. A project of Minnesota Indian Women's Sexual Assault Coalition and Prostitution Research & Education. William Mitchell College of Law. Saint Paul, MN.

V. HSD's Commitment to Funding Culturally Responsive Services

In conjunction with the Seattle Race and Social Justice Initiative (RSJI) which is a city wide effort to end institutionalized racism and race-based equities in Seattle, HSD has developed investment principles that reflect our commitment to funding culturally responsive services to create positive outcomes for service recipients. For more information on RSJI, please see http://www.seattle.gov/rsji/. Agencies applying for investment will demonstrate capacity to institute these principles through routine delivery of client-centered and strength-based services that are culturally:

1. **COMPETENT**, as demonstrated by "a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or profession that enables that system, agency, or profession to work effectively in cross-cultural situations".[17] It is "the ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently act on that understanding".[18] It is "the ability to function effectively in the midst of cultural differences. It includes knowledge of cultural differences, awareness of one's own cultural values, and ability to consistently function with members of other cultural groups".[19]

2. **RESPONSIVE** to the cultural and linguistic needs of diverse populations. Agencies have the capacity to effectively serve and engage persons of diverse backgrounds. Agencies commit to practicing cultural responsiveness throughout all levels of the program, including policy, governance, staffing, and service model and delivery. Agencies make every effort to recruit and retain a work force (paid and voluntary) and policy-setting and decision-making bodies that are reflective of the target populations identified in the funding opportunity. For example, for those for whom English is not a primary language, agency staff will work to ensure that service recipients have access to culturally relevant interpreter services and/or written materials available in multiple languages.

3. **RELEVANT** in addressing the cultural needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices. Agencies are staffed with people who have the cultural capacity to create authentic and effective relationships and provide culturally congruent services for members of specific cultural groups and/or communities of color. Commitment and experience of the agency reflects effective, mutually beneficial relationships with other organizations (such as grassroots or community-based organizations, churches, community networks, etc.) that are reflective of the populations being served via the investment.

4. **ACCESSIBLE** through language, location, and delivery style. Agencies have the capacity to overcome mainstream barriers and/or provide effective alternative strategies that enable service recipients to easily access mainstream and nontraditional programs and services.

VI. Program Requirements

A. Service/Program Model

Most individuals in the sex industry are survivors of CSE and entered "the life" prior to the age of 18. Many are also survivors of dating and domestic violence and sexual assault because often times the exploiter/pimp/trafficker is an intimate partner, boyfriend or husband. The reasons why individuals become involved and remain in the sex industry are complex. While sex industry workers often experience homelessness, sexual abuse, violence, substance abuse, and are survivors of other crimes related to life on the street, it is challenging for many who seek to leave to successfully transition out of "the life". This is due to the

[17] Cross, T., Bazron, B.J., Dennis, K. and Isaacs, M.R. (1989) Towards a Culturally Competent System of Care (Vol. 1). Washington, DC: National Technical Assistance Center for Children's Mental Health, pg. 121.
[18] Coyne, C. (2001) "Cultural Competency: Reaching Out to All Populations". PT Magazine, pgs. 44-50.
[19] York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161.

lack of support, resources, and options. Survivors of the sex industry are among the most vulnerable in our community. Thus, the service model to provide supportive services for CSE individuals must address the complex needs of exploited people.

HSD intends to fund at least one (1) youth service agency or collaboration and one (1) adult service agency or collaboration. The Commercial Sexual Exploitation Victim Services RFI is intended to ensure a continuum of services for survivors which include the following required core service components specific to youth and adult victims/survivors of CSE:

