



## Attachment A - Domestic and Sexual Violence (DSV) Emergency Shelter Services - Proposal Instructions & Submission Template

Issue Date: **October 7, 2024**

Responses Due: **November 15, 2024**  
No Later Than: **5:00 PM**

LATE RESPONSES WILL NOT BE  
CONSIDERED

Refer Questions to:  
Maria Alvarez-Lugo  
Phone: 503.320.4615  
Email: [maria.alvarez-lugo@multco.us](mailto:maria.alvarez-lugo@multco.us)

### Proposal Submission

Thank you for your interest in providing **Domestic and Sexual Violence (DSV) Emergency Shelter Services** as part of Multnomah County and the City of Portland's efforts in reducing unsheltered homelessness by December 31, 2025. Initial funding was awarded to begin this [Community Sheltering Strategy](#) in the FY24-25 Multnomah County Adopted Budget. The ultimate goal is preventing and reducing homelessness overall, ensuring that homelessness is rare, brief, and one-time-only.

Please review the proposal instructions and application questions provided in this document. The program's scope of work is available for reference in the **RFP Announcement - Domestic and Sexual Violence (DSV) Emergency Shelter Services**. If you are interested in delivering DSV Emergency Shelter services, please answer the questions below and submit the responses by **5:00 PM on Friday, November 15th, 2024**. Proposals should be sent by email to: [maria.alvarez-lugo@multco.us](mailto:maria.alvarez-lugo@multco.us) and [CommunitySheltering@multco.us](mailto:CommunitySheltering@multco.us). Responses will be used to evaluate and prioritize providers for contracted services.



## Proposal Format and Instructions

Please answer the proposal questions in **no more than a total of six (6) double-spaced pages**. Proposal attachments, such as the budget draft and equity plan (if applicable), do not count toward the six (6) page limit.

**Note:** If submitting a collaborative proposal with a partner organization, please use one (1) additional page to detail the roles and responsibilities of each partner involved in the proposal. Include details of how each organization will be funded through the partnership, with an explanation of the roles and/or benefits to any non-funded partners involved in the project.

Please include the name of the organization on the first page of the proposal. All fonts should be 11-point size or larger. Please number the responses according to the corresponding question. Restating the question for each response is not required. A proposal submission template is included on page 8. All proposal components must be included to be considered.

## Applicant Eligibility Requirements

Organizations submitting proposals under this RFP **must** be able to demonstrate, upon request, they are a State-certified Victim Services Provider. Applicants who cannot demonstrate compliance will not be considered for selection. Note: Per [ORS 40.264 Rule 507-1](#), advocates are only considered to be "certified" and have legally privileged status and protections in communications with victims/survivors if they:

1. Have completed at least forty (40) hours of training in advocacy for victims of domestic violence, sexual assault, or stalking that meets the minimum training requirements set out in [OAR 137-085-0080](#); AND
2. Are a current employee or a volunteer with a qualified community-, campus-, or tribal-based advocacy program.

Organizations who are State-certified Victim Services Providers, but **are not** qualified under the **Joint DSVCO/JOHS Domestic and Sexual Violence RFPQ (RFPQ-25-2022)**, must respond to the questions outlined on page **4** of this document (*Part A - Experience Delivering Domestic and/or Sexual Violence Services*). Applicants who are required to



respond to these supplemental questions are allowed three (3) additional double-spaced pages to illustrate their experience in delivering domestic and sexual violence services. Applicants must be either DSV RFPQ qualified as stated above, OR, applicants must answer the supplemental questions provided. Applicants that fail to meet one of these two proposal requirements will not be considered for selection.



## DSV Emergency Shelter Services Proposal

### Part A - Screening Question: Experience Delivering Domestic and/or Sexual Violence Services

Is the applicant qualified under the **Joint DSVCO/JOHS Domestic and Sexual Violence RFPQ (RFPQ-25-2022)**?

