Question and Answer
Updated: 3/29/21

	Program Area	Question	Answer	Date
1	Eligibility	The Community Safety Capacity-Building requires all services to operate in Seattle. While we serve YYAs across King County, many of them currently live outside of city limits due to gentrification, etc. In non-COVID times, both of our diversion workshops operate in Seattle, but our office and most of our programming operate [outside of Seattle].	1. Services do need to be located within the City of Seattle. 2. Offices can be located outside of the City of Seattle. 3. Services do need to be provided to people living or attending school in Seattle. Applicants can apply for the portion of services located within Seattle if their organization provides services across King County.	3/4
2	Eligibility	I'm not sure whether we meet the RFP definition of being a community-led group.	RFP definition of community-led group: 1) Are where the majority (51% or more) of the people in charge of your group are from the community you serve; 2) Have a commitment to building power in the community and/or supporting healing from the impact of oppression; 3) Are committed to addressing internalized oppression; and/or 4) Are affirming of all members of the community and are committed to ending all forms of oppression, including ableism, homophobia, transphobia, and misogyny.	3/5
3	Application Submission	Can you send a WORD document of the RFP questions and attachments so that I can type into the document? This appears to be a different submittal system than what we are accustomed to. Please advise. Thank you.	Here is a link to the funding webpage. Scroll to the right column under RFP Documents there is a WORD version for the application and Excel for the budget.	3/8

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4	Definition	What do you mean by safety? Can you use layman's terms? Safety is ambiguous.	We were told through community engagement to not define safety for individual communities. Safety can be defined differently for different populations. Therefore, we are asking each applicant to define safety for your specific community and to define success toward creating a safe community.	3/11
5	Definition	What is a commitment to internalized oppression?	This is an agency introspective question. We are asking what it means to your own organization to be committed to undoing any form of oppression, such racism and sexism and to speak to what your organization does to undo it.	3/11
6	Page Limit	3) Six-page limit – or eight-page limit?	Six (6) page limit	3/11
7	Page Limit	4) 6-page limit, but questions and rating criteria are 1.5 pages. Can we get 7.5 pages, or if 6 not include the sub-questions/rating criteria?	Six (6) page limit; No need to repeat questions but clearly label responses.	3/11
8	Application Checklist	Do we need to submit the checklist?	No	3/11
9	Due Diligence	What is 3-5 business days? .	This is referring to the response time with which HSD will post answers to questions. Our due diligence process mandates that we post all responses to questions in 5 business days. Best practice is 3 business days.	3/11

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10	Allowable Expenses	Can the funds be used for property acquisition and/or construction costs?	No, not with this funding source. It can be used for rent but cannot be used for capital outlays and construction.	3/11
11	Funding	What is the general range of funding that we should aim for?	We are not prescribing or estimating award amounts or funding ranges. We are asking you to propose what you need to scale up your responses to community safety.	3/11
12	Eligibility	Regarding "community-led group or organization". On page 5 in RFP, it says that community-led groups listed under criteria that would get your application prioritized, but it sounds like you talked about it as a requirement. Is it a requirement, or something that gets your application prioritized?	It is a requirement.	3/11
13	Focus Population	What do you mean about the "people in charge are from the community they serve"? For instance, if you are an organization that serves… are you asking about racial demographics of the leadership or if it's an organization that serves homeless people for instance, are you saying that 51% of the people in charge of your group should have an experience of homelessness, or both? Or what do you mean?	It means the people in charge are from the focus population you serve.	3/11

14	Allowable Expenses	I heard that these funds cannot be used for property; this funding is to look at opportunities in the community for safety. If this [the need] may take a building, or place where a person can partake in services offered, but are not in a position to acquire the property, can funding be used to cover rent? We do not want to create/offer services in community and have it been taken away once the grant is over. We want to ensure sustainability. Can we put in for rent? When this rent is over, and what if it's a small business and don't have a strong foothold in the community, what do you suggest? To put enough to rent a space for one year that this grant will be funding for?	This is one of several investment processes focused on community safety and equitable development. Here is a link to the Equitable Development Initiative as well as the Participatory Budgeting which may be of interest. The contract period is for 18 months and not one year. We only have one-time funds available at this time. This funding can be used for rent. See Q#10.	3/11
15	Funding Requirements	Can an agency submit more than one proposal (i.e. multiple community safety projects within one organization)?	We ask that each agency submit one proposal. Your proposal can be across multiple projects as long as the focus is on capacity building.	3/11
16	Eligibility	Do we need our SAM registration for this funding?	No (corrected response from the Information Session).	3/11
17	Eligibility	If a bigger organization is proposing a program does the demographic requirement apply to the organization leadership or the program being proposed's leadership?	Just the program being proposed.	3/11
18	Eligibility	An earlier slide mentioned that 51% of the people in charge should reflect the communities they serve. Who is considered "people in charge?" (I.e., program director? program manager? CEO?)	If it's a multi-service organization, the leadership of that particular program itself - program manager, director; and if it's a small organization, people in charge are who are in charge of the overall organization (i.e. Executive Director, Deputy Director, CEO, etc.).	3/11

