



2018

**Gender-based Violence Survivor Services:
Advocacy, Shelter/ Housing, and Therapeutic Services
Request for Proposal**

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Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services Request for Proposal

GUIDELINES

I. Introduction

The City of Seattle Human Services Department (HSD), Mayor’s Office on Domestic Violence and Sexual Assault (MODVSA) is seeking applications from agencies interested in providing survivor-centered, gender-based violence (domestic violence, sexual assault and/or commercial sexual exploitation) supportive services. This Request for Proposal (RFP) is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section IV: Investment Area Background & Program Requirements of the Guidelines.

The purpose of this RFP is to establish a Seattle-based coordinated regional network of services under the umbrella of gender-based violence (GBV) for survivors of interpersonal violence including domestic violence (DV), sexual assault (SA), and commercial sexual exploitation (CSE). Service strategies included in this RFP are (1) mobile flexible advocacy, (2) shelter/ housing, and (3) therapeutic services. The activities funded through this RFP are intended to strengthen and enhance a coordinated network of GBV services and referral system for a seamless and culturally relevant regional response that intervenes in and prevents ongoing GBV (see Section IV for detailed information).

Approximately \$6,433,578 is available through this RFP from the following sources:

Fund Sources	RFP Amount
<i>HSD General Fund</i>	\$6,433,578.00
Total	\$6,433,578.00

HSD intends to fund between 30 to 40 proposals (refer to Section IV). Initial awards will be made for the period of January 1, 2019 – December 31, 2019. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2022 program year, future funding will be contingent upon performance and funding availability.

HSD seeks to fund multiple service strategies and contract with a varied group of providers capable of serving diverse communities and geographic areas of Seattle, such that HSD’s investments in Gender-based Violence

Survivor Services (Advocacy, Shelter/Housing, and Therapeutic Services) together form a coordinated regional response that allows all people living in Seattle to be free from gender-based violence.

All materials and updates to the RFP are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications or amendments.

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

If you have any questions about the Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services RFP, please contact: Jenn Ozawa, RFP Coordinator, via email at Jenn.Ozawa@seattle.gov or (206) 684-4007.

II. Timeline

Funding Opportunity Released	Friday, May 18, 2018
*Information Session 1	Wednesday, May 30, 2018 11:30 a.m. – 1:30 p.m. Bitter Lake Community Center, Multi-purpose Room 13035 Linden Ave. North Seattle, WA 98133
*Information Session 2	Thursday, May 31, 2018 1:00 p.m. – 3:00 p.m. 2100 Building, Board Room 2100 24 th Ave S. Seattle, WA 98144
Nonprofit Assistance Center Technical Assistance Session	Monday, June 11, 2018 2:00 p.m. – 5:00 p.m. By appointment only. To schedule call (206) 386-9062
Nonprofit Assistance Center Technical Assistance Session	Wednesday, June 13, 2018 1:00 p.m. – 4:00 p.m. By appointment only. To schedule call (206) 386-9062
Last Day to Submit Questions	Friday, June 15, 2018 by 12:00 p.m. (noon)
Application Deadline	Friday, June 29, 2018 by 12:00 p.m. (noon)
Site Visits, as applicable	Tuesday, July 24, 2018 – Tuesday, July 31, 2018
Interviews, as applicable	Tuesday, July 24, 2018 – Tuesday, July 31, 2018
Planned Award Notification	Tuesday, September 4, 2018
Contract Start Date	Tuesday, January 1, 2019

*Please contact RFP Coordinator for accommodation requests: Jenn Ozawa at Jenn.Ozawa@seattle.gov.

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

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

HSD has developed a results-driven investment strategy modeled after Results Based Accountability (RBA)¹. RBA helps HSD move from ideas to action and ensure that the Department’s work is making a real difference in the lives of vulnerable people. This framework also helps ensure that HSD is a highly functional, accountable organization that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:

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

HSD developed a **Theory of Change** for funding processes to ensure that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

In 2018, HSD, as directed by [Ordinance 125474](#), will begin identifying gender disparity data and including gender equity goals in future funding processes. See below for the Theory of Change that informs this Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services RFP.

