

2021 Community Safety Capacity Building Request for Proposal

Information Session

March 11, 2021 1:00 p.m. – 2:30 p.m.



Welcome

This presentation will be **recorded and posted** online on the HSD Funding Opportunity webpage.

Please type your name and your agency name in the chat for attendance purposes.

Thank you.



Today we will talk about:

- Timeline
- Highlights
- Who can apply?
- What does the RFP fund?
- Priority and focus populations
- Performance measures
- How to get help with your application
- What happens after applications are submitted?
- Interviews
- Tips
- Questions about the RFP
- Q and A



Timeline

Funding Process	Timeline
Funding Opportunity Announcement	March 1
Webinar Information Session	March 11, 2021 1:00 p.m. – 2:30 p.m.
Help Sessions (by appointment)	March 1 and April 5, 2021
Last Day to Submit Questions to HSD	April 5, 2021 by 5 p.m.
Application Deadline	Friday, April 9, 2021 by 12:00 p.m. (noon) PT
Interviews	May 5 - May 28, 2021
Agencies Notified	June 11, 2021
Contracts Start	July 1, 2021



Highlights

- Open process
- \$10.4 million in one-time funds
- RFP Released: March 1, 2021
- RFP Applications Due: 12:00 pm (noon) on Friday, April 9, 2021
- This RFP is open to organizations that meets HSD's standard eligibility
- Up to 40 proposals may be funded
- Contracts: July 1, 2021 to December 31, 2022



Highlights, continued

- Applications should not be duplicative
- Agencies must use appropriate safety protocols to prevent spread of COVID
- All funded agencies will participate in monthly citywide systems coordination meetings for data collection, evaluation and learning efforts



Community Engagement

- 36 stakeholder convenings
- Community members who experience racism and harm from the criminal legal system
- Small and medium CBOs doing safety work
- Themes
 - Self-determination and resiliency
 - Cannot simply be alternatives to police functions
 - Requires flexibility and discretion in spending
- Inform the funding process design

Who can apply?

- Applicant must meet all licensing requirements that apply to its organization.
- Applicant must have a Employer Identification Number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant is a federally-recognized or Washington State-recognized Indian tribe.
- OR, If the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.
- Applicant can have fiscal agent that meets the above.
- Applicant can be a Limited Liability Company (LLC).



What does the RFP Fund?

Community led groups or organizations undertaking safety-building activities:

- Majority (51% or more) of the people in charge of the organization are from the communities they serve;
- Commitment to building power in the community and/or supporting healing from the impact of oppression;
- Committed to addressing internalized oppression; and/or
- Affirming of all members of the community and are committed to ending all forms of oppression, including ableism, homophobia, transphobia, and misogyny



What does the RFP fund?

Capacity building: "expanding capacity of community-led solutions that contribute to overall community safety by developing and strengthening the skills, instincts, abilities, processes, and resources that organizations and communities need to survive, adapt, and thrive."



Priority Populations

- Children
- Youth and young adults
- Formerly or currently incarcerated people
- Homeless or unhoused people
- Immigrants and refugees, especially undocumented people
- People who have caused harm in the past
- People who use drugs
- People with disabilities
- Sex workers
- Trans people
- LGBTQ communities
- Veterans
- Women and femmes



Focus Populations

The following communities are focus populations:

- Black/African American
- Latinx
- Indigenous
- Pacific Islander
- Immigrant and Refugees



Service Area

- Services located in the City of Seattle
- Offices/home bases can be outside Seattle but must have a City Business License at time of contracting
- Clients must live, work, or attend school in Seattle



Coordination & Evaluation

Once RFP awards are made, selected providers are expected to engage in the following:

- **Contract Performance Metrics:** Develop performance metrics based on proposals, award amount, and capacity
- **Coordination:** Attend regular city-wide systems coordination meetings
- **External Evaluation:** Work with external evaluator(s) to develop community-level indicators of success

How to get help with your application

Baker Consulting

Kevin Baker, kevin@thebakerconsulting.com

Habib Consulting

Yasmin Habib, habibconsultingllc@gmail.com

- By appointment
- Available March 1 - April 5, 2021
- Held online or over the phone



Complete Applications

Applications must include:

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



How to submit your application

- Applications can be submitted online or via email (see next slides)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: **April 9, 2021 by 12:00 p.m. (noon)**



How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - ❖ Upload your application early in case you have an issue with your internet connectivity
 - ❖ Not an online application – can't save your work
 - ❖ Upload files up to a maximum of 100 MB
 - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - ❖ System automatically sends a confirmation to your email
- If you have trouble submitting your application via the online system, contact:
Monique Salyer at Monique.Salyer@seattle.gov



How to submit your application: via email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
 - ❖ Email attachments are limited to 30 MB
 - ❖ The subject heading must be titled: **202104 Community Safety Capacity Building 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



What happens after applications are submitted?

- Rating committee reviews written applications
- Interview questions and criteria are sent to agencies
- Interviews held online
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified



Interviews

- All agencies with applications that meet the HSD Agency Minimum Eligibility Requirements will be interviewed.
- If you need an interpreter, please inform HSD when your interview is scheduled.
- Interviews will focus on the proposed capacity building activities.
- The interview will be scored separately from the written proposal. The interview portion is worth 100 points. The combined application and interview are worth a total of 200 points.
- Agencies will get the questions and criteria at least one week prior to scheduled interviews prior to your interview. They will be sent to the Agency Primary Contact.



Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the Funding Process Manual
 - Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity
- Appeals Deadlines:
 - must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Tips

- Follow the required format
- Be specific and answer all parts of the questions
- Use scoring criteria
- Submit an accurate budget; double check the numbers
- Use the application submission checklist (Attachment 1)
- Start early and allow lots of time for submission process
- Have someone review your application



Questions about the RFP?

- Send RFP questions to:
Natalie Thomson, natalie.thomson@seattle.gov
- Deadline for receiving questions: **April 5, 2021 by 5 p.m.**
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers are official responses



How to get help

Help with your application (March 1 – April 5)

Baker Consulting

Kevin Baker, kevin@thebakerconsulting.com

Habib Consulting

Yasmin Habib, habibconsultingllc@gmail.com

Help submitting your online application

Monique Salyer, Monique.Salyer@seattle.gov



Questions?



Please type your name and your agency name
in the chat for attendance purposes.

Thank you for attending!

