

Question and Answer

Safety

2019 Request for Proposal (RFP)

	Program Area	Question	Answer	Date
1	Eligibility	To what extent will the grant recipient(s) be expected to meet all of the qualifications?	Funding recipients will need to meet the requirements found on HSD's Funding Opportunities webpage and the additional requirements outlined in Section IV on page 14 of the Guidelines and Application.	March 18, 2019
2	Review and Rating	Will the qualifications have differential weighting for essential services for this target service populations?	See question 1. Applications will be rated only on the information requested and outlined in this funding opportunity. Each proposal will be rated using the rating criteria provided in Section III beginning on page 16 of the Application. The total value of the proposal is 100 points with each component valued as follows: <ul style="list-style-type: none"> • Proposal Design – 30 points • Community Best or Promising Practices – 10 points • Key People and Lived Experience – 25 points • Equity and Empowerment – 10 points • Partnership and Networks – 10 points • Data and Fiscal Management – 10 points • Budget Forms – 5 points 	March 18, 2019
3	Submission Instructions	If organizations want to collaborate to meet qualifications, what is your expectation about the format of the application? For example, a) should the organizations submit individual applications and reference their areas of collaboration with other organizations? or b) should the organizations submit a single combined application? c) what is your preference a) or b)?	HSD does not have a preference. We will accept proposals submitted by one group or agency. We will also accept collective proposals, which is one application submitted by two or more groups and/or agencies. Collective proposals must identify a lead agency or group. See Section II. E. on page 16 of the Guidelines and Application for the format instructions of collective proposals.	March 18, 2019
4	Funding Allocation	How many organizations have the potential to receive the \$4.8 M HSD grant? One or several?	HSD intends to fund a maximum of 25 proposals. See page 4 of the Guidelines and Application.	March 18, 2019

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5	Funding Allocation	How much weight will be given to prior year recipients of HSD funding?	All eligible proposals submitted by current HSD-contracted agencies and new agencies will be reviewed and rated using the same criteria. See question 2 for rating criteria.	March 18, 2019
6	Operations	Will there be an allowance for a “phase in” time and funding organizational or community capacity building for collaboration (i.e., back office operations or essential program development, not currently used or in place)?	<p>An applicant will need to include funding needed for a phase-in time, organizational or community capacity building, collaboration, office operations, and program development as part of their Proposal Budget (Attachment 3 on page 26 of the Guidelines and Application). The contract period is from January 1, 2020 to December 31, 2020. Agencies cannot bill the City of Seattle until one month after the contract start date.</p> <p>If the phase-in time is part of a new body of work, an applicant will need to attach a separate start-up timeline. See Section IV on page 20 of the Guidelines and Application.</p>	March 18, 2019
7	Planning and Development	What’s the process for approving the funding opportunity?	All proposals submitted by qualified applicants as instructed in the Guidelines and Application will be reviewed by a rating panel. The rating panel makes a funding recommendation to HSD leadership. HSD leadership makes the final approval.	March 22, 2019
8	Funding Process Type	What type of funding opportunity is this?	This is a Request for Proposal (RFP).	March 22, 2019
9	Funding Process Type	Will it be an RFP or an RFQ or some other type?	See question 8.	March 22, 2019
10	Help Sessions	Is it correct or not that there will be a consultant to help applicants with their funding application?	HSD is partnering with Equitable Development, LLC to provide optional help sessions intended for grassroots, community-based organizations to receive additional support as they develop their proposals. See Section II on page 5 of the Guidelines and Application for instructions on Help Sessions.	March 22, 2019
11	Review and Rating	Will more than one city department be involved in selecting funding recipients? If yes, what departments are those? If not, who will be selecting the funding receipts?	There are 15 raters who represent focus populations and content expertise. Rating committee members are diverse and well-vetted. For more information about rating committee selection, see pages 27 and 28 of the HSD Funding Process Manual available here .	March 22, 2019