YES  NO

If the response is "yes," the applicant may skip to **Part B - Proposal Questions** beginning on page 5.

If the response is "no," the applicant **MUST** respond to the three questions below, indicating the organization's understanding and experience in delivering Domestic and/or Sexual Violence resources, before moving on to the Proposal Questions. Please limit the response to three (3) double-spaced pages.

1. Describe the organization's experience delivering services to Domestic Violence, Dating Violence, Sexual Violence, Sexual Assault, and/or Sex Trafficking survivors and their children/dependents. Please share staff training curriculums as it relates to working with survivors of violence.
2. Describe any prior experience collaborating with DSV Continuum partner organizations. Please identify any current/existing partnerships with DSV organizations.
3. Please share the organization's experience and understanding of VAWA (Violence Against Women Act) regulations. Please describe your understanding of personally identifying information (PII) and survivor confidentiality and privacy. Please describe your agency's policy around confidentiality and sharing private information related to households served by your organization.



## Part B - Proposal Questions:

### 1. Experience with Low-Barrier Shelter Programming (15 points)

Describe the organization's understanding of effective, low barrier DSV Emergency Shelter Services. Describe the organization's experience and approach in delivering overnight, low-barrier DSV Emergency Shelter services and engaging with survivors of domestic violence, dating violence, sexual violence, sexual assault, sex trafficking, and stalking, who may be in crisis and actively fleeing or attempting to flee violence.

If the applicant does not have prior experience, how does work to date prepare the organization to program and operate DSV Emergency Shelter services? Please include how the organization would staff the program and train said staff.

### 2. Service Delivery Commitment (15 points)

Describe the organization's approach to and experience providing trauma-informed and survivor-centered services and support to individuals who have experienced domestic violence, dating violence, sexual violence, sexual assault, sex trafficking, and/or stalking, and are residing in emergency shelters, including survivors with intersecting barriers.

Please include the following details in the organization's response:

- Brief description of the services that would be provided on site.
- Organization's proposed shelter's bed capacity (number of year-round beds).
- Outline of staffing model necessary for shelter operations
- Approximate number of individuals and households the program aims to serve at any given time (point-in-time) and over the course of a year-long period.
- Please specify if your proposal is for a congregate shelter (either new or expanding), an alternative shelter (either new or expanding), or a motel shelter (either new or expanding).



### **3. Commitment to Equity (15 points)**

As a provider of DSV Emergency Shelter services, how would the organization advance racial equity and ensure that services delivered are respectful of, and relevant to the beliefs, practices, culture and linguistic needs of diverse populations and communities? Describe how your organization might strive toward providing tailored services to communities of color and/or other communities who are underserved and/or overrepresented in unsheltered homelessness within Multnomah County. Please describe how the organization might work toward improving equitable outcomes for survivors who hold targeted identities, including LGBTQIA2S+ survivors and individuals with disabling conditions.

Please include any information on any population priorities that may be a part of the organization's proposal. If including population priorities, please include details on how your organization is equipped to meet the needs of the individuals within those communities. Organization may include within the proposal any geographic preference for the location of the shelter site or a desired neighborhood to be in.

Please attach the organization's equity plan, if available. (Note: Equity Plan attachment does not count towards page count limits.)

### **4. Leveraged Resources (15 points)**

What resources/services does the organization have that DSV participants residing in emergency shelters could access/benefit from if the program were to be funded? What resources might the organization leverage to connect shelter participants with internal agency programming, as well as other community-based resources, mainstream resources, and/or permanent housing?

If the applicant does not have resources to leverage, how would the organization build relationships with and collaboratively work with other system partners to support access into Domestic and Sexual Violence Continuum services and DSV Coordinated Access?



## **5. Experience with Partner Organizations (15 points)**

Briefly describe the organization's experience working with Victim Services Providers and Multnomah County continuum-wide partners. Share effective strategies for working collaboratively across multiple stakeholders. Please detail any partnerships with other organizations that might facilitate DSV Emergency Shelter service delivery.

