



City of Seattle
Human Services Department

2017
Kinship Caregiver Support Program
Request for Proposal

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**2017
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GUIDELINES

I. Introduction

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing Kinship Caregiver Support Program (KCSP). The Kinship Navigator, Kinship Collaboration Coordinator and Kinship Caregiver Support Program Services provide support for kinship caregivers and the agencies that support them. This Request for Proposal (RFP) is open to any legally constituted entities that meet the minimum eligibility requirements outlined in Section VII of the Guidelines. The purpose of the funding process is to (1) Reduce the physical and emotional stress experienced by kinship caregivers; (2) Address basic needs by increasing access to support, such as food, Medicare, TANF, etc.; (3) Improve the ability of kinship caregivers to experience stable health; (4) Improve the ability of older adult kinship caregivers to age in place successfully.

A “kinship caregiver” is a relative such as a grandparent, uncle, or sister caring for a child 18 years of age or younger whose own parents are unable or unwilling to do so. This RFP combines three related programs for kinship caregivers – the King County Kinship Navigator, the King County Kinship Collaboration Coordinator, and Kinship Caregiver Support Program services: Outreach/Recruitment; Support Groups; Training; and Information & Referral/Support Services.

Approximately \$191,500 is available through this Request for Proposals from the following sources:

Fund Sources	Program	Fund Amount
<i>Older Americans Act Title 3E – Services for Grandparents</i>	Kinship Caregiver Support Program	\$76,194
<i>Aging and Long Term Care Support Administration Kinship Navigator state funds</i>	Kinship Navigator	\$76,306
<i>Unrestricted Funds</i>	Kinship Collaboration Coordinator	\$39,000

HSD intends to award one proposal for the Kinship Collaboration Coordinator, one proposal for the Kinship Navigator, and up to three proposals for the Kinship Caregiver Support Program. Initial awards will be made for the period of July 1, 2017 to June 30, 2018. While it is the City’s intention to renew agreements resulting from this RFP on an annual basis through the 2020 program year, future funding will be contingent upon performance and funding availability.

The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help ensure that the outcome of HSD’s Kinship Caregiver Support Program investments is to reduce the physical and emotional stress experienced by kinship caregivers and aid with accessing basic needs.

All materials and updates to the RFP are available on [HSD’s Information for Grantees web page](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this RFP or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

If you have any questions about the Kinship Caregiver Support Program RFP, please contact:

Karen Winston, RFP Coordinator via email at karen.winston@seattle.gov or (206) 684-0706
 Andrea Yip, Supervisor, ADS Planning Unit via email at andrea.yip@seattle.gov or (206) 386-0035

II. Timeline

Funding Opportunity Released	Tuesday, January 17, 2017
*Information Session	Monday, January 23, 2017 10:30 a.m. – 12:00 p.m. Rainier Beach Library 9125 Rainier Ave S Seattle, WA 98118
Last Day to Submit Questions	Wednesday, February 8, 2017 by 12:00 p.m.
Application Deadline	Friday, February 24, 2017 by 12:00 p.m.
Planned Award Notification	Tuesday, May 30, 2017
Contract Start Date	July 1, 2017

*Please contact RFP coordinator for accommodation requests: Karen Winston at karen.winston@seattle.gov.

HSD reserves the right to change any dates in the RFP timeline.

III. HSD Guiding Principles

In addition to the investment outcomes stated in this RFP, investments will reflect the Seattle Human Services Department’s vision, mission and values and support the department’s theory of change.

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:

- **Results and Racial Equity** – our resources are devoted to addressing and eliminating racial, social, economic, and health disparities in our community.
- **Stewardship** – we fund and administer programs that are accountable, cost-effective, and research-based, ensuring people receive high-quality services.
- **Innovation** – we foster an environment where creativity and new approaches are valued, tested, refined, and implemented.
- **Collaboration** – we share the collective wisdom of our colleagues and community to develop and implement programs.

IV. HSD’s Outcomes Framework & Theory of Change

HSD has developed a strategy for results-based accountability and addressing disparities to ensure that the most critical human service needs are met by:

- **DEFINING** the desired results for the department’s investments;
- **ALIGNING** the department’s resources to the desired results; and
- **EVALUATING** the result progress to ensure return on investment.

The results-based accountability framework helps HSD move from ideas to action to ensure that our work and investments are making a real difference in the lives of vulnerable people. HSD’s **Theory of Change** ensures that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.



All investments resulting from this funding opportunity will demonstrate alignment with HSD’s theory of change towards achieving the identified community value and specific desired results of:

Community Value: Our community promotes healthy aging and lifestyle

Result: Older adults experience stable health and can age in place

Kinship Caregiver Support Program Theory of Change

The theory of change describes the expectations for how the desired results and equity goals will be achieved through a set of specific activities (strategy) which are measured by quantity, quality, and impact performance measures.

