



**2019**

**Safety: Addressing Impacts of the Criminal Legal System**

**Request for Proposal**

**Amendment 8/27/2019**

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2019

## Safety: Addressing Impacts of the Criminal Legal System Request for Proposal

### GUIDELINES

#### I. Introduction

The Youth and Family Empowerment (YFE) Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing systems navigation and addressing trauma for 18 to 24-year-old people harmed by the criminal legal system in Seattle. This Request for Proposal (RFP) is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and the additional requirements outlined in Section IV of the Guidelines.

This Safety RFP is focused on people harmed by the criminal legal system in Seattle by investing in two strategies:

1. **Systems Navigation**

Individuals and families harmed by the criminal legal system get their basic needs met. This RFP defines a system as a structure that intersects with an individual's or family's ability to fully live their lives.

2. **Trauma Intervention**

Individuals, families, and communities (of shared identity, culture, ethnicity, socioeconomic status, or experience) address the harm caused by the criminal legal system. This RFP defines trauma as the result of an experienced event that has lasting, adverse effects on individual, familial, and community well-being.

Applicants must address both strategies. We will accept proposals submitted by one group or one agency. We will also accept collective proposals submitted by two or more groups and/or agencies. Collective proposals must identify a lead agency or group. If selected for funding, HSD will contract with the lead agency or group. The lead agency or group will need to meet the requirements found on [HSD's Funding Opportunities webpage](#) and the additional requirements outlined in Section IV of the Guidelines.

All funded applicants will be required to participate in a data and learning cohort that will meet regularly. This cohort will:

- review data metrics and develop measuring tools in the first quarter of 2020 for annual contracts beginning with the first year (2020);
- develop partnerships and share resources to support community best and promising practices; and

- identify lessons learned that will inform subsequent contract years.

Approximately \$4,404,686 is available through this RFP from the following source:

<b>Fund Source</b>	<b>RFP Amount</b>
<i>HSD General Fund</i>	\$4,404,686
<b>Total</b>	<b>\$4,404,686</b>

HSD intends to fund a maximum of 25 proposals. Initial awards will be made for the period of January 1, 2020 to December 31, 2020. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2023 calendar year, future funding will be contingent upon performance and funding availability.

HSD seeks to contract with a diverse group to help ensure the result of HSD’s Safety investment is that people harmed by the criminal legal system in Seattle live their lives fully without further harm.

All materials and updates to the RFP are available on [HSD’s Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the webpage for any updates, clarifications, or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

If you have any questions about the Safety RFP, please contact:

Leslea Bowling via email at [Leslea.Bowling@seattle.gov](mailto:Leslea.Bowling@seattle.gov) or (206) 684-0520.

## II. Timeline

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

Funding Opportunity Released	Friday, May 10, 2019
<b>Information Session #1</b>  This information session will be done via webinar. Either use the link or telephone number provided to participate in the webinar. Link is preferred so you can see the presentation.	Tuesday, May 14, 2019 2:00 p.m. – 3:30 p.m.  Join webinar <a href="#">here</a> or call (206) 386-1200 and enter 1604017# as the conference ID.
<b>Information Session #2</b>  RSVP for Information Session #2 and request accommodation (if needed) to: Nasrin Afrouz at <a href="mailto:Nasrin.Afrouz@seattle.gov">Nasrin.Afrouz@seattle.gov</a>	Thursday, May 16, 2019 3:00 p.m. – 4:30 p.m.  Douglass-Truth Library, Meeting Room 2300 East Yesler Way Seattle, WA 98122
<b>Help Sessions</b>	Monday, May 20, 2019 – Friday, June 7, 2019
Last Day to Submit Questions	Friday, May 31, 2019 by 12:00 p.m. (noon)
<b>Application Deadline</b>	<b>Thursday, June 13, 2019 by 12:00 p.m. (noon)</b>
Site Visits, as applicable	Monday, July 15, 2019 – Tuesday, July 16, 2019

Interviews, as applicable	Monday, July 15, 2019 – Tuesday, July 16, 2019
Planned Award Notification	<del>Tuesday, August 27, 2019 DELAYED</del> — please check back frequently for updates. <b>Thursday, September 5, 2019</b>
Contract Start Date	Wednesday, January 1, 2020

## Help Sessions

HSD is partnering with Equitable Development, LLC to provide optional help sessions intended for grassroots, community-based organizations to receive additional support as they develop their proposals.

Equitable Development, LLC will assist by clarifying application and budget questions, thinking through proposal development ideas together, and reviewing proposal drafts. **Equitable Development, LLC will not write proposals for applicants. Additional technical assistance beyond these areas will not be provided.**

Applicant help sessions will be scheduled by appointment on a first come, first served basis between May 20, 2019 and June 7, 2019. Help sessions can be provided via email, by phone, or in-person. In-person locations are ADA accessible.

Applicants are strongly encouraged to schedule help session appointments as early as possible. A high volume of requests close to the application deadline will result in limited availability. Should availability become limited, priority will be given to organizations led by the focus populations. To schedule your help session appointment, contact Equitable Development, LLC at [wtali@egsdev.com](mailto:wtali@egsdev.com) using the subject line: “Requesting Help Session for Safety RFP.”

### III. HSD’s Results-Based Accountability Framework & Theory of Change

HSD developed a results-driven investment strategy modeled after Results Based Accountability (RBA)<sup>1</sup>. RBA moves HSD from ideas to action and helps ensure the department’s work is making a real difference in the lives of vulnerable people. This framework also helps ensure HSD is a highly functional, accountable organization that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:

- **DEFINE** results for the department’s investments
- **ALIGN** the department’s financial resources to the results
- **EVALUATE** result progress to ensure return on investment

HSD developed a **Theory of Change** for funding processes to ensure data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

In 2018, HSD, as directed by [Ordinance 125474](#), will begin identifying gender disparity data and including gender equity goals in future funding processes. See below for the Theory of Change that informs this funding process. All investments resulting from this funding opportunity will demonstrate alignment with HSD’s Theory of Change towards achieving the desired result of **all people in Seattle are free from violence**.

