



**2021 Supportive Reentry  
Request for Proposal (RFP)  
October 15, 2021**

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# Seattle Human Services Department

## 2021 Supportive Reentry RFP

### GUIDELINES

#### I. Summary

The Safe and Thriving Communities (STC) Division of the Seattle Human Services Department (HSD) is seeking applications from community-based organizations to **support currently and formerly incarcerated individuals to gain knowledge, skills, and support, connect or reconnect with cultural roots and supportive communities, and obtain long term, living wage employment in order to transition successfully from incarceration and into the community.**

STC is specifically seeking community-based organizations that have experience:

- actively engaging and working with incarcerated and/or formerly incarcerated individuals from Black, Indigenous, and People of Color (BIPOC) communities with a specific focus on Black, Indigenous, Latinx, and Pacific Islander communities;
- developing and providing supportive services for BIPOC individuals who are currently incarcerated;
- developing and providing supportive services for formerly incarcerated BIPOC who are reentering communities;
- rerooting incarcerated and formerly incarcerated individuals;
- using an anti-racist approach that actively works to undo systemic racism and
- preparing incarcerated and formerly incarcerated people to get and keep good paying jobs.

For this RFP, the term “reentry” is used to describe assisting people returning from incarceration to “reenter” systems and institutions that may lead to economic and social progress. “Rerooting” refers to the process of connecting people back to their cultural roots and communities. Since much of incarceration is about isolating people, a process of rerooting is necessary to ground people despite the systemic barriers that still exist. For all individuals returning from incarceration, being part of strong and connected communities provides accountability and supports their ability to thrive.<sup>1</sup>

This RFP is investing \$1,383,000 in City of Seattle General Fund for culturally appropriate reentry and rerooting programming.

- Applicants can request up to \$250,000 and may request less.
- The deadline for turning in completed proposals is **Friday, November 5, 2021, 12:00 p.m. (noon), Pacific Daylight Time.**
- Organizations must serve individuals who are currently or formerly incarcerated. Formerly incarcerated individuals must live, work, or attend school in the City of Seattle. Currently incarcerated individuals must seek to live, work, or attend school in the City of Seattle upon release.
- This RFP is competitive and open to all agencies that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in *Guidelines Section III. Program Requirements*.
- Initial funding will be for the period of December 15, 2021-December 31, 2022. Contract renewal depends on performance and funding availability.

<sup>1</sup> 2020 Indigenous Healing Request for Proposals. City of Seattle Office for Civil Rights/Human Services Department.

<b>RFP Timeline*</b>	
Funding Opportunity Released	Friday, October 15, 2021
<p><b>When it's time, join your Webex meeting here.</b></p> <p style="text-align: center;"><a href="#">Join meeting</a></p> <p><b>More ways to join:</b></p> <p><b>Join from the meeting link</b>  <a href="https://seattle.webex.com/seattle/j.php?MTID=mc128eb02cf2626f163f337e70cd5c931">https://seattle.webex.com/seattle/j.php?MTID=mc128eb02cf2626f163f337e70cd5c931</a></p> <p><b>Join by meeting number</b>  Meeting number (access code): 2493 033 2322  Meeting password: A7Cdv294hn3</p> <p><b>Tap to join from a mobile device (attendees only)</b>  <a href="tel:+1-206-207-1700,24930332322###">+1-206-207-1700,,24930332322###</a> United States Toll (Seattle)  <a href="tel:+1-408-418-9388,24930332322###">+1-408-418-9388,,24930332322###</a> United States Toll</p> <p><b>Join by phone</b>  +1-206-207-1700 United States Toll (Seattle)  +1-408-418-9388 United States Toll  <a href="#">Global call-in numbers</a></p> <p><b>Join from a video system or application</b>  Dial <a href="tel:24930332322@seattle.webex.com">24930332322@seattle.webex.com</a>  You can also dial 173.243.2.68 and enter your meeting number.</p> <p>Need help? Go to <a href="https://help.webex.com">https://help.webex.com</a></p> <p>Contact Shawn Flue at <a href="mailto:shawn.flue@seattle.gov">shawn.flue@seattle.gov</a> for meeting access issues.  <b>This session will be recorded.</b></p>	<p>Wednesday, October 20, 2021, at 10:00 a.m.-11:30 a.m.</p>
Last Day to Submit Questions	Monday, November 1, 2021, by 5 p.m.
Application Deadline (see pages 8 and 9 for submittal details)	<b>Friday, November 5, 2021, at 12 p.m. (noon) PT</b>
Planned Award Notification (post-appeal process)	Monday, December 13, 2021
Contract Start Date	Wednesday, December 15, 2021

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

### **Information Session**

HSD will offer one webinar information session, which will be recorded and made available on HSD's [Funding Opportunities webpage](#). Any agency interested in learning more about this RFP is encouraged to attend the session and ask questions. Attendance is not required.

