



**Seattle**  
Human Services

**2021 Supporting Youth and Young Adults for Success  
Request for Proposal (RFP)**

**Amended July 20, 2021**

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# Seattle Human Services Department

## 2021 Supporting Youth and Young Adults for Success RFP

### GUIDELINES

#### I. Summary

The Youth and Family Empowerment (YFE) Division of the Seattle Human Services Department (HSD) is seeking applications from a diverse group of agencies with experience:

- actively engaging and working with low income young people from Black, Indigenous, People of Color (BIPOC) communities in Seattle between the ages of 14 and 24;
- developing and providing year-round supportive services;
- using an anti-racist approach that supports positive cultural identities; and
- preparing young people to get and keep good paying jobs.

This Request for Proposal (RFP) is investing \$3,732,398 from the HSD General Fund and HSD intends to fund up to 18 proposals. The deadline for turning in completed proposals is **Monday, April 5, 2021, 12:00 noon PT**. This RFP is competitive and open to any agencies that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in *Guidelines Section III. Program Requirements*. All eligible proposals will be rated and interviewed. Initial funding will be for the period of January 1, 2022 to December 31, 2022. Contract renewal for an additional three years depends on performance and funding availability.

Timeline*	
Funding Opportunity Released	Monday, February 22, 2021
Webinar Information Session (Participation is recommended but not required)	Friday, February 26, 2021 10:00 – 11:30 a.m.
Download <a href="#">WebEx</a> prior to the webinar If you need any accommodation, please contact Ann-Margaret Webb at: ann-margaret.webb@seattle.gov.	Join <a href="#">WebEx</a> or call +1-206-207-1700, (access code): 146 300 5699##
	Wednesday, March 3, 2021 2:00 – 3:30 p.m.
	Join <a href="#">WebEx</a> , or call +1-206-207-1700, and (access code): 146 546 2539##
One-on-one Help for Applicants	March 1 - April 2, 2021, by appointment
Last Day to Submit Questions	Wednesday, March 24, 2021 by 5:00 p.m.
Application Deadline (electronic only)	<b>Monday, April 5, 2021 by 12:00 p.m. (noon) PT</b>
Request for Fiscal Documents (as needed)	Beginning April 26, 2021
Interviews	<del>May 3 – May 14, 2021</del> Beginning April 26, 2021
Final Award Notification: <b>AMENDED</b>	<del>Friday, August 6, 2021</del> <b>Friday, August 13, 2021</b>
Contract Start Date	Saturday, January 1, 2022

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

### **Information Sessions and One-on-One Help**

HSD will offer two webinar information sessions. Any agency interested in learning more about this RFP is encouraged to attend a session and ask questions. The webinar information sessions are not required.

Baker Consulting will provide help to applicants as they develop their proposals. Priority will be given to agencies without access to professional grant writing support or who have not received funding from HSD before. Baker Consulting may help agencies understand application and budget questions, think through proposal ideas, and review proposal drafts. They will not write proposals for applicants. Help sessions will be scheduled by appointment and will be held between March 1 and April 2, 2021. Applicants are encouraged to schedule appointments as early as possible by emailing Kevin Baker at [kevin@thebakerconsulting.com](mailto:kevin@thebakerconsulting.com)

All materials and updates to the RFP are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and agencies are responsible for regularly checking this web page for any changes. HSD will not pay for any expense agencies may incur while they are preparing their application, providing information requested by HSD, or participating in the selection process.

If you have any questions, please contact:

Ann-Margaret Webb, Funding Process Coordinator, via email at [ann-margaret.webb@seattle.gov](mailto:ann-margaret.webb@seattle.gov)

## **II. Background & Strategy**

### **A. Background**

Prior to COVID-19, HSD organized:

- four listening circles with staff from 20 youth-serving agencies; and
- nine listening circles attended by 114 young people.

The following themes were identified as key needs:

- safe, supportive spaces;
- ongoing relationships with trusted adults;
- programming that reflects the cultural identities of young people;
- support that prepares young people for living wage jobs;
- paid internships; and
- support for potential entrepreneurs.

This RFP was also informed by feedback received through listening circles and a community co-design process held between 2017 and 2019. Themes and feedback gathered were backed by literature reviews of local and national best practices, regional funding priorities, and local disparity data.

### **B. Strategy**

This RFP will fund the following strategy:

- **Supportive Services:** services that nurture and cultivate the strengths of young people and include an anti-racist approach by identifying and changing the values and behaviors that perpetuate systemic racism, and that supports positive cultural identities. Services must:
  1. adhere to all four protective factors below (*protective factors are characteristics, conditions or behaviors that reduce the effects of stressful life events and increase the ability of young people to thrive in all aspects of their lives<sup>1</sup>*); and
  2. include a pre-employment component, defined as services that prepare young people to be successful in future employment.

