

City of Seattle Prenatal-to-Three Community (PN3) Grant Program
Request for Proposal (RFP) Evaluation Process

This document summarizes the evaluation process for PN3 grant proposals.

Step 1: Technical Compliance Check

When a proposal is sent to the Department of Education and Early Learning (DEEL) Funding inbox, it undergoes a technical compliance check. The inbox administrator verifies that the requisite paperwork is complete and present, using the checklist provided in the [Request for Proposals \(RFP\) Technical Overview](#).

Complete	Item
Yes No	Submitted on time, on or before 5:00 pm (Seattle time) September 21, 2022 , to DEELFunding@seattle.gov .
Yes No	Application complete inclusive of all required narrative sections: <ul style="list-style-type: none"> <input type="checkbox"/> Grant Application in PDF or Word document <input type="checkbox"/> Acknowledgement of COVID-19 Vaccine Requirement <input type="checkbox"/> Signature of Authorized Representative <input type="checkbox"/> Budget Template

If technically compliant, the inbox administrator sends a message confirming receipt of the proposal. If not technically compliant, the inbox administrator notifies the sender that the proposal is not compliant, including the reason(s) for this determination.

Step 2: Review of Proposals

First, panelists review each proposal to verify eligibility for funding opportunity using the criteria articulated in the RFP page 4.

Projects that are not eligible for this funding opportunity include proposals that:

- Provide quality supports or subsidies for licensed child care
- Solely focus on supporting general operations of an organization
- Are without a central focus on prenatal-to-age-three
- Focused on political lobbying

Second, eligible proposals are then reviewed utilizing the criteria articulated in the RFP Technical Overview.

Criteria	Weight
<ul style="list-style-type: none"> • Organization has as small number of staff members • Organization centers its mission on serving priority populations • Organization’s staff, senior leadership, and/or board of directors are representative of the priority communities and populations they serve • Organization describes how they have established authentic connections to the community in which the proposal intends to serve 	35 %
<ul style="list-style-type: none"> • Clearly identifies the community need the proposal intends to address • Proposal meets a need in the community not currently addressed by other initiatives 	35 %
<ul style="list-style-type: none"> • Proposal outlines and supports how the project is likely to exert a sustained, powerful, and positive impact on one or more of the grant’s desired outcomes • Project describes an approach to supporting and engaging families and community that is responsive to cultural and linguistic needs 	30 %
TOTAL	100 %

Step 3: Panel discussion and funding recommendations

After independent scoring is complete, panelists convene to discuss the scores of the proposals they reviewed. At the end of this first session, each group selects a representative to advance to the second deliberation session. This smaller group reviews the highest-scoring proposals and ensures the proposals recommended for funding represent a diverse range of impact areas and communities of focus, the latter identified in the funding application.

Priority Populations to be Served	<input type="checkbox"/> BIPOC Communities <input type="checkbox"/> Immigrant Communities <input type="checkbox"/> Refugee Communities <input type="checkbox"/> People with low income <input type="checkbox"/> Emergent Bilingual Communities <input type="checkbox"/> Other marginalized population(s) served:
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Step 4: Final decisions for funding and notifications

Funding recommendations are provided to DEEL leadership for final funding decisions. Once decisions are made, all applicants are notified of whether or not their application was successful as well as any next steps.