



2020

**Homeless Investments to Serve
American Indians and Alaska Natives
Request for Proposal**

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2020

Homeless Investments to Serve American Indians and Alaska Natives Request for Proposal

GUIDELINES

I. Introduction

The Homeless Strategy & Investment Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing homeless services for American Indians and Alaska Natives. This Request for Proposal (RFP) is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional outlined in Section IV of the Guidelines.

A 2020 [Council Budget Action](#) provides \$1M for services “to expand homeless services and improve outcomes for American Indian and Alaska Native (AI/AN) homeless individuals.” Funding is intended to result in permanent housing exits.

Approximately \$1M is available through this RFP from the following sources:

Fund Sources	Request for Proposal Amount
<i>HSD General Fund</i>	\$1,000,000
Total	\$1,000,000

\$395,000 of the \$1M is one-time only (2020) funding, and the remaining **\$605,000** is expected to be renewed in 2021. In addition, per Council Budget Action, a **minimum of \$375,000** of the \$1M must be used for Rapid Re-Housing. This \$375,000 is ongoing funding.

HSD intends to fund between one and four proposals. Initial awards will be made for the period of April 15, 2020 – December 31, 2020. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2021 program year and possibly beyond, future funding will be contingent upon performance and funding availability.

The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help ensure that the result of HSD’s Homeless Investments for American Indians and Alaska Natives investment is households exit homelessness to permanent housing.

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 evaluation and selection process.

If you have any questions about the Homeless Investments to Serve American Indians and Alaska Natives RFP, please contact:

Seán Walsh via email at sean.walsh2@seattle.gov

II. Timeline

Funding Opportunity Released	March 4, 2020
*Information Session 1	<p>March 10, 2020 3:00pm-4:00pm Changed to Skype Meeting Join Skype Meeting Trouble Joining? Try Skype Web App</p> <p>Join by phone</p> <p>206-386-1200,,35790028# (US) English (United States) 844-386-1200,,35790028# (US) English (United States)</p> <p>Find a local number</p> <p>Conference ID: 35790028 Columbia Library 4721 Rainier Ave S Seattle, WA 98118</p>
Last Day to Submit Questions	March 16, 2020 by 4:00 p.m.
Application Deadline	March 24, 2020 by 12:00 p.m.
Site Visits	TBD, if needed
Planned Award Notification	April 3, 2020
Contract Start Date	April 15, 2020

*Please contact RFP coordinator for accommodation requests: Seán Walsh at sean.walsh2@seattle.gov

This is an expedited RFP. HSD reserves the right to change any dates in the RFP timeline.

III. HSD's Results-Based Accountability Framework & Theory of Change

HSD has developed a results-driven investment strategy modeled after Results Based Accountability (RBA)¹. RBA helps HSD move from ideas to action and ensure that the department’s work is making a real difference in the lives of vulnerable people. This framework also helps ensure that HSD is a highly functional, accountable organization that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:

- **DEFINE** results for the department’s investments
- **ALIGN** the department’s financial resources to the results
- **EVALUATE** result progress to ensure return on investment

HSD has developed a **Theory of Change** for funding processes to ensure that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

In 2018, HSD, as directed by [Ordinance 125474](#), will begin identifying gender disparity data and including gender equity goals in future funding processes. See below for the Theory of Change that informs this funding process.

All investments resulting from this funding opportunity will demonstrate alignment with HSD’s theory of change towards achieving the desired result of: American Indians/Alaska Natives experiencing homelessness exit to permanent housing.

	Theory of Change Term	Definition & Action
Population Accountability	Population HSD Population Priority Population	Who we want to impact Action: Households experiencing homelessness Action: American Indians and Alaska Natives experiencing homelessness
	Desired Result	What we want to achieve in the community Action: All people living in Seattle are housed
	Indicator(s) HSD Indicator(s)	How we know if the desired result was achieved; it describes the wellbeing of the population Action: % of people exiting to permanent housing
Racial Equity Population Accountability	Racial Disparity Indicator Data	Data depicting socioeconomic disparities and disproportionality between racial/ethnic populations Action: % of homeless households exiting to permanent housing by race, as compared to regional demographics of households and individuals experiencing homelessness.
	Focus Population	Which race/ethnic groups within the priority population show the highest disparities Action: Native American/Alaska Native households and individuals
	Population-Level Racial Equity Goal(s)	What we want to achieve in the focus population Action: Increase the number and % of Native American/Alaska Native households and individuals served by HSI-funded programs