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<sup>1</sup> U.S. Department of Health & Human Services, Centers for Disease Control and Prevention.  
<https://www.cdc.gov/healthyyouth/protective/index.htm>

Protective Factors: Supportive Services Strategy*	
i.	Young people feel physically and psychologically safe in the program space and with program staff.
ii.	Young people are engaged/connected with one or more of the following: <ul style="list-style-type: none"> <li>• adults they relate to and who are actively helping them develop their skills and interests</li> <li>• their culture</li> <li>• their community</li> <li>• their peers</li> <li>• their hobbies (arts, music, sports, etc.)</li> <li>• their job, internship, or job training</li> </ul>
iii.	Young people demonstrate they can problem solve and cope with challenges in their lives and have confidence in their self-worth and abilities.
iv.	Young people are focused on the goals/skills and experience they need to accomplish for future personal and/or career success.

\*Adapted from Youth.Gov Risk and Protective Factors.<sup>2</sup>

Services should be developmentally appropriate, have a prevention focus, and be culturally and linguistically relevant. Services should be offered year-round allowing for either in-person or virtual services (according to [Seattle & King County Public Health COVID-19 guidelines](#)), and on a regular basis to support the development of protective factors. In-person services may be offered at agencies located in communities or at schools and locations that are convenient for young people; both in-person and virtual services should take place at times that are convenient for the young people and their families. This funding is not intended to provide case management, behavioral health services, emergency services for young people in crisis, or for activities that earn school credits.

Examples of eligible activities include, but are not limited to:

- mentoring
- leadership development
- anti-racism trainings
- civic participation and engagement in anti-racism activities
- social-emotional development programming
- support for cultural identification and affinity
- job readiness and career development
- career exploration, such as field studies, visits to employers, job fairs, etc.
- internships (paid or unpaid)
- entrepreneur training

### III. Program Requirements

#### A. Criteria for Eligible Participants

Young people who participate in services must:

1. live within the Seattle city limits or attend schools in Seattle;
2. be between 14 - 24 years old; and
3. be low income under [HUD income limits](#) (80% or less of area median income).

#### B. Priority Population and Focus Population

<sup>2</sup> U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration. <https://youth.gov/youth-topics/youth-mental-health/risk-and-protective-factors-youth>

1. **Priority populations** are a specific demographic group, like seniors, youth, families, etc. or individuals who have a specific issue in common, like being unemployed. The priority population for this RFP is **low-income young people**.
2. **Focus populations** are specific racial and ethnic groups within the priority population. The focus populations for this RFP are:
  - Black/African American
  - Native American/Alaska Native
  - Native Hawaiian/Pacific Islander
  - Hispanic/Latino
  - Asian

Applicants may specialize in specific groups within the list of focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. For more information regarding the data used to determine the Priority and Focus Populations, please see HSD's Results Based Accountability and Theory of Change document on the [HSD Funding Opportunity](#) webpage.

### C. Expected Performance Commitments

1. **Quantity**
  - Number of unduplicated low-income youth and young adults enrolled in program by race/ethnicity
2. **Quality**
  - Ratio of staff to youth and young adults
  - Percentage of youth and young adults reporting feeling safe/supported by staff
3. **Impact**
  - Percentage of youth and young adults reporting healthy coping and problem-solving skills
  - Percentage of youth and young adults reporting higher self-esteem
  - Percentage of youth and young adults obtaining skills/experience relevant to their specific career interests
4. **Racial Disparity Performance Measures**
  - Percentage of focus population reporting healthy coping and problem-solving skills
  - Percentage of focus population reporting higher self-esteem
  - Percentage of focus population obtaining skills/experience relevant to their specific career interests

### D. Description of Key Staff and Staffing Level

Staff should have experience providing supportive and pre-employment services as they are described in *Guidelines Section II. Background & Strategy*. Staff should reflect the communities and populations served, be culturally and linguistically competent, and have experience working with the priority and focus populations. Staff to participant ratio should be reasonable for the services described.

### E. RFP Specific Eligibility, Data and Contracting Requirements

Applicant agencies must also adhere to the following:

1. **Number of Proposals**

Each agency is limited to one proposal. For collaborative projects, only the agency identified as the lead should apply. If your agency is also listed as a partner in another agency's application, the services provided, and budget requested should be clearly defined and not duplicative.
2. **Data Collection and Evaluation**

All funded agencies will participate in data collection to evaluate and improve the quality of their programming. HSD will host the evaluation meetings as needed.
3. **COVID-19 Safety Guidelines**

Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces. Agencies should have a plan to safely provide services remotely if that becomes necessary.

