



# FEPP Levy K-12 Opportunity and Access (O&A) Request for Investment (RFI) Technical Assistance Session 2

Department of Education and Early Learning (DEEL)  
K-12 & Postsecondary Division  
June 1, 2020



# Before we get started...

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- Please have the RFI document and your draft application/submission template available in either print or electronic form as a reference
- As we move through the slides, page references will appear in a green box in the upper right corner (see above)
- Please note your questions as they arise and submit them to [DEELFunding@seattle.gov](mailto:DEELFunding@seattle.gov) at the end of the session with the subject line "Question: Opportunity and Access RFI"



# Welcome!

## DEEL Staff Supporting this session

- Dana Harrison
  - Interim Director, K-12 and Postsecondary Division
- Colin Pierce
  - Senior Advisor, K-12 School Programs
- Chris Alejano
  - Associate Program Manager
- Vero Guajardo
  - Strategic Advisor, Operations and Strategy Lead



# Agenda

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## I. Welcome and Overview

- Welcome, reminders, and introductions
- Review agenda for today
- Review RFI structure

## II. Application Development

- Sections, scoring criteria, and writing your application
- COVID-19 Addendum

## III. Submission

- Technical compliance
- Tips and timelines

## IV. Questions



# Proposal Development

Components

*choose one\**

Key  
Elements

*choose one for  
ELO or one or  
more for CCR*

Indicators

*choose 3 – 6*

Outcomes

*choose one or  
more*

## Important notes:

- You may use Levy funds and leverage non-Levy funds to implement program elements.
- Partnerships between organizations and school communities are strongly encouraged to leverage strengths, foster connections, and create high-quality learning experiences.

\*If desired, organizations may choose to submit one application per component for a maximum of two applications.



# Priorities in Evaluating Proposals

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- Award funding for **up to 20 proposals** that will provide high quality opportunities for Levy focus students and lead to the achievement of FEPP Levy outcomes
- **Leverage** FEPP Levy investment types to **maximize impact** and advance student outcomes
- Fund a diverse group of applicants and direct **up to 15 contracts to community-based organizations**
- Fund proposals that leverage **strong partnerships** between organizations and school communities
- Fund proposals that support student **preparation for postsecondary pathways** into college, career, and the work force and prioritize proposals supporting Levy focus students in the secondary grades (6-12)



# Questions to Consider

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- Which focus student population(s) does my organization intend to serve with these funds? Estimated number?
- Which component and key element aligns most closely with the programs/services my organization provides or is capable of providing?
- Which outcome(s) and indicators will my organization select to monitor progress?
- What role with partners and partnerships play in application development and program implementation?





# The Application



# Application Sections

- ✓ Cover Sheet
- ✓ Section 1: Experience and Demonstrated Ability
- ✓ Section 2: Program/Service Proposal
- ✓ Section 3: Organizational and Administrative Capacity
- ✓ Section 4: Cultural Responsiveness
- ✓ Section 5: Labor Harmony
- ✓ COVID-19 Addendum



# Section 1: Experience and Demonstrated Ability

2 page maximum

*Note: This section was reviewed in part during TA Session 1*

Overview of Organization

Prior Experience with Focus Student Populations

Partnerships



# Section 1 Scoring Criteria

*15 points*

- Provides brief description of organization history and mission
- Provides brief description of relevant programs, services, and their outcomes
- Demonstrates experience working with focus population(s)
- Demonstrates ability to meet the needs of identified focus students
- Demonstrates experience in providing services through strategic partnerships and utilizes partnerships effectively to address the needs of focus students



# Section 2: Program/Service Proposal

*4 page maximum*

Components, Key Elements, Outcomes, Indicators

Service/Program Description

Budget Proposal



# Budget Template

- Minimum request is \$40,000
- Include leveraged funds if applicable
- O&A expenditure column should tie to services/costs to be funded through this RFI

**FEPP Levy 2020 Opportunity & Access Request for Investment Budget Proposal**

Organization Name:		\$ -	<b>Total FEPP Opportunity and Access funding requested (minimum \$40,000)</b>	
Proposed Program/Service Name:		\$ -	Total Program/Service Cost	
<b>Instructions:</b>	Complete the budget tables below by inputting the amount of funds you are requesting by line item and describing what those funds will purchase. The budget should directly to the services you plan to provide and the number of students you plan to serve. If you will be utilizing additional fund sources to deliver your proposed program/service, please include amounts by fund source so a total program cost can be evaluated. The O&A amount requested must meet the minimum of \$40,000.			

