



**City of Seattle
Human Services Department**

Family Child Care Outreach Project

2014 Letter of Intent

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**City of Seattle
Human Services Department
Family Child Care Outreach Project
2014 Letter of Intent**

LETTER OF INTENT GUIDELINES

I. INTRODUCTION

The Seattle Human Services Department (HSD) is issuing a Letter of Intent (LOI) in response to the “Family Child Care Provider Outreach and Quality Enhancement” Budget Issue Paper (#HSD-143). A one-time addition of \$148,500 in General Funds will provide outreach and training for 100 Seattle family child care providers who serve low-income children. The Family Child Care Outreach Project also includes outreach to families who are eligible for HSD child care subsidies. Funding awards will cover the period of April 1, 2014 through March 31, 2015.

This project will provide outreach and training to 100 Seattle family child care providers who serve low-income children to help providers meet quality guidelines for HSD’s Child Care Subsidy program and will also conduct outreach to families who are eligible for HSD Child Care subsidies.

Eligible agencies must have a minimum of two years training and outreach experience with licensed family child care providers; have experience in working with low-income communities of color and limited English-speaking communities; must be in good standing with the City (i.e. no current corrective action) if a current contractor; and have a minimum of three years of experience with organizational capacity building and program quality assurance to apply for funding through this LOI.

All LOI materials and updates are available at: www.seattle.gov/humanservices/funding/. If you have questions about the LOI Guidelines or Application process, please contact:

Tanya Kim, LOI Coordinator, at tanya.kim@seattle.gov

Leilani Dela Cruz, Early Learning and Child Development Manager, at leilani.delacruz@seattle.gov

II. TIMELINE

Letter of Intent Released	Monday, February 24, 2014
Information Session	Thursday, February 27, 2014 12:30 p.m. - 1:30 p.m. Beacon Hill Library 2821 Beacon Ave. S. Seattle, WA 98144
Final Day for LOI Related Questions	Wednesday, March 5, 2014 by 12:00 p.m.
Proposals Due	Monday, March 10, 2014 by 12:00 p.m. NO LATE PROPOSALS WILL BE ACCEPTED
Planned Award Notification	Wednesday, March 19, 2014
Contract(s) Begin	Tuesday, April 1, 2014

Staff at the Information Session will review the LOI and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the LOI Coordinator, will be posted online at: www.seattle.gov/humanservices/funding/. Questions submitted outside of the Information Session should be submitted to the LOI Coordinator via email; agencies will receive a response via email. The final day to ask questions related to the LOI is Wednesday, March 5, 2014 at 12:00 p.m., in order to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

III. PROGRAM REQUIREMENTS

A. Performance Commitments

This project will provide outreach and training to 100 Seattle family child care providers who serve low-income children to help providers meet quality guidelines for HSD's Child Care Subsidy program. The goals of the HSD Family Child Care Outreach Project LOI are to expand HSD's child care subsidy program to include at least 60 additional family child care providers; facilitate the enrollment of low-income families into HSD's child care subsidy program by outreaching into low income communities; and support children's readiness for and success in school by connecting family child care providers with K-3 elementary teachers in low-performing/high-achievement-gap schools as part of the City's ongoing PreK-3 initiative.

Agencies will report on outcomes and the expansion of the child care subsidy program through performance commitments. Specific numerical goals will be determined during contract negotiation for the family enrollment and child readiness performance commitments and are dependent, among other factors, on the number of Agencies awarded funding through this LOI. The total performance commitment goal of the Family Child Care Outreach Project is to outreach and train 100 Seattle family child care providers. At least 60 of the 100 family child care providers will contract with HSD's child care subsidy program.

Examples of performance commitments are shown below.

- Licensed family child care providers attend an orientation for the purpose of obtaining a Vendor Service Agreements.
- Licensed family child care providers will receive site visits with technical assistance and coaching by the City Education Specialist.
- Interpretation provided for orientations, on-site coaching/training and follow-up visits to the selected family child care providers/cohort with limited English proficiency.
- Licensed family child care providers will receive training on issues to support their capacity to be a successful small business such as financial management, working with government agencies (State and City), etc.
- Family child care providers will be connected with K-3 elementary teachers in low-performing/high-achievement-gap schools as part of the City's ongoing PreK-3 initiative.
- Families connect with City of Seattle Child Care Assistance Program Parent Intake Representatives to receive subsidies.

