



Seattle Human Services

Equity • Support • Community

2022

Domestic Violence Intervention Program (DVIP) Services Request for Qualification (RFQ)

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2022

**Domestic Violence Intervention Program (DVIP) Services
Request for Qualification
(RFQ)**

GUIDELINES

I. Introduction

The City of Seattle Human Services Department (HSD), Mayor’s Office on Domestic Violence and Sexual Assault (MODVSA) is a part of the Safe and Thriving Communities (STC) Division. MODVSA is seeking applications from agencies interested in providing assessment and treatment services for persons with misdemeanor domestic violence charges referred by the Seattle Municipal Court.

This Request for Qualification (RFQ) is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional outlined in Section IV of the Guidelines. Domestic Violence batterer assessment and intervention is a core component of the Domestic Violence Intervention Project (DVIP); a City of Seattle implementation project aimed at reducing recidivism, increasing domestic violence victim/survivor safety, and improving the City’s coordinated response for domestic violence.

Approximately **\$147,229** is available through this RFQ from the following sources:

Fund Sources	RFQ Amount
<i>HSD General Fund</i>	\$147,229
Total	\$147,229

HSD intends to fund a minimum of one (1) to two (2) proposals/agencies. Initial awards will be made for the period of January 1, 2023, through December 31, 2023, with the possibility of renewal. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2026 program year, future funding will be contingent upon performance and funding availability.

HSD seeks to contract with one or two agencies (and/or providers) who are certified by the Washington State Department of Social and Health Services and are required to provide domestic violence perpetrator intervention in accordance with Washington State laws and rules that were specifically designed for domestic violence perpetrator intervention program. The rules that pertain to domestic violence perpetrator intervention programs can be found at:

Washington Administrative Code Title 388, Chapter 60B or <https://app.leg.wa.gov/WAC/default.aspx?cite=388-60B>.

All materials and updates to the Request for Qualification are available on HSD’s Funding Opportunities webpage¹. 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 Domestic Violence Intervention Program Services RFQ, please contact: Karmen Schuur-Coraggio, RFQ Coordinator, via email at Karmen.Schuur2@seattle.gov.

II. Timeline	
Funding Opportunity Released	Friday, June 24, 2022
*Virtual Information Session**	<p>Monday, July 18, 2022; 10:00am – 12:00pm (Pacific Time)</p> <p>Join from the meeting link https://seattle.webex.com/seattle/j.php?MTID=m9605e329f954170b1e2053f6c18d7fc9</p> <p>Join by meeting number Meeting number (access code): 2499 479 0166 Meeting password: k3UX75NjVZj</p> <p>To join from a mobile device (attendees only) +1-206-207-1700,24994790166## United States Toll (Seattle) +1-408-418-9388,24994790166## United States Toll</p> <p>Join by phone +1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll Global call-in numbers</p>
Last Day to Submit Questions	Friday, July 29, 2022; by 5:00pm (Pacific Time)
Application Deadline	Monday, August 8, 2022; by 12:00pm (Pacific Time)
Planned Award Notification	Friday, September 30, 2022
Contract Start Date	Sunday, January 1, 2023

***Please contact Karmen Schuur-Coraggio, RFQ Coordinator, for accommodation requests: Karmen.Schuur2@seattle.gov. **Recording available for those unable to attend. Information sessions will be held virtually until further notice.**
HSD reserves the right to change any dates in the RFQ timeline.

¹ City of Seattle Human Services – Funding Opportunities. <https://www.seattle.gov/human-services/for-providers/funding-opportunities>.

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

HSD has developed a results-driven investment strategy modeled after Results Based Accountability (RBA)². 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** result progress to ensure return on investment

HSD has 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 125474³, 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 funding process.

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

	Theory of Change Term	Definition & Action
Population	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.
Accountability	HSD Indicator(s)	<ul style="list-style-type: none"> • % Of people in Washington State that experience sexual violence, physical violence, and/or stalking by an intimate partner. • % Of people in Washington State that experience sexual violence.
Racial Equity Population Accountability	Racial Disparity Indicator Data	<p>Gender-based violence is widely underreported which makes it challenging to capture data, especially within immigrant and refugee populations and communities of color:</p> <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. <p>Available data tells us that gender-based violence disproportionately impacts communities of color.</p> <p>Among domestic violence victims/survivors:</p> <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

² Friedman, M. (2005) *Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*: FPSI Publishing

³ City of Seattle Human Services. <https://www.seattle.gov/human-services/about-us/results-based-accountability>.

