Amendment #1 (March 8, 2024): Modified Appendix A (page 21), Scoring Criteria, to align to questions in Sections 1, 2 and 3.

Revisions are highlighted in <mark>*yellow and*</mark> *underlined the original RFI issued on Tuesday, February 27, 2024. There are no deletions.*

Families, Education, Preschool and Promise Levy
Summer Learning Program
Request for Investment Application

INTRODUCTION

The Department of Education and Early Learning (DEEL) is requesting applications from community-based organizations (CBOs) and city agencies for in-person academic and enrichment summer learning programs for Seattle-based K-12 students. Funding will be awarded through a competitive request for investment (RFI) process managed by DEEL. Seattle schools, including public, private, and charter schools, are not eligible for this funding.

Approximately $3 million is available for summer programming through 2026 and will be awarded for programming that occurs between late June and the end of August in 2024, 2025, and 2026. DEEL intends to fund a maximum of 18 proposals from a diverse group of applicants with awards between $30,000 - $80,000 per year for a maximum of $90,000 - $240,000 for three (3) years. Successful applicants will receive three years of funding for summer programming. Contingent on funding and performance, organizations funded through this competitive process may be extended through future years.

Research shows that students continue to be impacted by the significant disruptions to academic learning and adverse social and mental health effects that took place during the first two years of the COVID-19 pandemic. Further, for students who are furthest from educational justice, limited and inconsistent access to programs and services throughout the year has compounded existing inequities. This RFI is intended to advance educational equity through access to high quality summer learning programs for youth who have been most impacted by the COVID-19 pandemic, and those from historically under-resourced groups and communities.

DEEL is prioritizing programs that serve students furthest away from educational justice and those most in need of additional support. Applicants are encouraged to coordinate with schools in their community on program design and recruitment. Applicants may submit proposals for summer programming in one of three areas:

1) Academic Learning
2) Social Emotional Learning and Enrichment
3) College and Career Readiness

To be considered for funding, eligible applicants must submit an RFI application **by 11:59 pm, Wednesday, March 20, 2024.** DEEL will notify successful applicants by Friday, April 12, 2024.

All materials and updates to the RFI are available on DEEL's [Funding Opportunities](#) webpage. DEEL will not provide individual notice of changes, and applicants are responsible for regularly checking the webpage for any updates, clarifications, or amendments.

Event	Date/Time (if applicable)
Request for Investment (RFI) application issued	Tuesday, February 27, 2024

RFI Information Session (pre-recorded)	Tuesday, February 27, 2024
Technical Assistance Session 1	Thursday, March 7, 2024, 3:00 – 5:00 pm
Technical Assistance Session 2	Tuesday, March 12, 2024, 3:00 – 5:00 pm
Last day to submit questions	Thursday, March 14, 2024, by 4:00 pm
RFI Applications due	**Wednesday, March 20, 2024, by 11:59 pm**
Application Review, Scoring and Deliberation	March 21 - April 11, 2024
Notifications issued to applicants not later than	**Friday, April 12, 2024**

The goal of the Families, Education, Preschool and Promise (FEPP) Levy is to partner with families and communities to advance educational equity, close opportunity gaps, and build a better economic future for Seattle students. K-12 School & Community-Based FEPP investments support this goal by providing access to increased academic preparation, expanded learning opportunities, social-emotional skill building, and college and job readiness experiences that promote high school graduation.

This funding opportunity is designed to invest in summer programs for K-12 students in Seattle.

Criteria for Community-Based Organizations: Eligible applications must demonstrate the following:
- Commitment to racial equity, cultural responsiveness, and directing resources to student populations based on the unique needs of historically underserved communities
- History of serving students furthest away from educational justice, including students not yet meeting grade level learning standards, African American/Black, Hispanic/Latino, Native American, Pacific Islander, underserved Asian populations, other students of color, refugee and immigrant, homeless, English language learners, and LGBTQ students
- Experience achieving positive academic and/or non-academic outcomes through summer programming
- The program defines and supports academic learning, social emotional learning and enrichment, and/or college and career readiness for young people, and the program's implementation plan demonstrates that the program is responsive to the needs and interests of the young people served.

Funding: DEEL will conduct a competitive RFI process in 2024 to award funds for Summer Learning Programs through 2026. Program proposals must be at least $30,000 - $80,000 per year for a maximum of $90,000 - $240,000 for three (3) years. If desired, organizations operating multiple programs may submit more than one proposal.

DEEL will negotiate contracts with awarded applicants inclusive of performance commitments for student enrollment, attendance, and program impact. Contracted partners will be required to administer an asset-based exit survey co-created with DEEL's Impact and External Affairs Division to assess program impact[1], and participate in DEEL site visits to ensure quality implementation of investments.

