

Seattle Preschool Program Facilities Fund

Request For Investment (RFI)

Information Session

May 2025

Investment Area	Preschool and Early Learning
Investment Type	Organizational and Facility Development
Funding Start Date	School Year 2025-2026
Funding Process	Request for Investment
Eligible Applicants	Center, school, or home-based provider under contract with DEEL to provide preschool services for SPP or Pathway



Information Session Agenda

- I. Seattle Preschool Program (SPP) Provider Facility Fund Request for Investment (RFI)
 - Phase I: Request for Investment Application
 - Phase II: Evaluation
- II. RFI Overview and Expectations
- III. Technical Assistance



SPP Facility Development Funds

1. Pre-Development Services Program
2. Provider Facilities Fund



SPP Provider Facilities Fund RFI

Goals and Overview

- Improve quality or help early learning providers meet preschool facility licensing standards.
- Expand space in existing SPP preschool facilities.
- Start new facilities, either from the ground up or by substantially remodeling existing buildings to use as part of SPP.

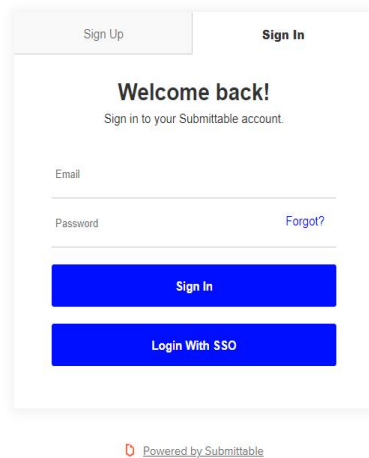


RFI Application - Timeline

EVENT	DATE
Phase 1: Request for Investment	
Request for Investment (RFI) Release	May 6, 2025
RFI Information Webinar	May 6, 2025 Pre-recorded webinar will be posted: http://www.seattle.gov/education/providers/funding-opportunities
Question and Answer Period	May 7 – June 17, 2025
RFI Submission Deadline	June 24, 2025 by 11:59 PM
Phase 2: Evaluation	
Applications Reviewed and Rated	June 25-July 25, 2025
Scoring Session(s)	July 9- 31, 2025
Notifications Issued to Applicants	August 2025



RFI Application - Submittable Portal

A screenshot of the Submittable sign-in page. At the top, there are two tabs: "Sign Up" and "Sign In", with "Sign In" selected. Below the tabs, the text reads "Welcome back!" followed by "Sign in to your Submittable account." There are two input fields: "Email" and "Password". A "Forgot?" link is located to the right of the password field. Below the input fields are two blue buttons: "Sign In" and "Login With SSO". At the bottom, there is a small logo and the text "Powered by Submittable".

- ✓ Eligibility will be determined in Submittable
- ✓ Applications will only appear if you are eligible for this funding opportunity
- ✓ Applications will not be accepted via email
- ✓ Learn more at <https://seattledeel.submittable.com/>
- ✓ Questions can be sent via email to DEELFunding@seattle.gov



How to apply: Using the online application form

Application form must be submitted using an online portal (Submittable)

Follow the below 3 steps to apply. Feel free to watch this [video](#) for a demo of the 3 steps.

1. Create a Submittable account

- Are you a new user to Submittable? You need to create an account. It's quick and free!
- Are you an existing user? You need to sign in.
- [Sign up/Sign in link](#)

2. Fill in the application form

- Application form is located on: [Seattle DEEL Submission Manager \(submittable.com\)](#). Select the opportunity you want to apply for and click Submit.
- Application form can be saved along the way
- (Optional) An offline word template of the application form is available for internal collaboration only

3. Submit the application form

- Submittable portal automatically closes on the date when applications are due
- Expect to receive an email confirmation that the application was submitted successfully



FAQ: 1. Create a Submittable Account

Question	Answer
How do I access the online form?	If you are a new user, your organization must sign up for an account. You can view the application form for the funding opportunity you are applying for on this page , after you sign in with the email and password you provided at sign up
Who from my organization should sign up?	We recommend an organization designates an individual to sign up for Submittable. This individual will submit the online form.
Why is this important?	The email linked to the Submittable account is the primary contact receiving updates on the organization's submission.
How do I sign up?	Sign up/Sign in Link Fill in an email, password and name. Then, verify the email entered – you will receive a confirmation request by email from notifications@email.submittable.com .
What if I have a question about Submittable?	Check out the Submitter Resource Center . If question is not answered, contact Submittable (open ticket with Submittable Customer Support) AND DEEL (email to DEELFunding@seattle.gov with “Question about Submittable for SPP Facilities” in the subject line)



FAQ: 2. Fill in the Online Application form

Question	Answer
Can I save progress on the application form?	Yes. To save an application so it can be completed later, click the Save Draft button at the bottom of the application form.
What if I forget to submit the draft application form before the deadline?	Any saved but unsubmitted drafts will not be considered . Once the deadline passes, access to the draft will be lost in Submittable. Make sure to submit the draft before the deadline!
How can my organization collaborate on the application form?	An optional word version of the application form will be posted on the DEEL website page for this funding opportunity. The word version can be used for internal purposes only. The word version will not be accepted as an official application. Draft responses must be copied/pasted into the Submittable online application form prior to the application deadline.



