



**2014**  
**Ready to Work**  
**Community Based Development Organization**  
**Application**

## APPLICATION

### Instructions and Materials

This Application Instructions and Materials Packet contain information and material for respondents responding to the 2014 **Ready to Work Community Based Development Organization** Request for Qualifications (RFQ). The RFQ Guidelines are in a separate document that outlines the submission and award process and provides more details on the service and funding requirements.

#### I. SUBMISSION INSTRUCTION & DEADLINE

**Completed application packets are due by 4:00 p.m. on Tuesday, December 23, 2014.**

Application packets must be received in person, by mail, or electronically. Applications must be received and date/time stamped by 4:00 p.m. deadline. *Late applications will **not** be accepted or reviewed for funding consideration.*

- Electronic Submittal: Application packets may be submitted by email to Cuc.Vu@seattle.gov.
- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

Seattle Office of Immigrant and Refugee Affairs  
RFQ Response: **Ready to Work**  
ATTN: Cuc Vu

Delivery Address  
600 4<sup>th</sup> Ave., 6<sup>th</sup> Floor  
Seattle, WA 98124

Mailing Address  
P.O. Box 94745  
Seattle, WA 98124

#### II. FORMAT INSTRUCTION

- A. Applications will be rated only on the information requested and outlined for this RFQ.
- B. The application should be typed, single spaced, single-sided, size 12 font, with 1 inch margins on letter-sized (8 ½ x 11-inch) sheets.
- C. The application may not exceed a total of **20** pages.
- D. Organize your application according to the section headings that follow. Please format your responses in the order of questions. You do not need to rewrite the questions.

### III. APPLICATION NARRATIVE AND RATING CRITERIA

Write a narrative response to sections A-D. Answer each section completely according to the questions. **Do not exceed a total of 20 pages** for section A-D combined.

#### A. AGENCY CAPACITY AND EXPERIENCE (25 points)

Describe your agency's capacity and experience as it relates to carrying out the goals and activities of the *Ready to Work: ESL & Computers* program (RTW).

1. Describe your agency's mission and how it is relevant to the work of the CBDO administering RTW.
2. Describe the key leadership, staff and their qualifications and roles in managing this project.
3. Explain why your agency has the qualifications based on staff/program relationships in the community and past accomplishments to provide the scope of services that are proposed.
4. What is your agency's experience working with diverse individuals and families with multiple barriers (personal and institutional) to employment, economic and personal stability? Does your agency have experience providing employment, training, and other community services/or how does your agency support people to access and maintain employment, economic and personal stability?

Please describe specific knowledge and/or experience working with adult ESL students. Please list the programs, services offered, population served, and participant outcomes achieved, and indicate whether the program is currently provided or past.

5. Describe your agency's client service model/approach, as well as your geographic reach.
6. What is your agency's experience managing and accounting for public funding, reporting data and outcomes for funders, including experience with client information databases? Include information specific to experience with HUD programs and reporting.

***Rating Criteria - A strong proposal meets all of the criteria listed below.***

- Applicant's organizational mission is aligned with Ready to Work program goals.
- Applicant demonstrates agency and leadership experience and capacity to carry out the scope of work.
- Applicant demonstrates an ability to build upon existing service delivery systems.
- Applicant demonstrates an ability to comply with program requirements.
- The program description shows a strong connection with the target population and an understanding of their strengths, needs, and concerns.
- Applicant demonstrates an understanding of the unique needs of the targeted population.
- Applicant demonstrates capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds which may be awarded under the terms of this RFQ.

**B. PARTNERSHIPS AND COLLABORATION (25 points)**

1. RTW community partners and participants are key contributors to the development and growth of the RTW process. Please describe your agency's approach and experience collaborating with multiple community partners. Describe your experience and roles in community building processes; specify your experience working with immigrant and refugee communities.
2. Discuss any experience your agency has with a program that involves multiple partners, and the role you played in the project. What is your agency's experience collaborating with community stakeholders, non-profit organizations, mainstream programs, education systems (i.e. community colleges), and funders throughout Seattle and King County. What do you think are the most important elements in developing and maintaining positive working relationships with these various constituencies?
3. Please also provide information on your experience negotiating partnership agreements, including partnerships that your organization has been a part of in the past two years.

***Rating Criteria - A strong proposal meets all of the criteria listed below.***

- Applicant demonstrates track record of partnership and collaboration within the community and ability to engage community members in a culturally relevant manner;
- Applicant demonstrates understanding of the key collaborators and describes how they are incorporated into the project.
- Applicant demonstrates the ability to manage relationships between key partners and shows an understanding of the challenges; and
- Established relationships and partnerships within the immigrant and refugee community.

**C. PROGRAM IMPLEMENTATION (20 points)**

Describe how this program will be implemented as explained in the RFQ and include the following information in your response:

1. How do you plan to implement the core activities of the Ready to Work program? The description should include the following details:
  - a. Developing project policies and infrastructure, including roles and responsibilities between CBOs and Seattle Colleges.
  - b. Service components: Description of key service components, proposed changes and process for implementing, and coordination with all partners.
  - c. Staffing plan and staff qualifications. Please indicate where new hires are needed.
  - d. For (a) – (c), note where there may be capacity challenges and identify areas where additional help may be needed.
2. List any existing programs or resources that your organization can provide as leverage to support the RTW outcomes.
3. Explain your plan for identifying and securing one or more CBO partners for the wraparound service component.