All materials and updates to the RFP are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and agencies are responsible for regularly checking this webpage for any changes. HSD will not pay for any expense agencies may incur while they are preparing their application, providing information requested by HSD, or participating in the selection process.

### **If you have any questions, please contact:**

**Natalie Thomson, Funding Process Coordinator via email at [natalie.thomson@seattle.gov](mailto:natalie.thomson@seattle.gov).**

## II. Background & Strategy

### **Background**

This RFP was informed by the work of several community and City of Seattle workgroups and individuals.

#### Equitable Communities Initiative Task Force

The twenty-six-member, community-led Equitable Communities Initiative Task Force met between December 2020 and June 2021. Made up of diverse individuals and organizations, the Task Force researched disparities and reviewed existing City programs and resources prior to coming up with budget recommendations for a \$30 million investment into our BIPOC communities. One of those recommendations was to provide reentry programs for incarcerated and formerly incarcerated individuals. This recommendation was adopted by City Council, and \$1,383,000 was designated for programming to support reentry.

#### 2021 Community Safety Capacity Building RFP Community Engagement

HSD conducted 36 stakeholder engagement sessions between January - February 2021, to inform the Community Safety Capacity Building RFP released earlier this year. These sessions were attended by community members with lived experiences of systemic racism and harm from the criminal legal system, as well as frontline and leadership staff at community-based organizations (CBOs) doing community safety work, many of whom also had lived experiences of harm from the criminal legal system.

Participants identified themes around community ownership, self-determination, and resiliency, that have also informed this RFP. Key themes that were applied to this RFP include:

- The definition of community safety must be holistic and inclusive.
- There is an aspect to community safety that involves healing from systems of oppression, like the criminal legal system, or acts of violence (ranging from physical to emotional), as well as feelings of hope and self-determination.

#### Seattle Reentry Work Group

Led by the City of Seattle Office for Civil Rights, the Seattle Reentry Work Group recommended that connecting individuals to community and supporting their sense of belonging be prioritized for funding. Supporting the development and growth of community-rooted programs and networks owned and/or led by formerly incarcerated individuals to guide successful reentry and support the healing process was also highlighted as a priority.<sup>2</sup>

<sup>2</sup> City of Seattle Office for Civil Rights. Seattle Reentry Work Group Final Report, October 2018. Page 5.

## Regional Data

In Washington, BIPOC communities are disproportionately affected by incarceration and post-release outcomes.

Race	Washington State	
	% Total Population <sup>2</sup>	% Confined Individuals <sup>3</sup>
American Indian/Alaska Native	2%	6%
Asian/Pacific Islander	10%	5%
Black	4%	18%
Other or Unknown	7%	3%
Two or More Races	11%	NA
White	67%	69%
Total	100%	100%
Hispanic Origin	13.7%	15.8%

## Strategy

The purpose of this funding is to **support currently, and formerly incarcerated individuals gain knowledge, skills, and support, connect or reconnect with their cultural roots and supportive communities, and obtain long term, living wage employment in order to transition successfully from incarceration and into the community.**

Services should be culturally and linguistically responsive and offered in-person or virtually according to [Seattle & King County Public Health COVID-19 guidelines and accessibility](#). In-person services may be offered in prisons, jails, detention centers, and/or community spaces. Both in-person and virtual services should take place at times that are accessible for incarcerated individuals and those living with a criminal history.

