



# Seattle Human Services

**Equity • Support • Community**



# FAMILY SUPPORT REQUEST FOR PROPOSALS

INFORMATION SESSION

APRIL 20, 2023

POWERPOINT AMENDED 4/21/23



**Seattle**  
Human Services

Equity • Support • Community

# Welcome

This presentation will be recorded and posted online on the [HSD Funding Opportunity webpage](#).

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

- Ann-Margaret Webb, RFP Coordinator, City of Seattle
  - Lizz Fenton, Administrative Assistant, City of Seattle
  - Janelle Jackson, Senior Planner, City of Seattle
  - Natalie Thomson, Planning Manager, City of Seattle
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- Brianna Jones, Director of Capacity Building, Communities Rise
  - Zoë Erb, Capacity Building Program Manager, Communities Rise

# Today We Will Talk About

- Timeline
- Highlights
- Priority and focus populations
- Service requirements
- What the RFP will fund
- Examples of eligible activities
- What services are not funded
- Performance measures
- Requirements to apply
- What needs to be in your application
- How to submit your application (online and via email)
- What happens after applications are submitted
- Appeal process
- Tips
- How to get help with your application
- Questions?

# Timeline\*

RFP RELEASED	April 18
Priority deadline for tech assistance from Communities Rise (applicants can still request assistance after this date)	May 8
LAST DAY FOR QUESTIONS OF THE RFP COORDINATOR	May 17 by 5:00 p.m.
WRITTEN APPLICATIONS DUE	<b>May 25 by 12:00 p.m. (noon)</b>
INTERVIEWS (DATES ARE TENTATIVE AND MAY SHIFT)	June 19-June 27
FUNDING AWARDS ANNOUNCED	August 3
DEADLINE FOR APPEALS (4 BUSINESS DAYS)	August 9
HSD DEADLINE TO RESPOND TO APPEALS	August 15
CONTRACTS START	January 1, 2024

*\* Dates in timeline may shift slightly*

# Highlights

- Open and competitive process, held every 4 years
- Four year funding January 1, 2024-December 31, 2027, pending funding availability and contract compliance
- \$3,827,366 in General Fund for each year
- Organizations may apply for up to \$300,000
- For the purposes of this RFP, a family is defined as one or more adult caregivers who are pregnant and/or with one or more children/youth/young adults up to the age of 24 (includes kinship families)
- Any amendments to the RFP will be posted on the HSD Funding Opportunity webpage

# Priority & Focus Populations

Priority populations are a group (or groups) comprising a specific demographic or having a specific issue in common.

- Priority populations for this investment opportunity are low-income families.

Focus populations are identified as specific racial or ethnic groups within the larger priority population, that show the highest disparities in the investment area.

- Focus populations for this investment opportunity are low-income American Indian/Alaska Native families and low-income Black/African American families.

**Other populations can be served through this RFP.**



# Service Requirements

All funded services will:

- serve families who live, work, or attend Seattle Public Schools or colleges and universities in Seattle
- be offered within the city of Seattle limits,
- be offered throughout the year,
- be offered indoors, outdoors, or virtually, according to what families prefer,
- allow family members to connect with each other, with other families and with their community(ies), and
- build on family and cultural strengths and community assets.

# What The RFP Will Fund

- RFP will fund organization(s) to provide services for families to learn, heal, connect to each other and to community, and to celebrate unique aspects of their culture in order to build strength and resilience.

# Eligible Activities

Examples include, but are not limited to:

- workshops or ongoing classes about culturally specific child and youth development,
- workshops or ongoing classes about adjustment to life in the United States for refugee and immigrant families,
- workshops or ongoing classes that promote culturally relevant growth, healing, and self-actualization principles and practices for parents and families,
- opportunities to gather with other families for mutual support, resource sharing and more,
- opportunities to learn about culturally specific parenting practices and building resilient family relationships,
- opportunities for youth and families to suggest, create, or facilitate cultural activities or learnings that are of particular interest to families, and
- opportunities for families to learn from cultural teachers, elders and practitioners.

# What Services Are Not Funded By This RFP?

- Clinical behavioral or physical health services
- Case management
- Emergency financial assistance
- Housing placement or rental assistance
- Information and referral services
- Day centers or shelters
- Food banks or meal programs
- Respite services

# Performance Measures

Quantity: # of families who participate in services

Quality: % of services offered that are identified or developed with community

Impact: % of families participate in focus groups and report a positive impact

# Requirements To Apply

- Must meet all licensing requirements that apply to your 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.
- Must have a Federal Tax ID number/employer identification number (EIN) for the City to pay you.
- 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, be 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

# What Needs To Be In Your Application

Applications must include:

1. A completed and signed two-page Application Cover Sheet (Attachment 2)
2. A completed Narrative Response
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. A start-up timeline IF you are proposing new services
6. Signed letter IF you have a partner
7. Signed letter IF you have a fiscal sponsor

# 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: **May 25 by 12:00 p.m. (noon)**



# How To Submit 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 or computer

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 the funding process advisor: Sola Plumacher at [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov)

# How To Submit by E-mail

Email: [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)

Email attachments are limited to 30 MB

The subject heading must be titled: 2023 FAMILY SUPPORT RFP

Any risks associated with submitting a proposal by email are borne by the applicant.

Applicants will receive an email acknowledging their application has been received.

If you don't receive an email acknowledgement, contact the Funding Process Advisor, Sola Plumacher at [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov)

# What Happens After Applications Are Submitted

- Rating panel reviews written applications
- Clarifying questions may be asked
- Rating panel may request interviews
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Applicants notified
- Appeals
- Contract negotiation

# Appeal Process

- Applicants have right to 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
- Appeal Deadline: 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, especially page limits
- Be specific and answer every part of every question
- Double check your budget numbers
- Have someone review your application for clarity and completeness
- Use the application submission checklist in the RFP
- Start working on your application early
- Allow lots of time to submit the application

# Help With Your Application from Communities Rise

- Communities Rise will be providing technical assistance with applications
- Priority deadline to request help from Communities Rise is May 8; you can request help after that date but earlier is better
- No charge to agencies
- Limited number of sessions, assistance is not guaranteed
- Priority will be given to organizations without professional grant writers
- They can be thought partners and provide guidance
- Can't write application responses
- To schedule a help session, contact Communities Rise at:
- <https://communities-rise.org/nonprofit-cbo-services/seattle-hsd-yfe-family-support-rfp-ta-2023/> or [cbclinics@communities-rise.org](mailto:cbclinics@communities-rise.org).

# Where To Ask Questions

- Send RFP questions to: Ann-Margaret Webb, RFP coordinator, at: [ann-margaret.webb@seattle.gov](mailto:ann-margaret.webb@seattle.gov)
- Deadline for receiving questions: May 17 by 5:00 p.m.
- All Q & A will be posted on HSD Funding Opportunity webpage (5 business days)
- Only written answers are official responses