Seattle Department of Education & Early Learning

FAMILIES EDUCATION PRESCHOOL & PROMISE

Request for Investment:
School Based Award
2020-2021 School Year

<mark>12/11/2019: NOTICE- THIS IS A FINAL FAQ, based on questions received by Friday December 6, 2019.</mark>

	Questions and Answers (Q&A) Updated: 12/11/19		
	TOPIC: Eligible Applicants		
1	**Question:** What is the number of elementary/K-8s invited to apply?	**Answer:** A complete list of eligible schools are posted at School-Based Award page (http://www.seattle.gov/education/for-providers/funding-opportunities/school-based-award-2020-2021-school-year), *along with other* current information and updates.	**Date answered:** 9/18/19
2	**Question:** 2. We have the option of applying as a K-8 span school, a middle school, or a high school. However, RVLA serves grades 6-12. We submitted an Intent to Apply as a middle school, but does that mean that our 9th to 12th graders won't be able to access funded services? Should we submit two applications: one for grades 6-8 and one for 9-12?	**Answer:** Schools must apply to the same level as their submitted **Intent to Apply (ITA).**	**Date answered:** 9/20/19
3	**Question:** If we apply under the middle school program for a 6-12 span school will any of the older students in grades 9-12 be able to utilize any funded services?	**Answer:** Schools must apply to the same level as their submitted Intent to Apply. If middle schoolers are the primary beneficiaries of that service and high schoolers happen to benefit as well, this is acceptable. They cannot, however, fund services that primarily or solely benefit high schoolers. School Based Investments are intended to produce outcomes. Please develop your application plan to speak to current student need. The plan may evolve and change over the six years of funding to reflect the evolving needs of a school. If there is a clear need for students in grades 9-12 to access levy-funded services, your school will be able to revise your plan to reflect that need. You are encouraged to attend any of our *information session and/or technical assistance workshops.* Note that we will **POST ALL PPT DECKS and Q&A** that are developed from sessions, so you may review these materials even if you miss a session. Monday, September 30th will be our next information session that will share more details about the RFI at the middle-school and high-school levels. There is a complete **information sessions and technical assistance** schedule available at our School-Based Award page, through November 2019, *along with other* current information and updates.	**Date answered:** 9/25/19

4	**Question:** After we submit our application, I understand we will have to have a presentation. But, we won't have to do a school presentation?	**Answer:** Correct. Formal PowerPoints are not permitted. The school presentation is an opportunity for schools to have an in-person conversation with proposal review panelists and to speak to: • An overview of your proposal, including goals and strategies to meet them • How your proposal fits within your school-wide efforts to close opportunity gaps and increase college and career readiness • How partnerships with community-based organizations and families will enhance your school's overall programming • Clarifying questions surfaced by review panel members during their review of proposals	**Date answered:** 10/16/19
5	**Question:** Ingraham has a question about the Summer Learning Programming. Is the funding for the Summer Programming included in the $475,000-$560,000 amount? In the current Levy cycle, it is a separate budget. We want to be sure to budget accordingly.	**Answer:** Summer programming is a key component of the FEPP levy. Funding for summer programming is included in the allocated amount of $475,000-$560,000, budgeted for high schools. | Request for Investment	Information Sessions	Technical Assistanc | **School Based Award: 2020-2021 School Year** SUMMARY | Level	Range
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Elementary Schools & K-8 Schools	$200,000 to $345,000
Middle Schools	$350,000 to $480,000
High Schools	$475,000 to $560,000	 **Elementary and K-8 schools eligible to apply:** Bailey Gatzert Elementary, Beacon Hill Elementary, Broadview Thompson PK-8, Concord Elementary, For more details, check out DEEL webpage at: https://www.seattle.gov/education/for-providers/funding-opportunities/school-based-award-2020-2021-school-year	**Date answered:** 10/04/19