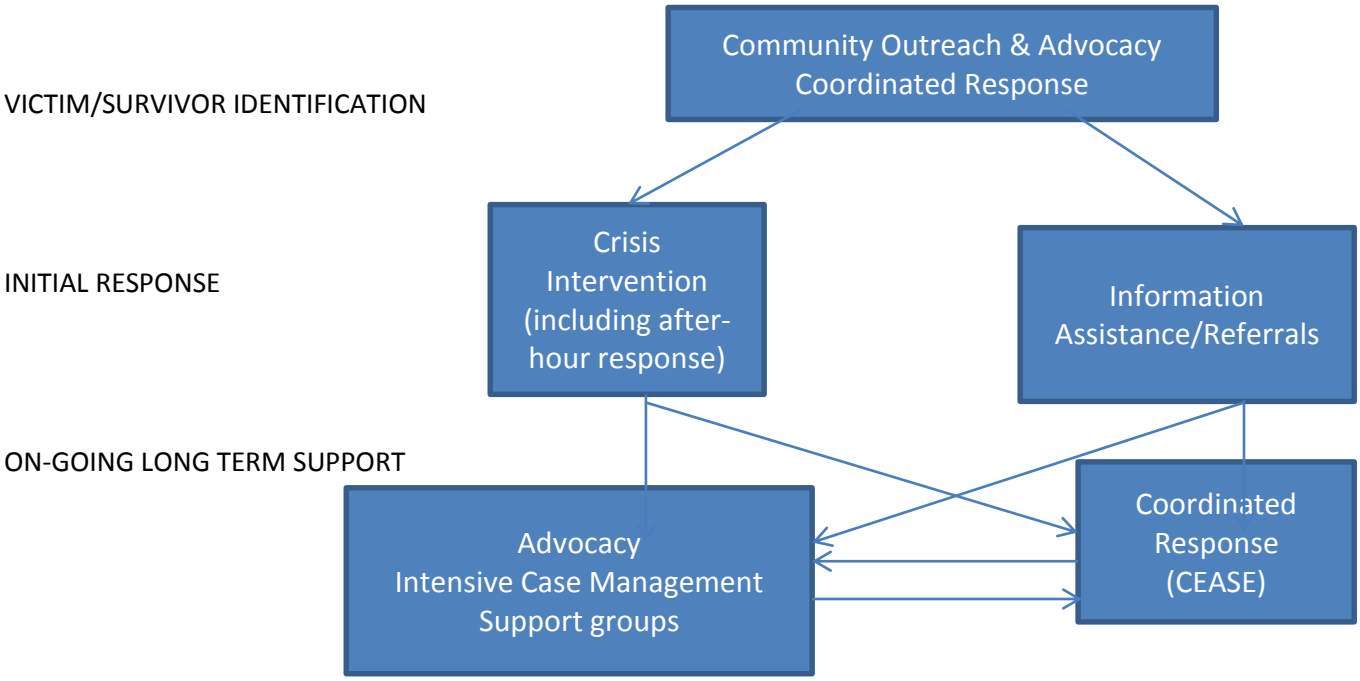
CSE YOUTH CORE VICTIM SERVICES

1. Information and assistance/referrals
2. Advocacy-based counseling and intensive case management
3. Coordinated response
4. Crisis intervention
5. Community outreach and advocacy

CSE ADULT CORE VICTIM SERVICES

1. Information and assistance/referrals
2. Advocacy-based counseling and intensive case management
3. Coordinated response
4. Crisis intervention
5. Support groups

Funded agencies and collaborations will work together to ensure a seamless CSE victim support network system from victim identification to case management, represented in the diagram below:



Proposals will be submitted by lead agencies of collaborative efforts. Youth or adult collaborative may consist of two or more agencies/ partnerships. Partner agencies (non-lead) may or may not be funded via this RFI. However, lead agencies of collaborative efforts must obtain and submit a signed Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) which clearly states the roles and responsibilities of all partner agencies.

It is preferable that applicants identify other resources to be used in addition to the requested funds. Agencies demonstrating the ability to leverage other funding sources, partnerships, and collaborations will receive additional points in the application rating process.

Because the goal of this investment is to provide identified survivors with a seamless network of supportive services and programming, funded agencies and collaborations will take part in the City of Seattle – Coordinated Effort Against Sexual Exploitation (CEASE) as part of the coordinated response core victim services listed above. CEASE is a coordinated response effort formalized in 2013 to enhance coordinated response and supportive services for identified survivors of CSE (both adults and youth). Current CEASE members include law enforcement, prosecution, and community-based non-profit agencies. In addition, it is expected that funded agencies and collaborations will also establish or have an existing working relationship with other entities within Seattle-King County, such as culturally specific agencies, agencies with expertise on gender-based violence, community-based social/health service agencies, job training and employment programs, shelter and housing, and mental health and chemical dependency programs, to ensure a coordinated, seamless care and response for identified CSE survivors.