<sup>1</sup> Friedman, M. (2005) *Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*: FPSI Publishing

**Theory of Change for 2019 Safety: Addressing Impacts of the Criminal Legal System RFP**

<b>Population Accountability</b>	<p><b>HSD Population</b></p> <p><b>Priority Population</b> <i>Who we want to impact</i></p>	<p>HSD population: 714,000 Seattle residents</p> <p>Investment specific population: People harmed by the criminal legal system in Seattle.</p> <p>Priority population: 18 to 24-year-old people harmed by the criminal legal system in Seattle.</p>
	<p><b>Desired Result</b> <i>What we want to achieve in the community</i></p>	<p>HSD Result: All people in Seattle are free from violence.</p> <p>Investment specific result: People harmed by the criminal legal system in Seattle live their lives fully without further harm.</p>
	<p><b>Indicator</b> <i>How we know if the desired result was achieved. Describes the well-being of the population.</i></p>	<p>HSD indicators:</p> <ul style="list-style-type: none"> <li>• % of youth ages 10 to 17 years old with offenses referred and filed</li> <li>• % of people experiencing poverty in Seattle</li> </ul> <p>Investment specific indicators:</p> <ul style="list-style-type: none"> <li>• # of people ages 11 and older with felony offenses referred to King County Prosecuting Attorney’s Office (KCPAO) from the Seattle Police Department (SPD).<sup>2</sup> <ul style="list-style-type: none"> <li>○ Ten (10) 11 to 17-year old people with felony offenses referred to the KCPAO from SPD and recommended to be charged as adults</li> <li>○ 548 18 to 24-year old people with felony offenses referred to KCPAO from SPD</li> <li>○ 3,447 people ages 25 and older with felony offenses referred to KCPAO from SPD</li> </ul> </li> </ul>
<b>Racial Equity Population Accountability</b>	<p><b>Racial Disparity Indicator Data</b> <i>Data depicting socioeconomic disparities and disproportionality between race/ethnic populations.</i></p>	<p>HSD racial disparity indicator data:</p> <ul style="list-style-type: none"> <li>• % of youth ages 10 to 17 years old who disproportionately have offenses referred and filed <ul style="list-style-type: none"> <li>○ 3% referred are American Indian/Alaska Native</li> <li>○ 4% filed are American Indian/Alaska Native</li> <li>○ 41% referred are Black/African American</li> <li>○ 55% filed are Black/African American</li> <li>○ 13% referred are Hispanic/Latino</li> <li>○ 12 % filed are Hispanic/Latino</li> </ul> </li> <li>• % of people from communities of color who experience poverty in Seattle<sup>3</sup> <ul style="list-style-type: none"> <li>○ 34% of American Indian/Alaska Native experience poverty</li> <li>○ 34% of Black/African Americans experience poverty</li> <li>○ 20% of Hispanic/Latinos experience poverty</li> </ul> </li> </ul>

<sup>2</sup> 2018 Felony referrals from SPD to King County Prosecuting Attorney’s Office (KCPAO)

<sup>3</sup> U.S. Census Bureau, American Community Survey

		<ul style="list-style-type: none"> <li>○ 25% of Native Hawaiian/Pacific Islanders experience poverty</li> <li>○ 20% of Asians experience poverty</li> </ul> <p>Investment specific racial disparity indicator data:</p> <ul style="list-style-type: none"> <li>● # of people ages 11 and older with felony offenses who are disproportionately referred to KCPAO from the SPD.<sup>4</sup></li> <li>○ Of the 11 to 17-year-old individuals with felony offenses referred to the KCPAO: <ul style="list-style-type: none"> <li>▪ 70% are male</li> <li>▪ 70% are Black/African American</li> </ul> </li> <li>○ Of the 18 to 24-year-old individuals with felony offenses referred to KCPAO: <ul style="list-style-type: none"> <li>▪ 75% are male</li> <li>▪ 24% are female</li> <li>▪ 2% are American Indian/Alaska Native</li> <li>▪ 43% are Black/African American</li> </ul> </li> <li>○ Of the individuals 25 years old and older with felony offenses referred to the KCPAO: <ul style="list-style-type: none"> <li>▪ 84% are male</li> <li>▪ 15% are female</li> <li>▪ 2% are American Indian/Alaska Native</li> <li>▪ 34% are Black/African American</li> </ul> </li> </ul>
	<p><b>Focus Population</b>  <i>The race/ethnic groups within the priority population who show the highest disparities.</i></p>	<ul style="list-style-type: none"> <li>● American Indian/Alaska Native/Indigenous</li> <li>● Black/African American/African Descent</li> <li>● Hispanic/Latinx/Indigenous</li> </ul>
	<p><b>Population-Level Racial Equity Goal</b>  <i>What we want to achieve in the focus Population.</i></p>	<p>HSD result:  American Indian/Alaska Native/Indigenous, Black/African American/African Descent, and Hispanic/Latinx/Indigenous people in Seattle are free from systems of violence.</p> <p>Investment specific result:  American Indian/Alaska Native/Indigenous, Black/African American/African Descent, and Hispanic/Latinx/Indigenous harmed by the criminal legal system in Seattle live their lives fully without further harm.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Proposal Accountability</b></p>	<p><b>Strategies</b>  <i>What works to improve the wellbeing of the population.</i></p>	<p><b>Applicants will provide both strategies:</b></p> <p><b>Systems Navigation Strategy</b>  Individuals and families harmed by the criminal legal system get their basic needs met. This RFP defines a system as a structure that intersects with an individual’s or family’s ability to fully live their lives. Examples of systems include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Criminal legal</li> <li>● Education</li> <li>● Housing</li> <li>● Health (both physical and behavioral)</li> <li>● Employment</li> <li>● Emergency response</li> <li>● Child welfare</li> <li>● Finance</li> </ul>

<sup>4</sup> 2018 Felony referrals from SPD to King County Prosecuting Attorney’s Office (KCPAO)

