



## **Request for Proposals**

Safe Harbor Protocol Team  
Pilot Site Grant Application

### Funding Period:

January 1, 2018 – June 30, 2019

Published: October 31, 2017

Due: November 30, 2017 at 4:30 P.M. CST

## PROGRAM SUMMARY

<b>Eligibility for Grant Funds</b>	<p>Agencies eligible to apply in this competitive process can include, but are not limited to:</p> <ul style="list-style-type: none"><li>• community-based advocacy agencies and other victim-serving nonprofit organizations,</li><li>• social service agencies,</li><li>• tribal governments,</li><li>• government agencies,</li><li>• consultants hired by the aforementioned agencies to work on this project, etc.</li></ul> <p>Eligible agencies <u>must</u>:</p> <ul style="list-style-type: none"><li>• play a role in the local systems response to sex trafficking and sexual exploitation,</li><li>• have some history of multidisciplinary collaboration, and</li><li>• demonstrate “readiness” to engage in the Safe Harbor protocol development process (see <u>Eligibility Requirements</u> below).</li></ul>
<b>Total Funds Available and Grant Amounts</b>	<p>A total of \$100,000 in funds is available for the funding period.</p> <p>Teams may apply for up to \$30,000 each, with the understanding that 3-5 teams may be selected as pilot sites for this project. Selected applicants may be asked to revise their budget based on award amount.</p>
<b>Grant Cycle</b>	<p>January 1, 2018 – June 30, 2019</p>
<b>Grant Purpose</b>	<p>The purpose of this grant is to support Safe Harbor Protocol Teams. During the funding period, 3- 5 pilot sites will be tasked with using the <a href="#">Safe Harbor Protocol Guidelines</a> to develop community-specific Safe Harbor protocols in their jurisdiction.</p> <p>Funding may be used for protocol team coordination and the planning, writing, and development of community-specific Safe Harbor protocols.</p>

<b>Application Format Requirements</b>	<p>Applications must conform to the following format:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applications must be written in 12-point Calibri font with 1.5 spacing and one-inch margins.</li> <li><input type="checkbox"/> Titles and section headings may be up to 16 pt., tables may be 1.0 spacing.</li> <li><input type="checkbox"/> If a section exceeds its page limitation only the material on the required number of pages will be reviewed.</li> <li><input type="checkbox"/> Number all pages.</li> <li><input type="checkbox"/> Application must meet all submission and deadline requirements.</li> </ul> <p><b>Applications are due November 30, 2018 at 4:30 P.M. (CST). <u>Late applications will not be reviewed.</u> Submission is via email only, see below for address.</b></p>
<b>Order of Completed Application Submission</b>	<p><b><i>Application Materials</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Letter [page limit = 1]</li> <li><input type="checkbox"/> Description of Community [page limit = 3]</li> <li><input type="checkbox"/> History of Collaboration [page limit = 2]</li> <li><input type="checkbox"/> Plan for Team Coordination [page limit = 1]</li> <li><input type="checkbox"/> Plan for Team Member Outreach and Engagement [page limit = 2]</li> <li><input type="checkbox"/> Vision for Safe Harbor Protocol Development (including use of the <a href="#">Safe Harbor Protocol Guidelines</a>) [page limit = 5]</li> <li><input type="checkbox"/> Plan for Sustainability [page limit = 2]</li> <li><input type="checkbox"/> Letters of Intent (LOI) from multidisciplinary team members [page limit = not to exceed two pages per letter]</li> <li><input type="checkbox"/> Completed Budget Form [page limit = 1]</li> </ul> <p><b><u>Incomplete applications will not be considered for review.</u></b></p>
<b>RFP Informational Webinar</b>	<p>An information webinar will be conducted on November 8, 2017 from 12:30-1:30 P.M. (CST).</p> <p>To register for this informational webinar, please visit <a href="https://mncasa.wildapricot.org/event-2715303">https://mncasa.wildapricot.org/event-2715303</a>.</p> <p>The webinar will be recorded and available upon request.</p>
<b>Application Deadline</b>	<p><b>Applications are due November 30, 2018 at 4:30 P.M. (CST). <u>Late applications will not be reviewed.</u> Questions can be directed to Noelle Volin at <a href="mailto:nvolin@mncasa.org">nvolin@mncasa.org</a>.</b></p> <p><b>Please send all application materials to <a href="mailto:svji@mncasa.org">svji@mncasa.org</a>.</b></p>