4. Please describe the current data that you collect about clients you serve and indicate your ability and willingness to work with an evaluator to develop both an evaluation tool and an evaluation of the program.
5. What challenges do you expect to encounter in implementing RTW? Describe your agency's experiences in working with stakeholders to move through such challenges.
6. Please provide a description of your ability to meet the timeline as referred to on page 3 of the RFQ. Discuss your capacity and approach for meeting the timeline. Examples of milestones include developing program policies and procedures, hiring and training staff, and negotiating formal partnerships with other organizations and partners.

***Rating Criteria - A strong proposal meets all of the criteria listed below.***

- Applicant demonstrates an understanding of the program structure and implementation.
- Applicant demonstrates an ability to build upon and collaborate with existing service delivery systems.
- Applicant demonstrates an ability to comply with program requirements.
- The program has sufficient number of qualified staff (or partners) to deliver the services as described, or a plan to make new hires or build staff capacity in a short time.

**A. CULTURAL COMPETENCY (15 points)**

Explain your agency's philosophy and the specific efforts that are in place to assure that this project will be culturally competent and linguistically accessible for the populations that will be served. Include the following information in your response:

1. Describe how your work reflects and involves the immigrant and refugee community that it serves and the ways in which it is culturally relevant.
2. Based on your understanding of the population to be served, describe how you will ensure that this project will be culturally relevant, sensitive, and linguistically accessible for the individuals or households that will be served, including efforts related to staffing and outreach. Provide specific information on your organization's experience providing culturally relevant services to immigrant and refugee communities.
3. How does the diversity of your project staff and agency board reflect those of the participants served and/or how your agency is working to broaden staff and board diversity and knowledge around cultural competency?
4. Provide a list of key staff or proposed new staff and their role in the proposed project and, if relevant, a description of their experience and qualifications for the proposed functions.

***Rating Criteria - A strong proposal meets all of the criteria listed below.***

- Applicant demonstrates understanding cultural competence and describes how they are incorporated into the program;
- Applicant demonstrates an understanding of the institutional and systemic barriers faced by low-income families from immigrant and refugee backgrounds and provides clear evidence of its capacity and strategies for providing culturally relevant services; and
- Applicant's leadership and staff reflect the diversity of the participants/communities targeted

**B. BUDGET AND FINANCIAL MANAGEMENT (not included in page limit) (15 points)**

Given the complexity of the program structure and partnerships, the Office of Immigrant and Refugee Affairs has developed a proposed budget that demonstrates the financial relationships and program costs that the CBDO, CBOs, and Seattle Colleges will assume. Operational and budget deliberations will occur during the month of January, 2015.

1. Describe how your agency ensures adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFQ.
2. Describe how your agency has the capability to meet program expenses in advance of reimbursement.
3. Please provide your most recent annual report with complete budget details.

Budget & Personnel Information

Budget Information: Please provide budget information for the last and most current fiscal year for your organization.

Personnel Information

- This worksheet should be completed to describe proposed new hires or current staff over a 12 month period (covering January 1-December 31), who will be directly responsible for implementing and managing the program. Please note if these are currently funded positions.
- Enter Full-time Equivalents (FTEs) using decimals if the staff person works less than full time.

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

- Costs are reasonable and appropriate given the nature of the service, the collaboration and partnership with CBOs and Seattle Colleges, the target population, 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 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 RFQ.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.
- Diverse revenue sources.
- The applicant is in stable financial standing.

#### IV. APPLICATION CHECKLIST

A completed application packet must include all of the following items:

1. A completed Application Cover Sheet (Attachment 1)
2. A completed Narrative response
3. A copy of agency's most recent financial statement **AND**
  - (a) A copy of agency's most recent financial audit **OR**
  - (b) A copy of your most recent 990 Form
4. A completed Personnel Detail Form (Attachment 2)
5. Financial statements: Previous fiscal year; Organizational budget v. actual, including revenue and expenses; and revenue sources in the following categories:
  - (a) Grants/Contracts:
  - (b) Local/State/Federal Governments (please list source(s))
  - (c) Private
    - (i) Foundations
    - (ii) Corporations
    - (iii) United Way/Combined Federal Campaign and other federated campaigns
    - (iv) Individual Donors
    - (v) Other (specify)
  - (d) Earned Revenue:
    - (i) Events
    - (ii) Fees Other
6. A roster of your agency's current Board of Directors
7. Board of Directors meetings minutes for last two recent meetings
8. A certificate of non-profit status for your agency
9. A current certificate of public liability insurance

#### VII. LIST OF ATTACHMENTS

Attachment 1: Application Cover Sheet

Attachment 2: Personnel Detail Form

**2014 Ready to Work Community Based Development Organization Request for  
Qualifications**

**Application Cover Sheet**

1. Agency Name:	
2. Address:	
2. Federal Tax ID Number:	DUNS Number:
3. Primary Contact Name:	
4. Title:	
5. Daytime Phone (including area code):	
6. E-mail address:	
6. 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.	
Signature of Authorized Representative:	
Typed Name and Title: _____	Date Signed: _____

**Personnel Detail Form**

Agency Name:	
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Full-Time Equivalent (FTE) = ____/week					Fund Sources				
Position Title	Staff Name	Hourly Rate	FTEs	Number of Hours	Fund Sources	Fund Sources	Fund Sources	Other <sup>1</sup>	Total Program
<b>Subtotal – Salaries &amp; Wages</b>									

<b>Personnel Benefits:</b>	FICA					
	Pensions/Retirement					
	Industrial Insurance					
	Health/Dental					
	Unemployment Compensation					
<b>Subtotal – Personnel Benefits</b>						
<b>Total Personnel Costs (Salaries &amp; Benefits)</b>						