B. Criteria for Eligible Clients

- Eligible clients must be a victim/survivor of CSE defined as those who are lured, enticed, manipulated or forced to participate in a commercial sexual act for monetary gains of a third party (pimps, boyfriends, family members, traffickers, etc.).
- Victims/survivors may be of any gender, sexual orientation, race/ethnicity with a focus on African American, Native American, Native Alaskan, Native Hawaiian, and other Pacific Islander populations, and may be domestic or foreign nationals.
- Clients must be City of Seattle residents or reside in a Seattle shelter/facility, enrolled in Seattle school, or CSE victims in a Seattle Police Department investigation.

C. Expected Service Components

Details regarding expected service components is also included in Section VI. a. As highlighted, the lead agency will be responsible for submitting all application materials, contracting with the Seattle Human Services Department, and subcontracting with the other partner(s). The lead agency will submit, as part of the application materials, a formal Memorandum of Understanding (MOU), signed by an authorized individual of each agency that clearly designates each agency's roles and responsibilities and how the funding will be shared between the partners. If any of the collaborating agencies are located outside the city limits, the funds must only be used to work with Seattle-based residents.

Below lists additional information pertaining to each of the core services components:

<u>INFORMATION AND ASSISTANCE/REFERRAL (I&A/R)</u>

This service entails providing information to potential and identified survivors of CSE. It includes helping survivors obtain needed services or complete a necessary task, if they are unable to do so themselves. Agencies will screen participants to determine which services they may be eligible for, directly refer them to the appropriate services, and then follow-up with the participant and/or service providers to see if the services were obtained. Assistance may include, but is not limited to, contacting agencies on behalf of the participant, translating documents, filling out forms, writing letters, making phone calls to set up or confirm appointments, and accompanying clients to service providers. I&A/R may be provided over the phone, in person, or via electronic communication.

CRISIS INTERVENTION

This service entails being available to connect with clients in a variety of settings, for urgent matters within 24-48 hours of an individual presenting a crisis related to CSE.

COMMUNITY OUTREACH AND ADVOCACY

This service entails establishing relationships with vulnerable individuals who are at risk of exploitation, connecting with community partners to enhance victim/survivor identification, referrals, and response.

ADVOCACY-BASED COUNSELING AND INTENSIVE CASE MANAGEMENT

Advocacy-based counseling (ABC) applies to the principles used in positive youth development strategies, which is the involvement of a client with an advocate counselor in individual, family, or group session with the primary focus on safety planning and empowerment of the client through reinforcing the client's autonomy and self-determination. ABC uses non-victim blaming problem solving-methods. It is strength-based and is focused on helping the client achieve his/her own goals.

Intensive case management assists survivors with general, medical, legal, and system advocacy, connects survivors with existing community and system-based resources, develops program goals and assists survivors in accomplishing those goals, provides other related support for survivors to increase safety, stability, address mental health and chemical dependency issues, and obtain personal goals. Activities associated with case management may include:

- Information, assistance and referrals for the issues listed above
- Education on the dynamics of CSE
- Support groups
- Safety planning
- Health education
- Support for GED or high school completion; post-secondary education enrollment assistance
- Job training, employment placements, internships
- Life skills training
- Legal advocacy, including accompaniment to criminal or civil legal proceedings
- Accompaniment, when necessary, to support and guide clients through numerous social institutions in order to leave and/or protect participants from further abuse
- Age-appropriate activities, recreation, and opportunities for engagement
- Ensuring interpreter services are available if relevant

ADULT SUPPORT GROUPS

This service entails providing weekly peer support groups for adult survivors of CSE. Adult support group attendees will include both community referrals and referrals from Seattle criminal justice system, many of whom are survivors and are court mandated to attend as a part of their prostitution diversion requirement.

Adult peer support groups must satisfy the following requirements: (1) groups meet for 2 hours once a week, preferably on the same days, times, and location; (2)curriculum needs to include the following topics: health (safer sex, women's health, preventative care, HIV/AIDS and STIs), parenting (supportive parenting styles and resources), emotional support (in the form of peer support and/or individual follow up with advocate), interpersonal violence (forms of gender-based violence including domestic/dating violence, sexual assault and CSE), chemical dependency (stages of change, relapse prevention), and community resources (connecting clients with existing resources for employment, housing, and other related support).

