

Crime Victim Service Center Program

OFFICE OF CRIME
VICTIMS ADVOCACY

RFP Number: F26-31219-001
Funding Period: July 1, 2025 - June 30, 2027
Proposals Due: May 5, 2025

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.

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.

Table of Contents

Office of Crime Victims Advocacy (OCVA)	4
Questions	4
Bidder’s Conference	4
Americans with Disabilities Act (ADA)	5
Who is OCVA?	5
What is this application for?	5
When can the funds be used?	6
How much funding is available?	6
Who can apply?	6
What can these funds be used for?	7
What can these funds not be used for?	8
What are the funding requirements?	9
How will applications be reviewed?	12
What happens if Commerce updates this RFP document?	13
What is the timeline for this process?	13
Is Commerce required to grant these funds?	14
What if I have a complaint about this process?	14
When will we know if our proposal was successful?	15
If not successful, can we learn why we were not selected? (Debrief)	15
How can we protest the results of this RFP?	15
Submissions of Proposals and Due Date	17

Proposal Attachments

Attachments

- Attachment A: Applicant Information Form
- Attachment B: Subcontractor Information Form
- Attachment C: Proposal Narrative
- Attachment D: Proposed Services Form
- Attachment E: Budget Detail Worksheets
- Attachment F: Match Waiver Request Form

Appendixes

- Appendix A: Victims of Crime Act - VOCA Program Rule
- Appendix B: Washington State Crime Victim Service Center (CVSC) Service Standards and Definitions
- Appendix C: Audit and Insurance Requirements
- Appendix D: Living Wage By County Chart (2024)
- Appendix E: Budget Guidance

Office of Crime Victims Advocacy (OCVA)

Proposals Due: May 5, 2025

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.

Submit applications electronically.

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

Subject Line: Agency Name - CVSC Application

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

Questions

The RFP Coordinator is Matthew Flores. All questions must be submitted via email.

Matthew.Flores@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 April 3 and updated weekly until May 1, 2025. The RFP Coordinator will periodically update this document, the final update will be on May 1, 2025.

Bidder's Conference

A bidder's conference will be held April 15, 2025 at 2:00pm PST. Email the RFP Coordinator by April 14, 2025 to receive a meeting link. Attendance is encouraged but not required. The conference will end once all questions have been addressed.

OCVA is only bound by its written responses. All questions from the conference or follow-up communications will be documented, answered in writing, and added to the FAQ.

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

What is this application for?

OCVA is soliciting proposals from eligible applicants to provide person-centered support and assistance (also known as direct services) to individuals who have been hurt, harmed, and/or identify as having experienced crime.

The purpose of the Crime Victim Service Center (CVSC) program is to fund direct services, specifically for **individuals who are hurt or harmed by crimes other than sexual assault and domestic violence**. "Direct services" means individuals receive fundamental CVSC services (support and assistance) directly from the applicant. These services are not subcontracted or referred to other service providers.

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

The goal of this grant is to:

Increase the availability of support and assistance for individuals who have been hurt, harmed or identify as being impacted by crime.

Increase awareness of support and assistance available to individuals and communities.

When can the funds be used?

OCVA will award funds for a 24-month period from July 1, 2025, to June 30, 2027, with grants funded one year at a time.

- Year One funding will cover July 1, 2025 – June 30, 2026.
- Grantees must submit renewal proposals in spring 2026 for Year Two funding (July 1, 2026 – June 30, 2027).
- Unspent Year One funds will not roll over.

OCVA may extend the contract for up to two additional one-year periods at its discretion, based on funding availability and grantee compliance.

Crime Victim Service Center funding is competitive. Please see the [Evaluation of Proposals](#) section for details on the review process.

How much funding is available?

OCVA estimates that \$4,874,022 will be available for this grant program. Applicants may request up to \$125,000 per individual grant per year.

Funding categories include:

- **Comprehensive* Crime Victim Service Center:** Eligible applicants can receive up to \$125,000 per year.
- **Specific Crime Type* Crime Victim Service Center:** Eligible applicants can apply for up to \$125,000 per year.

* except domestic violence or sexual assault

OCVA expects to fund multiple awards in each category.

A pending legislative budget request may affect the available funding for this program. If approved, OCVA may increase grant amounts accordingly.

Who can apply?

