

# Marginalized and Native American Communities Sexual Assault Services and Prevention Activities

OFFICE OF CRIME  
VICTIMS ADVOCACY

## Competitive Application

Funding Period: July 1, 2021 - June 30, 2024

Application Due: April 26, 2021

This project is supported by Victims of Crime Act Grants awarded by the Office for Victims of Crime, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice.

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# Office of Crime Victims Advocacy Sexual Assault Services Program

Application Due: April 26, 2021

**NO APPLICATIONS WILL BE ACCEPTED AFTER APRIL 26, 2021.  
APPLICATIONS MUST BE SUBMITTED BY 5:00 PM PST.**

This application and all of the applicable forms are available in PDF, Word and/or Excel format on the OCVA web page at: [www.ocva.wa.gov](http://www.ocva.wa.gov).

<p>Submit applications electronically.</p> <p>Email application as a single PDF attachment to:</p> <p><a href="mailto:trisha.smith@commerce.wa.gov">trisha.smith@commerce.wa.gov</a></p> <p>Subject Line: Agency Name M/NA Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p>
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## Application Questions

The Application Coordinator is Trisha Smith, Sexual Assault Services Section Manager.

Trisha Smith, 360-522-2200  
[trisha.smith@commerce.wa.gov](mailto:trisha.smith@commerce.wa.gov)

Questions must be submitted to Trisha [via email](#). Application questions must be submitted by April 22, 2021 at 5:00 pm PST.

Questions will be answered directly via email. OCVA will develop a Q&A Document that will be posted on the OCVA website no later than March 19, 2021. The Application Coordinator will periodically update this document, the final update to will be on April 23, 2021.

## Introduction

The Office of Crime Victims Advocacy envisions a future where all people have access to support, healing, and the ability to reach their full potential; where all people experience autonomy, dignity, freedom of identity and expression, and safety in their homes and communities.

To that end, it is the mission of the Office of Crime Victims Advocacy to identify the opportunities and resources needed for prevention and intervention, and to facilitate the availability of those opportunities and resources in communities statewide.

OCVA serves as a voice within government for the needs of crime victims in Washington State. Established in 1990, OCVA serves the state by:

- Advocating on behalf of victims obtaining needed services and resources.
- Administering grant funds for community programs working with crime victims.
- Assisting communities in planning and implementing services for crime victims.
- Advising local and state government agencies of practices, policies, and priorities that impact crime victims.

## Purpose of the Application

The funds available through this application are to support the efforts of agencies, Tribes, and tribal organizations by and for marginalized and Native American communities to serve people affected by sexual assault in these communities.

Agencies, Tribes and tribal organizations that respond to this application are applying for funds to provide culturally and linguistically appropriate sexual assault services and prevention activities.

The primary purposes are:

- Provide culturally and linguistically appropriate sexual assault advocacy services, including personal support and/or assistance in accessing services and addressing sexual assault related issues for victims in marginalized and Native American communities; and
- Reduce or eliminate factors that cause or contribute to sexual violence in marginalized and Native American communities.

The Department of Commerce administers funds for providing sexual assault services as authorized by RCWs 43.280 and 70.125. The Marginalized Communities and the Native American Communities funding pools are two distinct funding pools. This application will award funds for both.

The Marginalized and Native American Communities grant awards are funded by Washington State General Funds and federal Victims of Crime Act (VOCA) Funds. The application will include information about the federal requirements for grantees receiving these funds.

## Period of Performance

OCVA intends to award funds for three years, July 1, 2021 through June 30, 2024, with one-year grants issued at the beginning of each state fiscal year.

- Year One will be awarded for the period July 1, 2021 – June 30, 2022.
- Year Two will be awarded for the period of July 1, 2022 – June 30, 2023.
- Year Three will be awarded for the period of July 1, 2023 – June 30, 2024

Renewal applications will be requested from successful bidders each state fiscal year. Renewal of the grant is dependent on the availability of funds and meeting grant requirements.

OCVA reserves the right to extend the grant period for successful applicants for one year (July 1, 2024 - June 30, 2025).

## Funding Available

Applicants may request up to \$100,000 for the first year of the grant (Year One). OCVA intends to fund approximately 10 applicants.

OCVA estimates that \$550,000 will be available each fiscal year for the Sexual Assault Services and Prevention Activities in Marginalized Communities funding pool during the 2021-2024 funding period.

OCVA estimates that \$440,000 will be available each fiscal year for the Sexual Assault Services and Prevention Activities in Native American Communities funding pool during the 2021-2024 funding period.

*This funding initiative is comprised of State funds and Federal VOCA funds. This amount is tentative at this time, as the exact funding levels will not be known until the State budget is finalized.*

Tribes/tribal organizations are eligible for and will be considered for both Marginalized Communities and Native American Communities pools and may receive an award from each pool.

Successful applicants may access a small amount of additional funding for Training and Language Bank, per the [VOCA State Plan](#). This will be addressed during the grant negotiation period.

