



Seattle Human Services

Equity • Support • Community

2022 Child Care Facilities Request for Proposals (RFP)

May 16, 2022

Amendment #1

Updated: June 23, 2022

Amendment #2

Updated: July 1, 2022

Amendment #3

Updated: July 15, 2022

GUIDELINES

SUMMARY	3
FUNDING INFORMATION	3
TIMELINE	4
BACKGROUND	4
APPLICANT ELIGIBILITY REQUIREMENTS	4
PROJECT REQUIREMENTS	5
FUNDING PRIORITIES	5
RFP AND CONTRACTING REQUIREMENTS	6

APPLICATION

APPLICATION COVER SHEET	9
APPLICATION QUESTIONS	10
APPLICATION SUBMITTAL	14

ATTACHMENTS

ATTACHMENT 1 – PROJECT SCHEDULE
 ATTACHMENT 2 – PROJECT BUDGET
 ATTACHMENT 3 – FUNDING SUMMARY

Funding Process Coordinator:

Ken Astrein

childcarefacilities@seattle.gov

206-684-0377

Email ChildCareFacilities@seattle.gov if you have any questions or if you need help in your preferred language.

Email ChildCareFacilities@seattle.gov si tiene alguna pregunta o si necesita ayuda en su idioma preferido.

Email ChildCareFacilities@seattle.gov ይደውሉ ለማንኛውም ጥያቄ ካለዎት ወይም በሚፈልጉት ቋንቋ እርዳታ ከፈለጉ።

Email ChildCareFacilities@seattle.gov nếu bạn có bất kỳ câu hỏi nào hoặc nếu bạn cần trợ giúp bằng ngôn ngữ ưa thích của mình.

Email ChildCareFacilities@seattle.gov kung mayroon kang anumang mga katanungan o kung kailangan mo ng tulong sa iyong ginustong wika.

Email ChildCareFacilities@seattle.gov haddii aad wax su'aalo ah qabtid ama haddii aad u baahan tahay in lagugu caawiyo luqadda aad doorbidayso.

Email ChildCareFacilities@seattle.gov 질문이 있거나 선호하는 언어로 도움이 필요한 경우.

Email ChildCareFacilities@seattle.gov 如果您有任何问题或需要您首选语言的帮助。

Email ChildCareFacilities@seattle.gov 如果您有任何問題或需要您首選語言的幫助。

Guidelines

SUMMARY

The Human Services Department (HSD) **Child Care Facilities Request for Proposal (RFP)** seeks to increase licensed capacity in preschool and child care facilities across the City of Seattle. Providers interested in applying for this RFP must have experience in:

- providing developmentally and culturally appropriate early learning programming
- working with Seattle children and families most disproportionately impacted by the effects of COVID-19
- working with Seattle children birth to five years old

FUNDING INFORMATION

HSD is seeking applications from providers interested in capital improvements to their sites to increase licensed capacity and serve more children from birth to five years old. This RFP is open to **both for profit and non-profit organizations**. ~~that~~ **Non-profit organizations must meet [HSD Agency Minimum Eligibility Requirements](#)**. **and All providers must meet** any additional requirements outlined in the *Guidelines and Program Requirements*.

This RFP is funded through Coronavirus Local Fiscal Recovery (CLFR) funding established under the American Rescue Plan Act (ARPA). ARPA states that “the pandemic and the necessary actions taken to control the spread had a severe impact on households and small businesses, in particular low-income workers and communities and people of color.” As a result, CLFR funds should provide “assistance to those households, businesses, and non-profits in communities most disproportionately impacted by the pandemic.” Federal Community Development Block Grant (CDBG) funds may also be allocated through this RFP if projects that meet the fund’s eligibility criteria are identified during the review process.

Seattle [Ordinance 126371](#) allocated CLFR funding to be invested specifically toward child care capital improvements. While the City acknowledges the need for operational funding for a healthy and equitable recovery from the impacts of the coronavirus pandemic, this RFP is focused on the complementary need for physical facilities expansion. For additional information on operational funding, see the Additional Resources section on page 7.