To qualify, applicants must:

- Have a Crime Victim Service Center (CVSC) grant or agreement in place as of March 15, 2025 (through either the Comprehensive CVSC, Additional Applicants CVSC, or Crime-Specific CVSC grant or agreement), and
- Have the capacity, demonstrated experience and specific expertise, intent, and ability to provide the fundamental CVSC
- Select only one CVSC priority area on *Attachment C: Proposal Narrative*

- Submit an InfoNet report (Clients Served: Demographics Data) covering 7/1/2024 – 3/15/2025 to show data reported in InfoNet. (See Attachment C – for details.)

According to [VOCA Rule § 94.111](#), eligible applicants must also:

- Be a public agency or nonprofit organization (including tribes).
- Provide services to crime victims.
- Have a proven track record of effective victim services.
- Have financial support from other sources.
- Show they have the capacity to provide the proposed services.

Applicants must have a **strong presence in Washington State** and use these funds to serve crime victims in the state. Services must be provided by organizations or Tribes with demonstrated experience and specific expertise helping those harmed by crime.

Crime Victim Service Center (CVSC) Eligibility

There are **two funding categories** for this grant. Applicants must select **one** and ensure their entire proposal aligns with that category.

Funding Categories:

1. **Comprehensive CVSC** - For applicants that provide fundamental CVSC services to victims of all crime types (except sexual assault and domestic violence) with demonstrated experience and specific expertise in supporting individuals hurt or harmed by those crime types.
 - Crime types include, but are not limited to arson, assault, bullying, burglary, child abuse, elder abuse, fraud, gang violence, hate crimes, homicide, human trafficking, identity theft, kidnapping, mass violence, property crimes, and robbery.
2. **Specific Crime Type CVSC** – For applicants that provide fundamental CVSC services to victims of one specific crime type (except sexual assault and domestic violence), such as homicide, physical child abuse/neglect, labor human trafficking, or impaired driving, with demonstrated experience and specific expertise in supporting individuals hurt or harmed by this crime type.
 - Applicants must demonstrate specific expertise and a minimum of two years' experience in supporting victims of the selected crime type.

This is a competitive funding opportunity. Proposals must meet minimum eligibility before being scored.

What can these funds be used for?

We strongly recommend applicants review all the resources, attachments, and appendices included in this document before starting the application.

Applicants must provide person-centered support tailored to each individual’s needs and healing journey. At a minimum, services must include:

- Crisis Intervention
- Advocacy (General, Legal, and Medical)
- Emergency Financial Assistance (EFA)
- Help with Crime Victims Compensation Applications

Services may look different depending on the community being served. Holistic support methods, including traditional healing, somatic activities, and other well-being practices, are encouraged. We recognize that applicants use different terms for these services—please address this in *Attachment C*.

Additional Allowable Services:

While information and referrals, system coordination, support groups, therapy, outreach, and awareness are important, they should complement the fundamental CVSC services listed above.

Emergency Financial Assistance (EFA):

EFA is intended to cover immediate health and safety needs, such as emergency food, clothing, transportation, and shelter. Successful applicants must submit a plan outlining how EFA will be provided, including policies and procedures for distribution.

For full details on service requirements, see Appendix B: Washington State CVSC Service Standards and Definitions.

All services and expenses must be eligible, cost-effective, and aligned with VOCA funding guidelines, which prioritize direct services for victims.

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, or deter or prevent physical or emotion healing for victims and survivors,

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.*
- 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
- 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)

Please Note: These funds are for individuals affected by crimes **other than sexual assault and domestic violence**, as there are already dedicated services for those survivors. Washington State has a strong network of sexual assault and domestic violence providers. Crime Victim Service Centers offer similar support for people impacted by other crimes.

What are the funding requirements?

OCVA encourages applicants to consider the following **CVSC grant-specific requirements** when deciding to apply for this funding opportunity:

Minimum Level of Service Hours (Benchmark)

All CVSC grantees must provide a minimum number of service and activity hours.

This requirement is based on the number of full-time staff (FTE) working directly with victims or doing outreach under this grant. Each full-time staff member (1.0 FTE) must provide at least 900 hours of services per year. If a staff member works half-time (0.5 FTE), they must provide at least 450 hours. Service hours include direct support, outreach, and awareness activities.

Grantees will report their hours through InfoNet every quarter to ensure they meet this requirement.

Grant funds can only be used for outreach that informs victims and communities about CVSC services. Public awareness or education campaigns must focus on this goal.

CVSC Program Champion

Applicants must designate one person as the CVSC Champion—an advocate responsible for ensuring support is available for victims of crimes other than domestic violence and sexual assault, regardless of other services the organization provides.