## VOCA Compensation and FTE Initiative

If you are a current OCVA grantee who is a recipient of the VOCA Compensation and FTE Initiative funding to support *Marginalized and Native American Communities Sexual Assault Services*, this resource should be included in the budget proposal.

The combined total funds should be reflected in the Budget Detail Worksheets. On the summary page you will be asked to identify the amount that is funded through the VOCA Compensation and FTE Initiative and the amount that is being requested through this application. Please note you will only receive the VOCA Compensation and FTE Initiative funds if your application is successful in this competitive funding process.

Please remember:

- the VOCA Compensation and FTE Initiative funding can only be used for salaries, benefits, and administration
- if your proposal includes prevention activities, VOCA Compensation and FTE Initiative funds cannot be used for any portion

### **Why is this only available to existing OCVA grantees?**

Due to historical funding levels, many existing sexual assault service providers have institutionalized low pay and high workloads. The VOCA Compensation and FTE Initiative was developed to specifically address and correct this issue. This Initiative was developed per significant stakeholder feedback during the development of the [VOCA State Plan](#).

For organizations that have not received this funding before (new applicants), OCVA strongly encourages budget planning that reflects adequate pay and sustainable workloads for the staff.

If you have any questions on how to apply this to your budget, please contact the [Application Coordinator](#).

## Americans with Disabilities Act (ADA)

OCVA complies with the Americans with Disabilities Act (ADA). Applicants may contact the [Application Coordinator](#) to receive this application in Braille or on tape.

## Eligibility

### Eligible Applicants

Any community-based non-profit organization with a primary mission and history of serving a marginalized community, a Tribe, or tribal organization is encouraged to apply for this funding.

For the purposes of the application, marginalized communities may include, but are not limited to: lesbian, gay, bisexual, transgender and queer communities; individuals with disabilities; ethnic and racial communities; and Native American communities.

## Eligible Services

We know there are many ways in which people heal from sexual assault. And many ways people learn about sexual assault and take action to prevent violence. We also recognize that community members have specific expertise on how to best provide services in their own community.

OCVA developed four Service Standards in consultation with community-based service providers to determine the kinds of services that can be performed with this funding. Funds may be used to support one or a combination of these sexual assault services.

Services and activities must be provided in Washington State.

### What is a Service Standard?

It describes:

- the type of activities that can be done,
- who is eligible to receive the service,
- the training staff and supervisors are required to have, and
- the experience a supervisor is required to have

The four Service Standards are:

- Community Organizing, Training and Education
- Community Responding
- Primary Prevention
- Therapy

PLEASE SEE APPENDIX A FOR DETAILED DESCRIPTIONS OF THE SERVICE STANDARDS.

PLEASE SEE APPENDIX B FOR ADDITIONAL GUIDANCE ON PRIMARY PREVENTION ACTIVITIES.

## Non-Eligible Services and Expenses

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

- Active investigation and prosecution of criminal activities
- Capital Expenses
- Compensation for crime victims
- Education and/or job training expenses for victims
- Food/beverages for trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy



- Most medical costs  
*VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in the VOCA Final Rule is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment other than the Sexual Assault Medical Forensic Exam*
- Perpetrator/offender rehabilitation and counseling
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation
- Vehicle purchase for clients
- Vehicle purchase for organizations

## Additional Grant Requirements

OCVA encourages applicants to consider the following requirements when deciding to apply for this funding opportunity:

### Audit and Insurance Requirements

Please see Appendix B for the audit and insurance requirements.

### Background Checks

All agencies/Tribes/tribal organizations providing direct services to victims of crime must do criminal history background checks for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check has been completed and the documentation is in the organization files.

### Computer Networks

Federal VOCA funding cannot be used to maintain or establish a computer network, unless such networks block the viewing, downloading, and exchanging of pornography. In order to be in compliance with this special condition, grantees will have three options:

- Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.
- Maintain or establish your network without a block and request that OCVA use the state funded portion of your grant to cover the costs related to establishing or supporting a computer network.  
If you decide to use this option, please make sure to note this on your Budget Worksheet, and you will be asked to identify all costs associated with establishing and supporting your computer network.
- Do not use OCVA Sexual Assault Services grant funds to maintain or establish a computer network.

## Confidentiality

Eligible applicants must have the capacity to adhere to the confidentiality requirements of these funds and state law. Grant recipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services. This means they shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with services without the informed, written, reasonably time-limited consent of the person about whom information is sought. In no circumstances may a victim be required to provide a consent to release personally identifying information as a condition of eligibility for services.

For technical assistance related to the requirements to comply with the confidentiality and privacy provisions contact the Washington Coalition of Sexual Assault Programs (WCSAP), and/or the Office of Crime Victims Advocacy (OCVA).

## Data Collection and Reporting

Grantees must submit quarterly data reports through InfoNet. Data is due the 15th of the month after the end of the quarter.

