

# Indigenous Survivors of Human Trafficking Wraparound Services Grant

OFFICE OF CRIME  
VICTIMS ADVOCACY

**Funding Period:** October 27, 2023 - June 30, 2025

**Proposals Due:** September 15, 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.

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Attachment A: Proposal

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Appendixes:

Appendix A: Definition of Terms

## Office of Crime Victims Advocacy (OCVA)

Proposals Due: September 15, 2023

**NO PROPOSALS WILL BE ACCEPTED AFTER Friday, September 15, 2023 5:00 PM PST.**

See the OCVA Grants and Funding web page at [www.ocva.wa.gov](http://www.ocva.wa.gov) for all relevant materials.

Submit applications electronically.

Email application as PDF/Excel attachments to:

[Stephanie.pratt@commerce.wa.gov](mailto:Stephanie.pratt@commerce.wa.gov)

Subject Line: Agency/Tribe/Tribal Organization Name, Indigenous Survivors of Human Trafficking  
Wraparound Services Application

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

## Questions

The RFP Coordinator is Stephanie Pratt, Victims of Crime Program Manager, Anti-Trafficking Lead. All questions must be submitted via email.

[Stephanie.pratt@commerce.wa.gov](mailto:Stephanie.pratt@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 25, 2023. The RFP Coordinator will periodically update this document on the OCVA website, the final update to will be on September 7, 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)

## Introduction

### Background

The Office of Crime Victims Advocacy (OCVA) serves as a voice within state government for the needs of crime victims in Washington State. OCVA administers state and federal funds for services to assist individuals who have experienced hurt, harm, trauma or crime. OCVA understands and respects that not all individuals identify as being a “victim of crime”.

In 2022, [Substitute House Bill 1571](#) passed to establish a pilot project to provide wraparound services to Indigenous persons who are survivors of trafficking and a project related to *increasing the visibility and accessibility of services and resources* for Indigenous persons who are survivors of trafficking.

OCVA received continued funding to support both projects through June 30, 2025. The increasing visibility project will be a separate competitive process.

The Indigenous Survivors of Human Trafficking grants will be funded by state funding.

- Please note: For the purpose of this RFP Indigenous individuals, communities and tribes reflects those who are “Native American” originating in Washington State.

### Human Trafficking

The Federal Trafficking Victims Protection Act (TVPA) of 2000 was the first law passed to combat the trafficking in persons. The Act was amended by the Trafficking Victims Protection Reauthorization Act in 2003, 2005, 2008 and 2013. The law focuses on combatting “severe forms of trafficking in persons” and provides an approach that includes prevention, protection and prosecution.

Under the TVPA, “severe forms of trafficking in persons” includes both sex and labor trafficking as defined in 22 USC § 7102 and means:

Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

Labor trafficking is the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

## Washington State Support and Outreach

### Under Washington State law:

- **Sex trafficking:** is the recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion. <sup>1</sup>
- **Labor trafficking:** A person is guilty of trafficking in the first degree when such person recruits, harbors, transports, transfers, provides, obtains, buys, purchases or receives by any means another person knowing, or in reckless disregard of the fact, (A) that force, fraud, or coercion as defined in RCW 9A.36.070 will be used to cause the person to engage in: forced labor; involuntary servitude. <sup>2</sup>
- **Commercial Sexual Abuse of a Minor (CSAM):** is when a person solicits, offers, requests to engage or provides anything of value to a minor or a third person as compensation for a minor having engaged in sexual conduct with him or her. *Consent of a minor to the sexual act does not constitute a defense to this offense.*

Advocates, survivors, community members and professionals involved in anti-trafficking work have shared recommendations regarding the importance of person-centered support, respect of one’s agency and autonomy, the importance of collaboration and awareness of and access to resources, the difficulty in navigating local and state supported resources and the lack of resources to support and assist individuals impacted by labor trafficking.