**Table 1: Personnel Expenditures**

	Position Title	FTE	O&A Amount Requested	Leveraged FEPP Funding	Leveraged BSK* Funding	Other Funding or In-Kind	TOTAL	Description of Expense: Please outline roles and responsibilities of each position and any variations (e.g., pre-program planning, program management during the summer, etc.)
1							\$ -	
2							\$ -	
3							\$ -	
4							\$ -	
5							\$ -	
6							\$ -	
7							\$ -	
8							\$ -	
9							\$ -	
10							\$ -	
			<i>Subtotal:</i> \$ -	\$ -	\$ -	\$ -	\$0	
			<i>Benefits:</i> \$ -	\$ -	\$ -	\$ -	0%	<i>Insert benefits percentage to the left in cell H21 (e.g. 24%)</i>
			<b>Personnel Sub-Total</b> \$ -	\$ -	\$ -	\$ -	\$0	

**Table 2: Non-Personnel Expenditures**

	Item Name	O&A Amount Requested	Leveraged FEPP Funding	Leveraged BSK* Funding	Other Funding or In-Kind	TOTAL	Description of Expense: List all subcontracts, supplies, materials, transportation, and other program expenditures. Please include the requested amount as well as a brief description.
1						\$ -	
2						\$ -	
3						\$ -	
4						\$ -	
5						\$ -	
6						\$ -	

O&A RFI Budget Template (+)

# Section 2 Scoring Criteria

## 40 points

- Identifies O&A component, key element(s), and focus students for programming
- Identifies the need/gaps proposed program is addressing
- Details activities and structure that is age-appropriate and promotes students' academic growth, college/career readiness, and cultivation of other skills that support learning
- Activities schedule demonstrates clear start/end dates and times
- Provides appropriate plans for facility/space/location, student meals, and transportation
- Describes an approach to programming and service delivery that is culturally responsive
- Identifies the O&A outcomes to be addressed and 3-6 indicators to track progress towards those outcomes
- Proposes activities that will be effective in meeting indicator and outcome targets
- Proposes a budget that is reasonable based on proposed level of service and desired outcomes; includes expenditures only for the services/costs of program to be funded through this RFI



# Section 3: Organizational and Administrative Capacity

*2 page maximum*

Management

Data

Finance

Challenges



# Section 3 Scoring Criteria

*15 points*

- Demonstrates organizational plan and adequate staff to support proposal
- Demonstrates ability to recruit, hire and retain qualified staff
- Details capacity and level of experience collecting, managing, and analyzing data to inform service/program delivery
- Provides evidence of effective financial management systems and personnel
- Acknowledges and identifies potential challenges to implementing the program/service as proposed and exhibits forethought and planning to overcome challenges



# Section 4: Cultural Responsiveness

*2 page maximum*

Experience

Incorporation of Racial Equity and Social Justice

Family Engagement



# Section 4 Scoring Criteria

*15 points*

- Demonstrates experience with, or an effective plan for, providing culturally and linguistically relevant/responsive services within diverse communities
- Demonstrates an understanding of cultural responsiveness and describes how it is incorporated into the programming and service delivery
- Demonstrates a strong approach to supporting and engaging students, families, and community that is responsive to cultural and linguistic needs



## Section 5: Labor Harmony

- Is your organization committed to avoiding labor disputes?
- If you have standard practices/policies to uphold this principle, please attach or link to those documents.



# COVID-19 Addendum

- What aspects of your proposed program/services impacted?
- Brief description of how services will be sustained or if they would be suspended in the event of continued disruption
- Not a scored component

## COVID-19 Addendum

*The extent and duration of the COVID-19 outbreak remains unknown and the impacts on our communities and our economy are still being assessed. DEEL is interested in proactively addressing these impacts to the extent possible and is asking applicants to anticipate potential impacts to their program/service proposal. Please respond to the following questions to the best of your ability. Responses will not be scored as a part of your application's evaluation.*

In the event public health guidelines place limits on social interactions and/or gathering places like schools and community centers during the 2020-21 school year, what aspects of your program/service proposal do you anticipate may be impacted? Please check all that may apply.