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## TIMELINE

**Application Period Begins**..... **October 31, 2017**

**Informational Webinar**.....**November 8, 2017 at 12:30 P.M. (CST)**

**Applications Due**..... **November 30, 2017 at 4:30 P.M. (CST)**  
[svji@mncasa.org](mailto:svji@mncasa.org)

**Notice to Applicants**..... **December 20, 2017**

**Work Begins**..... **January 1, 2018**

## INTRODUCTION

### Background Information

Minnesota’s groundbreaking Safe Harbor law represents a paradigm shift in how our state views youth who have been sexually exploited—not as juvenile delinquents, but as victims and survivors. Since August 1, 2014, youth involved in selling or trading sex cannot be arrested for or charged with the crime of prostitution. Rather, exploiters—both traffickers and those who purchase sex—face increased penalties for their crimes.<sup>1</sup>

To ensure an effective change to Minnesota’s statutes, Minnesota conducted a statewide multidisciplinary collaborative process that resulted in one of the most comprehensive response models in the nation for responding to commercial sexual exploitation: “[No Wrong Door](#).”<sup>2</sup> The No Wrong Door Response Model created a statewide infrastructure for service delivery, specialized housing and shelter, and training for systems professionals.

In partnership with the Ramsey County Attorney’s Office, the Sexual Violence Justice Institute (SVJI) at the Minnesota Coalition Against Sexual Assault (MNCASA) developed the [Safe Harbor Protocol Guidelines](#),<sup>3</sup> a comprehensive tool that would help multidisciplinary teams across the state build a systems response to sexual exploitation that is tailored to the needs and resources of their communities. The Legislature also provided funding to assist teams in the development and implementation of local Safe Harbor protocols, ensuring that every community could truly become a “No Wrong Door community” for sexually exploited youth of all gender identities. This became known as the Safe Harbor Protocol Development and Implementation Project, funded through the Minnesota Department of Health.

During the 2015-17 funding period for this project, SVJI worked with Safe Harbor Regional Navigators to identify multidisciplinary groups in each No Wrong Door Region that could demonstrate “readiness for Safe Harbor protocol development. For the purposes of Safe Harbor protocol development, the term “readiness” refers to a community’s ability to engage all essential partner and stakeholder agencies, as well as assess their willingness to commit time and resources to the process of systems.

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<sup>1</sup> Ramsey County Attorney’s Office and the Sexual Violence Justice Institute at the Minnesota Coalition Against Sexual Assault, “Safe Harbor Protocol Guidelines” (2017) <http://www.mncasa.org/sh/guidelines/>

<sup>2</sup> Department of Public Safety, Office of Justice Programs, *No Wrong Door: A Comprehensive Approach to Safe Harbor for Minnesota’s Sexually Exploited Youth*, (Jan. 2015), [https://dps.mn.gov/divisions/ojp/forms-documents/Documents/!2012%20Safe%20Harbor%20Report%20\(FINAL\).pdf](https://dps.mn.gov/divisions/ojp/forms-documents/Documents/!2012%20Safe%20Harbor%20Report%20(FINAL).pdf).

<sup>3</sup> Ramsey County Attorney’s Office and the Sexual Violence Justice Institute at the Minnesota Coalition Against Sexual Assault, “Safe Harbor Protocol Guidelines” (2017) <http://www.mncasa.org/sh/guidelines/>

In addition, SVJI, in partnership with MDH, conducted a statewide Safe Harbor Protocol Development Conference on June 29, 2017. The convening provided multidisciplinary professionals and teams across the state with an overview of systems change, as well as practical strategies for using the *Safe Harbor Protocol Guidelines* in order to develop a victim-centered, trauma-informed, and community-specific systems response to sex trafficking and sexual exploitation.