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12	Community engagement	What was the purpose of sending out the report on the 2018 co-design?	Participants of the 2018 co-design requested the report during the co-design process and HSD made it available to the general public.	March 22, 2019
13	Funding	Can you share what investments the City is making (current? Anticipated future?) in youth under 18 who are impacted by trauma and criminal justice involvement?	At this time, HSD does not specifically invest in youth under 18 who are impacted by trauma and criminal justice involvement, though some of our current contractors may provide services related to this population. HSD's Safety RFP has a theory of change that invests in people harmed by the criminal legal system in Seattle, which includes people under 18. HSD doesn't have a list of investments other City departments make in youth under 18 who are impacted by trauma and criminal justice involvement at this time.	May 10, 2019
14	Application	What is the definition of "harmed by the criminal legal system"?	The Safety RFP doesn't define "harmed by the criminal legal system." Applicants are asked to define with whom they plan to work and how they are harmed by the criminal legal system.	May 14, 2019
15	Funding	Is all of funding in the RFP diverted from existing contracts?	The Safety RFP includes funds from existing contracts. HSD is required by city ordinance to make investments using a competitive process in intervals of four years or less.	May 14, 2019
16	Priority and focus populations	What about serving the younger population under age 18 – 24 who will be transitioning into that age group?	The Safety RFP invests in people harmed by the criminal legal system in Seattle. People under age 18 can be supported by this RFP. Page 13 of the Guidelines and Application states: "Applicants should demonstrate their intention and plan to address the disparities associated with the <i>priority</i> and <i>focus populations</i> . Proposals that clearly describe a plan to address significant needs among other populations of people harmed by the criminal legal system in Seattle will also be considered." In the Proposal Design Description on page 17 of the Guidelines and Application, it indicates that "If you are proposing to work with people outside the identified priority population or focus populations, describe their demographics, assets, strengths, challenges, concerns, and how they are disparately impacted."	May 14, 2019
17	Priority and focus populations	So, 18-24 is the priority population, but under 18s can be supported. Does this mean under 18s are not a high priority	See question 16. The <i>priority population</i> for this investment opportunity is 18 to 24-year-old people harmed by the criminal legal system in Seattle. <i>Focus populations</i> are individuals, families and communities who identify as: <ul style="list-style-type: none"> American Indian/Alaska Native/Indigenous 	May 14, 2019

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		though? Or does it mean there is an understanding that under 18s are the future 18-24-year olds, and central to having an impact on 18-24 year olds?	<ul style="list-style-type: none"> • Black/African American/African Descent • Hispanic/Latinx/Indigenous 	
18	Review and rating	Will applications addressing younger populations lose points on evaluation because they are not part of the priority population?	See question 16. No, applications addressing younger populations will not lose points on the evaluation if they do not address the priority population.	May 14, 2019
19	Priority and focus populations	Why doesn't the RFP stipulate that applicants who serve the younger age group can apply? It appears the organizations that serve the younger age group could feel not qualified.	See question 16.	May 14, 2019
20	Priority and focus populations	And can the RFP be amended to make that clear?	See question 16. This RFP Q&A provides the clarification.	May 14, 2019
21	Funding	What is the maximum amount of funding each agency can apply for?	The RFP does not specify a maximum amount that an applicant can request.	May 14, 2019
22	Funding	Is there an ideal balance of large to small agencies that HSD is hoping to fund?	HSD does not have an ideal balance it seeks to fund. HSD intends to contract with a maximum of 25 agencies regardless of size. See page 4 of the Guidelines and Application.	May 14, 2019
23	Review and rating	Will collaborative applications (joint applications) be given favor? Or have a higher allowable funding amount?	The rating criteria for collective proposals and individual agency/group applications is the same. Collective proposals will not have a higher allowable funding amount as there is no maximum amount per application.	May 14, 2019