COORDINATED RESPONSE

Coordinated response includes working with other partners and programs to ensure that the client receives a seamless network of services to assist in the successful completion of his/her goals. This also includes active agency participation in the City of Seattle Coordinated Efforts Against Sexual Exploitation (CEASE) response

network (i.e. participate in regular meetings, provide cross consultation and referrals) and be available to support survivors identified by CEASE via survivor identification operations.

D. Description of Key Staff and Staffing Level

There should be a sufficient number of qualified staff to effectively conduct the services proposed. To ensure high quality client services, the requirements for agencies funded via the Commercial Sexual Exploitation Victim Support Services RFI is that all volunteers and paid program staff providing direct services need to complete 40 hours of initial commercial sexual exploitation training (may include examination of own biases and beliefs about prostituted people, how to identify and engage CSE survivors to participate in services, how individuals get involved in CSE, understanding of how pimping works, prostituted people and pimp relationship and how the bond may be hard to break, addiction to the lifestyle, safety planning, resources, cultural and racial issues, professional boundaries, international and domestic trafficking, how the juvenile justice system works and how to advocate within it, how to provide advocacy, confidentiality and privilege for advocates and under which circumstances they apply, etc.) and 16 hours of continuing education training relevant to CSE on an annual basis.

Program staff, volunteers and supervisors must be familiar with the dynamics of dating/domestic violence, sexual assault and relevant community resources, as well as have an understanding of how medical, legal and social services respond to victims. Service providers must be supervised by a paid staff person who has completed the 40 hours of initial CSE training and has two years of relevant experience (i.e. CSE, domestic violence, sexual assault, at risk/homeless and runaway youth.)

E. Deliverable Outcomes/Milestones

- Number of commercially sexually exploited victims/survivors who receive supportive services to mitigate the effects of trauma
- 90% of survivors report increased knowledge of available resources
- 75% of survivors can identify their immediate next steps
- 50% of survivors demonstrate progress towards goals in their service plan

VII. Agency Eligibility

Applications meeting the requirements of this RFI will be accepted from any legally constituted entities that meet the following conditions:

- Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.

- The applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.

- The applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.

VIII. Client Data and Program Reporting Requirements

Agencies must be able to collect and report client-level demographic and service data as stated in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases.

IX. Contracting Requirements

- Any contract resulting from this RFI will be between the City of Seattle, through its Human Services Department, and the applicant agency (referred to as "Contractor" in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Seattle Human Services Department Master Agency Services Agreement (MASA). These requirements shall be included in any contract awarded as a result of the RFI and are not negotiable. A copy of the MASA is available at http://www.seattle.gov/humanservices/funding/.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated herein and in any resulting contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded through this RFI must publicly recognize HSD's contribution to the program.
- Contractors will maintain a commercial general liability insurance policy with a minimum limit of $1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of any resulting contract against unauthorized use, access, disclosure, modification or loss.
- Contractors must be able to collect and report data as described in Section VIII.
- HSD accepts no responsibility or obligation to pay any costs incurred by any applicant agency in the preparation or submission of a proposal or application or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

X. Selection Process

This RFI is competitive. All interested parties must submit a complete application packet by the deadline to be considered for funding. All completed applications turned in before the deadline that meet the minimum

eligibility qualifications will be reviewed and individually scored by members of the review committee. The review committee will forward their funding recommendations to the HSD Director for final decision regarding the award(s). Notification of investment awards will be sent to the Executive Director of the applicant agency (or similar level agency management staff indicated on the Application Cover Sheet).

Applications not meeting submittal requirements or minimum eligibility qualifications will be deemed non-responsive and will be eliminated from further consideration. HSD reserves the right to identify, seek clarification and accept or waive any nonmaterial irregularities or informalities in determining whether or not an application is responsive.

Applications will be rated based on the criteria for providing the required services outlined in the Guidelines and Application materials. HSD reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet (Attachment 2) to clarify application contents. HSD also reserves the right to schedule and conduct interviews and/or site visits with applicants prior to forwarding funding recommendations to the HSD Director.