# Seattle Human Services Department

## 2021 Supporting Youth and Young Adults for Success RFP

### APPLICATION

#### I. Format Instructions

Applications will be rated only on the information requested in this RFP, including any clarifying information requested by HSD. Answer each section completely. Do not include cover letters or brochures with your application. Applications that do not follow the required format may not be rated.

Required format for written application:

- typed and formatted to letter-size (8 ½ x 11-inch) paper
- use one-inch margins, single spacing, and minimum size 11-point font
- be no longer than 8 pages (requested attachments will not count towards the page limit).

#### II. Proposal Narrative & Rating Criteria

Write a narrative response to all sections A – F. Answer each section completely according to the questions. Do not exceed a total of 8 pages.

##### **A. COMMUNITIES SERVED (7 points)**

1. List the communities, including the age range, you will serve. If they are not the priority and focus population identified in this RFP, explain why you are prioritizing them for services. (2 points)
2. Describe the unique characteristics and experiences of the young people who will be participating, including strengths, challenges, home language, and other defining attributes. (5 points)

**Rating Criteria - A strong application meets all the criteria below.**

- Communities and age range are from the priority and focus populations listed in this RFP. If they are not the same, applicant includes specific details and qualitative/quantitative data that clearly describes a significant need. (2 points)
- Applicant describes a strong understanding of the young people who will participate in their program, including their unique characteristics, experiences, strengths, and challenges they face. (5 points)

##### **B. AGENCY AND STAFF (15 points)**

1. Tell us about your agency's history, experience, and the current work you do with low income, Black, Indigenous, and People of Color (BIPOC) young people who historically have experienced oppression. (4 points)
2. Explain the successes and challenges you have had or anticipate having while providing cultural and language relevant services to BIPOC young people. How has your agency grown and adapted over time in response to the changes in the communities you serve? (7 points)
3. Describe the staff who will design, deliver, and evaluate these services. What experience do they have? What will they be responsible for doing? What is the ratio of staff to participants? (4 points)

**Rating Criteria - A strong application meets all the criteria below.**

- Applicant has a strong history and experience of working with low income BIPOC young people who historically have experienced oppression. (4 points)

- Applicant understands and is prepared for the challenges they may encounter while providing culturally and language relevant services to low income, BIPOC young people. Applicant demonstrates growth and ability to adapt to changes in the communities they serve over time. (7 points)
- Applicant describes all staff who will design, deliver, and evaluate services. Staff positions and qualifications are designed to meet the needs of participants. The staff to participant ratio is reasonable for the services described. (4 points)

### C. SERVICES TO BE FUNDED (28 points)

1. Describe the Supportive Services you will provide. How will the services meet the needs of young people participating, and build their capacity for leadership? (5 points)
2. Describe how your services will reflect the protective factors in *Section II. Background & Strategy*. (8 points)
3. How will services result in the performance commitments listed in *Guidelines Section III. C. Expected Performance Commitments (Quantity, Quality, and Impact)*? (8 points)
4. When and where will services be delivered? Provide specific locations, times, days of the week, and the frequency with which services will be offered throughout the year. If any services will be new, please attach a start-up timeline that shows planning will ramp up beginning January 2022 and services no later than March 31, 2022. The timeline(s) will not count towards the page limit. (2 points)
5. Describe your capacity to begin offering services in early January 2022, or for new services, describe your capacity to begin planning in early January and providing services no later than March 31, 2022. Will you have the staff, space, technology, etc. ready? (2 points)
6. If COVID-19 safety protocols like social distancing are in place, how will you offer services? (3 points)

#### **Rating Criteria - A strong application meets all the criteria below.**

- Applicant presents a thorough description of the Supportive Services that will be provided. It is clear how they will meet the needs of the participants and build their capacity for leadership. (5 points)
- Applicant clearly identifies how the four protective factors are addressed. (8 points)
- Applicant provides a clear description of how the services offered will result in the performance commitments listed in *Guidelines Section III. C. Expected Performance Commitments*. (8 points)
- Services are held throughout the year, within Seattle city limits, and at locations and times convenient for the young people to participate. If services will be new, a start-up timeline shows that planning will begin early January 2022 and services will start no later than March 31, 2022. (2 points)
- Applicant describes realistic capacity to start work early January 2022, with new services starting no later than March 31, 2022. (2 points)
- Applicant describes a realistic plan to provide services while implementing all applicable COVID-19 safety protocols. (3 points)