Performance-based contracts will be monitored by a DEEL program advisor who will work with organizations to ensure timely submission of deliverables throughout the summer program and monitor program quality. To ensure program quality and success, deliverable deadlines are communicated in advance and closely monitored. While DEEL will attempt to institute flexibility and utilize reasonable discretion, it is the responsibility of the awarding organization to submit deliverables in accordance with the deadlines and maintain clear communication with their DEEL program advisor. Program advisors will institute a yearly review process to ensure that organizations stay in compliance with requirements. Failure or inability to meet deadlines or program requirements, or to deliver a high-quality program, may result in the discontinuation of funds.

All Levy proceeds are supplemental and complementary to existing public funding structures and services and may not be used to supplant state, city, or federally funded services.

Technical Assistance: DEEL will offer a pre-recorded Information Session and two live Technical Assistance (TA) workshops related to this RFI to support applicants and promote equitable access to funding (see

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[1] *Please note that the use of "performance commitments" is different from DEEL's standard performance-based contracting model, and is intended to reduce data measurement and maximize access to funding for grant recipients.*

timeline on page 1). All technical assistance information and materials will be posted on the DEEL Funding Opportunities webpage. DEEL will not provide individual notice of updates or changes. Applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments.

INVESTMENT FRAMEWORK

Outcomes: Programs funded through this investment are intended to advance DEEL's desired result that all Seattle students graduate high school college and career ready. Investments will be guided by an asset-based approach that empowers CBOs to implement context-specific programming to improve outcomes for Seattle students and families. Applicants will submit proposals that specify a program area of focus, the number of students served, duration of programming, and a description of the program. Proposals are encouraged to identify how their program will improve student outcomes in their area of focus (see below).

Program Participants: Investments through this funding opportunity will prioritize students furthest away from educational justice. Enrollment in programming or services should prioritize access for students that meet one or more of the following criteria[2]:

- From historically underserved communities and neighborhoods who experience systemic inequities in educational achievement because of their race, ethnicity, or socioeconomic status, refugee and immigrant status, English proficiency, familial situations, housing status, sexual orientation, or other factors
- African American/Black, Hispanic/Latino, Native American, Pacific Islander, underserved Asian populations, and other students of color
- In need of social, emotional, and/or academic support
- From groups historically underrepresented on college campuses and in STEM-related career fields, including students of color, first-generation students, and low-income students
- Not yet meeting grade level learning or language proficiency standards
- Not passing a core course in middle or high school
- Not earning enough credits to promote on-time to the next grade level
- Chronically absent, defined by missing 10% or more days in a school year (18 days or more)

Program Areas: Funded summer programming proposals must focus on one of three program areas. DEEL acknowledges that many programs will intersect across more than one area. Applicants should select the area most reflective of the program or service they intend to provide and draft their RFI proposal accordingly. Examples of program activities in each area are described below.

1. Academic Learning: Programs may include additional academic instruction and learning time, foundational skills and/or content recovery, accelerating learning, or cross-curricular/project-based learning and are intended to improve academic outcomes. Programs may provide students with additional instruction in one or more core content areas.

2. Social Emotional Learning and Enrichment: Programs may focus on 21st Century Skills-building, social-emotional learning (SEL), and enrichment. Proposals may focus on project-based activities, creative pursuits, cultural identity exploration, outdoor learning experiences, engineering tasks, or activities to develop student skills in managing emotions, setting and achieving goals, persevering through adversity, and working in a team.

3. College and Career Readiness (CCR): Programs may offer college counseling, resources, supportive tools, and activities to prepare youth for post-secondary opportunities. Proposals may focus on college and post-secondary planning (e.g., applications, financial aid, discussion of various pathways, including apprenticeships, certificates, associate degrees, bachelor's degrees, and opportunities to stack credentials); project-based learning in partnership with industry; awareness of job opportunities in the Seattle region through career fairs, site visits, presentations, internships, and

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[2] *This criteria is not ranked and will be considered holistically during application review.*

pre-apprenticeships; inclusion of family in college navigating and advising; discussion and interpretation of career and interest inventories; and/or opportunities for students to identify career interests and pathways.

Program Design: This funding opportunity is designed to balance a compressed timeline for implementation, with the need for high-quality programming and operational flexibility.