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

	Theory of Change Term	Definition
Population Accountability	Priority Population	Victims/survivors of gender-based violence (domestic violence, sexual assault, and/or commercial sexual exploitation) in Seattle.
	Desired Result	All people living in Seattle are free from gender-based violence.
	HSD Indicators	% of women and men in Washington State that experience sexual violence, physical violence, and/or stalking by an intimate partner. ² % of women and men in Washington State that experience sexual violence. ³
Racial Equity Population Accountability	Racial Disparity Indicator Data	Gender-based violence is widely underreported which makes it challenging to capture data, especially within immigrant and refugee populations and communities of color: <ul style="list-style-type: none"> • Worldwide less than 40% of women who experience gender-based violence seek help of any sort.⁴ • Of those, less than 10% seek assistance from the police. Available data tells us that gender-based violence disproportionately impacts communities of color:

¹ Friedman, M. (2005) Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities: FPSI Publishing

² National Intimate Partner and Sexual Violence Survey, Centers for Disease 2012 Control and Prevention

³ National Intimate Partner and Sexual Violence Survey, Centers for Disease 2012 Control and Prevention

⁴ The World’s Women 2015: Trends and Statistics, The United Nations Statistics Division: <https://unstats.un.org/unsd/gender/chapter6/chapter6.html>

		<ul style="list-style-type: none"> • People who identify as American Indian/Alaskan Native, Black/African American, or two or more races experience gender-based violence at a higher rate than the general population.⁵ • 40.4% of confirmed sex trafficking victims were African American; this is more than 3 times the percentage of African Americans residing in the United States.⁶
	Focus Population	American Indian/Alaskan Native and/or Black/African American
	Population-Level Racial Equity Goals	<p>% of American Indian/Alaskan Natives and Black/African Americans who experience sexual violence, physical violence, and/or stalking by an intimate partner decreases.</p> <p>% of American Indian/Alaskan Natives and Black/African Americans who experience sexual violence decreases.</p>
Program Accountability	Strategies	<p>(1) Mobile Flexible Advocacy: Survivor-centered, trauma-informed advocacy, flexible client assistance, information and referral, meeting the survivor in a safe location in the community, safety planning, parenting support, multi-lingual staff or interpreter services, and outreach and education.</p> <p>(2) Shelter/Housing: Time-limited confidential or semi-confidential emergency shelter, rapid rehousing, transitional housing, bridge housing, multi-lingual staff or interpreter services, support groups, shelter or housing-based mobile flexible advocacy, and legal advocacy.</p> <p>(3) Therapeutic Services: medical advocacy, individual or group therapy, information and referral for medical care/concerns including assistance with follow-up care, support at medical exams and appointments, support groups, and 24-hour hotline.</p>
	Performance Measures	<p>Quantity # of survivors of gender-based violence by gender, and race/ethnicity</p> <p>Quality % of survivors satisfied with the quality of services provided as measured by a client survey or interview</p> <p>% of survivors who can identify immediate next steps as measured by a client survey or interview</p> <p>Impact % of survivors who report progress towards service plan goals as measured by the contract status report</p>

⁵ National Intimate Partner and Sexual Violence Survey, Centers for Disease 2012 Control and Prevention

⁶ 2013 NCVRW Resource Guide: <http://www.victimsofcrime.org>

		% of survivors who increase safe, stable housing as measured by the contract status report (only applies to shelter/housing strategies)
	Racial Equity Performance Measures	<p>Quality</p> <p>% of survivors from focus population satisfied with the quality of services provided as measured by a client survey or interview</p> <p>% of survivors from focus population who can identify immediate next steps as measured by a client survey or interview</p> <p>Impact</p> <p>% of survivors from focus population who demonstrate progress towards service plan goals as measured by a contract status report</p> <p>% of survivors from focus population who increase safe, stable housing as measured by a contract status report (only applies to shelter/housing strategies)</p>

IV. Investment Area Background & Program Requirements

The term “gender-based violence”, referred to in this RFP, is based on the definition offered by the (King County) Coalition Ending Gender-Based Violence (CEGV). It is defined as, “any form of violence that is rooted in rigid gender roles that reinforce the power imbalance between men and women. Anytime anyone does not conform to what’s expected of their gender, they run the risk of being targets of violence.”⁷ GBV is rooted in structural inequalities amid gender identities and is characterized by the abuse of physical, emotional, or financial power and control⁸. For this RFP, domestic violence, sexual assault and commercial sexual exploitation are defined as forms of GBV.

HSD’s move to adopt the term “gender-based violence” is in response to, and in alignment with, regional and national efforts. Gender-based violence impacts millions of people in the U.S. regardless of race, age, income, religion, or education.