		<p><b>and</b></p> <p><b>Trauma Intervention Strategy</b> Individuals, families, and communities (of shared identity, culture, ethnicity, socioeconomic status, or experience) address the harm caused by the criminal legal system. This RFP defines trauma as the result of an experienced event that has lasting adverse effects on individual, familial, and community well-being.</p>
	<p><b>Performance Measure</b> <i>How well a proposal, agency, or service is doing.</i></p>	<p>Quantity:</p> <ul style="list-style-type: none"> <li>• # of people harmed by the criminal legal system who engage in systems navigation</li> <li>• # of people harmed by the criminal legal system who engage in trauma intervention</li> </ul> <p>Quality:</p> <ul style="list-style-type: none"> <li>• Ratio of key staff to people engaged in systems navigation</li> <li>• Ratio of key staff to people engaged in trauma intervention</li> </ul> <p>Impact:</p> <ul style="list-style-type: none"> <li>• % of the people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met</li> <li>• % of the people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed</li> </ul>
	<p><b>Racial Equity Performance Measures</b> <i>How well a proposal, agency, or service is doing to address racial disparities.</i></p>	<ul style="list-style-type: none"> <li>• % of American Indian/Alaska Native/Indigenous people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met</li> <li>• % of Black/African American/African descent people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met</li> <li>• % of Hispanic/Latinx/Indigenous people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met</li> <li>• % of American Indian/Alaska Native/Indigenous people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed</li> <li>• % of Black/African American/African descent people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed</li> <li>• % of Hispanic/Latinx/Indigenous people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed</li> </ul>

**IV. Investment Area Background & Requirements**

**A. Background**

Centuries of institutional and structural racism, systemic oppression, and enforced policies, laws, and practices, provides the context for this investment area. The impact and lasting effects of these systems throughout history directly connects to the focus populations named in this RFP. There are 500 marked years of

colonialization and genocide of American Indian, Alaska Native, and Indigenous peoples. The enslavement of African descendants has a 400-year history in the United States. The 1848 Treaty of Guadalupe Hidalgo harmed Mexicans and Indigenous peoples through imperialism and nativism by redefining their nation state. In 1865, the United States Congress ratified the 13<sup>th</sup> Amendment declaring slavery unconstitutional “except as punishment for a crime whereof the party shall have been duly convicted.”

The United States has the largest prison population in the world. The history of systemic violence on American Indian/Alaska Native/Indigenous, Black/African American/African Descent and Hispanic/Latinx/Indigenous communities is reflected in incarceration rates.<sup>5</sup> The Prison Policy Initiative reports that American Indians, Blacks, and Hispanics are overrepresented in prisons and jail both nationally and in Washington state.<sup>6</sup> The Sentencing Project and Task Force on Race and the Criminal Justice System name policies and practices and bias as causes for racial disparity within the criminal legal system.<sup>7,8</sup> This Safety RFP seeks to address the impacts of the criminal legal system and is aligned with current local legislation and assessments, such as:

- The Washington State Supreme Court ruled the death penalty as unconstitutional and racially biased in 2018.<sup>9</sup>
- The King County Executive issued an Executive Order in 2017 to place the juvenile detention system under the direction of Public Health – Seattle & King County.<sup>10</sup>
- Seattle City Council adopted Resolution 31614 in 2015 endorsing a vision for the City of Seattle to become a city with zero use of detention for youth.<sup>11</sup>
- Seattle City Council adopted Resolution 31637 in 2015 recognizing the obstacles faced by previously incarcerated individuals and establishing a Prisoner and Community Corrections Re-entry Work Group.<sup>12</sup> The Seattle Office for Civil Rights published the work group’s final report in 2018.<sup>13</sup>
- HSD published the Seattle Youth Violence Prevention Needs Assessment in 2015. The needs assessment highlighted unmet needs and opportunities to address gaps and alignment. The gaps identified in the assessment included:
  - Domestic violence involving youth and family members
  - Services for 18 – 24-year-old people<sup>14</sup>

## B. Community Engagement

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<sup>5</sup> <http://www.sentencingproject.org/publications/color-of-justice-racial-and-ethnic-disparity-in-state-prisons/>

<sup>6</sup> <https://www.prisonpolicy.org/reports/rates.html>

<sup>7</sup> <http://www.sentencingproject.org/publications/color-of-justice-racial-and-ethnic-disparity-in-state-prisons/>

<sup>8</sup> <https://digital.law.washington.edu/dspace-law/bitstream/handle/1773.1/1101/87WLR001.pdf?sequence=1>

<sup>9</sup> <https://www.courts.wa.gov/opinions/pdf/880867.pdf>

<sup>10</sup>

[https://www.kingcounty.gov/~media/elected/executive/constantine/news/documents/Executive\\_Order\\_JJS82EO.ashx?la=enhttps://www.kingcounty.gov/~media/elected/executive/constantine/news/documents/Executive\\_Order\\_JJS82EO.ashx?la=en](https://www.kingcounty.gov/~media/elected/executive/constantine/news/documents/Executive_Order_JJS82EO.ashx?la=enhttps://www.kingcounty.gov/~media/elected/executive/constantine/news/documents/Executive_Order_JJS82EO.ashx?la=en)

<sup>11</sup> [https://seattle.legistar.com/ViewReport.ashx?M=R&N=Master&GID=393&ID=2458519&GUID=93E5F1D7-42A7-4899-BB78-03150F043416&Extra=WithText&Title=Legislation+Details+\(With+Text\)](https://seattle.legistar.com/ViewReport.ashx?M=R&N=Master&GID=393&ID=2458519&GUID=93E5F1D7-42A7-4899-BB78-03150F043416&Extra=WithText&Title=Legislation+Details+(With+Text))

<sup>12</sup> [http://seattle.legistar.com/ViewReport.ashx?M=R&N=Master&GID=393&ID=2524640&GUID=BA19386C-7D77-4D87-B459-C5526E0F727F&Extra=WithText&Title=Legislation+Details+\(With+Text\)](http://seattle.legistar.com/ViewReport.ashx?M=R&N=Master&GID=393&ID=2524640&GUID=BA19386C-7D77-4D87-B459-C5526E0F727F&Extra=WithText&Title=Legislation+Details+(With+Text))

<sup>13</sup> <http://www.seattle.gov/Documents/Departments/CivilRights/Reentry%20Workgroup%20Final%20Report.pdf>

<sup>14</sup> [http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final\\_SYPVI\\_NeedsAssessment.pdf](http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final_SYPVI_NeedsAssessment.pdf)

In 2017 HSD used a learning circle model that focused on underrepresented communities to engage the community. There were 10 learning circles with youth, young adults, teachers, parents, grandparents, and families. Over 125 individuals participated in the learning circles.

In 2018 a co-design process provided HSD with the opportunity to expand on the breadth of information captured during the 2017 community engagement process.