- Programming site/facility
- Schedule (e.g., start/end dates, frequency)
- Delivery of services/programming activities
- Students served
- Staffing
- Partnerships
- Transportation
- Meals/Snacks

Please provide a brief description (maximum 500 words) of how the impacted programming/services identified above may be sustained or if they would need to be suspended in the event of unforeseen school closures or the inability to provide direct, in-person services to identified focus students.

# Interview

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The applicant interview provides an opportunity for review panel members to better understand submitted applications, and for applicants to verbally express their need, overall goals for use of FEPP Levy funds, and proposed strategy to meet their stated goals.

<b>What</b>	30-minute interviews conducted via remote audio/video conference Review panelists will pose questions aligned with O&A RFI application section requirements
<b>When</b>	Assigned timeslot between 1pm-7:30pm on Tuesday July 14 <sup>th</sup> or Wednesday July 15 <sup>th</sup>
<b>Who</b>	You may include up to 3 people from your team  Suggested attendees include but are not limited to: <ul style="list-style-type: none"><li>• Community-based Organization executive directors and CBO staff</li><li>• School principals and other school leaders, classroom teachers, and staff</li><li>• Government agency division directors and department staff</li></ul>



# Interview Scoring Criteria

*15 points*

- Demonstrates consistency with written proposal
- Provides clarity on programming/services described
- Offers evidence of adequate facilities, capacity, and management systems to support program/service proposal



# RFI Application Scoring Summary

Section	Score
1. Experience and Demonstrated Ability	15
2. Program/Service Proposal	40
3. Organizational and Administrative Capacity	15
4. Cultural Responsiveness	15
5. Labor Harmony	N/A
6. Interview	15
<b>TOTAL POINTS</b>	<b>100</b>





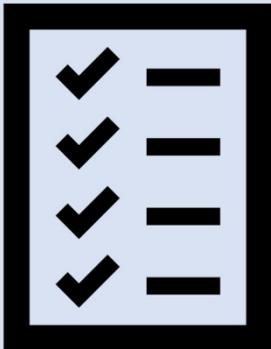
# Submission



# Technical Compliance

## An application will be deemed technically compliant if it:

- Is submitted on time (by Monday **3:00 PM**, June 22, 2020) either electronically or in paper copy
- Includes all required sections (must be a COMPLETE application)
- Submission for Sections 1 - 5 are typed, single- or double-spaced, size 11 font, page-numbered, single- or double-sided, and all submitted together as one document in PDF or Word format
- Budget is formatted using the Excel template provided and submitted as one file
- Includes labor harmony attachment (see Section 5)
- Includes COVID-19 Addendum: response is typed, single- or double-spaced, size 11 font, and maximum of 500 words

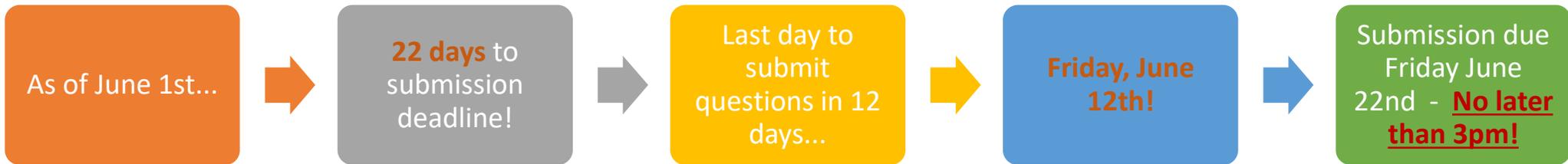


## Timeline From Here

	Date
Last day to submit questions to <a href="mailto:DEELFunding@seattle.gov">DEELFunding@seattle.gov</a>	Friday, June 12, 2020
<b>Application Deadline</b>	<b>Friday June 22, 2020</b> <b>No later than 3pm</b>
Applications Reviewed and Rated	June 23 – July 10, 2020
Interviews and Review Panel Deliberations	July 15 – July 24, 2020
Notifications issued to applicants	Friday, August 21, 2020



# NOW until the deadline...



Managing the submission between now and due date will be a critical time to ensure you submit a **COMPLETE** and **COMPLIANT** submission

Some tips based on past submissions, experience and feedback...