Programs must:
1. Be physically located within the City of Seattle
2. Provide services to levy focus students who reside within the City of Seattle limits at no cost
3. Serve program participants identified on page 5
4. Be responsive to student and community needs
5. Enhance or expand access to a summer program
6. Utilize culturally specific and responsive approaches
7. Collect daily attendance
8. Participate in the development and administration of an asset-based exit survey
9. **Take place for at least four (4) consecutive weeks and no longer than eight (8) weeks between late June and end of August, each year of this RFI, for at least twenty (20) hours per week**

Programs may:
1. Include partnerships between CBOs and schools to leverage shared strengths in academic preparation, cultural- and linguistically specific programming, foster connections between families and schools, and create high-quality enrichment experiences
2. Use multiple fund sources to support program implementation

PROCESS AND CRITERIA FOR EVALUATION

The Summer Learning Program RFI applications will be evaluated according to the following process:

- ☐ **Part I: Technical Compliance Review:** Applications will be reviewed for technical compliance to verify submission is complete, on-time, and that DEEL expectations for labor harmony, asset-based survey and health emergency contingency plans are met. DEEL reserves the right to reject any application that is late or incomplete as well as exclude any pages that exceed the stated page limits.
- ☐ **Part II: Scoring:** A review panel will evaluate applications using the RFI Scoring Criteria (Appendix A) and priority factors (p.5-6) to inform review panel recommendations for funding.
- ☐ **Part III: Decision-Making and Contract Development:** Final funding decisions will be made by the DEEL Director based on the review panel recommendations and other relevant factors. DEEL will notify each applicant of the funding decision and begin contract development.

Part I: Technical Compliance Review

To be considered technically compliant, submitted applications must meet the conditions specified below. Applications deemed not technically compliant will not be evaluated further.

DEEL reserves the right to waive immaterial defects or irregularities and may conduct follow-up interviews to obtain additional information from submitted applications. DEEL reserves the right to screen applicants without further discussion of the application submitted.

Compliant	Technical Compliance Checklist
☐ Yes ☐ No	Submitted electronically via Submittable by **Wednesday, March 20, 2024, by 11:59 pm** See instructions on how to apply in the Section "Application Instructions" of this document.
☐ Yes ☐ No	All fields marked as mandatory within the Submittable application form are diligently filled in. This includes providing accurate information and ensuring that any required attachments or supporting documents are appropriately submitted.
☐ Yes ☐ No	In Section 4: Labor Harmony agency confirmed commitment to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.
☐ Yes ☐ No	In Section 5: Asset-Based Survey agency committed to administering an asset-based survey to participating youth and/or program staff.
☐ Yes ☐ No	In Section 6: Health Emergency Contingency Plan agency committed to adhering to public health guidelines issued by King County and the WA State Department of Health.

Part II: Scoring Criteria (detailed in Appendix A)

Section	Score
1. Experience and Demonstrated Ability	25
2. Program Delivery and Impact	50
3. Cultural Responsiveness	25
4. Labor Harmony	*Not scored, part of technical compliance review*
5. Asset-Based Survey	*Not scored, part of technical compliance review*
6. Health Emergency Contingency Plan	*Not scored, part of technical compliance review*
Total Points	**100**

Part III: Decision-Making and Contract Development

A review panel will score applications and make initial funding recommendations to DEEL's Director. The highest ranked application may not correspond to the highest funding allocation. As part of the evaluation and funding allocation process, DEEL will consider multiple factors described below.[3]

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[3] *These factors are not ranked and will be considered holistically during decision-making*

Factor	Description
RFI Application Score	A review panel will rate RFI applications based on the scoring criteria in Appendix A
Partnership	DEEL intends to prioritize proposals that leverage strong partnerships between organizations, schools, and school communities to maximize student outcomes
Diversity	DEEL intends to fund a diverse group of proposals (by program type, geography, age level, organization, etc.)
Cultural Responsiveness	DEEL intends to fund proposals that respond to student needs through culturally responsive approaches
FEPP Levy Investment	DEEL intends to leverage FEPP Levy investment types to maximize student outcomes

If an applicant is selected for funding, the organization will finalize a scope of work based on their RFI proposal to be incorporated into a 3-year DEEL contract by June 1, 2024. Awarded applicants should be prepared to discuss and negotiate aspects of their scope of work prior to completing the contract. These aspects may include, but are not limited to, the amount of funding, proposed programming and/or services, and focus student participation.

DEEL reserves all rights not expressly stated in the RFI, including awarding partial funding and negotiating with any applicant regarding the amount of funding and other terms of any contract resulting from this RFI. If DEEL and any applicant selected under this RFI are unable to come to agreement on a final contract, DEEL may, in its discretion, choose not to provide funding.

ADDITIONAL REQUIREMENTS

Successful applicants will enter into a 3-year contract for services with the City of Seattle and will need to adhere to the following contractual conditions. Conditions may be amended, or additional requirements may be included during the contract development process.

TERM: Start and end dates will be determined during contract development with awarded applicants. All contracts, regardless of start date, will end by September 30, 2026. Programming is expected to take place between late June and the end of August 2024, 2025, and 2026.

