Seattle
Human Services

2025 Commercial Sexual Exploitation Survivor Services Request for Proposal

June 16, 2025

Amended: July 3, 2025

Contents

GUIDELINES *3*

INTRODUCTION **3**

TIMELINE **5**

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS **6**

A. Background 6
B. Service/Program Model 7
C. Participant Eligibility Criteria 9
D. Priority Population and Focus Population 10
E. Expected Performance Commitments 10
F. Description of Key Staff and Staffing Level 11
G. RFP Specific Eligibility, Data, and Contracting Requirements: 11

2025 Request For Proposal APPLICATION *1*

HOW TO COMPLETE THE APPLICATION **1**

APPLICATION QUESTIONS **2**

COMPLETED APPLICATION REQUIREMENTS *7*

Application Submittal **7**

List of Attachments & Related Materials **8**

Attachment 1 - Application Checklist 9
Attachment 2 - Application Cover Sheet 10
Attachment 3 - Proposal Budget 12
Attachment 4 - Proposal Personnel Detail Budget 14

Funding Process Coordinator:
Judith Panlasigui
Judith.panlasigui@seattle.gov

GUIDELINES

INTRODUCTION

The City of Seattle Human Services Department (HSD) Safe and Thriving Communities (STC) Division is seeking applications from agencies to provide services to individuals impacted by the commercial sex industry (CSI). This Request For Proposals (RFP) is competitive and open to any legally constituted entity that meets HSD Agency Minimum Eligibility Requirements and the additional criteria outlined in these guidelines.

Funded organizations will participate in a collaborative network to enhance services and referral systems for survivors of commercial sexual exploitation who live, work, or attend school in Seattle, who seek services from a Seattle-based gender-based violence service organization, or who are involved in a Seattle Police investigation.

BACKGROUND:

The terms commercial sexual exploitation (CSE), prostitution, sex trafficking, and sex work all describe situations where sex is exchanged for something of value, such as money, housing, food, safety, or protection. These experiences fall along a spectrum from choice to coercion:

- **Sex trafficking** involves force, fraud, or coercion, including any exchange involving minors (under 18), who are legally considered trafficked even if they consent.
- **Sex work** generally describes consensual, adult participation in sex trades.
- **Commercial sexual exploitation (CSE)** is a broader term that includes both voluntary and involuntary experiences, recognizing that systemic inequities often shape individual choices.

Terminology varies across legal, clinical, and lived experience contexts. However, this RFP uses the terms CSE, survivors, participants, or clients to refer inclusively to people who have experienced harm or exploitation through the commercial sex trade. This acknowledges the diverse ways individuals may identify.

Investment and Goals:

HSD is investing in culturally responsive, trauma-informed, survivor-centered services specific to survivors of commercial sexual exploitation, embedded within coordinated systems of support. The goals of this investment are to:

- Expand community-based CSE mobile advocacy and flexible assistance
- Increase access to emergency shelter and transitional housing options for CSE survivors
- Establish a coordinated network of CSE providers and system partners across Seattle

This Request for Proposal includes the two strategies:

1. **Mobile Flexible Advocacy** - Support services for survivors with flexible client assistance within clients' chosen safe location.

2. **Shelter/Transitional Housing Services** – Non-congregate emergency shelter and/or transitional housing units to address the spectrum of needs.

Applicants may apply to one or both strategies. Organizations who will apply with partner group(s), must identify a lead applicant. If your application includes formal partnerships, applicants will need to identify each partner and describe their roles and responsibilities, and include signed letters of intent for any partners providing key program elements.

All funded organizations will be required to participate in the Human Service Department's CSE Collaborative Network, and may be required to participate in an evaluation process to determine the efficacy of the program.

FUNDING INFORMATION

Approximately **$1,700,000** of general funds is available through this Request for Proposal, annually.

Mobile Flexible Advocacy contracts will begin on **September 1, 2025,** and end on **December 31, 2026** (16-month contract period)**.** Contracts will be 12-month periods after the initial contract. Up to four awards anticipated.

Shelter/Housing Services contracts will begin on **January 1, 2026,** and end on **December 31, 2026** (12-month contract period)**.** Up to two awards anticipated.

While HSD intends to renew contracts on an annual basis through the 2029 calendar year, renewals will depend on program performance and funding availability.

If total funding requests exceed the amount available, HSD may negotiate with selected applicant(s) to adjust the scope of services and activities to match available funds. If an applicant cannot scale their proposal or declines the offered amount, HSD may withdraw the offer and enter negotiations with another high-ranking applicant.

All materials and updates to the Request for Proposal are available on HSD's Funding Opportunities webpage. HSD will not provide individual notice of changes. Applicants are responsible for regularly checking this webpage for any changes.

Please note: HSD will not reimburse applicants for any costs associated with preparing applications, responding to requests for information, or participating in the selection process.

HELP WITH YOUR APPLICATION

Communities Rise will be providing free technical assistance through one-on-one consultations on your application. Our consultants can help by explaining the application, framing the application, brainstorming potential answers to questions, and/or editing a draft application. This does not include writing any part of the application. There are a limited number of sessions available, and priority will be given to organizations without professional grant writers. To schedule a help session, complete an intake form, following this link. You can also contact Communities Rise at cbclinics@communities-rise.org.