OCVA program staff conducts periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee under this grant.

## Fiscal Monitoring

Grantees will be required to submit an Invoice Documentation Form with each reimbursement request. Grant managers may also request to review invoice back-up documentation, time and activity reports, and fiscal policies and procedures during site visits.

## Mandatory Reporting

All agencies/Tribes/tribal organizations providing direct services must report suspected incidents of abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.035.

## Nonprofit Status

VOCA funding requires that nonprofit organizations verify their nonprofit status. Grantees may do this by providing a copy of their Internal Revenue Service (IRS) 501(c)(3) determination letter or similar documentation.

Applicants who are nonprofit organizations, that have not previously submitted a copy of their IRS 501(c)(3) determination letter (or other like documentation) to OCVA will be required to do so.

## Position Descriptions for Grant-Funded Staff and Volunteer(s)

Grantees are required to provide position descriptions for staff being paid with these funds and position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement.

Please do not include these in the application, they will be requested in the grant negotiation process from successful bidders. If more than one grant-funded staff has the same job position, only one position description is needed.

## VOCA Crime Victim Compensation Requirement

Each grantee awarded funds through this application will need to agree to assist victims, as appropriate, in seeking crime victim compensation benefits.

## VOCA Match Requirement

Each grantee is responsible to provide a 20% match for the VOCA portion of grant funds they receive. There is no match requirement for tribes.

Each grant will include Washington State funds that may be used to satisfy the match requirement. Each successful grantee agrees that the 20% match required for the VOCA portion of grant funds will be met by the Washington State funded portion of the grant funds.

If the Washington State portion of the grant is not sufficient to meet the VOCA match requirement, the agency agrees that local funds or in-kind donations will complete the match, or a waiver may be requested.

### **Categories of Match**

Cash or in-kind services may be used as match. In-kind match includes donations of office supplies, workshop or classroom materials, expendable equipment, or workspace that benefits the service(s).

The monetary value of time contributed by professionals, technical personnel, and other skilled labor may be used if the services they provide are an integral and necessary part of the service(s).

To be counted towards your required match, it must directly benefit the service(s) proposed in this application. Some examples are included below.

### ***Eligible Match***

- Cash / In-kind donations that support the service(s)
- Volunteer time
  - Valued rates of pay for volunteers must not be higher than the lowest paid advocate at the agency who performs similar work
  - Benefits may be included when you determine the value of volunteer time
  - Using volunteers requires they complete the required training(s)

- Funding for, or time spent, training volunteers including mileage, per diem, etc.
- Staff direct service and/or outreach time spent on the grant funded service(s) that is supported by other city, county, state, or private funding sources, except when such funding is federal pass through
- Office supplies, support group, workshop or classroom materials, expendable equipment, or workspace that directly supports the grant funded service(s)
- Donated advertisements, air-time, or publicity used to promote the service(s) that you would have otherwise had to purchase

***Non-Eligible Match:***

- Staff time as “volunteer” time
  - Any staff time counted as match must be paid for by city, county, state, or private funding
  - Staff cannot volunteer for the same program that employs them
- Board member’s time spent at board meetings, organization fundraisers, or other agency business
  - However, if you have a board member who, in addition to their board responsibilities, provides direct services or outreach for the grant funded service(s), you may count their service time as long as they meet the training requirements
- Shared space in offices that is non-client related such as conference rooms and kitchens
- Fundraising activities
- Time/effort donated by doctors or other professionals that are not VOCA eligible

***Value of Match***

The value placed on loaned or donated equipment may not exceed its fair rental value.

The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer time may be valued at an hourly wage determined by the local community, but basis for wage must be documented. In-kind match of volunteers cannot be valued at a rate higher than paid staff on this contract/subcontract performing similar work.

The value of donated space may not exceed the fair rental value of comparable space. All value assessments must be documented. Any value assessments that appear unreasonably high or low will be open to review by OCVA.

## **VOCA Prohibited Discrimination**

Grantees shall comply with guidance issued by the Office for Civil Rights within the Office of Justice Programs. Cited laws collectively prohibit discrimination based on race, color, national origin, disability, religion, sex, gender identity, and sexual orientation in both the delivery of services and employment practices. The Age Act also prohibits discrimination on the basis of

age in the delivery of services or benefits. The Equal Treatment Regulation prohibits recipients from using federal financial assistance to engage in explicitly religious activities.

Additionally, eligibility for direct services is not dependent on the victim's immigration status.

## VOCA Rule

The complete Rule is available at:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

## VOCA Volunteer Requirement

Each grantee must utilize at least one volunteer directly supporting your direct service and/or service outreach activities in order to fulfill federal funding requirements. Please contact your OCVA Program Coordinator if you anticipate difficulty in meeting the volunteer requirement; we will assist you in identifying potential volunteer activities that may fulfill this requirement or in requesting a waiver.

