

# Domestic Violence High Risk Team Program

OFFICE OF CRIME  
VICTIMS ADVOCACY

**RFP Number:** 24-31114-00  
**Funding Period:** October 1, 2023 - June 30, 2024\*  
**Proposals Due:** September 13th, 2023

This is a competitive process. Here is some terminology that will be helpful to review.

- Request for Proposals (RFP):  
This document is the RFP; it provides information on the funding available, requirements, and process.
- Proposal:  
The documents submitted to apply for this competitive funding opportunity, also sometimes called an "application".
- Applicant:  
The organization, agency, tribe, or governmental entity submitting a proposal.

# Office of Crime Victims Advocacy (OCVA)

## Proposals Due: September 13th, 2023

NO PROPOSALS WILL BE ACCEPTED AFTER 5:00 PM PST.

See the OCVA Grants and Funding web page at <http://www.ocva.wa.gov> for all relevant materials.

Submit applications electronically.

Email application as PDF/Excel attachments to:

Jodine.Honeysett@commerce.wa.gov

Subject Line: Domestic Violence High Risk Team Application

OCVA cannot receive zipped files. They cannot be used for submission of applications.

## Questions

The RFP/Application Coordinator is Jodine Honeysett, VAWA Section Manager. All questions must be submitted via email.

Jodine.honeysett@commerce.wa.gov

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 August 21st, 2023. The RFP Coordinator will periodically update this document, the final update to will be on September 5th, 2023.

## Americans with Disabilities Act (ADA)

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

## Who is OCVA?

The Office of Crime Victims Advocacy (OCVA) is housed within the Department of Commerce. 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.

See OCVA's website for more details: [www.ocva.wa.gov](http://www.ocva.wa.gov)

## What is the purpose of this application?

Rates of intimate partner domestic violence and homicide continue to escalate across Washington State. Homicide records continue to rise in communities with 30%-50% attributed to domestic violence. Approximately 41% of women and 32% of men in Washington have reported intimate partner violence, rape and/or stalking in their lifetime. Those in the field acknowledge there are many unreported and uncaptured instances of violence that existing statistics do not reflect, especially among marginalized communities.

Decades of research tell us, risk of intimate partner homicide is identifiable and preventable. In high risk cases, domestic violence high risk teams (DVHRTs) have been a best practice across the nation to effectively and significantly reduce these homicides. The Geiger Institute says; 'The DVHRT Model was also created with the understanding that when DV response systems share information and work together they have greater impact than when they operate in silos. High risk cases are monitored by a multidisciplinary team that shares case information and implements coordinated intervention plans to mitigate the danger. The goal of a DVHRT is to reduce intimate partner homicide by both monitoring specific high-risk cases and closing gaps in the domestic violence response system.' [Source: geigerinstitute.org]

For many years, Washington State legislators have been addressing known gaps in domestic violence response such as; forensic strangulation exams, revising and expanding on firearm restrictions for perpetrators, and electronic monitoring with victim notification, for example. This year in 2023, the Washington State Legislature enacted HB 1715 to address even more barriers, including implementing formal DVHRTs within the state.

The goal of this effort is to establish new DVHRTs built within communities that have strong existing partnerships between victim service agencies, law enforcement, corrections, prosecution, probation, pretrial services and other stakeholders, as applicable. This process will be effective in increasing identification of high risk cases, and increasing access to timely services for the target in those cases.

## When can the funds be used?

The funds can be used beginning October 1st, 2023 through SFY24 ending June 30th, 2024.

## How much funding is available?

OCVA estimates that \$910,000 will be available for this grant program for approximately 7 teams.

Applicants may request up to \$130,000.00. Requests above that amount will be considered non-responsive.

## Who can apply?

- 1) Community-based organizations with a demonstrated history of providing services to victims of domestic violence; must be nonprofit, nongovernmental 501c3
- 2) Tribes, tribal organizations or tribal nonprofit organizations
- 3) Governmental entities that are not part of the criminal justice system and offer a comparable level of confidentiality as a community-based organization that provides similar victim services

- 4) Law Enforcement agencies, including those located in institutions of higher education
- 5) Prosecution agencies

## What can these funds be used for?

- Salaries & Benefits for:
  - DVHRT Coordinator
  - DVHRT Members
- Goods & Services:
  - Technology for coordinator, i.e. cell phone, laptop for mobile coordination
  - DVHRT staff mileage
  - DVHRT meeting supplies
  - Training and certification costs
  - Software for tracking high risk cases
  - Emergency Financial Assistance for high risk victims
  - Civil legal costs for high risk victims
- 10% indirect

All services must be provided in Washington State.