If you have questions about the **2025 Commercial Sexual Exploitation Survivor Services Request for Proposal** or would like to request an accommodation, please contact Funding Process Coordinator:

Judith Panlasigui
Judith.Panlasigui@seattle.gov

TIMELINE*

Date	Time	Activity
06/16/2025	9:00am	Funding Opportunity Released
06/24/2025	1:00pm – 2:30pm	Information Session – Virtual **Microsoft Teams** Need help? **Join the meeting now** Meeting ID: 296 526 810 004 6 Passcode: bt25hw2j **Dial in by phone** +1 206-686-8357,,76138044# United States, Seattle Find a local number Phone conference ID: 761 380 44# **Join on a video conferencing device** Tenant key: seattle@m.webex.com Video ID: 119 767 521 8 More info For organizers: Meeting options | Reset dial-in PIN
07/07/2025	5:00pm	Last Day to Submit Questions (via email only) Judith.Panlasigui@seattle.gov
07/14/2025	12:00pm	Applications Deadline (electronic submissions only) 1. HSD Online Submission System: http://web6.seattle.gov/hsd/rfi/index.aspx 2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
08/25/2025		Planned Award Notification
09/01/2025		Mobile Flexible Advocacy Contracts Start
01/01/2026		Shelter/Housing Services Contracts Start

*HSD reserves the right to change any dates in the Request For Proposal timeline.

Information Sessions

HSD will offer one virtual information session, which will be recorded and posted on HSD's Funding Opportunities webpage. Organizations interested in learning more about this RFP are strongly encouraged to attend and ask questions. Attendance is not required.

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS

A. Background

CSE is a form of chronic, relational, and structural trauma that disrupts fundamental human needs: safety, agency, belonging, and dignity.[1] Systemic barriers and inequities increase vulnerability to exploitation and limit the choices available to those seeking change. As a result, populations such as Black, Indigenous, immigrant, trans, LGBTQIA+, youth, and system-involved individuals are disproportionately impacted within the sex trades.[2] In King County, 52% of all child sex trafficking victims are Black and 84% of youth victims are female, while Black girls comprise 1.1% of the population.[3] National research also shows that LGBTQIA+ youth – particularly those experiencing homelessness or system involvement – are disproportionately impacted by CSE.[4] Across both communities, studies consistently identify systemic barriers to care for these populations, including a lack of culturally competent providers, exclusionary practices, and programs that do not reflect their lived experiences or identities.[5] Despite being overrepresented among trafficking survivors, LGBTQIA+, Black, Indigenous, immigrants, and people with disabilities remain underrepresented in culturally responsive, accessible services – both locally and nationally.[6]

A coordinated community response should be built on the lived expertise of survivors, peer-led models of care, and a deep understanding of the ways systems of oppression shape vulnerability to exploitation and access to safety.[7] Services should reflect the realities of those impacted, including individuals of all genders, ages, and cultural identities.

Incorporating lessons from research and survivor feedback, this RFP prioritizes:

- Housing and flexible assistance that is responsive to client-defined needs;
- Trauma-informed care that centers emotional and physical safety, supports choice and autonomy, and promotes relational consistency across service providers;[8]
- Survivor-centered advocacy – an approach that positions the survivor's self-identified needs, goals, and lived expertise at the center of all services and decisions;[9]
- Peer-inclusive care that centers belonging, dignity, and agency;
- Clear referral pathways and interagency coordination;
- Culturally specific services rooted in trust and community-defined safety; and
- Capacity-building for organizations with demonstrated commitment to serving CSE-impacted populations.

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[1] Revised CSEC Protocol. (2016). *Model Protocol for the Commercial Sexual Exploitation of Children in WA State*.
[2] The Trafficking Victims Protection Act establishes that any minor is legally considered sexually exploited if they engage in any sex act on account of being given anything of value is a victim of commercial sexual exploitation.
[3] WA Statewide CSEC Committee. (2023). Annual Report to the Legislature. Washington State Commercially Sexually Exploited Children (CSEC) Statewide Coordinating Committee.
[4] Dank, M., Yahner, J., Kuniko, M., et al. (2015). Surviving the Streets of New York: Experiences of LGBTQ Youth, YMSM, and YWSW Engaged in Survival Sex. Urban Institute.
[5] Washington State Department of Commerce. (2024). Impacts of the Commercial Sex Industry on Black and African American Communities in Washington. Olympia, WA: Office of Crime Victims Advocacy.
[6] Washington Statewide CSEC Committee. (2016). *Final Report on the Commercial Sexual Exploitation of Children.* Olympia, WA: Washington State Department of Children, Youth & Families.
[7] Foot, K. (2016). *Collaborating Against Human Trafficking: Cross-Sector Challenges and Practices.*
[8] Washington Coalition of Sexual Assault Programs (WCSAP). (2017). *Trauma-Informed Advocacy Toolkit: Guidance for Sexual Assault Programs and Partners in Washington State*.
[9] Kulkarni, S. (2019). Intersectional trauma-informed intimate partner violence advocacy: An approach for enhancing survivor safety and autonomy. Violence Against Women, 25(13), 1490–1510.

Collaboration and Coordinated Systems

Given the complexity of needs experienced by individuals impacted by CSE, no single organization or discipline can address this issue in isolation. Effective responses require coordinated, cross-sector partnerships that share responsibility for advocacy, care, and long-term stabilization.

Collaborative frameworks are most effective when they are built on shared principles, defined roles, and mutual accountability. Best practices include consistent communication across agencies, streamlined referrals, data-sharing agreements that protect survivor confidentiality, and survivor participation in decision-making processes.[10] Additionally, collaboration efforts should include partners that are culturally responsive organizations.