- More than 1 in 3 women have experienced rape, physical violence, and/or stalking by an intimate partner in their lifetime,⁹ and approximately 7 million women are raped and/or physically assaulted by a current or former intimate partner each year.¹⁰
- Since 2007, the National Human Trafficking Hotline received reports of 22,191 sex trafficking cases inside the United States; and in 2016, the National Center for Missing and Exploited Children estimated that 1 in 6 endangered runaways reported were likely sex trafficking victims.¹¹

⁷ <https://endgv.org/issue/>

⁸ 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-sheets>

⁹ Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

¹⁰ U.S. Department of Justice, National Institute of Justice and Centers for Disease Control and Prevention. (July 2000). Extent, Nature, and Consequences of Intimate Partner Violence: Findings From the National Violence Against Women Survey. Washington, DC. Tjaden, P., & Thoennes, N.

¹¹ The Polaris Project: <https://polarisproject.org/human-trafficking/sex-trafficking>

Recent data from the U.S. Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health (DOH) illustrate the lifetime occurrence of domestic and sexual violence.

- In Washington State, 41% of women and 32% of men report experiencing violence from an intimate partner.¹²
- In Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime.¹³

While GBV impacts all communities, research and local data shows marginalized populations including women of color, immigrant and refugees, lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities, and individuals with disabilities are more likely to be victimized. These communities also experience increased barriers to accessing services due to various factors which may prevent reporting including systematic barriers that decrease access to services (i.e. lack of culturally and linguistically relevant services, lack of financial support, lack of structural/community support, fear of repercussions from reporting).

A. Overview of Investment Area

HSD's mission is to connect people with resources and solutions during times of need, so we can live, learn, work, and take part in strong healthy communities. HSD plans to contract with currently funded, high-performing providers but is also interested in funding qualified new partners that fill geographic and cultural gaps in services. HSD's vision is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all our communities thrive, and people grow old with opportunity and dignity.

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

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

B. Service/Program Model

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

- 1) Mobile Flexible Advocacy;
- 2) Shelter/Housing; and
- 3) Therapeutic Services.

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

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

¹² WA State Coalition Against Domestic Violence: <https://wscadv.org/news/national-intimate-partner-sexual-violence-survey/>

¹³ WA State Coalition Against Domestic Violence: <https://wscadv.org/news/national-intimate-partner-sexual-violence-survey/>

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

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

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

2) SHELTER/HOUSING includes various housing program models to address the spectrum of needs for survivors and their families, including:

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

3) THERAPEUTIC SERVICES include trauma-informed therapeutic services, support services, and activities providing direct intervention and related assistance to primary and secondary survivors of gender-based violence. Therapeutic services, intervention, and related assistance may include short-term individual and/or group therapy such as counseling or psychotherapy, support groups, and 24-hour hotline services providing crisis intervention information and referral.

Please note that the following activities are NOT eligible for funding in this RFP: legal representation, offender accountability or batterer intervention, prevention activities, medical social work, forensic exams, forensic interviews, the development of materials related to service provision, training for non-GBV professionals and/or communities, and the establishment or coordination of Sexual Assault Response Teams.

HSD will invest a maximum amount of funding per service strategy (see below). Available funding is aligned with service gaps and needs identified by community and stakeholder engagement. The vision is a coordinated and culturally responsive network of GBV survivor services that are located, available, and accessible throughout the city of Seattle:

- Central Seattle
- North Seattle
- South Seattle
- West Seattle

HSD investments through this RFP will consist of the following:

STRATEGIES	APPROXIMATE # PROGRAMS TO BE FUNDED	APPROXIMATE MAXIMUM AMOUNT OF INVESTMENT PER STRATEGY	APPROXIMATE NUMBER OF CLIENTS SERVED ANNUALLY
MOBILE FLEXIBLE ADVOCACY (MFA)	15-20	\$3,720,000	3,500
SHELTER/HOUSING	13-15	\$1,809,000	1,000
THERAPEUTIC SERVICES	2-5	\$904,000	1,000

It is crucial that all GBV survivors receive accessible and appropriate services. Equal portions of the GBV investments will be considered for each of the three (3) GBV categories: approximately 1/3 will be considered for DV services, 1/3 for SA, and 1/3 for CSE. Funding considerations will be made to ensure that the Seattle coordinated services response is inclusive of the following populations:

- American Indian/Alaska Native
- Asian
- Black/African-American
- Gay/bisexual/lesbian/transgender/queer/questioning
- Hispanic/Latino
- Immigrant or refugee
- Native Hawaiian or other Pacific Islander
- People living with a disability
- Youth (services specific to CSE for 18 and under)

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

C. Criteria for Eligible Clients

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

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

- live or work in the city of Seattle
- be enrolled in a Seattle-based academic institution
- seek GBV services from a Seattle-based GBV services organization, or be involved in a Seattle Police investigation

D. Priority Population and Focus Population

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

Priority populations for this investment opportunity include:

- Survivors of gender-based violence in Seattle

Focus populations are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area.