In an effort to further the work under the Safe Harbor Protocol Development and Implementation Project, the Sexual Violence Justice Institute, with funding from the Minnesota Department of Health, will provide funding and support to up to five (5) Safe Harbor Protocol Team pilot sites to engage in the Safe Harbor protocol development process. The funding period will run from January 1, 2018, through June 30, 2019.

### **Eligibility Requirements**

Agencies eligible to apply in this competitive process can include, but are not limited to:

- community-based advocacy agencies and other victim-serving nonprofit organizations,
- social service agencies,
- tribal governments,
- government agencies,
- Consultants hired by the aforementioned agencies to work on this project, etc.

Eligible agencies must:

- play a role in the local systems response to sex trafficking and sexual exploitation,
- have some history of multidisciplinary collaboration, and
- demonstrate “readiness” to engage in the Safe Harbor protocol development process.

For the purposes of this grant, Pilot Sites demonstrate “readiness” to engage in the protocol development process through:

1. Designation of a Protocol Team Coordinator (individual or agency) or plan for team coordination;
2. Documented Commitment (see form letter provided) from leadership at essential partner agencies to engage in the Safe Harbor protocol development process, including:
  - Community-based Victim Advocacy Program or Non-profit Agency serving victims of sexual exploitation (sexually exploited youth and young adults), victims of sexual assault, victims of domestic violence, etc.
  - Law Enforcement,
  - Child protection/Child Welfare,
  - Juvenile and Adult Prosecution,

- Juvenile and Adult Public Defenders,
  - Healthcare (including mental health),
  - Juvenile and Adult Corrections
  - Tribal Government Representation (where relevant),
  - Culturally-specific service organizations,
  - Others (member of the judiciary, school district, public health, etc.)
3. Vision for multidisciplinary collaboration and protocol development (see the [Safe Harbor Protocol Guidelines](#) “Next Steps” Chapters for guidance);
  4. Plan for sustainability of Safe Harbor protocol development work.

### **Target Communities**

This project seeks broad geographical representation from across Minnesota, including metro/urban communities, rural communities, and communities with shared or neighboring tribal jurisdiction. Pilot sites with diverse populations and communities and shared jurisdictions are highly desirable.

### **Duration and Availability of Funding, Allowable Expenses**

A total of \$100,000 in funds is available for the funding period. Teams may apply for up to \$30,000 each, with the understanding that 3-5 teams may be selected as pilot sites for this project. Selected applicants may be asked to revise their budget based on number of awards and award amount.

The purpose of this grant is to support Safe Harbor Protocol Teams. During the funding period, 3- 5 pilot sites will be tasked with using the [Safe Harbor Protocol Guidelines](#) to develop community-specific Safe Harbor protocols in their jurisdiction. Although it is not required, given the limitations of this funding, it is anticipated that most applicants will have alternate sources of funding to supplement this grant.

Grant funds should be used towards the coordination of a Safe Harbor Protocol Team. Allowable expenses include:

- Contributions towards salary and benefits for individual(s) designated as Safe Harbor Protocol Team Coordinator,
- Travel and lodging for conferences and trainings related to Safe Harbor Protocol Development,
- Programming costs (such as meeting space room rental, printing of materials, etc.),
- Indirect costs (10% of overall budget),
- Other allowable expenses as approved by SVJI.

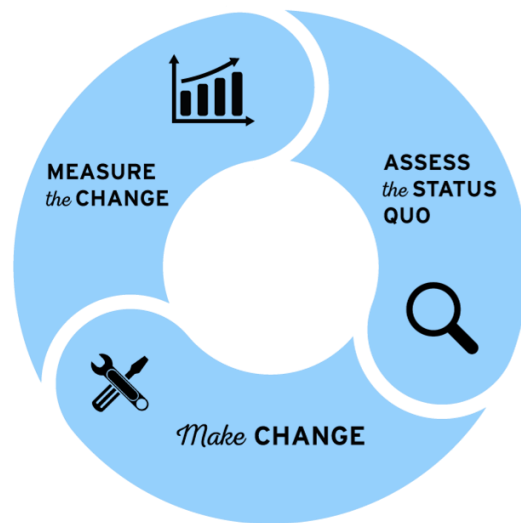
*\*\*\*SVJI reserves the right to review and request modification of selected applicants' budgets where necessary.*

## SCOPE OF WORK

### Program Guidelines

Selected pilot sites will agree to the following Program Guidelines:

1. Use of Systems Change Model: During the funding period, pilot sites will use the “Systems Change Model” (see below) to develop and implement community-specific Safe Harbor protocols in their jurisdiction.