Up to \$5,000,000 in CLFR funds will be allocated through this RFP. An additional \$1,000,000 in federal Community Development Block Grant (CDBG) funds may also be allocated if projects meeting CDBG eligibility requirements are identified in the review process. Please note that HSD reserves the right to do partial allocations. **HSD also reserves the right to grant partial awards or to not grant any awards.**

1. **Nonprofit and for profit, center-based providers and preschools are eligible to apply for \$25,000 (min) to \$2,000,000 (max)**
2. **Nonprofit and for profit, home-based agencies (including Limited Liability companies (LLCs)) are eligible to apply for \$10,000 (min) to \$75,000 (max)**

TIMELINE*

Date	Time	Activity
Monday, May 16		Funding Opportunity Released
Tuesday, May 24	10:30 a.m. – 12:00 p.m. noon PT	RFP Information Session Join meeting here or via webex , access code: 2480 654 9013 password: tFm4abmcQ24 Call +1-206-207-1700, access code: 24806549013## This session will be recorded and posted to HSD Funding Opportunities webpage. For accommodations contact Michael Mathewson at michael.mathewson@seattle.gov
Thursday, June 30	11:00 a.m. - 12:30 p.m.	RFP Information Session Join meeting here or via webex , Meeting number (access code): 2487 035 6653 password: uyGR3nv7TH4 Call +1-206-207-1700, access code: 2487 035 6653## This session will be recorded and posted to HSD Funding Opportunities webpage. For accommodations contact Irene Ticzon at irene.ticzon@seattle.gov
Friday, June 17 Tuesday, July 12	5:00 p.m. PT	Last Day to Submit Questions
Tuesday, June 28 Tuesday, July 19	12:00 p.m. noon PT	Applications Deadline - electronic submissions only Via HSD Online Submission System: http://web6.seattle.gov/hsd/rfi/index.aspx or email: HSD_RFP_RFQ_Email_Submissions@seattle.gov Subject line to read: 2022 Child Care Facilities RFP
Thursday, August 4 Thursday, August 25		Planned Award Notification
Friday, August 19 Friday, September 9		Contract Negotiations Begin

*HSD reserves the right to change any dates in the RFP timeline.

All materials and updates to the RFP are available on [HSD's Funding Opportunities](#) webpage. HSD will not provide individual notice of changes, and agencies are responsible for regularly checking this webpage for any changes. HSD will not pay for any expense agencies may incur while preparing for their application, providing information requested by HSD, or participating in the selection process.

For questions, contact RFP Coordinator Ken Astrein at childcarefacilities@seattle.gov.

BACKGROUND

At the national level, mothers of children aged 12 years and younger lost jobs at a rate three times greater than fathers of young children between February and August 2020. Throughout the pandemic, women, particularly women of color, have experienced higher levels of unemployment, threatening to undo decades of progress towards gender equity.¹ Quality early learning programs are vital to an equitable COVID-19 recovery.

High-quality learning environments support improved academic outcomes.² In working with community to identify the challenges of participating in the Seattle Preschool Program (SPP), the Department of Education and Early Learning (DEEL) received feedback from partners citing the following as ongoing challenges for

¹ City of Seattle Ordinance 126371, June 2021

² Schneider, M. (2002). Do School Facilities Affect Academic Outcomes? National Clearinghouse for Educational Facilities: Washington, D.C.

sustainability: (1) the lack of available and licensable space as a barrier to SPP program expansion, and (2) organizational capacity related to board development, fundraising plans, human resources, and financial management.³ HSD is supporting the expansion of early learning facilities and environments by investing in this RFP to increase the capacity of licensed early learning programs across Seattle.

APPLICANT ELIGIBILITY REQUIREMENTS

All applicants must meet the following eligibility requirements:

- ~~Must be a nonprofit agency~~ **Nonprofit and for profit agencies** operating within [City of Seattle corporate limits](#).
- Members of households served by the applicant should live, work, or attend school within Seattle city limits.
- Must meet all HSD applicant [minimum eligibility requirements](#)
- Must be licensed, and in good standing, with the Washington State Department of Children, Youth, and Families (DCYF) by the application deadline
 - Can be a preschool, child care center, or family child care provider providing full day services to children aged birth to five. Providers may serve children beyond the age of five, but eligible improvements must be used by children aged birth to five
- School districts are not eligible to apply

PROJECT REQUIREMENTS

- If the project serves multiple uses, only activities and costs directly related to delivering early learning services are eligible for funding.
- All activities must meet the definition of “eligible activities” as defined below.
- The proposal must demonstrate the agency has the legal authority to undertake the proposed project on the proposed property by meeting the Site Control requirements. See Application.
- Recipients of funds are required to pay state prevailing wages. See Application.
- Providers applying to DEEL’s Provider Facilities RFI are also eligible to apply to this RFP, but project budgets should be aligned yet not duplicative.
- Recipients must dedicate improved facilities to operations for 3 – 20 years after project completion, depending on the size of the City’s funding award (see Table 1 below).

