

Question and Answer

2021 Supporting Youth and Young Adults for Success RFP

UPDATED March 5, 2021

	Program Area	Question	Answer
1.	Application/ Contracting	Can you provide a list of the agencies currently funded?	Lambert House, Northwest Network, Lifelong Aides Alliance, Therapeutic Health Services, South Park Redevelopment Committee, Sea Mar Community Health Center, Neighborhood House, Interim Community Development Association, Associated Recreation Council, Kandelaria, Refugee Women's Alliance, Horn of Africa, El Centro de la Raza, Asian Counseling and Referral Services, Southwest Youth and Family Services, Powerful Voices, Boys and Girls Clubs of King County, YouthCare, Chinese Information & Service Center, Seattle School District, Juma Ventures
2.	Eligibility	Are organizations that are fiscally sponsored by a 501(c)(3) eligible for this funding opportunity?	Organizations without a 501(c)(3) status may use a fiscal sponsor. The fiscal sponsor must meet all of the HSD Agency Minimum Eligibility requirements .
3.	Eligibility	Due to the increased essential worker payments and increase in unemployed clients, many of our clients are no longer low-income per the HUD definition, but are struggling due to high Seattle rental rates. Moreover, not all of our clients will meet HUD's low income definition once the pandemic is over and they are able to go back to work, yet others will be low income due to the \$4 increase in pay ending. How is the RFP going to handle these changing income realities and are we still eligible to apply?	For this RFP, HSD will continue to use HUD income guidelines (80% AMI or lower) for client eligibility. Recent HSD partnerships with the community still reflect a huge need and demand in low income populations needing services and support.
4.	Community Engagement	The City did some focus groups with youth to learn about youth priorities for supportive services and what they want around employment support. Can you share those results?	HSD will compile notes from these focus groups and post them on the HSD Funding Opportunity webpage . Please also reference the Data and Literature Review Highlights for this RFP available on the website.
5.	Budget/Finance	What is the non-profit's annual revenue amount for which you require an audit?	All applicants will be required to submit most audits, if available, if they have an annual revenue above \$750,000.

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			Please see pages 3 and 4 in the Master Service Agreement Sample , posted on the HSD Funding Opportunity webpage for more details regarding specific audit requirements for funded agencies.
6.	Budget/Finance	How much funding is available?	Approximately \$3.7 million
7	Strategy/ Programming	What is your ideal version of ratio for staff to youth?	There is no stipulation of an ideal ratio. Agencies should determine the ratio based on programming, client needs and best practices.
8	Interview	What is the thought process behind the 100% interview scoring system?	The interview is an opportunity for agencies whose strengths might not be in the written process but who have strong oral traditions and can articulate about the work that they do or who do not have access to a grant-writer. The interview is worth 100 points or 50% of the overall score.
9	Interview	Have you chosen an interview panel?	Yes. The panel is made up of community members, other funders and some City staff. We do not release names of panel members until the process is over.
10	Budget/Finance	What is the percentage for administrative and overhead costs?	As a pilot, HSD removed the indirect rate cap for 2021 General Fund contracts but is continuing to evaluate the impact before any formal adoption. It is too early to tell if the removal will apply to contracts beyond 2021. Traditionally, the indirect rate was capped at 15%. Federally approved rates still apply.
11	Strategy/ Programming	To meet the RFP criteria of year-round services, would it be ok to add or offer reduced services throughout the summer?	HSD is looking to fund quality services that are provided throughout the year. If services are reduced in the summer, please ensure that they are with appropriate dosage and high quality to justify funding.
12	Strategy/ Programming	Are there guidelines as to how many youth should be served and an appropriate number of hours spent with the youth?	No, there are no specific guidelines. Submit a program model based on programming, client needs, and best practices.
13	Application/ Contracting	How do I submit my 501(c)(3) letter?	Submit your approved 501(c)(3) letter at the time of the application. If you do not have 501(c)(3) status yourself, please use a fiscal sponsor with a 501(c)(3) status.
14	Rating Panel	Is the RFP rating panel culturally relevant and culturally competent?	Yes, we make every attempt to have a very diverse panel that reflects the focus population of the RFP. Panel members are of different ages, professions, races and ethnicities, etc. and have content expertise.
15	Budget/Finance	Is there an acceptable percentage of the budget that can be allocated to youth stipends?	This RFP does not stipulate the amount of youth stipends. Applicants can propose what is reasonable given the population served and best practice and include in the budget proposal.

