



## City of Seattle

Edward B. Murray, Mayor

## Seattle Department of Neighborhoods

Kathy Nyland, Director

# ***YOUTH VOICE, YOUTH CHOICE*** **JOB READINESS WORKSHOPS FOR HOMELESS YOUTH**

## **Request for Proposals (RFP) Frequently Asked Questions (FAQ)**

*Additional questions and answers will be added to this list as they're received under the "Other Questions" section.*

*Updated as of Dec 22, 2016*

### **General Questions**

**Q. When would project need to be completed?**

**A.** Dec 31, 2017

**Q. Will the \$43,600 be awarded to one or several organizations through this submission process?**

**A.** This RFP will support between one and three proposal submissions.

**Q. Would projects that do not meet all of the elements of a successful project be considered for funding?**

**A.** All completed applications will be considered for funding that meet the basic requirements; however, the Job Readiness Workshops RFP will be an open and competitive process. Applications will be rated by a team of reviewers who will be assessing responses to questions and how well the project meets the "elements of a successful project." While projects that deviate from this will be considered, applicants should be aware that these elements are key to the review and award process.

**Q. Are faith-based organizations eligible for this funding opportunity?**

**A.** Any organization is eligible that can sign the contract in good faith. The City's contract includes language about compliance with all federal, state and local laws. You can review the template agreement [here](#).

**Q. Does a project have to be neighborhood-based?**

**A.** No—projects should work with the focus population and address one or more of the priority areas. Projects could be citywide or neighborhood based.

**Q. Will there be an interview required for applicants?**

**A.** A review panel, comprised of youth and City staff participants, will evaluate the applications based on the strength of responses to the required questions. Depending on how many and quality of applications received, they may invite proposers to interview between Jan 10 – 19. An interview would not be required, however would be to your benefit to attend.

**Q. Do applicants recruit their own project participants?**

**A.** Yes.

**Q. Can projects provide participants stipends?**

**A.** Yes. Like all project elements, it should be clear to the reviewers how the participants' stipends contribute to the overall proposal. Applicants should describe how the stipends are significant to the proposal.

**Q. Does the project timeline need to fill the entire contract period.**

**A.** No. Projects can be completed before the Dec 31, 2017 contract end date.

**Q. Does the project location address need to be confirmed and/or provided?**

**A.** The more details that are provided in your application, the better. If your project is closely tied to a physical location where events will be hosted or held, having locations known and provided in the application will strengthen your response.

**Q. Does the application have a word count?**

**A.** No, but there is a maximum seven-page limit for the proposal response. Applicants should convey their responses to the questions clearly and succinctly.

**Q. If an applicant emails the proposal, will a receipt be sent?**

**A.** Yes—please be sure to note that you are submitting your final application for the Job Readiness Workshop RFP in the email.

**Q. The application is a PDF file? Is special software needed to open and write the application responses?**

**A.** No, special software is not needed. If you experience any issues with filling out the PDF application, please email [DON\\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov) and we'll send you a Word version.

**Q. How will applicants be notified regarding the status of their proposal?**

**A.** Notifications will be sent on January 30<sup>th</sup> via email and a letter will also be mailed through the US Postal Service.

**Q. Can an applicant receive this Summer Opportunity Fund award and have another city contract at the same time?**

**A.** Yes

**Q. Is there a standard rate for volunteer hours for question number ten about leveraging other resources?**

**A.** Since documented match is not required for this funding opportunity, applicants do not need to calculate the value of volunteer hours they are leveraging.

Applicants may include the total number of people and hours they will be working as well as a brief description of the activity they will be doing for the project.

**Q. I work for a local government agency or school—am I eligible to apply for this fund or serve as a fiscal sponsor?**

**A.** Yes—local government agencies and schools are eligible to apply; however, please note that the fund is intended to support community-driven projects.

**Q. Can I submit letters of recommendation or other supporting documentation with my application?**

**A.** No supporting documentation is required for this application or will be accepted with the standard response form, including letters of recommendation or support.

**Q: Is this funding vulnerable to a new administration?**

**A:** This would be a one-time funding amount that has already been allocated in the City's budget. This is a reliable funding source for this project.

**Q: What is the difference between 'outputs' and 'outcomes'?**

**A:** Outcomes should tell the story of the project. What did participants get out of participating in this project? Outputs are logistics – i.e. how many sessions did participant attend? How many trainings were offered?

**Q: What data is the City interested in tracking through this project?**

A: The outcomes that are specified in your proposal response will be the same outcomes that are in your contract.

**Q: Do you have a target for the estimated numbers of young people you would like for this program to serve?**

A: There is no target for number of youth served. Specified outcomes should speak to how youth will be served by this project.

**Q: Is there an age range for the youth that you want this program to serve?**

A: Target age-range is 15-25. However, if you serve an age range beyond that, please make a case for why this project should serve that age-range.

**Q: Regarding outcomes, are you looking for an effective outcome to be a hired youth or are you looking for educational outcomes?**

A: Project outcomes can include both. Clearly describe what tools will participants will gain from this project that will help them be successful in acquiring and retaining a job.

## **Budget and Fiscal Sponsorship Questions**

**Q. Are there any limits regarding how much should be in each budget category?**

A. No—applicants have flexibility to propose a budget that they believe will work for their proposal. Budgets should be in line with the project proposed and reviewers should be able to clearly assess how the budget items relate to the proposal. If a project is all in one budget category that's fine if that's what it takes to implement the proposal.