Due to the competitive nature of this RFI, beyond any scheduled information sessions offered by HSD, no individual technical assistance will be provided until the appeals process has closed. Applicants may not rely on oral communication from HSD staff at any information session, interview, site visit or otherwise and must review all written materials and addendums related to this RFI.

HSD reserves the right to make an award(s) without further discussion of the proposal submitted. Therefore, the application should be submitted on the most favorable terms. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFI.

HSD also reserves all rights not expressly stated in the RFI, including making no awards or awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFI.

XI. Appeal Process

An applicant is any legal entity that has responded to a formal funding process conducted by the City of Seattle Human Services Department in soliciting applications for the provision of defined services. Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

The following outlines the opportunities for applicants to appeal a decision made by HSD at two distinct points in the funding process:

1. **Minimum Eligibility Screening Appeal Process:** This process is applicable to applicants notified by HSD that their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity, and therefore will not be reviewed for funding consideration.
2. **Post-Notice of Award Appeal Process:** This process is applicable to applicants notified by HSD of the final status of their application, as determined by the HSD Director, upon the conclusion of the review and rating process.

While the grounds for appeals and deadlines differ, both processes will follow the same appeal format and content requirements and decision process, except as otherwise stated herein.

Minimum Eligibility Screening Appeal Process

Grounds for Appeals:
This process applies only to applicants wishing to appeal a decision regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity. An appeal will only be determined to have merit if the applicant proves that the application submitted did meet the minimum requirements, qualifications, formatting standards, and was complete, and that the initial determination of ineligibility was in error. No additional information or details not included in the original application will be considered.

Appeals Deadlines:

1. HSD will notify applicants in writing if their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity.
2. Within five (5) business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.
3. The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, an appeal may not prevent HSD from moving forward with the application review and rating process. HSD reserves the right to issue an interim contract for services to meet important client needs.

Post-Notice of Award Appeal Process

Grounds for Appeals:
Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest.
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in a funding opportunity.

Appeals Deadlines:

1. HSD will notify all applicants in writing of the final status of their application. For awarded applications, if appropriate, the level of funding to be allocated will be stated.
2. Within ten (10) business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.
3. The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, HSD reserves the right to issue an interim contract for services to meet important client needs.

Appeal Format and Content:
A notice to HSD staff that an applicant intends to appeal does not reserve the right to an appeal. The applicant must file an appeal within the required deadline and follow the proper format. A casual inquiry, complaint or an appeal that does not provide the facts and issues, and/or does not comply with the form, content or deadline herein, will not be considered by the Department or acted upon as an appeal.

All appeals shall be in writing and state that the applicant is submitting a formal appeal. Deliveries by hand, mail or email are acceptable methods. HSD is not responsible for ensuring that an appeal is received within the appeal deadlines. If HSD does not receive the appeal by the deadline, the protest will be rejected.

Appeals must be addressed to:

Catherine Lester, HSD Director
Seattle Human Services Department
700 5th Avenue, Suite 5800
P.O. Box 34215
Seattle, WA 98124-4125

Email: Catherine.Lester@seattle.gov

Include the following information and any additional information you would like considered in the appeal. Failure to provide the following information can result in rejection of the appeal if the materials are not sufficient for HSD to adequately consider the nature of the appeal:

1. Agency name, mailing address, phone number and name of individual responsible for submission of the appeal;
2. Specify the funding opportunity title;
3. State the specific action or decision you are appealing;
4. Indicate the basis for the appeal including specific facts;
5. Indicate what relief or corrective action you believe HSD should make;
6. Demonstrate that you made every reasonable effort within the funding process schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting HSD to any perceived problems; and
7. Signed by the Agency's Executive Director or similar level agency management staff.

Appeals Process:
Within two (2) business days of receiving an appeal according to the appeals submission process outlined herein, the applicant will receive a receipt from the HSD Director's Office notifying the applicant of the date, time and method by which the appeal was received. If the applicant does not receive a receipt within two business days, it should be assumed that HSD did not receive the appeal and it will therefore not be considered.

The HSD Director will review the appeal. All available facts will be considered and the HSD Director shall issue a final decision. This decision shall be delivered in writing by email or mailed letter to the individual making the appeal and the Agency's Executive Director or similar level agency management staff who signed the appeal.

