



Seattle
Human Services

**2023 Family Support
Request For Proposals (RFP)
Guidelines and Application**

April 18, 2023

Amended April 18, 2023

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Funding Process Coordinator:

Ann-Margaret Webb

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Email ann-margaret.webb@seattle.gov if you have any questions or if you need help in your preferred language.

Email ann-margaret.webb@seattle.gov si tiene alguna pregunta o si necesita ayuda en su idioma preferido.

Email ann-margaret.webb@seattle.gov ይደውሉ ለማንኛውም ጥያቄ ካለዎት ወይም በሚፈልጉት ቋንቋ እርዳታ ከፈለጉ።

Email ann-margaret.webb@seattle.gov nếu bạn có bất kỳ câu hỏi nào hoặc nếu bạn cần trợ giúp bằng ngôn ngữ ưa thích của mình.

Email ann-margaret.webb@seattle.gov kung mayroon kang anumang mga katanungan o kung kailangan mo ng tulong sa iyong ginustong wika.

Email ann-margaret.webb@seattle.gov haddii aad wax su'aalo ah qabtid ama haddii aad u baahan tahay in lagugu caawiyo luqadda aad doorbidayso.

Email ann-margaret.webb@seattle.gov 질문이 있거나 선호하는 언어로 도움이 필요한 경우.

Email ann-margaret.webb@seattle.gov 如果您有任何问题或需要您首选语言的帮助.

GUIDELINES

INTRODUCTION

The [Youth and Family Empowerment \(YFE\)](#) Division of the [City of Seattle Human Services Department \(HSD\)](#) is seeking applications from organizations interested in providing services for low-income families to learn, heal, connect to each other and to community, and to celebrate unique aspects of their culture in order to build strength and resilience. Services must take place in the city of Seattle. For the purposes of this RFP, family is defined as one or more adult caregivers expecting a child or with children/youth/young adults up to the age of 24. Kinship families are included in this definition. This Request for Proposals (RFP) is competitive and open to any legally constituted entities meeting [HSD Organization Minimum Eligibility Requirements](#) and any additional requirements outlined in these guidelines.

STRATEGY

This RFP will invest in the following strategy: **Supporting Family Connection to Culture and Community**. This RFP will invest in organizations providing services for families to learn, heal, connect to each other and to community, and to celebrate unique aspects of their culture in order to build strength and resilience.

FUNDING AMOUNT

Approximately **\$3,827,366** in City of Seattle General Fund is available through this RFP.

SIZE OF AWARDS

Organizations may apply for up to \$300,000.

HELP WITH YOUR APPLICATION

[Communities Rise](#) will be providing free technical assistance to organizations who need help with their applications. There are a limited number of sessions available, and priority will be given to organizations without professional grant writers. Communities Rise will not be able to write any part of your application. To schedule a help session, contact Communities Rise at cbclinics@communities-rise.org.

FUNDING INFORMATION

Initial awards will be made for the contract period of January 1 to December 31, 2024. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability.

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 web page 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 selection process.

Please contact Funding Process Coordinator Ann-Margaret Webb at ann-margaret.webb@seattle.gov if you have any questions about the Family Support RFP or would like to request an accommodation.

TIMELINE*

Date	Time	Activity
Tuesday, April 18, 2023		HSD Funding Opportunity Released: https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities
Thursday, April 20, 2023	10:00 a.m. PDT	Information Session (Recommended) Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 222 955 875 437 Passcode: k6FHS9 Download Teams Join on the web Join with a video conferencing device seattle@m.webex.com Video Conference ID: 118 481 129 6 Alternate VTC instructions Or call in (audio only) +1 206-686-8357,178437098# United States, Seattle Phone Conference ID: 178 437 098# Find a local number Reset PIN For Information Session technical assistance please contact: janelle.jackson@seattle.gov
Wednesday, May 17, 2023	5:00 p.m. PDT	Last Day to Submit Questions
Thursday, May 25, 2023	12:00 p.m. PDT	Applications Due (Electronic submissions only) HSD online submission system: http://web6.seattle.gov/hsd/rfi/index.aspx OR to: Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
June 19-June 27, 2023 (estimated)		Interviews
Thursday, August 3, 2023		Planned Award Notification
August 4 – August 9, 2023		Appeals Period
January 1, 2024		Contracts Start

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

Online - Information Session

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

Interviews

Interviews may be held in addition to written applications if requested by the rating panel. If held, interviews will be virtual, and organizations may bring **up to** five people to the interview. Applicants decide who should attend their interview, and may bring staff, participants, and community members. HSD will provide questions in writing prior to the interview. If held, interviews will be worth 40 points and will be conducted by rating panel members.