**Q. What is the point of a fiscal sponsor?**

A. A fiscal sponsor acts as a go-between for the group or organization that is doing the project and the City, which is providing the funding for the project. Fiscal sponsors serve as an additional set of eyes on a project and help ensure that everything is on track with the project. The fiscal sponsor will review your claims for reimbursement from City funds and approve those requests—making sure that all expenses are eligible for reimbursement. This is a key role as this funding opportunity is reimbursable—the group doing the project has to incur the expense before the City can pay for it—the fiscal sponsor helps ensure that is a smooth process. Lastly, fiscal sponsors can provide insurance coverage for your project.

**Q. Who can be a fiscal sponsor?**

**A.** Any organization or business with a Tax ID number. Ideally your fiscal sponsor has a similar mission or purpose as your group or project and can help guide the project as a subject matter expert. ***For information on whether your organization is eligible to serve as a fiscal sponsor, please email [DON\\_Grants@seattle.gov](mailto:DON_Grants@seattle.gov).***

**Q. What kind of things should an agreement between a fiscal sponsor and applicant group include?**

**A.** There are a few things you'll want in a written agreement before the project starts to ensure everyone is on the same page:

1. **Negotiated fee:** Considering the role the fiscal sponsor will play in your project, negotiate a fair fee for them to ensure they have the resources to meet your expectations. If the fiscal sponsor is only processing claims and providing insurance, a lower fee may be appropriate. If the fiscal sponsor is providing additional support including progress checks and guidance, staff resources or other support, a higher fee may be merited.
2. **Insurance:** Projects must have commercial general liability insurance that includes your group as well as the City as additional insured. Fiscal sponsors can often provide this for a project.
3. **Claims Review:** Discuss the plan for preparing and reviewing invoices for reimbursement in advance and agree to a process. Once DON receives the invoice, we'll review and process if there are no issues with the request. A good fiscal sponsor partner will help ensure this review is quick and easy by making sure all supporting documentation is accurate and attached and that the claim is complete.

**Q. Is my organization able to serve as a fiscal sponsor for more than one potential project?**

**A.** Yes—your organization can serve as a fiscal sponsor for as many potential projects as it believes it has the capacity to work with successfully.

**Q. If an applicant has a fiscal sponsor, can the budget include their costs?**

**A.** Yes. Applicants and fiscal sponsors should have an agreement prior to the proposal submission regarding associated costs. Also, there should be a clear agreement about what the fiscal sponsor is responsible for and what services, if any, they can provide.

**Q. Can an organization apply for a proposal and be named as a fiscal sponsor for others?**

**A.** Yes.

**Q. When will reimbursements be allocated? At completion?**

**A.** DON provides reimbursements for expenses accrued during the contract period; reimbursements may be made in installments. Some fiscal sponsors will front the funds for a project; others will provide reimbursement once it's received from the City. If the applicant has a fiscal sponsor that is not their own organization, it's strongly recommended details are agreed upon prior to the application submission.

**Q. What types of documentation do you need for the reimbursements?**

**A.** It depends on the activities. Examples include receipts, payroll documentation with hours/rate, and consultant services invoice.

**Q. What is turn around for reimbursement?**

**A.** You can expect a turnaround of 10 – 14 days once invoice/receipt is received.

**Q. Is there a match requirement?**

**A.** No

**Q. What type of insurance do I need for my project?**

**A.** Insurance requirements vary by project. All funded project groups must have commercial general liability (CGL) insurance, including: premises/operations, products/completed operations, personal/advertising injury, contractual liability and stop gap liability. The minimum limit of liability must be \$1,000,000 per occurrence combined single limit body injury and property damage (CSL). Proof of insurance with the City listed as an additionally insured must be verified by the City before any payment can be made for a project.

Additionally, if your project involves vehicle usage, automobile liability insurance, including coverage for owned, non-owned, leased or hired vehicles as appropriate is necessary. As required, worker's compensation insurance for the state of Washington and per Federal statutes must also be provided.

**Q. What are Capital Expenses? Where should program/project rent be included in the budget?**

**A.** Capital expenses include costs related to physical improvement projects. Program or project rent may be included in "Supplies and Materials Expenses."

**Q. Will this RFP fund staffing?**

A. This award will fund activities directly related to job readiness workshops. This may include staffing needs.

**Q. Where in the budget should youth stipends be documented?**

A. Supplies and materials. Personnel should only be costs that have wage and hour, i.e. can be tracked through a timesheet.

**Q. If the project costs more than what is being requested in this funding opportunity, should the applicant show where the remainder of funds are coming from?**

A. Yes. Detail the full cost of the project budget and include other fund sources (e.g., grants, contracts, private donors, in-kind, etc.). This information can be provided in response to question 10 about what other resources your proposal leverages.

**Q. For Community Involvement questions, is it okay to partner across programs within an organization?**

A. Yes, but please be sure to speak to the different programs and the unique ways in which they will be working together on this project.

## **Definitions**

**Leveraging Resources:** This phrase refers to additional financial or other material support that a project is receiving in addition to the City funding. An example of this could be a grant that your organization received from the County or another entity that will complement the City funds—increasing the impact of the City's support for your project.

**Physical Improvement Project:** Physical improvement projects are those that involve some renovation, construction or maintenance work to a physical space or structure. Examples of this range from facility improvements to the installation of permanent signage. In general, this fund is not sufficient to support these types of projects.

**Budget Categories:**

- **Capital Expense:** Items needed for construction or maintenance of a physical project—items like lumber, pylons, heavy equipment, etc.
- **Personnel:** Costs related to positions that an organization or group pays for directly, i.e. staff.

- **Professional Services:** This category includes costs for consultants or contractors on a project—people who may do work on a project but have some agreement or contract with the organization to deliver certain items or work products.
- **Supplies:** This covers items like food, materials for events like flyers or banners, software purchases, or other programmatic expenses that are necessary to pull off your project.