	TOPIC: Process and Timeline		
1	**Question:** I would like to attend the September 30th information session. Could you send me the information about that?	**Answer:** There are **two information sessions** designed to support and provide assistance with grade-level specific RFI overall support. Although not required, we encourage principals, or the staff member that will be responsible for filling out the application, to attend one of these sessions to understand what you will need to do to have a fully completed application that we will evaluate. Please RSVP HERE for the session you will attend. Here is a summary – mark your calendar:	**Date answered:** 9/18/19

Events	Date	Time & Location
Session 1A: RFI Information Session- **Video Tutorial (Online)**	Monday, September 16th	4:00 p.m., Video Tutorial (Online)
Session 1B: RFI Information Session – (Elementary and K-8)	Monday, September 23rd	4:00-6:00 p.m., The 2100 Building, 2100 24th Avenue South Seattle, WA 98144 RSVP HERE
Session 1C: RFI Information Session- (Middle and High School)	Monday, September 30th	4:00-6:00 p.m., The 2100 Building, 2100 24th Avenue South Seattle, WA 98144 RSVP HERE

2	**Question:** Would it be okay if I attended the RFI session on the 30th, instead of the 23rd?	**Answer:** Attendance to all Information and Technical Assistance Sessions are voluntary RFI development staff or team members are encouraged to attend. You may attend any session; however, they may be tailored to **specific grade level audiences.** Note that we will **POST ALL PPT DECKS and Q&A** that is developed at each session, so you may review these materials even if you miss a session. If you have further questions, you may email us at **education@seattle.gov** and we will provide an answer in 3 business days. Please RSVP HERE for the session you will attend.	**Date answered:** 9/18/19
3	**Question:** Can somebody send me [webinar] access details? Is the video tutorial up on the DEEL Website?	**Answer:** The RFI Information Session released Monday, September 16th can be found at the DEEL website at our School-Based Award page (http://www.seattle.gov/education/for-providers/funding-opportunities/school-based-award-2020-2021-school-year), or here **(Video Tutorial (Online),** *along with other* current information and updates posted to this page.	**Date answered:** 9/18/19
4	**Question:** 4. How does the fact that the FEPP award funds after-school programming impact our future eligibility for 21st Century Community Learning Center funding? If FEPP can only be applied to grades 6-8, could we apply for a 21stCCLC grant to fund afterschool programming for grades 9-12?	**Answer:** The 21st Century Community Learning Center funding is not managed by DEEL. We cannot speak to how FEPP awards may or may not change eligibility for federal funds. Funding through this School Based Investment award must remain supplemental and complementary to existing public funding structures and services.	**Date answered:** 9/20/19
5	**Question:** Do page limits in the FEPP application include any data exhibits included as attachments? Is there a way to include examples of documents/data graphics, etc. that support our application as appendices or will they only be considered if they fall within defined page limits?	**Answer:** Responses to each of the sections must follow the page limits identified in the instructions for each section. You are encouraged to include authentic artifacts (e.g. agendas, agreements, communications, surveys, etc.) to make your case. Artifacts provide context but will not be scored and do not count towards the page limit. (RFI, pf. 14)	**Date answered:** 9/27/19
6	**Question:** I have a lot of questions and would appreciate an opportunity to talk through some of them with you or someone from your team if possible.	**Answer:** For transparency, ethical integrity and fairness, DEEL staff cannot meet individually with you to talk through questions or offer content suggestions or specific guidance. We do this for transparency and fairness—every applicant has the opportunity to submit questions and have answers which are posted publicly. Specific questions may be emailed to **education@seattle.gov** and we will provide an answer in 3 business days. There is a complete **information sessions and technical assistance** schedule available at our School-Based Award page, through November 2019. These sessions designed to support and provide assistance with grade-level specific RFI question and overall support. Although not required, we encourage principals, or the staff member that will be responsible for filling out the application, to attend one	**Date answered:** 9/27/19

