



City of Seattle

Jenny A. Durkan, Mayor

Human Services Department

Catherine L. Lester, Director

YOUTH AND FAMILY EMPOWERMENT (YFE) OPPORTUNITY FUND **Amendment 5/2/18**

REQUEST FOR PROPOSAL

I. Introduction

Statement of Purpose: The Youth and Family Empowerment (YFE) Division of the Seattle Human Services Department (HSD) is pleased to announce the YFE Opportunity Fund Request for Proposal (RFP). Approximately \$280,000 is available from City of Seattle's General Fund. This RFP will fund small grants to support agencies that work with youth and young adults of color from the ages of 12 through 24. Project budget requests may not exceed \$20,000. HSD intends to fund 10-14 projects.

The focus populations for this RFP are youth and young adults who identify as either American Indian/Alaskan Native or Black/African American, are not currently enrolled or attending school, and are not working.

These focus populations align with HSD's commitment to address racial disparities¹; YFE's impact area that all youth will successfully transition to adulthood; and the City's *Our Best* initiative which aims to improve outcomes for young Black men in Seattle, with a focus on education, health, employment, safety, and connections with caring adults.

Elements of a Successful Project:

- Community-initiated.
- Engages Seattle youth and young adults of color from 12 through 24 years of age. Preference will be given to projects that engage the focus populations.
- Takes place within Seattle city limits.
- Focuses on education, employment, safety, health, and positive connections.
- Designed and led by volunteers or staff that reflect the cultures and languages of the participants.

Successful applications will result in contracts beginning **on or after August 1, 2018 and ending by December 31, 2018**. Projects should clearly start and end within this contract period.

If you have any questions about the YFE Opportunity Fund RFP, please contact the RFP Coordinator, Deborah Kuznitz, via email at Deborah.Kuznitz@Seattle.gov.

II. Timeline

Funding Opportunity Released	Monday, April 30, 2018
*Information Session	Tuesday, May 8, 2018 5:30 pm – 7:30 pm 2100 Building, 2100 24 th Avenue S, Seattle, 98144
*Help Session 1	Monday, May 14, 2018 4:00 pm – 7:00 pm Rainier Beach Community Center, Art Room 8825 Rainier Avenue S.
*Help Session 2 To reserve a 30-minute appointment, please contact 206-615-0744. Please indicate if you need interpretation or an accommodation.	Thursday, May 17, 2018 2:00 pm – 6:00 pm Douglass-Truth Seattle Public Library 2300 E. Yesler Way
Last Day to Submit Questions	Tuesday, May 22, 2018 by 12:00 p.m. (noon)
Application Deadline	Friday, June 1, 2018 by 12:00 p.m. (noon)
Planned Award Notification	Tuesday, July 3, 2018
Contract Start Date	Wednesday, August 1, 2018

***Please contact Deborah Kuznitz, Funding Process Coordinator for accommodation requests at Deborah.Kuznitz@seattle.gov or 206.233.7090.**

HSD reserves the right to change any dates in the Request for Proposal timeline.

III. Eligibility Requirements

- Seattle neighborhood-based groups, community-based organizations, and/or grassroots organizations that actively engage youth and/or young adults of color ages 12 through 24.
- Organizations that have an operating budget of \$750,000 or less or have not been funded by HSD in the past. Preference is given to organizations that have an operating budget of \$750,000 or less.
- All applicants, or their fiscal agent, must meet all licensing requirements that apply to its organization: Federal Tax number/employer identification number (EIN), Washington State Business License (UBI#), Seattle Business License, and 501(C)(3).
- All contracting organizations will be required to submit a W-9 and meet insurance requirements that include naming the City as an additional insured and must be able to provide proof of commercial general liability insurance up to \$1,000,000.
- All contracting organizations must agree to, and sign, the Master Agency Services Agreement found [here](#).

Who should not apply?

- Governmental agencies, political groups, universities, hospitals, or news organizations.
- Organizations that are unable to acquire the proper licensing and/or insurance requirements to contract with the City.
- Organizations that are unable to adhere to the Master Agency Services Agreement.

IV. Selection Process

This Request for Proposal is competitive. Applications are due **Friday, June 1, at 12:00 p.m., Noon. Late applications will not be accepted.**

An application must include responses to all questions and give all the information requested to be considered. Each section (i.e. A, B, C) should be typed or word processed on a letter-sized (8 1/2 x 11-inch) sheet. Please use one-inch margins, single spacing and minimum size 11-point font and follow the specific page requirements per section as noted below.

- 1) **Application Cover Sheet** (Attachment 2)
- 2) **Proposed Project and Personnel Budget Sheets** (Attachments 3 and 4)
- 3) **Project Proposal** (4 pages maximum for narrative). Any pdf picture copies as attachment, the budget forms and the cover sheet are not part of the 4-page limit.

Application packets must be received in person, by mail, or electronic submission. No faxed or emailed proposals will be accepted.