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19	Eligibility	Can you share some examples of eligible capacity building activities and elaborate on how this is different from service provision?	Trainings, community organizing, network development, any capacity building across organizations and systems; as well as intra-organizational capacity building (i.e. purchasing small scale equipment, classes, restorative practices) any services that are scaling up operations related to safety (i.e. self-defense classes, healthy relationships skills classes for teens and adults, community classes on preventing sexual violence).	3/11
20	Eligibility	Could you say more about what kind of public corporations and commissions might be eligible? Would a City of Seattle commission be eligible?	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 and** the applicant's status as a legal entity is in good standing and must not have been revoked in the previous calendar year, the organization is eligible to apply. See HSD Funding Webpage Minimum Qualifications.	3/11
21	Funding	Can funding be used for an existing project?	Yes, for the purpose of this RFP, the funds may support existing services with a focus on increasing capacity or scaling up. You will discuss in your proposal how the funds will contribute to the growth/expansion of the services and not to maintain current level. There will also be some questions in interviews related to increasing capacity.	3/11
22	Funding	Could you talk more about the indirect facilities and administration costs? How should we calculate this on the budget?	As a pilot, HSD removed the indirect rate cap for 2021 General Fund contracts but is continuing to evaluate the impact before any formal adoption. It is too early to tell if the removal will apply to contracts beyond 2021. Traditionally, the indirect rate was capped at 15%. Federally approved rates still apply.	3/11

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23	Eligibility	I have an existing project and want to expand program to work with another agency to. Would project meet eligibility criteria?	Consult with technical assistance consultants and they can provide feedback; on the surface it does sound like capacity building.	3/11
24	Eligibility	Could you speak to and clarify what the application would look like for multiple orgs who want to collaborate on projects? Is it one application with one scope of work for all?	Yes. What is important is that all collaborators agree to their roles and scopes of work, and sign letters of support. You are encouraged to contact TA consultants to make sure the framing and messaging is aligned with the funding intent.	3/11
25	Eligibility	Recently, the City of Seattle has done a great job of prioritizing and supporting small, grassroots organizations for funding related to racial justice and alternatives to policing. Is this RFP focused on selecting smaller, grassroots organizations, or will it also consider qualified larger organizations?	All the organizations will be selected and based on the merits of the proposal and its alignment of the funding intent. But this original intent of this funding, as legislated, was focused on community-led solutions to ending violence and promoting safety. This includes small organizations that are run by the community themselves as well as larger orgs that are aligned with, and serving, and led by the community that they are serving.	3/11
26	Priority and Focus Populations	Can the focus for safety be a sub-set of the needs of the community? For example, focus on domestic violence victims?	Yes, it can be on a specific population or service area. The RFP guidelines note a focus on specializing, and not generalizing.	3/11
27	Contract Requirements	Are the monthly meetings a cohort meeting or meeting to coordinate services?	The intent is to build relationship, develop a collaborative vision and community level indicators for safety. There may be coordination/cross referral, as applicable. If there is a lead agency on a collaborative proposal, we can negotiate who will be the lead agency to attend the monthly meetings.	3/11