		of these sessions to understand what you will need to do to have a fully completed application that we will evaluate. Note that we will **POST ALL PPT DECKS and Q&A** that are developed from sessions, so you may review these materials even if you miss a session.	
7	**Question:** Is there a specific format that the City requires appendices to be in? Appendices are not part of the submission template provided.	**Answer:** No specific formatting guidelines were given for the appendices. Applicants have the flexibility to choose the format best suited to the appendix content they would like to submit. Please be sure it does not interfere with or disrupt content you will be submitting through the templates provided, otherwise the choice is yours.	**Date answered:** 11/20/19
8	**Question:** Can I write Kingmakers into my levy Application?	**Answer:** The Kingmakers funding process is not a part of the current School-Based Investment process. DEEL is planning on releasing the Kingmakers RFI in January 2020. Once the application is open, there will be a series of information sessions available for you to learn about the competitive funding process.	**Date answered:** 11/20/19

9	**SPS questions about SBI funding process:**
	1. Who is our target audience for our written application?
	2. Are we being evaluated on whether we have underspend from the last levy?
	3. Should we submit a budget for the full cost of our proposed program?
		Answer:
		1. The review panel is made up of the following people:
		    I. Dept of Education and Early Learning Staff
		    II. Other City Dept staff
		    III. Community members (Seattle residents, Parents, and Youth)
		    IV. Institutional partner
		    V. Contracted partner
		2. No.
		3. You should submit a budget that does not exceed budget ranges published in the RFI document on page 1.
			Date answered: 12/02/19

	TOPIC: Program Requirements		
1	**Question:** 1. *Section 2: Historical Performance and Identification of Need* requests that we conduct a three (3) year historical data analysis. The school opened in fall of 2017, so there are only two full years of student data. Is that okay or will it be considered cause for disqualification? *What if we only have two years' worth of data, and not the 3 years listed in the RFI?	**Answer:** Yes, this is okay. Please use the level of data you have available in your analysis. More specific information about data will be provided on October 7th, at our Technical Assistance Workshop Session: Data and Outcomes from 4:00 - 6:00 at the Miller Community Center. For more information on technical assistance, please visit our site.	**Date answered:** 9/20/19
2	**Question:** What does this idea of "College and Career Readiness" look like in the grant at the elementary level?	Please reference **Appendix C of the RFI** sample college and career readiness activities by grade level. You are also encouraged to attend an *information session and/or technical assistance workshop.* Note that DEEL will continue to provide updates and will **POST ALL PPT DECKS and Q&A** developed at each session, so you may review these materials even if you miss a session. There is a **complete information sessions and technical assistance** schedule available at our **School-Based Award** page, through November 2019.	**Date answered:** 9/27/19

3	**Question:** I know that throughout the submission template it mentions you can have an artifact section. Do you have any specific/technical guidelines for this section?	**Answer:** You may insert artifacts in the appendices to support your analysis (graphs, tables, data excerpts, system infographics, professional development calendars, agendas, survey responses). Artifacts can provide context to your application submission but will not be scored and do not count towards the page limit. Panel Reviewers (readers) may reference these materials but are not obligated to do so. Therefore, be mindful to strategically provide enough information in the main narrative of the application submission that can reference artifacts you are submitting, and still makes sense (whether or not artifacts are reviewed), while being mindful of your page count. This is a key challenge in grant submissions. Regarding artifacts, **artifacts and appendices themselves <u>do not need to be in any specific format</u>,** unlike the application submission which DOES have a specific submission format, (see "RFI Submission Template", located at under "APPLICATION FORMS" on the School Based Award: 2020-2021 School Year https://www.seattle.gov/education/for-providers/funding-opportunities/school-based-award-2020-2021-school-year). However, if you are submitting online, you may consider combining all artifacts into one document (PDF or Word), in the order that they make sense for the Panel Reviewer who will be referencing them in the application narrative. Another words, consider ways to make your application submission as organized as possible, while referencing all your artifacts/appendices (such as a stable of contents, pagination, etc.) which will provide organization to your application submission. As a reminder, please **do not** include identifiable student information in your submission. There is no specific Citation style you must follow but citing your sources in a consistent format is helpful in general.	**Date answered:** 12/02/19
4	**Question:** If we make the decision to include template questions/prompts in our responses, is it acceptable to change their font to a size smaller than 11?	**Answer:** A technical compliance overview can be found in the RFI on p. 10, in addition to detailed technical compliance information above each section (section 1- 7, pp. 16-24), that provide guidance on formatting, font size and pagination limits. Regarding technical compliance, "to be considered technically compliant, submitted applications must contain the items below. The application may be deemed <u>not technically compliant</u> nor evaluated further if the checklist items are absent or incomplete."	<mark>**Date answered:** 12/11/19</mark>
5	**Question:** Do we need to include the Continuous Improvement Practice Strategies through data analysis, planning and collaboration that was required in the current years Levy Plan	**Answer:** No, this is not a part of the application. Discussions around continuous improvement and data use are likely to occur during the contract negotiation phase for successful applicants. You might want to review the Additional Requirements section beginning on page 11 of the RFI Application, expected continuous improvement efforts through data use and analysis, collaboration, and professional learning are referenced there.	<mark>**Date answered:** 12/11/19</mark>