- Electronic Submittal: Applications 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 can be hand-delivered or mailed (and received by noon, Friday, June 1, 2018) to:

Seattle Human Services Department
YFE Opportunity Fund, Request for Proposal
Attn: Deborah Kuznitz

Delivery Address:
700 Fifth Avenue, 58th floor
Seattle, WA 98104-5017

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

V. Application Information and Help Sessions

Applicants are encouraged to attend the **Information Session** to be held on **Tuesday, May 8, from 5:30 p.m. – 7:30 p.m. at the 2100 Building, 2100 24th Avenue S, Seattle 98144** to get an overview of the application, ask questions, and learn more about the process for review, approval, and contracting.

There will also be two Help Sessions designed to provide additional assistance with the application. The first one will be led and facilitated by the Non-Profit Assistance Center and will take place on Monday, May 14th from 4:00 p.m.- 7:00 p.m. at Rainier Beach Community Center, Art Room, 8824 Rainier Avenue S., Seattle, 98118. This session will start with a group discussion and provide tips on writing a strong proposal and will answer specific questions about the RFP. Following the group session, NAC staff will also meet individually with applicants who would like specific help on the proposal. If you need interpretation or accommodation, please contact Nasrin.Afrouz@Seattle.gov or call (206) 615-0744.

The second Help Session will take place on Thursday, May 17th, from 2:00 p.m.- 6:00 p.m. at Douglass-Truth Branch, Seattle Public Library, 2300 E. Yesler Way, Seattle, 98122. This session will be individualized support to answer questions on the RFP. To schedule a 30-minute appointment, please contact Nasrin.Afrouz@Seattle.gov or call (206) 615-0744. Please indicate if you need interpretation or an accommodation. Applicants should only plan on attending one of the Help Sessions.

Attendance at the Information Session or Help Sessions is not mandatory for funding consideration, but highly encouraged.

VI. Application

NOTE: Please read this full application before you begin. You may want to gather resources in advance. Organize your application according to the section headings that follow. 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.

Application Components

A. Project Description (50 points), limit to two pages:

Describe your proposed project and your experience working with youth and young adults of color from 12 through 24 years of age. Include the following in your response:

1. Who: Describe the demographics, strengths, and challenges of the youth and/or young adults that will be the focus of your project and why you are focusing on them. If you are focusing on a specific population (e.g. racial, ethnic, or LGBTQ), describe how your project will meet their needs.
2. What is the project you are proposing and what are the activities that will be implemented?
3. When, how often, and how long will project activities be provided?
4. Where will the activities take place and how will youth and/or young adults get to the project location(s)? Optional: include picture(s) of the location(s), which can include interior and exterior. These pictures can be pdf copies and are not counted in the 4-page narrative limit.
5. How will this project benefit the focus populations (described in Section I.)? How will the community be involved in developing and/or delivering the project?

Rating Criteria – A strong application meets all of the elements listed below:

- The youth and/or young adults being served in the project are clearly identified. The purpose for serving them is fully explained. Any needs identified for the population are addressed.
- The project and activities are clearly outlined, with estimated dates of programming, frequency, and length of sessions.
- The project locations are accessible for youth to get to and are safe and appropriate for the activities proposed. The location(s) are within the City of Seattle limits.
- The benefits to the focus populations is explained and appear reasonable. The community will be and/or is involved in developing and/or delivering the project.

B. Capacity, Experience, and Timeline (25 points), limit to one page:

1. Who are the key people involved that will have primary responsibility for ensuring that the project moves forward? If the staff/volunteers have been selected already, please include their names and titles. If you do not have the staff/volunteers in place yet, please only include titles. Describe their project responsibilities, qualifications/experience working with the population, and estimated hours they will contribute to the entire project.
2. Timeline for project and staff hiring: It is expected that projects will be able to begin on or near August 1, 2018. Projects may begin after this date but must be completed no later than December 31, 2018. Please include a timeline for planning and implementation of the project. For staff/volunteers not yet hired/selected, include in the narrative how you will be able to be fully staffed and implementing the project by the stated timeline.
3. Please describe how will you ensure staff and/or volunteers are supported/trained properly to support the populations being served.
4. Do the staff/volunteers reflect the cultures and languages of the participants? If not, describe how you will make sure that staff/volunteers are able to provide culturally competent services to the project participants?

Rating Criteria - A strong application meets all the criteria listed below:

- The key people involved (staff and/or volunteers) are in place (hired or secured) by the time the project begins and clearly demonstrate the experience and/or qualifications needed to implement the project.
- The number of hours estimated for start up and implementation for each staff is well considered. The amount of time predicted for the project is appropriate.
- Any training or support is clearly described and included.
- The staff/volunteers who design and will lead the project reflect the cultures and languages of the participants. If not, there is an established plan on how culturally competent services will be provided to the participants.