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16	Budget/Finance	How much will HSD be funding for each agency?	HSD will fund up to 18 agencies. There are no predetermined amounts. Funding awards will be based on the proposals.
17	Interview	Will all agencies that apply be afforded an interview?	Each applicant that submits an application and meets the Agency Minimum Eligibility requirements will have an interview.
18	Interview	How many people from the agency will be allowed in the interview?	Each agency can have up to 4 people in the interview. Interviewees can be staff members, volunteers, a young program participant, etc.
19	Strategy/ Programming	Can volunteers count as a part of programming staff?	Yes. However, please ensure that the quality and ratio is consistent. In addition, volunteers should receive appropriate supervision.
20	Budget/Finance	Has this funding been offered before? If so, how many organizations applied the last time and how many were funded? What is your expectation around the number of applications you will receive?	Yes. HSD currently funds about 20 agencies and about 33 contracts for these services. HSD does not have a good sense of how many applications will be received but does anticipate this being a very competitive process.
21	Strategy/ Programming	Is there a requirement for a minimum number of youth served?	No. Your proposed budget should reflect the number of young people that you are going to serve. Please see Question #12.
22	Strategy/ Programming	Is there a preference for out-of-school youth to be served?	There is no specific preference for serving out-of-school youth. The RFP's priority population is low-income youth of color. Please refer to the Guidelines and Application for its focus populations.
23	Strategy/ Programming	Are principal investigators and co-principal investigators appropriate for a collaborative effort?	It is unclear what roles principal investigators and co-principal investigators will play in your program model but collaboration with partners is encouraged, e.g. bringing in community members, consultants, or partners and paying them to help deliver services.
24	Budget/Finance	Are there any limitations around stipends or support services?	This RFP does not have a limitation around stipends. However, IRS requires Form 1099 to be issued if payments to any individuals are above \$600 in a calendar year. Please see Question #15.
25	Budget/Finance	Is there a maximum cost per youth served?	HSD does not have a maximum cost for per youth served. However, the cost of serving a youth should be in alignment and reasonable to the proposed program model. Please also see Questions #15 and #24.
26	Strategy/ Programming	Do services being provided have to be within the Seattle area or can it be across Washington state?	Services have to occur within the city of Seattle limits. Youth must be Seattle residents, or attending Seattle schools.

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27	Strategy/ Programming	Do youth have to be living or attending schools in Seattle?	Yes, however youth experiencing homelessness who may be living outside the Seattle area but attending schools within Seattle school district, or city limits, are still eligible. Please see Question #26.
28	Application/ Contracting	Will you have a compiled Q & A document posted on your website?	Yes.
29	Application/ Contracting	How many programs are currently being funded?	Currently there are about 33 contracts. Please see Question #1 and Question #20.
30	Strategy/ Programming	If we provide year-round programming for young people but not all individual youth participate year-round, does that still comply?	Yes, you may have young people for different parts of the year participating in different services. Budgets and performance measures must reflect this schedule.
31	Budget/Finance	Is the award amount to be spent in one year or four years?	The award amount should be spent in one year. Contract renewal is based on meeting outcomes and funding availability.
32	Strategy/ Programming	If my agency currently meets the minimum RFP guidelines in terms of programming, is there any expectation that we add a new component to be eligible?	If your current programming meets all the RFP requirements, there is no expectation to add anything new unless additional new components further benefit the young people.
33	Application/ Contracting	What are the contract data reporting requirements for the RFP and how often will we have to report data?	Data reporting frequency and requirements will be determined during contract negotiations.
34	Strategy/ Programming	Can you provide specific examples of a youth development pre-employment component?	As an example, at an HSD community engagement event, young people revealed interest in entrepreneurship, so for pre-employment support, it may look like skills development to become an entrepreneur. Other typical supports could be resume writing and interview skills. These are only examples. We encourage learning from young people and front-line staff on what would be most useful.
35	Strategy/ Programming	Can our agency serve non-BIPOC youths?	The RFP's priority and focus populations are low income, young people of color with a focus on Black/African American, Native American/Alaska Native, Native Hawaiian/Pacific Islander, Hispanic/Latino, and Asian communities. However, you can make a compelling case about serving non-BIPOC youth and justify the need.