CONTINUOUS QUALITY IMPROVEMENT (CQI): As a public agency, DEEL is responsible for maintaining transparency about the use of public funds and the outcomes of funded programs. DEEL works in partnership with funded organizations to identify program goals and collect data to inform ongoing work, understand program outcomes, and engage in program improvements. If awarded funds through this RFI, there is an expectation that awardees will engage in required data collection and reporting activities that support shared and transparent responsibility for program success.

DEEL and the funded organization will share the following data collection and reporting responsibilities:
DEEL will:
- Conduct a site visit to observe summer programming, discuss implementation, and provide feedback
- Provide data collection templates and technical assistance to CBO staff
- Generate program-specific asset-based surveys for organizations to track participant outcomes

Organizations will:
- Designate a point of contact responsible for following the proper steps to ensure data security when exchanging or transmitting sensitive data
- Ensure the existence and/or development of systems to collect and monitor enrollment and attendance for the duration of the program

- Administer an asset-based exit survey of participating students
- Collect and submit data for student-level enrollment, attendance, participant surveys, and Seattle Public School IDs (as appropriate). For students enrolled in Seattle Public Schools, organizations are **required** to provide Seattle Public School student ID numbers. Organizations may need to execute a data-sharing agreement with Seattle Public Schools to acquire this information (Appendix E).

PAYMENT AND RECORDS: The City shall pay the organization up to the stated contract price. Payments will be made as outlined in Appendix B, Payment and Reporting. Organizations will be responsible for submitting documentation according to the Payment and Reporting table on the dates outlined. The funded organization shall timely furnish such other expenditure and programming reports as may be requested by DEEL related to the contract, including statements and data specifying services provided. The City shall have the right to withhold payment to the extent that missing or inadequate documentation does not demonstrate entitlement to payment.

DOCUMENTATION: Applicants selected for funding will be required to maintain financial and program records, documents, and other evidence directly related to performance of work in accordance with generally acceptable accounting procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of six (6) years after completion of work.

Funded organizations must submit the following documents to DEEL:
1. **Business license numbers.** The contracting organization must meet all licensing requirements that apply to its organization. The contracting organization 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. For more information: http://www.seattle.gov/licenses/get-a-business-license
2. **Recently signed W-9 form.** The contracting organization must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
3. **An ACORD certificate of insurance and Additional Insured Endorsement** or Blanket Policy Wording showing the City of Seattle as an additional insured.
   Maintain the following insurance coverage, at a minimum:
4. **Commercial General Liability (CGL)** or equivalent insurance including coverage for: Premises/Operations, Products/Completed Operations, Personal/Advertising Injury, Contractual and Stop Gap/Employers Liability (coverage may be provided under a separate policy). Minimum limit of liability shall be:
   a. $1,000,000 each occurrence Combined Single Limit bodily injury and property damage ("CSL")
   b. $1,000,000 each occurrence Abuse and Molestation coverage
   c. $2,000,000 Products/Completed Operations Aggregate
   d. $2,000,000 General Aggregate
   e. $1,000,000 each accident/disease—policy limit/disease—each employee stop gap/Employer's Liability
5. **Automobile Liability insurance** for owned, non-owned, leased or hired vehicles, as applicable, written on a form CA 00 01 or equivalent with minimum limits of liability of $1,000,000 CSL.
6. **Worker's Compensation insurance** for Washington State as required by Title 51 RCW.

APPEALS PROCESS

The Seattle Department of Education and Early Learning (DEEL) will notify applicants in writing of the outcome of the submission. Written notification will be sent via email to the email address submitted on the Cover Sheet.

Any applicant wishing to appeal the decision must do so in writing within four (4) business days of the email notification of DEEL's decision. Disagreeing with the outcome is not a valid reason to appeal the decision and will not be considered. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in the RFI process
- Failure to adhere to published criteria and/or procedures in carrying out the RFI process

Appeals must be sent by email to the following:
> DEELFunding@seattle.gov
> Subject line: Summer Learning Program RFI Appeal

The DEEL Director (or designee) will review the written appeal and may request additional information from the applicant. A written decision from the DEEL Director (or designee) will be sent within five (5) business days of the receipt of the appeal. This decision is final.

APPLICATION INSTRUCTIONS

Important Update: Change in Application Process – from email submission to online application portal

There is a significant change in the DEEL RFI application process: applications may ONLY be submitted to DEEL by using Submittable, an online application portal, a more streamlined application procedure. Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported.

Follow the steps below to submit an application through the Submittable portal. Instructions in video format may be accessed on the DEEL Webpage.

1. **Access the Online Application:** Visit DEEL's funding web page, to access the link to the online application.