Desired Result	Indicator	Racial Disparity Data	Racial Equity Goal	Strategy	Performance Measure
Condition of wellbeing for entire population	Achievement benchmark – how we know the “result” was achieved	Data depicting socioeconomic disparities and disproportionality between ethnic/racial populations	Stretch goal for reducing and/or impacting the racial equity disparity	Activities or interventions that align to the results and indicators, and are informed by best or promising practices, cultural competency and community engagement – what HSD is purchasing	What gets counted, demonstration of how well a program, agency or service is doing (quantity, quality, impact)
Older adults experience stable health and can age in place.	% of older adults reporting good to excellent health	<p>Southeast Seattle and south King Co. have high numbers of grandparents raising their grandchildren while living below poverty¹</p> <p>Among the 60+ population; African American and Hispanic/Latino adults are 50% more likely, and American Indian, Alaska Native, and multiracial older adults are 20% more likely, to be in fair or poor health than white non-Hispanic adults.²</p>	African American and Hispanic/Latino elders report good to excellent health status at the same rate as white non-Hispanic older adults.	<p>Culturally and linguistically appropriate outreach, engagement, and referral services for kinship caregivers.</p> <p>Culturally relevant support groups and other kinship support activities are offered in diverse communities and settings where older adults of color live.</p> <p>Coordination for community gatherings and events that support caregivers, community outreach and education on kinship caregiving.</p>	<p>Measures below are for eligible participants in the priority community and focus populations:</p> <p># of contacts, participation in support groups, outreach activities (Quantity)</p> <p># of caregivers receiving services (Quantity)</p> <p>Coordinated satisfaction survey for FCSP, CLC, Kinship (Quality)</p> <p>Surveys indicate caregivers’ health status and ability to continue caregiving. (Impact)</p>

¹ American Community Survey 2010

² Behavioral Risk Factor Surveillance Survey 2005-2014

V. HSD's Commitment to Funding Culturally Responsive Services

In conjunction with the Seattle Race and Social Justice Initiative (RSJI), which is a citywide effort to end institutionalized racism and race-based inequities in Seattle, HSD has developed investment principles that reflect our commitment to funding culturally responsive services to create positive outcomes for service recipients. Agencies applying for investment will demonstrate the capacity to institute these principles through routine delivery of participant-centered and strength-based services that are culturally:

COMPETENT, as demonstrated by “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”.³ 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”.⁴

RESPONSIVE to the cultural and linguistic needs of diverse populations. Agencies have the capacity to effectively serve and engage persons of diverse backgrounds. Agencies commit to practicing cultural responsiveness throughout all levels of the program, including policy, governance, staffing, and service model and delivery. Agencies 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 focus populations identified in the theory of change.

RELEVANT in addressing the cultural needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices. Agencies are staffed with people who have the cultural competency to create authentic and effective relationships and provide culturally responsive services for members of specific cultural groups and/or communities of color. Commitment and experience of the agency reflects effective, mutually beneficial relationships with other organizations (such as grassroots or community-based organizations, churches, community networks, etc.) that are reflective of the populations being served.

ACCESSIBLE through language, location, and delivery style. Agencies have the capacity to overcome mainstream barriers and/or provide effective alternative strategies that enable residents to easily access mainstream and nontraditional programs and services.

VI. Investment Area Background & Program Requirements

The mission of the Seattle Human Services Department (HSD) 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. Our vision 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. The Department works closely with our major community partners, including other public and nonprofit funders and service providers, to understand current and emerging human service needs, and to create and invest in a comprehensive and integrated regional human services system that improves the health, safety and education of our residents.

The Aging and Disability Services (ADS) division of HSD promotes quality of life, independence and choice for older people and adults with disabilities. As the state-designated local Area Agency on Aging for Seattle-King County, the division is co-sponsored by the City of Seattle Human Services Department, United Way of King County and King County.

³ Coyne, C. (2001) “Cultural Competency: Reaching Out to All Populations”. PT Magazine, pgs. 44-50.

⁴ York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161.

HSD’s investment in the Kinship Caregiver Support Program is part of a larger proactive, seamless service system investment that helps meet the basic needs of our community’s most vulnerable residents and that helps people become and remain independent.

A. Overview of Investment Area

Kinship care includes relatives caring for children age 18 or younger, on a dependency order within the child welfare system, as well as relatives caring for children not formally involved with the public welfare system. Kinship caregivers, mostly grandparents, often struggle with the challenges of parenting a second family.⁵

Across a wide body of research, it has been found that kinship caregivers provide critical continuity and connectedness for children who cannot remain with their parents.⁶ As suggested in the demographic profiles gathered in King County, kinship foster parents tend to be older and have lower incomes, poorer health, and less education than non-kin foster parents.^{7,8,9} In addition, research findings indicate that family resources, social support, and physical health affected psychological distress in grandmothers raising grandchildren. Grandmothers who reported fewer resources, less social support, and poorer physical health tended to experience higher levels of psychological distress.¹⁰ Thus, kinship caregivers face more challenges as foster parents than non-kin caregivers. The links between payment and licensure, and the haphazard evolution of licensing policies and practices, complicate efforts to provide fair compensation for kin caregivers. Kinship caregivers receive less supervision and fewer services than non-kin caregivers, thus kin may not receive the support they need to nurture and protect the children in their care, even though their needs for support may be greater.

Map 1 shows the concentrations of grandparents raising grandchildren by Census Tract in King County. The data comes from the 2010 U.S. Census American Community Survey (ACS). This is not a perfect measure of kinship caregiving because not all kinship caregivers are grandparents – sometimes they are aunts or uncles, or even siblings. But grandparents are the most common kinship caregivers and this is the most comprehensive data available on this population. Map 1 shows that while kinship caregiving relationships are found throughout the county, they are especially high in the South Urban region and in southeast Seattle.

⁵ WA. Kinship Care Oversight Committee Report, 2012.

⁶ Geen, Rob. (2004). The Evolution of Kinship Care Policy and Practice. *Future of Children*, 14(1), 131-149.