Examples of eligible activities include, but are not limited to:

- pre-release planning
- culturally responsive and trauma-informed release support
- court, criminal legal, and education and employment systems navigation
- meaningful employment pathways including job retention and career advancement support
- technical and academic educational programs offered both inside and outside of institutional correction facilities, including topics such as substance use and psychological wellbeing
- pre-release and release support for families of those incarcerated (families must live in Seattle)
- peer support
- intentional partnerships between education-focused and culturally relevant community-based groups

Eligible support service expenses include, but are not limited to:

- identification and Washington State Driver's License fees
- tools, clothing, and licenses needed for employment
- tuition and fees related to internships, apprenticeships, trade school, General Equivalency Diplomas colleges, and universities
- transportation assistance

Partnerships and collaborations are encouraged when practical and best meet the needs, strengths, and goals of currently and formerly incarcerated individuals.

### III. Program Requirements

#### A. Criteria for Eligible Organizations

1. Organizations must serve individuals who are currently or formerly incarcerated. Formerly incarcerated individuals must live, work, or attend school in the City of Seattle. Currently incarcerated individuals must seek to live, work, or attend school in the City of Seattle upon release.
2. Services for formerly incarcerated individuals must be located within the City of Seattle.
3. Organizations serving youth under the age of 18 will be required to obtain written permission from parents, guardians, or other responsible party.
4. Organizations must meet the standard HSD Agency Minimum Eligibility Requirements.

#### B. Criteria for Eligible Participants

1. Currently incarcerated individuals who seek to live, work, or attend school in the City of Seattle.
2. Formerly incarcerated individuals who currently, live, work, or attend school in the City of Seattle.

#### C. Priority Population and Focus Population

1. **Priority populations** are specific demographic groups (seniors, youth, families, etc.) or individuals who have a specific issue in common (unemployed, homelessness, violence involved, etc.). Priority populations for this investment opportunity are:
  - BIPOC individuals who are currently incarcerated and seek to live, work, or attend school in the City of Seattle.
  - BIPOC individuals who were formerly incarcerated and who live, work, or attend school in the City of Seattle.
2. **Focus populations** are specific racial and ethnic groups within the priority population, with data showing the highest disparities in the investment area. The focus populations for this RFP are:
  - Black and African American,
  - Hispanic/Latinx,
  - American Indian/Alaskan Native (AIAN) and
  - Pacific Islander populations.

Applicants may specialize in specific groups within the list of focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. For more information regarding the data used to determine the Priority and Focus Populations, please see HSD's Results Based Accountability and Theory of Change document on the [HSD Funding Opportunities](#) webpage.

#### D. Expected Performance Commitments

Within the first two months of contracting, awardees will be required to develop tools to measure and report on "How many?" (quantity), "How well?" (quality), and "Is anyone better off?" (impact). This work will be done in collaboration with city staff, and organizations will be required to provide the respective data to their designated contract specialist.

Some examples include:

- Formerly incarcerated individuals successfully transition into communities
- Currently and formerly incarcerated individuals develop/strengthen connections to their cultural roots
- Formerly incarcerated individuals develop/strengthen a sense of belonging and connections to supportive communities
- Currently and formerly incarcerated individuals attain informal and formal education, including internships, apprenticeships, trade school, General Equivalency Diplomas, colleges, and universities
- Formerly incarcerated individuals gain living-wage employment or are on a pathway to living wage employment

## E. Desired qualifications and characteristics of organizations and staff

The strongest applicants will demonstrate that they:

- have sustained, accountable relationships with individuals who are currently, or were formerly, incarcerated,
- are led by people with criminal legal system lived experience,
- have staff at all levels who reflect the lived experiences of participants,
- are culturally relevant and responsive, and can empower others to lead change,
- have a commitment to building power in the community and/or supporting healing from the impact of oppression,
- are affirming of all members of the community and are committed to ending all forms of oppression, including racism, ableism, homophobia, transphobia, and misogyny, and
- have a commitment to working in collaboration with other organizations/coalitions led by BIPOC communities.

## F. RFP Specific Eligibility, Data and Contracting Requirements

Applicant agencies must also adhere to the following:

### 1. Number of Proposals

Each agency is limited to one proposal. For collaborative projects, only the agency identified as the lead should apply. If your agency is also listed as a partner in another agency's application, the services provided, and budget requested should be clearly defined and not duplicative.

### 2. Data Collection and Evaluation

All funded agencies will participate in data collection to evaluate and improve the quality of their programming. Depending on the results of the first year of data, HSD may:

- release the funds in this RFP in two - four years, pending funding availability, for another competitive funding process, or
- require agencies to adjust the demographics of the communities they serve.