2. **Create a Free Submittable Account:** If an organization does not have a Submittable account, the applicant will need to sign up for a free account in order to access the application form and apply. Applicants will need to provide a name, email address and a password.

3. **Important consideration when choosing the email address for the Submittable Account:** The email address entered during the Submittable sign-up process will be the only person who can submit the application. All notifications related to the application will be sent to that email address.

4. **Validating an applicant's email:** After creating an account, an email will be sent to the email address provided during registration asking the applicant to validate the email. Applicant should check the email inbox (including spam/junk folders) for a message from notifications@email.submittable.com

5. **Filling out the application:** Any questions marked with an asterisk (*) are required; an applicant will not be able to apply without responding.

6. **Collaboration on the Application:** An optional template is posted on [link to DEEL website] and may be used for an organization's internal collaboration; copy and paste the final responses into the Submittable application form. An organization's final application submission must be via the Submittable portal; no other format will be accepted.

7. **Saving an application:** To save an application so it can be completed it later, click the Save Draft button at the bottom of the application. This allows an applicant to return and make edits before the submission deadline.

8. **Submitting an application:** The application must be submitted no later than **Wednesday, March 20, 2024 by 11:59 pm.** An unsubmitted draft will not be considered. Once the deadline passes, if an applicant has not submitted a draft, the draft will no longer be accessible. DEEL recommends an applicant keep a copy of an organization's draft responses in an offline document.

9. **Application Deadline & Portal Automatically Closing:** The deadline for applications is **Wednesday, March 20, 2024, by 11:59 pm**. Ensure submission of the application before the deadline as the portal will automatically close. No submissions may be made thereafter. Late applications will not be accepted.

10. **Confirmation and Record Keeping:** After submission a confirmation email from Submittable will be sent to the email address on file and should be kept as receipt of applicant's submission. Organizations that do not receive a confirmation email should send a follow up email to DEELFunding@seattle.gov as soon as possible with "Question Summer Learning Program RFI" in the subject line.
    - To save a copy of the submitted application, log in to the Submittable account to view the submission and download a PDF copy for your records.

11. **Questions:**
    a) For Technical Questions related to using Submittable:
       - Check the Submitter Resource Center
       - Send questions to Submittable Customer Support AND by email to deelfunding@seattle.gov with the Subject line: Submittable Question Summer Learning Program RFI.
    b) For Questions related to the Summer Learning Program RFI:
       - Submit questions about this RFI via email to DEELFunding@seattle.gov and include "Question Summer Learning Program RFI" in the subject line.

Summer Learning Program
Request for Investment Application

Organization Name	
Organization Leader (e.g., Executive Director)	
Mailing Address	
Email Address	
Contact Phone	
Organization URL	

APPLICANT CONTACT INFORMATION:

Primary Contact Person Name		**Secondary** Contact Person Name	
Title/Role		Title/Role	
Phone		Phone	
Email		Email	

SUMMARY OF PROGRAM/SERVICE PROPOSAL:

Program/Service Name			
Program Location *(Physical address must be in Seattle)*			
Program Dosage	Does your summer program meet the minimum requirement of four (4) consecutive weeks of programming?		
Program Dosage	Does your summer program meet the minimum requirement of twenty (20) hours per week?		
Program Dosage:	Program start & end dates:	Total # of program days:	Total # of program hours:
Primary Program Area *(check only one)*	☐ Academic Learning	☐ SEL & Enrichment	☐ College & Career Readiness (CCR)
Secondary Program Area *(check if applicable)*	☐ Academic Learning	☐ SEL & Enrichment	☐ College & Career Readiness (CCR)
Select one or more student outcomes your program will contribute to. You may select outcomes across multiple categories.	☐ General readiness to navigate academic learning in the fall (improved academic self-confidence) ☐ Skill/knowledge growth in a specific academic subject ☐ Reduced summer learning loss (maintained or improved GPA + pass rate)	☐ Growth in 21st-Century Skills (Collaboration, Creativity, Communication, Critical Thinking) ☐ Growth in Social-Emotional Skills (Self-Efficacy, Self-Management, Self-Awareness, Social Management)	☐ Increased knowledge about college and career options ☐ Increased confidence navigating transition from high school ☐ Increased knowledge/skills related to navigating the job market

	☐ Improved performance on Math/ELA assessments ☐ On-time high school graduation	☐ Improved mental health/well-being	☐ Enrollment in a postsecondary institution
(Optional) Additional outcome(s) not listed above:			
Anticipated # of focus students to be served:			
Age range program will serve:	☐ Elementary, grades K-5, ages 5-12 ☐ Middle, grades 6-8, ages 11-14 ☐ High, grades 9-12, ages 14-19		
Focus student(s) program will serve:	Students in need of support socially, emotionally, and/or academically and those most vulnerable to the continued impact of the pandemic on academic learning and mental health: ☐ Black/African American ☐ Refugee and immigrant ☐ Hispanic/Latino ☐ English language learners ☐ Native American/Alaska Native ☐ Experiencing Homelessness ☐ Native Hawaiian/Pacific Islander ☐ LGBTQ ☐ Underserved Asian ☐ Other:		
Funding Amount Requested			
Partner school, agency, or organization *(if applicable)*	Applicants must upload a copy of physical signature, electronic signature or email showing support from partner school principal, agency, or any other organization.		