Table 1 – Required Commitment

Grant Amount	Required Commitment to City of Seattle
Home-Based Child Care Provider - \$75,000 or less	Commitment for any improvements through this funding to operate for at least three years after project completion.
Awards between \$25,000 and \$375,000	Commitment for any improvements through this funding to operate for at least five years after project completion.
Awards greater than \$375,000	Commitment for any improvements through this funding to operate for at least five years, plus an additional year for each \$75,000 increment over \$375,000 up to a maximum of twenty years (\$1,500,000) after project completion. For all awards over \$375,000, the applicant and property owner will commit to additional protections for the City, which will include a recorded restrictive covenant and deed of trust, and any other legal agreements as needed.

³ Department of Education and Early Learning Request for Investment: Seattle Preschool Program Provider Facilities Fund, School Year 2021-2022, June 28, 2021

FUNDING PRIORITIES

All applicants meeting eligibility requirements are encouraged to apply but the following programs and projects will be prioritized for funding:

- Programs that serve families most impacted by COVID-19
- Programs that serve low-income participants under HUD income limits (80% or less of area median income)
- Programs that increase number of subsidized children served

Eligible activities:

- Construction, renovation, or rehabilitation of facilities that increase the licensed capacity of direct service delivery space. “Direct service delivery space” means physical space which has as its primary purpose the delivery of in-person services. In some cases, non-direct service space may also be eligible when associated directly with eligible space and the related social services, such as kitchens, bathrooms, storage, or other space associated to the instructional space (classroom or home-based).
- Construction of new facilities that expands licensed capacity to serve children, either from the ground up or by substantially remodeling existing buildings.
- Design, construction, renovation, or rehabilitation of outdoor play space in accordance with state licensing regulations and best practice that expands licensed capacity to serve children.
- “Soft costs” or any project costs that are not construction but directly related to the development of an eligible facility (which may include design, project management, and permitting costs).
- Improvements that provide accessibility to persons with disabilities that are related to expanding licensed capacity to serve children.
- Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.

Ineligible activities:

- Deferred maintenance or repairs which do not directly contribute to making the project or property suitable for use as an early learning space.
- The purchase of equipment or furniture that is not permanently affixed to the property.
- Fundraising costs
- Agency staff time

The provider will manage and oversee their capital projects, or contract out this responsibility to a qualified party, and will be responsible for any cost overruns and for maintenance following completion. Funds that the City makes available under this RFP require commitments that the facility will be used for programming serving City of Seattle children ages 0 – 5 and their families.

Any agency or project deemed ineligible will be disqualified, and its proposal will not be reviewed or evaluated. As a condition of receiving funding, a successful agency will be required to enter a contract with HSD.

RFP AND CONTRACTING REQUIREMENTS

Applicant agencies must also adhere to the following with submission and should proposals be funded:

1. Number of Proposals

Each agency is limited to one proposal per physical site.

2. Data Collection

All funded agencies will be required to collect the following data at minimum. HSD will provide a data collection template as part of contracting:

- Number of unduplicated children served annually during project commitment period
- Number of additional unduplicated children served because of this funding
- Children's ages
- Children's races or ethnicities
- Children's genders
- Family income

3. COVID-19 Safety Guidelines

All funded agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19.

4. Site Control

Site control of the facility, either in the form of ownership or a long-term lease is a crucial consideration for applicants. If an agency does not own the facility, then the agreement must allow for facilities improvements. Additionally, all required landlord approvals for the improvements to the leased or rented facility must be obtained prior to the execution of the final grant agreement between the City and agency.