Clarifying Questions

In addition to interviews, clarifying questions may be asked at the request of the rating panel. Clarifying questions will only refer to information on budget, operations, or inconsistencies in the application submitted. The RFP Coordinator will reach out to the individual identified as the Organization Primary Contact in the Proposal Cover Sheet (Attachment 2) based on the questions received by the rating committee.

Each applicant may provide a written response submitted via email within three (3) business days from when the clarifying questions were emailed to the organization. The written responses become an official document and will be attached to the application. Late written responses will not be reviewed.

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS**A. Overview of Investment Area**

The Family Support RFP has been informed by over 20 stakeholder interviews, listening circles with families, data, and a literature review of best practices.

Themes that emerged included:

- There is a need for services that create opportunities for caregivers and children to connect with each other and their larger community.
- The economic, mental, and physical health impacts of the pandemic continue. The toll the pandemic has taken needs to be acknowledged, with activities provided that promote healing and cultural connection. Communities need opportunities for healing from the impacts of COVID-19, isolation, and racism they have experienced.
- Services should include multi-generational programming that helps to build relationships between children/young people and elders, which benefit both groups.
- Youth and families want programming that prioritizes culture and keeps culture at the core of services.
- “By us and for us” should be the basis of all services, as well as a strength-based approach to programming that honors the inherent skills and good work that families are doing.

For children in particular, connection to cultural traditions, communities and practices helps them thrive. Specifically, it builds resilience, serves to counteract the racism and discrimination many children experience outside their families, and improves educational and life outcomes.¹ Parents who have a positive racial identity are also more likely to engage in culturally affirming parenting.²

B. Race, Social Justice and Equitable Investments

Undoing institutional and structural racism is consistent with HSD’s vision that greater Seattle is a place where the richness of our diversity is valued, all our communities thrive, and people grow up and grow old with opportunity and dignity. HSD seeks to invest in organizations that are by and for communities most impacted by structural and institutional racism as a means of ensuring services are delivered in ways that do not cause harm, to aid in their economic recovery, and as a step towards redress and healing. Historically, funding processes have privileged organizations with the capacity for professional grant writing, resulting in inequities in funding

¹ Lloyd, Chrishana M., Shaw, Sara, Sanders, Mavis, Abdul-Masih, Maria, Schaefer, Catherine. “Reimagining Black Families’ Cultural Assets Can Inform Policies and Practices That Enhance Their Well-Being.” Child Trends. February 23, 2022

Salek, Elyse. “How Relationships, Identity and Connectedness Promote Child Wellbeing.” Center for Parent and Teen Communication. June 1, 2021.

Center for Native American Youth. The State of Native Youth Report 2022. Aspen Institute. December 2022.

Catwhipple. “Ties to Culture are Vital for Native American Children in Foster Care.” The Circle. August 13, 2018.

² Thomas, Anita. “Promoting culturally affirming parenting in African-American parents.” American Psychological Association. April 2017.

distribution. HSD seeks to reduce barriers for organizations by simplifying processes, shortening applications, requiring fewer materials up front and providing technical assistance for smaller organizations.

C. Service/Program Model

This RFP will invest in organizations that provide services for low-income families to learn, heal, connect to each other and to community, and to celebrate unique aspects of their culture in order to build strength and resilience. Services must be offered in the city of Seattle. Families should be involved in the creation and delivery of services. Examples include, but are not limited to:

- workshops or ongoing classes about culturally specific child and youth development, adjustment to life in the United States for refugees and immigrants,
- workshops or ongoing classes that promote culturally relevant growth, healing, and self-actualization principles and practices for parents and families,
- opportunities to gather with other families for mutual support, resource sharing and more,
- opportunities to learn about culturally specific parenting practices and building resilient family relationships,
- opportunities for youth and families to suggest, create, or facilitate cultural activities or learnings that are of particular interest to families, and
- opportunities to learn from cultural teachers, elders and practitioners.

