

Victim of Child Abuse and Neglect Initiative

OFFICE OF CRIME
VICTIMS ADVOCACY

Funding Period: July 1, 2024 through June 30, 2026

Proposals Due: April 29, 2024

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 funding opportunity, also sometimes called an "application".
- Applicant:
The organization, agency, tribe, or governmental entity submitting a proposal, also sometimes called "proposers".

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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Proposal

Attachment A: Proposal Narrative and Forms
Attachment B: Budget

Appendixes:
Appendix A: Budget Guidance

Office of Crime Victims Advocacy (OCVA)

Proposals Due: April 29, 2024

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

See the OCVA Grants and Funding web page at www.ocva.wa.gov for all relevant materials.

<p>Submit applications electronically.</p> <p>Email application as PDF/Excel attachments to: Jenna.osterman@commerce.wa.gov</p> <p>Subject Line: Agency Name: Victims of Child Abuse and Neglect Initiative</p> <p>OCVA cannot receive zipped files. They cannot be used for submission of applications.</p>
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Questions

The RFP Coordinator is Jenna Osterman, Victims of Child Abuse and Neglect Program Manager. All questions must be submitted via email.

Jenna.osterman@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 March 28, 2024. The RFP Coordinator will periodically update this document, the final update to will be on April 28, 2024

Americans with Disabilities Act (ADA)

OCVA complies with the Americans with Disabilities Act (ADA). Applicants may contact the [RFP Coordinator](#) to indicate desired accommodations.

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

What is this application for?

Applications are requested from eligible applicants for addressing victim service needs of children who have experienced abuse and neglect. Funding where current services are unavailable or inadequate is the priority.

When can the funds be used?

OCVA will fund projects resulting from this RFP for 24 months, July 1, 2024 through June 30, 2026.

Year One grants are anticipated to be issued at the beginning of State Fiscal Year (SFY) 2025 for July 1, 2024 – June 30, 2025.

Grantees will be required to submit renewal budgets in spring 2025 for the July 1, 2025 – June 30, 2026 grant amendment. Grants will be amended for up to one (1) additional year through June 30, 2026, depending on the availability of funding and satisfactory compliance with the grant terms and conditions.

Year 2 budgets may not exceed the total awarded for Year 1. Unspent funds from Year 1 will NOT carry forward to be expended in Year 2.

OCVA reserves the right to extend the grant period and funding for successful applicants for one year.

How much funding is available?

OCVA estimates that **\$2,712,129** will be available for this grant program through June 30, 2026.

Applicants may request up to \$100,000 per year for each of the two years. OCVA anticipates funding multiple proposals.

\$200,000 per year (\$400,000 for two years) is set-aside for new organizations assuming receipt of eligible, responsive applications. New organizations are those that have not received OCVA funding in the past 10 years.

OCVA reserves the right to increase grants if the state legislature awards supplemental funding that impacts this initiative.

Who can apply?

Any organization with a demonstrated history of providing direct services to children who have been hurt or harmed by crime is encouraged to apply. This funding is intended to address gaps in services. OCVA's priority is to fund programs that have a clear focus on providing direct services to children.

As stated in the VOCA rule, §94.111, eligible providers are those that:

- Provide services to victims of crime.
- Can demonstrate a documented history of providing effective services to victims of crime.
- Have financial support from other sources.
- Can demonstrate the organization capacity to provide the proposed services.

Eligible applicants must have a substantial operating presence in Washington State and be prepared to use these funds to provide services to victims of crime in Washington State.

What can these funds be used for?

We know there are many ways in which people heal from hurt and harm. We also recognize that community members have specific expertise on how to best provide services in their own community.

We recognize that victims of crime need a broad range of services to support their healing. To reflect the varied needs of children who have experienced abuse and neglect, this RFP does not limit the types of services that can be funded. However, all proposed projects must focus on **direct** services to children.