B. Reporting Requirements

The Agency awarded funding will submit regular status reports, narratives and data demonstrating the effectiveness of services provided in achieving the program's milestones, performance goals and objectives. All reports shall be submitted to HSD by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

IV. HSD GUIDING PRINCIPLES

In addition to the investment outcomes stated in this LOI, investments will reflect the Seattle Human Services Department's vision, mission and values and support the Department's strategic planning work and initiatives.

Vision

The vision of the Seattle Human Services Department is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all of our communities thrive, and people grow up and grow old with opportunity and dignity.

Mission

The mission of the Seattle Human Services Department is to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities.

Values

We accomplish our mission by adhering to core values and funding programs whose work supports them:

- Vision – we are future-focused, funding outcomes that create a stronger community.
- Innovation – we foster an environment where creativity and new approaches are valued, tested, refined and implemented.
- Results – we fund and administer programs that are accountable, cost-effective, and research-based, ensuring people receive high-quality services.
- Equity – our resources are devoted to addressing and eliminating racial, social, economic, and health disparities in our community.
- Creative collaboration – we share the collective wisdom of our colleagues and community to develop and implement programs.
- Service – we ensure the programs we support are accessible to all community members and deliver high-quality, welcoming customer service.

HSD’s Commitment to Funding Culturally Responsive Services

The City of Seattle Human Services Department (HSD) has developed investment principles that reflect HSD’s commitment to funding culturally responsive services to create positive client outcomes. These investments help ensure that the academic, cultural, and emotional needs of children enrolled in our early learning programs are met and that services produce stronger outcomes for our children, families, and communities. Agencies applying for investments will demonstrate the capacity to routinely deliver client-centered and strength-based services that are culturally:

1. **ACCESSIBLE** through language, location, and delivery style. Agencies will have the capacity to overcome mainstream barriers and/or provide effective alternative strategies that enable children and families to easily access mainstream and nontraditional programs and services that support children in being kindergarten ready.
2. **RESPONSIVE** to the linguistic needs of residents. Culturally responsive education is “using cultural knowledge, prior experiences, frames of reference, and performance styles of ethnically diverse students to make learning more relevant and effective for them.”¹ Programs have the capacity to appropriately serve and engage persons for whom English is not a primary language. Staff will work to ensure that residents have access to culturally appropriate interpreter services and/or written materials available in multiple languages. Programming and information will be offered in the home languages of children and families or translation will be provided; alternatives to written materials will be offered to families with low literacy levels. A commitment to practicing cultural responsiveness should be demonstrated throughout all levels of the agency, including policies, governance and staffing,

¹ Gay, G. (2000). *Culturally Responsive Teaching: Theory, Research and Practice*. New York, NY: Teachers College Press, Pg. 16.

and be incorporated into the service model and delivery. Agencies should make every effort to recruit and retain a work force (paid and voluntary) and policy-setting and decision-making bodies that are reflective of the populations being served via this investment.

3. **RELEVANT** in addressing the cultural needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices. Culturally relevant education “is an approach that serves to empower students to the point where they will be able to examine critically educational content and process and ask what its role is in creating a truly democratic and multicultural society. It uses the students’ culture to help them create meaning and understand the world. Thus, not only academic success, but also social and cultural success is emphasized.”² Commitment and experience of the agency reflects effective, mutually beneficial relationships with grassroots organizations that are reflective of the populations being served via this investment. Program should be staffed with people who have the cultural capacity to create authentic and effective relationships with members of cultural groups and/or communities of color.
4. **COMPETENT:** Cultural Competency is “a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or profession that enables that system, agency, or profession to work effectively in cross-cultural situations.”³ It is “the ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently act on that understanding.”⁴ It is “the ability to function effectively in the midst of cultural differences. It includes knowledge of cultural differences, awareness of one’s own cultural values, and ability to consistently function with members of other cultural groups.”⁵

V. CONTRACTING REQUIREMENTS

- Any contract resulting from this LOI will be between the City of Seattle Human Services Department and the applicant organization.
- Contracts may be amended to ensure that services and outcomes align with community needs, or changes in availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Service Agreement (MASA). These requirements shall be included in any contract awarded as a result of the LOI and are not negotiable. A copy of the MASA is available at <http://www.seattle.gov/humanservices/funding/>.