¹ Friedman, M. (2005) Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities: FPSI Publishing

		<p>Action: Increase the number and rate of Native American/Alaska Native households and individuals that exit to permanent housing in HSI-funded programs</p>
Program Accountability	Strategies	<p>What works to improve the wellbeing of the population</p> <p>Action: Person-centered, Housing First, harm reduction case management and other services that support exits to permanent housing.</p>
	Activities if RFP	<p>What works to improve the wellbeing of the population</p> <p>Action: Services via Day Center (including Diversion), Shelter (including Diversion), Homelessness Prevention, Outreach (including Diversion) Rapid Re-Housing, Transitional Housing, and/or Permanent Supportive Housing that exit households to permanent housing</p>
	Performance Measure	<p>How we know how well a program, agency, or service is doing</p> <p>Action:</p> <p><u>Quantity:</u></p> <ul style="list-style-type: none"> • # of households served • % of bed utilization in housing projects <p><u>Quality:</u></p> <ul style="list-style-type: none"> • % of households entering from homelessness • Length of stay (# days) <p><u>Impact:</u> Households will exit to permanent housing from homelessness:</p> <ul style="list-style-type: none"> • # and % of households permanently housed • # and % of American Indian/Alaskan Native households permanently housed • % of households returning to homelessness • # and % of households prevented from entering homelessness (for prevention programs only) <p>Action: Contracts for Enhanced Shelter, Rapid Re-Housing, Transitional Housing, and Permanent Supportive Housing are subject to performance pay.</p>
	Racial Equity Performance Measures	<p>How we know how well a program, agency, or service is doing to address racial disparities</p> <p>Action: To be successful in addressing racial disparities, the above quantity, quality, and impact measures must be broken down by race and ethnicity. All percentage (%) performance measures will be compared across race and ethnicity to measure disparity between American Indian/Alaska Native households and individuals to other groups. Equitable outcomes would include equal or higher outcomes for American Indian/Alaska Native households and individuals, compared to White households and individuals.</p>

IV. Investment Area Background & Program Requirements

American Indian and Alaska Native households experience homelessness and poor housing outcomes at a rate disproportionate to the general population. This RFP builds on existing investments to fund effective strategies that end homelessness and lead to permanent housing for American Indian and Alaska Native households.

A. Overview of Investment Area

Each year, HSD invests in multiple strategies to prevent and end homelessness among households living in Seattle. These investments are part of a larger regional homelessness response strategy that includes partners such as All Home, King County, and United Way of King County. Since 2016, this regional response has emphasized exits to permanent housing as a primary outcome for households experiencing homelessness, across all investment areas.

A 2020 Council Budget Action added \$1M in funding specifically “to expand homeless services and improve outcomes for American Indian and Alaska Native (AI/AN) homeless individuals.”

B. Service/Program Model

Services should reflect one or more of the [Homeless Housing Project Models](#) outlined in HSD’s 2017 Homeless Investments RFP (link) and must support households’ exits to permanent housing. Examples include Homelessness Prevention, Enhanced Shelter, and Rapid Re-Housing. Basic services such as hygiene centers or basic day centers and shelters that do not include services to exit households to permanent housing will not be prioritized.

C. Criteria for Eligible Clients

Eligible clients meet the HUD definition of literally homeless (Category 13), which is defined as a household that is living in a place not meant for habitation, or residing in emergency shelter prior to project entry per the Types of Residence field in the Homeless Management and Information System (HMIS) database.

Based on HUD definitions, persons fleeing domestic violence are eligible to access all homeless services. HSD also recognizes that domestic violence survivors are best served in specialized programs and therefore designates specific funding for domestic violence programs through the Mayor’s Office on Domestic Violence and Sexual Assault.

Projects serving youth and young adults may also serve participants at imminent risk of homelessness within 14 days of eviction (however, HUD will not allow Rapid Re-Housing match to be used to serve young adults at imminent risk of homelessness). Homelessness Prevention projects can serve participants at imminent risk of homelessness in 21 days or less.

D. Priority Population and Focus Population

Priority populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, mental health, violence involved, etc.).

