

2021 Supporting Youth and Young Adults for Success Request for Proposal

Information Session

February 26, 2021 10:00 a.m. – 11:30 a.m.

March 3, 2021 2:00 p.m. – 3:30 p.m.



Welcome

This presentation will be recorded and posted online on the HSD Funding Opportunity webpage.

Please type your name and the name of your agency in the Chat for attendance purposes. Thank you.



Today we will talk about:

- Timeline
- Highlights
- Who can apply?
- Who can receive services?
- Priority and focus populations
- What does the RFP fund?
- Performance measures
- How to get help with your application
- How to submit your application (online and via email)
- What happens after applications are submitted?
- How to submit financial documents
- Interviews
- Appeal process
- Tips
- Questions about the RFP
- How to get help
- Q and A



Timeline

Funding Process	Timeline	
Funding Opportunity Announcement	February 22	
Information Sessions	<u>Webinar:</u> February 26, 2021 10 a.m. – 11:30 a.m.	<u>Webinar</u> March 3, 2021 2:00 p.m. – 3:30 p.m.
Help Sessions (by appointment)	March 1 - April 2, 2021	
Last Day to Submit Questions to HSD	March 24, 2021 by 5 p.m.	
Application Deadline	Monday, April 5, 2021 by 12:00 p.m. (noon) PT	
Interviews	May 3 - May 14, 2021	
Agencies Notified	July 22, 2021	
Appeal Process	July 23-August 3, 2021	
Final Award Announcement (post appeal)	Friday, August 3, 2021	
Contracts Start	January 1, 2022	



Highlights

- Open and competitive funding process
- **\$3,732,398** is available
- Up to 18 proposals funded
- Services offered year round
- Services must take place in the city of Seattle
- Funding awards: January 1 to December 31, 2022
- Funding for 4 years



Highlights, continued

- One application per agency
- Lead agency in a group submits the application
- Agencies must use appropriate safety protocols to prevent spread of COVID
- Agencies should have a plan to safely provide services remotely, if necessary
- All funded agencies will participate in data collection



Highlights, continued

- Services funded will have a prevention focus
- Funding not intended for mental health services, emergency/crisis services, or activities that earn school credits
- Staff should reflect the communities being served, have experience working with those communities and be linguistically and culturally competent.



Who can apply?

- Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant is a federally-recognized or Washington State-recognized Indian tribe
- OR, If the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year



Who can receive services?

Participants in services must:

- live within Seattle city limits or attend school in Seattle
- be between 14 - 24 years old
- be low income under [HUD income limits](#) (80% or less of area's median income)



Priority and focus populations

- Priority: Low-income youth and young adults of color
- Focus: Black/African American, Native American/Alaska Native, Native Hawaiian/Pacific Islander, Hispanic/Latino, Asian
- Agencies can focus on a specific group within the priority/focus populations
- Applications that show a significant need in other groups will also be considered



What does the RFP fund?

- Supportive services that:
 - build the strengths of young people
 - include an anti-racist approach:
 - ❖ address systemic racism
 - ❖ support positive cultural identities
 - incorporate protective factors listed in the G & A, pg 2
 - include a pre-employment component that prepares young people to be successful in their job/career of choice



Performance Measures

1. Quantity

- Number of unduplicated low-income youth and young adults enrolled in program by race/ethnicity

2. Quality

- Ratio of staff to youth and young adults
- Percentage of youth and young adults reporting feeling safe/supported by staff



Performance Measures, continued

3. Impact

- Percentage of youth and young adults reporting healthy coping and problem-solving skills
- Percentage of youth and young adults reporting higher self-esteem
- Percentage of youth and young adults obtaining skills/experience relevant to their specific career interests

4. Racial Disparity Performance Measures

- Percentage of focus population reporting healthy coping and problem-solving skills
- Percentage of focus population reporting higher self-esteem
- Percentage of focus population obtaining skills/experience relevant to their specific career interests



How to get help with your application

Baker Consulting

Kevin Baker

kevin@thebakerconsulting.com

- Limited and by appointment only
- Available March 1 - April 2, 2021
- Held online or over the phone



Complete Applications

Applications must include:

1. A completed and signed two-page Application Cover Sheet (Attachment 2)
2. A completed Narrative Response (8-page limit)
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you are proposing to provide any new services, attach a start-up timeline for each service.
6. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
7. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.



How to submit your application

- Applications can be submitted online or via email (see next slides)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: **April 5, 2021 by 12:00 p.m. (noon)**



How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - ❖ Upload your application early in case you have an issue with your internet connectivity
 - ❖ Not an online application – can't save your work
 - ❖ Upload files up to a maximum of 100 MB
 - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - ❖ System automatically sends a confirmation to your email
- If you have trouble submitting your application via the online system, contact:
Monique Salyer at Monique.Salyer@seattle.gov



How to submit your application: via email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
 - ❖ Email attachments are limited to 30 MB
 - ❖ The subject heading must be titled: **202102 Supporting Youth and Young Adults for Success RFP**
 - ❖ Any risks associated with submitting a proposal by email are borne by the applicant
 - ❖ Applicants will receive an email acknowledging receipt of their application



What happens after applications are submitted?

- Agencies asked to submit documents for fiscal review by HSD
- Rating committee reviews written applications
- Interview questions and criteria are sent to agencies
- Interviews held online
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified
- Appeals
- Final notifications



How to submit your Fiscal Documents

After Minimum Eligibility Screening and Determination of a Completed Application, HSD will request copies of financial documents if they are not already on file.

Agencies will have 4 business days from the date of written request to provide the requested documents via the HSD Online Submission System

(<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email (HSD_RFP_RFQ_Email_Submissions@seattle.gov)



How to submit your Fiscal Documents, continued

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit report.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to [Master Agency Service Agreement](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.



Interviews

- All agencies with applications that meet the HSD Agency Minimum Eligibility Requirements will be interviewed.
- If you need an interpreter, please inform HSD when your interview is scheduled.
- Interviews will focus on the agency's proposed program design and experience serving BIPOC youth and young adults.
- The interview will be scored separately from the written proposal. The interview portion is worth 100 points. The combined application and interview are worth a total of 200 points.
- Agencies will get the questions and criteria approximately two business days prior to your interview. They will be sent to the Agency Primary Contact.



Appeal Process

- Applicants have right to protest/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:
 - must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts 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.



Tips

- Follow the required format
- Be specific and answer all parts of the questions
- Submit an accurate budget; double check the numbers
- Use the application submission checklist (Attachment 1)
- Start early and allow lots of time for submission process
- Have someone review your application



Questions about the RFP?

- Send RFP questions to:
Ann-Margaret Webb, at ann-margaret.webb@seattle.gov
- Deadline for receiving questions: **March 24, 2021 by 5 p.m.**
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers are official responses



How to get help

Help with your application

Kevin Baker with Baker Consulting **(March 1- April 2)**

kevin@thebakerconsulting.com

804.651.9317

Help submitting your application

Online submission system issues/questions: contact Monique

Salyer at Monique.Salyer@seattle.gov



Questions?



Please type your name and your agency name in the Chat for attendance purposes.

Thank you for attending!

Ann-Margaret and Tan Mei