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28	Funding	Is funding for the capacity or the organization to provide services?	It is for capacity.	3/11
29	Definition	The RFP says, "any organization doing violence prevention and community safety work in Seattle is encouraged to apply." What's your definition of or, how broad is your definition of a violence prevention and community safety organization?	HSD is taking the broadest definition possible of violence prevention and community safety, and a self-defined definition by the community led organization.	3/11
30	Definition	Do you have a specific definition of what a violence prevention and community safety organization is?	See Q#29	3/11
31	Services	Could capacity building include piloting a new program?	Yes, as long it is explained how it is increasing capacity.	3/11
32	Eligibility	Are programs that also serve folks outside of Seattle ineligible?	The services need to be located within the City of Seattle; the participants need to work, go to school or live in Seattle. This funding must go to services that are in the City of Seattle. Organization can be located outside the City of Seattle. See Q#1	3/11
33	Services	Would the connection and organization of current resources to expand capacity be fundable? Can this funding be used to bring organizations together to support young people through referrals, working together and increase communication?	Yes.	3/11

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34	Technical Assistance	Are the consulting services free?	Yes, first come first serve. If great demand for TA and need to prioritize who receives TA, we will prioritize organizations with current operating budget of $1 million or less and those organizations who are led by RFP focus populations.	3/11
35	Technical Assistance	If the organization is focused on one of the priority populations, but have budget over $1 Million, can we still request technical assistance?	You can still call for TA, but there will be priority for smaller organizations led by focus populations.	3/11
36	Technical Assistance	We can't all ask questions of tech assistants. Technical assistance is not available to all, so it depends on org. budget. Is that right?	See Q#34 and Q#35	3/11
37	Allowable Expenses	Would fees for consulting services be considered capacity building? For example, hiring a nonprofit development consultant for support with fundraising. .	Yes, if you can make the case that having the consultant allows the organization to increase capacity.	3/11
38	Eligibility	When you answer the question about City of Seattle commissions being eligible, we would also love to know if such commissions would be eligible if they partner with other orgs.	They would be eligible as a partner. See Q#20 for primary eligibility.	3/11
39	Capacity Building	There were some examples of what could be funded mentioned. Where can we find that list?	Raters will be comparing applications to the RFP guidelines only.	3/11

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40	Allowable Expenses	We are currently a volunteer-led org. Would it be appropriate to use these funds to pay for leadership staff salaries?	Yes, if it contributes to the capacity building of the organization and ability to reach those in the focus population. Note that it would be important to allow for staff time to attend monthly coordination meetings. Please include this in cost of your budget as needed.	3/11
41	Eligibility	Can an LLC receive these funds?	Yes.	3/11
42	Eligibility	During the meeting you mentioned that 51% of leadership should reflect BIPOC communities. We have three leaders, two of them are white. Would we be eligible.	No.	3/11
43	Information Session	We missed the live info session yesterday. I checked the website but can't seem to find a link to the recording – would you be able to share that or point me in the right direction?	The link to the video is available here.	3/12
44	Submission	I'm in the process of applying for the Community Safety Capacity Building and I see that we must submit a 2-page cover letter with our application (attachment 2). When I click on the RFP Materials cover letter option, I'm taken to the 1-page description of the grant. I can't seem to find where to download attachment 2 anywhere. Can you please point me in the right direction?	Here is the link. See attachment 2, page 10 on the Guidelines and Application.	3/12

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45	Contracting	I have a question about how the grant is distributed. Do we receive a monthly payment or do we pay for expenses upfront and then get reimbursed?	Awardees invoice monthly. Payment is then reimbursed.	3/15
46	Eligibility	I was wondering for the Community Safety Capacity Building RFP, can the funding be used for domestic violence victim advocacy?	Yes	3/15
47	Eligibility	Are we able to apply as we are located [outside of the city]? We do provide services to individuals in Seattle.	See Q#1	3/15
48	Eligibility	We do not have a physical address in in Seattle Does that still apply?	Yes, you can still apply. See Q#1	3/15
49	Application	We're supported by [an academic institution] when collecting data. It's likely that other organizations will be referencing [this same institution]. Will it be problematic if there are multiple proposals referring to [this same institution] as their means of collecting data?	No	3/18