It is expected that by the end of the funding period, pilot sites will have demonstrated significant progress to protocol development. Sites will have completed the “Assessing the Status Quo” phase of the Systems Change Model to determine how sex trafficking and sexual exploitation are happening in their jurisdiction, adopted and commenced a timeline for writing *and* implementing community-specific Safe Harbor protocols (“Making Change” phase), and will work with SVJI to create an evaluation plan for measuring the impact (“Measuring Change” phase) of these protocols on the local systems response to sex trafficking and sexual exploitation.

2. Use of the Safe Harbor Protocol Guidelines to guide local protocol development: The [Safe Harbor Protocol Guidelines](#) are a comprehensive tool for multidisciplinary teams working to build a systems response to sexual exploitation that is tailored to the needs and resources of their communities. It contains foundational knowledge about the dynamics of sexual exploitation and working with sexually exploited youth, and identifies both common challenges and best practices for developing the systems response. It is expected that pilot



sites will use this tool to guide the development of their own local Safe Harbor protocols, and team members should be prepared to familiarize themselves with both the foundational content, as well as discipline-specific content.

Pilot sites can request a hard copy of the *Safe Harbor Protocol Guidelines* from SVJI ([svji@mncasa.org](mailto:svji@mncasa.org)). Digital copies are available at: <http://www.mncasa.org/sh/guidelines/>.

3. Integration of the *Safe Harbor Protocol Guidelines* Core Principles: Pilot sites will commit to working towards developing Safe Harbor protocols that align with the five Core Principles of the *Safe Harbor Protocol Guidelines*:

- Victim-centered
- Trauma-informed
- Culturally-responsive
- Youth-centered
- Strengths-based

Protocol development must occur through a multidisciplinary, collaborative process. It is not expected that member agencies will interpret and apply the above core principles in the same way. Pilot sites will need to take steps to ensure that team members understand one another's roles and legal, ethical, and professional obligations and limitations, then *engage* in discussion to arrive at an agreed-upon language, definitions, and application of these values. In addition to the *Safe Harbor Protocol Guidelines*, a helpful resource for communities and teams looking to integrate these principles, as well as the voice of victims and survivors, into their protocols is [\*Voices of Safe Harbor: Survivor & Youth Input for Minnesota's Model Protocol on Sexual Exploitation and Sex Trafficking of Youth\*](#).<sup>4</sup>

### **Program Implementation, Training and Monitoring Requirements**

The implementation and monitoring of this program is a collaborative effort between SVJI and the grantees. Below is an outline of SVJI and grantee duties.

#### SVJI will:

1. Partner with each site to create a team-specific Technical Assistance Plan, which will include:
  - An assessment of team needs,
  - Funding contract,
  - Obligations of the fiscal agent,

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<sup>4</sup> Hennepin County No Wrong Door Initiative, Paula Schaefer & Associates, Sexual Violence Justice Institute at Minnesota Coalition Against Sexual Assault, Ramsey County Attorney's Office, *Voices of Safe Harbor: Survivor & Youth Input for Minnesota's Model Protocol on Sexual Exploitation and Sex Trafficking of Youth* (Dec. 2015), <http://www.hennepin.us/~media/hennepinus/your-government/projects-initiatives/documents/no-wrong%20door-voices.pdf?la=en>.