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

⁵ National Institute of Justice Journal. <https://nij.ojp.gov/topics/articles/violence-against-american-indian-and-alaska-native-women-and-men>.

		<ul style="list-style-type: none"> Through a two-year review of all suspected human trafficking incidents across the country, 40% of sex trafficking victims were identified as Black women.⁶ 2020 cross-sectional data from King County Public Health shows that the rate and frequency of emergency department visits for American Indian/Alaska Native populations, Hispanic, and Black or African American survivors are higher than for white survivors going back 2 years.⁷ Of DV cases referred by the King County Court systems in 2020 (and where race was known), Black or African American and American Indian/Alaska Native survivors were overrepresented by nearly 3 times and over 2 times their general representation within the county.⁸ <p>Among DV Offenders:</p> <ul style="list-style-type: none"> According to an internal audit of data provided by Seattle Municipal Court to the City Auditor’s Office from 2017-2019, persons of color are disproportionately represented within the SMC probation population compared to their representation in the city generally (46% vs. 35%, respectively); Whites were underrepresented (53% of probationers vs. 65% of the Seattle population). Black/African American individuals had the largest disparity between their representation in the 2018 Seattle population at 7% compared to their representation in the 2017-2019 probation population which was 25%.⁹ In 2021, Seattle Municipal Court case filings for domestic violence indicate that over 1/3 (36%) of defendants were Black or African American.¹⁰ Data collected from the City of Seattle Human Services Department’s Client Profile Reports show that representation within both Black/African American and Hispanic/Latino populations is higher than that of the general Seattle population. Specifically, those from East African backgrounds reached a 3-year high in 2021 with one of two existing service providers. Chinese and Filipino individuals are the most well-represented within the Asian demographic group.
	Focus Population	<ul style="list-style-type: none"> Black/African American Hispanic/Latino Immigrant/Refugees
	Population-Level Racial Equity Goal(s)	<ul style="list-style-type: none"> % Of Black/African American, Hispanic/Latino, Immigrant/Refugees who experience domestic violence decreases. % Decrease in domestic violence perpetrator recidivism.

⁶ Congressional Black Caucus Foundation. Snapshot on the State of Black Women and Girls: Sex Trafficking in the U.S. <https://www.cbcfinc.org/wp-content/uploads/2020/05/SexTraffickingReport3.pdf>

⁷Public Health Seattle and King County. Domestic Violence (DV) and Child Abuse Demographic Data. https://tableaupub.kingcounty.gov/t/Public/views/KingCountyFamilyViolenceData/DVChildAbuseDemographics?%3Aembed_code_version=3&%3Aembed=y&%3AloadOrderID=0&%3Adisplay_spinner=no&%3AshowAppBanner=false&%3Adisplay_count=n&%3AshowVizHome=n&%3Aorigin=viz_share_link.

⁸King County Data Dashboard. https://tableaupub.kingcounty.gov/t/Public/views/KingCountyFamilyViolenceData/DVChildAbuseDemographics?embed_code_version=3;embed=y;loadOrderID=0;:display_spinner=no;:showAppBanner=false;:display_count=n;:showVizHome=n;:origin=viz_share_link

⁹ Assessment of Seattle Municipal Court Probation Racial and Ethnic Proportionality. <https://www.seattle.gov/Documents/Departments/CityAuditor/auditreports/SMCProbationReport.pdf>

¹⁰ Seattle Municipal Court. Domestic Violence Court Data Reports. <https://www.seattle.gov/courts/about/data-and-publications/domestic-violence-court-data-reports>

