City of Seattle
Human Services Department

2015
Gender-based Violence Prevention
Request for Proposal

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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 gender-based violence prevention services for Seattle youth ages 10 to 18.

> GENDER-BASED VIOLENCE: For the purposes of this Request for Proposal (RFP), dating and domestic violence, sexual assault, and commercial sexual exploitation will be referred to as gender-based violence (GBV).
>
> GBV is violence that is directed at an individual based on his or her biological sex, gender identity, or perceived adherence to socially defined norms of masculinity and femininity. It includes physical, sexual, and psychological abuse, threats, coercion, arbitrary deprivation of liberty, and economic deprivation. GBV can include domestic and dating violence, sex trafficking and forced labor, sexual coercion, violence and abuse, neglect, elder abuse, harmful traditional practices such as early and forced marriage, "honor" killings, and female genital mutilation/cutting. Women and girls are the most at-risk and most affected by GBV. However, boys and men also experience gender-based violence, as can sexual and gender minorities. GBV is rooted in structural inequalities between men and women and is characterized by the use and abuse of physical, emotional, or financial power and control.[1]

This RFP is open to community-based, non-profit agencies that are in partnerships with schools and/or other community agencies. The purpose of the RFP is to fund two (2) to three (3) GBV primary prevention programs to educate youth in healthy relationship skills which increases safety and protection against future violence while promoting change in attitudes, values, and behaviors that support ending GBV.

For this RFP, desired primary prevention strategies to address GBV will:
1) Build skills in young people to prevent GBV;
2) Focus on youth ages 10 to 18, with an emphasis on younger youth; and
3) Be based upon proven or promising program models or practices.

[1] United States Agency International Development, "Strategy to Prevent and Respond to Gender-Based Violence Globally". Available at: http://www.usaid.gov/documents/2155/gbv-strategy-fact-sheet

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

Fund Sources	**Request for Proposal Amount**
HSD General Fund	$316,000
Sex Industry Victims Fund and Sexual Abuse of Minors Fund	$34,000

HSD intends to invest in two (2) to three (3) proposals. 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 RFP 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 ensure that the desired result of HSD's Gender-based Violence Prevention investments is that our community is safe, stable and self-reliant as indicated by the number of youth who are educated about domestic, dating, and sexual violence and abuse, and healthy relationship skills.

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

If you have any questions about the GBV Prevention RFP, please contact:

Sharon Chew, Funding Process Coordinator, via email at sharon.chew@seattle.gov or
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
Site Visits (tentative)	September 23 to September 24, 2015
Interviews (tentative)	Sept. 28 to Tuesday Sept. 29, 2015
Planned Award Notification	Friday, October 23, 2015
Contract Start Date	Friday, January 1, 2015

*For accommodation requests, please contact Sharon Chew via email at sharon.chew@seattle.gov

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

III. HSD Guiding Principles

In addition to the investment outcomes stated in this RFP, 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**

Gender-based Violence Prevention 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 wellbeing 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 youth dating violence rate	Native Americans were under-represented in prevention services funded by HSD in 2014. Although Native Americans represent 1% of the Seattle Public Schools' (SPS) student population[2], none were identified as receiving or participating in prevention programs in 2014. Similarly, Hispanics/Latinos were also under-represented in 2014 prevention services. Although Hispanics/Latinos are 13% of the SPS population, only 4% received prevention services. Information about other races/ethnicities: Asian/Pacific Islanders (API) were well represented in 2014 prevention services. Seattle Public School's API population is 18%. In 2014, 42% of prevention services clients were Asians/Pacific Islanders. African Americans/Other Africans were also well represented in 2014 prevention services. SPS's African American/Other African population is 18%. In 2014, 24% of prevention services clients were African American/Other Africans. NOTE: Demographic information about HSD funded prevention program participants for 2014 was provided by funded agencies via the annual Client Profile Report.	Native American and Hispanic/Latino youth are under-represented in MODVSA prevention services. HSD's goal is that Native American and Hispanic/Latino will be prioritized, recruited, and served, ensuring access to GBV prevention services, and an increase the number of youth representing these communities served, proportionate to their representation in the SPS population.	Gender-based violence primary prevention program components: *educating/training youth in healthy relationship skills; *educating and engaging influencers of youth in support of youth building healthy relationships; *implementation of youth-led communication/social marketing strategies; *strengthening self-esteem, positive youth development and pro-social behavior.	Performance outcomes to be developed and tailored to specific programs and models selected • 90% of youth participants demonstrate increase in healthy relationship skills • 90% of youth participants demonstrate attitudes and values that support ending gender-based violence • 90% of youth participants report increased ability to identify components of/differences between healthy/unhealthy relationships • 90% of youth participants report increased self-esteem, self-efficacy, pro-social behavior • 90% of youth participants report increased knowledge of community resources