## Training and Experience Requirements

Successful applicants must obtain training for anyone providing services associated with the service standards supported by this grant. The training requirements are split into two categories: initial training requirements and ongoing training. New providers must be approved by OCVA prior to providing any grant funded services.

OCVA strongly encourages applicants to include initial and/or ongoing training costs in their proposed budget. Please see the [Budget Line Item Guidance](#) section for more information.

PLEASE SEE APPENDIX A FOR DETAILED DESCRIPTIONS OF THE TRAINING REQUIREMENTS.

## Budget Line Item Guidance

The proposed budget should reflect the expenses you will incur to provide services for this year. Please submit your proposed budget on the forms (Attachment H) and include descriptions for expenses (budget justification).

The budget is divided into five categories. Below are definitions for the different categories with some explanations. Under each section provide a breakdown within the category that specifies the individual cost per item. For example, within "Salaries" list the names of staff members assigned to this project, their position title, their salary, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary. Within "Subcontracts" list all subcontractors that will receive funding and the total amount you are requesting for each subcontractor.

## Salaries

The costs of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- provide programmatic support services, such as a bookkeeper or receptionist (this can also be budgeted in Indirect, see the Indirect section below)

List each position to be paid with these grant funds by title and name of employee, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant. FTEs must be calculated using 40 hours per week.

### Calculating FTE

*Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours)*

- 1.0 FTE Calculation:  $2080/2080$  (40 hrs./week x 52 weeks = 2080 hours)
- 0.50 FTE Calculation:  $1040/2080$  (20 hrs./week x 52 weeks = 1040 hours)
- 0.25 FTE Calculation:  $520/2080$  (10 hrs./week x 52 weeks = 520 hours)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

### FTE Example for Organization with a 35 hour work week

*In this example, the advocate spends 25% of their time providing services funded through this grant. The advocate makes \$40,000 annually.*

- $35 \text{ hrs./week} \times 0.25 = 8.75 \text{ hrs./week}$  funded through this SA grant
- $8.75 \text{ hrs./week} \times 52 \text{ weeks/year} = 455 \text{ hrs./year}$  funded through this SA grant
- $455 \text{ hrs./year} \div 2080 \text{ hrs./year [1.0 FTE]} = 0.22 \text{ FTE}$
- $\$40,000 \times 0.25 = \$10,000$  Cost for this SA Grant

Name/Position	Annual Salary	Annual Computation based on FTE	Cost for SA Services
Advocate	\$40,000	25% (0.22FTE)	\$10,000

Programmatic Support Services, such as a bookkeeper or receptionist, are a shared cost and should be allocated appropriately across grants. These support services must be directly connected to this grant program. See below for information about how to allocate shared costs.

## Benefits

The cost of paying payroll taxes, insurance, and other fringe benefits of staff listed in the Salaries category.

Costs must only be for the personnel named in the Salary category. Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all OCVA grants and should be allocated appropriately.

## Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services. Subcontracted costs must be explained in the budget justification at the bottom of the page. Please include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

Federal funding requires that Consultants/Trainers/Therapists compensation cannot exceed \$650 per day (excluding travel and per diem) for an eight-hour day or cannot exceed \$81.25 per hour for less than an eight-hour day. The grantee agrees that if the rate exceeds \$650 per day or \$81.25 per hour the Washington State funded portion of the grant will cover the cost of the subcontracted service.

## Goods and Services

The cost of providing services and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone. Emergency financial assistance for costs related to immediate health and safety is also allowable (such as emergency food, clothing, transportation, and shelter).

### Direct Costs

“Direct” Goods and Services costs are those that are specific to this OCVA Sexual Assault Services grant.

#### Direct Cost Example

- *Item Description:*                      *Bus Passes*
- *Computation:*                            *\$65/month x 12 months = \$780*
- *Cost for SA Services:*                *\$780*
- *Budget Justification:*                *Bus passes for sexual assault survivors*

### Travel

If staff travels to provide services or activities as part of this sexual assault services grant, the total cost of travel can be budgeted to this sexual assault services grant.

Travel expenses incurred or paid by the grantee shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

### Training

Travel, registration, lodging, and meals for sexual assault related training can be budgeted appropriately to OCVA Sexual Assault Services grants.

### Training Cost Example

Alex is a new staff member who needs to receive 30 hours of core training. Alex plans on attending the WCSAP 3-day Advocate Core training in Seattle this fall.

The estimated budget would be:

- Lodging for four nights in Seattle – per diem in King County \$257/day \$1,028.00
- Meals (Sunday dinner + 3 full days) – per diem in King County \$76/day \$262.00
- Mileage to and from airport – per diem \$0.58 x 200 miles \$116.00
- Roundtrip flight to Seattle \$180.00
- Total \$1586.00

### **Shared Costs**

“Shared” Goods and Services costs are those that benefit more than one program. There are many ways to distribute, or allocate, shared costs across appropriate grants. OCVA does not require a specific method, but does require that grantees explain the allocation method they used to determine how much of the shared costs are billed to each OCVA grant.