	TOPIC: Budget and Workplan		
1	**Question:** 3. Given the scope and scale of the FEPP projects over so many years, are we	**Answer:** DEEL will be releasing more specific funding guidelines within the next month. Please join us at our Technical Assistance Session on	**Date answered:** 9/20/19

	allowed to pay for 1 FTE from grant funds to manage the programs and oversee compliance and reporting?	Budgets Development happening October 21 from 4:00-6:00pm at Miller Community Center. You are also encouraged to attend any of our *information session and/or technical assistance workshops*. There is a **complete information sessions and technical assistance** schedule available at our **School-Based Award** page, through November 2019. Note that we will **POST ALL PPT DECKS and Q&A** that are developed from sessions, so you may review these materials even if you miss a session.	
2	**Question:** What are effective ways to raise parent involvement and measure it?	**Answer:** Please refer to the list of "Resources to get your started" posted to DEEL's website for possible suggestions and/or ideas. (http://www.seattle.gov/Documents/Departments/DEEL/TA_2_Resources_V3(1).pdf)	**Date answered:** 11/04/19
3	**Question:** I understand that interagency has had different indicators for strategies in the workplan in the current levy. Some of the indicators won't really work for us. Attending 90% or better doesn't make sense for us, for example. Also, we are not measuring on time graduation, also.	**Answer:** Referring to the RFI itself, note on page 4 "funded projects will be monitored by **one or more** of the following indicators **based on project scope and context**" (emphasis added). The intention is to provide flexibility for schools in different contexts to identify the indicators meaningful to them.	**Date answered:** 11/20/19
4	**Question:** What is the metric or rubric or process that DEEL will use to determine whether to fund a school at Tier 1 (low end) or Tier 2 (high end)?	**Answer:** Referring to the RFI itself, on page 23, section Part B: Proposed Budget, "Annual award size will be contingent upon services provided and students served. In the RFI proposal, schools will develop a low end (Tier 1) and a high end (Tier 2) budget. Successful applicants will collaborate with DEEL to finalize workplan strategies and spending plans following award notification." The Workplan is designed to allow applicants to create both tiers, based on their plan of services provided and students served.	**Date answered:** 11/22/19
5	**Question:** Is performance pay included in award amounts or is it above the actual allocation?	**Answer:** Referring to the RFI itself, on page 1 of the RFI provides information about award amounts (also pasted below for reference). "The following are the annual range amounts per grade level for the school-based investment RFI funding awards. Annual award size will be contingent upon services provided and students served. **In addition to the annual award, schools will have the opportunity to earn additional funds based on performance towards outcome targets.**"	**Date answered:** 11/22/19
6	**Question:** Can you tell me (and others!) about the process for the second round of funding? We're curious about the potential for being a part of the FEPP funds if we don't qualify on the initial application. Are there protocols in place for applying? Is there a budget set aside? Does the second round (of assumedly-smaller funding) have dates for application? Is it possible to down-	**Answer:** DEEL is currently conducting a competitive RFI process for FEPP School Based Investment funding that will award up to 20 elementary, 5 middle, and 5 high schools funds for school years 2020-21 through 2025-26. If funds remain following this RFI process, a second call for applicants will be issued in 2020 for SY 2021-22 implementation. A second call for applicants is not guaranteed and will be dependent upon the results of distributed funds of the current RFI process. Should a second call occur, instructions and guidance to applicants will be publicly released. Please continue to refer back to our website for updates.	**Date answered:** 12/02/19