FAQ: 3. Submit the Application on Submittable

Question	Answer
What if I do not submit the application form before the deadline?	<p>To submit the application, click the "Submit" button at the bottom of the application form before the official deadline.</p> <p>The Submittable online portal will automatically close at the deadline, late applications will not be accepted.</p>
I just submitted. What's next?	<p>A confirmation email from notifications@email.submittable.com will be sent to the email address provided during sign up. This email is proof of your organization's submission.</p> <p>If an email confirmation is not received, email DEELFunding@seattle.gov ASAP with "Question SPP Facilities RFI" in the subject line.</p>
How can I save a copy of the submitted application?	<p>To save a copy of the submitted application, log in to the Submittable account to download a PDF copy for your records.</p>



The Application on the Submittable Portal

- Please note RFI applications will only be accepted via Submittable

First Section:

- ✓ Eligibility

Second Section: Application

- ✓ General Organization Information
- ✓ Implementing Staff
- ✓ Proposal Details
- ✓ Budget, Schedule, Funding Sources Template



Anticipated Funding

- Approximately \$500,000 is available in 2025-26 SY
- Center and school-based providers are eligible to apply for up to \$500,000
- Home-based agencies participating in SPP are eligible to apply for up to \$75,000
- The minimum funding request is \$5,000
- Funding requests cannot exceed \$500,000



Phase I: RFI Application - Eligible Applicants

- An agency must be under contract with the City of Seattle to provide preschool services for the Seattle Preschool Program (SPP) or the Seattle Preschool Pathway Program.
- An agency must be in good standing with DEEL and not on a corrective action plan.



Phase I: RFI Application - Proposal Requirements

Page 1-2, RFI

1. Improve or expand preschool-related instructional space
2. Activities and costs directly related to delivering preschool services
3. Eligible activities
4. Pathway/SPP participation
5. Site control
6. Prevailing wages
7. Service Commitments
8. Funding match – if required



Eligible Activities for Funding

Page 2-3, RFI

- Construction, renovation or rehabilitation of child care facilities, which includes instructional space as well as other related space such as a kitchens, bathrooms, storage or associated space to the instructional classroom
- Design, construction, renovation or rehabilitation of outdoor play space in accordance with state licensing regulations
- “Soft costs” or any project costs that is not construction (which may include design, project management and permitting costs) directly related to the development of a facility which will be eligible for use as a SPP classroom
- Improvements that provide accessibility to persons with disabilities



Ineligible Activities for Funding

Page 2, RFI

- Renovation costs not connected to a child care facility which will be eligible for use in SPP
- Renovation costs for infant- or toddler-age classrooms or any classroom not used by children ages 3 through 5
- Acquisition of existing facilities or land
- Deferred maintenance or repairs which do not directly contribute to making the project or property suitable for use as an SPP classroom
- The purchase of equipment or furnishings



Pathway/SPP participation

- If the grantee is a Pathway provider, they will commit to participating in SPP by the following school year.
- If the project is not complete by the start of the school year, the agency will delay opening programs until the following school year.



Site Control

Page 8-9, RFI

- For home-based providers that rent or lease their space, DEEL will require the landlord to provide a multi-year commitment to the preschool program.

For award amounts:

- Between \$10K and \$75K: 5 year minimum remaining on current lease with property owner.
- Above \$75,000: 7 year minimum remaining on current lease with property owner.
- Above \$250,000: 10 year minimum remaining on current lease with property owner.
- At \$500,000: 20 year minimum remaining on current lease with the property owner.



Prevailing Wages

Page 9, RFI

Construction projects funded totally or partially with DEEL funds must comply with applicable labor standards requirements. The **City also requires payment of prevailing wages under Revised Code of Washington (RCW) Chapter 39.12.** Prevailing wages will apply to the project funded by the City, as determined by the grant agreement.