SERVICE AREA	
In which City Council District(s) do you propose to deliver services? Check all that apply. http://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmember	☐ Council District 1 ☐ Council District 5 ☐ Council District 2 ☐ Council District 6 ☐ Council District 3 ☐ Council District 7 ☐ Council District 4
CAPACITY	
How would these funds support your organization? Check all that apply.	☐ Stabilize services within an existing program at its current capacity ☐ Enhance services within an existing program at its current capacity ☐ Enable an existing program to expand ☐ Enable an existing program to better serve a specific sub-population ☐ Other: (please specify) _____
FINANCE	
Have you previously been awarded DEEL funding?	☐ Yes ☐ No ☐ Unsure
Other Summer Funding	
Have you received other funding for Summer Programming? (For example, SOWA, BSK, O&A, etc)	☐ Yes ☐ No Amount $_____ Source(s): _____

AUTHORIZED SIGNATURE OF LEAD ORGANIZATION APPLICANT:

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. By typing your name below, you acknowledge that you have read, understood, and agree to all the terms and conditions in this document.

Name and Title of Authorized Representative:

Signature of Authorized Representative   *Date*

SECTION 1: Experience and Demonstrated Ability

Responses to Section 1 are to be no more than 1300 words, approximately 2 pages (8½" x 11") and submitted via the Submittable portal. Any content that exceeds the word limit will not be accepted.

Section 1 assesses applicant experience working with focus students, utilizing data, tracking progress, engaging partners, and achieving results.

Address the following in your response:

1. Provide an overview of your organization, including relevant history and experience serving focus students (page 3), types of programming offered, high level quantitative and/or qualitative data that shows evidence of organizational success, and any other high-level information that gives a general understanding of your organization and how it operates.

2. Describe how your organization partners with young people, community members, school(s), and/or other organizations to support student learning and development. Please provide an example of how partnership(s) benefit the work you do and the students you serve. If partner(s) are providing significant resources for the services you are proposing to provide through this RFI (i.e. if you are proposing to sub-contract part of your program to a partner), applicants must provide a signed letter of intent describing the specific resource(s) the partner will provide. Letters will not count towards the page limit.

3. Describe your organization's capacity to collect, manage, and analyze data.

    a. What types of data do you use to inform your work?
    b. What challenges do you experience in collecting, managing, analyzing, and acting on data?
    c. How does your organization use data to inform program improvement?

Responses to Section 2 are to be no more than 3,250 words, approximately 5 pages (8½" x 11") and submitted via the Submittable portal. Any content that exceeds the word limit will not be accepted.

Address all the following in your response:

1. Provide an overview of your 2024 Summer Learning Program. Include the following in your response: program location(s), program schedule, examples of program activities and learning objectives, staff to student ratio, program partners, student meals, and student transportation (if applicable). If you serve a variety of grades/ages, describe how your approach will vary by age group. Applicant may upload a sample schedule that will not apply to word/page count.

2. Describe how youth will benefit from your program, providing details about how your program supports the outcomes you selected on the cover sheet, including how proposed activities/learning objectives are effective in meeting target outcomes. If you have collected data or community feedback about your program in the past, please provide key highlights of the results.

3. Describe how you will recruit students and families to your program. Include partners, schools, or other organizations you intend to work with.

4. Identify any potential challenges you foresee in implementing your program proposal as well as the steps that you will take to mitigate those challenges.

5. Describe how the funding you are requesting directly supports your program model and delivery, including how you intend to allocate personnel and non-personnel expenditures. Include the number and types of personnel funded, as well as details on how non-personnel funds will be used.

SECTION 3: Cultural Responsiveness

Responses to Section 3 are to be no more than 1300 words, approximately 2 pages (8½" x 11") and submitted via the Submittable portal. Any content that exceeds the word limit will not be accepted.

Section 3 assesses applicants' cultural responsiveness to the unique needs of the focus students and communities to be served. Applicants will be expected to deliver programming and/or services using culturally and linguistically responsive approaches designed to close opportunity gaps and promote positive identity development for focus students.