Each written determination of the appeal shall specify whether the HSD Director:

1. Finds the appeal lacking in merit and upholds the City action; or
2. Finds only immaterial or harmless errors in HSD's funding process and therefore rejects the appeal; or
3. Finds merit in the appeal and:
   a. **For the Minimum Eligibility Screening Appeal Process:** proceeds with inclusion of the original application, as submitted, in the application review and rating process. (This does not guarantee an award from the funding process, but rather allows the originally rejected application to re-enter the evaluation process for funding consideration.)
   b. **For the Post-Notice of Award Appeal Process:** states the appropriate action, which may include but is not limited to rejecting all intended awardees or re-tabulating scores.

If HSD finds an appeal without merit, HSD may continue with the funding process (contract execution). Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet important client needs. Nothing herein shall diminish the authority of HSD to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.

City of Seattle
Human Services Department

2015
Commercial Sexual Exploitation Victim Services
Request for Investment

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2015 Commercial Sexual Exploitation Victim Support Services Request for Investment (RFI). The RFI Guidelines is a separate document that outlines the RFI award process and provides more details on the service and funding requirements.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. on Wednesday, September 2, 2015.

Application packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this RFI will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to 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.

- Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at http://web1.seattle.gov/hsd/rfi/index.aspx.

- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

  Seattle Human Services Department
  Request for Investment Response – CSE Victim Services
  Attn: Lan Pham, Mayor's Office on DVSA

  Delivery Address
  700 5th Ave., 58th Floor
  Seattle, WA 98104-5017

  Mailing Address
  P.O. Box 34215
  Seattle, WA 98124-4215

II. Format Instructions

A. Applications will be rated only on the information requested and outlined for this RFI. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format will be deemed unresponsive and will **not** be rated.

B. The application should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 12-point font.

C. The application may not exceed a total of 25 pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit).

D. Organize your application according to the section headings that follow. For the narrative sections, please include section titles, subheadings and questions that are in bold print. You do not need to rewrite the questions for specific elements of each question.

III. Proposal Narrative & Rating Criteria

Write a narrative to sections A – E. Answer each section completely according to the questions. Do not exceed a total of 25 pages for section A – E combined.

NARRATIVE QUESTIONS

A. PROGRAM DESIGN DESCRIPTION *(30 points)*

1. Describe your program model and outline the key service components in your program. Include when and where (locations, times, days of week, etc.) services will be delivered and by whom.
   - Describe how these service components are consistent with the required service standards outlined in Sections IV and VI.
   - Describe how these service components will help your program achieve the required outcomes and deliverables.
2. Describe the population(s) to be served.
   - Describe the characteristics of these populations such as geographic region, income, age, race, ethnicity, language, and other defining attributes.
   - Describe how your program will recruit the priority populations listed in Sections IV and VI and any other focus populations.
   - Describe your agency's connection with, and understanding of, the priority populations or how you will partner with agencies who specialize in serving the priority community/populations.
3. Describe how you will solicit and incorporate input from the community and clients served, including the priority populations, into your program and ongoing services.

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

- Applicant presents a thorough description of the program that includes an understanding of the service components and evidence of likely success in meeting outcomes.
- Applicant clearly defines the priority populations and demonstrates a plan to recruit and serve the priority populations in a culturally relevant manner.
- Applicant demonstrates an ability to comply with program requirements.
- The program description shows a strong connection with the priority population and an understanding of their strengths, unique needs, and concerns.
- Applicant demonstrates ability to improve program and services based on client feedback.

B. CAPACITY AND EXPERIENCE *(25 points)*

1. Describe your organization's success providing commercial sexual exploitation victim services or comparable services. If your agency has no experience delivering the service, describe any related experience and a plan for rapid development of service capacity, and attach a start-up timeline.
2. 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.
3. Describe your plan for staff recruitment, training, supervision and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4; this does not count toward the 25-page narrative limit).
4. Describe your organization's experience with data management – collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?
5. Describe your organization's financial management system. How do you establish and maintain general accounting principles, sound accounting systems, and internal controls? Entities without such capabilities may wish to have an established agency act as fiscal agent.
6. Describe your agency's financial position, outlook for sustainability, and capability to meet program expenses in advance of reimbursement.