Given the data provided, focus population(s) for this investment opportunity are:

- American Indian/Alaskan Natives
- Black/African Americans

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

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

E. Expected Service Components

SERVICE STRATEGY AREA	EXPECTED SERVICE COMPONENTS	
	ESSENTIAL PROGRAM ELEMENTS	POTENTIAL ACTIVITIES
MOBILE FLEXIBLE ADVOCACY	<ul style="list-style-type: none"> • Intake that identifies the individual’s or family’s needs and assists survivors in accessing specific services needed. This may include safety planning, housing, flexible client assistance, financial literacy, employment, medical, mental health, chemical dependency, legal, spiritual/cultural, educational, transportation, childcare, veteran status, and others, as appropriate; • Information, assistance, and referrals, for the issues listed above; • Accompaniment and advocacy, when necessary to support and guide survivors through other institutions and systems they must 	<ul style="list-style-type: none"> • General advocacy • Legal advocacy • Advocacy-based counseling • Safety planning • Co-advocacy • Support groups

	<p>access in order to leave and/or protect themselves from further abuse: criminal and civil legal, housing, medical, mental health, child welfare, financial/economic, education, vocational, and other systems;</p> <ul style="list-style-type: none"> • Providing emotional support for and information about DV/SA/CSE; • Identifying and removing barriers to criminal and civil legal system; • Providing parenting support and education; • Empowering survivors and their children to build/rebuild social supports; • Engaging in culturally and linguistically specific outreach, community engagement, and interagency collaboration; • Providing information, support, training, and consultation to friends, family, community members, and professionals trying to support survivors and hold abusers accountable. 	<ul style="list-style-type: none"> • Information, assistance and referral • Interpreter services • Flexible client assistance (including hotel/motel vouchers) • Sub-contracting for individual or group therapeutic services
<p>SHELTER/ HOUSING</p>	<ul style="list-style-type: none"> • Intake that identifies the individual’s or family’s needs and assists survivors in accessing specific services needed. This may include safety planning, housing, financial assistance, financial literacy, employment, medical, mental health, chemical dependency, legal, spiritual/cultural, vocational/educational, transportation, childcare, veteran status, and others, as appropriate; • Information, assistance, and referrals, for the issues listed above; • Accompaniment and advocacy, when necessary to support and guide clients through other institutions and systems they must access in order to leave and/or protect themselves from further abuse: criminal and civil legal, housing, medical, mental health, child welfare, financial/economic, education, vocational, and other systems; • Providing emotional support in and information about DV/SA/CSE; • Identifying and removing barriers to criminal and civil legal system; • Providing parenting support and education; • Empowering survivors and their children to build/rebuild social support; • Engaging in culturally and linguistically specific outreach, community engagement, and interagency collaboration; • Providing information, support, training, and consultation to friends, family, community members, and professionals trying to support survivors and hold abusers accountable; • Adherence to WAC Chapter 388-61A. 	<ul style="list-style-type: none"> • Semi-confidential or confidential emergency shelter • Transitional housing • Bridge housing • Rapid re-housing • Shelter/housing based mobile flexible advocacy • Advocacy based counseling • Co-advocacy • Safety planning • Support groups • Information, assistance and referral • Interpreter services • Flexible client assistance (including hotel/motel vouchers)
<p>THERAPEUTIC SERVICES</p>	<ul style="list-style-type: none"> • Intake that identifies the individual’s or family’s needs and assists survivors in accessing specific services needed. This may include safety, housing, financial, employment services, family, medical, mental health, chemical dependency, legal, spiritual/cultural, vocational/educational, transportation, childcare, veteran status, and others, as appropriate; • Providing trauma-focused therapy sessions for survivors in the form of short-term (no more than 12 months) individual therapy or group therapy; • Providing trauma-focused support groups for survivors and/or children/family members of survivors; • Information, assistance, and referrals, for the issues listed above; 	<ul style="list-style-type: none"> • Crisis intervention • Co-advocacy • Information and referral • General advocacy • Medical advocacy • Legal advocacy • Short-term individual therapy • Short-term group therapy • Support groups