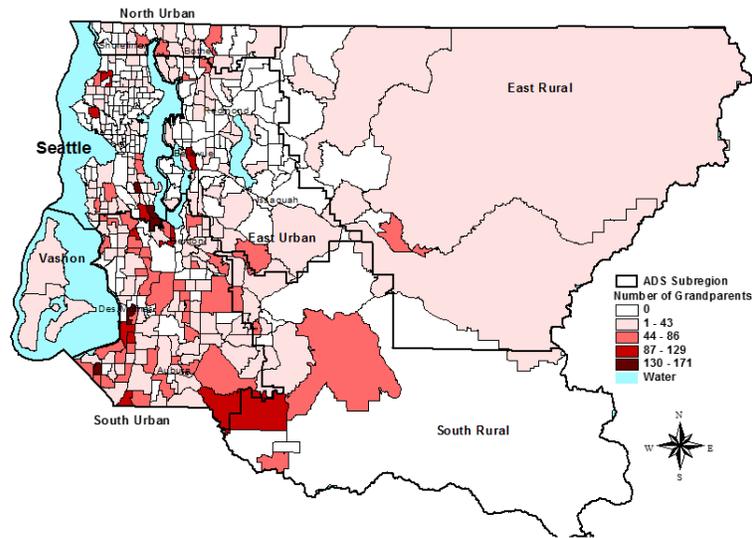
⁷ Ibid.

⁸ “Doing What’s Right for the Baby: Parental Responses and Institutional Decision-Making of Custodial Grandmothers.” (2014). *Women, Gender, & Families of Color*. 2(1): 32-56.

⁹ Wilson, M., & Scarr, Sandra. (1986). The Black Extended Family: An Analytical Consideration. *Developmental Psychology*, 22(2), 246-258.

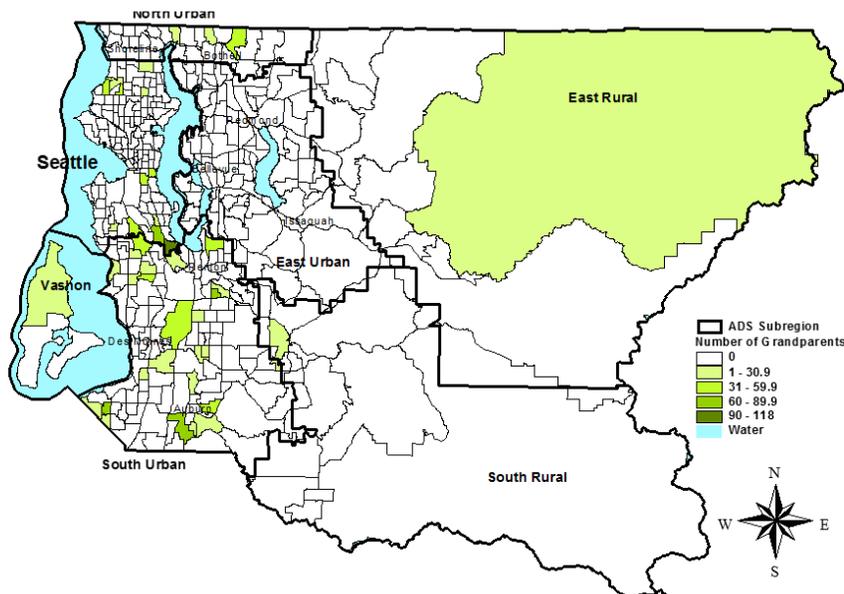
¹⁰ [Child Abuse & Neglect](#), 2000 Mar; 24(3):311-21; Psychological distress in grandmother kinship care providers: the role of resources, social support, and physical health (Kelley SJ, Whitley D, Sipe TA, Yorker BC).

Map 1: Grandparents responsible for own grandchildren, ACS 2010



Map 2 shows that Southeast Seattle and South Urban also have high numbers of grandparents raising their grandchildren while living below poverty (ACS 2010).

Map 2: Grandparents living below poverty and responsible for own grandchildren, ACS 2010



B. Service/Program Model

Kinship Navigator

The Kinship Navigator provides outreach and information about available resources and services to **kinship caregivers age 18 and up who are caring for a family member's child**. In addition, the Kinship Navigator provides assistance level services to kinship caregivers who are unable to access services and resources on their own behalf. Assistance level services include opening and maintaining a client file, screening for and referring to the needed service, advocacy to obtain the needed service, and follow-up to determine if the referral was completed and the outcome satisfactory.

Caregivers will be able to schedule in-person visits with the Kinship Navigator and Kinship staff at office locations to best meet the needs of caregivers and provide easy access to kinship services. If a caregiver has transportation or mobility issues that prevent them from coming to a service location, services can be provided by phone, paperwork can be faxed or mailed and home visits can be arranged if necessary.

The Kinship Navigator is the primary referral source to the Kinship Caregiver Support Program supplemental funds. These funds are available to kinship caregivers once annually to meet emergent needs and allow them to continue in their caregiving role. The Kinship Navigator works with caregivers to identify resources for unmet needs. If a referral to the KCSP supplemental funds is appropriate, the Kinship Navigator will facilitate the screening and application process with the caregiver. NOTE: these funds are not a part of this RFP process. For more information and guidelines on the Kinship Caregiver Support Program, refer to the Management Bulletin H04-054 from the State of Washington Department of Social and Health Services: <http://www.aasa.dshs.wa.gov/professional/MB>.

Kinship Collaboration Coordinator

History – The formation of the KCKC was spearheaded by Casey Family Programs, in part due to interest generated at the 2004 “Kinship Gathering.” The intent was to form a collaborative partnership that could respond in a more comprehensive way to the specific needs of kinship families and caregivers. Since August 2005, kinship caregivers and representatives from more than 30 agencies from throughout King County have participated.

