

**EXHIBIT A**  
**2017–18 Seattle Preschool Program (SPP), SPP Pathway and Community Center Initiative**  
**RFI Application**

**SECTION 1: APPLICANT INFORMATION**

Applicant (Organization) Name: \_\_\_\_\_

Director/Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the Seattle Preschool Program and SPP Pathway Application Request for Investment (RFI) and agree to meet City of Seattle requirements stated in the RFI Application if a contract award is made. I certify that my organization has the capacity to meet program expenses in advance of reimbursement and that our proposed program design and costs will be valid until at least August 31, 2017. I further certify that this RFI application has been authorized by my organization's governing body.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant Director, Owner, or Board Chair)

**Applicant Involvement by Current and Former City Employees**

Please refer to RFI Section 5 for information about the City Ethics Code.

Are any of the Applicant's principals, officers, or employees who will perform work for the City current or former City of Seattle employees or volunteers? If yes, identify the employee(s) by name:

\_\_\_\_\_

Will any of the Applicant's principals, officers, or employees who will perform work for the City work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours

for work under this contract and any other? If so, identify the worker(s) by name, and if the work pertains to an existing City contract, identify the contracting department and name of City contact:

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Does any principal, officer or employee of Applicant's firm who will perform work for the City have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in the selection, negotiation, drafting, signing, administration or evaluation of the Applicant's performance? (Yes/No) \_\_\_\_\_

**SECTION II: RFI CONTACT PERSON INFORMATION (if different from above)**

Contact Person: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Please refer to the descriptions of the Seattle Preschool Program (SPP) vs. the SPP Pathway in Section 1 (Purpose and Background) of the Request for Investment. Minimum Qualifications for SPP and SPP Pathway are included in RFI Section 2 (Minimum Qualifications: SPP and SPP Pathway).

Agencies can apply for either program or for both utilizing the same application materials. Please indicate the program(s) you are applying for:

**Applying for SPP Status**

Please complete:

- Section III – Legal Status
- Section IV – Application
- Exhibit B –Site Level Information

**AND/OR**

**Applying for SPP Pathway (Step Ahead) Slots**

Please complete:

- Section III – Legal Status
- Section IV – Application
- Exhibit B – Site Level Information

**AND/OR**

**Applying for Community Center Initiative** (please refer to Section 3 for minimum qualifications)

Please complete:

- Exhibit C- Community Center Initiative Application

**SECTION III: LEGAL STATUS (check all that apply)**

- Applicant meets all business 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 is incorporated as a private non-profit corporation in the State of Washington and has been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service. The applicant’s 501(C) (3) status is in good standing and has not been revoked in the previous calendar year.
  
- Applicant is a public corporation, commission, or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.
  
- Applicant has a fiscal sponsor and has been granted 501 (c) (3) tax-exempt status by the U.S. Internal Revenue Service
  - Name of fiscal sponsor: \_\_\_\_\_
  - IRS Employer Identification Number (EIN): \_\_\_\_\_

**SECTION IV: APPLICATION**

Please answer each question below using an 11-point font, single spaced. Your responses to this section should not exceed 10 pages total. Please refer to RFI Section 2.3 “Response Materials for SPP and SPP Pathways Submittal” for specific submittal instructions.

1. Describe Applicant’s program and experience working with preschool age children. (10 points)
  - a. Please include and describe if Applicant provides a specialized program or model. Examples include, but are not limited to:
    - Dual-language programs
    - Programs that target a specific population of children
    - Programs that utilize a specialized instructional approach (i.e. Montessori)
    - Full-day/year-round model (10 hours per day) that are required for all children
  
2. How does your program measure student success? (10 points)
  - a. Does Applicant have experience with child-level assessments and gathering child-level data? What types of assessments have been used?
  - b. How often is data gathered and how is it used by teaching staff?
  - c. How does Applicant’s teaching staff connect lesson planning and individualizing plans to child outcomes?
  - d. How is child-level data shared with parents?

3. Please describe how Applicant has engaged families in supporting their children’s school readiness and social, emotional and cognitive development? *(10 points)*
  - a. Please include the following in your description:
    - Applicant’s approach to engaging families including a description of any family engagement curriculum (if applicable)
    - Applicant’s approach to supporting families with Kindergarten transition
  
4. Please describe Applicant’s experience providing services to children and families from diverse racial and ethnic backgrounds, who speak a language other than English at home, who are immigrants and refugees and/or who are from low-income backgrounds. *(10 points)*
  - a. What challenges and success have you experienced, or do you anticipate, in providing services to this population?
  - b. If experience is limited, what steps will Applicant take to provide culturally responsive services?
  
5. What is the Applicant’s experience in recruiting, retaining and supporting highly qualified staff? *(10 points)*
  - a. Who are the key staff directly supporting Applicant’s preschool program?
  - b. What related education and experience do they have?
  - c. Please describe the professional development that the Applicant’s teaching staff receives throughout the year.

**Application Checklist – Required Application Items**

**Please attach these items to your Application:**

- Copy of DEL License Attached (SPP Requirement)
  
- DEL Verification of EA Level Attached (SPP Requirement)
  
- If applicable, a report showing preschool enrollment of children who matriculate to one of the SPS Priority Schools. Please show average percent of children enrolled who have matriculated to these schools over the last five years.
  
- Completed Exhibit A – Application
  
- Completed Exhibit B – Site Level Information
  
- For Applicants located in Seattle Public Schools Buildings only: Documentation of notification of SPP or SPP Pathway application to SPS Alignment Coordinator, Susan Hall (email: slhall@seattleschools.org).