B. Service/Program Model

HSD will invest in two service strategies through this RFP. Applicants may choose to apply to **one or both** of the following service strategies:

1. Mobile Flexible Advocacy (MFA)

Mobile Flexible Advocacy (MFA) is an evidence-based strategy for supporting survivors of gender-based violence (GBV), which include CSE.[11] MFA seeks to lower the barriers that prevent survivors from accessing specialized GBV support by offering flexible, comprehensive, and accessible services such as safety planning, housing, flexible client assistance, financial literacy, employment and education, medical, mental health, and more. This strategy funds a range of types of CSE advocates such as a community advocate, outreach worker, and/or case manager.

Advocates support clients to meet their self-identified and determined goals. This strategy focuses on providing:

- Services that are client-centered, trauma-informed, and within clients' chosen safe location(s);
- Client assistance funds for basic needs and to address financial barriers;
- Advocacy and assistance tailored to individual needs in navigating systems (criminal and civil legal, medical, financial empowerment, housing, education, employment, etc.)

2. Shelter/Transitional Housing Services:

Shelter/transitional housing services strategy is to increase CSE specific housing options in or near Seattle. One of the biggest barriers for CSE survivors, specifically for Black, Indigenous, and people of color (BIPOC) CSE survivors, are safe and accessible housing options. Successful applications will demonstrate the capability of delivering integrated services effectively, efficiently, and in a culturally responsive, trauma-informed and client-centered manner to individuals and children impacted by the sex trade.

The following types of housing options will be accepted:

[10] Office for Victims of Crime (OVC). (2020). Model Standards for Serving Victims & Survivors of Crime. U.S. Department of Justice, Office for Victims of Crime.

[11] Nicole Allen, et al, "Exploring the Core Service Delivery Process of an Evidence-Based Community Advocacy Program for Women with Abusive Partners," Journal of Community Psychology 41, no. 1 (2013): 1-18, https://vaw.msu.edu/wp-content/uploads/2013/10/Allen-et-al-2013-process-of-CAP.pdf

- Emergency Shelter: Non-Congregate short-term housing units where an individualized assessment supports CSE survivors to transition from homelessness to more stable housing. Locations are confidential and based in the Seattle area.

  The provider must deliver 24/7 staffing to ensure consistent supervision and support. On-site case management must be offered to address clients' immediate and long-term needs, including connection to essential services such as healthcare, behavioral health treatment, substance use support, and housing navigation.

  The shelter design must fulfill the basic needs of a shelter including hygiene services, food and meals, secure and accessible storage, and supportive services/case management.

  All services must align with a low-barrier, Domestic Violence Housing First Model[12] that prioritizes harm reduction and trauma-informed practices. The provider must ensure the program is accessible and welcoming, reducing barriers to entry and centering client choice throughout their stay, and must adhere to the WAC Chapter 388-61A.[13]

- Transitional Housing: Longer-term housing designed to help clients transition from homelessness to more stable or permanent housing. The duration of stay in the programs are usually six months to two years, allowing clients to build their savings and identify and secure permanent housing options.

Below are the expected service components for each of the service strategies:

SERVICE STRATEGY AREA	EXPECTED SERVICE COMPONENTS	
	ESSENTIAL PROGRAM ELEMENTS	**POTENTIAL ACTIVITIES**
MOBILE FLEXIBLE ADVOCACY	▪ Intake that identifies and assists the specific individual's or family's needs. This may include safety planning, housing, flexible client assistance, financial literacy, employment, medical, mental health, chemical dependency, legal, spiritual/cultural, educational, transportation, childcare, veteran status, and other needs, as appropriate; ▪ Information, assistance, and referrals, for the issues listed above; ▪ Accompaniment and advocacy, when necessary, to support and guide survivors through other institutions and systems they must access in order to leave and/or protect themselves from further abuse. Institutions and systems may include: criminal and civil legal, housing, medical, mental health, child welfare, financial/economic, education, vocational, and other systems; ▪ Providing emotional support, social support and information about CSE; and ▪ Identifying and removing barriers to criminal and civil legal systems; and/or	▪ General advocacy ▪ Legal advocacy ▪ Advocacy-based counseling ▪ Crisis intervention ▪ Safety planning ▪ Co-advocacy ▪ Information, assistance, and referral ▪ Interpreter services ▪ Flexible client assistance (including hotel/motel vouchers)

[12] Domestic Violence Housing First – Washington State Coalition Against Domestic Violence (WSCADV)
[13] Chapter 388-61A WAC:

	▪ Empowering survivors and their children to build/rebuild social supports.	
SHELTER/ HOUSING SERVICES	▪ Low-barrier, confidential emergency shelter or transitional housing; ▪ Providing crisis intervention within 24-48 hours of an individual presenting a crisis related to CSE; ▪ Providing information, assistance, and referrals; identifying and assisting the specific individual's needs. This may include safety planning, housing, financial assistance, financial literacy, employment, medical, mental health, chemical dependency, legal, spiritual/cultural, vocational/educational, transportation, childcare, veteran status, and others, as appropriate; ▪ Providing emotional support, social support and information about CSE; and ▪ Adhering to WAC Chapter 388-61A.	▪ Confidential emergency shelter/transitional housing ▪ Crisis intervention ▪ Shelter/housing based on mobile flexible advocacy ▪ Co-advocacy ▪ Safety planning ▪ Information, assistance and referral ▪ Interpreter services

Ineligible Activities:

- Public awareness and marketing campaigns
- New construction

Desired applicants will demonstrate that their programs will:

- Have and/or hire program staff, volunteers, and supervisors who understand the dynamics of CSE and relevant community resources, as well as an understanding of how medical, legal, and social services respond to victims. Service providers must be supervised by a paid staff person who has at least two years of relevant experience;
- Be experienced in serving adults and/or youth who have been harmed by the commercial sex industry and/or a survivor of CSE;
- Be experienced in collaborative efforts with law enforcement, system advocates, and criminal-legal system partners to meet the needs of CSE survivors;
- Demonstrate strategies that address underlying social, economic causes and discriminatory policies while centering the voices and needs of those most affected;
- Provide robust survivor-centered and trauma-informed advocacy that addresses the impacts of CSE; and
- Provide flexible financial assistance to support survivors with the services and resources they need to create stability.

