

Families, Education, Preschool and Promise Levy



Request For Investment (RFI) Information Session Monday July 8, 2019

Investment Area	K12 & Community Based
Investment Type	Homelessness and Housing Supports
Funding Start Date	School Year 2019-2020
Funding Process	Request for Investment
Eligible Applicants	Community-Based Organizations who currently contract with the Human Services Department for Prevention Services



Information Session Agenda

- I. Families, Education, Preschool and Promise Levy
- II. Homelessness and Housing Support Services Request for Investment (RFI)
 - Phase I: Request for Investment Application
 - Phase II: Evaluation
- III. RFI Overview and Expectations
- IV. Questions



2018 FEPP Levy Goals

Through the FEPP Levy, the City of Seattle, families, and community will partner to advance educational equity, close opportunity gaps, and build a better economic future for Seattle students.

Investments will provide:

Preschool

- High-quality early learning services that prepare students for success in kindergarten

K-12

- Physical and mental health services that support learning
- Academic preparation, expanded learning opportunities, social-emotional skill building, and college and job readiness experiences that promote high school graduation

Post-Secondary

- Post-secondary opportunities that promote the attainment of a certificate, credential, or degree



2018 FEPP Levy Priorities and Principles

Priorities	Principles
<ol style="list-style-type: none"> 1. Invest in Seattle children, students, families, and communities that have been historically-underserved to increase access to educational opportunities across the education continuum. 2. Establish agreements with community-based organizations, the Seattle School District, Public Health - Seattle & King County, Seattle Colleges, and other institutional partners to allow data-driven and outcomes-based decisions. 3. Implement evidence-based strategies and promising practices to improve program quality and achieve equity in educational outcomes. 4. Improve program instruction and quality and develop sustainable infrastructure through access to capacity-building opportunities for historically-underserved Seattle communities. 	<ol style="list-style-type: none"> 1. Prioritize investments to ensure educational equity for African American/Black, Hispanic/Latino, other students of color, and students from historically-underserved groups. 2. Ensure ongoing and authentic student, family, and community engagement. 3. Maximize partnerships with cultural and language-based organizations. 4. Ensure Levy proceeds are supplemental and complementary to existing public funding structures and services; funding is never used to supplant state-mandated services. 5. Implement competitive processes to identify organizations to partner with the City to deliver services to children and youth. 6. Implement accountability structures based on student outcomes, performance-based contracts, performance-based awards, and practice continuous quality improvement. 7. Provide financial support that increases access to expanded learning opportunities and the affordability of services for families and educators. 8. Report annually on investments, access to services, and progress toward achieving educational equity.