2

A. Overview of Investment Area

GBV is a problem of epidemic proportion in the U.S. Nearly one in four women report experiencing violence by a current or former spouse or boyfriend at some point in her life.[3] One in every six women has at some time experienced attempted or completed rape.[4]

Among young people, the prevalence of violence is alarming. One in three adolescent girls is a victim of physical, emotional, or verbal abuse from a dating partner; a figure that exceeds victimization rates for other types of violence affecting youth.[5] A national online survey shows that one in five tweens - ages 11 to 14 - knows a victim of dating violence, and nearly half who are in relationships know friends who are verbally abused. Two in five of the youngest tweens, ages 11 and 12, report that their friends are victims of verbal abuse in relationships.[6] Teens in same-sex relationships experience rates of violence and abuse similar to rates experienced by teens in heterosexual relationships. Nearly one in four teens and young adults (ages 12-21 years) in same-sex romantic or sexual relationships reported some type of partner violence victimization in the past year-and-a-half.[7] Technology is also changing the nature and frequency of teen dating abuse. Recent data reveals that many teens in dating relationships are being controlled, threatened and humiliated through cell phones and the internet in unimaginable frequency.[8]

HSD recognizes the importance of focusing its primary prevention investments on young people as they are disproportionately affected by domestic, dating, and sexual violence. As data indicates, youth and young adults are a highly victimized group. Children suffer high rates of exposure to family and domestic violence; a risk factor for future perpetration and victimization. Youth and young adults who experience family violence, relationship violence, and/or sexual assault, risk long-term consequences such as alcoholism, eating disorders, promiscuity, suicide, and violent behavior that perpetuates the cycle of violence.[9]

The tween and teen years are particularly appropriate times for violence prevention approaches. Young people, at this age, are still connected to institutions which make universal approaches such as in-school and afterschool activities and mentoring programs possible. Developmentally, teen and tween youth are forming their individual identities and are beginning to explore romantic relationships. Thus, it makes sense to focus prevention efforts on early adolescence; a period of rapid growth and development when issues of gender and sexual identity are salient. Helping young people develop skills for positive social interactions and healthy relationships (during early adolescence) stands the best chance in stopping the patterns of violence in relationships and impact changing values, attitudes and norms at the community level.

B. Overview of Service Delivery System

The current GBV Prevention RFP builds upon HSD's community planning process which initiated in 2009; ultimately resulting in a redirection of GBV prevention investments. The goal of HSD's current planning process is to strategically focus limited prevention investments for a more cohesive and impactful outcome.

In 2009-2010, HSD engaged key community stakeholders, consulted with prevention experts and academics from local universities, and gathered research and data on best practices. The intensive engagement and

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[3] Adverse Health Conditions and Health Risk Behaviors Associated with Intimate Partner Violence, Morbidity and Mortality Weekly Report. February 2008. Centers for Disease Control and Prevention. Available at http://www.cdc.gov/mmwr/PDF/wk/mm5705.pd

[4] http://www.nap.edu/openbook/0309091098/html/7.html, copyright 2004, 2001 The National Academy of Sciences, Advancing the Federal Research Agenda on Violence Against Women (2004).

[5] Davis, Antoinette, MPH. 2008. Interpersonal and Physical Dating Violence among Teens. The National Council on Crime and Delinquency Focus. Available at http://www.nccd-crc.org/nccd/pubs/2008_focus_teen_dating_violence.pdf

[6] Tween and Teen Dating Violence and Abuse Study, Teenage Research Unlimited for Liz Claiborne Inc. and the National Teen Dating Abuse Helpline. February 2008. Available at http://loveisnotabuse.com/c/document_library/get_file?p_l_id=45693&folderId=72612&name=DLFE- 203.pdf.