² Ladson-Billings, G (1995). “Toward a Theory of Culturally Relevant Pedagogy”. American Educational Research Journal, 32(3), pg. 110.

³ Cross, t., Bazron, B.J., Dennis, K. and Isaacs, M.R. (1989) Towards a Culturally Competent System of Care (Vol.1). Washington, DC: National Technical Assistance Center for Children’s Mental Health, pg. 121.

⁴ Coyne, C. (2001) “Cultural Competency: Reaching Out to All Populations”. PT Magazine, pgs. 44-50.

⁵ York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161

- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded through this LOI must publicly recognize HSD's contribution to the program.
- Contractors will maintain a public liability insurance policy with a minimum limit of \$1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification or loss.

VI. SELECTION PROCESS

Agencies must demonstrate the capacity to meet all of the program requirements. All interested parties must submit a complete proposal packet to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated by members of the review committee. An eligibility screening will verify that the applicant: has a minimum of two years training and outreach experience with licensed family child care providers; has experience in working with low-income communities of color and limited English-speaking communities; must be in good standing with the City (i.e. no current corrective action) if a current contractor; and has a minimum of three years of experience with organizational capacity building and program quality assurance. The proposal must be complete (responds to all questions and includes all of the items included on the checklist) and submitted on time.

Each proposal will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the LOI. The review committee will forward its funding recommendation to the HSD Director. Notification of funding will be sent to the Executive Director or Agency lead of the applicant organization.

HSD reserves the right to make awards without further discussion of the proposal submitted. Therefore, the proposal should be submitted on the most favorable terms. If the proposal is selected for funding, the proposer should be prepared to accept the proposed terms for incorporation into a contract resulting from this LOI process.

HSD also reserves all rights not expressly stated in this process, including making no awards or awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this LOI.

VII. APPEAL PROCESS

A proposer is any legal entity that has responded to a formal process (Request for Investments (RFI), Request for Qualifications (RFQ), Request for Proposals (RFP), Letter of Intent (LOI), bid requests, notice of funding availability or similar process) conducted by the Human Services Department (HSD) in soliciting applications for the provision of defined services. Proposers 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;
- Errors in computing scores;
- Violation of policies or guidelines established in the LOI; and/or
- Failure to adhere to published criteria and/or procedures.

Appeals Deadlines:

- The Human Services Department will notify all proposers in writing of the acceptance or rejection of the proposal, and if appropriate, the level of funding to be allocated.
- Within ten (10) working days from the date of the written notification, the proposer may submit a written appeal to the HSD Director.
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision of the HSD Director will be made within ten (10) working days of the receipt of the appeal. The HSD Director's decision is final.
- If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal resolved. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

Appeals Form and Content:

A notice to HSD staff that a proposer intends to appeal does not reserve the right to an appeal. The proposer must actually file an appeal within the required deadlines, and following proper format. A casual inquiry, complaint, or an appeal that does not provide the facts and issues, and/or does not comply with the form, content or deadlines herein, will not be considered or acted upon as an appeal.

All appeals shall be in writing and state that the proposer is submitting a formal appeal. Deliveries by hand, e-mail or fax are acceptable. HSD is not responsible to assure an appeal is received by HSD within the appeals deadlines. If HSD staff does not receive the appeal in a timely manner, the protest can be rejected. Address the appeal to:

Catherine Lester, HSD Interim Director
700 5th Ave., Suite 5800
P.O. Box 34215
Seattle, WA 98124-4215
Catherine.Lester@seattle.gov

Include the following information in your appeal letter. Include all information you want considered within the package you submit. Failure to provide the following information can result in rejection of your appeal if the materials are not sufficient for HSD to adequately consider the nature of your appeal:

- a. Agency name, mailing address, phone number, and name of individual responsible for submission of the appeal;
- b. Specify the RFI/RFQ/LOI title;
- c. State the specific action or decision you are appealing;
- d. Indicate the basis for the appeal including specific facts;
- e. Indicate what relief or corrective action you believe HSD should make;
- f. Demonstrate that you made every reasonable effort within the RFI/RFQ/LOI schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification, and otherwise alerting HSD to any perceived problems; and
- g. Signed by an authorized agent of the Agency.