### Lessons learned also include:

- The need to increase awareness and resources related to labor trafficking
- Recognizing that survivors are more than their experience
- Recognizing and respecting that individuals who have experienced human trafficking are experts on their lives

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<sup>1</sup> Revised Code of Washington (RCW) 9A.40.100

<sup>2</sup> RCW 9A.40.100

- Understanding and acknowledging that each individual's experience, perspective and response is unique
- Culturally informed and responsive support, assistance and resources are key (food, meals, traditional healing practices)
- The availability of consistent staffing (advocacy) is key
- Providing unconditional support and assistance is vital
- Flexible services are vital
- Trafficking impacts boys, men and LGBTQ2+

## Outreach

Person-centered, trauma-informed support and assistance is vital for individuals who are impacted by human trafficking. Intentional outreach aimed at increasing awareness of the support available as well as building trust with individuals and communities is also vital to the safety, health and wellness of individuals in our state.

Outreach is a key service and is very unique depending on individuals, communities the geographic region being served and other factors. Developing trust with tribal communities, groups, programs, faith institutions and community leaders or "gate keepers" can assist with establishing a trusted communication network to let individuals know support and assistance is available.

## What is this RFP for?

### Purpose of RFP

This Request for Proposal (RFP) seeks proposals from qualified Tribes, tribal organizations and nonprofit organizations with the capacity and expertise to provide person-centered, culturally informed and responsive support and assistance (services) to Indigenous persons who are survivors of labor and/or sex trafficking.

The purpose of this grant is to fund direct services and outreach provided by Tribes, tribal organizations and nonprofit organizations with the capacity and expertise to implement a person-centered, trauma informed and culturally responsive service model to address the self-determined needs of Indigenous victims/survivors of labor and/or sex trafficking as well as individuals at-risk.

Outreach activities will focus on increasing awareness of services available to victims/survivors and individuals at-risk of labor or sex trafficking.

Services will be culturally, linguistically and developmentally appropriate and available to all Indigenous individuals regardless of gender, age, sexual orientation, language, religion or disability.

Grants resulting from this RFP will fund four projects. Each project will provide wraparound services for Indigenous individuals.

- Two projects will be funded to provide wraparound services to Indigenous victims/survivors in Eastern/Central Washington and two projects in Western Washington.

Eligible services and activities include those efforts that:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after victimization;
- Restore a measure of security and safety for the victim

## When can the funds be used?

The project period for this RFP is October 27, 2023 through June 30, 2025.

OCVA intends to award funds for a 20-month period (October 27, 2023 through June 30, 2025).

The grants issued will be funded in one-year increments.

## How much funding is available?

OCVA estimates **that a total of \$1,800,000 (\$900,000 per year)** will be available for this grant program through June 2025.

OCVA anticipates awarding four (4) contracts for a 20 month period (10/27/2023 – 6/30/2025), two (2) in Eastern/Central Washington and two (2) in Western Washington.

Applicants may request up to \$225,000 for each year of the 20 month- grant period.

Year One grants are anticipated to be issued for October 27, 2023 – June 30, 2025.

Grantees will be required to submit renewal budgets in spring 2024 for Year Two grant amendments. Grants will be amended depending on the availability of funding and satisfactory compliance with the grant terms and conditions.

**The year two budget may not exceed \$225,000. Unspent funds may NOT carry forward to be expended in year 2.**

## Who can apply?

Eligible applicants for this RFP must:



1. Demonstrate a minimum of one year of experience providing trauma informed, person-centered support, assistance and outreach to Indigenous victims/survivors of labor and/or sex trafficking and experience providing outreach to Indigenous individuals at risk.
2. For non-tribal bidders: Demonstrate a history of effective engagement and working with Indigenous individuals, communities and Tribes.
3. Be operated by a nonprofit organization, public agency or federally recognized Tribe of Washington State as determined by the United States Secretary of the Interior.
4. For non-tribal bidders: Be licensed to do business in the State of Washington or submit a statement of commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.

### **Tribal Authority to Submit a Proposal**

Tribes must submit documentation reflective of their legal authority to submit a proposal for this RFP on behalf of their Tribes. Recognizing that Tribes have different forms of tribal governance and tribal laws vary, no prescribed form of documentation will be required. Tribes may submit a resolution, letter, affidavit, or other documentation, as appropriate for that Tribe, certifying that the bidder has the legal authority to submit a proposal for this RFP on behalf of the Tribe.