[7] Halpern CT, Young ML, Waller MW, Martin SL & Kupper LL. 2004. Prevalence of Partner Violence in Same-sex Romantic and Sexual Relationships in a National Sample of Adolescents. Journal of Adolescent Health. 35(2): 124-131.

[8] Fifth & Pacific Companies, Inc. (Liz Claiborne, Inc.), Conducted by Teen Research Unlimited, (Jan 2007). "Tech Abuse in Teen Relationships Study 2007," Available at: https://www.breakthecycle.org/dating-violence-research/technology-teen-dating-abuse-survey.

[9] Jay G. Silverman, PhD; Anita Raj, PhD; Lorelei A. Mucci, MPH; Jeanne E. Hathaway, MD, MPH, "Dating Violence Against Adolescent Girls and Associated Substance Use, Unhealthy Weight Control, Sexual Risk Behavior, Pregnancy, and Suicidality" JAMA. 2001; 286(5):572-579. doi:10.1001/jama.286.5.572

research provided key information which redirected HSD's investment priorities from awarding multiple small contracts for prevention activities, to funding fewer, larger investments with the intention of greater community impact. The research and engagement process also identified the need to focus on primary dating/domestic violence and sexual assault prevention strategies which aimed at healthy relationships skill-building for younger youth. Information gathered during this process also revealed the need to prioritize vulnerable youth including runaways, youth of color, immigrants and refugees, teen parents, LGBTQ, and those at risk for dropping out of school, chemically dependent, at-risk for academic failure and commercial sexual exploitation. The focus: prevention approaches engaging vulnerable youth which involve enhancing healthy relationship skills and assisting youth to identify, prevent, and terminate demeaning, violent, and potentially exploitative relationships.

The 2015 GBV RFP continues to focus investments on primary prevention strategies which address dating and domestic violence, sexual assault and commercial sexual exploitation; or GBV. The aim is to prevent initial victimization. Consistent with many research findings regarding effective prevention programming, the GBV RFP will focus on strategies which aim at educating and training youth on healthy relationship skills, and use approaches that focus on behavior change. The crucial component is skill-building prevention strategies using repeated or multiple sessions, versus single or one time activities. Programs proposing to implement one time or limited exposure activities, information, or messaging (e.g. delivering a domestic violence/sexual assault awareness presentation at school assemblies) do not provide enough opportunities for skill-building, and will not be considered for funding. Instead, competitive strategies will be those which are multi-session and comprehensive, and aim at developing skills and competencies that change behavior in young people.

Proposed prevention programs should also be comprehensive. Comprehensive approaches are much more impactful according to the Socio-Ecological Model.[10] The most competitive strategies will also include program components designed to affect participants at the relationship and/or the community levels. Components at the relationship and community levels might be those that influence the youths' relationships with their peers, families, or school staff, while supporting youth in building healthy relationships. At the community level, components might be aimed at influencing community culture through awareness campaigns in support of youth.

Please see Section VI. C. for detailed information on program components for GBV prevention services.

GBV prevention services under this RFP will:

a) Build skills in healthy relationships;
b) Prioritize youth ages 10 to 18, with an emphasis on younger youth, Native youth, and Hispanic/Latino youth; and
c) Use approaches based on best, promising, or emerging program models or practices.

BEST PRACTICE: A best practice is defined as an approach that has consistently been proven effective through the most rigorous scientific research and which has been replicated across a variety of settings.

PROMISING PRACTICE: An approach is a Promising Practice when there is sufficient evidence, such as strong quantitative and qualitative data, to claim that the approach is proven effective at achieving a specific aim or outcome, consistent with the goals and objectives of the activity or program. The approach, however, does not yet have enough research or replication to support generalizable positive prevention outcomes.

EMERGING PRACTICE: Emerging Practice is an approach that holds promise based on some level of evidence of effectiveness or change that is not research-based and/or sufficient to be deemed a 'promising' or 'best'

[10] Levels of influence from the Social Ecological Model of Prevention, (National Center for Injury Prevention and Control, Centers for Disease Control and Prevention).

practice. The approach incorporates the philosophy, values, characteristics, and indicators of other positive/effective prevention strategies; is based on guidelines, protocols, standards, or preferred practice patterns that have been proven to lead to effective prevention outcomes; incorporates a process of continual quality improvement; and, has an evaluation plan in place to measure program outcomes, but does not yet have evaluation data to demonstrate the effectiveness of positive outcomes.[11]