C. Participant Eligibility Criteria

Individuals and their children who have experienced harm or violence as a result of the commercial sex trade. Individuals can be adults (18 years and older) and/or youth (17 years old or younger).

Participants may be of any gender, sexual orientation, age, race/ethnicity, and may be domestic or foreign nationals who meet one or more of the following:

- Live or work in the city of Seattle;
- Be enrolled in a Seattle-based academic institution; and/or
- Seek GBV services from a Seattle-based GBV services organization.

Eligible participants also include individuals who are referred by SPD, and other stakeholders within the CSE Collaborative Network.

Services must be provided in the City of Seattle, prioritizing those serving in neighborhoods with highest equity disparities as shown in the City of Seattle Racial and Social Equity Index. [14]

D. Priority Population and Focus Population

Priority populations and *focus populations* for this funding are based on HSD's results-based accountability framework and ensures that the Department's investments are dedicated to addressing disparities in the population.

1. **Priority Populations** are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or who have a specific issue in common (homelessness, mental health, violence involved, etc.). The following populations are prioritized, especially those experiencing intersectionality:
   - Youth and young adults
   - Sex workers
   - Trans, queer, and gender-nonconforming people
   - LGBQIA+ Community
   - Women and femmes
   - Immigrant and asylum seeking individuals

2. **Focus Populations** are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the data provided, focus population(s) for this investment opportunity are:
   - Black/African American
   - American Indian/Alaska Native

Applicants may specialize in subgroups within the focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. For more information regarding the data used to determine the priority and focus populations, please see HSD's Results Based Accountability and Theory of Change document on the HSD Funding Opportunity webpage.

E. Expected Performance Commitments

HSD uses data to measure performance in three areas: quantity – how much service is being delivered; quality – how well is it being delivered; and impact – who is better off as a result. The **2025 Commercial Sexual Exploitation Survivor Services Request for Proposal** performance measures may include, but are not limited to the following:

Mobile Flexible Advocacy

Quantity

- # of CSE survivors who received mobile flexible advocacy services (unduplicated)
- # of CSE survivors who received client flexible funds (unduplicated)

Quality

- % of CSE survivors who received mobile flexible advocacy services who also received client flexible funds
- % of CSE survivors who are referred to another provider and successfully received services (e.g. basic needs met, employment, crisis support, etc.)
- % of CSE survivors who received mobile flexible advocacy services that reported being treated with

[14] Racial and Social Equity Composite Index Current | Seattle GeoData (arcgis.com)

dignity, and/or that the services they received met their cultural needs (*collected through surveys*)

Impact

- # and % of CSE survivors who reported increased economic empowerment (i.e., employment, education, economic support), housing stability (i.e., hotel, rental assistance), and/or crisis stabilization (i.e., basic needs, emergency, crisis support) because of receiving mobile flexible advocacy (*collected through intake and exit forms)*
- # and % of CSE survivors who received mobile flexible advocacy services reported feeling safer and gained a sense of agency (*collected through surveys*)

Housing/Shelter Services

Quantity

- # of CSE survivors placed in housing/shelter units (unduplicated)
- # of CSE survivors who received client flexible funds (unduplicated)

Quality

- % of CSE survivors placed in housing/shelter units who also received client flexible funds
- % of CSE survivors referred to another provider and successfully received services (e.g. basic needs met, employment, crisis support, etc.)
- % of CSE survivors placed in housing/shelter units that reported being treated with dignity and/or that the services they received met their cultural needs (*collected through surveys)*

Impact

- CSE client stories reporting increased housing stability because they were placed in housing/shelter units (*collected through narratives)*
- # and % of CSE survivors placed in shelter/housing units and consequently moved into stable housing
- # and % of survivors of CSE who remained housed (in shelters, hotels/motels, etc.) for 3 months

F. Description of Key Staff and Staffing Level

Applicants should have an adequate number of qualified, and culturally relevant staff to effectively conduct their proposed strategies and activities. Staffing should reflect the clients they are serving. Program staff, volunteers, and supervisors must be familiar with the dynamics of commercial sexual exploitation and compounding systems of oppression that increase vulnerability and exploitation to ensure high quality services. Staff are required to obtain specific training if serving vulnerable youth and children under the age of 18. Organizations should prioritize support for staff to reduce staff turnover, staff burnout, secondary trauma, and complex post-traumatic stress disorder (PTSD).

G. RFP Specific Eligibility, Data, and Contracting Requirements:

This request is open to for-profit and non-profit organizations, community-based organizations, tribes and tribal organizations, and public or governmental agencies serving communities in King County.

Black, Indigenous, and communities of color-led organizations are encouraged to submit applications.

In addition to the HSD Agency Minimum Eligibility Requirements, agencies must also adhere to the following criteria:

1. **SPECIALIZED CSE EXPERIENCE:**

Minimum of two years demonstrated experience providing dedicated services for adults and/or youth who have experienced sexual exploitation.

2. CSE COLLABORATIVE:

Applicants receiving a contract will be required to participate in a new CSE Collaborative Network led by the City of Seattle's Human Services Department. The CSE Collaborative Network will include funded community-based CSE service providers, HSD Crime Victim Advocates, Seattle Police Department, and other system partners. The CSE Collaborative will enhance coordination of services, develop a streamlined referral system, provide 24/7 support, provide emergency assistance funds, and develop policy and systems improvement recommendations.