2018 FEPP Levy Investment Areas

Preschool and
Early Learning

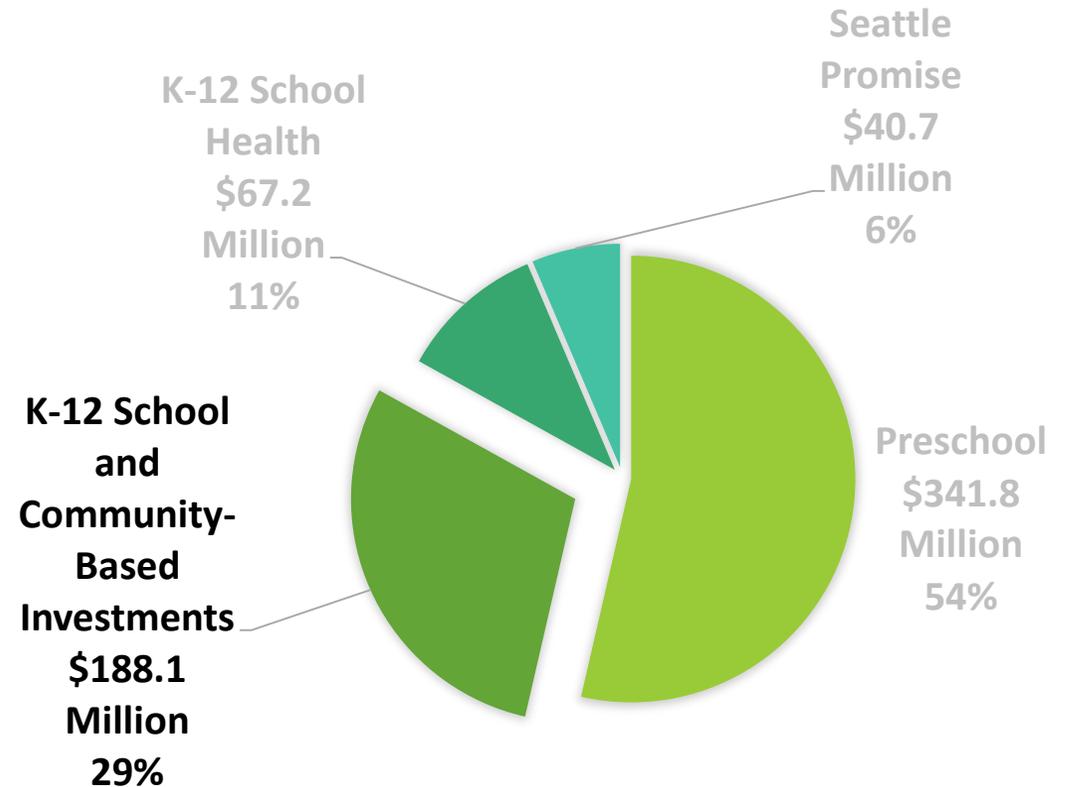
K-12 School &
Community

K-12 School
Health

Seattle Promise

K-12 & Community

K12 and Community investments offer **supplemental services** focused on **closing opportunity gaps** for the highest needs students, schools, and communities with a particular focus on **college access and job readiness**.



K-12 & Community

Goal: Seattle students have access to and utilize increased academic preparation, expanded learning opportunities, social-emotional skill building, and college and job readiness experiences that promote high school graduation

Investment Types:



Phase I: RFI Application - Timeline

EVENT	DATE/LOCATION
Phase 1: Request for Investment	
Request for Investment (RFI) application issued	Monday July 1, 2019
RFI Information Webinar	Monday July 8, 2019
One-on-one Technical Assistance	As scheduled with applicants
Responses Due	Friday August 16, 2019
Phase 2: Evaluation	
Applications Reviewed and Rated	Aug. 16, 2019 – Aug. 30, 2019
Notifications issued to applicants	By Friday September 13, 2019

Phase I: RFI Application - Investment Goals and Overview

Investment Goal: to provide funding assistance to help unstably housed students and families and prevent further homelessness

1

**Emergency
Assistance
Funding**

2

**Referral and
Connection to
Services**

3

**Client-Centered
Housing Case
Management**

Phase I: RFI Application - Key Outcomes

- Attendance
- School Stability
- Permanent Housing
- No Entries into Homelessness



Phase I: RFI Application – Key Program Components

- Students must be enrolled in Seattle Public Schools
- Serve students experiencing homelessness or housing instability
- Be responsive to referrals from school staff within 48 hours
- Able to meet families at the location that is most convenient for them
- Implement culturally-responsive programming, which incorporates the following program elements:
 - Housing case management
 - Staff and professional development
 - Family and community involvement



Phase I: RFI Application - Co-Design and Continuous Quality Improvement

- Implement a scope of work that is complementary to existing resources
- Collaborate to develop a service delivery model and provide housing support services
- Collect, analyze, and regularly submit data to track student and family progress
- Attend quarterly meetings to discuss opportunities to improve the service delivery system.
- Partner(s) selected by September 2019
- Co-Design September 2019 - January 2020
- Program Implementation starting January 2020



Phase I: RFI Application - Eligible Applicants

Housing service providers who *currently* contract with the Seattle Human Services Department to provide prevention housing supports are eligible to apply

- Catholic Community Services
- YWCA
- Muslim Housing Services
- Neighborhood House
- Lifelong AIDS Alliance
- Society of St. Vincent de Paul
- El Centro de la Raza
- InterIm CDA
- ReWA
- Seattle Indian Health Board
- United Indians of All Tribes
- Somali Youth and Family Club



Phase I: RFI Application - Evaluation Criteria

1. Program Overview & Commitment to Program Components and Collaborative Design Process (35 points)
2. Past Experience and Demonstrated Ability (25 points)
3. Organizational and Administrative Capacity (15 points)
4. Cultural Competency and Responsiveness (20 points)
5. Planning for Challenges (5 points)



Phase I: RFI Application - Instructions to Applicants

- RFI submissions must meet all technical compliance requirements as listed on page 8.
- This is a competitive process with no guarantee of funding.

The application and all attachments must be submitted electronically or in paper form **NO LATER** than **5pm Friday, August 16, 2019**

Phase I: RFI Application - Instructions to Applicants

A complete RFI submission will include:

- Attachment 1: Cover Sheet
- Attachment 2: Program Summary
- Attachment 3: Work Plan
- Attachment 4: Budget
- Attachment 5: Labor Practices and Policies



Attachment 1: Cover Sheet

page 9

- Applicant Information
- Program Information
 - Please include your estimated number of families served
 - Please specify your proposed coverage area
- Contact



Attachment 2: Program Summary

page 10

The Program Summary serves four key purposes:

- To provide an opportunity for applicants to [set the context](#) for how a homelessness and housing supports investment would support existing strategies and/or expand efforts to improve student outcomes and achieve Levy goals.
- To help reviewers [understand](#) the applicant's unique needs, successes, and challenges.
- To help determine a partner's [readiness](#) to participate in the design process and ultimately implement homelessness and housing supports in collaboration with DEEL and SPS.
- To help determine a provider's interest in developing an [external evaluation](#) of the intervention.