### D. RACIAL EQUITY (22 points)

1. How do you ensure that an anti-racist approach (identifying and changing the values and behaviors that perpetuate systemic racism) is centered in your work with young people and your staff? (4 points)
2. What are your existing policies and practices on racial equity for staff and participants, including learning opportunities, professional development trainings or support to staff? (6 points)
3. Describe the ethnic, language and socio-economic backgrounds of your board, leadership, staff, and volunteers, and indicate how they represent the populations you will be working with. (8 points)
4. How do you build the leadership capacity of BIPOC staff? (4 points)

#### **Rating Criteria - A strong application meets all the criteria below.**

- Applicant clearly describes how they are identifying and challenging systemic racism through their work with young people and their staff. (4 points)
- Applicant clearly describes how racial equity is incorporated into their work with staff and participants. Provides specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrates a commitment to racial equity. (6 points)

- Applicant's board, leadership, staff, and volunteers reflect the cultural, language, and socio-economic characteristics of the communities to be served. (8 points)
- Applicant has a plan to build leadership capacity of their BIPOC staff. (4 points)

#### **E. PARTNERSHIPS (8 points)**

1. Describe how you will partner with young people, community members, and/or other youth serving agencies. What influence do they have in your agency? What role do they have in planning, implementing and evaluation? (5 points)
2. How are partners compensated? Additionally, how do you monitor the quality of services of your partners' work? (3 points)
3. Provide signed letters of commitment from any individual or agency that will provide significant help (defined as something crucial to the successful delivery of the service, without which your agency would not be able to provide the service). If your agency is also listed as a partner in another agency's application, the services provided, and budget requested should be clearly defined and not duplicative. The letter(s) should describe the specific work or resource(s) they will provide and will not count towards the page limit.

#### ***Rating Criteria - A strong application meets all the criteria below.***

- Applicant clearly describes who and how they will partner with youth and young adults, community members and agencies in planning, implementation, and evaluation. (5 points)
- Partners are compensated accordingly. Applicant describes a plan to ensure the work of partners is monitored appropriately for quality. (3 points)
- Applicant has submitted signed letters of commitment from partners providing significant resources.
- If applicant is listed as a partner in another agency's application, then the services and budget described in each application are not duplicative.

#### **F. Data and Fiscal Management (12 points)**

1. Describe your experience collecting data from participants and give specific examples of how you have used it to improve services. (4 points)
2. What type of data do you collect and how often? What challenges have you encountered collecting and using data and how have you overcome them? (2 points)
3. How do you store data and ensure it is kept private and secure? (2 points)
4. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and then submit invoices for reimbursement? What happens when fund sources changes? (2 points)
5. How do you make sure general accounting principles are in place to ensure your agency can safeguard all funding HSD may award? If you do not have the ability to do this, your agency may wish to have an established agency act as fiscal sponsor. Provide a signed letter of agreement from your fiscal sponsor. The letter will not count towards the page limit. (2 points)

#### ***Rating Criteria - A strong application meets all the criteria below.***

- Applicant has experience collecting data from participants and can provide examples of how they used data to improve services. (4 points)
- Applicant identifies data collected, how often they collect this data, any challenges they experience collecting and managing data, and how they overcame these challenges. (2 points)
- Applicant has procedures in place to keep data private and secure. (2 points)
- Applicant adequately describes its revenue, financial health, and financial management system. Applicant can provide services and submit invoices for reimbursement, and cope with changes in funding support. (2 points)
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this

funding opportunity. If applicant lacks fiscal management capabilities, a signed letter of agreement stating an appropriate fiscal sponsor who will serve in that role is attached. (2 points)

#### G. BUDGET (8 points)

1. Complete the Proposed Program and Personnel Budget (Attachments 3 and 4) for the services you want to be funded. Do not provide your total agency's budget. Costs should reflect the level of services and the outcomes proposed. Budgets will not count toward the page limit. (8 points)

#### **Rating Criteria - A strong application meets all the criteria below.**

- Costs included are only for the services to be funded through this RFP. (3 points)
- Costs are reasonable based on the proposed level of services and outcomes. (5 points)

### III. Interviews and Total Application Scores

All agencies with applications that meet the minimum eligibility requirements will be interviewed. Interviews will be scheduled separately. Interviews will focus on the agency's proposed program design and experience serving BIPOC youth and young adults. The interview will be scored separately from the written proposal. The interview portion is worth 100 points. The combined application and interview are worth a total of 200 points.

### IV. Completed Application Requirements

#### A. Application Submittal

The proposal must include:

1. A completed and signed two-page Application Cover Sheet (Attachment 2)
2. A completed Narrative Response (8-page limit)
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you are proposing to provide any new services, attach a start-up timeline for each service.
6. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
7. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.