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

- The program 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.
- 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 proposed.
- Applicant describes processes for maintaining quality staff that matches the levels needed to run the program as described.
- Applicant demonstrates an understanding of and capacity for data management.
- Applicant demonstrates capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds which may be awarded under the terms of this RFI.
- Applicant demonstrates a financially viable agency and capability to meet program expenses in advance of reimbursement.

C. PARTNERSHIPS AND COLLABORATION *(20 points)*

1. Describe how the proposed project will collaborate with other agencies/programs to deliver services. What are the benefits of this effort for program participants? Please identify any areas that will consolidate the provision of services across agencies.
2. Describe how partnerships will improve the project's ability to serve the priority population.
3. 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 Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) from any partner providing key program elements. (MOU/MOA will not be counted toward the 25 page limit.)
4. Describe how you will refer clients to other sexual assault victim services programs and agencies in a proactive, seamless, client-friendly manner.

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 demonstrates partnerships which enhance the programs ability to serve clients from the priority population.
- Applicant has submitted signed MOU/MOAs from partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

D. EQUITY, CULTURAL RESPONSIVENESS, AND SOCIAL JUSTICE *(15 points)*

1. Describe your experience providing services to people who have been historically oppressed by systemic discrimination, including racial and ethnic minorities, immigrants and refugees, low-income populations, English language learners, GBLTIQ, disabled, and other priority communities (see Guidelines Section IV). If experience is limited, what steps will you take to provide culturally competent and responsive services?
2. What challenges and successes have you experienced, or do you anticipate, in providing services to people from diverse cultural and economic backgrounds?
3. Describe how the agency board of directors and staff represent the cultural, ethnic, linguistic and socio-economic background of program participants.
4. Describe your program's strategy for ensuring that underserved, cultural, ethnic and linguistic groups receive culturally competent and responsive services as evidenced by your policies, procedures and practices.
5. What trainings does your agency require and/or provide to support staff in providing culturally competent and responsive services to populations listed in question 1?

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

- Applicant demonstrates the ability to provide culturally competent and responsive services to priority communities and shows understanding of the challenges by providing concrete examples OR the applicant presents clear steps for providing culturally competent and responsive services.
- Applicant has a proven track record of providing culturally and linguistically relevant services to diverse target populations.
- Applicant's board of directors and staff composition reflects the cultural and linguistic characteristics of program clients and priority populations.
- Applicant's policies and procedures demonstrate an understanding and appreciation for the cultural, ethnic and linguistic of the priority populations and/or those listed in question 1.
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.
- Applicant has demonstrated a commitment to ongoing training and development within the agency to promote and support culturally competent service delivery.

E. BUDGET AND LEVERAGING *(10 points)*

1. Complete the Proposed Program Budget (Attachment 3; this does not count toward the 25-page narrative limit). The costs reflected in this budget should be for the service area only, not your total agency budget.
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.
3. Describe how your agency ensures adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFI.

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

- Costs are reasonable and appropriate given the nature of the service, the focus population, the proposed level of service, and the proposed outcomes.
- The proposed program is cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds to be used with any funds awarded from this RFI 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 RFI.

Total = 100 points

IV. Application Checklist

A completed application packet must include all of the following items:

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. A list of all key personnel and job descriptions of positions who will have a significant role in program coordination and service delivery.
6. A copy of your agency's most recent financial audit.
    a. If your agency does not have a recent financial audit, provide a copy of your most recent IRS Form 990 (nonprofit agencies only) or latest business income tax return (for-profit agencies only).
7. A copy of your agency's financial statement from the last fiscal year, certified by your agency's Chief Financial Officer (CFO) or financial manager.
8. A current certificate of nonprofit status. Your agency must have a federal tax identification number/employer identification number.
9. A current certificate of commercial general liability insurance.
10. 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.
11. Roster of your agency's current Board of Directors.
12. Minutes from your agency's last four Board of Directors meetings.
13. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
14. If you are proposing a significant collaboration with another agency, attached a signed MOU/MOA from that agency's Director or other authorized representative.

An incomplete application packet will be deemed unresponsive and will **not** be rated.