BEST, PROMISING AND EMERGING PROGRAM MODELS: Proven and promising programs and strategies are those that have been evaluated, researched and shown to be promising in their theory of change about why the activities or strategies will prevent dating, domestic, and/or sexual violence. Proposed primary prevention activities aimed at preventing violence before it occurs will be required to use a proven/promising program model or curriculum, or an emerging practice that is consistent with the Nine Elements of Effective Prevention (see below).[12]

Examples of Best, Promising, and Emerging Programs for Preventing Dating, Domestic and Sexual Violence[13]

1. **Safe Dates**: Multi-component prevention program for middle and high schools. The school-based curriculum helps teens recognize the difference between healthy and unhealthy relationships, and gives by-standers ways to intervene when signs of an unhealthy relationship are occurring. (Evidence-based as established by SAMHSA)
2. **Expect Respect:** Multi-component, school-based curriculum focused on sexual violence prevention aims to reduce bullying and sexual harassment. (Promising practice as established by CDC evaluation)
3. **The Fourth R**: Multi-component, school-based curriculum emphasizing dynamics of dating violence and healthy relationships; focused on interrelated issues such as drug and alcohol use, personal empowerment, and others. (Evidence-based)
4. **Men of Strength Clubs (Men Can Stop Rape):** Mobilizes young men and boys to prevent sexual and dating violence. (Promising practice as established by CDC evaluation)
5. **Mentors in Violence Prevention (MVP)**: Gender violence, bullying, and school violence prevention approach that engages young men and women athletes to take on leadership roles in schools and communities. Training focuses on a bystander model and uses role-plays to construct options in response to incidents of harassment, abuse, or violence. (Evidence-based)
6. **Shifting Boundaries**: A two-part, classroom curricula and school wide intervention, to reduce dating violence and sexual harassment among middle school youth. (Promising practice)

Although best, promising, and emerging programs are backed by research and testing, they frequently have limitations. They typically are proprietary curriculum and training packages that are costly, require strict adherence for fidelity of the model, and may not be known to be appropriate or effective with culturally specific or marginalized populations. Cost issues and other limitations are the responsibility of the proposers and must be taken into consideration in developing program strategies and budgets. However, it must be noted that purchasing these proprietary curriculum is not a requirement of this proposal.

[11] Adapted from: "What Works for Whom: Best, Promising and Emerging Practices", Canadian Homelessness Research Network, 2013, available at, http://www.homelesshub.ca/resource/what-works-and-whom-framework-promising-practices. "Emerging, Promising and Best Practices Definitions", Kentucky Cabinet for Health and Family Services.

[12] "What Works in Prevention: Principles of Effective Prevention Programs", Nation, Maury, et al, American Psychologist, 58, 449-456, (2003).

[13] The first 5 programs were taken from the 2009 report, "Promising Practices in Sexual Violence Prevention and Community Mobilization for Prevention", by Erin Casey and commissioned by MODVSA, as guidance for proposers in the 2009 Prevention RFI. Shifting Boundaries, was added subsequent to the report.

9 Key Elements of Effective Prevention

1. Prevention: Building Skills	Programs are focused on building skills to prevent domestic, dating, and sexual violence (aka GBV)
2. Comprehensive	Programs use comprehensive educational approaches that are multi-session, provide an array of interventions and methods for communicating the message, and are interactive.
3. Sufficient Dosage	Strategies provide exposure to information with enough quantity and intensity to be effective.
4. Theory Driven	Programs use proven prevention strategies, program models, and curricula that have been evaluated, researched, and/or shown to be promising in terms of their theory of change about why the activities or strategies will prevent violence.
5. Social-Ecological Model	Prevention interventions are aimed at affecting more than one level of the social-ecological model: [14] ▪ Individual: activities aimed at changing or influencing attitudes and beliefs (e.g. Education) ▪ Relationship: activities aimed at influencing how people relate with their peers, families, or intimate partners (e.g. Peer education, engaging influencers of youth such as older youth, mentors, teachers, and parents to support youth in building healthy relationships skills) ▪ Community: activities aimed at influencing culture, systems, and policies in a given setting (e.g. policy examination) ▪ Society: activities aimed at influencing larger macro-level factors such as gender inequality, religious beliefs, cultural beliefs system, societal norms, etc. (e.g. Social media work)
6. Appropriately Timed	Program is tailored appropriately to the intellectual, cognitive, and social development level of participants.
7. Socio-culturally Relevant	Program is relevant to participants and the local community norms and cultural beliefs and practices.
8. Participants	Individuals and groups such as: ▪ Middle school youth ages 10-14, and/or high school youth ages 15-18 Influencers of youth participating in support of the youth: ▪ Parents, caregivers ▪ School staff ▪ Community members
9. Outcome Evaluation	Programs have an outcome evaluation component to show that positive change occurred as a result of the effort.