Program Accountability	Strategies	<p>Offender Accountability: Implementation of the Domestic Violence Intervention Program (DVIP) Services which includes:</p> <ol style="list-style-type: none"> 1. Domestic Violence Assessment: conducting individual treatment for each domestic violence program participant and tailoring services accordingly. 2. Domestic Violence Treatment: group and individualized therapeutic services for court mandated domestic violence perpetrators. 3. DVIP providers attend monthly meetings: DVIP planning, multi-disciplinary, data, and other related meeting with local and national experts to review treatment curricula, data, and other elements to support client and program success.
	Performance Measure	<p>Quantity:</p> <ul style="list-style-type: none"> • # Of DVIP program participants (domestic violence perpetrators enrolled in DVIP who are referred by the Seattle Municipal Court). <p>Quality:</p> <ul style="list-style-type: none"> • % and # of DVIP program participants who complete the intervention program requirements. • % and # of DVIP program participants who were satisfied with the quality of services provided as measured by existing client survey or interview process. <p>Impact:</p> <ul style="list-style-type: none"> • % and # of DVIP program participants who demonstrate change in their beliefs which have resulted in cessation of violent acts or threats for a minimum of the last six (6) months. Participant data collected by the city from service providers will establish these benchmarks. • % and # of DVIP program participants who demonstrate knowledge of their personal motives for abuse or controlling behaviors and alternative ways to meet their needs in a non-abusive manner. Participant data collected by the city from service providers will establish these benchmarks.
	Racial Equity Performance Measures	<p>Quantity:</p> <ul style="list-style-type: none"> • # Of DVIP program participants from focus population (domestic violence perpetrators enrolled in DVIP who are referred by the Seattle Municipal Court). <p>Quality:</p> <ul style="list-style-type: none"> • % and # of DVIP program participants from focus population who complete the intervention program requirements. • % and # of DVIP program participants from focus population who were satisfied with the quality of services provided as measured by client survey or interview. <p>Impact:</p> <ul style="list-style-type: none"> • % and # of DVIP program participants from focus population who demonstrate change in their beliefs which have resulted in cessation of violent acts or threats for a minimum of the last six (6) months. • % and # of DVIP program participants from focus population who demonstrate knowledge of their personal motives for abuse or controlling behaviors and alternative ways to meet their needs in a non-abusive manner.

IV. Investment Area Background & Program Requirements

The Domestic Violence Intervention Project (DVIP) is an ongoing project that supports the needs of domestic violence survivors locally by implementing best practices and a multi-disciplinary workgroup aimed at reducing violence and enhancing community safety. DVIP includes the assessment and treatment of court-mandated offenders, as well as participation in a multi-disciplinary team (MDT) that meets monthly to strategize offender accountability and implement oversight. This RFQ is specifically to cover the assessment and treatment components of the DVIP program, and the treatment provider's participation in DVIP related workgroups, planning groups, MDT teams and to lend expertise to other colleagues on the DVIP program as needed.

A) Overview of Investment Area

The HSD Mayor's Office on Domestic Violence and Sexual Assault oversees the City of Seattle's annual investment in domestic violence programs and services, coordinates the City's participation in the Domestic Violence Prevention Council, and works closely with key governmental partners and service providers to provide critical leadership regarding Seattle's response to domestic violence.

This Request for Qualification focuses on domestic violence perpetrator assessment and treatment services. Program participants will receive client-centered assessment and treatment. Program goals are: (1) to change beliefs which have resulted in violent acts or threats; (2) increase knowledge of personal motives for abuse or controlling behaviors; and (3) identify alternative ways to meet needs in a non-abusive manner. Additionally, continuous updates from and collaboration between assessment/treatment providers and the City's DVIP partners will facilitate a more holistic and multi-disciplinary approach to domestic violence. Funding will be provided for the services rendered by an entity (or entities) that provide assessment and treatment of offenders who are mandated by Seattle Municipal Court to comply with program directives and completion.

B) Service/Program Model

The Domestic Violence Intervention Project (DVIP) is an evidenced-based model for court-ordered treatment of misdemeanor Domestic Violence (DV) offenders. The model was adapted from the Colorado Differentiated Domestic Violence Offender Treatment Model (i.e., the Colorado Model) which emphasizes the use of the risks, needs, and responsivity principles of effective interventions¹¹. DVIP participants are first assessed for criminogenic risk factors and are then assigned to one of three treatment levels based on their level of risk, as defined by Washington Administrative Code (WAC) 388-60B-0410. A multi-disciplinary treatment team (MDT) develops an individualized treatment plan for DVIP participants and supervises participants' progress in achieving the goals outlined in the plan. Taken together, the DVIP is a client-centered approach that addresses victim safety through offender accountability and individualized skill building and reduction of risk factors; DVIP also relies on the core values of a coordinated response by bringing together a range of governmental and community-based stakeholders in the response to DV offender treatment.