The co-design consisted of 18 small-group discussions held throughout the City of Seattle. An estimated 140 individuals participated in the sessions with 12 individuals attending more than one session. An online survey was completed by 58 anonymous individuals. A closing session formally ended the co-design process sharing key themes identified from the process. HSD released the report on the 2018 Co-Design in 2019.<sup>15</sup>

### **C. Strategies**

This Safety RFP invests in the following two strategies for people harmed by the criminal legal system in Seattle:

#### **1. Systems Navigation**

Individuals and families harmed by the criminal legal system get their basic needs met. This RFP defines a system as a structure that intersects with an individual's or family's ability to fully live their lives.

#### **2. Trauma Intervention**

Individuals, families, and communities (of shared identity, culture, ethnicity, socioeconomic status, or experience) address the harm caused by the criminal legal system. This RFP defines trauma as the result of an experienced event that has lasting adverse effects on individual, familial, and community well-being.

### **D. Community Best or Promising Practices**

The following community best or promising practices were identified through the community engagement, co-design, and a literature review:

1. Public health approaches
2. Asset-based approaches
3. Trauma-informed approaches
4. Community-based crisis response
5. Place-based approaches
6. Social justice frameworks
7. Popular education models
8. Shared decision-making models
9. Empowerment approaches
10. Holistic frameworks that include historical oppression, resilience, and transcendence
11. Root cause analysis frameworks
12. Ecological models
13. Participant-led advocacy models
14. Collective impact models
15. Holistic approaches
16. Community development models
17. Multi- and inter-generational approaches
18. Community-based participatory research models

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<sup>15</sup> <http://www.seattle.gov/Documents/Departments/HumanServices/Funding/safety/Report%20on%202018%20Co-Design.pdf>

## 19. Spiritual based approaches

A theme from the community best or promising practices is the role and use of partners and networks. All funded applicants will be required to participate in a data and learning cohort that will meet regularly. This cohort will develop partnerships and share resources to support community best or promising practices implemented by funded applicants.

### E. Criteria for Eligible Clients

People harmed by the criminal legal system in Seattle.

### F. Priority Population and Focus Population

#### 1. Priority Populations

*Priority populations* are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, behavioral health, violence involved, etc.). The *priority population* for this investment opportunity is **18 to 24-year-old people harmed by the criminal legal system in Seattle.**

The investment specific indicator of felony offenses referred to the KCPAO from the SPD is not criteria for eligible clients for the RFP. Rather, this indicator is the best available data as:

- The Seattle Youth Violence Prevention Needs Assessment released by HSD identified gaps in services for young adults 18 to 24-years-old.<sup>16</sup>
- The Seattle Reentry Workgroup Final Report released by the Seattle Office for Civil Rights indicate the data collection practices of Seattle’s criminal legal system result in:
  - Unreliable and incomplete data to assess racial disproportionality.
  - Covering up the extent of racial disproportionality.<sup>17</sup>
- According to Public Health – Seattle and King County, the firearm homicide rate from 2012-2016 was highest among young adults ages 18 to 24.<sup>18</sup>
- Racial disparities exist at every point in the criminal legal system. The over-representation of people of color at each point in the system is impacted by decisions and outcomes at various points. Garland, Spohn, and Wodahl use a “method of calculating the amount of racial disproportionality in prisons that is explained by arrest rates.”<sup>19</sup>

#### 2. Focus Populations

*Focus populations* are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the most recent data, *focus populations* for this investment opportunity are individuals, families and communities who identify as:

- American Indian/Alaska Native/Indigenous
- Black/African American/African Descent

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<sup>16</sup> [http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final\\_SYPVI\\_NeedsAssessment.pdf](http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final_SYPVI_NeedsAssessment.pdf)

<sup>17</sup> <https://www.seattle.gov/Documents/Departments/CivilRights/Reentry%20Workgroup%20Final%20Report.pdf>

<sup>18</sup> [http://depts.washington.edu/hiprc/suicide/firearms/;](http://depts.washington.edu/hiprc/suicide/firearms/)

<https://www.kingcounty.gov/depts/health/examiner/~media/depts/health/medical-examiner/documents/King-County-Medical-Examiner-2017-Annual-Report.ashx>

<sup>19</sup>

[https://www.researchgate.net/profile/Cassia\\_Spohn/publication/228434017\\_Racial\\_Disproportionality\\_in\\_the\\_American\\_Prison\\_Population\\_Using\\_the\\_Blumstein\\_Method\\_to\\_Address\\_the\\_Critical\\_Race\\_and\\_Justice\\_Issue\\_of\\_the\\_21st\\_Century/links/53f6741b0cf22be01c439ed8/Racial-Disproportionality-in-the-American-Prison-Population-Using-the-Blumstein-Method-to-Address-the-Critical-Race-and-Justice-Issue-of-the-21st-Century.pdf?origin=publication\\_detail](https://www.researchgate.net/profile/Cassia_Spohn/publication/228434017_Racial_Disproportionality_in_the_American_Prison_Population_Using_the_Blumstein_Method_to_Address_the_Critical_Race_and_Justice_Issue_of_the_21st_Century/links/53f6741b0cf22be01c439ed8/Racial-Disproportionality-in-the-American-Prison-Population-Using-the-Blumstein-Method-to-Address-the-Critical-Race-and-Justice-Issue-of-the-21st-Century.pdf?origin=publication_detail)

- Hispanic/Latinx/Indigenous

According to the American Community Survey<sup>20</sup>, Seattle’s population breakdown by race is:

- 0.5% American Indian/Alaska Native
- 7% Black/African American
- 6.6% Hispanic/Latino Ethnicity
- 0.4% Native Hawaiian and Other Pacific Islander
- 14.1% Asian
- 65.7% White

All age groups in the investment specific indicator data show a disproportionate number of American Indian/Alaska Native/Indigenous and Black/African American/African descent people harmed by the criminal legal system when compared to Seattle’s population breakdown by race.