3. CRIMINAL BACKGROUND CHECK POLICY:

Organizations working with minors or other vulnerable individuals must maintain written criminal background check policies and procedures that comply with all applicable federal, state, and local laws and regulations, and shall keep records demonstrating compliance. Such policies and procedures shall include provisions for screening job applicants and volunteer candidates who may have unsupervised access to vulnerable adults (as defined in RCW 43.43.830), and participants younger than 18 years old. The organization's criminal background check policies, procedures, and records shall be available for review upon request by HSD staff.

4. ORGANIZATIONAL INFRASTRUCTURE:

Organizations must have adequate organizational infrastructure to deliver CSE services included in this RFP. All funded organizations will be required to enter into a General Terms and Conditions Agreement with the Human Services Department. Organizations must demonstrate strong supervision, sound financial systems, technology to be mobile (laptops, vehicles, client assistance resources, etc.), and policies supportive of race and social justice for culturally responsive and appropriate services. Entities without such capabilities may wish to have an established organization act as a fiscal agent. See right below regarding Fiscal Sponsorship requirements.

a. FISCAL SPONSOR:

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 8 page per strategy limit. The HSD fiscal sponsor requirements can be found here: HSD-Fiscal-Sponsor-Requirements.pdf

5. DATA COLLECTION AND EVALUATION:

Organizations must participate in program evaluation by collecting and reporting anonymized client-level data when appropriate. Data will be used to assess the quality of the services that clients received, program outcomes and effectiveness.

Satisfaction Surveys and Interviews

Organizations will be required to conduct surveys, interviews, and/or other means to collect feedback regarding the quality of services by program participants. These results will be used to improve services, identify technical assistance needs and to continue evaluating the quality of services.

Client-level Data Collection

In addition to the surveys, organizations must collect and report client-level demographic and service data as stated in any resulting contract. Data elements will include program entry and exit dates, key demographics, and basic information about services provided at a client level. Organizations must implement policies and procedures to ensure privacy and confidentiality of participant records for both paper files and electronic databases.

Quantitative Data Collection

Organizations will also submit narrative reports which may include information about operations, program delivery and outcomes, participant stories, and program challenges and successes.

6. OTHER REGULATIONS APPLICABLE TO THE INVESTMENT AREA

Successful applicants shall submit a plan that includes a policy and procedure(s) for review and approval on how shelter/housing services (if applicable) and flexible client assistance funds will be provided. HSD will communicate the restrictions during the negotiation process with apparently successful applicants.

Contact the **RFP Funding Process Coordinator** with any questions:

Judith Panlasigui
Judith.panlasigui@seattle.gov

2025 Request For Proposal APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this Request for Proposal and may include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at http://web6.seattle.gov/hsd/rfi/index.aspx **OR** Email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. Applications that do not follow the required format may lose points. **Complete application packets are due by 12:00pm PST, July 14, 2025.**

Required format for written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) document.
- One-inch margins, single spacing, and size 11-point font.
- Be no longer than **8 pages if applying to one strategy, or 13 pages if applying to both strategies** (requested attachments will not count towards the page limit).

When submitting documents, name them as following:

Document Type	Document Name
Narrative Response	Narrative
Attachment 2: Application Cover Sheet	Cover Sheet
Attachment 3: Proposal Budget	*Proposal Budget
Attachment 4: Proposal Personnel Detail Budget	*Personnel Detail Budget
~~Attachment 5: Summary of Proposal Deliverables~~	~~Summary of Proposal Deliverables~~
Memorandum of Agreement from subcontracted organization(s)	Memorandum of Agreement
Letter of agreement from fiscal sponsor	Letter of Agreement
Letter of collaboration from partner	Letter of Collaboration

*Submit the Proposal Budget and Personnel Detail Budget in Excel.

The RFP Guidelines is a separate document that provides background on HSD's guiding principles and Results-Based Accountability framework, and an overview of the RFP program requirements. HSD's Funding Opportunities webpage provides additional information on proprietary and confidential information, agency eligibility, data collection and reporting, contracting, appeals, expectations for culturally responsive services, Theory of Change, and the process for selecting successful applications.

PROPOSAL NARRATIVE & RATING CRITERIA

Applicant's narrative proposals will be comprised of a core section and one or two strategy sections. All applicants must complete the "Core Application Questions" which include Sections A and B. The core section is worth up to 50 points. The service strategy application questions are in Section C and Section D. Complete Section C if applying under the "Mobile Flexible Advocacy Strategy." Complete Section D if applying under the "Shelter/Housing Strategy." Complete Sections C and D if submitting a proposal for both strategies.

Each service strategy section will be scored separately with a maximum of 50 points for each section. Each service strategy proposal score (up to 50 points), will be added to the core section score (up to 50 points) for a total of up to 100 points per strategy proposal.

Narrative responses should fully answer each question and not exceed a total of 8 pages if applying to one strategy, or thirteen (13) if applying for both strategies.

Option 1 Applying to provide both strategies	A+B = 3 pages C+D = 10 pages **Total = 13 pages**
Option 2 Apply to provide one strategy	A+B = 3 pages C (or) D = 5 pages **Total = 8 pages**

Applications will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the applicant meets all rating criteria.