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

2015 Commercial Sexual Exploitation Victim Services Request for Investment
Application Checklist

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

HAVE YOU….

☐ **Completed and signed the 2-page Application Cover Sheet (Attachment 2)?***

☐ **Completed the Narrative response?**

- Must not exceed 25 pages (8 ½ x 11), single spaced, double-sided, size 12 font, with 1 inch margins.
- Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents.
- A completed narrative response addresses all of the following:

  ☐ Program Design Description (30%)
  - *There should be a separate section for each service component you have selected. To avoid repeating yourself, it is acceptable to refer to a previous service component where appropriate (e.g. "same as previous component").*

  ☐ Capacity and Experience (25%)
  ☐ Partnership and Collaboration (20%)
  ☐ Equity, Cultural Responsiveness, and Social Justice (15%)
  ☐ Budget and Leveraging (10%)

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

☐ **Completed the Proposed Personnel Detail Budget (Attachment 4)***

☐ **Attached the following supporting documents?***

- ☐ A list of all key personnel and job descriptions of positions who will have a significant role in program coordination and service delivery.
- ☐ A copy of your agency's most recent financial audit (or Form 990 or tax return, per Section IV)
- ☐ A copy of your agency's financial statement from the last fiscal year, certified by your agency's CFO or financial manager
- ☐ A current certificate of nonprofit status
- ☐ A current certificate of commercial general liability insurance
- ☐ 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?
- ☐ Roster of your current Board of Directors
- ☐ Minutes from your agency's last four Board of Directors meetings

☐ **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, 2016?***

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

******These documents do not count against the 25 page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on Wednesday, September 2, 2015**. Application packets received after this deadline will not be considered. See Section I for submission instructions.

City of Seattle
Human Services Department

2015 Commercial Sexual Exploitation Victim Services Request for Investment
Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact Name: Title: Address: Email: Phone #:			
4. Organization 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. Funding Amount Requested:			
10. # of clients to be served:			
11. Partner Agency (if applicable): Contact Name: Title: Address: Email: Phone Number: Description of partner agency proposed activities:			
12. Partner Agency (if applicable): Contact Name: Title: Address: Email: Phone Number: Description of partner agency proposed activities:			
Authorized signature of applicant/lead agency			

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: _____

2015 Commercial Sexual Exploitation Victim Services Request for Investment
Proposed Program Budget
January 1, 2016-December 31, 2016

Applicant Agency Name:	
Proposed Program Name:	

	Amount by Fund Source				
Item	**Requested HSD Funding**	**Other[1]**	**Other[1]**	**Other[1]**	**Total Project**
1000 – PERSONNEL SERVICES 1110 Salaries (Full- & Part-Time)					
1300 Fringe Benefits					
SUBTOTAL – PERSONNEL SERVICES					
2000 – SUPPLIES 2100 Office Supplies					
2200 Operating Supplies[2]					
2300 Repairs & Maintenance Supplies					
SUBTOTAL – SUPPLIES					
3000-4000 – OTHER SERVICES & CHARGES 3100 Expert & Consultant Services					
3140 Contractual Employment					
3150 Data Processing					
3190 Other Professional Services[3]					
3210 Telephone					
3220 Postage					
3300 Automobile Expenses					
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[4]					
4999 Administrative Costs/Indirect Costs[5]					
SUBTOTAL – OTHER SERVICES & CHARGES					
TOTAL EXPENDITURES					

[1] Identify specific funding sources included under the "Other" column(s) above:	
	$
	$
	$
	$
Total	**$**

[2] Operating Supplies – Itemize below (Do Not Include Office Supplies):	
	$
	$
	$
	$
Total	**$**

[3] Other Professional Services – Itemize below:	
	$
	$
	$
	$
Total	**$**

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

[5] Administrative Costs/Indirect Costs – Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] 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? ☐ Yes ☐ No
If yes, provide the rate.

2015 Commercial Sexual Exploitation Victim Services Request for Investment
Proposed Personnel Detail Budget
January 1, 2016-December 31, 2016

Applicant Agency Name:	
Proposed Program Name:	

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**
Subtotal – Salaries & Wages									
Personnel Benefits:									
FICA									
Pensions/Retirement									
Industrial Insurance									
Health/Dental									
Unemployment Compensation									
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									