



# City of Seattle

Jenny A. Durkan, Mayor

## Human Services Department

Catherine L. Lester, Director

February 16, 2018

### To All Interested Parties:

I am pleased to announce the availability of up to \$2,632,095 of General Fund for the Family Support Request for Proposal (RFP). Funding awards will be made for the period of January 1, 2019 to December 31, 2019. Contracts after the initial period will be contingent upon successful performance and funding availability.

The Family Support RFP Guidelines and Application documents define investment strategy, results, and requirements, along with the process for application, submission, and selection. Please attend the information session listed below to review the RFP and ask questions. Please bring a paper copy of the RFP as no copies will be provided at the information session.

HSD is offering three help sessions for organizations who wish to receive one-on-one assistance. You may reserve a 30-minute appointment during one of the three help sessions offered. Assistance will not be provided with grant writing or providing opinions on the quality or strength of a proposal. HSD staff will provide technical assistance on the following topics:

- Completing budget worksheets
- Clarify allowable or unallowable expenses
- Clarify required documents to be submitted with the application
- Submitting documents electronically

Date	Time	Location
Information Session: Wednesday, February 21, 2018	11:30 a.m.-1:00 p.m.	2100 Building 2100 24th Ave S. Community Room B
Help Session 1: Friday, February 23, 2018	9:30 a.m.-12:00 p.m. (noon)	Northgate Community Center 10510 5 <sup>th</sup> Avenue Northeast Meeting Room
Help Session 2: Monday, February 26, 2018	9:00 a.m.-1:00 p.m.	2100 Building 2100 24th Ave S. Community Room B
Help Session 3: Thursday, March 1, 2018	2:00 p.m.-6:00 p.m.	Rainier Beach Library 9125 Rainier Ave S. Meeting Room

This RFP is an open and competitive process. Completed application packets are due by 12:00 p.m. (noon) on Friday March 30, 2018. Applications may be submitted electronically via HSD's Online Submission System at: <http://web6.seattle.gov/hsd/rfi/index.aspx>. Alternately, an original application packet may be hand-delivered to: Seattle

Human Services Department  
700 Fifth Avenue, Suite 5800  
PO Box 34215  
Seattle, Washington 98124-4215

Tel (206) 386-1001  
Fax: (206) 233-5119  
TDD: (206) 233-2778  
[www.seattle.gov/humanservices](http://www.seattle.gov/humanservices)  
(v3.0 - 2017)

Human Services Department, RFP Response-Family Support, ATTN: Ann-Margaret Webb, 700 5<sup>th</sup> Avenue, Suite 5800 (58<sup>th</sup> floor), Seattle, WA 98124-4215 or mailed to: Seattle Human Services Department, RFP Response-Family Support, ATTN: Ann-Margaret Webb, P.O. Box 34215, Seattle, WA 98124-4215.

Copies of this RFP may be downloaded from: <http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>. If you would like to receive a copy of the RFP in the mail or by email, please contact Ann-Margaret Webb at [ann-margaret.webb@seattle.gov](mailto:ann-margaret.webb@seattle.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Johnson".

Jason Johnson, Deputy Director  
Human Services Department