Priority populations for this investment opportunity include:

- Households Experiencing Homelessness

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. Priority populations and focus populations for this funding are based on HSD’s results-based accountability framework and ensures that the department’s investments are dedicated to addressing disparities in the population.

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

- American Indians and Alaska Natives
- Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations of American Indians and Alaska Natives. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

E. Expected Service Components

Services should be consistent with regional expectations and priorities:

- Participation in Coordinated Entry for All (CEA) and case conferencing meetings
- Alignment with Housing First, progressive engagement, and person-centered principles
- Use of the Homeless Management Information System (HMIS) to document services and outcomes
- Compliance with the Federal Fair Housing Act. Additional information is available [here](#).

F. Expected Performance Commitments

Projects are expected to meet outcomes documented in the regional [Minimum Performance Standards and Target Performance Standards](#).

G. Description of Key Staff and Staffing Level

Staff should reflect the lived experiences of those with whom they will engage, be culturally relevant and responsive to the needs of American Indians and Alaska Natives, and show the ability to include client voice in policies and decision-making. Projects should include staffing necessary to provide person-centered services and result in permanent housing exits.

H. Homeless Investments to serve American Indians and Alaska Natives RFP specific eligibility, data, and contracting requirements

In addition to the standard HSD requirements found on the [HSD Funding Opportunities Webpage](#), applicant agencies must meet the following criteria:

- N/A



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APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2020 Homeless Investments to Serve American Indians and Alaska Natives RFP. 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: agency eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services and; the process for selecting successful applications.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. on March 24, 2020. Please submit one complete application packet for each investment area. For example, if you are requesting funds for Rapid Re-Housing and Emergency Shelter, submit a complete application packet for each.

Application packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline on March 24, 2020. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to ensure that applications are received by HSD by the deadline, regardless of the submission method selected. When using HSD’s Online Submission System, it is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.

- **Electronic Submittal:** Application packets may be submitted electronically via HSD’s Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **Hand Delivery or US Mail:** The application packet can be hand-delivered or mailed to:

Seattle Human Services Department
RFP Response – 2020 Homeless Investments to Serve American Indians and Alaska Natives
Attn: Seán Walsh

Delivery Address
700 5th Ave., 58th Floor
Seattle, WA 98104-5017

Mailing Address
P.O. Box 34215
Seattle, WA 98124-4215

II. Format Instructions

- A. Applications will be rated only on the information requested and outlined in this funding opportunity, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.
- B. The application should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 11-point font.
- C. The application may not exceed a total of 8 pages of responses to narrative sections and does not include attachments. Pages which exceed the page limitation will not be included in the rating.
- D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question.

III. Proposal Narrative & Rating Criteria

Write a narrative response to Narrative Sections A-G for **EACH Project Area you are applying for**. See Section IV: Completed Application Requirements of this document for further instructions.

Answer each section completely according to the questions. Do not exceed a total of 8 pages for Narrative Sections A-G combined.

NARRATIVE QUESTIONS

A. PROJECT AREA (UNSCORED)

Name which project area you are applying for (**if you are submitting applications for multiple project areas, please submit a separate application for each project area**). Choose from: Day Center, Emergency Shelter, Homelessness Prevention, Outreach, Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing. Note that HSD is interested in investing in enhanced services that support exits to permanent housing. Basic services such as hygiene centers, basic day centers and shelters that do not include services to exit households to permanent housing will not be prioritized.

**Funds to support diversion services can be included in budgets for Day Center, Emergency Shelter, and/or Outreach*

B. PRIOR PROGRAM PERFORMANCE (40 points)

HSD will pull and review each applicant's HMIS data from January 1, 2019-December 31, 2019 and compare with [Minimum Performance Standards and Target Performance Standards](#). Program performance will comprise 40 points (40%) of this proposal's score.

If you would like to offer narrative to explain any context for your performance data, please include it in your narrative response. (narrative context for data is unscored).

C. PROGRAM DESIGN DESCRIPTION (20 points)

1. Describe how your program model aligns with best practices of person-centered, Housing First, and harm-reduction case management, and outline the key service components in your program. Include when and where (locations, times, days of week, etc.) services will be delivered and by whom.
 - Describe how these service components will help your program achieve the required outcomes and deliverables.
2. Describe how your program will meet the needs of the focus population(s) and priority populations listed in Sections IV of the funding Guidelines.

