

2019 Safety: Addressing Impacts of the Criminal Legal System Request for Proposal Information Session

May 14, 2019

May 16, 2019



Session Agenda

- Introduction
- Timeline
- HSD's Theory of Change
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A



Introduction

- This 2019 Safety: Addressing Impacts of the Criminal Legal System Request for Proposal is an open and competitive funding process
- Approximately \$4,404,686 is available through the Human Services Department General Fund
- Funding awards will be made for the period of January 1, 2020 to December 31, 2020



Timeline

- Funding Opportunity Released Friday, May 10, 2019
- Information Sessions **Tuesday, May 14, 2019, 2:00 p.m. – 3:30 p.m.**
Join webinar [here](#) or call (206) 386-1200 and enter 1604017# as the conference ID. Link is preferred so you can see the presentation.

Thursday, May 16, 2019, 3:00 p.m. – 4:30 p.m.
Douglass-Truth Library, Meeting Room
2300 East Yesler Way
Seattle, WA 98122
- Help Session Equitable Development, LLC, wtali@eqsdev.com
- Last Day to Submit Questions Friday, May 31, 2019 by 12:00 p.m.



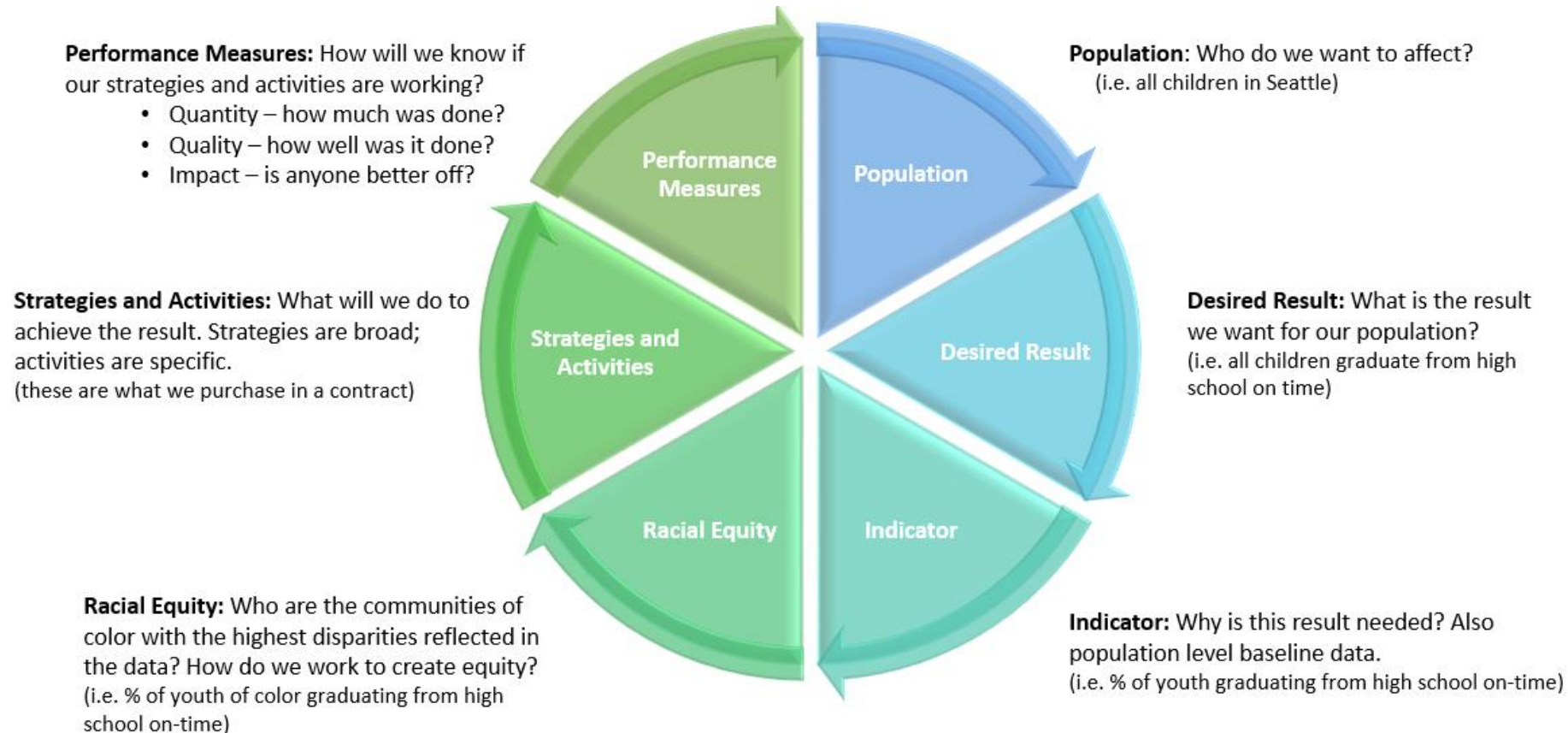
Timeline

- Application Deadline Thursday, June 13, 2019
by 12:00 p.m. (noon)
- Review & Rating Process June 14, 2019 to July 22, 2019
- Award announcement August 27, 2019
- Appeal Process August 27, 2019 – September 9, 2019
- Contract Start Date January 1, 2020



HSD Theory of Change

Uses Results-Based Accountability and leads with race



Background and Requirements (pg. 8)

- Background
- Community Engagement
- Strategies
- Community Best or Promising Practices
- Criteria for Eligible Clients
- Priority and Focus Populations
- Proposal Components
- Performance Commitments
- Key Staff



Background (pg. 8)

- History of systemic violence
- Prison population
- Alignment



Community Engagement (pg. 9)

- 2017 learning circles
- 2018 co-design



Strategies (pg. 10)

Applicants will provide both strategies:

1. Systems Navigation

Individuals and families harmed by the criminal legal system get their basic needs met. This RFP defines a system as a structure that intersects with an individual's or family's ability to fully live their lives.

2. Trauma Intervention

Individuals, families, and communities (with a shared identity, culture, ethnicity, socioeconomic status, or experience) address the harm caused by the criminal legal system. This RFP defines trauma as the result of an experienced event that has lasting adverse effects on individual, familial, and community well-being.

Community Best or Promising Practices (pg. 10)

Public health approaches	Asset-based approaches