### Shared Cost ~ FTE Allocation Method Example

An organization has a total of five full time staff people (5.0 FTE) within their agency. Two staff people, Mary and Anita, will spend 50% of their time providing services on this grant.

- 2.0 FTE (2 staff at 1.0 FTE) x 0.50 FTE each = 1.0 FTE for this grant.

To determine the FTE allocation, calculate the percentage of FTEs for this grant, in comparison to the total FTEs for the agency.

- 1.0 FTE (for Mary and Anita) / 5.0 FTE (total agency FTE) = 0.20 or 20%

Expenses that are “shared,” such as rent and utilities, would be split per the percentage of FTE for this grant compared to the agency total FTE.

- \$650 rent/mo. X 12 mos. X 0.20 (% FTE allocated to this grant) = \$1,560

\$1,560 will be billed to this grant. Calculate the telephone, utilities, and other “shared” costs the same way.

## **Indirect Costs**

Grantees may elect for one of three methods listed here. The method for recovering these costs should be consistent across all federal awards.

### **1) Federally Negotiated Indirect Cost Rate (NICR)**

If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used (cannot use the 10% MTDC method).

Applicants must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their application.



## 2) Indirect Cost Rate Proposal

A governmental department or agency who receives less than \$35 million in direct Federal funding can develop an indirect cost proposal in accordance with the requirements of 2 CFR, Part 200 and maintain the proposal and related supporting documentation for audit. Governmental entities who receive less than \$35 million in direct Federal funding are not required to submit their proposal for Federal approval unless they are specifically requested to do so.

Applicants must attach a copy of the most recent Indirect Cost Rate Proposal with their application.

## 3) 10% of the Modified Total Direct Costs (MTDC)

Applicants must obtain verification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). Documentation must be submitted to and approved by OCVA, see the verification form, Attachment I.

Modified Total Direct Cost<sup>1</sup> is defined as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

## Budget Justification

Applicants must include descriptions of costs for each line item in your budget on the budget detail worksheets.

For example:

**Goods and Services – Training - \$1,400**

*Cost to send staff members working under this grant to approximately two in-state trainings annually. This includes registration, travel, lodging and meals.*

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<sup>1</sup> see Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

## Budget Notes

### Audit Costs

- Agencies required to obtain a Single Audit (\$750,000 expended in federal funds in a fiscal year) can recover an allocable portion of these costs in the Goods and Services line item.
- Agencies not required to obtain a Single Audit can recover an allocable portion of their financial review/audit costs through the Indirect line item.
- Agencies not required to obtain a Single Audit cannot bill for a Single Audit (they should be obtaining other types of audit services).

### Cost Allocation

- In order to have a sound cost allocation method, organizations need to allocate costs based on usage methods or time tracking. Allocations cannot be based on revenue generated.

### Crime Victims Compensation

- Grantees who elect to provide Therapy Services must bill Crime Victims Compensation and/or private insurance resources first when these resources are available and applicable. OCVA can be billed for un-reimbursed therapy costs, or for Therapy Services, which are not billable to private insurance or Crime Victims Compensation.

For example:

- Insurance company denies coverage for therapy services because the request does not align with the plan's criteria
- Costs associated with accessing treatment are not covered such as travel and co-pays
- It is not safe for the survivor to utilize their partner or parent's insurance coverage
- The therapist(s) trained in sexual assault treatment does not accept the survivor's insurance plan

### Equipment

- Items over \$5,000 are subject to further review, require written approval from OCVA prior to purchase, and may require ongoing documentation for the life of the item.

### Primary Prevention Expenses

- All expenses related to Primary Prevention activities must be budgeted separately.

### Therapist Supervision and Consultation

- Supervision and consultation for Therapists may be billed to the grant. Costs associated with these activities may be subcontracted to an individual or an agency or may be reimbursed under Salaries for staff within the organization if they meet the qualifications criteria.

## Uniform Guidance

- All requested expenses must be necessary and reasonable as defined in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards<sup>2</sup>.

## VOCA Compensation and FTE Initiative

If you are a recipient of the VOCA Compensation and FTE Increase Initiative, please remember to include that funding in your budget request. Contact the [Application Coordinator](#) with questions.

# Organizational and Staff Resiliency

Organizations that serve sexual assault survivors are uniquely at risk for the development of organizational trauma. Such high exposure to the trauma of sexual assault survivors creates a cumulative effect on organizational culture and the wellbeing of staff. Programs can mitigate this risk by planning regular activities which increase organizational resilience and strengthen protective factors such as: strong core organizational identity, organizational self-esteem and self-efficacy, facilitating structures and processes (such as a policy and procedure for handling conflict and/or agency-wide training on direct and ethical communication), hopeful and energetic leadership and positive connection to peer agencies (Vivian and Hormann, 2013).