	scale our Tier 1 and 2 application to meet the requirements of Round 2? In other words, can we pull from the first application for the second round?		
7	**Question:** Can you let me know the appropriate place to list extra time pay for staff on the workplan template? Items for example would be 1 week of extra pay for staffers to run a summer program for rising 5th graders. Or paying out of Levy budget for an additional SEL support person to staff Summer Staircase on top of the district provided staffing.	**Answer:** If you'd like to propose expenditures for extra time (certificated or classified), you'd do so in Table 1: Personnel Expenditures in the Budget tabs (either Tier 1, Tier 2, or both if you so choose). When estimating the amount, be sure to consider # of certificated and/or classified staff, # of hours, 2019-20 hourly rates, and benefits costs. Your budget analyst will likely be able to help you estimate costs. You will also need to connect the expenditure to the ELAS and/or CCR strategy in column F.	**Date answered:** 12/02/19
8	**Question:** I'm working on our workplan in the Excel template. The drop down menu for the Outcome section (column D) only allows me to choose either ELA or Math. What do I do if I'm proposing a strategy that contributes to both outcomes?	**Answer:** If you are proposing a strategy that connects to more than one outcome please list the strategy separately for each outcome impacted. Adjust information in the other columns as needed to address the outcome selected.	**Date answered:** 12/11/19

	TOPIC: CBO's and Partnerships		
1	**Question:** If a CBO is providing direct services to a particular partner school that receives Levy funding, does the organization need to submit an RFQ or any documentation in order to be eligible to receive funds from the Levy?	**Answer:** CBO do no not need to submit an RFQ or other documentation to partner with levy funded schools who are applying for SBI funding.	**Date answered:** 9/27/19
2	**Question:** To what degree should we be working with outside parties and organizations?	**Answer:** Collaborations and work with CBO's are highly encouraged, and school levy/ proposal teams should consider what meeting and collaboration cadence makes sense, given their developed of proposed Workplans.	**Date answered:** 10/16/19
3	**Question:** Do community-based partners, such as Asian Counseling & Referral Services, need to appear on some sort of partnership list in order to be written into an RFI application and/or budget?	**Answer:** DEEL does not have an approved "list" of CBO's who may collaborate/partner with eligible levy funded schools who may apply for SBI funding.	**Date answered:** 11/22/19
4	**Question:** A collaborative partner within the grant sent over a link to a list of partners that were approved through an RFQ process. Is this a list we should be on? Just making sure I didn't misspeak when stating it was for an RFI with Sealth and Denny MS. Below is the list I was referring to when mentioning Denny MS leadership suggested we get approved as partners. https://www.seattle.gov/education/for-providers/funding-opportunities/community-partners	**Answer:** This link relates to DEEL's historical practice under the previous Families Education Levy (FEL), for which funding ended on August 31, 2019. This list or RFQ does not apply to the current FEPP Levy SBI RFI process. No additional documentation of requirements of community partners are required upon school-submittal of the School-Based RFI application.	**Date answered:** 12/02/19