OCVA requests proposals from eligible providers to fund direct services for victims/survivors of child abuse and neglect. These funds are intended to support, extend, and enhance services to victims and survivors of child abuse and neglect, including services that:

- Respond to the emotional, psychological, or physical needs of crime victims
- Assist victims to stabilize their lives after victimization
- Assist victims to understand and participate in the civil and criminal justice systems, and/or
- Restore a measure of security and safety to the victim.

Direct services not already funded by OCVA are the priority.

Emergency Financial Assistance

One eligible use of VOCA funds is Emergency Financial Assistance (EFA). EFA is flexible funding that can be used to address the unique needs of clients. Some examples of EFA include emergency food, clothing, laptops or other necessary items for school, and extra-curricular activity registration costs. So long as the expense relates to the client's physical, mental, or psychological well-being, it is likely eligible.

Though it is not a requirement to include EFA in your budget, applicants are encouraged to do so to meet the unique and changing needs of their clients.

Any successful applicant that include EFA in their budget will be required submit an EFA policy, which outlines their procedures and 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
- Advertising/media costs in excess of \$1,000
- Capital Expenses
- Compensation for crime victims
- Education and/or job training expenses
- 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
- Perpetrator/offender rehabilitation and counseling
- Prevention education activities
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation
- Restorative justice
- System based victim witness assistance
- 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:

Background Checks

Entities providing direct services must complete required 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 (that meets all funding requirements) is completed and the documentation is on file. Required checks include a fingerprint search, see [this site](#) for more details.

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. Recipients of this grant must also submit a semi-annual narrative report on grant activities. Semi-annual narrative reports will be due January 15, 2025, July 15, 2025, January 15, 2026 and July 15, 2026.

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.

Match

VOCA regulations require grantees to contribute to the total cost (award plus match) of their VOCA-funded project by providing not less than 20% match, either cash (other sources of funding) or in-kind (volunteer hours, supplies, etc.) from non-federal sources. Tribal programs do not have a match requirement. Please see Appendix A: Budget Guidance for more information about match requirements.

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.

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 Awards¹.

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. OCVA will withdraw non-responsive proposals from consideration.

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 victim service needs
- How the accompanying budget aligns with the proposed service(s)
- The agency's experience and capacity to deliver the proposed services

Funding is intended to decrease gaps in direct services to children. Therefore, direct services not already funded by OCVA are the priority of this RFP.

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.

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

- | | |
|--------------------------------------|--------|
| • Proposal Narrative (six questions) | 90 pts |
| • Proposed Services Form | 5 pts |
| • Budget | 5 pts |

¹ http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- Total Points Available 100 pts

Applicants must score a minimum average of 60 points to be considered for funding.

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

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](#). 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	3/26/24
Question & Answer period	3/26/24 - 4/28/24
Answers to Q&A posted no later than	3/28/24
Proposals due	4/29/24
Evaluate proposals	4/30/24 - 5/14/24
Announce Apparently Successful Bidders	5/15/24
Hold debriefing conferences (if requested)	5/16/24 - 5/24/24
Negotiate grant	5/16/24 - 6/30/24
Begin grant funded work	7/1/24

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 a grant 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 grant with the Apparent Successful Bidder(s). If the protest is determined to have merit, one of the options above will be taken.

Submissions of Proposals and Due Date

Application Due: April 29, 2024

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

See the OCVA Grants and Funding web page at www.ocva.wa.gov for all relevant materials.

Submit applications electronically.

Email application as PDF/Excel attachments to:
Jenna.osterman@commerce.wa.gov

Subject Line: Agency Name: Victims of Child Abuse and Neglect Initiative

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, at Commerce's sole determination. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

Applicants will receive a generic email reply stating that their email has been received. The confirmation does not imply that an applicant has met eligibility criteria or that the submitted proposal materials are responsive or complete. If an applicant does not receive a reply it is their responsibility to immediately contact the RFP coordinator to address any potential email issue.

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.