- Team requirements,
  - Grant administration and reporting requirements, and
  - Assistance with evaluation.
2. Provide grantees with training, support, resource information and technical assistance on Safe Harbor protocol development and implementation, including:
    - A one-day, in-person, all-team orientation for each pilot site;
    - Up to 20 contacts with each pilot site per year (including team orientation, site visits, phone/conference calls, emails, and strategy sessions);
    - Access to Safe Harbor Protocol Writing guidebook;
    - 2-day Safe Harbor Protocol Writing Train the Trainer training for team coordinators and protocol team members designated as lead protocol writer;
    - 1-day, statewide Safe Harbor Protocol Implementation workshop for multidisciplinary teams engaged in Safe Harbor Protocol Development work.
  3. Compile grantee quarterly and finals reports to communicate progress and accomplishments to the Minnesota Department of Health.
  4. Develop 5-8 additional tools related to the development and implementation of Safe Harbor Protocols (in the form of webinars, fact sheets, team agenda with activities, flow charts, etc.) over the course of the 2017-2019 funding period.

Grantees will:

1. Demonstrate a commitment to the Safe Harbor protocol development process through a team Memorandum of Understanding (or interagency agreement);
2. Develop and implement community-specific Safe Harbor Protocols through multidisciplinary collaboration, organizing protocol development work under the Systems Change Model, using the [Safe Harbor Protocol Guidelines](#), and aligning resulting protocols with the five Core Principles of the *Protocol Guidelines* (see above).
3. Attend Safe Harbor Protocol-specific trainings, including:
  - A one-day, in-person, all-team orientation for each pilot site;
  - 2-day Safe Harbor Protocol Writing Train the Trainer training for team coordinators and protocol team members designated as lead protocol writer (hosted outside the Twin Cities/Metro Area – *please set aside part of your budget for this training*);
  - 1-day, statewide Safe Harbor Protocol Implementation workshop for multidisciplinary team members engaged in Safe Harbor Protocol Development work (hosted in the Twin Cities Metro Area – *please set aside part of your budget for this training*).

4. Share with SVJI protocol drafts and other work products. Report on a quarterly basis to SVJI, in a format provided by SVJI, on work progress, benchmarks, and challenges.
5. Submit a final report to SVJI *no later than May 31, 2019* demonstrating completion of the Assessing the Status Quo phase of the Systems Change Model, a work plan and timeline for writing *and* implementing community-specific Safe Harbor protocols (if not an actual draft protocol), and an evaluation plan for measuring the impact of these protocols on the systems response.

## APPLICATION REQUIREMENTS AND REVIEW PROCESS

### **Due Date**

Applications are due November 30, 2018 at 4:30 P.M. (CST). Late applications will not be reviewed.

Please send all materials to [svji@mncasa.org](mailto:svji@mncasa.org).

### **Application Format Requirements**

Applications must conform to the following format:

- Applications must be written in 12-point Calibri font with 1.5 spacing and one-inch margins.
- Titles and section headings may be up to 16 pt., tables may be 1.0 spacing.
- Each section must meet page limitations.
- Number all pages.
- Application must meet all submission and deadline requirements.

Applications are due by email at [svji@mncasa.org](mailto:svji@mncasa.org) November 30, 2018 at 4:30 P.M. (CST). Late applications will not be reviewed. All questions may be directed to Noelle Volin ([nvolin@mncasa.org](mailto:nvolin@mncasa.org)).

Submitting an application does not guarantee funding. Reviewer feedback will be provided to all applicants upon request.

### **Required Materials**

Applications must contain the following elements (listed below). Incomplete applications will not be accepted or reviewed.

1. Cover Letter [page limit = 1]
2. Description of Community [page limit = 3]

Description of the applicant’s community should include the level of community awareness about sex trafficking and sexual exploitation, current level of buy-in from community leadership, as well as general characteristics regarding location/geography, populations, neighboring jurisdictions, and challenges to serving victims of all types of gender-based violence that are unique to the community.

3. History of Collaboration [page limit = 2]

History of Collaboration should include a list of key partners, team history, scope of work or interaction to date, and level of understanding of and commitment to systems change work.