	<ul style="list-style-type: none"> • Accompaniment and advocacy, when necessary to support and guide clients through other institutions and systems they must access in order to leave and/or protect themselves from further abuse: criminal and civil legal, housing, medical, mental health, child welfare, financial/economic, education, vocational, and other systems; • Providing emotional support in and information about DV/SA/CSE. 	<ul style="list-style-type: none"> • 24-hour hotline services
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F. Expected Performance Commitments

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

Quantity

- # of survivors of gender-based violence by gender and race/ethnicity served
- # of MODVSA meetings attended (by providers)

Quality

- % of survivors satisfied with the quality of services provided as measured by a client survey or interview
- % of survivors from focus population satisfied with the quality of services provided as measured by a client survey or interview
- % of survivors who can identify immediate next steps as measured by a client survey or interview
- % of survivors from focus population who can identify immediate next steps as measured by a client survey or interview

Impact

- % of survivors who report progress towards service plan goals as measured by the contract status report
- % of survivors from focus population who demonstrate progress towards service plan goals as measured by a contract status report
- % of survivors who increase safe housing stability (only applies to housing strategies) as measured by the contract status report
- % of survivors from focus population who increase safe housing stability (only applies to housing services strategies) as measured by a contract status report

G. Description of Key Staff and Staffing Level

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

Organizations proposing to serve survivors impacted by one or more of the following forms of GBV are

required to obtain the following training requirements:

Domestic Violence

In accordance with Washington Administrative Code (WAC 388-61A-0350), all volunteers, paid program staff, supervisors, and/or sub-contractors providing direct services for survivors of domestic violence are required to obtain a minimum of 20 hours initial domestic violence (DV) training. Every year thereafter, staff and volunteers must maintain a minimum of 20 hours of continuing education, including 15 hours on DV advocacy-based counseling, and 5 hours on advocacy to individuals from diverse communities. Supervisors must also obtain 5 hours on supervision-related content per year. No more than 10 training hours can be obtained via video, audiotapes, or self-study as part of the overall 20 hours.

Sexual Assault

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

Commercial Sexual Exploitation

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

H. Eligibility, Data, and Contracting Requirements specific to the Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services RFP

In addition to the standard HSD requirements found on the [HSD Funding Opportunities Webpage](#), successful applicants must meet the following criteria if awarded funds through this RFP:

Satisfaction Surveys and Interviews

Client surveys and interview questions co-created by HSD will be used by organizations to measure the performance measures in the Theory of Change. Successful applicants will be required to survey or interview participants. Only adults who participate in activities related to the strategy(ies) will be surveyed. Youth under 18 years will not be required to survey. These results will be used to support agency technical assistance and to continue evaluating the quality of services.

Client-level Data Collection

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

Homeless Management Information System (HMIS)

Acknowledging the need to protect the safety of survivors of GBV and recognizing the need for accurate and complete data on homelessness in Seattle, all emergency shelter, rapid rehousing, bridge housing and/or transitional housing programs shall work collaboratively with HSD to report de-identified client data to HMIS.

Day One Program Participation

The Day One Program is a secure and confidential internet site that connects GBV programs, allowing them to share “real-time” available bed space and information about services. Organizations receiving funding through this RFP will be required to participate in the Day One Program.

Criminal Background Check Policy

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

Organizational Infrastructure

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

Required Meetings

Successful applicants must attend a minimum of four (4) out of eight (8) MODVSA Stakeholder or Access to Advocacy meetings per year. These meetings are for GBV organizations, currently funded by MODVSA. These meetings offer a venue for agencies to connect, collaborate, and coordinate a regional response system through provider updates, contract-related technical assistance, GBV related trainings and ongoing conversations which impact future funding processes and priorities.

City of Seattle Coordinated Effort Against Sexual Exploitation (CEASE)

Organizations serving survivors of CSE are required to participate in the CEASE collaborative. The collaborative is a King County wide network of CSE providers and partners, working together to ensure CSE survivors receive a seamless network of services. Participation requires monthly meetings, cross consultation and referrals.



2018

Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services Request for Proposal

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2018 Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services Request for Proposal (RFP). The RFP Guidelines is a separate document that provides background on HSD's guiding principles and results-based accountability framework, and an overview of the RFP program requirements. [HSD's Funding Opportunities webpage](#) provides additional information on: agency eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services and; the process for selecting successful applications.

Technical Assistance

HSD has partnered with the Nonprofit Assistance Center (NAC) to provide technical assistance for this RFP. These 30 min technical assistance sessions are intended for grassroots, community-based organizations who may not be as familiar with the City of Seattle's funding processes or any organization requesting/needing additional grant writing assistance.