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant presents a thorough description of the program that includes an understanding of the service components and evidence of likely success in meeting outcomes.
- Applicant demonstrates an ability to build upon existing service delivery systems.
- Applicant demonstrates an ability to comply with program requirements.
- The program description shows a strong connection with the priority population(s) and focus population(s) and an understanding of their strengths, needs, and concerns.
- Applicant demonstrates an understanding of the unique characteristics and experiences of the priority population(s) and focus population(s).
- Applicant demonstrates a realistic description of start-up planning and timeline, as needed.

D. CAPACITY AND EXPERIENCE (15 points)

1. Describe your organization's success providing homeless services to American Indians and Alaska Natives. Include your organization's ability to address changes in funding, staffing, changing needs in the community, and developing and/or maintaining board or leadership support. If your agency has no experience delivering the specific service intervention you are applying for, describe any related experience and a plan for rapid development of service capacity, and attach a start-up timeline.
2. Describe your plan for staff recruitment, training, supervision and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4) Budget worksheets will not count toward the 8-page narrative limit).
3. Describe your organization's experience with data management and specifically the Homelessness Management Information System (HMIS) – collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?

Rating Criteria – A strong application meets all of the criteria listed below.

- The program description demonstrates the applicant's experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description and timeline for launching a new service.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.
- Applicant's leadership is likely to provide strong ongoing support for the service proposed.
- Applicant describes processes for maintaining quality staff that matches the levels needed to run the program as described.
- Applicant demonstrates an understanding of and capacity for data management and reporting.

E. PARTNERSHIPS AND COLLABORATION (5 bonus points)

1. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit.
2. Describe how you will refer clients to other homeless services programs and agencies in a proactive, seamless, client-friendly manner.

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant has submitted signed letters of intent from partners if applicable.
- Applicant describes roles of partner(s), and describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

F. RACIAL EQUITY & SOCIAL JUSTICE (15 points)

1. Describe how your organization demonstrates a commitment to racial equity, social justice, and dismantling structural and institutional racism, particularly related to American Indian and Alaska Native individuals.
2. Describe how your organization incorporates client/resident voice in program services, policies, and decision-making. Provide an example of a decision that was made or influenced by client/resident voice. What are you trying that's different as a result?
3. Describe how the agency board and staff represent the cultural, linguistic and socio-economic background of program participants.
4. Describe your program's strategy for ensuring cultural and linguistic support is infused through your policies, procedures and practices.

Rating Criteria – The strongest application meets all the criteria listed below.

- Demonstrates understanding and application of anti-racist principles and values in program design and operation.
- Provides examples of program or policy changes based on client feedback.
- Applicant's board and staff composition reflects the cultural and linguistic characteristics of the priority population(s) and focus population(s).
- Applicant describes existing policies and procedures, or a strategy to develop policies and procedures that demonstrate competency, respect, and appreciation for the cultural and linguistic characteristics of the priority population(s) and focus population(s).

G. BUDGET AND LEVERAGING (10 points)

1. Complete the Proposed Program Budget (Attachment 3) for **EACH** proposed project area. Budget worksheets will not count toward the 8-page narrative limit). The costs reflected in this budget should be for the service area only, not your total agency budget.
2. Describe how these funds will be used and identify other resources and amounts that will be used to support the clients served by this program.
3. Describe how your organization will continue or ramp down services beyond 2020, when one-time funds are no longer available (assume approximately 40% of funds will not be available next year).
4. Describe how your agency has the capability to meet program expenses in advance of reimbursement.

Rating Criteria – A strong application meets all of the criteria listed below.

- Costs are reasonable and appropriate given the nature of the service, the priority population(s) and focus population(s), the proposed level of service, and the proposed outcomes.
- The proposed program is cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds to be used with any funds awarded from this funding opportunity for providing the services described in the proposal, and provides evidence that these funds are sustainable.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.

Total = 100 points (plus 5 bonus points)

IV. Completed Application Requirements

AT APPLICATION SUBMITTAL

To be considered Complete, your application packet must include all of the following items **for each project applied for** or the application may be deemed incomplete and may not be rated.

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
Roster of your agency's current Board of Directors. If your organization does not have a Board of Directors, please submit a roster of your comparable management or leadership team individuals. Rosters should include first and last names, and any Board or leadership team title and/or role they hold (e.g. Treasurer, Chair, etc.)
5. Minutes from your agency's last three Board of Directors meetings.
6. 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.
7. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
8. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
9. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.

AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFP coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to MASA requirements at the start of the contract.

V. 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

2020 Homeless Investments to Serve American Indians and Alaska Natives 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 Fiscal Sponsor 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
- Completed and signed the 2-page Application Cover Sheet (Attachment 2)?***
- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each question from the Narrative response?**
- Must not exceed 8 pages (8 ½ x 11), single spaced, double-sided, 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.
 - A completed narrative response addresses all of the following:
 - Project Area (unscored/40%)
 - Prior Program Performance (40 points/0%)
 - Program Design Description (20 points/20%)
 - *There should be a separate section for each service component you have selected. To avoid repeating yourself, it is acceptable to refer to a previous service component where appropriate (e.g. "same as previous component").*
 - Capacity and Experience (15 points/15%)
 - Partnership and Collaboration (bonus up to 5 points)
 - Cultural Competency (15 points/15%)
 - Budget and Leveraging (10 points/10%)
- Completed the full Proposed Program Budget (Attachment 3)?***
- Completed the full Proposed Personnel Detail Budget (Attachment 4)?***
- Attached the following supporting documents?***
- Roster of your current Board of Directors or comparable minutes as outlined in Section IV of the application.

- Minutes from your agency's last three Board of Directors' meetings
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity
- If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning April 15, 2020?*

If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?*

**These documents do not count against the 8 page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on March 24, 2020.** Application packets received after this deadline will not be



City of Seattle
Human Services Department

City of Seattle
Human Services Department

2020 Homeless Investments to Serve American Indians and Alaska Natives RFP
Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Priority Population(s) program will serve:			
10. Focus Population(s) program will serve:			
11. Funding Amount Requested: Choose One	<ul style="list-style-type: none"> - Day Center (enhanced models prioritized over basic) - Emergency Shelter (enhanced models prioritized over basic) - Homelessness Prevention - Outreach - Permanent Supportive Housing - Rapid Re-Housing 		

	<p align="center">- Transitional Housing</p> <p><i>*Funds for diversion assistance can be included in budgets for Day Center, Emergency Shelter, and/or Outreach</i></p>
12. # of clients to be served:	
13. In which City Council District is your program located? Council district search page	
<p>14. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed activities: _____</p> <p>Signature of partner agency representative: _____ Date: _____</p>	
<p>15. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed activities: _____</p> <p>Signature of partner agency representative: _____ Date: _____</p>	
<p>Authorized physical signature of applicant/lead organization</p> <p><i>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.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

2020 Homeless Investments for American Indians and Alaska Natives RFP
Proposed Program Budget
January 1, 2020-December 31, 2020 (contract April 15-December 31, 2020)

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

Applicant Agency Name:	
Proposed Program Name:	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)				
1300 Fringe Benefits				
1400 Other Employee Benefits ²				
SUBTOTAL - PERSONNEL SERVICES				
2000 - SUPPLIES				
2100 Office Supplies				
2200 Operating Supplies ³				
2300 Repairs & Maintenance Supplies				
SUBTOTAL – SUPPLIES				
3000 - 4000 OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				
3140 Contractual Employment				
3150 Data Processing				
3190 Other Professional Services ⁴				
3210 Telephone				
3220 Postage				
3300 Automobile Expense				
3310 Convention & Travel				
3400 Advertising				
3500 Printing & Duplicating				
3600 Insurance				
3700 Public Utility Services				
3800 Repairs & Maintenance				
3900 Rentals – Buildings				
Rentals - Equipment				
4210 Education Expense				
4290 Other Miscellaneous Expenses ⁵				
4999 Administrative Costs/Indirect Costs ⁶				
SUBTOTAL - OTHER SERVICES & CHARGES				
TOTAL EXPENDITURES				

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

² Other Employee Benefits - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Professional Services - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Other Miscellaneous Expenses - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs - Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

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

**2020 Homeless Investments for American Indians and Alaska Natives RFP
Proposed Personnel Detail Budget
January 1, 2020-December 31, 2020 (contract April 15-December 31, 2020)**

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

Applicant Agency Name:	
Proposed Program Name:	

Agency's Full-Time Equivalent (FTE) =		hours/week			Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	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):									