C) Criteria for Eligible Clients

Participants may be of any age, race/ethnicity, and may be domestic or foreign nationals. To be eligible to receive services funded by this RFQ individuals must be domestic violence defendant with convictions of or related to the perpetration of domestic violence referred by the Seattle Municipal Court (SMC) to treatment.

¹¹ Battered Women's Justice Project. Differentiated Domestic Violence Offender Treatment in Colorado: What it is and How it's Working. www.bwjp.org/resource-center/resource-results/colorado-dv-offender-treatment.html

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.). Priority populations for this investment opportunity include Defendants of domestic violence referred by Seattle Municipal Court.

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

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

- Black/African American
- Hispanic/Latino
- Immigrant/Refugees

E) Expected Service Components

- Assessment of client risk and suitability for no-cost treatment by provider.
- Weekly group treatments and regular follow-ups with clients receiving treatment.
- Individualized (no-cost) treatment and therapeutic interventions as needed.
- Case notes documentation on client participation and progress.
- Case notes for treatment. Summaries will be provided for the assessor if different than provider.
- Participation by provider in regular DVIP Multi-Disciplinary Team and related meetings.
- Management and collection of client data by treatment and assessment personnel.
- Provision of referrals by provider to external service providers as needed.
- Other requirements as stipulated by Washington Administrative Code Title 388, Chapter 60B.

F) Expected Performance Commitments

Quantity:

Of DVIP program participants (domestic violence perpetrators enrolled in DVIP who are referred by the Seattle Municipal Court).

Quality:

% and # Of DVIP program participants who complete the intervention program requirements.*

% and # Of DVIP program participants who were satisfied with the quality of services provided as measured by existing client survey or interview process.

Impact:

% and # Of DVIP program participants who demonstrate change in their beliefs which have resulted in cessation of violent acts or threats for a minimum of the last six (6) months.

% and # Of DVIP program participants who demonstrate knowledge of their personal motives for abuse or controlling behaviors and alternative ways to meet their needs in a non-abusive manner.

***PROGRAM REQUIREMENTS:**

- Attend treatment sessions for the minimum treatment period determined by the DVIP multi-disciplinary team;
- 6 months minimum;
- Attend all other sessions required by the program;
- Cooperate with all group rules and program requirements throughout the duration of treatment services;
- Stop the use of violent acts or threats of violence;
- Stop using abusing or controlling behavior;
- Adhere to the participants' responsibility plan;
- Comply with court orders; and
- Comply with other conditions of the contract for treatment services such as chemical dependency treatment.

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. 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; relevant community resources; and DVIP model. Staff training costs up to 2% of the total personnel budget may be allowable through this RFQ.

HSD Mayor's Office on Domestic Violence and Sexual Assault will fund 1 full-time equivalent (FTE) to 2 FTEs, housed at one to two agencies through this RFQ. The FTEs will include treatment and assessment services.

H) Specific eligibility, data, and contracting requirements:

In addition to the standard HSD requirements found on the HSD Funding Opportunities Webpage (<http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>), successful applicants must meet the following criteria if awarded funds through this RFQ:

- Domestic Violence Perpetrator Treatment Certification and Services: Successful applicants must meet Washington Administrative Code Title 388, Chapter 60B requirements.
- Client-level Data Collection: 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.
- Domestic Violence Intervention Project Data: Successful applicants must participate and/or provide access to DVIP members to collect and analyze data in addition to the above-mentioned demographics information.
- Required Meetings: Successful applicants must attend DVIP related meetings, including but not limited to monthly DVIP Planning Meetings, Monthly Multi-Disciplinary Team Meetings, and other (Data and Evaluation, etc.) as relevant.



2022

Domestic Violence Intervention Project (DVIP) Services Request for Qualification

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2022 Domestic Violence Intervention Project (DVIP) Services RFQ. The RFQ Guidelines is a separate document that provides background on HSD's guiding principles and results-based accountability framework, and an overview of the RFQ 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.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. on Monday, August 8, 2022. Proposals must be submitted through the HSD Online Submission System or via email. No hand delivered, faxed, or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt:

1. **Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>)

HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at sola.plumacher@seattle.gov.