Vision & Mission – The King County Kinship Collaboration (KCKC) is made up of grandparents and other relatives who are caring for and raising children whose parents are not able to care for them, agencies that provide services to kinship caregivers, and public and private funders. The *vision* of the KCKC is to “recognize and strengthen communities where families care for families.” The KCKC *mission* is to “create and maintain a regional collaboration that provides comprehensive and coordinated services, advocacy and community education to support Kinship families.” It is the *goal* of the KCKC to support kinship caregivers and their children and to prevent, where possible, out-of-home placement through the Child Welfare system or the Juvenile Justice system.

The coordinator plays a vital role in bringing together Kinship Caregivers, service providers and partner agencies with a unified goal of creating comprehensive and coordinated Kinship Services, as well as advocacy and community education to support informal Kinship Caregivers. The Kinship Collaboration Coordinator will be responsible for:

1. Identifying and developing potential partnerships and relationships with community organizations and resources.
2. Conducting outreach and educational activities for Kinship Caregiver Support Groups and agencies.
3. Staffing and facilitating the monthly KCKC full group and Steering Committee meetings.
4. Developing an annual KCKC work plan.
5. Coordinating kinship events and advocacy efforts.
6. Conducting outreach activities to create awareness and provide information on kinship resources and services through community fairs, kinship events, KCKC meetings, Kinship Caregiver Support Groups, and other service organizations.

Kinship Caregiver Support Program Services

The KCSP provides supportive services to **Kinship caregivers age 55 and up who are caring for a family member’s child**. Kinship caregivers in King County represent a diverse population. KCSP services will be provided in a culturally appropriate manner with a support group and other activities tailored to fit the interests and needs of the focus population.

Programs will be available in the geographic areas in which caregivers reside so that services are easily accessible. KCSP providers will also facilitate screening, applications, and referrals to the KCSP supplemental funds.

Outreach and Recruitment

To reach isolated kinship caregivers, outreach activities may include: recruitment/outreach via the program brochure, door-to-door outreach, engaging ethnic and religious leaders through involvement in community groups, provide presentations to other groups and partner agencies that work with older adults, agency monthly newsletters, social service agencies, faith-based organizations and schools. Outreach also includes participating in and supporting the King County Kinship Caregiver Collaborative regional efforts, and other coalitions for cross agency referral and media campaign opportunities.

Group Services

Group services include kinship caregiver support group meetings and other activities designed to meet the needs of the focus population. The group meetings and/or outside events should emphasize respite, relaxation, education and peer mentoring for kinship caregivers. Specialized sessions are based on the identified needs and should be developed in partnership with kinship caregivers.

Information & Assistance

Kinship caregivers will receive information & referral services as well as assistance with accessing resources (financial assistance for basic resources or emergent needs, energy assistance, shelter, medical and mental health services, legal assistance) and other family support needs. Individual case management may also be provided to caregivers. Follow up activities will be completed to ensure that caregiver's needs are met or that services have been accessed.

Training

Training, such as the "Kinship Resource Specialist Training" module or other relevant training, may be provided for agency staff who work with caregivers or for kinship caregivers.

C. Criteria for Eligible Clients

Eligible participants must be:

- Someone who is providing informal (versus formal) kinship care for another family member's child or children age 18 or younger;
- Kinship Navigator Program: caregivers age 18 and up;
- Kinship Caregiver Support Program: caregivers 55 and up;
- King County resident.

D. Priority Community and Focus Population

Priority communities and focus populations for this funding are based on HSD's outcomes framework, a results-based accountability method, and ensures that the department's investments are dedicated to addressing disparities in the population.

Priority communities are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, mental health, violence involved, etc.).

Priority communities for this investment opportunity include:

- "Informal" kinship caregivers who do not have legal custody of the children in their care.
- Caregiver-child dyads in the most unstable living situations. Often the most unstable period is when the child has recently been taken in by the relative – a time when substantial new costs for clothing, food,

and school supplies are incurred by the caregiver, causing financial stress. Other situations can lead to instability in the caregiving relationship, such as a sudden health problem or the loss of a job.

- Communities of color, including immigrants/refugees.

Focus populations are identified as specific racial or ethnic groups within the priority community and with data showing the highest disparities in the investment area.

Given the data provided, focus population(s) for this investment opportunity are:

- African American
- Alaska Native/American Indian
- Hispanic/Latino

Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations of informal kinship caregivers. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

E. Expected Service Components

The overarching goal of these programs is to reduce the physical and emotional stress experienced by kinship caregivers. Another goal is to stabilize and support the living situations of kinship caregivers and the children in their care, to ensure they are raised in a safe, nurturing family environment.

Required service component for **the Navigator program** include:

- Information giving on available services and resources
- Direct assistance-level services, including access to the KCSP supplemental funds
- Coordination with other agencies for client services
- Outreach to individual kinship caregivers
- Maintain up-to-date resource information

Required service components for the **Collaboration Coordinator**:

- Outreach, training, and support to other agencies on kinship services and for partnership development
- Facilitation of KCKC meetings
- Coordinating KCKC events and advocacy efforts
- Planning/coordinating events for kinship caregivers
- Outreach/support/training to kinship support groups

Required service components for the **Kinship Caregiver Support Program Services**:

- Outreach and recruitment
- Group Services
- Information & Assistance
- Training

F. Expected Investment Outcomes and Indicators

The result of the kinship caregiver support program is older adults experience stable health and can age in place. HSD anticipates the programs will serve the focus populations and result in the following performance measures:

Program	Performance Measures
Kinship Navigator	<ul style="list-style-type: none"> • # of caregivers receiving services • # of assistance-level contacts • # of outreach activities completed • # of surveys completed • # of clients surveyed reporting good to excellent service • # of clients reporting positive impact because of services
Kinship Collaboration Coordinator	<ul style="list-style-type: none"> • # of new partnerships established with community organizations • # of kinship events/meetings coordinated with the KCKC and kinship support groups • # of outreach activities for kinship caregiver support groups and agencies
Kinship Caregiver Support Program Services	<ul style="list-style-type: none"> • # of caregivers receiving services • # of outreach activities • # of group services • # of information & assistance contacts • # of trainings • # of surveys completed • # of clients surveyed reporting good to excellent service • # of clients reporting positive impact because of services

G. Description of Key Staff and Staffing Level

Kinship Navigator

The Kinship Navigator helps caregivers access the Kinship Caregiver Support Program, which provides assistance with urgent needs such as food, clothing, transportation, household items, school and youth activities, and one-time help with rent or utilities to prevent eviction or utility shut-offs. The Kinship Navigator works with kinship caregivers to inform them and the local community about available resources. The Navigator provides encouragement, support and helps facilitate the participation of caregivers in services and programs that will assist in maintaining the children in their care and homes.

Kinship Collaborator

This position is responsible for project oversight, including recruitment and coordination of the Collaboration’s membership groups, development of a network of kinship support groups and services to kinship caregivers; working with the KCKC Collaboration members to develop and secure kinship resources; leading advocacy efforts, and providing leadership to build and maintain the health and sustainability of the Collaboration.

H. Other Regulations Applicable to the Investment Area

Funding for these programs is provided by the Washington State Department of Social and Health Services (DSHS) Aging and Long Term Support Administration (AL TSA) and the City of Seattle. Agencies awarded a contract through this RFP will be required to comply with the program rules, regulations, policies, and procedures promulgated by DSHS and the City as communicated by HSD/ADS to the awarded contractor.

Modifications to certain program policies and procedures may occur during the contracted period. HSD/ADS will inform the awarded contractor of any such changes. HSD/ADS also has the flexibility under state guidelines to modify certain program and procedures as needed before or during the contracted period.

VII. Agency Minimum Eligibility Requirements

Applications for this RFP will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
OR
- Applicant is a federally-recognized Indian tribe in the State of Washington
OR
- If the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.
- Applicant must have two years of experience working with kinship caregivers or in providing services to the focus population.

VIII. Client Data and Program Reporting Requirements

Agencies must be able to collect and report client-level demographic and service data as stated in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases.

Agencies must have the ability to submit reports electronically to ADS. Current data specifications are available on the ADS website (www.agingkingcounty.org; click "Service Providers" then "Reporting Requirements").

Agencies may be required to use the state Community Living Connections-GetCare (CLC-GetCare) system for client data entry and reporting.

IX. Contracting Requirements

- Any contract resulting from this RFP will be between the City of Seattle, through its Human Services Department, and the applicant agency (referred to as "Contractor" in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Services Agreement (MASA). These requirements shall be included in any contract awarded as a result of the RFP and are not negotiable. A copy of the MASA is available on [HSD's Information for Grantees web page](#).

- 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 herein and in any resulting 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 RFP must publicly recognize HSD's contribution to the program.
- Contractors will maintain a commercial general 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 any resulting contract against unauthorized use, access, disclosure, modification or loss.
- Contractors must be able to collect and report data as described in Section VIII.

X. Selection Process

This RFP is competitive. All interested parties must submit a complete application packet (as outlined in Section IV of the Application Instructions and Materials) by the deadline to be considered for funding. All completed applications turned in on or before the deadline that meet the minimum eligibility requirements (as outlined in Section VII of the Guidelines and Application) will be reviewed and individually scored by members of the rating committee.

Applications not meeting requirements of minimum eligibility or application completeness will be deemed ineligible and will be eliminated from further consideration. HSD reserves the right to seek clarification and accept or waive any nonmaterial irregularities or informalities in determining whether or not an application is eligible.

Eligible and complete applications will be rated based on the criteria for providing the required services outlined in the Guidelines and Application materials. HSD reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet (Attachment 2) to clarify application contents. HSD also reserves the right to schedule and conduct interviews and/or site visits with some or all applicants prior to forwarding funding recommendations to the HSD Director. Following the rating process, including interviews if any, the rating committee will forward its funding recommendations to the HSD Director for final decision regarding the award(s). Notification of investment awards will be sent to the Executive Director of the applicant agency (or similar level agency management staff indicated on the application cover sheet).

Due to the competitive nature of this RFP, beyond any scheduled information sessions offered by HSD, no individual technical assistance will be provided until the appeals process has closed. Applicants may not rely on oral communication from HSD staff at any information session, interview, site visit or otherwise and must review all written materials and addendums related to this RFP.

HSD reserves the right to make an award(s) without further discussion of the proposal submitted. Therefore, the application should be submitted on the most favorable terms. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFP.

HSD also reserves all rights not expressly stated in the RFP, 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 RFP.

XI. Appeal Process

An applicant is any legal entity that has responded to a formal funding process conducted by the City of Seattle Human Services Department in soliciting applications for the provision of defined services. Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

The following outlines the opportunities for applicants to appeal a decision made by HSD at two distinct points in the funding process:

1. **Minimum Eligibility Screening Appeal Process:** This process is applicable to applicants notified by HSD that their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity, and therefore will not be reviewed for funding consideration.
2. **Post-Notice of Award Appeal Process:** This process is applicable to applicants notified by HSD of the final status of their application, as determined by the HSD Director, upon the conclusion of the review and rating process.