	TOPIC: Review Panels		
1	**Question:** Regarding the reviewers, what is their education background knowledge, and much are they up to speed on education, how much should we break it down for them?	**Answer:** Review panels will be comprised of a combination of DEEL staff, City of Seattle staff from other departments, community members, institutional partners, and contracted partners so it should not be assumed that reviewers have formal training, experience or background in the field of education or working in schools. Your proposal should clearly communicate to readers the targeted student population(s) you intend to serve (as informed by data), the outcomes you aim to achieve with them, and the strategies that will get you there. If there are particular programs, interventions, assessments or otherwise that you plan on utilizing, do not assume review panelists will have working knowledge of those based solely on name. Providing a clear and concise way of describing or summarizing those is encouraged.	**Date answered:** 10/16/19
2	**Question:** Can you speak more about the Review Panels?	Individuals participating on proposal review panels will individually read and score submitted applications according to the RFI scoring criteria. All panel review members will also participate in the school presentations to better understand applications and have an opportunity to hear from applicants their need, overall goals for use of FEPP Levy funds, and approach and strategy to meet their stated goals. The presentation also serves as an opportunity for panel review members to pose any clarifying questions to applicants to finalize their scoring. After the application review and presentations are completed, review panels will meet in-person to discuss applications and provide recommendations to the DEEL Executive Team for which applications should be selected for award. Prior to reviewing applications and engaging in presentations, review panelist are required to participate in an in-person orientation that includes anti-bias training and other relevant information about the RFI, their role in the process, the evaluation framework and/or scoring rubric, and best practices in scoring and norming on criteria.	**Date answered:** 10/16/19
3	**Question:** I tried to sign up for a presentation slot but the link did not work. Can you help? Thanks so much. ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ How do we sign up for the levy presentations? ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	**Answer:** INFORMATION REGARDING FEPP LEVY SCHOOL-BASED PRESENTATIONS DEEL is conducting FEPP School Based RFI school presentations on **January 7-9, 2020** and will try to accommodate applicant preferences as much as possible. To do so, we ask that you indicate your preferences by completing this survey, https://www.surveymonkey.com/r/SP5NBGL • For priority consideration, responses should be received by **5pm Monday, November 25.** • Each applicant team will receive an assigned date/time/parking details for their School Presentation by **Friday December 6**. You only need to submit your preferences once (only one survey completion).	**Date answered:** 11/20/19
4	**Question:** During presentations on January 8-9th, in the 45 minute time slot, should schools plan for DEEL staff take 5 or more minutes (of that 45 minute slot) to ask questions of presentation team?	**Answer:** The breakdown is 10 minutes for the presentation, with 5 minutes of possible Q&A, for a total of 15 minutes total of actual school presentation time. DEEL is allocating a total of 45 minutes as the window for each school presentation, but presentations by school staff will only be a total of 15 minutes.	**Date answered:** 11/22/19

5	**Question:** When the review team is looking at the grant, do they all read the entire grant? Or do they split up the reading. We want to make sure that we are NOT duplicating information if we don't need to. --- Northgate (and others) are wondering about the scoring process. We were wondering if readers will be reading applications in their entirety or if each reader will be assigned to read a section of the application. This has implications about how we craft our final products—as an aligned whole or stand alone pieces.	**Answer:** Reviewers will read and score applications in their entirety.	
6	**Question:** One of my colleagues mentioned there was a sign-up sheet already published for the "presentation" portion of the application. Can you please clarify and send me the information. This is such a high stakes application and important element of our funding supply. I don't want Leschi to miss this opportunity.	**Answer:** A survey link was sent to all applicants via email, providing eligible applicants the opportunity to select a preferred presentation time. On Friday December 6, 2019, eligible applicants received an email notification with the scheduled date and time of their presentation. School presentations will be held at the City of Seattle's Department of Education and Early Learning office located on the 17th floor of the Seattle Municipal Tower (700 5th Ave, Seattle WA 98104). Parking is available at the SeaPark parking garage located at 609 6th Ave, Seattle, WA 98104. Entrances are located on 6th Ave (between Cherry and James) as well as on Cherry St (between 5th and 6th). One parking pass will be provided per school so we encourage you and your team to carpool or use public transportation. The Pioneer Square light rail station is the closest to the Seattle Municipal Tower (SMT). As a friendly reminder, expectations and the format for the presentation is provided below, and can also be found online.	