C. Expected Performance Commitments (15 points), limit to one page:

The result of the projects funded through this RFP is that all youth in Seattle successfully transition to adulthood. HSD anticipates the projects funded will have a specific focus towards making positive impact for the focus populations and/or the specific populations described in Section A above.

Please identify the quantity, quality, and impact measure(s) your project will focus on and how you will measure the outcomes. Below are examples that could be used depending on your specific project:

1. Quantity:
 - # of youth and/or young adults participating in the project

2. Quality:

- Staff and/or volunteers reflect the population served (i.e. language, race, ethnicity, sexual orientation, gender, etc.).
- Services are tailored to the specific needs of the youth and young adults being served and incorporate participant feedback.

3. Impact: These demonstrate impact measures to show how your project has impacted the participants from the beginning of the project to the end of the project:

- % of participants who are either in school or are working
- % of participants connected to school or their community
- % of participants who report positive peer, partner, and/or family relationships
- % of youth and/or young adults completing the project
- % of participants ... (Proposed impact measure based on population served and project objectives).

Rating Criteria: A strong application meets all the criteria listed below:

Effectively describes how you will measure Quantity, Quality, and Impact. Examples include sign in sheets and attendance records; demographic data for staff/volunteers; pre-and post-surveys, anecdotal information, evaluations etc.

D. Budget and Leveraging (10 points):

Complete the Proposed Project and Personnel Budgets (Attachments 3 and 4). The costs reflected in this budget should be only for the project covered in this RFP. The budget worksheets will not count toward the four-page per narrative limit.

Rating Criteria - A strong application meets all the criteria listed below:

- Costs appear to be reasonable and appropriate given the nature of the project, the populations to be served, the proposed level of service, and the impacts.
- The proposed project appears to be cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds and/or in-kind resources used for the project described in their application, as well as any funds they receive from this RFP.

Fiscal Sponsor Information (if applicable)

(Note: Your organization may be the fiscal sponsor for your project if it meets the eligibility requirements)

Fiscal Sponsor:

Organization Name:

Fiscal Sponsor Address:	City, State Zip:
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Federal Tax I.D. Number	
Fiscal Sponsor Contact Name:	Fiscal Sponsor Contact Title:
Fiscal Sponsor Signer's Name:	Fiscal Sponsor Signer's Title:
Project Sponsor Signer's Name:	Project Sponsor Signer's Title:

**YFE Opportunity Fund
2018 Application Checklist**

This checklist is to help 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 Project Reporting Requirements
- HSD Contracting Requirements
- HSD Funding Opportunity Selection Process
- HSD Appeal Process
- HSD Commitment to Funding Culturally Responsive Services
- HSD Guiding Principles

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 4 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, such as pdf copies of photos of the project location, requested in this funding opportunity.
- A completed narrative response addresses each of the following (total =100 points):

- Project Description (50 points)
- Capacity and Experience (25 points)
- Performance Commitment (15 points)
- Budget and Leveraging (10 points)

Completed the full Proposed Project Budget (Attachment 3)?*

Completed the full Proposed Personnel Detail Budget (Attachment 4)?*

**These documents do not count against the 4-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 Friday, June 1, 2018**. Application packets received after this deadline will not be considered. See Section IV. for submission instructions.



**City of Seattle
Human Services Department**

**2018 YFE Opportunity Fund
Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit			<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Project Name:			
9. Population(s) project will serve:			
10. Funding Amount Requested:			
11. # of clients to be served:			
12. Address where the activities/project will take place.			

13. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: _____ Date: _____

14. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: _____ Date: _____

Authorized physical signature of applicant/lead organization

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

**2018 YFE Opportunity Fund
Proposed Project Budget**

August 1, 2018-December 31, 2018

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

Applicant Agency Name:	
Proposed Project Name:	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)				
1300 Fringe Benefits				
1400 Other Employee Benefits ²				
SUBTOTAL - PERSONNEL SERVICES				
2000 - SUPPLIES				
2100 Office Supplies				
2200 Operating Supplies ³				
2300 Repairs & Maintenance Supplies				
SUBTOTAL – SUPPLIES				
3000 - 4000 OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				
3140 Contractual Employment				
3150 Data Processing				
3190 Other Professional Services ⁴				
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 ⁵				
4999 Administrative Costs/Indirect Costs ⁶				
SUBTOTAL - OTHER SERVICES & CHARGES				
TOTAL EXPENDITURES				

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Other Employee Benefits - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Professional Services - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ 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.		

**2018 YFE Opportunity Fund
Proposed Personnel Detail Budget
August 1, 2018 - December 31, 2018**

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

Applicant Agency Name:	
Proposed Project Name:	

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 Project
Subtotal – Salaries & Wages									
Personnel Benefits:									
FICA									
Pensions/Retirement									
Industrial Insurance									
Health/Dental									
Unemployment Compensation									
Other Employee Benefits									
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									