2. **Via Email** (HSD_RFP_RFQ_Email_Submissions@seattle.gov)

Email attachments are limited to 30 MB. The subject heading must be titled: 2022 DVIP Services RFQ. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

Choose either the online OR email submission method – not both. If for any reason a proposal is submitted twice, the last submission received will be the one accepted for review by the rating panel.

- Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- Email Submittal: Application packets may be submitted electronically to the following address: HSD_RFP_RFQ_Email_Submissions@seattle.gov

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 on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and size 11-point font.
- C. The application may not exceed a total of twelve (12) pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). **Pages which exceed the page limitation will not be included in the rating.**
- D. Organize your application according to the section headings that follow in Section III: Proposal Narrative and 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

Write a narrative response to sections A through E. Answer each section completely according to the questions. Do not exceed a total of twelve (12) pages for sections A through E combined.

NARRATIVE QUESTIONS

A. PROGRAM DESIGN DESCRIPTION (20 POINTS)

1. Describe the service(s) that your program will provide (e.g., client assessment, treatment, etc.) and why your program/organization is qualified to provide those services. Please include your organization's adoption of best practices within domestic violence intervention (or related service) assessment and treatment. (6 points)
2. Describe your program model and outline the key service components in your program. Include plans for implementation, such as when and where (e.g., locations, times, days of week, etc.) services will be delivered and by whom. Also include how these service components will help your program achieve the required outcomes and deliverables. (4 points)
3. Describe the focus population(s) and priority population(s) to be served. (3 points)
 - Describe your understanding of the unique characteristics and experiences of these populations such as strengths, needs, concerns, geographic region, age, ethnicity, language, and other defining attributes.
 - Describe how your services will motivate populations who are resistant to behavioral change.
4. Describe how you will solicit and incorporate partnership from the priority population(s) or focus population(s) into your program and ongoing services. (3 points)
5. Describe how you will incorporate feedback from clients to inform your ongoing program design and service delivery for this strategy. (2 points)
6. 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 toward the 12-page narrative limit. (2 Points)

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 demonstrates an ability to build upon existing service delivery systems.
- Applicant demonstrates an ability to comply with program requirements.
- Applicant clearly defines the priority population(s) and focus population(s) and has a clear plan to tailor services to the populations.
- The program description shows a strong connection with the priority population(s) and focus population(s) and an understanding of their strengths, needs, and concerns; and demonstrates an understanding of the unique characteristics and experiences of the priority population(s) and focus population(s).
- Applicant demonstrates a plan to incorporate input from program participants.
- 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.

B. CAPACITY AND EXPERIENCE (30 POINTS)

1. Describe your organization’s experience and success in providing domestic violence perpetrator treatment and assessment services in accordance with Washington Administrative Code Title 388, Chapter 60B. 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. 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. (5 points)
2. Describe what previous experience working with/alongside the court and/or legal system in the past (if applicable). How is your program/organization familiar with probationary and treatment services mandated by the court? (5 points)
3. Describe your familiarity with the City of Seattle’s Domestic Violence Intervention Program (DVIP) and/or the Colorado Differentiated Treatment Model. (5 points)
4. Describe your plan for staff recruitment, training, supervision, and retention for the proposed program. Complete the Proposed Personnel Detail Budget. Attachment 4 Budget worksheets will not count toward the 12-page narrative limit. (5 points)
5. Please describe any programming changes that have been made to maintain safety and meet the service needs of clients and employees during the COVID-19 pandemic? Share any programming adaptations that affected both programming and staffing. (5 points)
6. 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 while ensuring that personal data, also known as personal information or personally identifiable information (PII), is kept private and maintains client confidentiality? (5 points)

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

- The program description demonstrates the applicant’s experience in delivering domestic violence perpetrator treatment services 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 has experience working with court mandated program and criminal/legal systems.
- 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 and reporting, as well as the importance of maintaining the privacy and confidentiality of clients served.

