

Innovation Fund Request for Proposal Information Session

Thursday, June 8, 2017 Saturday, June 10, 2017





Summary

- Overview of Innovation Fund RFP
 - Investment Area and Funding Source
 - Timeline
 - Eligibility
 - Review and Rating Process
- Submission Process
- Appeals Process
- Questions and Answers (Q&A)





Investment Area and Funding Source

- 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.
- Approximately \$225,000 is available through HSD General Funds.
 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
 - (6) Promoting Healthy Aging





Investment Area and Funding Source

- 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 goals.
- Five \$20,000 grants will be awarded for proposals that support at least one of the department's other five impact areas. Applicants are encouraged to identify which of the five impact areas are expected to be achieved through the proposed idea.





Investment Area and Funding Source

- This Innovation Fund RFP is an open and competitive funding process.
- Funding awards will be made for the period of:
 September 1, 2017 February 28, 2018
- Continued investment after the initial contract period will be contingent on successful performance and funding availability.







Funding Opportunity Announcement: June 1, 2017

Information Sessions:

Thursday, June 8, 2017 4:00 pm - 5:00 pm Columbia Library Columbia Meeting Room 4721 Rainier Avenue South Seattle, WA 98118 Saturday, June 10, 2017 9:30 am – 10:30 am Rainier Beach Community Center Arts Room 8825 Rainier Avenue South Seattle, WA 98118























Timeline

Application Deadline

Thursday, June 22, 2017 12:00pm (Noon)

Review & Rating Process

June 26-July 6, 2017

• Interviews for Finalists July 17-19, 2017 (Interview dates may need to be adjusted depending on number of proposals)

Public Announcement of Awards

August 2017

Contract Start Date

September 1, 2017





Eligibility

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).





Eligibility

- 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.
- Depending on the scope of services contracted, the individual or agency may be required to maintain insurance coverage that is proportionate to the award level.





Review and Rating Process

- Applications that are late will not be rated. Applications <u>must</u> include:
 - 1) Application Cover Sheet
 - 2) Proposed Budget Sheet
 - 3) 1-page Proposal, 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.
- Applications received by the deadline are forwarded to the Rating Committee for their review and rating according to the rating guidelines.
- Finalists will be selected for interviews.
- The Rating Committee will make funding recommendations to the HSD Director.





Rating Guidelines

Innovation and Results
 40 points

Promotes Racial Equity
 30 points

Implementation
 15 points

Learning and Accountability 15 points





Submission Deadline

• Submission deadline is Thursday, June 22, 2017 at 12:00pm (Noon).

 All applications must be received in person or electronic submission by deadline.

No faxed or e-mailed applications will be accepted.

Late applications will not be considered.





Methods of submission

Applications can be hand delivered to:

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

 Applications can be submitted online at: http://web6.seattle.gov/hsd/rfi/index.aspx.





HSD Online Submission System

- The HSD Online Submission System is a web-based program that allows applicants to upload their application for HSD Funding Opportunities.
- There are required fields to be completed. *Ensure you allow* sufficient time to complete the steps in order to submit your application by the deadline.
- The system does not allow an application to be saved for you to return to at a later date.
- The system automatically sends out an e-mail confirmation to all the e-mail addresses you entered.





HSD Online Submission System

- Review the Online Submission Assistance Page for helpful information: http://web6.seattle.gov/hsd/rfi/help.aspx.
- Plan to upload your documents several hours prior to the deadline in case you encounter an issue with your internet.
- If you encounter issues with your internet, attempting to submit your application early will allow time for you to submit a hard copy by the deadline instead.
- HSD is not responsible for ensuring that applications are received by the deadline.
- If you experience any issues and/or have questions about the online submission system, please contact Susan McCallister, HSD Funding Process Advisor, by phone at (206) 233-0014 or e-mail at <u>susan.mccallister@seattle.gov</u>.





Post-Notice of Award Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest.
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity.

Appeals Deadlines:

- Appeals must be received within five (5) business days from the date of written application status (award/denial).
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within five (5) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation 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.





Questions and Answers (Q&A)

- The Q&A will be posted on HSD's Funding Webpage and will be continually updated until Friday, June 16, 2017.
- Please check the Q&A for the most updated information.