This documentation must be current, must be sufficient to demonstrate authority for the proposal, must contain authorized signature(s), and must be submitted with the proposal on the due date, June 27, 2022.

### **Staff Training and Experience Requirements**

It is required that bidders have experience working with individuals who have experienced labor and/or sex trafficking. For successful bidders, it is required that staff who don't have experience with either labor or sex trafficking will complete training on that specific priority area that is OCVA approved.

## What can these funds be used for?

### **Eligible Services and Expenses**

The purpose of this grant is to fund direct services and outreach provided by Tribes, tribal organizations or nonprofit organizations with the capacity and expertise to implement a culturally informed and responsive trauma-informed service model to address the needs of Indigenous persons who are survivors of labor and/or sex trafficking.

It is expected that services will be flexible, accessible and meet the unique needs and experiences of Indigenous individuals impacted by human trafficking.

Services provided with this funding shall be culturally, linguistically and developmentally appropriate and available to all Indigenous individuals regardless of their actual or perceived sex, age, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, involvement in commercial sex, income or lack of income, or the age and/or sex of their children.

Outreach activities are eligible and will focus on increasing awareness of support and assistance (services) available to victims/survivors and individuals at-risk of labor or sex trafficking.

**Funding will be used to provide comprehensive support and assistance such as:**

- Short-term and long-term shelter;
- Food;
- Nonemergency health care;
- Mental health counseling and treatment;
- Substance abuse prevention, assessment, and treatment;
- Case management and care coordination;
- Education;
- Vocational training;
- Legal advocacy; and
- Transportation.

**Additional services and costs may include:**

- Traditional healing
- Basic needs
- Relocation
- Rental assistance
- Outreach: to inform the community and Tribe what support/assistance is available and how to access support and assistance
- Safety planning
- Information about victims' rights

## Service Framework

OCVA recognizes there are barriers in accessing support, assistance and traditional healing for many individuals.

**As indicated above it is expected that:**

- Services will be person-centered, inclusive and incorporate a human rights approach to human trafficking.
- Bidders will demonstrate an understanding of the importance of and commitment to meeting the self-determined needs of Indigenous individuals impacted by human trafficking.

Support includes activities that individuals find healing, calming and support their well-being, safety and physical needs. Activities that provide individuals a sense of safety, agency, a sense of belonging, connection and support self-determined healing journey of individuals are eligible.

## Healing: Eligible Services and Expenses

OCVA respects that individuals benefit from different types of support, traditional healing and other activities to assist in their healing journey.

Support includes activities that individuals find healing, calming and that support their well-being, safety or physical needs. Activities may include gatherings, outdoor walks, group activities, beading and others.

For instance, an individual who has experienced labor or sex trafficking has found that artwork and beading helps calm them, reduces their stress and anxiety, but does not have any resources to purchase materials for artwork and beading. Another individual finds that nature walks with others helps them feel centered and provides them with a sense of belonging but they do not have walking/hiking shoes. Funding from this grant may cover the costs to support these activities such as paint, paintbrushes, beads and beading needles, walking shoes and others.

## Allowable direct service to victims costs

The services, activities, and costs eligible with this funding include, and are not limited to, the areas below.

- Services that respond to the immediate needs of Indigenous individuals who have experienced labor/sex trafficking examples include:
  - Crisis intervention
  - Safety and support planning
- Expenses that respond to immediate needs of crime victims, such as:
  - Emergency food,
  - Shelter,
  - Hotel stay,
  - Clothing,
  - Transportation

- Services and expenses that include healing centered support (advocacy) and emotional support include and are not limited to:
  - Traditional and cultural healing,
  - Beading, drumming, weaving
  - Gatherings, nature walks
- Services that include peer-support, shared experiences, engagement
- Expenses for:
  - Transportation to support, assistance and services such as mental health and/or substance use treatment
  - Relocation, housing support

## Emergency Financial Assistance (EFA)

Emergency Financial Assistance is, in general, for costs related to immediate health and safety (such as emergency food, clothing, transportation, shelter).