Appeals Process:

The HSD Director will review the appeal. All available facts will be considered and the HSD Director shall issue a final decision. This decision shall be delivered in writing by e-mail, fax, or mailed notice to the proposer making the appeal.

Each written determination of the appeal shall:

1. Find the appeal lacking in merit and uphold the City action; or
2. Find only immaterial or harmless errors in HSD's LOI process and therefore reject the appeal; or
3. Find merit in the appeal and proceed with appropriate action, which may include but is not limited to rejecting all intended awardees or re-tabulating scores.

If HSD finds the appeal without merit, HSD may continue with the funding process or enter into a contract with the successful proposer(s) if the contract has not been previously signed. Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet critical client needs. Nothing herein shall diminish the authority of HSD to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.



**City of Seattle
Human Services Department
Family Child Care Outreach Project**

2014 Letter of Intent

APPLICATION INSTRUCTIONS AND MATERIALS

This Instructions and Materials Packet contains information and materials for agencies responding to the Family Child Care Outreach Project Letter of Intent (LOI) Guidelines. The LOI Guidelines is a separate document that outlines the LOI submission and award process and provides more details on the service and funding requirements.

I. SUBMISSION INSTRUCTIONS & DEADLINE

Completed proposal packets are due by 12:00 p.m. on Monday, March 10, 2014.

Proposal packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline. *Late proposals will not be accepted or reviewed for funding consideration.*

- **Electronic Submittal:** Proposals may be submitted electronically via HSD's Online Proposal Submission System at <http://web1.seattle.gov/hsd/rfi/index.aspx>.
- **Hand Delivery or US Mail:** The proposal packet can be hand-delivered or mailed to:

Seattle Human Services Department
LOI Response – Family Child Care Outreach Project
Attn: Tanya Kim

Delivery Address
700 5th Ave., 58th Floor
Seattle, WA 98124-4215

Mailing Address
P.O. Box 34215
Seattle, WA 98124-4215

II. FORMAT INSTRUCTION

- A. Proposals will be rated only on the information requested and outlined in this LOI. Do not include brochures, or letters of support. Proposals that do not follow the required format will be deemed unresponsive and will **not** be rated.
- B. The proposal should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 12-point font.
- C. The narrative may not exceed a total of five (5) pages. The Cover Sheet, Budget and other required forms do not count toward the five (5)-page limit.
- D. Please format your response in the order of the questions. You do not need to rewrite the questions.
- E. Complete and attach the required forms, which can be found in Section VI, Proposal Attachments.

III. PROPOSAL NARRATIVE AND FORMS

- A. **Proposal Cover Sheet (Attachment 1)**
Complete Attachment 1: Proposal Cover Sheet. The Cover Sheet must be completed and signed by the Agency representative authorized to submit the proposal to HSD.
- B. **Narrative (90 out of 100 points)**
 - 1. **Project Model (25 points)**
Describe the Family Child Care Outreach Project model your Agency is proposing, including services to be offered, hours of operation, location, number and type of staff to be used (paid, volunteer, combination), including their training, education and experience working with licensed family child care providers. Describe any resources you plan to leverage.
 - 2. **Population to be Served (20 points)**
Describe how your Agency will outreach and engage the following priority populations: licensed family child care providers operated by limited English speakers and people of color, low-income limited English-speaking families and families of color. Providers and families are located within the City of Seattle.
 - 3. **Agency Experience (25 points)**
Describe your Agency's experience and success in providing culturally appropriate services for licensed family child care providers. Describe your Agency's technical assistance experience in providing organizational capacity building. Describe the resources, including partnerships and referrals, to be used to serve low-income limited English-speaking families and families of color. Provide specific data that illustrates your Agency's successes in these areas.

4. Agency Capacity (20 points)

Describe your Agency's capacity to meet the total Project goal of outreach and training for 100 Seattle family child care providers, of which at least 60 family child care providers will contract with HSD's child care subsidy program, in the contract period of April 1, 2014 through March 31, 2015.