5. Project Costs

Any agency applying for funds under this RFP bears the risk of all project costs incurred prior to executing a funding agreement with the City. An agency should not expect City funds to reimburse expenses accrued prior to executing a contract with HSD. In limited instances, project costs incurred by an agency prior to execution of a final funding agreement may be eligible for reimbursement under the agreement subject to HSD prior approval if: 1) the project is selected through this RFP, 2) the project meets all requirements of this RFP, including prevailing wage requirements, and 3) funding will ensure completion of existing project improvements. HSD will make this determination on a case-by-case basis if necessary.

6. Equal Opportunity, Affirmative Efforts, and Non-Discrimination in Contracting

Agencies are expected to provide equal employment opportunity to agencies' employees in all terms, conditions, and privileges of employment without regard to race, color, gender, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, veteran status, or physical, mental, or sensory disabilities in accordance with applicable laws, ordinances, and policies. The City encourages the utilization of women- and minority-owned business enterprises (WMBE) in contracts funded by the City. Agencies and their contractors shall not create any barriers to open and fair opportunities for WMBE firms to participate in City-funded contracts.

7. Prevailing Wage Requirement

Construction projects funded totally or in part with these funds must comply with applicable labor standards requirements. The City also requires payment of prevailing wages under Revised Code of Washington (RCW) Chapter 39.12. **Agencies should consider this requirement when developing cost estimates or obtaining pricing for construction work.** This requirement is not applicable if the project activities you are proposing do not contain a construction component. Prevailing wage rates are available from the Department of Labor and Industries at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>

<https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

8. Single Audit (formerly known as OMB Circular A-133 Audit)

Agencies that receive more than \$750,000.00 in federal funds in a single fiscal year are required to comply with the Single Audit requirements. These requirements are further described in the Code of Federal Regulations section on Uniform Guidance at 2CFR200.500 (subpart F). Agencies that have not had to previously comply with Single Audit requirements should contact their accountant or financial advisor to understand what is needed to meet these requirements and what additional costs may be incurred to prepare an acceptable audit and financial statements.

APPEALS PROCESS

An agency or individual applying for the 2022 Child Care Facilities fund has the right to appeal HSD's funding decision on their application. See [HSD RFP Appeals Process](#).

ADDITIONAL RESOURCES

[Department of Children, Youth, and Families \(DCYF\) Child Care Stabilization Grant](#)

Application

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFP, including any clarifying information requested by HSD. Answer each section completely. Do not include any materials not requested with your application. Applications that do not follow the required format may lose points. *Late or incomplete applications or those that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.*

Required format for written application:

- use one-inch margins, single spacing, and minimum size 11-point font

A. Completed Application Requirements

The proposal **must** include:

- A completed and signed Application Cover Sheet
- A completed Narrative Response
- A completed Attachment Packet (Attachments 1, 2, and 3)
- Site Control Documents
- Copy of WA State DCYF License

B. Rating Criteria

Write a narrative response to all sections A – D. Answer each section completely according to the questions. The total score for the proposal narrative is 100 points.

Proposal Narrative	Score
A. Proposed Project	25
B. Project Budget	25
C. Provider Experience and Capacity	20
D. COVID-19 Equitable Recovery	30
TOTAL	100

**2022 Child Care Facilities RFP
Application Cover Sheet**

1. Applicant Agency's Legal Name:	
2. Agency Address	
3. Agency Zip Code	
4. Proposed Project Name	
5. Project Site Address <i>Address of the project for which funds are being requested. The project is the facility for which city funding will be used to construct or rehabilitate.</i>	
6. Project Site Zip Code	
7. Agency Executive Director:	
8. Agency Primary Contact for this RFP (all correspondences and related documents):	
Name:	Title:
Address:	
Email:	Phone Number:
9. Organization Type	
<input type="checkbox"/> Non-Profit:	<input type="checkbox"/> For Profit:
	<input type="checkbox"/> Other (Specify):
10. Funding Amount Requested:	
11. Total Project Cost: <i>If the funding amount requested covers only part of the overall project, list the overall project cost.</i>	
12. Total 2022 Agency Budget:	
13. Brief Project Summary (200 words or less): <i>Concise description of the physical work to be done by the project. This shall be a summary that we can use to publicly describe the project. Include the projected number of additional children you'll be licensed to serve as a direct result of this project.</i>	
Authorized physical signature of applicant/lead organization	
<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>	
Name and Title of Authorized Representative:	
Signature of Authorized Representative:	Date:
Signature of Authorized Board Member (if applicable)	Date:

Application Questions

Please submit responses in a separate Word (or similar) document.