OCVA is committed to funding programs in a way that supports organizational health and the individual health of staff members. OCVA Sexual Assault Services funds may be used to create organizational structures which help to contain, acknowledge or process the trauma entering organizations as well as organizational activities which deepen existing protective factors and increase organizational health.

## Allowable Vicarious Trauma Activities may include:

- Contracting with a therapist for staff to access clinical consultation
- Additional paid leave to process trauma exposure
- Training opportunities for direct service staff related to debriefing, increased trauma resiliency, or the dynamics of organizational and vicarious trauma
- Creation of new programming for staff designed to process trauma
- Activities which allow time for staff to connect with one another and deepen relationships and trust
- Culturally and community specific healing activities

## Allowable Organizational Resiliency Activities may include:

- Trainings on topics related to organizational health and resiliency, strengths-based management or trauma-informed supervision

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<sup>2</sup> [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

- Hiring an external consultant to facilitate check-up meetings with staff which allow time for reflection as well as assessment of organizational culture and dynamics
- Hiring an external therapist to conduct critical incident stress debriefings with staff teams after a traumatic event or an organizational trauma consultant to work with leadership and staff during and immediately after periods of organizational trauma
- Meetings designed to support the development of organizational values
- Activities during meetings to celebrate organizational achievements

## How to Include Resiliency Activities in Agency Budget

Most programs will benefit from activities which increase protective factors for both vicarious trauma and organizational trauma. There should be equitable access to these activities across an organization and among direct service staff. Applications must connect specific activities to addressing organizational and vicarious trauma or increasing protective factors. Here are some examples to clarify justification for costs associated with resiliency activities:

### Vicarious trauma cost and justification examples:

#### **Contracted Services**

Jane Doe, Therapist

60 one-hour clinical consultation for staff sessions @ \$65/hour = \$3,900

Justification: This cost supports staff resilience by mitigating the traumatic impact of work with clients through monthly access to clinical consultation.

#### **Goods and Services**

Low-Impact Debriefing Training

5 staff @ \$150/person = \$750

Justification: This cost will create new agency-wide norms for debriefing that mitigate the spread of trauma through the organization as well as create additional opportunities for connection and coworker support through agreed-upon debriefing techniques.

### Organizational trauma cost and justification example:

#### **Goods and Services**

Outside meeting space = \$200

#### **Contracted Services**

Jane Doe, External facilitator 4-hour meeting facilitation for Values Statement @ \$80/hour = \$320.00

Justification: These funds will be used for an agency-wide meeting to bring our community together to collectively create a values statement which supports and reinforces organizational resilience.

### Contracted Services

Jane Doe, Organizational trauma consultant 30 hours Org Trauma Assessment and Intervention @ \$80/hour = \$2,400

Justification: Organizational trauma was identified within our organization and we are working with a consultant to understand the types and sources of the trauma and to address the traumatization.

### Additional resources:

- Organizational Prevention of Vicarious Trauma, Holly Bell, Shanti Kulkarni and Lisa Dalton  
<https://www.ce-credit.com/articles/100716/PrevVicariousTrauma.pdf>
- Organizational Trauma and Resilience (Adapted from the book Organizational Trauma and Healing), Resource Sharing Project  
[http://www.resourcesharingproject.org/sites/resourcesharingproject.org/files/Organizational\\_Trauma\\_and\\_Resilience.pdf](http://www.resourcesharingproject.org/sites/resourcesharingproject.org/files/Organizational_Trauma_and_Resilience.pdf)
- Beyond Kale and Pedicures, Francoise Mathieu  
<http://www.tendacademy.ca/wp-content/uploads/2016/01/BEYOND-KALE-AND-PEDICURES-Article.pdf>
- A Trauma-Informed Workforce, Trauma Informed Oregon  
<https://traumainformedoregon.org/wp-content/uploads/2014/10/A-Trauma-Informed-Workforce.pdf>
- Organizational Trauma and Healing, Pat Vivian and Shana Hormann. A copy of this book may be requested from WCSAP or ordered [here](#)
- The Compassion Fatigue Workbook, Francoise Mathieu. Available in the WCSAP Library
- Children's Advocacy Centers of Washington - Training and Technical Assistance  
<http://www.cacwa.org/>
- Washington Coalition of Sexual Assault Programs- Training and Technical Assistance  
<http://www.wcsap.org/>
- Washington State Coalition Against Domestic Violence- Training and Technical Assistance  
<https://wscadv.org/>

## Responsiveness

All proposals will be reviewed to determine the applicants meet the criteria to apply. Proposals that fail to comply will be considered non-responsive and withdrawn from consideration. OCVA also reserves the right at its sole discretion to waive minor administrative irregularities.

## Evaluation of Applications

The *Marginalized and Native American Communities Sexual Assault Services and Prevention Activities* is a competitive application process. Responsive proposals will be evaluated based on the requirements stated in this application and any revisions issued.