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24	Operations	How will the referral-recruitment process work? Is it going to be like that of the SYVPI (Seattle Youth Violence Prevention Initiative)?	All awardees from the Safety RFP will participate in a data and learning cohort that will meet regularly. See page 3 of the Guidelines and Application. Through that cohort, a discussion of referral and recruitment will occur. At this time, it is not anticipated to be like that of the SYVPI.	May 14, 2019
25	Contracting	What level of accountability will happen to ensure the money is being well spent and achieving the desired outcome?	All contracted agencies will provide monthly invoices and reporting and will have annual site visits by their contract monitor. Accountability will be furthered through the data and learning cohort where additional evaluation will be solidified.	May 14, 2019
26	Eligibility	Do clients receiving services need to have been engaged in the criminal justice system in Seattle? What about King County, which has jurisdiction? Do people need to be referred to KCPAO by SPD? Does there need to be a record of SPD referral?	See question 14. No, clients do not need to be engaged in the criminal legal system in Seattle or King County. HSD is leaving it up to applicants to describe with whom they plan to engage and how they are harmed by the criminal legal system. HSD is not requiring a formal referral process from, for example, the King County Prosecuting Attorney's Office (KCPAO) by the Seattle Police Department (SPD). If you already have a referral process as part of your program model, please describe it in your proposal. See page 11 of the Guidelines and Application.	May 14, 2019
27	Requirements	What are the criterion for services performed in Seattle, agency address in Seattle, or clients residing in Seattle?	The work of the proposal must occur within Seattle city limits.	May 14, 2019
28	Online submission	By no saving (when submitting electronically), do you mean you cannot save your work and return to the application later but need to complete the application at one time?	Correct.	May 14, 2019
29	Requirements	Please elaborate on "indirect rate."	HSD implemented a policy in 2013 that places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Some	May 14, 2019

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			agencies have federally approved indirect rates and the HSD policy requires that the proportion of indirect costs charged to a contract budget not exceed an agency's federally approved indirect rate, as applicable.	
30	Requirements	So, some clients may live outside of Seattle as long as the work takes place within the city limits?	See questions 26 and 27. We will not be verifying participants' addresses at this time.	May 14, 2019
31	Requirements	Does "within City of Seattle" include addresses in unincorporated King County with Seattle addresses?	See questions 26 and 27. No, the work of the proposal cannot occur in unincorporated King County with Seattle addresses.	May 14, 2019
32	Requirements	How do I obtain more information re: indirect rate?	See question 29. Applicants who include indirect costs in their budget will need to itemize indirect costs in the budget forms. See page 27 of the Guidelines and Application.	May 14, 2019
33	Submission Instructions	Is it advantageous or preferred to include specific names of staff or just positions/titles? Are we allowed to use specific names?	Specificity is encouraged. Names, titles, and roles are okay to use at your own discretion.	May 14, 2019
34	Information and Help Sessions	I am a Trauma Informed Contracted Consultant who has lots of experience with Systems Navigation and Trauma Intervention as well as working with child welfare, youth groups, incarcerated populations and other marginalized and diverse populations. Would it be possible	HSD records the name, agency, telephone number, and email address of information session attendees which will be posted online. This is meant to provide attendees the option or capability to converse or collaborate with others who may be applying for funds.	May 14, 2019

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		for me to share my contact information with agencies interested in this RFP in order to collaborate with them in this process?		
35	Information and help sessions	Can the PowerPoint from today's Webinar be shared with us?	Yes, the PowerPoint is available here . We cannot post the recorded version of the webinar.	May 14, 2019
36	Funding	Is this RFP intended to be the long term "replacement" for our existing Case Management and Central Youth Development Program contracts or is this a completely separate scope of work?	HSD is required by city ordinance to make investments using a competitive process in intervals of four years or less. The Safety RFP includes existing contracts for case management. It does not include existing contracts for youth development. HSD anticipates releasing a Youth Development funding opportunity in 2020.	May 14, 2019
37	Priority and focus populations	How does this RFP support the work with state dependent kids?	See question 16.	May 14, 2019
38	Funding	Is this funding requiring programs to be currently contracted with the City of Seattle or King County?	No, applicants are not required to be currently contracted with the City of Seattle or King County.	May 14, 2019
39	Funding	What does it mean that there is no new money?	HSD has not received any new funding for the work of the Safety RFP. The funding is currently with contracted agencies. HSD is required by city ordinance to make investments using a competitive process in intervals of four years or less. See questions 15 and 36.	May 14, 2019
40	Priority and focus populations	How much younger than 18?	See question 16.	May 14, 2019

