2021 Supportive Reentry Request for Proposals Information Session

October 20, 2021 10:00 a.m. – 11:30 a.m.

Human Services Department

City of Seattle

Welcome

This presentation will be recorded and posted to the HSD Funding Opportunities webpage.

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

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Today we will talk about:

- Timeline
- Background
- Highlights
- Who can apply?
- Who can receive services?
- Priority and focus populations
- What does the RFP fund?
- How to submit your application

- What happens after applications are submitted?
- Appeal process
- Tips
- Where to go if you have a question
- Q and A

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Timeline

Funding Announcement	October 15
Last Day to Ask Questions	November 1 by 5 p.m.
Application Deadline	**November 5 by 12:00 p.m. (noon) PT**
Applicants Notified	December 1, 2021
Appeal Process	December 2-December 7, 2021
Final Award Announcement (after appeals)	December 13, 2021
Contracts start	December 15, 2021

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Background

- Safe and Thriving Communities Division
- City General Funds from the Equitable Communities Initiative
- $1,383,000 is available
- Open and competitive

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Highlights

- Applicants can ask for <u>up to </u>$250,000
- Services must be offered year round
- Funding awards: December 15, 2021-December 31, 2022
- Contract renewals contingent on available funding and meeting deliverables

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Who can apply?

- Applicant must meet all licensing requirements that apply to its organization. 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United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.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

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Who can receive services?

Participants must be either:

- currently incarcerated and intend to live, work, or attend school in the city of Seattle upon release, or

- formerly incarcerated and live, work, or attend school within Seattle city limits.

Agencies can serve either group, or both.

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Priority and focus populations

Priority populations
- BIPOC individuals who are currently incarcerated and seek to live, work, or attend school in the City of Seattle.
- BIPOC individuals who were formerly incarcerated and who live, work, or attend school in the City of Seattle.

Focus populations
- Black and African American,
- American Indian/Alaskan Native,
- Hispanic/Latinx, and
- Pacific Islander populations.

Agencies can focus on a specific group within the priority/focus populations

Applications that show a significant need in other groups will also be considered

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What does the RFP fund?

Services that support currently and formerly incarcerated individuals:

- gain knowledge, skills, and support,

- connect or reconnect with their cultural roots and supportive communities and

- obtain long term, living wage employment in order to transition successfully from incarceration and into the community.

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Examples of eligible activities

- pre-release planning;
- culturally responsive and trauma-informed release support;
- court, criminal legal, and education and employment systems navigation;
- meaningful employment pathways including job retention and career advancement support;
- technical and academic educational programs offered both inside and outside of institutional correction facilities, including topics such as substance use and psychological wellbeing;
- pre-release and release support for families of those incarcerated;
- peer support; and
- intentional partnerships between education-focused and culturally relevant community-based groups.

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Examples of support services

- Washington State Driver's License/Identification fees,

- tools, clothing, and licenses needed for employment,

- tuition and fees related to internships, apprenticeships, trade school, General Equivalency Diplomas, colleges, and universities, and

- transportation assistance.

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Performance Measures

Funded agencies will work with the HSD data team and contract specialists to develop performance measures.

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Complete Applications

Applications must include:
1. A completed and signed Application Cover Sheet (Attachment 2)
2. A completed Narrative Response (5-page limit)
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.
6. If you are going to subcontract part of your funding award, the subcontractee must sign the Application Cover Sheet

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How to submit your application

- Applications can be submitted online or via the designated email only.

- **No faxed, mailed or in-person submissions will be accepted.**

- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**

- Applications due: **November 5, 2021 by 12:00 p.m. (noon)**

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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:
  - Gabriela Dionisio at gabriela.dionisio@seattle.gov

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How to submit your application by email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov

  ❖ Email attachments are limited to 30 MB
  ❖ The subject heading must be titled: **2021 Supportive Reentry 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

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What happens after applications are submitted?

- Rating committee reviews and scores written applications
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified
- Appeals
- Final notifications

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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.

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Tips

- Follow the required format
- Be specific and answer all parts of the questions
- 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

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Questions about the RFP?

- Send RFP questions to:

  natalie.thomson@seattle.gov

- **Last day to ask questions: November 1, 2021 by 5 p.m.**

- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (within 5 business days).

- Only written answers are official responses.

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Questions?
Thank you for attending!

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