NAC will not write the application for applicants but can provide other assistance in the form of clarifying application and budget questions, thinking through proposal development ideas, and reviewing draft proposals. See Section II of the guidelines for more information about appointment dates and times.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. (noon) on Friday, June 29.

Application packets must be received in person or by using HSD's on-line submission system. Faxed or e-mailed proposals will not be accepted. HSD reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet to clarify application contents. HSD also reserves the right to schedule and conduct interviews and/or site visits with some or all applicants prior to forwarding funding recommendations to the HSD Director.

Proposals must be received, and date/time stamped by the 12:00 p.m. deadline on Friday, June 29, 2018. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this*

funding opportunity will not be accepted or reviewed for funding consideration.

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://web6.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
RFP Response – Gender-based Violence Survivor Services
Attn: Jenn Ozawa

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 in this funding opportunity, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.
- B. The application should be typed or word processed using one-inch margins, single spacing, on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use a minimum size 11-point font.
- C. The application core narrative may not exceed a total of four (4) pages. Each strategy specific narrative should not exceed six (6) pages per strategy. Pages which exceed the page limit will not be included in the rating. Attachments required by HSD do not count toward the total page limit.
- D. Organize your application according to the section headings that follow in Section III: Proposal Narrative & Rating Criteria. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question.

III. Proposal Narrative & Rating Criteria

The application consists of core narrative questions that each organization must complete. There are also strategy specific narrative questions for the three service strategies this RFP will fund. Organizations must also complete the strategy specific narrative questions for each strategy they wish to receive funding to implement. Applicants applying for more than one program within the same strategy, must also complete a separate service strategy narrative for each (e.g. multiple shelter or housing programs) Applicants may apply for one, two, or all three strategies.

Core Narrative Questions

Write a core narrative response to sections A – C. Answer each section completely. Do not exceed a total of four (4) pages for sections A – C combined. Each organization must answer these core narrative questions once.

CORE NARRATIVE QUESTIONS

A. POPULATION NEEDS (15 POINTS)

1. As listed in Section IV of the funding guidelines, define the priority population(s) and focus population(s) you are intending to serve.
 - Describe the type(s) of gender-based violence (domestic violence, sexual assault and/or commercial sexual exploitation) and experiences of the specific population(s) you intend to serve.
 - Identify their strengths, assets, challenges, and concerns.
 - If the population to be served is not listed as a focus population for this RFP, describe the significant need this population has that you intend to address, and how they are disparately impacted.
 - Describe how you will reach your priority and focus population(s), and how will you address any barriers that might prevent them from accessing your services (barriers could include language, transportation, geographic region, or any other defining attributes).
2. Describe how you will refer clients to other GBV programs and agencies in a proactive, seamless, survivor-centered manner. Provide specific examples.

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

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

B. CULTURAL COMPETENCY (15 POINTS)

1. Describe your organization's experience providing culturally and linguistically relevant services to the populations you propose serving.
 - Describe (1) how the needs of the priority and focus populations are unique and (2) your organization's experience meeting those needs. Using specific examples, describe how you will meet those needs. If your organization's experience with this priority and/or focus population is limited, what steps will you take to provide culturally and linguistically competent services?
2. Describe how your organization's staff, volunteers and board members represent the cultural, linguistic, and socioeconomic background of the survivors in the priority and focus populations who will be receiving services from your organization.
3. Describe how your organization makes sure the cultures and languages of the survivors you serve are present in the design and delivery of your services. Provide specific examples.

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

- Applicant has demonstrated the ability to provide culturally and linguistically relevant services to diverse priority and focus populations or has a logical plan in place to begin offering culturally and linguistically relevant services.
- Applicant understands why there is a need for priority and focus populations in this RFP.
- Applicant’s staff, volunteers and Board of Directors reflect the cultural and linguistic characteristics of the priority and focus populations.
- Applicant demonstrates the use of client input and provides specific examples of how this information informs their program design and delivery of services.

C. DATA AND FINANCIAL MANAGEMENT (10 POINTS)

1. Collecting, storing, analyzing, and reporting client and program data every month will be a requirement for all organizations. Describe your organization’s experience with data management of confidential information.
 - What is your technical capacity for tracking client and program information and producing reports?
 - Who will be responsible for collecting data, entering it into the database, and submitting the data every month to HSD?
2. Describe your organization’s financial management system.
 - How does your organization establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded through this RFP?