C. PARTNERSHIPS AND COLLABORATION (15 POINTS)

1. Describe how the proposed project will collaborate with other agencies/programs to deliver additional services that have the potential to enhance treatment efficacy. What are the benefits of this effort for program participants? Please identify any areas that will consolidate the provision of services across agencies. (5 points)
2. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit. (5 points)
3. Describe how you will cross-refer or partner with other programs and agencies to address the full needs for the client in a proactive, seamless, trauma-informed manner. (5 points)

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 letters of intent from partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

D. CULTURAL HUMILITY (20 POINTS)

1. Describe your experience providing services to diverse groups, including racial and ethnic minorities, immigrants and refugees, low-income populations, and English language learners. If experience is limited, what steps will you take to provide culturally humble services? Please use this question to take time to describe your awareness of interlocking systems of oppression that disproportionately impact the intended service populations such as: wealth inequality, housing instability, systemic racism, sexism, ableism.. (4 points)
2. What challenges and successes have you experienced, or do you anticipate, in providing services to people from diverse backgrounds (e.g., BIPOC, immigrant/refugees, limited English, etc.)? (4 points)
3. Describe how the agency board and staff represents the cultural, linguistic, and socio-economic background of program participants, or partner with diverse communities. (4 points)
4. Describe your program’s strategy for ensuring cultural and linguistic sensitivity is infused through your policies, procedures, and practices. (4 points)
5. What kind of trainings does your agency provide and/or receive to support cultural humility? (4 points)

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

- Applicant demonstrates understanding of cultural humility, racial justice, and describes how cultural humility and inclusivity is incorporated into the program and service delivery.
- Applicant has a proven track record of providing culturally and linguistically relevant services to diverse priority population(s) and focus population(s).
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.
- Applicant’s staff composition reflects the cultural and linguistic characteristics of the priority population(s) and focus population(s).
- Applicant’s board composition reflects the cultural and linguistic characteristics of the priority population(s) and focus population(s).
- Applicant describes existing policies and procedures, or a strategy to develop policies and procedures that demonstrate competency, respect, and appreciation for the cultural and linguistic characteristics of the priority population(s) and focus population(s).
- Applicant demonstrates a commitment to ongoing training and development within the agency to promote and support culturally humble and inclusive service delivery.

E. BUDGET AND LEVERAGING (15 POINTS)

1. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count toward the 12-page narrative limit. The costs reflected in this budget should be for the service area only, not your total agency budget. (3 points)
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. (5 points)
3. Describe your organization's financial management system. How does your agency 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 under the terms of this funding opportunity? Entities without such capabilities may wish to have an established agency act as fiscal agent. (4 points)
4. Describe how your agency has the capability to meet program expenses in advance of reimbursement. (3 points)

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 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 funding opportunity 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 funding opportunity.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.

Total = 100 points

IV. Completed Application Requirements

AT APPLICATION SUBMITTAL

To be considered “complete”, **your application packet must include all of the following items, or the application may be deemed incomplete and may 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).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
5. Roster of your agency’s current Board of Directors.
6. Minutes from your agency’s last three Board of Directors meetings.
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.
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.
9. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
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.

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 RFQ 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 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

**2022 Domestic Violence Intervention Program (DVIP) Services
REQUEST FOR QUALIFICATION (RFQ)
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 HSD 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
 - HSD Master Agency Services Agreement Sample
- 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 Narrative response?**
- Must not exceed 12 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 narrative response addresses all of the following:
 - Program Design Description (20%)
 - *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 (30%)
 - Partnership and Collaboration (15%)
 - Cultural Humility (20%)
 - Budget and Leveraging (15%)
- Completed the full Proposed Program Budget (Attachment 3)?***
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?***
- 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, 2023.***
- 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 12- page limit for the proposal narrative section.*

Completed application packets are due by Noon or 12:00 PM (Pacific Time) on Monday, August 8, 2022. Application packets received after this deadline will not be considered. See Section I for submission instructions.



City of Seattle
Human Services Department

2022 Domestic Violence Intervention Program (DVIP) Services
REQUEST FOR QUALIFICATION (RFQ)

Application Cover Sheet

Indicate Services Applied For (Select):	Treatment	Assessment	Both
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?			

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			
<i>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.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative:		Date:	

**2022 Domestic Violence Intervention Program (DVIP) Services
Proposed Program Budget
FY 2023**

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

Applicant Agency Name:	
Proposed Program Name:	

Item	Amount by Fund Source			Total 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.

**2022 Domestic Violence Intervention Program (DVIP) Services
Proposed Personnel Detail Budget
FY 2023**

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

Applicant Agency Name:	
Proposed Program Name:	

Agency's Full-Time Equivalent (FTE) =	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):									