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41	Information and help sessions	Is it only in-person or is there a way to call into information session #2?	The second information session on Thursday, May 16, 2019 from 3:00 pm - 4:30 pm is in-person only.	May 15, 2019
42	Eligibility	I have done contracted work for the city before with the OJJDP and SYVPI grants, but I am a sole proprietor of my own business. Would I be eligible to submit an RFP for the Safety RFP as my own business? As I read some of the eligibility criteria, it requested information from a board of trustees and other things that don't apply to me.	See question 1.	May 15, 2019
43	Eligibility	If I do work with or collaborate with other agencies on this project, would I be allowed to work with multiple agencies?	The RFP does not specify a maximum number of collective proposals to which an individual, group, or agency can participate.	May 15, 2019
44	Funding	Is this the new contract replacing the current Seattle Youth Case Management? Or will there be another RFP for youth 14-17?	The Safety RFP includes existing contracts for case management. HSD anticipates releasing Youth Development and Youth Employment funding opportunities in 2020. HSD is required by city ordinance to make investments using a competitive process in intervals of four years or less.	May 15, 2019
45	Strategies and activities	We are being asked to provide project examples for this RFP. Can you list some of the project examples for the board to review before making a decision about applying for this RFP?	See page 10 of the Guidelines and Application, D. Community Best or Promising Practices and page 13 of the Guidelines and Application, G. Expected Proposal Components.	May 15, 2019

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46	Priority and focus populations	Is it ageism to focus on 18 to 24-year olds?	No. See pages 11-12 of the Guidelines and Application.	May 15, 2019
47	Funding	Is it appropriate to contract with a diverse group when 3.5% of the population commits 20% of rape and 40% of assault? Would it be more effective to fund groups that are overrepresenting the people committing these crimes?	The Safety RFP is focused on people harmed by the criminal legal system. See page 14 of the Guidelines and Application, I. Description of Key Staff and Staffing Level.	May 15, 2019
48	Information and help sessions	Is the webinar available for a play back?	We are unable to share the webinar recording as it captured attendee information for which we do not have consent to post publicly. You can find the PowerPoint slide deck used for both information sessions here .	May 16, 2019
49	Priority and focus populations	Will you consider applications for populations that are not listed in the RFP?	Yes. See question 16 and pages 11-13 of the Guidelines and Application.	May 16, 2019
50	Contracting	Who will be on the RFP review committee?	See question 11. We cannot release names until after the RFP selection process is complete. Names of raters can be obtained through an official City of Seattle public disclosure request here .	May 16, 2019
51	Funding	You mentioned SYVPI, how is this RFP related to SYVPI? Will this RFP replace SYVPI?	The Seattle Youth Violence Needs Assessment is referenced on page 9 of the Guidelines and Application. Yes, this RFP will replace some SYVPI contracts.	May 16, 2019
52	Priority and focus populations	Were SPD, King County, and the City Attorney's Office involved in the process of developing this RFP? Do clients need to be court involved?	Yes, the Seattle Police Department, King County Prosecuting Attorney's Office, Seattle City Attorney's Office, and King County Community and Human Services are involved with the funding process workgroup to develop this RFP. Clients do not need to be court involved individuals. See question 26.	May 16, 2019
53	Application	What is the definition of people harmed by the criminal legal system?	See question 14.	May 16, 2019

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54	Funding	Is the \$4.4 million dollars allocated to the RFP new funding?	No, see questions 15 and 39.	May 16, 2019
55	Requirements	What are the geographic limitations for this RFP? Can we serve clients in Monroe or Stafford Creek?	See questions 27, 30, and 31.	May 16, 2019
56	Requirements	Do you have an end game of how you define success/impact? How do we know our efforts are worth it? What are we doing about the 47k students in the Seattle Public Schools?	See questions 13, 16, 24, 25. See page 14 of the Guidelines and Application for information on expected performance commitments. Applicants are asked to describe how they will know when they've achieved impact in the proposal. See page 17 of the Guidelines and Application, A. Proposal Design Description.	May 16, 2019
57	Review and Rating	Experiences of people harmed by the criminal legal system are specific and unique. Do people on the rating panel have lived experience?	Yes, there is representation on the rating panel from those with lived experience. See question 11.	May 16, 2019
58	Requirements	Do clients have to be Seattle residents or have been harmed by the criminal legal system in Seattle?	See questions 14, 26, 27, and 30.	May 16, 2019
59	Requirements	Do clients need to be participants in both strategies?	Clients being served do not have to engage in both strategies, but RFP applicants must provide both strategies.	May 16, 2019
60	Requirements	Can services for clients be done in unincorporated King County?	See question 31.	May 16, 2019
61	Requirements	Harm is very open. Can it also be harm from the prevention side? Do individuals at-risk for	No, prevention work is not included in this RFP.	May 16, 2019