- American Indian/Alaska Native people make up 2% of the referrals to the KCPAO while comprising 0.5% of the total population.<sup>21</sup>
- Black/African American people make up 34-70% of referrals to the KCPAO from SPD while comprising 7% of the total population.<sup>22</sup>

Public Health – Seattle and King County reports on firearm deaths among residents of King County and Seattle. While there is not enough local data to make comparisons, statewide, the homicide rate was three times higher among American Indian/Alaska Native residents when compared to the homicide rates for white residents.<sup>23</sup>

Public Health – Seattle and King County report that firearm homicide rates were significantly higher for black residents compared to other races.<sup>24</sup> This disparity has increased over time. The homicide rate was 15 times higher for black residents when compared to that of white residents in King County from 2012 to 2016, compared to seven times higher from 2006 to 2010.<sup>25</sup>

The Seattle Youth Violence Prevention Needs Assessment released by HSD shows that data is not available for Hispanics/Latinos.<sup>26</sup> The Seattle Police Department’s “data system captures only four categories of race: White; Black/African American; Asian; and Native American.”<sup>27</sup> The Seattle Reentry Workgroup Final Report released by the Seattle Office for Civil Rights indicates the data collection practices of Seattle’s criminal legal system results in the “erasure of Latinx” people.<sup>28</sup>

<sup>20</sup> <https://www.seattle.gov/opcd/population-and-demographics/about-seattle#raceethnicity>

<sup>21</sup> 2018 Felony referrals from SPD to King County Prosecuting Attorney’s Office (KCPAO)

<sup>22</sup> 2018 Felony referrals from SPD to King County Prosecuting Attorney’s Office (KCPAO)

<sup>23</sup> [http://depts.washington.edu/hiprc/suicide/firearms/;](http://depts.washington.edu/hiprc/suicide/firearms/)

<https://www.kingcounty.gov/depts/health/examiner/~media/depts/health/medical-examiner/documents/King-County-Medical-Examiner-2017-Annual-Report.ashx>

<sup>24</sup> [http://depts.washington.edu/hiprc/suicide/firearms/;](http://depts.washington.edu/hiprc/suicide/firearms/)

<https://www.kingcounty.gov/depts/health/examiner/~media/depts/health/medical-examiner/documents/King-County-Medical-Examiner-2017-Annual-Report.ashx>

<sup>25</sup> [http://depts.washington.edu/hiprc/suicide/firearms/;](http://depts.washington.edu/hiprc/suicide/firearms/)

<https://www.kingcounty.gov/depts/health/examiner/~media/depts/health/medical-examiner/documents/King-County-Medical-Examiner-2017-Annual-Report.ashx>

<sup>26</sup> [http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final\\_SYPVI\\_NeedsAssessment.pdf](http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final_SYPVI_NeedsAssessment.pdf)

<sup>27</sup> [http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final\\_SYPVI\\_NeedsAssessment.pdf](http://www.seattle.gov/Documents/Departments/HumanServices/Reports/Final_SYPVI_NeedsAssessment.pdf)

<sup>28</sup> <https://www.seattle.gov/Documents/Departments/CivilRights/Reentry%20Workgroup%20Final%20Report.pdf>

The King County Road Map to Zero Youth Detention points out Native American, Black, and Hispanic/Latinx youth “are overrepresented in the County juvenile legal system.”<sup>29</sup>

*Priority and focus populations* for this funding are based on HSD’s Results-Based Accountability framework and ensures the department’s investments are dedicated to addressing disparities in the population. Applicants should demonstrate their intention and plan to address the disparities associated with the *priority and focus populations*. Proposals that clearly describe a plan to address significant needs among other populations of people harmed by the criminal legal system in Seattle will also be considered.

## **G. Expected Proposal Components**

**This Safety RFP requires applicants to provide both strategies for all the priority and focus population(s) in their proposal.**

### **1. Systems Navigation Strategy**

Individuals and families harmed by the criminal legal system get their basic needs met. This RFP defines a system as a structure that intersects with an individual’s or family’s ability to fully live their lives.

Examples of systems include, but are not limited to:

- Criminal legal
- Education
- Housing
- Health (both physical and behavioral)
- Employment
- Emergency response
- Child welfare
- Finance

Examples of activities for systems navigation include, but are not limited to:

- Case management
- Training and/or workshops
- Information and referral
- Outreach and engagement

### **2. Trauma Intervention Strategy**

Individuals, families, and communities (of shared identity, culture, ethnicity, socioeconomic status, or experience) address the harm caused by the criminal legal system. This RFP defines trauma as the result from an experienced event that has lasting adverse effects on individual, familial, and community well-being.

Examples of activities for trauma intervention include, but are not limited to:

- Indigenous healing practices
- Restorative justice and/or healing circles
- Family reconciliation
- Undoing racism practices
- Mediation
- Art and music therapy

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<sup>29</sup> <https://www.kingcounty.gov/depts/health/~media/depts/health/zero-youth-detention/documents/road-map-to-zero-youth-detention-no-appendices.ashx>

This Safety RFP explicitly aligns with:

- Objectives from the King County Road Map to Zero Youth Detention. Namely: Divert, Support, and Align.<sup>30</sup>
- Strategies from the Seattle Reentry Workgroup Final Report.<sup>31</sup> Specifically:
  - a. Indigenous Community Healing
  - b. Reentry Navigation, Healing and Support
  - c. Economic Opportunities
- Findings from the report on the 2018 Co-Design.<sup>32</sup>

#### **H. Expected Performance Commitments**

All funded applicants will be required to participate in a data and learning cohort that will meet regularly. This cohort will:

- review data metrics and develop measuring tools in the first quarter of 2020 for annual contracts beginning with the first year (2020);
- develop partnerships and share resources to support community best and promising practices; and
- identify lessons learned that will inform subsequent contract years.

Quantity, quality, and impact measures may include, but are not limited to:

##### **1. Quantity:**

- # of people harmed by the criminal legal system who engage in systems navigation
- # of people harmed by the criminal legal system who engage in trauma intervention

##### **2. Quality:**

- Ratio of key staff to people who engage in systems navigation
- Ratio of key staff to people who engage in trauma intervention

##### **3. Impact:**

- % of the people harmed by the criminal legal system who engage in systems navigation reporting basic needs are met
- % of people harmed by the criminal legal system who engage in trauma intervention reporting trauma is addressed

#### **I. Description of Key Staff and Staffing Level**

Staff at all levels of the group and/or agency should reflect the lived experiences of those with whom they will engage in their proposal, be culturally relevant and responsive, and show the ability to empower others to lead change. Agencies or groups should demonstrate competence in crisis and trauma intervention with people harmed by the criminal legal system and embrace the lived experience of communities of color.