C. Budget (10 out of 100 points)

- **Complete Attachment 2: Proposed Program Budget Summary**

The budget form should reflect the costs for April 1, 2014 - March 31, 2015, for the proposed project only, not the Agency's total budget. Provide sufficient detail, as requested in the budget forms, using the BARS Classification of Expenditures format. (See Attachment 4, Classification of Expenditures Guidelines.)

- **Complete Attachment 3: Personnel Detail Form**

Indicate source of funding for each position and itemize specific personnel benefits (i.e., FICA, pensions/retirement, industrial insurance, health/dental care, and unemployment compensation). The number and type of personnel included must be reflective of the type(s) of service and level of performance proposed.

IV. RATING CRITERIA

1. Project Model (25 points)

Describe the Family Child Care Outreach Project model your Agency is proposing, including services to be offered, hours of operation, location, number and type of staff to be used (paid, volunteer, combination), including their training, education and experience working with licensed family child care providers. Describe any resources you plan to leverage.

Criteria:

- Agency must have a minimum of two years training and outreach experience with licensed family child care providers and must be in good standing with the City (i.e. no current corrective action) if a current contractor.
- Agency describes a project model that delivers on outreach and training to licensed child care providers, facilitates the enrollment of low-income families into HSD's child care subsidy program, and connects family child care providers with K-3 elementary teachers in low-performing/high-achievement-gap schools as part of the City's ongoing PreK-3 initiative.
- Agency describes sufficient hours of operation, location, space and staffing to successfully meet the needs for the project.
- Staff and volunteers have education, training and experience to effectively deliver the services described in the application.
- Services build on the provider and participants' strengths and need.
- Agency is leveraging additional resources in support of this program.

2. Population to be Served (20 points)

Describe how your Agency will outreach and engage the following priority populations: licensed family child care providers operated by limited English speakers and people of color, low-income limited English-speaking families and families of color. Providers and families are located within the City of Seattle.

Criteria:

- Agency staff are culturally competent to provide services for low-income limited English-speaking families and families of color.
- Agency staff are culturally competent to deliver services for child care providers operated by limited English-speakers and people of color.
- Agency staff and board of directors represent the priority populations.
- Agency staff are skilled and have demonstrated the ability to communicate and build trust and rapport with the priority populations.

3. Agency Experience (25 points)

Describe your Agency's experience and success in providing culturally appropriate services for licensed family child care providers. Describe your Agency's technical assistance experience in providing organizational capacity building. Describe the resources, including partnerships and referrals, to be used to serve low-income, limited English-speaking families and families of color. Provide specific data that illustrates your Agency's successes in these areas.

Criteria:

- Agency has a minimum of three years of experience with organizational capacity building and program quality assurance.
- Agency describes specific examples of service delivery for licensed family child care providers or service delivery experience in assisting family child care providers to become licensed.
- Agency describes its experience with organizational capacity building through technical assistance.
- Agency is able to list resources (e.g. staff, expertise, partners, and connections to resources) that will assist them in working with the low-income, limited English-speaking families and families of color.

4. Agency Capacity (20 points)

Describe your Agency's capacity to meet the total Project goal of outreach and training for 100 Seattle family child care providers, of which at least 60 family child care providers will contract with HSD's child care subsidy program, in the contract period of April 1, 2014 through March 31, 2015.

Criteria:

- Agency indicates they have the capacity to start operations approximately April 1, 2014.
- Staffing and space are already in place, or a plan has been described to obtain them.

- If additional time is needed, Agency has provided a realistic, detailed timeline with a start date.

5. **Budget (10 points)**

Complete Attachment 2: Proposed Program Budget Summary

The budget form should reflect the costs for April 1, 2014 - March 31, 2015, for the proposed project only, not the Agency's total budget. Be sure to provide sufficient detail, as requested in the budget forms, using the BARS Classification of Expenditures format. (See Attachment 4, Classification of Expenditures Guidelines.)

Criteria:

- The budget form is filled out completely and accurately.
- The budget reflects realistic costs and expenses for the project.
- The agency has additional funding they are leveraging for the project.