### 3. COVID-19 Safety Guidelines

Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include vaccination verification, social distancing, wearing masks, hand washing, and sanitizing surfaces. Agencies should have a plan to safely provide services remotely if that becomes necessary.

### 4. Fiscal sponsor

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 5-page limit. The HSD Fiscal Sponsor requirements can be found [here](#).



# Seattle Human Services Department

## 2021 Supportive Reentry RFP

### APPLICATION

#### I. How to Complete the Application

Applications will be rated only on the information requested in this RFP, including any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Applications that do not follow the required format may lose points.

Required format for written application:

- typed and formatted to letter-size (8 ½ x 11-inch) paper
- one-inch margins, single spacing, and size 11-point font
- be no longer than 5 pages (requested attachments will not count towards the page limit).

#### II. Proposal Narrative & Rating Criteria

Write a narrative response to all sections A – D. Answer each section completely according to the questions. Do not exceed a total of 5 pages.

##### **A. ORGANIZATIONAL EXPERIENCE (35 points)**

1. Describe your organization's experience providing culturally responsive\* reentry services to incarcerated or formerly incarcerated individuals. If you work with partners, what do they do? Describe the qualifications of your organization and your partners.
2. Describe the priority and focus populations your organization proposes to serve. Describe your organization's experience working with the priority and focus populations.

##### **Rating Criteria - A strong application meets all the criteria below. (35 points)**

- *Applicant has experience providing culturally responsive\* reentry services for individuals. (10 points)*
- *Applicant has experience working with priority and focus populations. (10 points)*
- *Those providing the services (including partners if there are any) are qualified to do so by lived experience, work experience, education, or a combination of these factors in all areas of the organization. (15 points)*

\*For the purpose of this RFP, culturally responsive is defined as being respectful, knowledgeable, and experienced in priority and focus populations' cultures, languages, and life experiences so that they may feel valued and successful.

##### **B. SERVICES (30 points)**

1. Describe the services for which you are requesting funding; in your response include the following:
  - what the services are,
  - where services will be offered,
  - when services will be offered, and
  - how participants will benefit from the services offered.

##### **Rating Criteria – A strong application meets all the criteria below. (30 points)**

- *Services are culturally responsive and designed to support currently and formerly incarcerated individuals gain knowledge, skills, and support; connect or reconnect with cultural roots and supportive*

*communities; and obtain long term, living wage employment in order to transition successfully from incarceration and into the community. (15 points)*

- *Services are provided year-round, at times that are accessible for participants. (5 points)*
- *Applicant describes a clear connection between the services offered and the benefit participants will receive. (10 points)*

### **C. IMPACT (15 points)**

1. Describe how you will know if the services you provide have a positive impact on participants. In your response, include the following:

- how you will measure success and what quantitative and qualitative data you will use,
- how you will use data to improve services and make decisions, and
- how you will keep any data and personal information you collect about participants private and secure.

#### **Rating Criteria – A strong application meets all the criteria below. (15 points)**

- *Applicant has a method to assess if the services have a positive impact on participants. (5 points)*
- *Applicant uses data to improve services and make decisions. (5 points)*
- *Applicant has procedures in place to keep data private and secure. (5 points)*

### **D. BUDGET AND FINANCE (20 points)**

1. Complete the Proposed Program and Personnel Budget (Attachments 3 and 4) for the services you want to be funded. Do not provide your total agency's budget. Costs should reflect the level of services and the outcomes proposed. Budgets will not count toward the 5-page limit.
2. Provide a description of your budget, including an explanation that justifies the line items.
3. Describe how your agency manages finances, including any financial systems you use.
4. Describe how you will ensure general accounting principles are in place to ensure your agency can safeguard funding from this award.

#### **Rating Criteria - A strong application meets all the criteria below. (20 points)**

- *Costs included are only for the services to be funded through this RFP; if rental assistance is included in the budget, it is no more than 30% of the overall budget. (4 points)*
- *Costs are reasonable based on the proposed level of services and outcomes. (7 points)*
- *Applicant or fiscal sponsor describes their financial health and management systems. (5 points)*
- *Applicant can safeguard funding from this award. (4 points)*

## **III. Completed Application Requirements**

### **A. Application Submittal**

The proposal must include:

1. A completed and signed Application Cover Sheet (Attachment 2)
2. A completed Narrative Response (5-page limit)
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you are proposing a subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
6. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.