Address the following in your response:

1. Describe your experience providing services to students from diverse racial and ethnic backgrounds, who speak a language other than English at home, and/or who are immigrants and refugees.

2. Describe any specialized programming or approaches you utilize to support culturally and linguistically diverse students and families. If your experience is limited, what steps will you take to provide culturally and linguistically responsive services?

3. Describe how your hiring practices emphasize hiring staff who are from or representative of the community you serve.

4. Describe how you address cultural differences when working with students/families that may come from a background other than that of your staff.

5. How will you incorporate anti-racist practices and social justice into your work generally and into your proposed program specifically, including training/professional learning for program staff?

Response to Section 4: Labor Harmony will be via the Submittable portal. Attachments do not count towards the word limit and are to be submitted as a separate file.

The City values labor harmony, which means agencies work to prevent labor disputes, which may lead to work stoppages or adversely impact the ability of FEPP Levy-funded programs to achieve intended outcomes.

In your response, please indicate if your agency is committed to avoiding labor disputes that disrupt services by checking the appropriate box.

☐ Yes ☐ No

If your organization has standard practices and policies that uphold this principle, such as a labor harmony agreement or a collective bargaining agreement, **please attach with your submission as a separate file** (Word or PDF). This attachment will not count towards the page limit.

Response to Section 5: asset-based survey will be submitted via the Submittable portal.

Successful applicants will be required to administer an asset-based feedback survey to participating youth at the end of the summer program. DEEL will work with funded organizations to develop a brief survey tailored to their program.

The survey can be administered electronically or on paper. It is recommended that program staff plan to set aside 20 minutes during regular program hours for participants to complete the survey during their final days of programming. Further information will be provided at the technical assistance sessions.

Please indicate if your agency is committed to collaborating with DEEL on survey content and administering an asset-based survey of participating youth by checking the appropriate box.

☐ Yes   ☐ No

If your organization currently uses an asset-based survey tool to assess program impacts and you are awarded funds, DEEL will work with you to align efforts and minimize the burden placed on program participants to complete surveys.

Response to Section 6: Health Emergency Contingency Plan will be submitted via the Submittable portal.

DEEL is interested in proactively addressing any possible impacts a health emergency (such as Covid-19) may have on summer programs to the extent possible. Please confirm that your agency is committed to following the Washington State and King County Dept of Health Requirements in K12 Schools, Day Care, Early Learning Youth Development, and Day Camp Programs to minimize any potential impacts to your program/service proposal.

☐ Yes   ☐ No

APPENDIX A: Scoring Criteria

As part of the evaluation process, DEEL will consider multiple factors when selecting applicants for funding and will heavily weigh application scores based on the criteria below and review panel recommendations.

Section	Q #	Criteria	Score
1. Experience and Demonstrated Ability	Q1	• Provides brief description of organization, and relevant history of programs, services, and their outcomes • Demonstrates experience working with focus population(s) and ability to meet the needs of identified focus students	25
	Q2	• Demonstrates experience in providing services through strategic partnerships and utilizes partnerships effectively to address the needs of focus students • Demonstrates that student and/or community voice is incorporated into programming	
	Q3	• Demonstrates capacity to collect, manage and analyze data to inform work and program improvements	
2. Program Delivery and Impact	Q1	• Details program activities and structure that are age-appropriate and relevant to at least one of the program strategy areas • Provides appropriate plans for facility/space/location, student meals, and transportation • Identifies staff to student ratio	50
	Q2	• Describes how program will benefit youth, with explicit connection to identified outcome(s) • Provides data/evidence that supports the proposed program model and/or history of past success • Proposes activities and program structure that will be effective in meeting target outcomes	
	Q3	• Details student and family recruitment and retention plan for program	
	Q4	• Identifies potential challenges to program implementation and steps to mitigate	
	Q5	• Describes how funds would be allocated toward personnel and non-personnel expenditures	
3. Cultural Responsiveness	Q1	• Demonstrates an understanding of cultural responsiveness • Demonstrates a strong approach to supporting and engaging students, families, and community that is responsive to cultural and linguistic needs • Demonstrates experience providing culturally and linguistically relevant/responsive services	25
	Q2	• Demonstrates understanding of cultural background of the community being served	
	Q3	• Demonstrates hiring practices representative of community served by organization	
	Q4	• Demonstrates ability to address cultural differences between staff and students/family	
	Q5	• Demonstrates a commitment to anti-racism and social justice	