Agencies should consider this requirement when developing cost estimates or obtaining pricing for construction work. Prevailing wage rates are available from the Department of Labor and Industries at:

<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/>



Service Commitments

Page 6-7, RFI

Agencies that are approved for these funds are required to make commitments to the Seattle Preschool Program:

Tier	Grant Amount	Required Commitment to City of Seattle
All	All	For SPP Pathway providers, commitment of any classrooms improved through this funding needs to participate in the SPP within one (1) year.
1	Awards \$75,000 or less	An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than three (3) years, unless otherwise mutually agreed to by both parties.
2	Awards between \$75,001 and \$250,000	An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than five (5) years, unless otherwise mutually agreed to by both parties.
3	Awards between \$250,001 and \$499,999	An agency receiving funds must commit any classrooms improved through this funding to participate in SPP for no less than ten (10) years, unless otherwise mutually agreed to by both parties.



Project Expenditure and Completion

All projects should be completed within one calendar year from the agreement start date, except for:

- Projects funded above \$250,000 should be completed within an 18-month period
 - Projects funded at \$500,000 should be completed within a 24-month period



Criteria - Matching Funds

Page 7, RFI

Projects seeking awards of \$250,000 or above must have at least 50% of the total project funding committed from other sources.

RFI Funding Request	Required Match %	Minimum Agency Match Commitment
\$250,000	50%	\$125,000
\$300,000	50%	\$150,000
\$500,000	50%	\$250,000



Other Criteria

Please review the RFI for content related to other criteria for receiving funds, they include:

- Project costs prior to signing an agreement with the City (page 8, RFI)
- Equal Opportunity, Affirmative Efforts & Non-discrimination in Contracting (page 9, RFI)
- Payment Structure and Reporting (page 10, RFI)



Phase I: RFI Application - Scoring Criteria

Page 5, RFI

1. Project Design, Feasibility – 20
2. Project Design, Impact – 30
3. Past Experience and Demonstrated Ability – 15
4. Organizational and Administrative Capacity – 35



Phase I: RFI Application

- RFI submissions must meet all technical compliance requirements as listed on page 4 of the RFI.
- This is a competitive process with no guarantee of funding.

The application and all attachments must be in Submittable
NO LATER than 11:59 pm on June 24



Phase I: RFI Application - Instructions to Applicants

Page 10-12, RFI

A complete RFI submission will include:

- Proposal Application
- Attachment 1: All supporting documents
- Attachment 2: Project Schedule
- Attachment 3: Project Budget
- Attachment 4: Funding Sources (if necessary)




Attachment 1: All Supporting Documents

- Zoning analysis
- Pictures of the site
- Preliminary design or other documents related to pre-development work (not required but highly encouraged)



Attachment 2: Project Schedule

- List all project tasks -
 - Decision points
 - Milestones such as: hiring a contractor, permitting and other architecture and engineering activities, construction dates, completion dates, etc.
- Expected time each task takes to complete
- Seattle Department of Construction & Inspections (DCI) and related parties involved in the project

Seattle Department of Education & Early Learning 

Instructions: *To complete this section you will need input from your project team*

- 1 In Column B, please list all project tasks, these include construction, permitting design, financ
- 2 In Column C, Please list the number of days the task will take to complete.
- 3 In Column D and E, list the approximate start and completion date for each task
- 4 In Columns F through AO, as appropriate - shade the cells gray when a task is taking place wi

					2019											
ID	Task Name	Duration	Start	Finish	J	F	M	A	M	J	J	A	S	O	N	D
1	(Sample Start Task)	60d	1/2/2019	2/28/2019												
2																
3																
4																
5																
6																
7																
8																
9																
10																
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24																
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26																
27																
28																
29																
30																
31																
32																
24	(Sample End Task)	45d	1/1/2018	2/15/2018												

Attachment 2. - Schedule

Attachment 3: Project Budget

Page 12, RFI

- Project budgets should carry a minimum of 15% hard cost contingency
- Include all soft costs (e.g. project managers, design, permitting, insurance, etc.)
- General liability insurance coverage
- Budget contact


Project Name: _____ Agency Name: _____

- Instructions *To complete this section you will need input from your project team*
- 1 Please list all project costs in the appropriate section; separate costs by funding source
 - 2 DEEL funds indicates the funds your agency is requesting within this proposal
 - 3 If a cost does not fit within the pre-populated categories, please describe it in Other Costs
 - 4 Worksheet should automatically add your costs from each category into the final Project Cost on line 41


