

2020 Reentry/Rerooting Indigenous Community Healing Request for Proposal Information Session

March 17, 2020 and April 1, 2020



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 are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

- Examples of personal identifiable information include:
- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.



Session Agenda

- Introduction
- Timeline
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A



Introduction

History of Funding

- This funding opportunity was developed from the
 - **City of Seattle's Reentry Workgroup**
- "Reentry work" must first address the harms caused by colonization, genocide, and systemic racism
- **Not Reentry, but Rerooting**



Introduction

- This 2020 Reentry/Rerooting Indigenous Community Healing Request for Proposal is an open and competitive funding process
- Approximately \$250,000 of general funds is available for 2.5 years in this RFP. In 2020 \$50,000 is available. The remaining \$200,000 will be available in subsequent years, up to December 31, 2022.
- Funding awards will be made for the period of July 1, 2020 – December 31, 2020.



Timeline

- Funding Opportunity Announcement March 3, 2020
- Information Session(s) #1 Tuesday, March 17, 2020, 5:30pm-7pm, Skype or Phone
- Information Session(S) #2 Wednesday, April 1, 2020, 2pm- 3:30pm, Skype or Phone
- Help Session As needed
- Last Day to Submit Questions ~~To be Announced. Please check funding page for updates~~ Tuesday, April 07, 2020 by 4:00 p.m.
- **Application Deadline** ~~To be Announced. Please check funding page for updates~~ Tuesday, April 14, 2020 by 4:00 p.m.
- Review & Rating Process ~~To be Announced. Please check funding page for updates~~ Thursday, April 16, 2020 to Tuesday, May 5, 2020
- Interviews *as applicable ~~To be Announced. Please check funding page for updates~~ Monday, April 27, 2020 to Wednesday, April 29, 2020
- Award announcement ~~To be Announced. Please check funding page for updates~~ Friday, May 29, 2020
- Appeal Process ~~To be Announced. Please check funding page for updates~~ Friday, May 29, 2020 to Thursday, June 4, 2020
- Contract Start Date ~~To be Announced. Please check funding page for updates~~ Wednesday, July 1, 2020

Background and Requirements (pg. 5)

- Background
- Service/Program Model
- Populations
- Service Components
- Performance Measures
- Key Staff



Background (pg. 5)

- Disproportionate representation of Native/Indigenous individuals in the criminal legal system
- Individuals returning from incarceration
- This investment focuses on funding Native/Indigenous-led, community-rooted solutions because Native/Indigenous peoples are best positioned to serve their own communities' needs through culturally-based means and healing practices



Service/Program Model (pg. 5)

- Invest in culturally-relevant, Native/Indigenous-led practices, including but not limited to, drumming circles, sweat lodges, canoe journey, woodcarving, and other practices that focus on community healing and community building; and
- Invest in serving Native/Indigenous peoples currently incarcerated, returning from incarceration, or living with a criminal history.



Service Components (pg. 5-6)

- Conduct culturally responsive healing practices for Native/Indigenous people who have lived experience of incarceration;
- Sustain and build accountable relationships with individuals currently inside of prisons and jails;
- Work in collaboration with other organizations staffed/serving people of color supporting people who are incarcerated, returning from incarceration, and/or living with criminal history; and
- Participate in a learning cohort that will meet regularly. This cohort will:
 - Develop partnerships and share resources to support community best and promising practices to address issues related to reentry/rerooting.
 - Identify lessons learned that will inform future investments around reentry/rerooting and the criminal legal system.



Population (pg. 6)

Priority Population

- Individuals returning from incarceration or living with criminal history and who currently or seek to live or work in the City of Seattle

Focus Population

- Native/Indigenous



Expected Performance Commitments (pg. 6)

- Awardees will be required to develop tools to measure and report on “How many?” (quantity), “How well?” (quality), and “Is anyone better off?” in collaboration with city staff; and provide the respective data to their designated city staff person.



Key Staff (pg. 6)

- Led by people with lived experienced of incarceration;
- Strong connection to Native/Indigenous communities;
- Knowledge of Native/Indigenous healing practices and traditions;
- Commitment to building power in the community and/or supporting healing from the impact of oppression;
- Sustained accountable relationships with individuals currently inside of prisons and jails; and
- A commitment to work in collaboration with other organizations/coalitions led by communities of color.



Submission Instructions (pg. 7-8)

- Applications due on ~~Tuesday, March 31, 2020 by 4:00 p.m.~~ Tuesday, April 14, 2020 by 4:00 p.m.
- Mail ~~or hand deliver~~ to:
 - Seattle Human Services Department
 - Request for Proposal Response – 2020 Reentry/Rerooting Indigenous Community Healing
 - ATTN:** Jules Posadas
 - 700 Fifth Ave, Suite 5800
 - P.O. Box 34215
 - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed or e-mailed submissions**
- Applications must be complete and on-time



HSD Online Submission System (pg. 7)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter



Complete Applications (pg. 9-10)

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response (~~4-page limit~~ 6-page limit)
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Current Board of Directors roster or comparable
- Minutes from last 3 Board of Directors meetings or comparable
- Federally approved indirect rate, if applicable



Fiscal Documents (pg. 10)

- Agencies for which we have current financial and insurance documents will not be required to resubmit
- Agencies for which we have incomplete or no financial and/or insurance documents will be notified by the Coordinator and required to submit ALL requested documents within 4 business days from the date of written request
- Financial and Insurance documentation that may be requested are listed in Section IV. of the Application



Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet all criteria as listed in the HSD Fiscal Sponsor Requirements document.
- Fiscal Sponsors are required to comply with all HSD contracting requirements and the Master Agency Services Agreement.
- Fiscal sponsors are required to submit financial documents to HSD as outlined in the application and/or at the request of the RFP coordinator.

Rating Criteria (pg. 8-9)

Scoring

ORGANIZATION/COALITION OVERVIEW	35%
RACE AND SOCIAL JUSTICE	30%
PROPOSAL DESCRIPTION	25%
Budget	10%



Review and Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- Interviews/site visits
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place



Tips (continued)

- Have someone else read your application before submitting
- ~~Meet the 4 page limit~~ Meet the 6-page limit
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions to Jules Posadas at Jules.Posadas@Seattle.gov***



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity

Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial)
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.

Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Jules Posadas, Jules.Posadas@Seattle.gov with questions prior
- Any issues and/or questions about the online submission system, contact Tina Inay, Continuous Quality Improvement Manager at (206) 305-4409 or tina.inay@seattle.gov