- Successful applicants will be required to submit to OCVA a plan for providing EFA, which includes a policy and procedures on how this resource will be provided.

## What can these funds not be used for?

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
- Fundraising activities
- Lobbying and administrative advocacy
- Perpetrator/offender rehabilitation and counseling
- Prevention education activities
- Transitional Housing units or facilities owned or operated by the applicant organization
- Vehicle purchase for clients
- Vehicle purchase for organizations (leasing is allowable)

## What are the funding requirements?

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

## Confidentiality

Entities 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.

## Data Collection and Reporting

Grantees must submit service and activity data through InfoNet. Data is due the 15th of the month after the end of the quarter. Grantees will submit semi-annual narrative reports.

OCVA 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.

## Quarterly Reports

Grantees will be required to submit quarterly report narratives on services provided and other areas.

## 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.

## Training and Experience Requirements

- Successful bidders whose proposed project focuses on sex trafficking will be required to complete virtual training on labor trafficking. Training will be recommended and approved by OCVA. Successful bidders focused on sex trafficking will not be required to implement outreach activities focused on labor trafficking but will be expected to support and assist individuals, on a case by case basis, who may demonstrate potential indicators of labor trafficking.
- It is expected that successful bidders have a demonstrated history of providing person-centered, culturally, linguistically and developmentally appropriate support and assistance to victims/survivors of labor and/or sex trafficking.

# How will proposals be reviewed?

## Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine if the applicants meet the criteria to apply. 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.

## 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 the self-determined needs of individuals within the selected priority area
- How the accompanying budget aligns with the proposed service(s)
- The agency's experience with the selected priority area and capacity to deliver the proposed services

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:

- |                         |        |
|-------------------------|--------|
| • Bidder Qualifications | 30 pts |
| • Staff Qualifications  | 20 pts |
| • Needs Assessment      | 20 pts |

- Proposed Services 20 pts
- Budget 10 pts
- Total Points Available 100 pts

## What happens if Commerce updates this RFP document?

In the event it becomes necessary to revise any part of this RFP, amendments will be posted on the OCVA website, grants and funding page. Interested applicants should check the website for any amendments prior to submitting a proposal. OCVA also reserves the right to cancel or to reissue the RFP 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	Thursday, August 10, 2023
Question & Answer period	August 10, 2023 – September 6, 2023
Answers to Q&A posted no later than	Thursday September 7, 2023
<b>Pre-Proposal Conference</b>	<b>Thursday August 24, 2023</b>
Proposals due	Friday September 15, 2023
Evaluate proposals	September 18, 2023 – October 4, 2023
OCVA notifies Apparently Successful and Unsuccessful Bidders and sends notification via e-mail	Monday October 9, 2023
Debrief	October 9 – October 17, 2023
Negotiate Contracts	October 17 – October 26, 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 RFP Coordinator in a timely manner;
- The complaint should clearly articulate the basis for the complaint; and
- The complaint should include a proposed remedy.

The RFP 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 RFP 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 RFP Coordinator.

Protests must be received by the RFP 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 RFP 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 RFP 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 (as applicable)
- Attachment A: Project Narrative
- Attachment B: Budget Worksheets

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

## Submissions of Proposals and Due Date

Proposal Due: September 15, 2023

**NO PROPOSALS WILL BE ACCEPTED AFTER , September 15, 2023 5:00 PM PST.**

See the OCVA Grants and Funding web page at [www.ocva.wa.gov](http://www.ocva.wa.gov) for all relevant materials.

Submit proposals electronically.

Email application as PDF/Excel attachments to:  
[stephanie.pratt@commerce.wa.gov](mailto:stephanie.pratt@commerce.wa.gov)

**Subject Line: Agency/Tribe/Tribal Organization Name - Indigenous Survivors of Human Trafficking  
Wraparound Services Application**

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

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 proposal, that is often when things go wrong. Historically, this is when most applicants have been disqualified from consideration.