C. Focus Population/Priority Community

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

For the GBV Prevention RFP, the targeted population is youth ages 10 to 18; with a specific focus on younger youth residing in the City of Seattle. School partnerships and school-based programs, if proposed, will

[14] Levels of influence from the Social Ecological Model of Prevention, (National Center for Injury Prevention and Control, Centers for Disease Control and Prevention).

include schools with high student populations from low-income and diverse communities such as those from South Seattle neighborhoods.

Although domestic and sexual violence affects individuals of all ages, the focus for primary prevention investments is on youth and young adults for whom high rates of relationship violence and abuse is of particular concern. Studies show that violent behavior often begins between the ages of 12 and 18, and when continued through adulthood, frequently increases in severity.[15] Girls and young women are most at risk and impacted by GBV more than any other group of individuals. The highest rates of intimate partner violence and sexual assault are experienced by girls and young women between the ages of 16 and 24 - almost triple the national average.[16] However, young men and boys are also at risk. A 2005 study revealed that 16% of males were sexually abused by the age of 18. Because male sexual assault survivors are less likely to disclose, this number is significantly underreported.[17] GBLTIQ youth are no exception. In a study of gay, lesbian, and bisexual adolescents, youth involved in in same-sex dating are just as likely to experience dating violence as youth involved in opposite sex dating.[18]

Developmentally, middle school and high school are critical times for young people in terms of their social and emotional learning; it is an opportune time to learn healthy relationship skills, and a stage in life when youth are still connected to institutions making universal approaches possible. Acting early to educate young people in healthy relationship skills prevents domestic, dating, and sexual violence before it starts. While young people, in general, are at high risk for becoming victims or perpetrators of gender-based violence, vulnerable youth are at even greater risk. Vulnerable youth include but is not limited to: GLBTIQ, runaways, homeless youth, youth in foster care, teen parents, youth who have been sexually assaulted, youth exposed to domestically violent homes, youth who have been pimped or who have traded sex for a place to sleep, youth involved in gangs or at risk of gang involvement, youth of color, and immigrant and refugee youth. These youth are especially vulnerable to predators who seek to exploit and abuse them. Education and empowerment strategies are important to help vulnerable youth develop skills to identify, prevent, and terminate demeaning, violent, and potentially exploitative relationships.

Race and Ethnicity

Studies show that girls and women of color are at higher risk for relationship violence and sexual assault. According to Washington State Department of Health, Native American/Alaska Native women have the highest rates of domestic violence injuries (46%), followed by Black women (41%), and Hispanic/Latino women (35%). [19]

Given the high GBV incidence rates for Native American/Alaska Native and Hispanic/Latino, both populations are underrepresented in HSD's GBV prevention services in 2014. Although Native Americans make up 1% of the Seattle population, no Native American youth received prevention services (via HSD funded programs) in 2014. Similarly, while Hispanics/Latinos represent 7% of the Seattle population, only 3% of the youth served in HSD's prevention programs were Hispanic/Latino.

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

- Native American
- Hispanic/Latino youth

[15] Rosado, Lourdes, The Pathways to Youth Violence; How Child Maltreatment and Other Risk Factors Lead Children to Chronically Aggressive Behavior. 2000. American Bar Association Juvenile Justice Center.

[16] Callie Marie Rennison, Ph.D., Department of Justice, Bureau of Justice Statistics, "Intimate Partner Violence and Age of Victim, 1993-99" (2001). Available at: http://bjs.ojp.usdoj.gov/content/pub/pdf/ipva99.pdf

[17] Dube, S.R., Anda, R.F., Whitfield, C.L., et al. (2005). Long-term consequences of childhood sexual abuse by gender of victim. American Journal of Preventive Medicine, 28, 430-438.