These activities are **not** funded through this RFP:

- clinical behavioral or physical health services,
- case management,
- emergency financial assistance,
- food banks or meal programs,
- information and referral services,
- day centers or shelters,
- housing placement or rental assistance, and
- respite services.

D. Program Requirements

All funded services will:

- serve families who live, work, or attend Seattle Public Schools or colleges and universities in Seattle (for this RFP, “family” is defined as one or more adult caregivers expecting a child or with children/youth/young adults up to the age of 24),
- be offered within the city of Seattle limits
- be offered throughout the year,
- be offered indoors, outdoors, or virtually, according to what families prefer,
- allow family members to connect with each other, with other families and with their community(ies), and
- build on family and cultural strengths and community assets.

Organizations are encouraged to provide opportunities for multi-generational participation and learning where appropriate.

E. Priority Population and Focus Population

Priority populations and *focus populations* for this funding are based on HSD’s Results-Based Accountability framework and ensure that the department’s investments are dedicated to addressing disparities in the population.

1. Priority Populations

Priority populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a core impact in common (homelessness, mental health, violence involved, etc.). The priority population for this investment opportunity is:

- **Low-income families**

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 data provided, focus population(s) for this investment opportunity are:

- **American Indian/Alaskan Native families**
- **Black/African American families**

Proposals that clearly describe a plan to address significant needs among other populations will also be considered. To review the full Theory of Change, click [here](#).

F. Expected Performance Commitments

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

- Quantity: # of families who participate in services (unduplicated)
- Quality: % of services offered that are identified or developed with community
- Impact: % of families participate in focus groups and report a positive impact

G. Description of Key Staff and Staffing Level

Organizations should have staff who reflect the cultural and linguistic characteristics of the communities served and have experience creating programming for and with families. There should be enough staff to provide year-round programming.

H. Family Support RFP Specific Eligibility, Data, and Contracting Requirements:

In addition to the [HSD Organization Minimum Eligibility Requirements](#), organizations must also be able to provide year-round programming and hybrid programming that meets the needs of families (combination of in-person activities and virtual activities as needed).

Data Collection and Evaluation

All funded organizations will participate in a program evaluation process that will determine how they are changing the lives of the families they serve. This will be done with a community-based external evaluator. This work will be done through focus groups with families that participated in City-funded services at the funded organizations. Possible evaluation tools may include focus groups and participant surveys. Awarded organizations are also required to enter individual data for families and individuals into the City Provided data system Efforts to Outcome.

City Reimbursement

All funded organizations will meet program expenses in advance of reimbursement from HSD.

Fiscal Sponsor

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the ten (10) page limit. The HSD fiscal sponsor requirements can be found here:

https://www.seattle.gov/Documents/Departments/HumanServices/Funding/HSD-Fiscal-Sponsor-Requirements_v6_2021.pdf

For any questions, contact the **Funding Process Coordinator**: Ann-Margaret Webb at ann-margaret.webb@seattle.gov

2023 FAMILY SUPPORT REQUEST FOR PROPOSALS (RFP) APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFP and may include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at <http://web6.seattle.gov/hsd/rfi/index.aspx> **OR** Email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. Applications that do not follow the required format may lose points. *Late or incomplete proposals may ~~will~~ not be accepted or reviewed for funding consideration.* **Complete application packets are due by 12:00 p.m. on Thursday, May 25, 2023.**

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.
- Do not exceed a total of ten (10) pages. Requested attachments will not count towards the page limit.

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 proprietary and confidential information, organization eligibility, data collection and reporting, contracting, appeals, expectations for culturally responsive services, Theory of Change, and the process for selecting successful applications.

APPLICATION & RATING CRITERIA

Answer each question completely. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the organization will meet **all** rating criteria.

For any questions, please contact:

Funding Process Coordinator:

Ann-Margaret Webb

ann-margaret.webb@seattle.gov

APPLICATION QUESTIONS

DESCRIPTION OF SERVICES AND STAFFING	RATING CRITERIA	POINTS: 25
<p>1. Describe the services you intend to offer. Incorporate the following into your description:</p> <ol style="list-style-type: none"> What role will families and communities have in the planning and implementation? Will they co-design or contribute ideas and suggestions? Who will the services benefit and how? How will you utilize cultural teachers/practitioners in the development and implementation of services? How will equity, race and social justice be centered in service design and delivery? If you propose to offer any services that are new to your organization, include a start-up timeline as a separate document that will not count towards the ten-page limit. <p>If you plan on partnering/subcontracting with other agencies, name the partners and explain their roles and responsibilities. Explain why this work would not be done by your organization, and if you plan to pay your partners.</p> <p>Please provide signed letters from any significant partnership. A significant partnership is one that provides services, space or materials without which you would not be able to offer the services described in your application. These partnership letters will not count toward the page limit. Partnerships are not required and organizations will not lose points if they do not have any.</p> <p>2. Describe the staff that will do this work. How do they reflect the communities you intend to serve? What experience and skills do they/will they possess? Will you need to hire staff to do this work? The most qualified organizations will have staff/expect to hire staff who have experience with, and the skills needed, to implement the services described.</p>	<p>1. The services described fit the intent of the RFP. The role families and communities play is clear, and they are involved in planning and implementation.</p> <p>It is clear who the services will benefit, and how.</p> <p>Cultural teachers/practitioners are involved in the development and implementation of services and their role is clear.</p> <p>Organization provides a specific, detailed description of how they will center equity, race and social justice in the design and delivery of services.</p> <p>A realistic start-up timeline is included <u>if</u> new services are proposed. (18 points)</p> <p>Partnerships are not required, but if the organization has significant partners, the work they will do is clearly explained, it makes sense for it to be done by them and not the organization applying, and signed letters are included.</p> <p>2. The majority of staff reflect the communities the organization intends to serve, and have the experience and skills needed to successfully implement the services described in their application. (7 points)</p>	

EXPERIENCE	RATING CRITERIA	POINTS: 25
<ol style="list-style-type: none"> Describe your experience planning and implementing the services described in your application. Describe your experience providing services for and collaborating with the communities described in your application. What is your experience in collecting and safely maintaining participant demographic and program information? 	<ol style="list-style-type: none"> The organization's experience is sufficient to plan and implement the services described in their application. (8 points) The organization has extensive experience providing services for and collaborating with the communities described in their application. (7 points) 	

4. Describe your organization's experience with database entry and management, including learning new data systems as required by contractors.

3. The organization has experience collecting data and storing private information to safely maintain participant information and program data. **(5 points)**

4. Organization has experience with data entry and management and learning new data systems. **(5 points)**

FINANCIAL

RATING CRITERIA

POINTS: 5

1. Describe your organization’s financial management system. How does your organization ensure adequate administrative and accounting procedures and internal controls to safeguard City of Seattle funds?
2. Is your organization able to administer a cost reimbursable contract with invoices submitted once a month for payment of services? (Organizations without such capabilities may wish to have an established organization act as fiscal agent.)

1. Organization has a financial management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor. **(3 points)**
2. Organization is able to administer a cost reimbursable contract. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor. **(2 points)**

BUDGET

RATING CRITERIA

POINTS: 5

1. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count towards the page limit. The costs reflected in this budget should be for the intended services only, not your total organization budget.

1. Costs match the organization’s application, are reasonable and appropriate for the services described, the outcomes and the number to be served. Costs are for the intended services only. **(5 points)**

TOTAL POINTS: 60

COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- A completed and signed Application Cover Sheet (Attachment 2).
- A completed Narrative Response that is a maximum of ten (10) pages.
- A completed Proposed Program Budget (Attachment 3).
- A completed Proposed Personnel Budget (Attachment 4).
- If you are proposing to provide any new (for your organization) services, attach a start-up timeline for each service. This will not count towards the ten-page limit for your narrative.
- Completed applications are due by **May 25, 2023, at 12:00 p.m.** Pacific Daylight Time.
- Proposals must be submitted through the HSD Online Submission System **OR** via email: HSD_RFP_RFQ_Email_Submissions@seattle.gov. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

Subcontracting:

- If you are proposing a subcontract with another organization, attach a signed letter from that organization's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

Partnerships:

- If you are proposing a substantial partnership with another organization or individual, attached a signed letter.

Fiscal Sponsorship:

- If you have a fiscal sponsor, attach a signed letter from that organization's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts in applying. Once your application has been submitted, you will receive a written confirmation:

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 Sola Plumacher at sola.plumacher@seattle.gov.

OR

2. **Via Email** HSD_RFP_RFQ_Email_Submissions@seattle.gov. Email attachments are limited to 30 MB. Please title the subject line: **2023 Family Support 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).

