



City of Seattle
Human Services Department
2017 Innovation Fund
Request for Proposal

I. Introduction

The City of Seattle Human Services Department (HSD) is piloting an Innovation Fund in 2017 as a means for testing new ideas that contribute to achieving results and reducing racial disparities. Using a Request for Proposal (RFP), HSD will seek applications from organizations and/or individuals meeting the minimum eligibility requirements outlined in Section III. Eligible applicants may include but are not limited to non-profit organizations, for-profit companies, government agencies, researchers and, individuals.

Proposals should clearly address all questions outlined in Section V “Innovation Fund Proposal and Rating Criteria”.

Approximately \$225,000 in HSD General Funds are available to pilot an Innovation Fund in 2017. This Fund will provide up to eleven (11) one-time mini grants. Proposals are intended to test a new idea with the focus on results and racial equity related to one of the department’s six impact areas: (1) Preparing Youth for Success, (2) Addressing Homelessness, (3) Supporting Affordability and Livability, (4) Responding to Gender-Based Violence, (5) Promoting Public Health, and (6) Promoting Healthy Aging.

As part of the City’s Age-Friendly Seattle initiative (which falls under Promoting Healthy Aging), HSD is designating \$125,000 of the total Innovation Fund to support six grants at a maximum of \$21,000 each for proposals that creatively address one or more of the *Age-Friendly Seattle* goals¹. In July 2016, Seattle joined the AARP Network of Age-Friendly Communities, an affiliate of the World Health Organization’s Global Network of Age-Friendly Cities and Communities, which includes eight domains² for an age-friendly community

In addition to the Age-Friendly opportunities, there will be five \$20,000 grants awarded for proposals that support at least one of the department’s remaining five impact areas. Applicants are encouraged to identify which of the five impact areas are expected to be achieved through the proposed idea.

Awards are intended to be one-time only and will be made for the period of September 1, 2017 through February 28, 2018. All awards are based on funding availability.

If you have any questions about the Human Services Innovation Fund Request for Proposal, please contact: Jenifer Chao, Funding Process Coordinator at Jenifer.Chao@seattle.gov or (206) 684-7622.

¹ Age-Friendly Seattle goals are: 1) increase social participation, 2) decrease displacement, 3) increase racial equity, and 4) increase awareness of the positive contributions of older adults.

² Age-Friendly domains: Outdoor Spaces and Building; Housing; Transportation; Social Participation; Respect and Inclusion; Civic Participation and Employment; Communication and Information; Community Support and Health Services.

II. Timeline	
Funding Opportunity Released	Thursday, June 1, 2017
*Information Session 1 <i>Columbia Library 4721 Rainier Avenue South Seattle, WA 98118</i>	Thursday, June 8, 2017 4:00 p.m. – 5:00 p.m.
*Information Session 2 <i>Rainier Beach Community Center 8825 Rainier Avenue South Seattle, WA 98118</i>	Saturday, June 10, 2017 9:30 a.m. – 10:30 a.m.
Last Day to Submit Questions	Friday, June 16, 2017
Application Deadline	Thursday, June 22, 2017 at 12:00 p.m. (noon)
Interviews for Finalists (dates may need to be adjusted depending on number of proposals)	Monday, July 17, 2017 Tuesday, July 18, 2017 Wednesday, July 19, 2017
Planned Award Notification	August 2017
Contract Start Date	Friday, September 1, 2017

*Please contact Jenifer Chao, Funding Process Coordinator for accommodation requests.

Please refer to the links below for more information about HSD’s Guiding Principles for funding processes:

[HSD Guiding Principles](#)

[HSD’s Commitment to Funding Culturally Responsive Services](#)

[Contracting Requirements](#)

[Appeals Process](#)

III. Eligibility Requirements

Anyone who meets the following minimum eligibility requirements may apply. This includes but is not limited to non-profit organizations, for-profit companies, government agencies, tribes and tribal organizations, faith based organizations, researchers, and individuals.

- Applicants must follow non-discrimination and equal opportunity provisions mandated by federal, state and city laws.
- Applicants who are agencies must be in good standing and meet all licensing requirements that apply to its organization; e.g., Washington State Business License (UBI#), Seattle Business License, 501(c)(3). Individuals must have an active Washington state business license.
- Applicants must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.