A. Proposed Project

1. Complete Project Schedule – **Attachment 1:** Tab 1 of Attachment Packet
2. Describe the physical improvements to be done with the site or the facility. If your project involves construction or rehabilitation and you have preliminary drawings or schematic plans, submit a copy of them with your application. Schematics are not required.
 - If available, attach a Level I hazardous materials environmental survey or specify what type of environmental analysis or analyses were done and attach copies of the report(s). **Projects are not required to perform a survey as part of the application process but may be asked to do so if awarded.**
 - If available, attach a copy of any meeting minutes and/or any correspondence if you held a pre-application meeting with Seattle Department of Construction and Inspections (SDCI). **Projects are not required to have a pre-application meeting with SDCI but may be asked to do so if awarded.**
3. What is the facility-related issue(s) your project seeks to address? Explain how this issue affects your ability to deliver services, and/or whether it is preventing you from expanding your existing levels of service.
4. How many additional children will you be licensed to serve as a direct result of this project?
5. Describe the ownership or site control mechanism that will be in effect at the time the project is to begin and through the continuing use period.
 - Agency owns (will own) the property outright, in its own name (*attach copy of Deed of Trust*)
 - Agency controls (will control) the property through a partnership/limited liability company (*attach copy of Deed of Trust*) and will own a portion of a condominium or lease from the partnership/limited liability company
 - Agency has a purchase and sale agreement (*attach copy of agreement*)
 - Agency leases (will lease) the property (*attach copy of lease and provide the following certification:*)
 - IF LEASE, agency must certify with an appropriate signature that the landlord has been notified of this application for funds and that receipt of such funds may require amending the lease. The landlord shall also have been informed of the continuing use requirements.
 - Other: Please describe or explain:

Table 2 – Site Control Requirements

Funding Amount	Minimum Site Control/Continuing Use
\$10,000 to \$75,000 (Home-based providers only)	3 Years from project completion
\$25,000 to \$375,000	5 Years from project completion

Greater than \$375,000	5 Years from project completion plus an additional year for every additional \$75,000, up to a maximum of 20 years (\$1,500,000)
	If the agency vacates the facility or no longer provides the proposed services before fulfilling the City's negotiated contractual terms, the agency may be liable for repayment of the Child Care Facilities funds.

6. Is the facility and its route of access currently accessible to persons with disabilities? If not, how will the proposed improvement ensure access for persons with disabilities?

Rating Criteria: A. Proposed Project – 25 Points

- *When completed, the project will directly contribute to a net increase in the licensed capacity served by the agency at the improved facility.*
- *Shows a realistic and comprehensive schedule for the project, demonstrating an ability to complete the project.*
- *Agency shows the ability to start the project promptly and be completed in a timely manner*
- *The project is a good value for an investment of funds.*
- *Attachments are included and complete:*
 - *Site control documents such as a Deed of Trust or lease*
 - *If site is leased, provide written authorization from the landlord to make tenant improvements outlined in the proposal*
 - *Copy of WA State DCYF Child Care License included*
 - *Completed project schedule form (Attachment 1)*

B. Project Budget

1. Complete Project Budget – **Attachment 2:** Tab 2 of Application Packet
2. Complete Funding Summary Sheet – **Attachment 3:** Tab 3 of Application Packet
3. If you do not receive the full amount of HSD funding requested or if other fundraising efforts come up short what are your financing alternatives for completing this project by the end of December 2024? Do you have a reduced scope of work that can be successfully accomplished in this time frame? If yes, then please describe it below. What are your plans for completing your project by the end of December 2024 in the event actual project costs and construction bids exceed the project's budget?
4. Are operating costs expected to increase or decrease compared with current levels because of this project? If they will increase, how will these costs be paid? What is the source of increased costs and what revenue sources will pay for them?

Rating Criteria: B. Project Budget – 25 Points

- *Demonstrates financial stability and management capacity to plan and implement its proposed project.*
- *Costs are reasonable based on the proposed level of services and outcomes.*
- *Agency has secured other funds that are necessary for the successful completion of the project.*

- *Budget is aligned with work plan and expenses tied directly to the proposed services. Costs included are only for the services to be funded through this RFP.*
- *Budget allows for challenges and prudent contingencies.*

C. Provider Capacity

1. Project Management

1. Describe your agency/team’s experience and capacity managing child care center construction, renovation and or expansion projects.
2. List the main team members involved in executing the project. This could include your architect, contractor, project manager, other funders, etc. Describe their respective roles.

