

Trauma-Informed Workshops

Solicitation for Quotes

Idaho Housing and Finance Association's Homelessness Department is soliciting quotes from vendors to provide a series of regional workshops in the Spring of 2026. These workshops will teach local program staff trauma-informed skills for identifying and assisting victims and survivors of domestic/dating violence, stalking, sexual assault, and human trafficking. Please see page two for a full project description.

Submission Instructions

Contact: Questions and quotes should be sent to Amelia Valasek, Grant Coordinator, ameliav@ihfa.org

Due date: November 3, 2025

Submission process: Submit written quotes via email with subject line "Quote for TI Workshop – [Vendor Name]."

Submission format: 1-2 page overview of vendor qualifications, general approach and estimated costs. Selected vendor will submit a detailed proposal and revised costs based on additional planning and discussions with IHFA.

Quote must include all costs associated with the following activities:

- Planning and preparation (staff time, other directly related costs)
- Monthly check-in meeting with IHFA (November 2025 – June 2026)
- Travel time (staff hours to travel to/from workshops. Travel expenses such as mileage, hotel, and airfare will be reimbursed at cost)
- Conducting Workshops (staff time, other directly related costs)
- Follow-up and evaluation (staff time, other directly related costs)

(full project description on next page)

Project Description

When

Spring 2026 (TBD based on vendor and staff availability)

Where

Six workshops, one at each regional hub city (CDA, Lewiston/Moscow, Nampa/Boise, Twin Falls, Pocatello, Idaho Falls)

What

Vendor will plan and conduct six regional workshops, 4-6hrs each. Activities and information should be broadly applicable to the variety of participants listed below.

Workshops should utilize a variety of interactive methods such as: review and discussion of sample case scenarios; small group discussions; room walk-about at various stations; or other similarly interactive learning modes.

Following the workshop, attendees will participate in a facilitated discussion regarding service coordination and system improvement for victims and survivors in need of housing support. The workshop presenter should plan to stay for this portion of the day to serve as an on-hand subject matter expert, bringing total on-site time to about 8-9 hours per region.

Who

We anticipate 5-20 people per workshop, depending on the region. The audience for the workshops will be frontline staff from regional Access Points (aka agencies who conduct Coordinated Entry for HUD-funded housing referrals), Victim Service Providers, and other appropriate partner organizations in the area. Target audience are staff who have a direct role in obtaining housing for people fleeing domestic or dating violence, sexual assault, stalking, or human trafficking. Applicable staff roles include coordination of referrals, housing counseling, case management, intake, and other similar functions.

Content

Attendees will learn about, and practice skills related to the following topics, specifically in the context of providing housing services to victims and survivors: (1) trauma informed service (what it is, how to do it); (2) safety planning (individual and organizational); (3) how to identify victims and survivors of domestic/dating violence, stalking, and sexual assault, when they may not self-identify or disclose their status, (4) how to identify victims of human trafficking when they may not self-identify or disclose their status; (5) secondary trauma and how front-line staff can take care of themselves.