Completed applications are due by **Monday, April 5, 2021, 12:00 noon**. Proposals must be submitted through the HSD Online Submission System or via email. No faxed, e-mailed, or mailed proposals will be accepted.

1. **Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>)  
HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline.
2. **Via Email** ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov))  
Email attachments are limited to 30 MB. The subject heading must be titled: 202102 Supporting Youth and Young Adults for Success RFP. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

#### HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records**. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or

electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#). **Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third -party requestor.**

#### **After Minimum Eligibility Screening and Determination of a Completed Application**

3. HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents via the\_HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)):
  1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
  2. Most recent audit report.
  3. Most recent fiscal year-ending Form 990 report.
  4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to [Master Agency Service Agreement](#) requirements at the start of the contract).
  5. 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.
  6. Proof of federally approved indirect rate, if applicable.

## 2021 Supporting Youth and Young Adults for Success RFP Application Checklist

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

### HAVE YOU....

- Read and understood the following additional documents found on the [Funding Opportunities webpage](#)?**
- HSD Agency Minimum Eligibility Requirements
  - HSD Client Data and Program Reporting Requirements
  - HSD Contracting Requirements
  - HSD Funding Opportunity Selection Process
  - HSD Appeal Process
  - HSD Commitment to Funding Culturally Responsive Services
  - HSD Guiding Principles
  - HSD Master Agency Services Agreement Sample
  - HSD 2021 Supporting Youth and Young Adults for Success RFP Results Based Accountability & Theory of Change
  - HSD 2021 Supporting Youth and Young Adults for Success RFP Data Highlights
- Completed and signed the 2-page Application Cover Sheet (Attachment 2)?\***
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each section of the Narrative response?**
- Completed the full Proposed Program Budget (Attachment 3)?\***
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?\***
- Attached the following supporting documents?\***
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity
- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, showing planning ramping up beginning January 2022 and services starting by March 31, 2022?\***
- If you are proposing a significant partnership with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?\***
- If you have a fiscal sponsor, have you attached a signed letter of agreement from that agency's Director or other authorized representative?\***

*\*These documents do not count against the 8-page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. (noon) PT on Monday, April 5, 2021**. Application packets received after this deadline may not be considered. See Section I for submission instructions.



Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

16. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone  
Number:

Description of partner agency proposed activities:

Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

Add additional sections if more than two partner agencies are applying.

16. Fiscal Sponsor (if applicable):

Contact Name:

Title:

Address:

Email:

Phone:

*I have read and understood the [Fiscal Sponsor Requirements](#) document and will comply with all obligations if the applicant is awarded funding.*

Signature of fiscal sponsor representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized physical signature of applicant/lead agency**

*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.*

Name and Title of Authorized Representative:

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**2021 Supporting Youth and Young Adults Request for Proposals  
Proposed Program Budget  
January 1, 2022 - December 31, 2022**

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Name:</b>	
<b>Proposed Program Name:</b>	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	
<b>STAFFING</b>				
Salaries (Full- & Part-Time)				\$
Fringe Benefits				\$
<b>SUBTOTAL – STAFFING</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>				
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)				\$
Operating Expenses <sup>2</sup> (includes computers, other technology expenses (not internet) and other expenses related to providing services)				\$
Rent				
Travel (includes mileage, parking)				\$
Insurance				\$
Utilities (includes electric, internet, phone)				\$
Other Miscellaneous Expenses <sup>3</sup>				\$
Indirect Facilities and Administration (F & A) Costs <sup>4</sup>				\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>2</sup> Operating Expenses - Itemize below (Do Not Include Office Supplies):

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Indirect Facilities and Administration (F & A) Costs - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Indirect Facilities and Administration (F&A) Costs - Those costs referred to as overhead, overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an organization and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those Indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation

**Non-Capitalized Interest**

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

**2021 Supporting Youth and Young Adults for Success Request for Proposals  
Proposed Personnel Detail Budget  
January 1, 2022 - December 31, 2022**

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

Agency's Full-Time Equivalent (FTE) =	hours per week			Amount by Fund Source(s)				
Position Title	Staff Name	Hourly Rate	How many hours a week this funding will pay for	Requested HSD Funding (\$)	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
<b>Subtotal – Salaries &amp; Wages</b>								
<b>Personnel Benefits:</b>								
FICA								
Pensions/Retirement								
Industrial Insurance								
Health/Dental								
Unemployment Compensation								
Other Employee Benefits								
<b>Subtotal – Personnel Benefits:</b>								
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>								