

2022 Youth and Young Adult Behavioral Health Request for Proposals

Information Session

April 15, 2022

10:30 a.m. – 12:00 p.m.



Welcome

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

This PowerPoint deck will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.

The Q & A section of this session will be **recorded** for note-taking purposes only. A copy of the written Q & A will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.



What We Will Talk About Today

Guidelines

- Timeline
- What does the RFP fund?
- Highlights
- Who can apply?
- Who can receive services?
- Priority and focus populations
- Performance measures
- Technical assistance

Application

- Complete Applications
- How to submit your application
- What happens after submissions?
- Clarification to narrative responses
- How to submit financial documents
- Appeal process
- Tips
- Questions about the RFP
- How to get help
- Q and A



Timeline

Funding Process	Timeline
Funding Opportunity Announcement	Monday, April 11, 2022
Information Session	Friday, April 15, 2022 10.30 a.m. – 12:00 p.m.
Help Sessions (by appointment)	April 15 – May 9, 2022
Last Day to Submit Questions to HSD	Tuesday, May 3, 2022 by 5 p.m.
Application Deadline	Monday, May 16, 2022 by 12:00 noon PT
Clarification to Narrative Responses	June 1 – July 8, 2022
Agencies Notified	Week of August 15, 2022
Contracts Start	January 1, 2023



What Does the RFP Fund?

Behavioral Health Support (includes mental health and substance use symptoms):

- non-residential behavioral health services for young people with behavioral health symptoms
- either:
 - a. clinical, evidence-based treatment methods; and/or
 - b. non-clinical, culturally specific approaches



Highlights

- **\$938,841** available
- Open and competitive funding process
- Up to 6 - 8 proposals funded
- 1 application per agency
- Lead agency in a group submits the application
- Contracts start Jan 1, 2023 (funding for 4 years)
- Services must take place within [Seattle city limits](#)
- Adhere to current COVID-19 safety protocols



Highlights

- Flexible client funds to address participant key needs (10% of total proposed program budget)
- Intervention focus, not for prevention, case management, or information and referral services
- Services should be offered on a regular basis, or at a frequency deemed appropriate
- Staff have applicable licensing or certifications, reflect the communities served, linguistically and culturally competent.
- Participate in networking and process improvements meetings



Who Can Apply?

HSD Agency Minimum Eligibility Requirements

- Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant must have a Federal Tax ID number/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.



Who Can Receive Services?

- Must live within [Seattle city limits](#) or attend schools in Seattle
- 8 - 24 years old
- Low income under [HUD income limits](#) (80% or less of AMI)
- Do not need a medical diagnosis, can be Medicaid ineligible, or lack medical insurance or sufficient medical coverage



Priority & Focus Populations

- Priority populations: BIPOC young people and LGBTQ+ young people of color
- Focus populations: Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander
- Agencies can focus on a specific group within the priority/focus populations
- Other groups with significant need will also be considered



Performance Measures

Quantity

of youth and young adults who:

- enroll in contract-funded behavioral health services
- participate in:
 - a. clinical therapy sessions, and/or group and family counseling and/or
 - b. non-clinical, culturally specific community-based services
- participate in at least 75% of recommended behavioral health services



Performance Measures

Quality

% of youth and young adults:

- participate in at least 75% of recommended behavioral health services
- complete at least 1 or more recommended outcome goals



Performance Measures

Impact

% of youth and young adults who received behavioral health services:

- feel less stress, anxious or depressed
- are new service users and report increased confidence accessing/navigating services in the future
- report progress in 1 or more of the following:
 - individual behavior
 - family functioning
 - peer relations
 - trusted adult to talk to
 - community attachment



Performance Measures

Racial Disparity Performance Measures

Of the focus populations, % of youth and young adults who received behavioral health services:

- feel less stress, anxious or depressed
- are new service users and report increased confidence accessing/navigating services in the future
- report progress in 1 or more of the following:
 - individual behavior
 - family functioning
 - peer relations
 - trusted adult to talk to
 - community attachment



Technical Assistance

New Transitions Consulting

Claudia Alexandra Paras, Consultant

claudia.alexandra.paras@gmail.com

206-859-7525

- Limited and by appointment only (virtual or phone)
- April 15 - May 9, 2022
- Priority for small agencies or those who have never received HSD funding



Complete Applications

Must include completed:

1. Signed 2-page Application Cover Sheet (Attachment 2)
2. Narrative Response (8-page limit)
3. Proposed Program Budget (Attachment 3)(excel template available)
4. Proposed Personnel Detail Budget (Attachment 4)(excel template available)

If you are proposing:

5. New service(s): start-up timeline for each service.
6. Significant partnership/subcontracting with another agency: signed letter of commitment from that agency's Director or authorized representative.
7. Fiscal sponsorship: signed letter of agreement from that agency's Director or authorized representative.



Complete Applications

Do not include:

- any materials not requested with your application
- any private personal identifiable information that would constitute special handling or breach of confidentiality



How To Submit Your Application

- Applications can be submitted via online portal or email (either one, not both)
- **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: **May 16, 2022 by 12:00 p.m. (noon)**



How To Submit Your Application:

1. Online Portal: <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - ❖ Upload application early in case of internet connectivity issues
 - ❖ 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

Trouble with portal, email:

HSD_RFP_RFQ_Email_Submissions@seattle.gov



How To Submit Your Application

2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov

- ❖ Email attachments are limited to 30 MB
- ❖ Subject heading must be titled: **2022 Youth and Young Adult Behavioral Health 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 Submissions?

- Rating committee:
 - reviews and scores written applications
 - may ask clarifying questions (Jun 1 – Jul 8)
 - makes funding recommendations
- Agencies may be asked to submit documents for fiscal review
- HSD Director considers funding recommendations
- All applicants notified (week of Aug 15)
- Appeals
- Final notifications



Clarification To Narrative Responses

- Raters may want to clarify responses in narrative
- Cannot be for documents or attachments not submitted by RFP deadline
- June 1 – July 8, 2022
- Coordinator will send questions to the Agency Primary Contact
- Agencies have 3 business days to respond



Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the [HSD 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, observe 8-page limit
- Not required to retype questions or rating criteria in narrative
- Be specific and answer all parts of the questions
- Use scoring criteria
- Double check your budget numbers (use Excel template)
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments (use Attachment 1 - Application Submission Checklist)



Questions About The RFP?

- Submit RFP questions: (via email only)
Tan Mei Teo, RFP Coordinator
tan-mei.teo@seattle.gov
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers are official responses
- Deadline for receiving questions: **May 3, 2022 by 5 p.m.**



How To Get Help

Help with your application (April 15 - May 9, 2022)

Claudia Alexandra Paras, New Transitions Consulting

claudia.alexandra.paras@gmail.com

206-859-7525

Help submitting your application

Online submission system issues/questions:

HSD_RFP_RFQ_Email_Submissions@seattle.gov



Q & A

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Questions?