While the grounds for appeals and deadlines differ, both processes will follow the same appeal format and content requirements and decision process, except as otherwise stated herein.

Minimum Eligibility Screening Appeal Process

Grounds for Appeals:

This process applies only to applicants wishing to appeal a decision regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity. An appeal will only be determined to have merit if the applicant proves that the application submitted was complete, did meet the minimum eligibility requirements, qualifications, and formatting standards, and that the initial determination of ineligibility was in error. No additional information or details not included in the original application will be considered.

Appeals Deadlines:

1. The Human Services Department will notify applicants in writing if their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity.
2. Any applicant wishing to appeal must submit a written appeal to the HSD Director within five (5) business days from the date of the written notification by HSD.
3. 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 ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, an appeal based upon an application's incompleteness or failure to meet minimum eligibility requirements will not prevent HSD from moving forward with the review and rating process for other applications. HSD reserves the right to issue an interim contract for services to meet important client needs.

Post-Notice of Award Appeal Process

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 a funding opportunity.

Appeals Deadlines:

1. The Human Services Department will notify all applicants in writing of the final status of their application. For awarded applications, if appropriate, the level of funding to be allocated will be stated.
2. Any applicant wishing to appeal a decision regarding award must submit the appeal in writing to the HSD Director within ten (10) business days from the date of the written notification by HSD.
3. 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 ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, HSD reserves the right to issue an interim contract for services to meet important client needs.

Appeal Format and Content:

A notice to HSD staff that an applicant intends to appeal does not reserve the right to an appeal. The applicant must file an appeal within the required deadline and follow the 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 deadline herein, will not be considered by the Department or acted upon as an appeal.

All appeals shall be in writing and state that the applicant is submitting a formal appeal. Deliveries by hand, mail or email are acceptable methods. HSD is not responsible for ensuring that an appeal is received within the appeal deadlines. If HSD does not receive the appeal by the deadline, the protest will be rejected.

Appeals must be addressed to:

Catherine Lester, Director
Seattle Human Services Department
700 5th Avenue, Suite 5800
P.O. Box 34215
Seattle, WA 98124-4125

Email: Catherine.Lester@seattle.gov

Include the following information and any additional information you would like considered in the appeal. Failure to provide the following information may result in rejection of the appeal if the materials are not sufficient for HSD to adequately consider the nature of the appeal:

1. Agency name, mailing address, phone number and name of individual responsible for submission of the appeal;
2. Specify the funding opportunity title;
3. State the specific action or decision you are appealing;
4. Indicate the basis for the appeal including specific facts;

5. Indicate what relief or corrective action you believe HSD should make;
6. Demonstrate that you made every reasonable effort within the funding process schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting HSD to any perceived problems; and
7. Signed by the Agency's Executive Director or similar level agency management staff.

Appeals Process:

Within two (2) business days of receiving an appeal according to the appeals submission process outlined herein, the applicant will receive a receipt from the HSD Director's Office notifying the applicant of the date, time and method by which the appeal was received. If the applicant does not receive a receipt within two business days, it should be assumed that HSD did not receive the appeal and it will therefore not be considered.

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 email or mailed letter to the individual making the appeal and the Agency's Executive Director or similar level agency management staff who signed the appeal.

Each written determination of the appeal shall specify whether the HSD Director:

1. Finds the appeal lacking in merit and upholds the City action; or
2. Finds only immaterial or harmless errors in HSD's funding process and therefore rejects the appeal; or
3. Finds merit in the appeal and:
 - a. **For the Minimum Eligibility Screening Appeal Process:** proceeds with inclusion of the original application, as submitted, in the application review and rating process. (This does not guarantee an award from the funding process, but rather allows the originally rejected application to re-enter the evaluation process for funding consideration.)
 - b. **For the Post-Notice of Award Appeal Process:** states the appropriate action, which may include but is not limited to rejecting all intended awardees, making partial award, re-tabulating scores, or any other action determined by the HSD Director.

If HSD finds an appeal without merit, HSD may continue with the funding process (contract execution). Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet important 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**

**2017
Kinship Caregiver Support Program
Request for Proposal**

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2017 Kinship Caregiver Support Program Request for Proposal (RFP). The RFP Guidelines is a separate document that outlines the RFP award process and provides more details on the service and funding requirements.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. on Friday, February 24, 2017.

Application 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 on Friday, February 24, 2017. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this RFP will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to ensure that applications are received by HSD by the deadline, regardless of the submission method selected. When using HSD's Online Submission System, it is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.

- Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

Seattle Human Services Department
RFP Response – Kinship Caregiver Support Program
Attn: Karen Winston, RFP Coordinator

Delivery Address
700 5th Ave., 58th Floor
Seattle, WA 98104-5017

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

II. Format Instructions

- A. Applications will be rated only on the information requested and outlined in this RFP, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.
- B. The application 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 11-point font.
- C. The application may not exceed a total of 12 pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). Pages which exceed the page limitation will not be included in the rating.
- D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question.

III. Proposal Narrative & Rating Criteria

Write a narrative response to sections A – E. Answer each section completely according to the questions. Do not exceed a total of 12 pages for sections A – E combined. An additional page of narrative is permitted for each additional program proposed, up to a maximum of 14 pages.

NARRATIVE QUESTIONS

A. PROGRAM DESIGN DESCRIPTION (35 points) Each service component proposed will receive a separate score for Section A. Provide a separate response to Section A for each program you are applying to (i.e. Navigator, Kinship Support Program Services, Collaboration Coordinator).