APPLICATION QUESTIONS

CORE APPLICATION QUESTIONS

A. ORGANIZATION DESCRIPTION AND PARTNERSHIPS:	RATING CRITERIA POINTS: 25
1. Briefly state your organization's mission, vision, and services. Describe how these align with increasing access to services to individuals harmed by commercial sexual exploitation. **(5 points)**	1. Applicant clearly articulates how its mission, vision, and services are aligned with increasing access to services for those harmed by commercial sexual exploitation. **(5 points)**
2. Describe your organization's history and experience providing CSE-specific services. **(15 points)** Include: a. How long has your organization provided CSE-specific services? b. What is your track record, history, and/or experience in serving CSE survivors and those from the focus and priority populations described in Section D of the Funding Guidelines? c. What service gaps or unique needs of CSE survivors does your organization address?	2. Applicant demonstrates experience and expertise (min. 2 years) working with survivors of commercial sexual exploitation, including those from focus and priority populations as described in Section D of the Funding Guidelines. **(15 points)** Applicant describes how their organization meets a service gap or unique need of CSE survivors. Applicant describes how their organization provides culturally responsive, survivor-centered, and trauma-informed care.

d. How does your organization ensure culturally responsive, survivor-centered, and trauma-informed care to clients to meet service gaps and needs of CSE survivors? e. What is your experience with and approach to partnering and/or coordinating with law enforcement and other government and/or criminal-legal system entities to meet the needs of CSE survivors?	Applicant describes experience working with relevant criminal-legal system entities in support of CSE survivor needs.
3. Describe your organization's leadership, board, and frontline staff, highlighting if/how they reflect the population being served, and/or are reflective of the focus and priority populations described in Section D of the Funding Guidelines. Describe your organization's strategies for recruiting and retaining experienced and diverse staff. Describe your onboarding and ongoing training program for staff. **(5 points)**	3. Applicant's board of directors and/or staff are reflective of the population they are serving, and/or of the focus and priority populations describe in Section D of the Funding Guidelines. Applicant describes practical and realistic strategies that build staff expertise and promote staff retention and commitment. Applicant prioritizes training and support for staff. **(5 points)**

B. FINANCIAL AND DATA MANAGEMENT	**RATING CRITERIA POINTS: 25**
1. Describe your organization's financial management system. How does your organization establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded under the terms of this funding opportunity? Entities without such capabilities may wish to have an established organization act as a fiscal agent. **(10 points)**	1. Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles (GAAP) to safeguard all funds that may be awarded under the terms of this funding opportunity. **(10 points)**
2. Is your organization able to administer a cost reimbursable contract with invoices submitted once a month for payment of services? (Organizations without such capabilities may wish to have an established organization act as fiscal agent.) **(10 points)**	2. Applicant can administer a cost reimbursable contract. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor. **(10 points)**
3. Describe your organization's experience with data management, including collecting, storing, and maintaining private participant information and program activities. What tools does your organization use? How is data evaluated to improve service delivery? **(5 points)**	3. Applicant has experience with data management, has the ability to track data safely and can evaluate data to improve service delivery. **(5 points)**

SERVICE STRATEGY APPLICATION QUESTIONS

C. MOBILE FLEXIBLE ADVOCACY STRATEGY	RATING CRITERIA POINTS: 50
1. Provide an overview of your program, including: **(35 points)** a. Key service components the (described in Section B of the Funding Guidelines). b. How the organization will collect data to measure success. c. Who you intend to serve (describe demographic information). d. When and where (locations, times, days of the week, etc.) services will be delivered. e. Who will deliver services (brief job description for all key personnel who will have a significant role in program coordination and service delivery). f. Anticipated number of clients to be served, annually. g. If your proposal includes formal partnerships, identify each partner and describe their roles and responsibilities. Include signed letters of intent for any partners providing key program elements.	1. Applicant has an understanding of the key service components and demonstrates how the program will collect data to measure program effectiveness. Applicant presents a thorough description of the program that includes details of who program will serve, when, and anticipated number of clients served. The program has enough qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity. **(35 points)** If the proposal includes formal collaborations and/or partnerships, partners in this arrangement are identified. Applicant clearly describes roles and responsibilities of partners and/or subcontractors of the project. Signed letter of collaboration is included.
2. How do you ensure that your program is culturally appropriate and addresses disparities for BIPOC, LGBTQIA+ individuals, individuals with mobility limitations, and other historically underserved groups? **(10 Points)**	2. Applicant demonstrates a strong commitment to cultural relevancy and inclusivity, with specific strategies to address disparities. Demonstrates a commitment to welcoming and supporting marginalized communities. **(10 Points)**
3. Describe how you envision working collaboratively with other CSE service providers and stakeholders - including law enforcement and other systems partners who will participate in the HSD CSE Collaborative - to ensure comprehensive support for clients. Describe how you will make and receive survivor-centered referrals, and what benefits this coordination brings to clients. **(5 points)**	3. Applicant describes effective partnerships and collaborations with all required CSE Collaborative partners that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program clients. Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner. **(5 points)**
4. Complete the Proposed Program Budget (Attachment 3) Budget worksheets will not count toward the 5-page narrative limit. The costs reflected in this budget should be for the service area only, not your total organizational budget. **(Not scored)**	4. Costs are reasonable and appropriate given the proposed service, level of service, the priority population(s) and focus population(s), and expected outcomes. **(Not scored)**