## What can these funds not be used for?

This funding may not be used to fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Below is a non-exhaustive list of these activities.

- 1) Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.
- 2) Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving services.
- 3) Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, seek civil or criminal remedies) in order to receive services.

- 4) Procedures or policies that fail to include conducting safety planning with victims.
- 5) Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
- 6) Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- 7) Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

Additionally these funds cannot be used for; lobbying, physical modifications to a building, fundraising, purchase of real estate, or construction.

## What are the funding requirements?

OCVA encourages applicants to consider the following requirements when deciding to apply for this funding opportunity. This list is not exhaustive.

### Victim Services

A staff member from a nonprofit victim services agency **MUST** lead or co-lead the multidisciplinary DVHRT. If an applicant is not a nonprofit victim services agency, they are strongly encouraged to subgrant with a community based victim services organization for their staff time and commitment.

### Background Checks

Funded staff providing direct services must complete required background checks, when they may have access to children, people with developmental disabilities or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check (that meets all funding requirements) is completed and the documentation is on file. Required checks include a fingerprint search, background and registered sex offender checks, repeated every 5 years for funded staff.

### Confidentiality

DVHRTs require a specific blend of stakeholders with varying levels of confidentiality and legal privilege. Non-profits and victim service organizations are required to adhere to standard confidentiality requirements under state law [RCW 70.123.076]. 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.

All other HRT members shall reasonably protect the confidentiality and privacy of persons receiving services within best practices for the safety of the victim. Ongoing technical assistance will be available.

### Data Collection and Reporting

Grantees must submit service and activity data through a quarterly report form to be provided. Data is due the 15th of the month after the end of the quarter. Data measured in high risk cases should be on the following;

number of high risk victims served by the team, number of homicides, number of cases where the victim was re-assaulted, additional arrests, case outcomes, rate of engaging victims into community-based victim services, type of disposition, and number of probation violations. Additional or different data may be negotiated depending on what makes sense for the team's makeup

Noncompliance may result in suspension of payments to the grantee under this grant.

## Monitoring

Grant managers may conduct fiscal and/or programmatic monitoring with grantees, sometimes called site visits. These visits include discussions about grant-funded activities, the service provider, and the community. This visit may also include verification of compliance with terms and conditions. Fiscal monitoring may include review of invoice back-up documentation.

## Reimbursement Based

Successful applicants will receive a reimbursement based grant or agreement. Entities will submit invoices via an online Contract Management System. Invoices are generally submitted monthly or quarterly. A more frequent invoice submission may be approved on a case-by-case basis.

## Subgrantees

If an application is approved with subgrants, the applicant will be responsible for oversight of subgrantees, which may include, but is not limited to, providing subgrantees with a copy of this application, copy of fully signed grant, monitoring spending and scope of activities, gathering data, and providing subgrantees with accurate and current information pertaining to this grant.

# How will applications be reviewed?

## Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with the requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in disqualification of the proposal as incomplete and/or non-responsive.

Disqualified applicants will be notified after the announcement of the Apparently Successful Bidders.

Disqualified Applicants will be afforded a Debriefing, see debriefing section.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

## Scope of Work

Your application should address the following within the narrative of proposed services.

### 1) Planning

- i) Include a realistic timeline of research and planning; address any needed policies and procedures, existing staffing needs, and technical assistance needs.
  - (1) State what risk assessment(s) will be utilized; what, if anything needs to happen to utilize the risk assessment effectively.

- ii) Identify agency capacity and any subgrantee agency capacity to complete the proposed services.
- iii) Describe the multidisciplinary team, its leadership and membership.
- iv) For more information on the Geiger Institute DVHRT model see; [Domestic Violence Homicide Prevention | The Geiger Institute](#)
- v) For more information on relevant SHB1715 materials, see section 601.

## 2) Purpose

- i) Identify the need within your community for a domestic violence high risk team.
  - (1) Describe current gaps in domestic violence response and how the HRT will seek to address those.
- ii) Identify the community to be served, including demographics and/or statistics.

## 3) Outcomes

- i) Describe intended outcomes and how success will be determined.
- ii) Discuss your plan to gather and track the data points on pg. 5 and who will be responsible for gathering the multidisciplinary data.