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50	Application	We see the Community Safety Capacity Building RFP as aligning well to support the hiring of a Multigenerational Organizer. Do you see this as a good fit?	Please contact technical assistance advisors for consultation on fit as staff cannot provide opinions on fit and framing of the proposal. However, what you mention is an allowable expense for this RFP.	3/19
51	Fiscal Sponsorship	If our fiscal sponsor is submitting an application can we also submit one? I ask because based on our understanding, we can only submit one application per agency.	Both your organization and your fiscal sponsor can submit separate applications. Ensure that section 16 of the Application Cover Sheet is signed by the fiscal sponsor. Also ensure that scopes of work and budgets are distinct.	3/22
52	Fiscal Sponsorship	We are a fiscal sponsor to an organization interested in applying for the Community Safety RFP. We are also interested in applying as separate projects and are wondering the best process for that / how to best do that in line with rules and regulations for the City.	See Q#51	3/22
53	Fiscal Sponsorship	Can the fiscal sponsor be a 501c3 nonprofit registered in another state if the sponsored project is based in Seattle?	Please see Fiscal Sponsorship Requirements on HSD's Funding Process webpage.	3/22
54	Application	If part of the grant program can meet Covid requirements, are city spaces like Parks and Rec available? Of course if the statewide guidelines allow it.	Please reach out to Seattle Parks and Recreation directly if you have a park in mind. If they agree to partner with you, have them sign a partnership letter.	3/23

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55	Indirect Rate	Also who can answer what is an indirect rate cap? What is an indirect cost?	As a pilot, HSD removed the indirect rate cap for 2021 General Fund contracts but is continuing to evaluate the impact before any formal adoption. It is too early to tell if the removal will apply to contracts beyond 2021. **Traditionally, the indirect rate was capped at 15%.** Federally approved rates still apply. Indirect costs are costs that are not directly accountable to a specific program. For example, you may pay a program manager. That is a direct cost. You may also pay an administration, security, etc. not directly related to a particular program. These are indirect costs.	3/23
56	Application	Can the city provide a RFP grant recipient with contacts for capacity building? For example, If I would like to do a social media flyer requesting restorative circle participation in buildings reflect the priority population so they could receive some type of stipend or gift card and they live in the buildings reflected in the grant can SHA assist in that?	It is typically up to the grant recipient to have their own network and contacts. That said, HSD does sometimes work to partner with recipients to share resources, but this should not be the primary source of recruitment and contacts.	3/23
57	Application	Do the services for the participants of the program have to only and always be in Seattle? [We] have taken students on the Civil Rights tour in the past which covers Georgia, Mississippi and Alabama.	The majority of services do need to be in Seattle though educational travel is an allowable expense.	3/24
58	Conflict of Interest	Is there a conflict of interest for City employees applying for HSD grants for an outside community-based program that they run? They do not work in HSD.	This is allowable as long as they are not employed at HSD.	3/24

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59	Application	Which forms need to be from the LLC and which forms need to be from the fiscal sponsor? Also, can we use the LLC insurance for the program?	If there is a fiscal sponsor, they must sign section 16 of the Application Cover Page (fiscal sponsor section). The fiscal sponsor's insurance will be used. Please also ensure the Fiscal Sponsor meets requirements as noted in the Fiscal Sponsorship section of the Funding Process Webpage.	3/24
60	Eligibility	We are an umbrella organization with multiple projects. We do not have fiscal sponsorship relationships [with projects] though all values are aligned. Can we apply separately?	See Q#15	3/25
61	Application	We are interested in applying. I know the deadline is fast approaching. Can you send over the application and any relevant information needed to apply?	Here is the link to HSD's Funding Webpage where you will find all necessary documents as well as contacts for technical assistance.	3/27
62	Funding	Is there a potential a portion could be funded or if you felt the ask was too high would the entire RFP be dismissed?	In the past, raters have recommended partial awards. We cannot predict what recommendations will be made with this round of funding.	3/28
63	Eligibility	For multi-service organizations, are we able to apply for capacity building for more than one program? If so, is there a possibility that one program may receive funding, but not another one?	Yes, as long as each program meets the "community-led" eligibility requirement (see page 5 of the Guidelines and Application). There is possibility that one program may receive funding and another one may not.	3/29

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64	Application	On the application cover sheet, #13 asks which City Council District is our program located. If we have more than one program, should we list all the City Council Districts or just the one where our main office is located?	List all the City Council districts.	3/29
65	Budget	In the "Other Fund Source" columns, should we only provide other funding sources for program-specific costs? For example, if 20% of an employee's hours will be contributed toward the program outlined in our proposal, and we are requesting 20% of their salary from HSD, then would we leave the "Other Fund Source" columns blank? Or would we indicate where the remaining 80% of their salary is coming from, even though the remaining 80% of their time is spent on activities unrelated to this proposal?	Yes. Leave the "Other Fund Source" column blank for that specific row related to salaries. See Budget section (page 12) of the Guidelines and Application.	3/29

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