Complete Attachment 3: Personnel Detail Form

Indicate source of funding for each position and itemize specific personnel benefits (i.e., FICA, pensions/retirement, industrial insurance, health/dental care, and unemployment compensation). The number and type of personnel included must be reflective of the type(s) of service and level of performance proposed.

Criteria:

- Wages and benefits are sufficient to ensure a stable workforce.

V. PROPOSAL CHECKLIST

A complete proposal packet must include all of the following items:

1. A completed LOI Proposal Cover Sheet (Attachment 1).
2. Program Description Narrative
3. A completed Program Budget Summary Form (Attachment 2).
4. A completed Program Budget -Personnel Detail Form (Attachment 3).

Incomplete proposal packets will be deemed unresponsive and will **not** be rated.

VI. ATTACHMENTS

Attachment 1: Letter of Intent Proposal Cover Sheet

Attachment 2: Proposed Program Budget Summary

Attachment 3: Proposed Budget - Personnel Detail Form

Attachment 4: BARS Classification of Expenditures Guidelines



City of Seattle
 Human Services Department
 Family Child Care Outreach Project
 Letter of Intent Proposal Cover Sheet

1. Agency:	
2. Agency Executive Director:	
3. Agency Primary Contact Name: Title: Address: Email: Phone Number:	
4. Federal Tax ID or EIN:	5. DUNS Number:
6. WA Business License Number:	
7. Number of licensed family child care providers to be outreached to (up to 100):	
<p>Authorized Signature of Applicant / Agency Lead <i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

Attachment 2: Proposed Program Budget Summary

Agency Name:		Project/Program:			
Person Completing Form:		Phone Number:			
	Amount by Fund Source				
ITEM	HSD LOI Request	Other ¹	Other ¹	Other ¹	Total Project
1000 - PERSONNEL SERVICES	AMOUNTS FOR THESE ITEMS ENTERED BY COMPLETING PERSONNEL DETAIL FORM				
1110 Salaries – Full- & Part-Time					\$0.00
1300 Fringe Benefits					\$0.00
SUBTOTAL – PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000 - SUPPLIES					
2100 Office Supplies					\$0.00
2200 Operating Supplies ²					\$0.00
2300 Repairs & Maintenance Supplies					\$0.00
SUBTOTAL – SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000 - 4000 OTHER SERVICES & CHARGES					
3100 Expert & Consultant Services					\$0.00
3140 Contractual Employment					\$0.00
3150 Data Processing					\$0.00
3190 Other Professional Services ³					\$0.00
3210 Telephone					\$0.00
3220 Postage					\$0.00
3300 Automobile Expense					\$0.00
3310 Convention & Travel					\$0.00
3400 Advertising					\$0.00
3500 Printing & Duplicating					\$0.00
3600 Insurance					\$0.00
3700 Public Utility Services					\$0.00
3800 Repairs & Maintenance					\$0.00
3900 Rentals – Buildings					\$0.00
Rentals – Equipment					\$0.00
4210 Education Expense					\$0.00
4290 Other Miscellaneous Expenses ⁴					\$0.00
4999 Administrative Costs/Indirect Costs ⁵					\$0.00
SUBTOTAL – OTHER SERVICES & CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

¹ Identify specific funding sources included under "Other" above:	
TOTAL	\$0.00

² Operating Supplies - Itemize below (Do Not Include Office Supplies):	
TOTAL	\$0.00

³ Other Professional Services - Itemize below:	
TOTAL	\$0.00

⁴ Other Miscellaneous Expenses - Itemize below:	
TOTAL	\$0.00

⁵ Administrative Costs/Indirect Costs –Itemize below	
TOTAL	\$0.00

Complete this section
Does agency have a federally approved indirect cost rate? If yes, provide the 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. The policy also requires that the proportion of indirect costs charged to a contract budget not exceed an agency’s federally approved indirect rate, as applicable. Other restrictions based on fund source requirements may also apply.