OCVA will designate an evaluation team or teams with expertise in the program area(s) to review, evaluate, and score proposals. In formulating a rating, reviewers will consider:

- The strength of the rationale
- The soundness of the proposed sexual assault service delivery strategy
- The feasibility of the proposed services

In conducting the review process and in making award decisions, OCVA will also consider applicants' history of performance issues such as failure to meet deadlines or noncompliance with grant requirements, and applicants' grant spending from previous grants. OCVA will prioritize continuing awards to successful grantees from the previous grant cycle, and will consider geographic distribution.

Proposals will be rated and then ranked based on the following:

- |                               |         |
|-------------------------------|---------|
| • Demonstrated Need           | 20 pts  |
| • Proposed Services           | 40 pts  |
| • Qualifications and Capacity | 30 pts  |
| • Budget                      | 10 pts  |
| • Total Points Available      | 100 pts |

OCVA reserves the right to reject applications that fail to meet the requirements for this application. OCVA will initially screen each proposal to ensure compliance with the eligibility criteria as stated in this application. If a proposal does not meet the eligibility requirements for this application, OCVA will consider the proposal non-responsive and withdraw it from consideration.

## Revision to the Application

In the event it becomes necessary to revise any part of this funding application, amendments will be posted on the OCVA website. Interested applicants should check the website for any amendments prior to submitting an application. OCVA also reserves the right to cancel or to reissue the funding application in whole or in part, prior to execution of a grant.

## Complaint Process

Vendors may submit a complaint to OCVA based on any of following:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the application due date. The complaint must meet the following requirements:

- The complaint must be in writing;
- The complaint must be sent to the [Application Coordinator](#) in a timely manner;
- The complaint should clearly articulate the basis for the complaint; and
- The complaint should include a proposed remedy.

The [Application Coordinator](#) will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of Commerce will be notified of all complaints and will be provided a copy of Commerce’s response. The complaint may not be raised again during the protest period.

Commerce’s action or inaction in response to the complaint will be final. There will be no appeal process.

## Estimated Schedule of Procurement Activities

Activity	Date
Issue Request for Proposals	March 16, 2021
Question & Answer period	March 16, 2021 - April 22, 2021
Answers to Q&A posted no later than	March 19, 2021 and updated weekly until April 23, 2021
Proposals due	April 26, 2021 at 5:00 p.m. PST
Evaluate proposals	April 27 – May 7, 2021
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers	May 10, 2021
Hold debriefing conferences (if requested)	May 10 - 13, 2021
Negotiate contract	May 13 – 31, 2021
Begin contract work	July 1, 2021

## No Obligation to Grant

This application does not obligate the state of Washington, Department of Commerce, or OCVA to grant for services specified herein. Applications submitted become the property of the Department of Commerce and cannot be returned. The Department of Commerce is not liable for any costs incurred by the Grantee in developing the application.

## Debriefing of Unsuccessful Applicants

Applicants who have submitted timely proposals, and who have not been disqualified or designated as non-responsive during the application process, may request a debriefing conference. The request for a debriefing conference must be received by the [Application Coordinator](#) within three (3) business days after the Unsuccessful Bidder Notification is e-mailed to the applicant, no later than 5:00 pm PST on the third day.

The debriefing must be held within three (3) business days of the request. Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the applicant's proposal
- Critique of the proposal based on the evaluation
- Review of proposer's final score in comparison with other final scores without identifying the other applicants

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences will be conducted on the telephone and are limited to a maximum of one hour.

## Protest Procedure

In order to submit a protest under this application, an applicant must have submitted a proposal and have requested and participated in a debriefing conference (see above). This protest process is the sole administrative remedy available within OCVA. The following is the process for filing a protest:

- Debriefing Conference: see above
- Grounds for Protest: A protest may be made based on these grounds only:
  - Mathematical errors were made by OCVA in computing the score
  - OCVA failed to follow the procedures established in this application document, or to following applicable State or federal laws or regulations
  - Bias, discrimination, or conflict of interest on the part of an evaluator
- Protest Form and Content: A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing and



signed by a person authorized to bind the applicant in a contractual relationship. The protest must include:

- The name of the application, the applicant, mailing address, phone number, fax, email, and name of the individual responsible for submission of the protest
  - A detailed and complete statement of the specific action(s) by OCVA under protest
  - The grounds of the protest (see number 2 above)
  - Description of the relief or correction action requested
  - Any additional documentation the applicant may have to support their request
- Submitting a Protest: Protests must be received by the [Application Coordinator](#) no later than 5:00 PM PST on the third business day following the Debriefing Conference (see number 1 above).
    - Protests may be submitted by e-mail or facsimile, but must be followed by the document with an original signature
    - Applicants protesting shall follow the procedures described herein
    - Protests that do not follow these procedures shall not be considered
    - Protests not based on procedural matters will not be considered, protests will be rejected as without merit if they address issues such as: an evaluator's professional judgment on the quality of a proposal, or OCVA's assessment of its own and/or other agencies needs or requirements
  - Upon receipt of a protest, a protest review will be held by Commerce. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.
  - The final determination of the protest shall:
    - Find the protest lacking in merit and uphold OCVA's action; or
    - Find only technical or harmless errors in OCVA's acquisition process and determine OCVA to be in substantial compliance and reject the protest; or
    - Find merit in the protest and provide OCVA options which may include: Correct the errors and re-evaluate all proposals, and/or reissue the RFP document and begin a new process, or make other findings and determine other courses of action as appropriate.