IV. Selection Process

This Request for Proposal is competitive. All interested parties must submit a complete application packet by **June 22, 2017 at 12:00 p.m. (noon)** to be considered for funding:

- 1) **Application Cover Sheet** (Attachment 1)
- 2) **Proposed Budget Sheet** (Attachment 2)
- 3) **1-page Proposal, no more than 500 words**

Application packets must be submitted in person or by electronic submission. No faxed or e-mailed proposals will be accepted. **Late applications will not be considered.**

- Electronic Submittal: Application packets may be submitted electronically via HSD’s Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- Hand Delivery: The application packet can be hand-delivered by Thursday, June 22, 2017 at 12:00 p.m. (noon) to:

Seattle Human Services Department
 Innovation Fund, Request for Proposal
 Attn: Jenifer Chao
 700 5th Ave., 58th Floor
 Seattle, WA 98104-5017

The Rating Committee will score the proposals using the four criteria listed in Section V “Innovation Fund Proposal and Rating Criteria”. Finalists will be selected for interviews and the rating committee will forward its funding recommendations to the HSD Director for final award decisions.

V. Innovation Fund Proposal and Rating Criteria

The Innovation Fund proposal consists of the following sections and questions. Responses should be one page or less and no more than 500 words, typed or word processed on a letter-sized (8 ½ x 11-inch) sheet. Please use one-inch margins, single spacing, and minimum size 11-point font.

Section	Questions
Innovation and Results (40 points)	<p>Please clearly describe the idea that is being tested, how it contributes to one or more of the department’s six impact areas, and how it contributes to innovation in the field.</p> <p>Rating Criteria – A strong application meets all the criteria listed below:</p> <ul style="list-style-type: none"> • Effectively describes how the proposed idea is strongly aligned with one or more of the department six impact areas and uses a new and innovative approach(es) to solve a current challenge. • Effectively describes the idea and how it will solve an existing problem or need in a new or innovative way and strengthen capacity related to the department’s six impact areas. • Effectively describes why the approach will be successful in accomplishing the proposed idea.
Promotes Racial Equity (30 points)	<p>Please describe how your idea promotes racial equity.</p> <ul style="list-style-type: none"> • How does your idea work to address and/or reduce racial disparities? Promote and strengthen efforts for racial equity? • How will you demonstrate that your idea can strengthen community and broader social justice efforts? <p>Rating Criteria – A strong application meets all the criteria listed below:</p> <ul style="list-style-type: none"> • Effectively describes how the idea addresses racial disparity and strengthen community and broader social justice efforts. • Identifies new strategies to develop policies and procedures that demonstrate a reduction in racial disparities.

<p>Implementation (15 points)</p>	<p>Please describe how your idea will be implemented within the grant period. Please complete the proposed budget worksheet.</p> <p>Rating Criteria – A strong application meets all the criteria listed below:</p> <ul style="list-style-type: none"> • Effectively describes a specific and reasonable action plan that can be completed during the grant period. • The action plan is strongly aligned with the proposed idea. • The budget is specific and reasonable and all items strongly align with the proposed idea.
<p>Learning and Accountability (15 points)</p>	<p>Please describe how learnings will be identified and shared.</p> <ul style="list-style-type: none"> • How will you assess the impact of your idea? • What does accountability to community and the selected impact area look like? <p>Rating Criteria – A strong application meets all the criteria listed below:</p> <ul style="list-style-type: none"> • Effectively describes a method for determining impact and effectiveness in meeting the proposed idea, addressing the selected impacted area, and benefit to community (Examples: final report, pre-and post-surveys, anecdotal information, etc.)
<p>Total = 100 points</p>	



City of Seattle

Human Services Department

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Application Cover Sheet

1. Applicant:			
2. Primary Contact:			
Name:		Title:	
Address:			
Email:			
Phone #:			
3. Organization Type:			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Individual <input type="checkbox"/> Other (Specify):			
4. Federal Tax ID or EIN:		5. DUNS Number (if applicable):	
6. WA Business License Number:			
7. Proposal Name:			
8. Funding Amount Requested: (Maximum \$21K for Age Friendly proposals and \$20K for the remaining five impact areas):			
9. Impact Areas that Proposal Addresses		<input type="checkbox"/> Preparing Youth for Success <input type="checkbox"/> Addressing Homelessness <input type="checkbox"/> Supporting Affordability and Livability <input type="checkbox"/> Responding to Gender-Based Violence <input type="checkbox"/> Promoting Public Health <input type="checkbox"/> Promoting Healthy Aging	
<p>Authorized physical signature of applicant agency:</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>			