#### **J. Safety: Addressing Impacts of the Criminal Legal System RFP specific eligibility, data, and contracting requirements**

In addition to the standard HSD requirements found on the [HSD Funding Opportunities Webpage](#), applicant agencies must meet the following criteria:

- All funded applicants will participate in a data and learning cohort that will meet regularly. This cohort will:

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<sup>30</sup> <https://www.kingcounty.gov/depts/health/zero-youth-detention.aspx>

<sup>31</sup> <https://www.seattle.gov/Documents/Departments/CivilRights/Reentry%20Workgroup%20Final%20Report.pdf>

<sup>32</sup> <http://www.seattle.gov/Documents/Departments/HumanServices/Funding/safety/Report%20on%202018%20Co-Design.pdf>

- review data metrics and develop measuring tools in the first quarter of 2020 for annual contracts beginning with the first year (2020);
- develop partnerships and share resources to support community best and promising practices; and
- identify lessons learned that will inform subsequent contract years.



**2019**  
**Safety: Addressing Impacts of the Criminal Legal System**  
**Request for Proposal**

## **APPLICATION**

### **Instructions and Materials**

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2019 Safety Request for Proposal (RFP). The RFP Guidelines is a separate document that provides background on HSD’s guiding principles and results-based accountability framework, and an overview of the RFP program requirements. [HSD’s Funding Opportunities webpage](#) provides additional information on agency eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services; and the process for selecting successful applications.

### **I. Submission Instructions & Deadline**

**Completed application packets are due by 12:00 p.m. (noon) on Thursday, June 13, 2019.**

Application packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received, and date/time stamped by the 12:00 p.m. (noon) deadline on Thursday, June 13, 2019. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to ensure that applications are received by HSD by the deadline, regardless of the submission method selected. When using HSD’s Online Submission System, it is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.

- **Electronic Submittal:** Application packets may be submitted electronically via HSD’s Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **Hand Delivery or US Mail:** The application packet can be hand-delivered or mailed to:

Seattle Human Services Department  
 RFP Response – Safety  
 Attn: Leslea Bowling

*Delivery Address*  
700 5<sup>th</sup> Ave., 58<sup>th</sup> Floor  
Seattle, WA 98104-5017

*Mailing Address*  
P.O. Box 34215  
Seattle, WA 98124-4215

## II. Format Instructions

- A. Applications will be rated only on the information requested and outlined in this funding opportunity, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.
- B. The application should be typed, or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 11-point font.
- C. The application may not exceed a total of 12 pages. The application includes the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). Pages which exceed the page limitation will not be included in the rating.
- D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles and question numbers. You do not need to rewrite the questions for specific elements of each question.
- E. **For Collective Proposals only:** For collective proposals submitted by two or more groups and/or agencies, submit one application as described on page 3, Section I of the Guidelines and outlined on page 15, Section I of the Application. One group or agency of the collective will serve as the lead for submission and point of contact.
1. The lead member of the collective will complete the:
    - Application Cover Sheet that includes a signature from each collective members' Director or authorized representative.
    - Roster of the lead member's current Board of Directors
    - Minutes from the lead member's last three Board of Directors meetings
    - Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Lead member must have a federal tax identification number/employer identification number.
    - If lead member has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
  2. The work of all members of the collective must be reflected in the:
    - Narrative response (see Sections II & III for instructions)
    - Proposal Budget (Attachment 3)
    - Proposal Personnel Detail Budget (Attachment 4)
    - If the collective is proposing a new body of work for the collective, attach a separate start-up timeline for the work.

## III. Proposal Narrative & Rating Criteria

Write a narrative response to sections A – F. Answer each section completely according to the questions. Do not exceed a total of 12 pages for sections A – F combined. Applicants may want to refer to the report on the 2018 Co-Design as context for sections B - F.<sup>33</sup>

<b>NARRATIVE QUESTIONS</b>	
<b>A. PROPOSAL DESIGN DESCRIPTION (30 points)</b>	
<ol style="list-style-type: none"> <li>1. As listed in Section IV of the funding Guidelines, describe the priority and focus population(s) with whom you will work. In your description, include: <ul style="list-style-type: none"> <li>• Their assets and strengths.</li> <li>• Their challenges and concerns.</li> <li>• How you will engage the priority and focus population(s).</li> <li>• How you will address any barriers they might experience in working with you (transportation, cultural difference, etc.).</li> <li>• If you are proposing to work with people outside the identified priority population or focus populations, describe their demographics, assets, strengths, challenges, concerns, and how they are disparately impacted.</li> </ul> </li> <li>2. As listed in Section IV of the funding Guidelines, describe your systems navigation and trauma intervention activities. <ul style="list-style-type: none"> <li>• When and where (locations, times, days of week, how long, etc.) will the activities take place?</li> <li>• Provide examples of how you will help the priority and focus population(s) navigate systems, such as the criminal legal system, to meet their basic needs.</li> <li>• Provide examples of how you will support the priority and focus population(s) address trauma and indicate if your activities include any of the examples listed in Section IV of the funding Guidelines.</li> </ul> </li> <li>3. The desired impact of this RFP is to ensure the priority and focus population(s) have their basic needs met and their trauma addressed. <ul style="list-style-type: none"> <li>• How many of the priority and focus population(s) will the proposal engage on an annual basis for systems navigation and trauma intervention?</li> <li>• What percent of those with whom you engage will have basic needs met?</li> <li>• What percent of those with whom you engage will address trauma?</li> <li>• How will you know when you’ve achieved the desired impact?</li> </ul> </li> </ol>	
<b>Rating Criteria – A strong application meets all the criteria listed below.</b>	
<ul style="list-style-type: none"> <li>• Applicant clearly defines the priority population(s) and focus population(s) with whom they will work.</li> <li>• Applicant demonstrates an understanding of the assets, strengths, challenges, and concerns of the priority and focus population(s).</li> <li>• The work of the proposal is of sufficient frequency and duration to support the desired impact.</li> <li>• The proposed work will be conducted in Seattle.</li> <li>• Applicant presents a thorough description of the proposal that includes an understanding of systems navigation and trauma intervention and how they will support the priority and focus population(s).</li> <li>• Applicant describes activities that demonstrate a likely success in achieving the desired impact of the priority and focus population(s) having basic needs met and addressing trauma.</li> </ul>	
<b>B. COMMUNITY BEST OR PROMISING PRACTICES (10 points)</b>	
This RFP will fund systems navigation and trauma intervention activities that align with the community best or promising practices as listed in Section IV of the funding Guidelines.	
<ol style="list-style-type: none"> <li>1. What community best or promising practice(s) are you going to use and why?</li> </ol>	

<sup>33</sup> <http://www.seattle.gov/Documents/Departments/HumanServices/Funding/safety/Report%20on%202018%20Co-Design.pdf>

2. How will you apply your community best or promising practice(s) to the systems navigation and trauma intervention activities you described in Section A of the Proposal Narrative?