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		harm meet the eligibility requirement?		
62	Priority and focus populations	Can you consider expanding program services geographically? 18 to 24-year old people that are vulnerable to the criminal legal system don't necessarily live in Seattle anymore due to gentrification.	We will explore what regional funding looks like in the future. For this RFP, HSD seeks to fund services that are provided within the City of Seattle limits.	May 16, 2019
63	Eligibility	Is there any way to find out which community agencies are applying for this RFP so that we may work in collaboration?	See question 34.	May 16, 2019
64	Eligibility	Are collective proposals preferred?	See question 3.	May 16, 2019
65	Funding	Is the budget amount per proposal open?	See question 21.	May 16, 2019
66	Requirements	Does the harm caused by the criminal legal system need to be direct or can it be indirect such as a youth whose parent has been incarcerated?	See question 14.	May 16, 2019
67	Eligibility	Are families harmed by the criminal legal system eligible?	See question 14.	May 16, 2019
68	Eligibility	Are you going to add eligibility criteria? The SYVPI criteria was complex.	No, HSD will not add eligibility criteria.	May 16, 2019
69	Contracting	How many contracts are currently funded with the RFP funds?	There are 20 existing contracts that fund the Safety RFP.	May 16, 2019

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70	Planning and Development	Are Asian/Pacific Islanders intentionally excluded from the RFP focus population or was that an oversight?	Yes, we did not include Asian/Pacific Islanders in the focus population based on data depicting disproportionality between race/ethnic populations.	May 16, 2019
71	Review and Rating	Can we see our proposal score?	We will not post RFP rating scores. You can submit an official City of Seattle public disclosure request here , once the RFP process is complete for access to this information.	May 16, 2019
72	Help Sessions	What if we have questions after May 31 st ?	We cannot take additional questions after Friday May 31, 2019, at 12:00pm, noon. We require a 5-business day turnaround time to review and respond appropriately to all questions.	May 16, 2019
73	Help Sessions	Will help session support be available until June 7 th ?	Yes. The last date to have a help session is June 7 th .	May 16, 2019
74	Review and Rating	Can the raters award applicants by combining an application strong in one strategy but weak in the other, with another applicant that is strong where they are weak, and weak where they are strong?	No, we do not pair agencies together. The awarded applicants in the data and learning cohort will work collaboratively in information and strategy sharing. The purpose of this cohort is to learn and work together.	May 16, 2019
75	Operations	I am wondering if there will be any provision for being able to pay undocumented youth. Currently our program places our Education and Employment Training youth and young adults on the county payroll and we have not been able to pay wages to undocumented youth.	By federal law, employers are not allowed to place undocumented people on their payroll.	May 20, 2019
76	Application	Under Format Instructions (D) it states to organize the application	Applicants answer each section (A-F) completely according to the questions. Applicant answers must respond to each question specific to each section (A-F) of the proposal	May 24, 2019

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		according to the section headings in Section III and for the narrative questions to include section titles and question numbers but that we don't need to "rewrite the questions for specific elements of each question." Does that mean that if my response to A 1 also answers A 2 that I do not need to answer it again under A2?	narrative. Responses to each section (A-F) must address the rating criteria for its respective section (A-F). See Section III. Proposal Narrative & Rating Criteria in the Guidelines and Application.	
77	Strategies and activities	In the Guidelines and Application Document, "Indigenous healing practices" and "Restorative Justice and/or healing circles" are listed as examples of activities for trauma intervention. Can you please share HSD's distinction between the two?	Applicants may refer to the report on the 2018 Co-Design that describes Equity and Holistic Approaches. Applicants may refer to the Seattle Reentry Workgroup Final Report strategies and recommendations for Indigenous Community Healing and Reentry Navigation, Healing, and Support.	May 30, 2019
78	Application	The RFP seems to be focused on addressing harm caused by the criminal legal system, but is this meant to be interpreted literally, i.e., individuals, families and communities who have first-hand experience with the criminal legal system and consequently were harmed from this experience or can it include	See question 14.	May 30, 2019