Attachment 3: Proposed Budget: Personnel Detail

Agency Name:	Project/Program Name:
Person Completing Form:	Phone Number:

Full-Time Equivalent (FTE) = # of Hours/Week				Fund Sources				
Position Title	Hourly Rate	FTEs	Number of Hours	<i>HSD LOI Request</i>	<i>Other</i>	<i>Other</i>	<i>Other</i>	Total Program
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal – Salaries & Wages				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Personnel Benefits:	FICA							\$0.00
	Pensions/Retirement							\$0.00
	Industrial Insurance							\$0.00
	Health/Dental							\$0.00
	Unemployment Compensation							\$0.00
Subtotal – Personnel Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel Costs (Salaries & Benefits)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BARS Classification of Expenditures Guidelines

1000	PERSONNEL SERVICES – Includes expenses for salaries, wages, and related employee benefits	
	1100	Salaries & Wages – Fees paid for personal services rendered.
	1110	<u>Salaries (Full- & Part-Time)</u> – Salaries and wages paid for services rendered by full- & part-time employees.
	1190	<u>Other Salaries & Wages</u> – Salaries and wages paid for services performed by work study, temporary and intermittent employees.
	1220	<u>Overtime</u> – Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
	1300	Fringe Benefits – FICA, Pensions & Retirement, Health Care, Dental, Unemployment Compensation, Industrial Insurance & Medical Aid
2000	SUPPLIES – Includes articles or commodities which are consumed.	
	2100	<u>Office Supplies</u> – Supplies and materials that are to be used in the office. <i>Examples: office stationery forms and small items of equipment (value under \$5,000, except computers and software).</i>
	2200	<u>Operating Supplies</u> – Supplies used to fulfill the needs of operations
	2300	<u>Repairs & Maintenance Supplies</u> – Supplies used in repair and maintenance. <i>Examples: building materials & supplies, paints & painting supplies, plumbing supplies, motor vehicle repair & small tools.</i>
	2500	Fuel Cost – gas, diesel, heating
	2600	Minor Data Processing Items
	2610	<u>Personal Computer & Printers</u> – Value per item over \$1,000 and under \$5,000.
	2620	<u>Software Purchases</u> – Under \$5,000 per item.
3000-4000	OTHER SERVICES & CHARGES	
	3100	<u>Expert & Consultant Services</u> – Services performed on a non-recurring basis. <i>Examples: auditing services, accounting services, special legal services, and other individual and one-time services.</i>
	3140	<u>Contractual Employment</u> – Fees paid to individuals or businesses for temporary or short-term services.
	3150	<u>Data Processing</u> – All data processing charges.
	3190	<u>Other Professional Services</u> – Professional services not covered in the above classifications. <i>Examples: Janitorial services, protective services, and other professional services.</i>
	3210	<u>Telephone</u> – Includes installation, long distance, directory service & local telephone service costs.
	3220	<u>Postage</u> – Includes all meter postage, stamps, postal permits, etc.
	3290	<u>Other Communications</u> – Includes Western Union costs.
	3300	<u>Automobile Expense</u> – Includes lease and motor pool charges.
	3310	<u>Convention & Travel</u> – Includes transportation, meals and lodging expenses incurred by the employee in the performance of official duties. A convention and travel authorization signed by your Executive Board must accompany any check paying convention and travel expenses.
	3320	<u>Private Auto Allowance</u> – Includes lease and motor pool charges.
	3390	<u>Other Transportation Expense</u> – Transportation expenses not covered in the above classifications.
	3400	<u>Advertising</u> – Includes cost of advertising, publication of public notices, and other such items.
	3500	<u>Printing & Duplicating</u> – Includes printing, duplicating and/or binding of books, pamphlets, newsletters and other reading materials.
	3600	<u>Insurance</u> – Includes all insurance premiums except what is applicable to Personnel Services.
	3700	<u>Public Utility Services</u> – Includes Washington Natural Gas, City Light, Water, Garbage, Sewer and Puget Power.
	3800	<u>Repairs & Maintenance</u> – Includes all services required in the maintenance of all equipment, machinery, buildings and improvements.
	3900	<u>Rentals</u> – This classification should include all types of rentals. Examples: Rental of office equipment, land, buildings, movie rental fees, and machinery and equipment rental charges.
	4210	<u>Education Expense</u> – Includes tuition, travel and living expenses of employees sent to educational programs or schools.
	4290	Direct Client Assistance