[18] "Prevalence of Partner Violence in Same-Sex Romantic and Sexual Relationships in a national Sample of Adolescents," Halpern CT. Young M.I., Waller M.W., Martin S.I., Kupper, L.L., Journal of Adolescent Healthy, Vol. 35,June 2, Pgs. 124-131. (August 2004)

[19] Washington State Dept. of Health, Domestic Violence report, May 9, 2013.

Applicants should demonstrate an intention and plan to address the disparities associated with the priority populations of Native American, and Hispanic/Latino youth. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

D. Expected Investment Outcomes & Indicators

Outcomes will be developed and tailored to the prevention programs funded to fit the service components. Below are some examples of outcomes and indicators that may be used.

Desired Result	Indicator	Performance Commitments
Individuals and families are safe and have healthy relationships	Seattle youth dating violence rate	% of youth demonstrating increase in healthy relationship skills % of youth demonstrating attitudes and values that support ending dating, domestic, and sexual violence (gender-based violence) % of youth reporting increased ability to identify components of/differences between healthy/unhealthy relationships
		% of youth reporting increased self-esteem, self-efficacy, pro-social behavior
		# youth reporting increased knowledge of community resources

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".[20] 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".[21] 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".[22]

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

[20] 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.
[21] Coyne, C. (2001) "Cultural Competency: Reaching Out to All Populations". PT Magazine, pgs. 44-50.
[22] York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161.

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

GBV prevention services will use approaches that: (1) develop skills and competencies in young people to develop and foster healthy relationships, and (2) develop their abilities to use skills in, and knowledge of, healthy and unhealthy relationships that minimizes or protects them from future violence. For this RFP, proposals chosen will be those which pair prevention programming for individuals with those focused on relationship or community impact prevention components. Relationship impact components may include prevention components which build relationship between youth and a trusted older peer or adult (i.e. peer mentor, teacher, or family member). Community impact component may include prevention components which focus on community level activities (i.e. schools or neighborhoods).

GBV primary prevention services will:
1) **Build skills** in healthy relationships;
2) **Prioritize youth** ages 10 to 18, with an emphasis on younger youth, Native youth, and Hispanic/Latino youth; and
3) Use approaches based on **best, promising, or emerging** program models or practices.
See section IV. B. for more detail.

B. Criteria for Eligible Clients

- All youth must be Seattle residents, and between the ages of 10 – 18
- Seattle school partnerships and school-based programming. Preferably those serving a large population of low-income, ethnic communities, such as South Seattle neighborhoods.
- Vulnerable youth and youth from marginalized populations (runaways, teen parents, at risk of academic failure, pregnancy, substance abuse, and commercial sexual exploitation)

C. Expected Service Components

Service components will be developed specifically for each individual program funded, however, required and expected service components are outlined in the tables below:

Required service component:

Service Components	Description
1. Educate youth in healthy relationship skills	• Awareness of dating, domestic, and sexual violence • Understanding of healthy/unhealthy relationships • Understanding of, and skill development in, appropriate behaviors in healthy relationships • Awareness of community resources for victims, survivors, and perpetrators of abuse and violence • Understanding of the red flags for unhealthy, demeaning, violent, or potentially exploitative relationships

And, two or more expected service components from the following:

Service Components	Description
2. Educate and engage influencers of youth	• Influencers are able to articulate healthy relationship skills, attitudes and behaviors • Influencers are able to co-facilitate educational sessions • Influencers are able to mentor and support youth develop healthy relationship skills
3. Implement youth-led communication/social marketing strategies	• Strategies for delivering messages that resonate with youth, in ways consistent with how youth communicate, for the purpose of spreading messages that relationship violence and sexual assault should never be tolerated
4. Strengthen youth self-esteem, foster positive youth development and pro-social behavior	• Strengthen youth assets and resilience against unhealthy relationships • Strategies increase level of self-esteem and respect for youth themselves, and others • Strengthen youth skills to communicate, cooperate and have positive interactions with peers, family members and school and program staff
5. Educate youth in community resources	• Raise awareness of resources and educate youth to know how and where to seek help if/when needed

To ensure high quality client services, agencies funded via the GBV Prevention RFP must demonstrate expertise in the area of youth services in the following manner:

- Expertise in the development and implementation of healthy skills-development program for youth;
- Demonstration of the understanding of the intersections among CSE, sexual assault and domestic violence;
- Experience with program implementation in the field of youth services/youth development, CSE , sexual assault, and/or domestic violence;
- Experience working with populations vulnerable to abuse and exploitation (i.e. marginalized populations, GBLTIQ, homeless, chemically dependent, history of violence and abuse)

Non DV/SA programs should be informed by the special expertise that domestic violence and sexual assault agencies have regarding power and control behaviors and dynamics, and how to identify healthy and unhealthy relationships.