Trauma-informed approaches	Community-based crisis response
Place-based approaches	Social justice frameworks
Popular education models	Shared decision-making models
Empowerment approaches	Holistic frameworks that include historical oppression, resilience and transcendence
Root cause analysis frameworks	Ecological models
Participant-led advocacy models	Collective impact models
Holistic approaches	Community development models
Multi- and inter-generational approaches	Community-based participatory research models
Spiritual based approaches	



Criteria for Eligible Clients (pg. 11)

People harmed by the criminal legal system in Seattle.



Priority and Focus Populations (pg. 11)

1. Priority Populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, behavioral health, violence involved, etc.). The priority population for this investment opportunity is **18 to 24-year-old people harmed by the criminal legal system in Seattle.**
2. Focus populations are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the most recent data, focus populations for this investment opportunity are individuals, families and communities who identify as:
 - American Indian/Alaska Native/Indigenous
 - Black/African American/African Descent
 - Hispanic/Latinx/Indigenous



Proposal Components (pg. 13)

This RFP requires applicants to provide both strategies for all the priority and focus population(s) in their proposal:

1. Systems Navigation Strategy: Examples of systems include, but are not limited to:

Criminal legal	Education
Housing	Health (physical and behavioral)
Employment	Emergency response
Child welfare	Finance

Examples of activities include, but are not limited to:

Case management	Training and/or workshops
Information and referral	Outreach and engagement

Proposal Components (pg. 13)

This RFP requires applicants to provide both strategies for all the priority and focus population(s) in their proposal:

1. Trauma Intervention Strategy: Examples of activities include, but are not limited to:

Indigenous healing practices	Restorative justice and/or healing circles
Family reconciliation	Undoing racism practices
Mediation	Art and music therapy

Performance Commitments (pg. 14)

All funded applicants will be required to participate in a data and learning cohort that will meet regularly. This cohort will:

- review data metrics and develop measuring tools in the first quarter of 2020 for annual contracts beginning with the first year;
- develop partnerships and share resources to support community best and promising practices; and
- identify lessons learned that will inform subsequent contract years.