OCVA recommends having at least one staff member primarily focused on CVSC duties as a best practice. This person's contact information will also be used for referrals when OCVA receives requests for CVSC services.

Applicants may include additional staff as needed to provide comprehensive services. There is no minimum FTE requirement for staff or the CVSC Champion in this funding cycle.

Emergency Financial Assistance (EFA)

This grant requires applicants to include Emergency Financial Assistance (EFA) in their budgets to meet various needs.

Applicants are encouraged to set aside grant funds for EFA, but they can also meet this requirement by using other funding sources, like unrestricted funds. While not including EFA won't disqualify an applicant, it will affect proposal scoring.

Examples of EFA include:

- Gas vouchers
- Hotel stays
- Food vouchers
- Transportation costs
- Extra-curricular activities
- Expenditures to support cultural healing

Audit and Insurance Requirements

Please see Appendix C

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: [Determination of suitability to interact with participating minors](#).

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.

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.

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 nonprofit organizations to verify their nonprofit status. Grantees can do this by submitting a copy of their IRS 501(c)(3) determination letter or similar documentation.

Nonprofit applicants who have not previously provided this documentation to OCVA must submit it with their application.

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.

VOCA Crime Victim Compensation Requirement

Grantees must agree to assist victims, as needed, in applying for crime victim compensation benefits.

VOCA Match Requirement

Grantees must provide a 20% match for the VOCA portion of their grant. Tribes are exempt from this requirement.

VOCA Prohibited Discrimination

Grantees must follow civil rights guidelines from the Office for Civil Rights within the Office of Justice Programs. These laws prohibit discrimination based on:

- Race, color, or national origin
- Disability
- Religion
- Sex, gender identity, or sexual orientation
- Age (for service delivery or benefits)

The Equal Treatment Regulation also prevents grant recipients from using federal funds for explicitly religious activities.

Additionally, victims cannot be denied services based on their immigration status.

To view the complete VOCA Rule click [here](#).

Training Requirements (for staff and volunteers)

If selected for funding, there are training requirements that must be met prior to starting service provision. OCVA encourages Applicants to include these costs in your budget.

Grantees must have at least one volunteer supporting direct services or outreach to meet federal funding requirements. If this is a challenge, contact your OCVA Program Coordinator for help in identifying volunteer activities or requesting a waiver.

Staff and volunteers providing direct services must meet the training requirements outlined in *Appendix B: Washington State Crime Victim Service Center (CVSC) Service Standards and Definitions*. OCVA will verify training and experience before services begin.

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.

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

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:

- Level of fundamental CVSC services proposed
- Capacity to respond to requests for support and assistance
- Ability to address the potential impact of a wide range of crime types, as well as cultural and linguistic appropriateness

As part of funding decisions, OCVA will also consider the following when making awards: Eligibility category; 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:

- | | |
|---------------------------------|---------|
| • Qualifications and Experience | 20 pts |
| • Proposed Services | 70 pts |
| • Budget | 5 pts |
| • Wages | 5 pts |
| • Total Points Available | 100 pts |

Applicants must score a minimum average of 70 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	April 1, 2025
Question & Answer period	April 1 – May 1, 2025
Answers to Q&A posted no later than	April 1, 2025, and updated weekly until May 1, 2025
Bidder’s Conference	April 15 at 2:00PM PST
Proposals due	May 5, 2025, at 5:00PM PST
Evaluate proposals	May 5 – June 13, 2025
Announce Apparently Successful Bidders	June 16, 2025
Negotiate grant	June 16 – June 30, 2025
Begin grant funded work	July 1, 2025

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: May 5, 2025

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:
OCVAGrantapplication@commerce.wa.gov

Subject Line: Agency Name - CVSC Application

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

Proposals received after the deadline will not be accepted or considered.

It's the applicant's responsibility to ensure their proposal is submitted on time. Commerce is not responsible for email issues on the applicant's end, though exceptions may be made if Commerce's email system is at fault.

Applicants will receive a generic email confirming their submission. This email does not mean the applicant meets eligibility requirements or that the proposal is complete. If you don't get a confirmation email, it's your responsibility to contact the RFP coordinator right away to resolve any email issues.

To avoid disqualification, submit your proposal well before the deadline. Last-minute submissions often lead to issues, and most past disqualifications were due to late submissions. Once submitted, all proposals and supporting documents become the property of Commerce and will not be returned.