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		addressing harm caused by other traumatic experiences, e.g., Adverse Childhood Experiences, domestic violence, assault, abuse, violence or poverty to name a few. Or can the strategies we propose also address harm experienced by individuals, families and communities caused by indirect exposure to the legal criminal system, e.g., trauma caused by a parent or family member's incarceration?		
79	Priority and focus populations	Section IV, A. Investment Area Background & Requirements, F. Priority Population and Focus Population, (p. 13) states "applicants should demonstrate their intention and plan to address the disparities associated with the priority and focus populations." Can you please elaborate on what is meant by "demonstrate their intention and plan to address the disparities?" Specifically, are you looking for how we plan to address the disparities in a	See questions 16 and 17.	May 30, 2019

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		culturally responsive and equitable vs equal way?		
80	Key staff and staffing level	Description of Key Staff and Staffing Level (p. 14), when it states "staff at all levels of the group and/or agency should reflect...." are you looking to see how every member of the staff (from the bookkeeper to the CEO) meets the criteria or the staff who will be primarily involved with completing the work of this proposal (which will be new staff we have not hired, but hope to do so through this funding)? Also, referring to the second part of that question, what is meant by "demonstrate competence in crisis and trauma intervention?"	Yes, HSD wants to see how staff at all levels of the group and/or agency reflect the lived experiences of those with whom they will engage in their proposal. Applicants are asked to demonstrate competence in crisis and trauma intervention with people harmed by the criminal legal system and embrace the lived experience of communities of color. See page 18, Part C. of Section III. Proposal Narrative and Rating Criteria in the Guidelines and Application.	May 30, 2019
81	Priority and focus populations	Section III, Proposal Narrative & Rating Criteria, Question A. Proposal Design (p. 17), if we are proposing to work with 13 - 17 year olds, would that be considered "outside the identified priority population or focus population and would we be required to describe their demographics, etc. separately?	See questions 16, 17, and 18.	May 30, 2019

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82	Application	Section III, Proposal Narrative & Rating Criteria, Question B. Community Best or Promising Practices (P. 17), states a strong application shows “applicant clearly identifies and demonstrates an understanding of the community best or promising practice(s) they will use in their proposal.” Is there listed anywhere or can you provide a description/definition of the community best or promising practices?	See page 10 of the Guidelines and Application for a list of the Community Best or Promising Practices.	May 30, 2019
83	Application	Section III, Proposal Narrative & Rating Criteria, D. Equity and Empowerment, states "empowerment may be described as building self-determination, developing leadership capacity and centering those most impacted." What is meant by "centering?"	See pages 18-19 of the Guidelines and Application for the rating criteria on Section D. Equity and Empowerment.	May 30, 2019
84	Application	Section III, Proposal Narrative & Rating Criteria, F. Data and Fiscal Management, can you please elaborate on what is meant by "Applicant describes how they collect, analyze and use	See pages 19-20 of the Guidelines and Application for the narrative questions and rating criteria on Section F. Data and Fiscal Management.	May 30, 2019

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		information, specifically how we "use information?"		
85	Requirements	Section IV. Completed Application Requirements, Question 9 (p. 20), how do I know if I have an indirect rate?	An agency requests an indirect rate from the federal agency with whom they have the largest dollar value of federal awards. There is a negotiation and approval process between the agency requesting the indirect rate and the federal agency. See questions 29 and 32.	May 30, 2019
86	Requirements	What if we do not have any audited financial reports at this time?	If a 2018 audit report has not been conducted or is unavailable, then a signed copy of the 2018 unaudited Balance Sheet Report, Income Statement Report, and Statement of Cash Flow should be submitted.	May 30, 2019
87	Application	Can you please confirm that you are leaving it to us to interpret and define if a particular characteristic was due to harm caused by an individual's, family's or community's experience with the criminal legal system?	See question 14.	May 30, 2019