Performance Commitments (pg. 14)

Quantity, quality, and impact measures may include, but are not limited to:

1. Quantity:
 - # of people harmed by the criminal legal system who engage in systems navigation
 - # of people harmed by the criminal legal system who engage in trauma intervention
2. Quality:
 - Ratio of key staff to people who engage in systems navigation
 - Ratio of key staff to people who engage in trauma intervention

Performance Commitments (pg. 14)

3. Impact:

- % of the people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met
- % of people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed



Key Staff (pg. 14)

Staff at all levels of the group and/or agency should reflect the lived experiences of those with whom they will engage in their proposal, be culturally relevant and responsive, and show the ability to empower others to lead change. Agencies or groups should demonstrate competence in crisis and trauma intervention with people harmed by the criminal legal system and embrace the lived experience of communities of color.



Submission Instructions (pg. 15)

- Applications due on 12:00 p.m. (noon) on Thursday, June 13, 2019.
- Mail or hand deliver to:
 - Seattle Human Services Department
 - RFP Response – 2019 Safety
 - ATTN: Leslea Bowling**
 - 700 Fifth Ave, Suite 5800
 - P.O. Box 34215
 - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed or e-mailed submissions**
- Applications must be complete and on-time



HSD Online Submission System (pg. 15)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- 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 automatically sends a confirmation to all e-mail addresses you enter



Complete Applications (pg. 20)

Late applications will not be accepted.

HSD is not responsible for ensuring that applications are received by the deadline.

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response (12-page limit)
- Proposal Budget and Proposal Personnel Detail Budget forms
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Current Board of Directors roster
- Minutes from last 3 Board of Directors meetings
- Federally approved Indirect rate, if applicable
- Start-up timelines, if applicable
- Letters of intent, if applicable



Fiscal Documents (pg. 20)

- Agencies for which we have current financial and insurance documents will not be required to resubmit
- Agencies for which we have incomplete or no financial and/or insurance documents will be notified by the Coordinator and required to submit ALL requested documents within 4 business days from the date of written request
- Financial and Insurance documentation that may be requested are listed in Section IV. of the Application



For Collective Proposal Only (pg. 16)

For collective proposals by two or more groups and/or agencies, submit one application. One group or agency of the collective will serve as the lead for submission and point of contact.

1. The lead member of the collective will complete the:
 - Application Cover Sheet that includes a signature from each collective members' Director or authorized representative.
 - Roster of the lead member's current Board of Directors
 - Minutes from the lead member's last three Board of Directors meetings
 - Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Lead member must have a federal tax identification number/employer identification number.
 - If lead member has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.



For Collective Proposal Only (pg. 16)

2. The work of all members of the collective must be reflected in the:
 - Narrative response
 - Proposal Budget
 - Proposal Personnel Detail Budget
 - If the collective is proposing a new body of work, attach a separate start-up timeline for the work.



Rating Criteria (pg. 16)

Scoring

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
TOTAL:	100 points



Review and Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- Interviews/site visits
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place
- Have someone else read your application before submitting



Tips (continued)

- Meet the 12-page limit
- Use the application submission checklist
- Start early
- Schedule a help session: wtali@eqsdev.com
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline Friday, May 31 by 12:00 p.m. (noon): Leslea Bowling at leslea.bowling@seattle.gov***



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual
- 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 four (4) business days from the date of written application status (award/denial)
- A written decision by the HSD Director will be made within four (4) 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?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Leslea Bowling at leslea.bowling@seattle.gov with questions prior to Friday, May 31 at 12:00 p.m. (noon)
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or mari.sugiyama@seattle.gov