If the applicant does not have experience on system partnerships, how would the organization build collaborative working relationships with partner organizations?

Reminder, if the applicant is submitting a joint/collaborative proposal in partnership with another program or organization, please attach the partners' Memorandum of Understanding (MOU). (Note: MOU attachments do not count towards page count limits.)

## **6. Business Operations - (15 points)**

As a government entity, the Joint Office of Homeless Services (JOHS) has a fundamental responsibility to be an effective steward of public dollars. Describe the organization's understanding of upholding contracting requirements including the delivery of performance measures and adherence to State and Federal regulations.

What support would the organization need from JOHS to be a successful contractor of DSV Emergency Shelter Services? If applicable, please state what resource needs the organization may have for specific to the shelter site or physical location (e.g. need support locating a motel, need support with capital expenditures, need support with obtaining a permit, etc.). Please include a timeline for proposed opening or expansion of DSV Emergency Shelter Services.

## **7. Budget - (10 points)**

Organizations must demonstrate financial reasonability through allocation of resources by providing a comprehensive budget, including information on any leveraged funding to support this work. If the organization is including a budget



request for capital expenditures, leasing or purchasing of a building(s), please specify any costs associated with site specific needs.

Please submit a completed proposed budget using ***Attachment B - JOHS Budget Detail Template.***





## Proposal Evaluation

The JOHS intends to award funding to proposals that it determines will provide the best overall program services within a reasonable pricing structure and prescribed timeline. JOHS staff reserve the right to reject all proposals, or any proposal that is not responsive to the RFP. The JOHS intends to evaluate the Proposal objectively in accordance with the criteria below.

<b>Evaluation Criteria</b>
<b>Excellent:</b> Applicant addresses every part of the question. Their response demonstrates a thorough understanding of the impact of the key components in the question on their organization, the people they serve and/or the wider community. Examples given are clear and relevant.
<b>Very Good:</b> Applicant addresses every part of the question. Their response acknowledges where the key components of the question have impact. Examples are clear and relevant.
<b>OK:</b> Most of the question is addressed in the applicant's response. The provider's response acknowledges the impact of the key components of the question but relevant examples aren't provided.
<b>Needs Improvement:</b> The applicant's response to the question does not demonstrate an understanding of the key components. The provider does not acknowledge the impact of key components and does not give any examples.
<b>N/A:</b> Applicant does not respond to question.



Domestic and Sexual Violence (DSV) Emergency Shelter Services -  
**Proposal Submission Template**

<b>Organization/Agency Name</b>	
<b>Project Name</b>	
<b>Name of Representative</b>	
<b>Rep. Email Address</b>	
<b>Rep. Phone Number</b>	

**Proposal Questions:**

- 1. Experience with Low-Barrier Programming (15 points)**

*Response*

- 2. Service Delivery Commitment (15 points)**

*Response*

- 3. Commitment to Equity (15 points)**

*Response*

- 4. Leveraged Resources (15 points)**

*Response*

- 5. Experience with Partner Organizations (15 points)**

*Response*

- 6. Business Operations (15 points)**

*Response*

- 7. Budget (10 points)**



*Response*

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Additional documents to include with the organization's proposal submission (**Attachment A - Domestic and Sexual Violence (DSV) Emergency Shelter Services - Proposal Instructions & Submission Template**), include:

- Equity Plan, if applicable
- MOU, if submitting a joint/collaborative proposal
- **Attachment B** - JOHS Budget Detail Template

**Attention:** Organizations who are State-certified Victim Services Providers, but are not qualified under the **Joint DSVCO/JOHS Domestic and Sexual Violence RFPQ (RFPQ-25-2022)**, must respond to the 3 screening questions outlined on page **3** of this document (**Attachment A - Domestic and Sexual Violence (DSV) Emergency Shelter Services - Proposal Instructions & Submission Template; Part A - Experience Delivering Domestic and/or Sexual Violence Services**).