D. SHELTER/HOUSING SERVICES STRATEGY	RATING CRITERIA POINTS: 50
1. Describe your organization's proposed site location, and what steps your organization has taken to set up and prepare the site and to serve CSE survivors? If your organization does not have a site located, please specify (i.e. propose how you would locate a site and/or plan to locate a site in partnership with another organization). Describe your organization's safety plan for fires and other emergencies, and how is the plan shared with staff? **(15 Points)**	1. Applicant has planned for a site for the operation of the shelter/housing units, located in the city of Seattle. Preference is given to organizations that have located a site. Applicant provided details about the safety plans for fires and other emergencies, and provided specific examples of how the plan is communicated to staff. **(15 Points)**
2. Provide a detailed description of your program, including: **(20 points)** a. Key service components of the housing/shelter program (described in Section B of the Funding Guidelines). b. How the organization will collect data to measure success. c. Who you intend to serve (describe demographic information). d. When and where services will be delivered (locations, times, days of the week, etc.), and number of beds/units will be provided. e. Who will deliver services (brief job description for all key personnel who will have a significant role in program coordination and service delivery). f. Anticipated number of clients to be served, annually. g. How your program leads to exits into permanent housing or overcome barriers to service engagement? h. If your proposal includes formal partnerships, identify each partner and describe their roles and responsibilities. Include signed letters of intent for any partners providing key program elements.	2. Applicant has an understanding of the key service components and demonstrates how the program will collect data to measure program effectiveness. **(20 points)** Applicant presents a thorough description of the program that includes details of who the program will serve, when, where, and anticipated number of bed/units and clients served. The program has enough qualified staff (or partners) to deliver the services (24/7 staffing if emergency shelter) as described, or a plan to build staff capacity. Applicant describes how they utilize on-site case management to ensure individuals receive resources needed including medical, behavioral health, and housing programs. If the proposal includes formal collaborations and/or partnerships, partners in this arrangement are identified. Applicant clearly describes roles and responsibilities of partners and/or subcontractors of the project. Signed letter of collaboration is included
3. How do you ensure that your shelter/housing program is culturally appropriate and addresses disparities for BIPOC, LGBTQIA+ individuals, individuals with mobility limitations, and other historically underserved groups? **(10 Points)**	3. Applicant demonstrates a strong commitment to cultural relevancy and inclusivity, with specific strategies to address disparities. Demonstrates a commitment to welcoming and supporting marginalized communities. **(10 Points)**
4. Describe how your organization partners with local CSE service providers and other stakeholders (including law enforcement and other system partners who will participate in the HSD CSE Collaborative) to ensure comprehensive support	4. Applicant describes effective partnerships and collaborations with all required CSE Collaborative partners that enhance service quality, minimize duplication, enhance the

for clients. Describe how you will make and receive survivor-centered referrals, and what benefits this coordination brings to clients. **(5 points)**	resources available and provide benefit to program clients. Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner. **(5 points)**
5. Complete the Proposed Program Budget (Attachment 3) Budget worksheets will not count toward the 5-page narrative limit). The costs reflected in this budget should be for the service area only, not your total organizational budget. **(Not scored)**	5. Costs are reasonable and appropriate given the proposed service, level of service, priority population(s) and focus population(s), and expected outcomes. **(Not scored)**
TOTAL	**100 POINTS**

COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- ☐ A completed and signed Application Cover Sheet (Attachment 2).
- ☐ A completed Narrative Response that is a maximum of eight (8) pages if applying to one strategy or thirteen (13) pages if applying to both strategies, not counting the budget and other documents.
- ☐ A completed Proposal Budget for each strategy (Attachment 3), in Excel.
- ☐ A completed Proposal Personnel Detail Budget for each strategy (Attachment 4), in Excel.
- ☐ Signed partnership letters and/or collaboration letters of intent.
- ☐ Completed applications are due by **July 14, 2025 at 12:00 p.m.** Pacific Standard Time.
- ☐ Proposals must be submitted through the HSD Online Submission System **OR** via email. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

Subcontracting:

- ☐ If you are proposing a subcontract with another organization, attach a signed letter of commitment from that organization's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

Fiscal Sponsorship:

- ☐ If you have a fiscal sponsor, attach a signed letter of agreement from that organization's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts in applying. Once your application has been submitted, you will receive a written confirmation:

1. **Via HSD Online Submission System** (http://web6.seattle.gov/hsd/rfi/index.aspx). HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at sola.plumacher@seattle.gov.

OR

2. **Via Email HSD_RFP_RFQ_Email_Submissions@seattle.gov.** Email attachments are limited to 30 MB. **The subject heading must be titled: 2025 Commercial Sexual Exploitation Survivor Services Request for Proposal**. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement.

Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents.

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the organization's CFO, Finance Officer, or Board Treasurer.
2. The most recent audit report.
3. The most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance (if awarded, the organization's insurance must conform to General Terms and Conditions requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your organization must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

List of Attachments & Related Materials

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposed Program Budget
- Attachment 4: Proposed Personnel Detail Budget

Attachment 1 - Application Checklist

This checklist is to help you ensure your application is complete prior to submission. Please do not submit this form with your application.

HAVE YOU….

- ☐ **Read and understood the following additional documents found on the Funding Opportunities Webpage?**
- ☐ HSD Agency Minimum Eligibility Requirements
- ☐ HSD Client Data and Program Reporting Requirements
- ☐ HSD Contracting Requirements
- ☐ HSD Fiscal Sponsor Requirements
- ☐ HSD Funding Opportunity Selection Process
- ☐ HSD Appeal Process
- ☐ HSD Commitment to Funding Culturally Responsive Services
- ☐ HSD Guiding Principles
- ☐ HSD General Terms and Conditions Sample
- ☐ HSD 2025 Commercial Sexual Exploitation Survivor Services Theory of Change
- ☐ **Completed and signed the Application Cover Sheet (Attachment 2)? ***
- ☐ If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- ☐ If your application names a fiscal sponsor, authorized representatives from this organization must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.
- ☐ **Completed each section of the Application Questions?**
  - Must not exceed 8 pages if applying to one strategy, or 13 pages if applying to both strategies (8 ½ x 11), single spaced, size 11 font, with 1-inch margins. Page count does not include the required forms and supporting documents requested in this funding opportunity.
- ☐ **Completed the full Proposed Program Budget per strategy proposal (Attachment 3)? ***
- ☐ **Completed the full Proposed Personnel Detail Budget per strategy proposal (attachment 4)? ***
- ☐ **If you are proposing a subcontract with another organization, attach a signed Memorandum of Agreement (MOA) from that agency's director or other authorized representative.***
- ☐ **If you are proposing a significant collaboration with another organization, have you attached a signed letter of intent from that agency's Director or other authorized representative? ***