Completed applications are due by Friday **November 5, 2021, 12:00 p.m. (noon), Pacific Daylight Time.** Proposals must be submitted through the HSD Online Submission System or via email. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

**1. Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>). HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Gabriela Dionisio at [gabriela.dionisio@seattle.gov](mailto:gabriela.dionisio@seattle.gov).

**2. Via Email** [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov). Email attachments are limited to 30 MB. The subject heading must be titled: 2021 Supportive Reentry RFP. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

### **HSD Proprietary and Confidential Information**

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records.** These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#). **Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.**

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents via the HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)).

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. The most recent audit report.
3. The most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to [Master Agency Service Agreement](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

## 2021 Supportive Reentry 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
  - HSD 2021 Supportive Reentry RFP Results Based Accountability & Theory of Change
- Completed and signed the Application Cover Sheet (Attachment 2)?\*
- If you are proposing to subcontract with any agencies, they have completed and signed the Application Cover Sheet (Attachment 2)\***
- If you have a fiscal sponsor, they have completed and signed the Application Cover Sheet (Attachment 2)\***
- Completed each section of the Application Questions?
- Completed the full Proposed Program Budget (Attachment 3)?\*
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?\*
- If you have a fiscal sponsor, have you attached a signed letter of agreement from that agency's Director or other authorized representative?\***

*\*These documents do not count against the 5-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) Pacific Daylight Time on Friday November 5, 2021**. Application packets received after this deadline may not be considered. See Section I for submission instructions.

**Seattle Human Services Department**  
**2021 Supportive Reentry RFP**  
**Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Executive Director Email:			
4. Agency Primary Contact for this RFP:			
Name:			Title:
Address:			
Email:			Phone:
5. Organization Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
6. Federal Tax ID or EIN:		7. DUNS #:	
8. WA Business License #:			
9. Proposed Program Name:			
10. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Pacific Islander	
	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Other:	
	<input type="checkbox"/> American Indian/Alaskan Native		
11. Funding Amount Requested:			
12. # of <u>unduplicated</u> people your organization will serve each year:	enrolled in program	completed program	
13. Is your organization financially able to provide services, then submit invoices for reimbursement?	Yes	No	
14. Subcontracted agency or individual (if applicable):			
Contact Name:			Title:
Address:			
Email:			Phone:
Description of partner agency proposed activities:			
Signature of partner agency representative: _____			Date:

15. Fiscal Sponsor (if applicable):

Contact Name:

Title:

Address:

Email:

Phone:

*I have read and understood the [Fiscal Sponsor Requirements](#) document and will comply with all obligations if the applicant is awarded funding.*

Signature of fiscal sponsor representative: \_\_\_\_\_ Date:

**Authorized signature of applicant/lead agency**

*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:

**2021 Supportive Reentry Request for Proposals  
Proposed Program Budget  
December 15, 2021- December 31, 2022**

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

<b>Applicant Name:</b>	
<b>Proposed Program Name:</b>	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	
<b>STAFFING</b>				
Salaries (Full- & Part-Time)				\$
Fringe Benefits				\$
<b>SUBTOTAL – STAFFING</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>				
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)				\$
* Operating Expenses <sup>2</sup> (includes computers, other technology expenses (not internet) and other expenses related to providing services)				\$
Rent				\$
Contractual Employment/Other Professional Services <sup>3</sup>				\$
Travel (includes mileage, parking)				\$
Insurance				\$
Utilities (includes electric, internet, phone)				\$
*Other Miscellaneous Expenses <sup>4</sup>				\$
Indirect Facilities and Administration (F & A) Costs <sup>5</sup>				\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*Participant rental assistance cannot exceed 30% of the overall budget.

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

<sup>2</sup> Operating Expenses - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Contractual Employment/Other Professional Services	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Indirect Facilities and Administration (F & A) Costs - Itemize below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs - Those costs referred to as overhead, overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an organization and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those Indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

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



**2021 Supportive Reentry Request for Proposals  
Proposed Personnel Detail Budget  
December 15, 2021 - December 31, 2022**

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>	

Agency's Full-Time Equivalent (FTE) =	hours per week			Amount by Fund Source(s)				
Position Title	Staff Name	Hourly Rate	How many hours a week this funding will pay for	Requested HSD Funding (\$)	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
<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>								