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

- Applicant demonstrates an understanding of and capacity for confidential data management and reporting.
- The applicant has demonstrated fiscal capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded through this RFP, or has identified a fiscal agent who can do so.

Total = 40 points

Mobile Flexible Advocacy, Shelter and Housing, and Therapeutic Service Strategy Narrative Questions

If your organization is requesting funding for more than one strategy available through this RFP, fill-in a separate service strategy profile and complete a separate narrative response to sections A – D for each strategy and/or program. Answer each section completely. Do not exceed a total of six (6) pages for sections A – D combined for each strategy and/or program.

SERVICE STRATEGY PROFILE

CHECK ALL THAT APPLY:

Strategy: Select which strategy you are applying for:

Mobile Flexible Advocacy Emergency Shelter Housing Therapeutic Services

Location: Select the area where your services will be delivered:

North Seattle South Seattle Central Seattle West Seattle

Please also identify your program location's [Council District](#): _____

Gender-based Violence Type: Select which form(s) of gender-based violence you intend to address:

Domestic Violence Sexual Assault Commercial Sexual Exploitation

Population: Select the focus and priority population(s) you intend to serve through this strategy:

American Indian/Alaska Native Asian Black/African American Hispanic/Latino
 Native Hawaiian or other Pacific Islander

Immigrant Refugee People living with a disability Youth under 18 years old LGBTQ

Numbers Served: How many survivors do you plan to serve annually? _____

SERVICE STRATEGY NARRATIVE QUESTIONS

A. PROGRAM DESIGN DESCRIPTION (20 POINTS)

1. Describe your program model and outline the proposed activities in your GBV Mobile Flexible Advocacy, Shelter/Housing, or Therapeutic service strategy described in the Guidelines Section IV.
 - Include when and where (locations, times, days of week, etc.) services will be delivered and by whom.
 - Include the anticipated number of clients to be served annually.
 - Describe how these proposed activities will help your program achieve the required outcomes.
 - Indicate which, if any, of the proposed activities are new for your organization.
2. Provide a list of and a brief job description for all key personnel who will have a significant role in program coordination and service delivery. Job Descriptions will not count towards the 6-page service strategy narrative.
3. Describe the focus population(s) and priority population(s) to be served through this strategy.
 - Describe how your program will recruit the focus population(s) and priority populations listed in Sections IV of the funding Guidelines.
4. Describe how you will incorporate feedback from the focus and priority populations to inform your ongoing program design and service delivery for this strategy.
5. Describe how your program model and service components will contribute to enhance partnerships that will move towards a more coordinated regional response to support survivors of GBV.

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.

- The program has enough qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.
- Applicant clearly defines the priority population(s) and focus population(s) and has a clear plan to engage these populations.
- Applicant demonstrates a plan to incorporate input from program participants.
- Applicant demonstrates an ability to build upon and connect with the existing service delivery systems, to move towards a more coordinated regional response to GBV.

B. CAPACITY AND EXPERIENCE (15 POINTS)

1. Describe your organization’s success providing the service strategy you are requesting funding to implement.
 - 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.
 - If your agency has no experience delivering the strategy, describe any related experience and a plan for rapid development of service capacity. If you will be offering new services, attach a startup timeline (this timeline will not count towards the 6-page narrative limit).
2. Describe your plan for staff recruitment, training, supervision and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4) per strategy. Budget worksheets will not count toward the 6-page strategy specific narrative limit.
 - Describe your organization’s capacity to ensure flexible client assistance will be delivered quickly and administered, monitored and tracked appropriately.

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

- The examples and description demonstrate the applicant’s experience in delivering the service, OR (for applicants providing the strategy 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 strategy proposed.
- Applicant describes processes for maintaining quality, trained staff that matches the levels needed to run the program as described.
- Applicant demonstrates the ability to administer, monitor, track and safeguard client assistance funds.

C. PARTNERSHIPS AND COLLABORATION (15 POINTS)

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

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

- Applicant describes effective partnerships and collaborations that enhance service quality, co-advocacy, culturally relevant services, increased referrals, available resources, addresses GBV needs, and moves toward a coordinated regional response to GBV.
- Applicant has submitted signed letters of intent from partners.
- Applicant describes a budget and decision-making division that supports a fair, equitable and/or reasonable partnership.
- Applicant describes how clients will be referred to and referred from other programs and agencies in a proactive, culturally responsive, seamless, survivor-centered manner.