2. Data and Administration

1. Describe your experience managing and administering publicly funded contracts.
2. Describe your experience collecting data from participants? How do you store data and ensure it is kept private and secure?

Rating Criteria: C. Provider Capacity – 20 Points; Project Management 15, Data and Administration 5
<p><i>Project Management</i></p> <ul style="list-style-type: none"> • <i>Has experience with child care center construction, renovation, and/or expansion.</i> • <i>Has identified a well-qualified project team that may include an architect, project manager, and/or general contractor. External team members are not required to receive funding.</i> <p><i>Data and Administration</i></p> <ul style="list-style-type: none"> • <i>Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded.</i> • <i>Applicant has experience collecting data and identifies the specific data it collects.</i> • <i>Applicant has procedures in place to keep data private and secure.</i>

D. Equitable COVID-19 Recovery

1. Describe the families and children in your program and how they have been disproportionately impacted by COVID-19.
2. Describe your experience providing developmentally and culturally appropriate early learning in your community.
3. Describe how this facilities improvement project and program expansion supports the agency’s long-term goals.
4. How many additional children will be served upon project completion?
5. Complete child income information below:

What percentage of the children you currently serve come from families with Gross Incomes that are (see U.S. Department of Housing and Urban Development (HUD) table below):

_____ At or below 50% median income
 _____ At or below 80% median income, but greater than 50% median income
 _____ Over 80% median income
 (Percentages should add up to 100%)

Family Size:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
50% of Median Income	45,300	51,800	58,250	64,700	69,900	75,100	80,250	85,450
80% of Median Income	66,750	76,250	85,800	95,300	102,950	110,550	118,200	125,800

Also identify the percentage of children who are:

	City of Seattle residents
	King County (outside Seattle) residents
	Other (please describe) residents (Percentages should add up to 100%)

Rating Criteria: D. Equitable COVID-19 Recovery – 30 Points
<ul style="list-style-type: none"> • <i>Program describes how they serve communities most disproportionately impacted by COVID-19</i> • <i>Program provides developmentally and culturally appropriate services</i> • <i>Program serves low-income families</i> • <i>Program primarily serves Seattle residents, or families with members who work in Seattle</i> • <i>Describes how children and families will benefit from the project</i> • <i>Describes how the project fits with the agency’s long-term plan</i>

Application Submittal

Completed applications are due by **Tuesday, ~~June 28~~ July 19, 2022, 12:00 noon** Pacific Daylight Time. Proposals must be submitted through the HSD Online Submission System or via email. No hand delivered, faxed, or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

1. **Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>)
HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at sola.plumacher@seattle.gov.
2. **Via Email** (HSD_RFP_RFQ_Email_Submissions@seattle.gov)
Email attachments are limited to 30 MB. **The subject heading must be titled: 2022 Child Care Facilities 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.

Choose either the online or email submission method – not both. If for any reason a proposal is submitted twice, the last submission received will be the one accepted for review by the rating panel.

Minimum Eligibility Screening and Determination of a Completed Application

Upon receipt of proposals, HSD will determine if an application has met standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined before moving it forward for rating.

Other Documentation

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents via the HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email (HSD_RFP_RFQ_Email_Submissions@seattle.gov):

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit report.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to [Master Agency Service Agreement](#) and best practice child care requirements at the start of the contract).
5. Current verification of nonprofit status and/or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records): Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records.** These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#). **Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

**2022 Child Care Facilities 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 Contracting Requirements
 - HSD Funding Opportunity Selection Process
 - HSD Appeal Process
 - HSD Commitment to Funding Culturally Responsive Services

- Completed and signed the Application Cover Sheet
- Completed each section of the Application questions?
- Completed the Project Schedule (Attachment 1)?
- Completed the Project Budget (Attachment 2)?
- Completed the Funding Summary Sheet (Attachment 3)?
- Included site control documentation?
- Included DCYS license?

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on ~~June 28~~ July 19, 2022**. Application packets received after this deadline will not be considered.