Attachment 3: Work Plan

page 11-13

*Responses to the Homelessness and Housing Supports Work Plan are **not to exceed 9 pages***

Use the headings to organize your response in the following order:

- *Program Overview*
- *Program Development and Partnership with Seattle Public Schools*
- *Commitment to Housing-Focused Services*
- *Cultural Responsiveness and Family Engagement*
- *Results*



Attachment 4: Budget

page 14

The budget should be aligned to the work plan and expenses are tied directly to the proposed services. The budget should demonstrate effective use of resources and reflects sound rationale for budgeting decisions.

The budget is required but not scored by reviewers

BASE BUDGET				
PERSONNEL - List Position Names, FTE, and any salary & benefits.	Budget	Other Funding or In-Kind	TOTAL	Description of Expense. Please outline roles and responsibilities of each position and any variation in FTE (i.e., pre-program planning and program management during the summer).
Program manager - Avg. 0.5 FTE for 16 weeks	\$5,000	\$5,000	\$10,000	Program manager will lead program planning and teacher recruitment before program start date, manage program operations during the six week program, and manage program wrap-up after the session concludes. .2 FTE for 10 weeks for planning and post-program follow-up and 1.0 FTE during 6 week summer program.
Program coordinator - Avg. 0.6 FTE for 14 weeks	\$3,000	\$3,000	\$6,000	Program coordinator will lead student recruitment effort and assist program manager before and during program session. .25 FTE for 8 weeks for planning and 1.0 FTE during 6 weeks summer program.
Three certificated teachers - Avg. 0.66 FTE for 8 weeks	\$15,000	\$0	\$15,000	Three teachers will lead two classes per day during the program. For focus students with low math or literacy skills, one teacher will lead math classes and another will lead reading/writing classes. A third teacher will provide ELL instruction to the group of students who have been enrolled in English language support programs for at least 5 years. 0.6 FTE teaching and planning during 6 week summer program and .25 FTE for two weeks of pre-program planning.
Three classroom aides - Avg. 0.5 FTE for 7 weeks	\$6,500	\$0	\$6,500	One classroom aide will be assigned to each classroom during instruction times. 0.5 FTE during the six week program and .25 FTE for one week of pre-program planning.
Two enrichment leaders - Avg. 0.8 FTE for 8 weeks	\$10,000	\$0	\$10,000	Two enrichment leaders will manage enrichment programming, including supervision of enrichment activities, implementation of activities and coordination of volunteer enrichment instructors. 1.0 FTE during the six week program and .25 FTE for two weeks of pre-program planning.
Subtotals:	\$39,500	\$8,000	\$47,500	
Benefits	20%	20%	20%	
TOTAL Personnel for Base Budget:	\$47,400	\$9,600	\$57,000	

Attachment 5: Labor Practices and Policies

page 15

The City values agencies that work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.

Is your agency committed to avoiding labor disputes that disrupt services? Does your organization have standard practices and policies that uphold this principle? If so, please briefly describe.



Phase I: RFI Application - What's next?

- Schedule one-on-one technical assistance (TA) sessions with DEEL staff
Interested organizations may schedule TA by reaching out to christina.grover-roybal@seattle.gov
- Develop RFI plan
- Submit complete plan electronically or in paper form by August 16th



Phase I: RFI Application - Submission

Applications may be submitted electronically or in paper form. All attachments must be received on or **before 5pm Friday August 16, 2019.**

Electronic submissions

Deliver to: Education@seattle.gov

- Please use the following naming convention in the subject line of your email and for the electronic files attached:

[Organization Name] – Homelessness and Housing Supports RFI

Example: ABC Organization – Homelessness and Housing Supports RFI

Paper submissions

Delivery By Mail:

Seattle Department of Education and Early Learning
Homelessness and Housing Supports RFI
PO Box 94665
Seattle, WA 98124-6965

Delivery By Hand:

Seattle Department of Education and Early Learning
Homelessness and Housing Supports RFI
Seattle Municipal Tower
700 5th Ave, Floor 17
Seattle, WA 98104

Phase II: Evaluation

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Questions and Reminders

Today's webinar will be recorded and posted online at:

<https://www.seattle.gov/education/for-providers/funding-opportunities/>

Email additional questions to: education@seattle.gov

Label the subject line of your email: Question_Homelessness and Housing Supports RFI

Final day to submit questions: Tuesday August 13, 2019

Interested applicants should submit an RFI by 5pm on Friday August 16, 2019

Refer to RFI for instructions on submitting by mail or by hand

To submit electronically:

Send to: education@seattle.gov

Subject line: [Organization Name] – Homelessness and Housing Supports RFI

Example: *ABC Organization_Homelessness and Housing Supports RFI*

Thank you!

FAMILIES
EDUCATION
PRESCHOOL
& PROMISE