D. BUDGET AND LEVERAGING (10 POINTS)

1. Complete the Proposed Program Budget (Attachment 3). The costs reflected in this budget should be for each strategy, not your total agency budget or combined strategies. (Budget worksheets will not count toward the 6-page limit).
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. Identify the minimum amount of funding necessary to implement and deliver the strategy described.
4. HSD reimburses organizations a month after services have been delivered. Describe how your agency has the capability to meet program expenses in advance of reimbursement.

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

- Costs are reasonable and appropriate given the nature of the service, the priority population(s) and focus population(s), the proposed level of service, and the proposed outcomes.
- The applicant identifies other funds to be used with any funds awarded from this RFP for providing the services described in the proposal and provides evidence that these funds are sustainable.
- The proposed program is cost effective given the type, quantity, and quality of services.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.

Total = 60 points

IV. Completed Application Requirements

AT APPLICATION SUBMITTAL

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

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions). This includes the core narrative questions and the applicable narrative questions completed separately for each service strategy.
3. A completed Proposed Program Budget for each service strategy (Attachment 3).
4. A completed Proposed Personnel Detail Budget for each strategy (Attachment 4).
5. Roster of your agency's current Board of Directors. (Add as attachment.)
6. Minutes from your agency's last three Board of Directors meetings. (Add as attachment.)
7. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number. (Add as attachment.)
8. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity. (Add as attachment.)

9. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service. (Add as attachment.)
10. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative. (Add as attachment.)

AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION

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

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

V. List of Attachments & Related Materials

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

2018 Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services RFP Application Checklist

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

HAVE YOU....

- Read and understood the following additional documents found on the [Funding Opportunities Webpage](#)?**
- HSD Agency Minimum Eligibility Requirements
 - HSD Client Data and Program Reporting Requirements
 - HSD Contracting Requirements
 - HSD Funding Opportunity Selection Process
 - HSD Appeal Process
 - HSD Commitment to Funding Culturally Responsive Services
 - HSD Guiding Principles
- Completed and signed the 2-page Application Cover Sheet (Attachment 2)?***
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each section of the Core Narrative response and Strategy Specific Narrative response(s)?**
- Core Narrative must not exceed 4 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
 - A Service Strategy specific narrative response **for each strategy** you are requesting funding to implement. Each Strategy Narrative response must not exceed 6 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
 - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents requested in this funding opportunity.
 - A completed Core Narrative response addresses all the following:
 - Populations (15 pts)
 - Cultural Competency (15 pts)
 - Data and Financial Management (10 pts)
 - A completed Service Strategy Narrative response for each strategy you are requesting funding to implement, must address all the following:
 - Program Design (20 pts)
 - Capacity and Experience (15 pts)
 - Partnerships and Collaboration (15 pts)
 - Budget and Leveraging (10 pts)
- Included the full Proposed Program Budget(s) (Attachment 3) for each strategy you are requesting funding to implement? ***

- Included the full Proposed Personnel Detail Budget(s) (Attachment 4) for each strategy you are requesting funding to implement? ***

- Attached the following supporting documents?***
 - Roster of your current Board of Directors
 - Minutes from your agency's last three Board of Directors meetings
 - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
 - If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning January 1, 2019?***

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

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

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. (noon) on Friday, June 29, 2018**. Application packets received after this deadline will not be considered. See Section I for submission instructions.



**City of Seattle
Human Services Department**

**2018 Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services
Request for Proposal
Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:		Title:	
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Priority Population(s) program will serve:			
10. Focus Population(s) program will serve:			
11. Funding Amount Requested:			
12. # of clients to be served:			
13. In which City Council District is your program located? Council district search page			
14. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone Number:	

Description of partner agency proposed activities:

Signature of partner agency representative: _____ Date: _____

15. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: _____ Date: _____

Authorized physical signature of applicant/lead organization

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

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

2018 Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services
Request for Proposal
Proposed Program Budget
January 1, 2019 – December 31, 2019

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage \(Where? Not found. To be established?\)](#)

Applicant Agency Name:	
Strategy:	
Proposed Program Name:	

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

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

² Other Employee Benefits - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Professional Services - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

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

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

**2018 Gender-based Violence Survivor Services: Advocacy, Shelter/Housing, and Therapeutic Services
Request for Proposal
Proposed Personnel Detail Budget
January 1, 2019 – December 31, 2019**

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

Applicant Agency Name:	
Strategy:	
Proposed Program Name:	

Agency's Full-Time Equivalent (FTE) =	Staff Name	hours/week			Amount by Fund Source(s)				
		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									
Other Employee Benefits									
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									