	DEEL Funds	Other Funds	Total Cost
Acquisition/Site Control			
Land/Building Acquisition	XXXXXXXXXX	_____	_____ 0
Real Estate Taxes	XXXXXXXXXX	_____	_____ 0
Title Insurance	XXXXXXXXXX	_____	_____ 0
Closing Costs	XXXXXXXXXX	_____	_____ 0
Appraisal	XXXXXXXXXX	_____	_____ 0
Relocation	XXXXXXXXXX	_____	_____ 0
Other _____	XXXXXXXXXX	_____	_____ 0
Subtotal		0	0
Professional Services			
Architectural Services	_____	_____	_____ 0
Planning/Feasibility Studies	_____	_____	_____ 0
Engineering Studies	_____	_____	_____ 0
Hazardous Materials Consultant	_____	_____	_____ 0
Legal Fees	_____	_____	_____ 0
Contracted Project & Const. Mgmt.	_____	_____	_____ 0
Dev. Consultant/Fundraising	XXXXXXXXXX	_____	_____ 0
Other _____	_____	_____	_____ 0
Subtotal	0	0	0
Construction/Rehabilitation			
Construction	_____	_____	_____ 0
Construction Sales Tax	_____	_____	_____ 0
Hazardous Materials Abatement	_____	_____	_____ 0
Permits	_____	_____	_____ 0
Construction Contingency	_____	_____	_____ 0
Other _____	_____	_____	_____ 0

Attachment 4: Funding Sources (if above \$250,000)

- State the funding sources
- List both the origin/source of each individual funding stream and dollar contribution



Seattle Department of
Education & Early Learning



Project Name: _____

Agency Name: _____

Instructions

- 1 List the amount of your funding request for this proposal in 8C
- 2 Identify other sources of funding for this project under "Source Name" in Column B
- 3 Enter the amount of each source in Column C under "Costs"

	<u>Costs</u>	<u>Status*</u>	<u>Document Submitted (Y/N)**</u>	<u>Comments</u>
<u>DEEL Funding Request</u>		Pending		
<u>Other Funds</u> <u>Source Name</u>				
Other Source 1				
Other Source 2				
Other Source 3				
Other Source 4				
Other Source 5				
Total Project Funding	0			

* Please identify the status of your application(s) from the following choices: 1) Committed, 2) Pending (application has been submitted), or 3) Will be applied for.
 ** Please enter Y if document related to this funding commitment has been attached to this proposal

Phase I: RFI Application - Submission

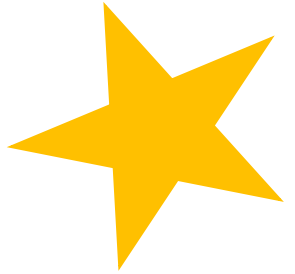
Submission

Application with all attachments must be in Submittable on or before **11:59 pm, June 24, 2025**

Questions:

Please direct submission process questions to DEELFunding@seattle.gov and include “Question SPP Facilities Fund” in the subject line.





Check for Understanding!

A complete application will have:

- Complete SPP Provider Facilities Fund Application in Submittable
- Supporting documents listed on page 10-11 of the RFI
- Attachments 2-4 completed on DEEL template and uploaded in Submittable



Phase II: Evaluation

Page 3-5, RFI

Step 1: Initial screening for technical compliance

Step 2: Review panel

- Applications must receive a minimum of 50 points to be considered for funding.

DEEL reserves the right to negotiate with an agency regarding the amount of funding to be provided and terms and conditions of any awards.



Technical Assistance

1. Pre-Development Services Program



1. Meet our Architects!

- Anjali Grant AIA LEED AP, [Anjali Grant Design](#)
- Forrest Murphy, LEED AP BD+C, [CAST Architecture](#)
- Arthur Furukawa, Principal, [Boulder Associates](#) (formerly SABArchitects)

Click [here](#) to sign up!



Forrest Murphy



Arthur Furukawa



What the architects do and don't do

Do

- Site or facility existing conditions assessment (understanding existing site conditions, and creating basic 'As-Built Drawings', if other plans of existing conditions are not available)
- Establishing project goals (establish goals for enrollment and facility modifications, and walk-through development process with provider)
- Code analysis of basic land use and zoning codes, building code (including Accessibility requirements) and child care licensing regulations
- Summary of permitting processes and facility modifications needed to provide compliance with codes listed above
- Basic site plans and/or floor plans (conceptual designs)
- Basic cost estimation (range of costs, per square foot)

Don't do

- Project management
- Construction
- Grant application
- Structural engineering
- Permitting
- Funding/fundraising



THE RFI IS A COMPETITIVE PROCESS

- The Pre-Development Program is available as technical assistance
- Participating in the program does not guarantee funding from the RFI



Thank you!

FAMILIES
EDUCATION
PRESCHOOL
& PROMISE