******These documents do not count against the 8-page limit per strategy proposal.*

All applications are due to the City of Seattle Human Services Department by **12:00pm PST, July 14, 2025**. See Section I for submission instructions.

Attachment 2 - Application Cover Sheet

1. Applicant Name:	
2. Name of Executive Director:	
3. Organization Primary Contact: Name: Title: Address: Email: Phone #:	
4. Organization Type ☐ Non-Profit ☐ For Profit ☐ Public Agency ☐ Other (Specify):	
5. Federal Tax ID or EIN:	6. DUNS Number:
7. WA Business License Number:	
8. Proposed Program Name:	
9. Proposed Strategy(ies):	☐ Mobile Flexible Advocacy ☐ Shelter/Housing
10. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application:	☐ American Indian/Alaskan Native ☐ Black/African American ☐ Hispanic/Latinx ☐ Native Hawaiian/Pacific Islander ☐ Other:
11. Priority Population(s) program will serve:	
12. Funding Amount Requested:	
13. # Of clients to be served per year: # of shelter beds/units proposing (if applicable)	
14. Provide a high- level (200 words or less) program description:	
15. Partner Agency (if applicable): Contact Name: Title: Address: Email: Phone Number: Description of partner agency proposed activities:	

16. Fiscal Sponsor (if applicable):

Contact Name: Title:

Address:

Email: Phone Number:

I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.

Signature of Fiscal Sponsor Representative: _____Date: _____

Authorized physical signature of applicant/lead agency

To the best of my knowledge and belief, all the information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all the contractual obligations if the applicant is awarded funding. If awarded funding, I will submit financial documents within 4 business days of request or may forfeit awarded funds.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

Attachment 3 - Proposal Budget

☐ **Mobile Flexible Advocacy: September 1, 2025 – December 31, 2026** (16-mo. contract period)

☐ **Shelter/Housing Strategy: January 1, 2026 – December 31, 2025** (12-mo. contract period)

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage]

Applicant Agency Name:	
Proposed Program Name:	

	Amount by Fund Source				
Item	**Requested HSD Funding**	**Other[1]**	**Other[1]**	**Other[1]**	**Total Program**
PERSONNEL SERVICES Salaries (Full- & Part-Time)	$	$	$	$	$
Fringe Benefits	$	$	$	$	$
SUBTOTAL - PERSONNEL SERVICES	**$**	**$**	**$**	**$**	**$**
SUPPLIES, OTHER SERVICES & CHARGES Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	$	$	$	$	$
Operating Supplies[2] (includes computers, other technology expenses (not internet) and other expenses related to providing services)	$	$	$	$	$
Rent	$	$	$	$	$
Contractual Employment/Other Professional Services[3]	$	$	$	$	$
Travel (includes mileage, parking)	$	$	$	$	$
Insurance	$	$	$	$	$
Utilities (includes electric, internet, phone)	$	$	$	$	$
Other Miscellaneous Expenses[4]	$	$	$	$	$
Indirect Facilities and Administration (F &A) Costs[5]	$	$	$	$	$
SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	**$**	**$**	**$**	**$**	**$**
TOTAL EXPENDITURES	**$**	**$**	**$**	**$**	**$**

[1] Identify specific funding sources included under the"Other" column(s) above:	
	$
	$
	$
	$
Total	**$**

[2] Operating Expenses- Itemize below (Do not include Office Supplies):	
	$
	$
	$
	$
Total	**$**

[3] Contractual Employment/Other Professional Services	
	$
	$
	$
	$
Total	**$**

[4] Other Miscellaneous Expenses- Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] Indirect Facilities and Administration (F&A) Costs- Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] Indirect Facilities and Administration (F&A) Costs: Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?	☐ Yes	☐ No
If yes, provide the rate.		

Attachment 4 - Proposal Personnel Detail Budget

☐ **Mobile Flexible Advocacy: September 1, 2025 – December 31, 2026** (16-mo. contract period)

☐ **Shelter/Housing Strategy: January 1, 2026 – December 31, 2025** (12-mo. contract period)

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage]

Applicant Agency Name:								
Proposed Program Name:								
Agency's Full-Time Equivalent (FTE) =		**hours/week**		**Amount by Fund Source(s)**				
Position Title	**Staff Name**	**Hourly Rate**	**How many hours a week this funding will pay for**	**Requested HSD Funding**	**Other Fund Source**	**Other Fund Source**	**Other Fund Source**	**Total Program**
								$
								$
								$
								$
								$
								$
Subtotal – Salaries & Wages				**$**	**$**	**$**	**$**	**$**
Personnel Benefits:								
FICA								$
Pensions/Retirement								$
Industrial Insurance								$
Health/Dental								$
Unemployment Compensation								$
Other Employee Benefits								$
Subtotal – Personnel Benefits:				**$**	**$**	**$**	**$**	**$**
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):				**$**	**$**	**$**	**$**	**$**