1. Describe your program model and how each service component will be provided. Include where and when (locations, times, days of week, etc.) services will be delivered and by whom.
 - Describe how your program will achieve the required outcomes and deliverables.
 - Complete the Summary of Proposed Performance Deliverables (Attachment 5 – This does not count toward the narrative page limit).
2. Describe the focus population(s) and priority community(ies) to be served.
 - Describe how your program will recruit the focus population(s) and priority communities listed in Sections IV and VI of the funding Guidelines and any other priority community(ies) or focus population(s).
 - Describe your understanding of the unique characteristics and experiences of these populations such as strengths, needs, concerns, geographic region, age, ethnicity, language, and other defining attributes.
3. Describe how you will solicit and incorporate input from the priority community(ies) or focus population(s) into your program and ongoing services.
4. Provide a list of and a brief job description for all key personnel who will have a significant role in program coordination and service delivery.

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant presents a thorough description of the program that includes an understanding of the service components and evidence of likely success in meeting outcomes.
- Applicant demonstrates an ability to build upon existing service delivery systems.
- Applicant demonstrates an ability to comply with program requirements.

- Applicant clearly defines the priority community(ies) and focus population(s).
- The program description shows a strong connection with the priority community(ies) and focus population(s) and an understanding of their strengths, needs, and concerns.
- Applicant demonstrates an understanding of the unique characteristics and experiences of the priority community(ies) and focus population(s).
- Applicant completed the Summary of Proposed Performance Deliverables (Attachment 5).
- Applicant demonstrates a plan to incorporate input from program participants.
- The program has a sufficient number of qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.

B. CAPACITY AND EXPERIENCE (25 points)

1. Describe your organization’s success providing kinship caregiver support or comparable services. Include your organization’s ability to address changes in funding, staffing, changing needs in the community, and developing and/or maintaining board or leadership support. If your agency has no experience delivering the service, describe any related experience and a plan for rapid development of service capacity, and attach a start-up timeline.
2. Describe your plan for staff recruitment, training, supervision and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4) Budget worksheets will not count toward the 12-page narrative limit).
3. Describe your organization’s experience with data management – collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?

Rating Criteria – A strong application meets all of the criteria listed below.

- The program description demonstrates the applicant’s experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description and timeline for launching a new service.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.
- Applicant’s leadership is likely to provide strong ongoing support for the service proposed.
- Applicant describes processes for maintaining quality staff that matches the levels needed to run the program as described.
- Applicant demonstrates an understanding of and capacity for data management and reporting.

C. PARTNERSHIPS AND COLLABORATION (15 points)

1. Describe how the proposed project will collaborate with other agencies/programs to deliver services. What are the benefits of this effort for program participants? Please identify any areas that will consolidate the provision of services across agencies.
2. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit.
3. Describe how you will refer clients to other programs and agencies that support kinship caregivers in a proactive, seamless, client-friendly manner.

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant describes effective partnerships and collaborations that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants.
- Applicant has submitted signed letters of intent from partners providing key program elements.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

D. CULTURAL COMPETENCY (15 points)

1. Describe your experience providing services to diverse groups, including racial and ethnic minorities, immigrants and refugees, low-income populations, and English language learners.
2. What challenges and successes have you experienced, or do you anticipate, in providing services to people from diverse cultural and economic backgrounds?
3. Describe how the agency board and staff represent the cultural, linguistic and socio-economic background of program participants.
4. Describe your program’s strategy for ensuring cultural and linguistic competence is infused through your policies, procedures and practices.
5. What kind of trainings does your agency provide to support cultural competency?

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant demonstrates understanding of cultural competence and describes how cultural competence is incorporated into the program and service delivery.
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.
- Applicant has a proven track record of providing culturally and linguistically relevant services to diverse priority community(ies) and focus population(s).
- Applicant’s staff composition reflects the cultural and linguistic characteristics of the priority community(ies) and focus population(s).
- Applicant’s board composition reflects the cultural and linguistic characteristics of the priority community(ies) and focus population(s).
- Applicant describes existing policies and procedures, or a strategy to develop policies and procedures that demonstrate a respect and appreciation for the cultural and linguistic characteristics of the priority community(ies) and focus population(s).
- Applicant has demonstrated a commitment to ongoing training and development within the agency to promote and support culturally competent service delivery.

E. BUDGET AND LEVERAGING (10 points)

1. Complete the Proposed Program Budget (Attachment 3) Budget worksheets will not count toward the 12-page narrative limit). If you are applying for more than one program, list the costs for each program in a separate column. The costs reflected in this budget should be for the service area only, not your total agency budget.
2. Describe how these funds will be used and identify other resources and amounts that will be used to support the clients served by this program.
3. Describe your organization’s financial management system. How does your agency establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded under the terms of this RFP? Entities without such capabilities may wish to have an established agency act as fiscal agent.
4. Describe how your agency has the capability to meet program expenses in advance of reimbursement.

Rating Criteria – A strong application meets all of the criteria listed below.

- Costs are reasonable and appropriate given the nature of the service, the priority community(ies) and focus population(s), the proposed level of service, and the proposed outcomes.
- The proposed program is cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds to be used with any funds awarded from this RFP for providing the services described in the proposal, and provides evidence that these funds are sustainable.
- The applicant has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFP.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.

Total = 100 points

I. Completed Application Requirements

AT APPLICATION SUBMITTAL

To be considered Complete, your application packet must include all of the following items or the application will be deemed incomplete and will not be rated:

1. A completed and signed one-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
5. A completed Summary of Proposed Performance Deliverables (Attachment 5)
6. Roster of your agency's current Board of Directors.
7. Minutes from your agency's last three Board of Directors meetings.
8. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
9. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
10. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.

AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFP coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to MASA requirements at the start of the contract.

II. List of Attachments & Related Materials

- Attachment 1: Application Checklist
Attachment 2: Application Cover Sheet
Attachment 3: Proposed Program Budget
Attachment 4: Proposed Personnel Detail Budget
Attachment 5: Summary of Proposed Performance Deliverables

2017 Kinship Caregiver Support Program, Request for Proposal Application Checklist

This optional checklist is to help you ensure your application is complete prior to submission. Please do not submit this form with your application.

HAVE YOU....

- Completed and signed the 1-page Application Cover Sheet (Attachment 2)?***
- Completed each section of the Narrative response?**
- Must not exceed 12 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1 inch margins. One additional page is allowed for each program you are applying to provide up to 14 pages total.
 - Page count does not include the required forms (Attachments 2, 3, 4 and 5) and supporting documents requested in this RFP.
 - A completed narrative response addresses all of the following:
 - Program Design Description (35%)
 - *There should be a separate section for each program you are applying to provide. To avoid repeating yourself, it is acceptable to refer to a previous section where appropriate (e.g. "same as previous section").*
 - Capacity and Experience (25%)
 - Partnership and Collaboration (15%)
 - Cultural Competency (15%)
 - Budget and Leveraging (10%)
- Completed the full Proposed Program Budget (Attachment 3)?***
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?***
- Completed the Summary of Proposed Performance Deliverables (Attachment 5)?***
- Attached the following supporting documents?***
- Roster of your current Board of Directors
 - Minutes from your agency's last three Board of Directors meetings
 - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
 - If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?
- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning July 1, 2017?***

**These documents do not count against the 12-page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on February 24, 2017**. Application packets received after this deadline will not be considered. See Section I for submission instructions.



**City of Seattle
Human Services Department**

**2017 Kinship Caregiver Support Program Request for Proposal
Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Funding Amount Requested:			
10. # of clients to be served:			
11. Which Kinship Program(s) are you applying for?			
Navigator:	_____		
Collaborator:	_____		
Kinship Services:	_____		
Authorized physical signature of applicant/lead agency			
<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 applicant is awarded funding.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative: _____ Date: _____			

**2017 Kinship Caregiver Support Program, Request for Proposal
Proposed Program Budget
July 1, 2017 to June 30, 2018**

If you are applying for more than one program, list the costs for each program in a separate column.

Applicant Agency Name:	
Proposed Program Name:	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)				
1300 Fringe Benefits				
1400 Other Employee Benefits ²				
SUBTOTAL - PERSONNEL SERVICES				
2000 - SUPPLIES				
2100 Office Supplies				
2200 Operating Supplies ³				
2300 Repairs & Maintenance Supplies				
SUBTOTAL - SUPPLIES				
3000 - 4000 OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				
3140 Contractual Employment				
3150 Data Processing				
3190 Other Professional Services ⁴				
3210 Telephone				
3220 Postage				
3300 Automobile Expense				
3310 Convention & Travel				
3400 Advertising				
3500 Printing & Duplicating				
3600 Insurance				
3700 Public Utility Services				
3800 Repairs & Maintenance				
3900 Rentals – Buildings				
Rentals - Equipment				
4210 Education Expense				
4290 Other Miscellaneous Expenses ⁵				
4999 Administrative Costs/Indirect Costs ⁶				
SUBTOTAL - OTHER SERVICES & CHARGES				
TOTAL EXPENDITURES				

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Other Employee Benefits - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Professional Services - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide the rate.		

**2017 Kinship Caregiver Support Program, Request for Proposal
Proposed Personnel Detail Budget
July 1, 2017 to June 30, 2018**

Applicant Agency Name:	
Proposed Program Name:	

Agency's Full-Time Equivalent (FTE)		hours/week			Amount by Fund Source(s)				
=									
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
Subtotal – Salaries & Wages									
Personnel Benefits:									
				FICA					
				Pensions/Retirement					
				Industrial Insurance					
				Health/Dental					
				Unemployment Compensation					
				Other Employee Benefits					
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									

**2017 Kinship Caregiver Support Program, Request for Proposal
Kinship Caregiver Outcomes Worksheet
Summary of Proposed Performance Deliverables**

Proposed Deliverables: For each program your agency is applying for, please list the number of participants to be served and measures that will be achieved from 7/1/17 – 6/30/18 (see Guidelines Section VI, letter F, "Expected Service Components" for service component descriptions).

Program	Performance Measures
Kinship Navigator	<ul style="list-style-type: none"> • Number of caregivers receiving services • Number of assistance-level contacts • Number of outreach activities completed • Number of surveys completed • Number of clients surveyed reporting good to excellent service • Number of clients reporting positive impact because of services
Kinship Collaboration Coordinator	<ul style="list-style-type: none"> • Number of new partnerships established with community organizations • Number of kinship event/meetings coordinated with the KCKC and kinship support groups • Number of outreach activities for kinship caregiver support groups and agencies
Kinship Caregiver Support Program Services	<ul style="list-style-type: none"> • Number of caregivers receiving services • Number of outreach activities • Number of information & assistance contacts • Number of group services • Number of trainings • Number of surveys completed • Number of clients surveyed reporting good to excellent service • Number of clients reporting positive impact because of services

Proposed Program	Unduplicated # of Performance Measures

Populations Served: Provide demographic information for the participants your program will serve from the priority community and focus populations.

Total Number of All Unduplicated Participants:

Focus Populations	% of Total Participants Served
African American	
Alaska Native/American Indian	
Hispanic/Latino	