4. Plan for Team Coordination [page limit = 1]

Plan for Team Coordination should include the name and role of the agency agreeing to take on coordination of the Safe Harbor Protocol Team, and where possible, the name and role of the individual(s) designated to serve as Team Coordinator, and steps the coordinating agency will take to ensure that the Team Coordinator has the support and resources needed to perform their duties as the Team Coordinator.

5. Plan for Team Member Outreach and Engagement [page limit = 2]

Plan for Team Member Outreach and Engagement should include an inventory of committed member agencies, list of other agencies and organizations who need to be at the table, and strategies for engaging essential stakeholders (both systems partners, as well as representatives from diverse populations and organizations providing culturally-specific services).

6. Vision for Safe Harbor Protocol Development (including use of the [Safe Harbor Protocol Guidelines](#)) [page limit = 5]

Vision for Safe Harbor Protocol Development should include designation of a lead writer(s), explanation of how the team plans to familiarize all members with the *Safe Harbor Protocol Guidelines*, how the protocol development will use the five principles set forth in the *Protocol Guidelines*, how the team will use the *Protocol Guidelines* in their plan for protocol development (see the [Safe Harbor Protocol Guidelines](#) “Next Steps” chapters for guidance), and any additional trainings team members will attend to further their work. This vision should include tangible strategies for ensuring that protocols will serve victims of all cultures and gender identities.

7. Plan for Sustainability [page limit = 2]

Although it is not required, given the limitations of this funding, it is anticipated that most applicants will have alternate sources of funding to supplement this grant. Plan

for Sustainability should include a description of additional sources of funding or in-kind contributions of personnel and resources to the coordination of the Safe Harbor Protocol Team.

8. Letter(s) of Intent from multidisciplinary team members [page limit = not to exceed two pages per letter]

See the Letter of Intent (LOI) form letter template in the Appendix.

9. Completed Budget Form [page limit = 1]

See the Budget Form in the Appendix.

### **Review Process and Scoring**

Applications will be reviewed by a panel of reviewers that will include representatives from SVJI, MDH, and other stakeholders. The panel will present its recommendations to SVJI and MDH, who reserve the right to make the final decisions regarding selection and funding.

Only complete applications, which meet the eligibility and applications requirements, received on or before November 30, 2017 at 4:30 P.M. (CST) will be reviewed. Reviewers will determine which applications best meet the criteria and receive the highest points as outlined below.

SVJI reserves the right to negotiate modifications to the application or reject any and all applications received as a result of the Request for Proposals. SVJI may conduct phone interview with selected applicants before awarding grants.

<u>Scoring</u>	
<input type="checkbox"/> Cover Letter	<b>[5 points]</b>
<input type="checkbox"/> Description of Community	<b>[10 points]</b>
<input type="checkbox"/> History of Collaboration	<b>[5 points]</b>
<input type="checkbox"/> Plan for Team Coordination	<b>[15 points]</b>
<input type="checkbox"/> Plan for Team Member Outreach and Engagement	<b>[10 points]</b>
<input type="checkbox"/> Vision for Safe Harbor Protocol Development	<b>[30 points]</b>
<input type="checkbox"/> Plan for Sustainability	<b>[5 points]</b>
<input type="checkbox"/> Letters of Intent (LOI) from multidisciplinary team members	<b>[10 points]</b>
<input type="checkbox"/> Completed Budget Form	<b>[10 points]</b>
<b>Total 100 points</b>	

# APPENDIX



**Minnesota Coalition Against Sexual Assault**  
**Safe Harbor Protocol Teams**  
**Budget Form**  
**January 1, 2018 to June 30, 2019**  
**Maximum Grant Award \$30,000**

*Instructions: Enter amounts only in the gray-shaded cells*

Personnel	Annual Salary	% of Time Allocated to Grant	Safe Harbor Team Total
Safe Harbors Protocol Team Coordinator			

**Payroll Taxes and Employee Benefits - % of salary**

**Supplies and Other Program Costs**

Supplies	
Printing	
Other: List	

**Total supplies & operating**

**Travel, Conference and Training Costs**


**Total travel**

**Total costs before overhead**

**Agency overhead 10%**

**Total Costs**