## 4) Partnerships

- i) The DVHRT model requires core team members be able to commit to consistently attend multidisciplinary meetings and bring key case components to the team. Describe current partnerships with law enforcement, prosecution, victim services, corrections and probation.
- ii) Describe additional stakeholder relationships with culturally specific organizations, tribal victim services, batterer intervention, SANE staff and/or others you feel may bring pertinent case information to a DVHRT in your community. MOUs or letters of commitment are encouraged.

## 5) Budget Narrative

- i) Demonstrate how the budget is reasonable and appropriate considering the proposed work to be accomplished.
- ii) Provide justification for any contracted services, and any goods and services.
- iii) Clearly explain how you determined the costs for each activity in the budget.
  - (1) Salary and benefits must have identified staff members, if to be determined, highlight in the planning section.

## Evaluation of Proposals

This is a competitive process. Responsive proposals will be evaluated based on the requirements stated in this RFP 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 service delivery strategy in meeting DVHRT needs
- How the accompanying budget aligns with the proposed service(s)

- The agency’s experience and capacity to deliver the proposed services
- Existing strength of partnerships required for effective coordinated response

As part of funding decisions, OCVA will also consider the following when making awards: geography and urban/rural distribution; service area and program type; activities that address needs of underserved populations; and applicants’ history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants.

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

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

- |                                   |         |
|-----------------------------------|---------|
| • Rationale for Proposed Services | 20 pts  |
| • Proposed Services               | 40 pts  |
| • Agency Capacity                 | 10 pts  |
| • Partnerships                    | 20 pts  |
| • Budget                          | 10 pts  |
| • Total Points Available          | 100 pts |

Applicants must score a minimum average of 70 points to be considered for funding.

## What happens if Commerce updates this RFP document?

In the event it becomes necessary to revise any part of this funding application, amendments will be posted on the [OCVA website, grants and funding page](#) and on WEBS. 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.

## What is the timeline for this process?

This schedule is an estimate.

Activity	Date
Issue Request for Proposals	August 16, 2023
Question & Answer period	August 21-September 5, 2023
Answers to Q&A posted no later than	September 5, 2023
Proposals due	September 13, 2023



Activity	Date
Evaluate proposals	September 18-22, 2023
Announce Apparently Successful Bidder(s)	September 25, 2023
Earliest date grant may be signed	October 1, 2023

## Is Commerce required to grant these funds?

This RFP does not obligate the state of Washington, Department of Commerce or OCVA to grant for services specified herein. Proposals 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 Applicant in developing the proposal.

## What if I have a complaint about this process?

Applicants may submit a complaint to COMMERCE 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 submission 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 and the OCVA website. 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.

## When will we know if our proposal was successful?

COMMERCE will notify the Apparent Successful Bidders of their selection via email upon completion of the evaluation process. Proposers who were not selected for further negotiation or award will be notified separately by e-mail.

## If not successful, can we learn why we were not selected? (Debrief)

Any Applicant who has submitted a proposal and received notice that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Proposer Notification is e-mailed or faxed to the Proposer. Debriefing requests must be received by the Application Coordinator no later than 5:00 PM, local

time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Proposer Notification. The debriefing must be scheduled within three (3) business days of the request.

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Proposer's proposal;
- Any written comments from evaluators;
- Review of proposer's final score in comparison with the other final scores without identifying the other Proposers or reviewing their proposals.

Comparisons between proposals or evaluations of the other proposals is not allowed.

Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes.

How can we protest the results of this RFP?

Protests may be made only by Applicants who submitted a response to this RFP document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest with the Application Coordinator. Protests must be received by the Application Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the fifth business day following the debriefing. Protests must be submitted by email.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers under this procurement.

All protests must be in writing, addressed to the Application Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest from the list below with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias,
- discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'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 ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the Application Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
  - Correct the errors and re-evaluate all proposals, or
  - Reissue the solicitation document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the Apparent Successful Bidder(s). If the protest is determined to have merit, one of the options above will be taken.

## Proposal Checklist

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

- Proposal Details
- Applicant Information Form
- Subcontractor Information Form
- Project Narrative
- Proposed Services Form
- Budget Details
- Budget Worksheets
- Indirect (as applicable)

Please do not submit any information that was not requested, it will not be reviewed or scored.

Submissions of Proposals and Due Date

Application Due: September 13th, 2023

Submit applications electronically.

Email application as PDF/Excel attachments to:

Jodine.Honeysett@commerce.wa.gov

Subject Line: Domestic Violence High Risk Team Application

OCVA cannot receive zipped files. They cannot be used for submission of applications.

OCVA will disqualify any proposal that is 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 RFP 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.