# Top 10 TIPS

1. Set reminders

2. Check our **O&A RFI webpage often**, especially the Q&A section

3. Start writing early, edit often, mind your version control, and remember to turn TRACK CHANGES/Comments **off** before you submit

4. PDF versions encouraged.

5. We REDACT anything over the pagination limit and student identifiable information. Please do not include these identifiers.

O&A RFI in PDF:	<a href="#">Download</a>
O&A RFI Submission Template:	<a href="#">Download</a>
O&A RFI Submission Budget:	<a href="#">Download</a>
<b>ADDITIONAL INFORMATION</b>	
<a href="#">Frequently asked questions (FAQ)</a>	To be prov
<b>SUBMITTING YOUR APPLICATION</b>	
	Application electronica form. COM

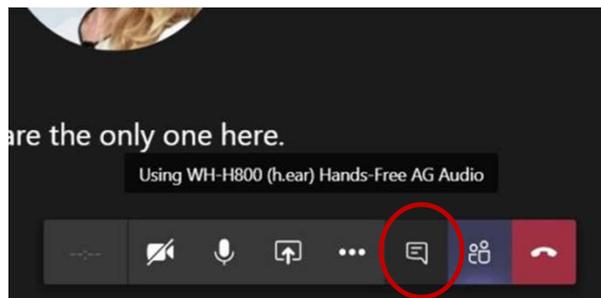


# Top 10 TIPS

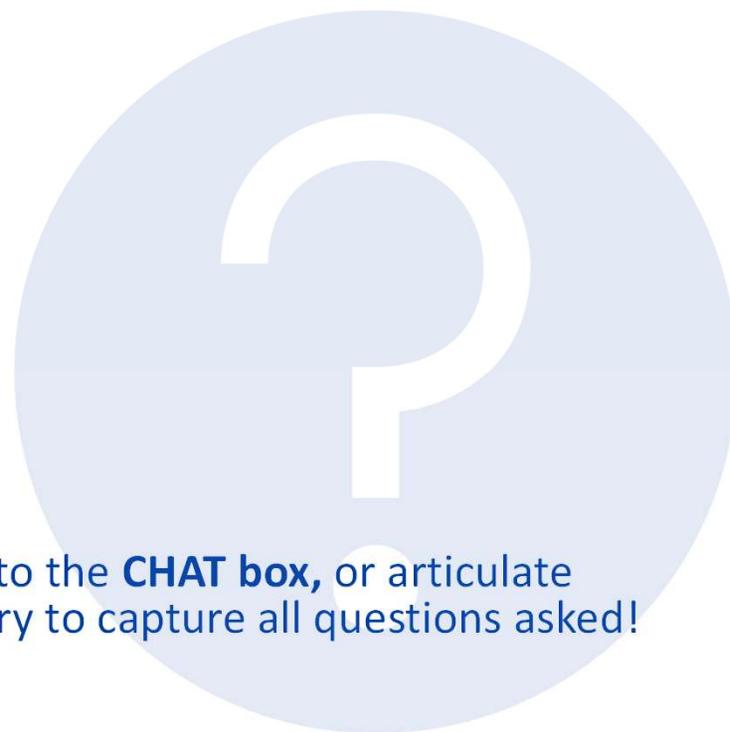
6. Remember your **audience**: clear, concise and to the point is always best. Panel readers are community members with experience in education and community. They may/may not know your agency/school.
7. The deadline is Friday June 22, by 3:00 PM and we mean it
8. Consider submitting all files that comprise your RFI submission is ONE EMAIL (instructions on p. 13 of RFI)  
**Attach**
  - complete RFI submission (we encourage a final PDF version)
  - EXCEL Budget
9. **No appendices** are accepted in this RFI investment.
10. Advise your partners and colleagues of the general timeline for reader review, upcoming interviews, and final decisions. Good **communication** is priceless.



# Questions



Please type questions into the **CHAT box**, or articulate them slowly, as we will try to capture all questions asked!



**THANK YOU!**

**FAMILIES**  
**EDUCATION**  
**PRESCHOOL**  
**& PROMISE**