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

- Applicant clearly identifies and demonstrates an understanding of the community best or promising practice(s) they will use in their proposal.
- Applicant shows how their community best or promising practice(s) apply to the systems navigation and trauma intervention activities described in Section A of the Proposal Narrative.

**C. KEY PEOPLE AND LIVED EXPERIENCE (25 points)**

This RFP defines lived experience to mean applicants demonstrate competence in crisis and trauma intervention with people harmed by the criminal legal system and embrace the lived experience of communities of color. Describe:

1. Who are the volunteers, staff, and/or supervisors responsible for completing the work of this proposal? If this is a collective proposal, describe each members' respective volunteer, staff, and/or supervisor roles in completing the work of this proposal.
2. How are the volunteers, staff, and/or supervisors responsible for the work in the proposal able to relate to the priority and focus population(s) with whom you will engage?
3. Describe the experience and ability of the volunteers, staff, and/or supervisors responsible for the work of the proposal in providing systems navigation and trauma intervention with people harmed by the criminal legal system.
4. How do you keep key people at your organization to ensure there is continuity of services and strong relationships?
5. How does your leadership (managers, executives, and/or board of directors) reflect the priority and focus population(s) with whom you will engage?
6. If you do not have key people in place, describe your recruitment and hiring plan.

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

- Applicant demonstrates sufficient staffing and adequate supervision to complete the work of this proposal.
- If this is a collective proposal, each members' volunteer, staff, and supervision role(s) for the work in this proposal are clear.
- Applicant shows how the volunteers, staff, and/or supervisors responsible the work of the proposal relate to the priority and focus population(s).
- Applicant thoroughly describes the experience and ability of volunteers, staff, and/or supervisors to provide systems navigation and trauma intervention with people harmed by the criminal legal system.
- Applicant demonstrates the ability to retain key people who maintain continuity of services and strong relationships.
- Applicant indicates how their leadership (managers, executives, and/or board of directors) reflect the priority and focus population(s).
- If applicable, applicant's recruitment and hiring plan ensures key people are quickly in place and share lived experiences with people harmed by the criminal legal system.

**D. EQUITY AND EMPOWERMENT (10 points)**

This RFP defines equity as applicants being culturally relevant and demonstrating the ability to be culturally responsive to the proposed priority and focus population(s). Empowerment means applicants work to empower the people with whom they propose to engage. Empowerment may be described as building self-determination, developing leadership capacity, and centering those most impacted. Describe:

1. How do you collaborate with the individuals, families and communities harmed by the criminal legal system?
2. How do you develop leadership in people harmed by the criminal legal system?

3. How are people harmed by the criminal legal system involved in your decision making?
4. How will you honor the history, culture, families, and community of the people with whom you will work in your proposal?

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

- Applicant demonstrates ability to collaborate with individuals, families and communities harmed by the criminal legal system.
- Applicant clearly describes how they develop leadership in people harmed by the criminal legal system.
- Applicant includes people harmed by the criminal legal system in the decision making of the agency or group.
- Applicant describes how they will honor the history, culture, families, and community of the people with whom they will work in their proposal.

**E. PARTNERSHIP AND NETWORKS (10 points)**

A theme in the community best or promising practices for this RFP is the role and use of partners and networks. All funded applicants will be required to participate in a data and learning cohort that will meet regularly. This cohort will develop partnerships and share resources to support community best or promising practices implemented by funded applicants.

1. How does the use of partners and networks enhance the systems navigation and trauma intervention activities you described in Section A of the Proposal Narrative?
2. Describe the role and use of partners and networks in the community best or promising practice(s) you described in Section B of the Proposal Narrative.
3. How will partners and networks ensure the priority and focus population(s) are not further harmed by the criminal legal system?
4. How will you partner or collaborate to shift power to the people harmed by the criminal legal system?

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

- Applicant explains how partners and networks enhance their systems navigation and trauma intervention activities as described in Section A of the Proposal Narrative.
- Applicant clearly articulates the role and use of partners and networks in the community best or promising practice(s) as described in Section B of the Proposal Narrative.
- Applicant indicates how partners and networks will ensure the priority and focus population(s) are not further harmed by the criminal legal system.
- Applicant describes how they will partner and collaborate to shift power to the people harmed by the criminal legal system.

**F. DATA AND FISCAL MANAGEMENT (10 points)**

1. Describe your experience and capacity to collect and manage data, including confidential data.
  - How will you document the work of your proposal?
  - How do you collect and use information from people harmed by the criminal legal system?
  - What challenges do you have with data?
2. Describe your financial management system.
  - How do you establish and maintain general accounting principles?
  - What are your internal controls to safeguard all funds that may be awarded under the terms of this funding opportunity?
  - What challenges do you experience with financial management?

**Applicants will need to review the [HSD Agency Minimum Eligibility Requirements](#) and [HSD Contracting Requirements](#) to determine if they want to have an established agency act as fiscal sponsor.**

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

- Applicant describes data collection and management practices, including protection of confidential data.
- Applicant describes how they collect, analyze, and use information from people harmed by the criminal legal system.
- Applicant has a fiscal management system which maintains internal controls and follows Generally Accepted Accounting Principles (GAAP). If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

**Narrative Total = 95 points**

**G. BUDGET FORMS, ATTACHMENTS 3 AND 4 (5 points)**

1. Complete a Proposal Budget and Proposal Personnel Detail Budget. Budget worksheets will not be counted towards the 12-page narrative limit.
2. List expenses in your Proposal Budget that include training funds and funds for systems navigation supports.