## Application Summary

Following is an explanation of the required forms and/or materials applicants must submit.

### **Eligibility Information – Attachment A**

- All applicants need to complete the Eligibility Information.

### **Applicant Information Form – Attachment B**

- All applicants need to complete the Applicant Information Form.

### **Subcontractor Information Form – Attachment C**

- If this is a proposal with one lead agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor.

### **Proposed Services Narrative – Attachment D**

- All applicants need to complete this narrative. Please provide a description of your community's need for sexual assault services, the services you will provide over the three-year period, and your organization or Tribe's capacity to provide the services being proposed.

The description of services in the Narrative is an overview. Applicants are requested to provide detailed information for Year One activities via the Proposed Services Form, Peer Support Group Outline, and the Prevention Plan.

Year Two and Year Three activities will be further defined in the renewal application process, and are expected to be similar each year or to build upon Year One services.

### **Year One Proposed Services Form – Attachment E**

- All applicants need to complete the Year One proposed services form. This form details the services that will be provided 7/1/21 - 6/30/22, and will be used to develop the Year One grant statement of work. A sample proposed services form is included for reference.

### **Peer Support Group Outline(s) – Attachment F**

- If the Year One Proposed Services Form includes a peer support group, a detailed outline that clearly identifies goals, objectives, and session topics for each type of group must be submitted with this proposal. A sample outline is included for reference. Groups provided through this grant must be specific to sexual assault.

### **Prevention Plan – Attachment G**

- If the Year One Proposed Services Form includes primary prevention activities, a prevention plan will need to be completed. This provides additional details on the target audience, types of activities, and the intended change that programs hope to address.

### **Budget Detail Worksheets – Attachment H**

- All applicants need to complete the annual (Year One) budget for the grant. Under [Budget Line Items and Guidance](#), you will find budget terms and definitions. Please complete the blank Budget Detail Worksheets.

#### Budget Justification

Please provide a budget justification for expenses listed within each line item of your proposed budget.

### **MTDC Verification Form – Attachment I**

- This form is required if your organization opts to use the indirect charging method of 10% of the Modified Total Direct Costs (MTDC).

### **Training Certification Form – Attachment J**

- Applicants must certify providers meet (or will meet) training requirements.

## Application Checklist

Please use this checklist to make sure you have completed the required materials to send to OCVA.

- Attachment A: Eligibility Information
- Attachment B: Applicant Information Form
- Attachment C: Subcontractor Information Form (*if applicable*)
- Attachment D: Proposed Services Narrative
- Attachment E: Proposed Services Form Year One
- Attachment F: Peer Support Group Outline (*if applicable*)
- Attachment G: Prevention Plan (*if applicable*)
- Attachment H: Budget Detail Worksheets
- Attachment I: MTDC Verification Form
- Attachment J: Training Certification Form
- Verification of non-profit status (if not previously submitted to OCVA) (*if applicable*)

Staff and volunteer position description(s) will be requested in the grant negotiation process from successful bidders only. Please do not submit them at this time.

Do not submit any documentation that is not requested, it will not be reviewed.

**PLEASE MAKE SURE TO KEEP A COPY OF THIS APPLICATION FOR YOUR FILES.**

## Submissions of Proposals and Due Date

Application Due: April 26, 2021

**NO APPLICATIONS WILL BE ACCEPTED AFTER APRIL 26, 2021.  
APPLICATIONS MUST BE SUBMITTED BY 5:00 PM PST.**

This application and all of the applicable forms are available in PDF, Word and/or Excel format on the OCVA web page at: [www.ocva.wa.gov](http://www.ocva.wa.gov).

<p>Submit applications electronically.</p> <p>Email application as a single PDF attachment to: <a href="mailto:trisha.smith@commerce.wa.gov">trisha.smith@commerce.wa.gov</a> Subject Line: Agency Name M/NA Application</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p>
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OCVA will disqualify any proposal and withdraw it from consideration if received after the due date and time.

Commerce does not assume responsibility for problems with an applicant's email. If Commerce email is not working, appropriate allowances will be made.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the [Application Coordinator](#). Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

Please do not wait till the last minute to submit your application, that is often when things go wrong. Historically, this is when most applicants have been disqualified from consideration.