Programs targeting vulnerable youth should be informed by the dynamics of power and control in the context of youths' risks for falling prey to predators seeking to exploit and abuse them. All agencies must be able to provide culturally appropriate programs and services.

Applicants for this RFP maybe a single agency or a collaboration of multiple partners with subcontracts. Agencies demonstrating the ability to leverage other funding sources, partnerships, and collaborations will receive additional points in the application rating process.

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.

D. Description of Key Staff and Staffing Level

There should be a sufficient number of qualified staff to effectively conduct the services proposed. Programs are expected to be implemented by staff members who are competent and have received sufficient training, support, and supervision. Staff must be familiar with the concepts and strategies for effective primary prevention of GBV in order to implement the program. Staff must be familiar with dynamics of domestic, dating, and sexual violence and abuse. Service provider agencies that provide direct services to victims of domestic violence and sexual assault, must meet the minimum and on-going domestic violence/sexual assault (DV/SA) WA state training requirements for paid and volunteer staff.

Prevention programs selected for funding that are operated at agencies who are not providing direct DV/SA services to victims will be required to meet the minimum initial DV/SA requirements only, but must agree to partner with DV/SA agencies with whom they can consult and make referrals to in the event that youth participants are in need of DV/SA services.

Deliverable Outcomes/Milestones

Outcomes will be developed specifically for/appropriate to the program models funded, and may include other outcomes not described here. For more information, please refer to Section IV. D. Required and expected service component in Section VI. C.

VII. Agency Eligibility

Applications meeting the requirements of this RFP 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 RFP 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 RFP 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 RFP 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 RFP, 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 RFP.

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 RFP.

HSD also reserves all rights not expressly stated in the RFP, 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 RFP.

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
Gender-based Violence Prevention
Request for Proposal

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2015 Gender-based Violence Prevention Request for Proposal. The Request for Proposal Guidelines is a separate document that outlines the Request for Proposal 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 Proposal Response – Gender-based Violence Prevention
  Attn: Sharon Chew, Mayor's Office on DVSA

Delivery Address	*Mailing Address*
700 5th Ave., 58th Floor	P.O. Box 34215
Seattle, WA 98104-5017	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 priority 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 priority community/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.
- The program has a sufficient number of qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.
- 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 GBV prevention 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 projects 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 gender-based violence prevention 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 has submitted signed MOU/MOA 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, LGBTQ, 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? How will you recruit and provide services to Native American and/or Hispanic/Latino youth in the program?
3. Describe how the agency board and staff represent the cultural, 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 understanding of cultural competence and describes how cultural competence is incorporated into the program and service delivery.
- Applicant has demonstrated a commitment to ongoing training and development within the agency to promote and support culturally competent service delivery.
- Applicant has a proven track record of providing culturally and linguistically relevant services to diverse target populations.
- Applicant's staff composition reflects the cultural and linguistic characteristics of the priority populations.
- Applicant's board composition reflects the cultural and linguistic characteristics of the priority populations.
- Applicant's policies and procedures demonstrate a respect and appreciation for the cultural and linguistic characteristics of the priority populations.
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.

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 letter of intent 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 Gender-based Violence Prevention Request for Proposal
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, August 26, 2015**. Application packets received after this deadline will not be considered. See Section I for submission instructions.

City of Seattle
Human Services Department

2015 Gender-based Violence Prevention Request for Proposal
Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact Name: Address: Email: Phone #:		Title:	
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: Address: Email: Description of partner agency proposed activities:		Title: Phone Number:	
12. Partner Agency (if applicable): Contact Name: Address: Email: Description of partner agency proposed activities:		Title: Phone Number:	

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 Gender-based Violence Prevention Request for Proposal
Proposed Program Budget
January 1, 2016 to 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 Gender-based Violence Prevention Request for Proposal
Proposed Personnel Detail Budget
January 1, 2016 to 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):									