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

- Budget is realistic, accurate, and adequate for the proposal.
- Proposal Budget includes training funds for key people and funds for systems navigation supports such as Orca cards, identification, work boots, etc.
- Proposal Personnel Detail Budget includes living wages and benefits for key people.
- If this is a collective proposal, budgeted funds for collective members are commensurate with their roles and work in the proposal.

**Budget Total = 5 points**

**Total Proposal = 100 points**

## IV. Completed Application Requirements

### AT APPLICATION SUBMITTAL

To be considered complete, your application packet must include all the following items, or the application may be deemed incomplete and may not be rated:

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposal Budget (Attachment 3).
4. A completed Proposal Personnel Detail Budget (Attachment 4).
5. Roster of your current Board of Directors.
6. Minutes from your last three Board of Directors meetings.
7. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. You must have a federal tax identification number/employer identification number.
8. If you are submitting a collective proposal, attach a signed letter from each members' Director or other authorized representative confirming their work within the proposal.
9. If you have an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
10. If you are proposing a new body of work, attach a separate start-up timeline for your work.
11. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.

### AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION

If HSD does not already have them on file, any or all the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFP coordinator:

1. A copy of your current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of your most recent audit report.
3. A copy of your most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, your insurance must conform to [Master Agency Services Agreement](#) (MASA) requirements at the start of the contract.

## V. List of Attachments & Related Materials

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposal Budget
- Attachment 4: Proposal Personnel Detail Budget

## 2019 Safety: Addressing Impacts of the Criminal Legal System 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
- 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?**
- Must not exceed 12 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
  - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents requested in this funding opportunity.
  - A completed narrative response addresses all the following:
    - Proposal Design Description
    - Community Best or Promising Practices
    - Key People and Lived Experience
    - Equity and Empowerment
    - Partnership and Networks
    - Data and Fiscal Management
- Completed the full Proposal Budget (Attachment 3)? \***
- Completed the full Proposal Personnel Detail Budget (Attachment 4)? \***
- Attached the following supporting documents? \***
- Roster of your current Board of Directors
  - Minutes from your last three (3) Board of Directors meetings
  - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
  - If you have an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

- If you are submitting a collective proposal, have you attached a signed letter from each members' Director or other authorized representative confirming their work within the narrative response? \***
- If you are proposing a new body of work, have you attached a start-up timeline for your work, beginning January 1, 2020? \***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative? \***

*\*These documents do not count against the 12-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) on Thursday, June 13, 2019**. Application packets received after this deadline will not be considered. See Section I for submission instructions.



**City of Seattle**  
**Human Services Department**

**2019 Safety: Addressing Impacts of the Criminal Legal System Request for Proposal**  
**Application Cover Sheet**

1. Applicant Name:			
2. Applicant Executive Director:			
3. Applicant Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Applicant Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Does this proposal include a new body of work?			
9. Proposal Name:			
10. Priority Population for the proposal:			
11. Focus Population(s) for the proposal:			
12. Funding Amount Requested:			
13. # of people harmed by the criminal legal system in Seattle supported by the proposal:			
14. In which City Council District is your proposal located? <a href="#">Council district search page</a>			

<p>15. Is this a collective proposal? If yes, include a signature from each collective members' Director or authorized representative below.</p>	
<p>16. Partner Agency or Group (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Signature of partner agency representative: _____ Date: _____</p>	
<p>17. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Signature of partner agency representative: _____ Date: _____</p>	
<p><b>Authorized physical signature of applicant/lead organization</b></p> <p><i>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.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

**2019 Safety: Addressing Impacts of the Criminal Legal System RFP**  
**Proposal Budget**  
**January 1, 2020 – December 31, 2020**

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>					
	Amount by Fund Source				
Item	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	Other <sup>1</sup>	Total Project
<b>1000 - PERSONNEL SERVICES</b>					
1110 Salaries (Full- & Part-Time)					\$
1300 Fringe Benefits					\$
1400 Other Employee Benefits <sup>2</sup>					\$
<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2000 - 4000 - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>					
2100 Office Supplies					\$
2200 Operating Supplies <sup>3</sup>					\$
2300 Repairs & Maintenance Supplies					\$
3100 Expert & Consultant Services					\$
3140 Contractual Employment					\$
3150 Data Processing					\$
3190 Other Professional Services including collective member subcontract(s) <sup>4</sup>					\$
3210 Telephone					\$
3220 Postage					\$
3300 Automobile Expense					\$
3310 Convention & Travel					\$
3400 Advertising					\$
3500 Printing & Duplicating					\$
3600 Insurance					\$
3700 Public Utility Services					\$
3800 Repairs & Maintenance					\$
3900 Rentals - Buildings					\$
Rentals - Equipment					\$
4210 Education Expense					\$
4290 Other Miscellaneous Expenses <sup>5</sup>					\$
4999 Administrative Costs/Indirect Costs <sup>6</sup>					\$

<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	\$	\$	\$	\$	\$
<b>TOTAL EXPENDITURES</b>	\$	\$	\$	\$	\$

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

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

<sup>2</sup> Other Employee Benefits - Itemize below:

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

<sup>3</sup> Operating Supplies - Itemize below (Do Not Include Office Supplies):

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

<sup>4</sup> Other Professional Services including collective member subcontracts - Itemize below:

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

<sup>5</sup> Other Miscellaneous Expenses - Itemize below:

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

<sup>6</sup> Administrative Costs/Indirect Costs - Itemize below:

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

<sup>6</sup> Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

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

**2019 Safety: Addressing Impacts of the Criminal Legal System RFP**  
**Proposal Personnel Detail Budget**  
**January 1, 2020 – December 31, 2020**

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

<b>Applicant Name:</b>	
<b>Proposal Name:</b>	

Agency's Full-Time Equivalent (FTE) =		hours/week			Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Proposal
<b>Subtotal – Salaries &amp; Wages</b>									
<b>Personnel Benefits:</b>									
<b>FICA</b>									
<b>Pensions/Retirement</b>									
<b>Industrial Insurance</b>									
<b>Health/Dental</b>									
<b>Unemployment Compensation</b>									
<b>Other Employee Benefits</b>									
<b>Subtotal – Personnel Benefits:</b>									
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>									