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the organization'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 organization's insurance must conform to [General Terms and Conditions](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your organization must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

List of Attachments & Related Materials

Attachment 1: Application Checklist

Attachment 2: Application Cover Sheet

Attachment 3: Proposed Program Budget

Attachment 4: Proposed Personnel Detail Budget

Attachment 1- 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 Organization Minimum Eligibility Requirements
- HSD Client Data and Program Reporting Requirements
- HSD Contracting Requirements
- HSD Fiscal Sponsor Requirements
- HSD Funding Opportunity Selection Process
- HSD Appeal Process
- HSD Commitment to Funding Culturally Responsive Services
- HSD Guiding Principles
- HSD General Terms and Conditions
- HSD 2023 Family Support RFP Theory of Change
- Completed and signed the Application Cover Sheet (Attachment 2)? ***
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.**
- If your application names a fiscal sponsor, authorized representatives from this organization must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.**
- Completed each section of the Application Questions?**
 - Must not exceed ten (10) pages (8 ½ x 11), single spaced, 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.
- Completed the full Proposed Program Budget (Attachment 3)? ***
- Completed the full Proposed Personnel Budget (Attachment 4)? ***
- If you are proposing to provide any new services (for your organization), have you attached a start-up timeline, beginning 1/1/2024?***
- If you are proposing a significant partnership with another organization, have you attached a signed letter from that organization’s Director or other authorized representative? ***

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on May 25, 2023.**

Application packets received after this deadline will **not** be considered. See Section I for submission instructions.

Attachment 2 - Application Cover Sheet

1. Applicant Organization:			
2. Organization Executive Director:			
3. Organization Primary Contact for this RFP:	Name: _____ Title: _____ Address: _____ Email: _____ Phone #: _____		
4. Organization Type	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Organization <input type="checkbox"/> Other (Specify): _____		
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):	<input type="checkbox"/> American/Indian Alaskan Native <input type="checkbox"/> Black/African American		
9. Funding Amount Requested:			
10. Provide a high- level (200 words or less) program description:			
11. Partner Organization (if applicable):	Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone Number: _____ Description of partner organization proposed activities: Signature of Partner Organization Representative: _____ Date: _____		
12. Fiscal Sponsor (if applicable):	Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone Number: _____ <i>I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.</i> Signature of Fiscal Sponsor Representative: _____ Date: _____		
<p>Authorized physical signature of applicant/lead organization</p> <p><i>To the best of my knowledge and belief, all the 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 the 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>			

Attachment 3 - Proposed Program Budget
January 1, 2024, to December 31, 2024*

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

Applicant Organization Name:					
Proposed Program Name:					
	Amount by Fund Source				
Item	Requested HSD Funding	Other¹	Other¹	Other¹	Total Program
PERSONNEL SERVICES					
Salaries (Full- & Part-Time)	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$
SUBTOTAL - PERSONNEL SERVICES	\$	\$	\$	\$	\$
SUPPLIES, OTHER SERVICES & CHARGES					
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	\$	\$	\$	\$	\$
Operating Expenses ² (includes computers, other technology expenses (not internet) and other expenses related to providing services)	\$	\$	\$	\$	\$
Rent	\$	\$	\$	\$	\$
Contractual Employment/Other Professional Services ³	\$	\$	\$	\$	\$
Travel (includes mileage, parking)	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$
Utilities (includes electric, internet, phone)	\$	\$	\$	\$	\$
Other Miscellaneous Expenses ⁴	\$	\$	\$	\$	\$
Indirect Facilities and Administration (F & A) Costs ⁵	\$	\$	\$	\$	\$
SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	\$	\$	\$	\$	\$
TOTAL EXPENDITURES	\$	\$	\$	\$	\$

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

² Operating Expenses- Itemize below (Do not include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

³ Contractual Employment/Other Professional Services	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Miscellaneous Expenses- Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Indirect Facilities and Administration (F&A) Costs- Itemize below*:	
	\$
	\$
	\$
	\$
Total	\$

* Indirect Facilities and Administration (F&A) Costs: Those costs referred to as 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

Attachment 4 - Proposed Personnel Budget
January 1, 2024 – December 31, 2024

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

Applicant Organization Name:								
Proposed Program Name:								
Organization's Full-Time Equivalent (FTE) =		hours/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
								\$
								\$
								\$
								\$
								\$
								\$
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):				\$	\$	\$	\$	\$