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36	Strategy/ Programming	Are agencies with BIPOC staff as opposed to non-BIPOC staff with lived experience looked at favorably?	HSD looks at front-line staff, leadership and board in its entirety.
37	Budget/Finance	It is possible that programming can be renewed for up to four years with new funding in addition to what is currently available?	HSD has \$3.7M to distribute in 2022 and will fund up to 18 applicants. Contracts will be funded up to four years, subject to meeting performance measures and availability of funding. HSD is uncertain about additional new funding at this time. Please see Question #31.
38	Strategy/ Programming	If an agency has a variety of different programming, can services be rendered to all eligible youth with multiple programs?	Yes, however the program must offer anti-racist supportive services that incorporate the four protective factors and have a pre-employment component (see page 2 of Guidelines and Application). If your agency has multiple programs, please submit only <u>one</u> application that clearly delineates what the programs are for and the requested budget.
39	Application/ Contracting	If applicable, should we submit letters of cooperation from Seattle Public Schools with our application? Also, should the status of agreement be for the 2021 school years?	Yes, letters of support are required from any major partners who will help to deliver program services, including Seattle Public Schools. The letter should be current and should align with when services will begin in 2022 (so that there is no lapse in terms of agreements) and clearly state what the partners will do.
40	Eligibility	Is Seattle Public Schools eligible to apply for funding?	No, Seattle Public Schools is not eligible to apply. Agencies applying for funding must meet all the Agency Minimum Eligibility requirements as stated on the HSD funding website.
41	Budget/Finance	Is there a budget amount too low to be competitive?	HSD does not stipulate a minimum budget amount.
42	Strategy/ Programming	Re: definition of “year-round programming”, how do you specifically define programming? If a nonprofit’s youth program model consists of formal programming (ex: workshops, training, classes) for part of the year, and then wraparound support services and case management for the remainder of the year, confirming that all of these services would constitute “year-round programming”, correct? I.e. the youth are being served the	Yes. See Question #30. However, this RFP is not intended to fund case management, behavioral health, emergency services for young people in crisis, or for activities that earn school credits (see page 3 of the Guidelines and Application). Please see Question #11.

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		entire year, but the elements of service differ throughout the year.	
43.	Eligibility	If a program is a multiyear program model, with students receiving follow up/support services/ case management/ retention support in latter years, would these services also be eligible expenses under the budget? Or would only expenses from the current cohort getting the intensive programming qualify?	Awarded contracts are intended for annual unduplicated number of youth. In some instances, HSD may allow for up to 25% re-enrollment of youth who did not complete or achieve the performance measures in the previous years. This RFP is not intended to fund case management services (see Page 3 of the Guidelines and Application). Please see Question #42.
44.	Application/ Contracting	If we partner with several Seattle Public Schools, are applicants required to get a letter from SPS leadership? Or would a letter from principals at individual partnering schools work as well?	Letters of support from the individual partnering schools clearly stating their roles and responsibilities will suffice. Please see Question #39.