Pay Point	Type	Due Date	Evidence (See Appendix D)	% of Contract Amount
Students Registered: # of students who have signed up for program **Goal:** 90% of enrollment target	*Performance Pay:* This measure will be paid out based on data submitted that shows how many students were registered	No later than 1st day of program	Participant Report	25%
Students Served: # of students who attended at least X% of enrolled sessions Year 1: 50% Year 2: 63% Year 3: 75% **Goal:** 90% of enrollment target	*Performance Pay:* This measure will be paid out based on data submitted that shows how many students attended at least one program session	2 business days after program completion	Participant Report	15%
SPS IDs: # of SPS students served with valid SPS ID **Goal:** 100% of students served	*Performance Pay:* This measure will be paid out based on the number of SPS student IDs included in the Participant Report	2 business days after program completion	Participant Report	10%
Recruitment & Retention Plan	*Deliverable:* paid upon acceptable submission	No later than June 15, 2024	Recruitment/Retention Plan submitted on time with all required components	25%
End of Program Survey	*Deliverable*: paid upon acceptable submission	2 business days after program completion	Survey responses from at least X% of students served Year 1: 50% Year 2: 63% Year 3: 75%	10%
End of Program Report	*Deliverable*: paid upon acceptable submission	Within 2 weeks of program end date	Narrative Report of program's successes and challenges	15%

Performance pay is paid to providers upon successful completion and evaluation of the respective performance measure. Performance pay is determined using the sliding scale below.

Performance % Achieved	Performance Pay % Awarded	Performance % Achieved	Performance Pay % Awarded
≥90% - 100%	100%	≥40% - <50%	50%
≥80% - <90%	90%	≥30% - <40%	40%
≥70% - <80%	80%	≥20% - <30%	30%
≥60% - <70%	70%	≥10% - <20%	20%
≥50% - <60%	60%	≥1% - <10%	10%

Deliverables will be scored as Met or Not Met, where Met = 100% of eligible performance pay is earned and Not Met = 0% of eligible performance pay is earned.

Reports will be submitted via a secure SharePoint site provided by DEEL at three points during the summer. Details and templates will be provided during contracting.

Recruitment and Retention Plans + Asset-Based Survey Design:

Year 1 (2024): Due no later than June 15
Year 2 (2025): Due no later than May 15
Year 3 (2026) Due no later than May 15

Organizations will submit a recruitment plan and a retention plan as follows:
A. Recruitment plans must include the following:
- A summary of recruitment activities that have taken place or are planned, including dates

B. Retention plans must include the following:
- A summary of students registered to date
- A plan for ensuring registered students show up to the program

C. Asset-Based Exit Survey Questions: The default method of collecting survey responses is an online survey link provided by DEEL. Each program will have an opportunity to personalize their survey by selecting from a standardized list of questions in one or more of the following focus areas: Academic Learning, Social Emotional Learning and Enrichment, and College & Career Readiness.

Student registration: Due no later than 1st day of program

Students Registered (see sample table)

Participant #	Participant CBO ID
1	Abby B.
2	Benito C.
3	Carla D.

Students Served, with SPS IDs and School Name: Due 2 business days after program completion

Students Served with SPS IDs (see sample table)

Participant #	Participant CBO ID	SPS Student ID	School Name	# of sessions possible (days enrolled)	# of Sessions Attended
1	Abby B.	8039999	XYZ Elementary	20	10
2	Benito C.	8049999	ABC Elementary	19	0
3	Carla D.	8059999	DEF Middle School	25	23

Asset-Based Exit Survey Data: Due within 2 days of program end date

Programs should plan to administer student exit surveys during program hours in the final week of programming, so responses are expected within 2 days of the program end date. DEEL will receive the data directly via the online survey, but partners should notify DEEL when survey administration is complete.

End of Program Report: Due within 2 weeks of program end date

Partners will be asked to submit narrative responses similar to the following questions:
1. Describe how your program positively impacted students. What were your most notable accomplishments?
2. Please provide details about how your program contributed to students' Academic Learning, Social Emotional Learning and Enrichment, and/or College & Career Readiness.
3. What were your program's challenges? What did you do to mitigate them?

To obtain Seattle Public Schools student data, organizations will want to make sure they:

- Complete a DSA (Standard or Institutional Service)
  - Standard DSA
  - IS Application

- Establish consent for the students they serve
  - FERPA consent forms (Standard DSA)
  - IS Student List (IS DSA)

Any questions and all DSAs can be sent directly to Jennifer Chamberlin: jachamberli1@seattleschools.org

If you are applying for funds that would support a partnership with Seattle Public Schools, please remember to complete Seattle Public School's Intent to Apply form. This helps SPS centrally track grant applications and ensure alignment to their strategic plan; note that SPS does not limit the number of grantees. For more information on the Intent To Apply please visit the SPS Community Partnership Page. Or contact Sarah Perez-Hamilton: sjperezhamilton@seattleschools.org