



Innovation Fund Request for Proposal Information Session

Thursday, June 8, 2017
Saturday, June 10, 2017



Summary

- Overview of Innovation Fund RFP
 - Investment Area and Funding Source
 - Timeline
 - Eligibility
 - Review and Rating Process
- Submission Process
- Appeals Process
- Questions and Answers (Q&A)



Timeline

Funding Opportunity Announcement:
June 1, 2017

Information Sessions:

Thursday, June 8, 2017
4:00 pm - 5:00 pm
Columbia Library
Columbia Meeting Room
4721 Rainier Avenue South
Seattle, WA 98118

Saturday, June 10, 2017
9:30 am – 10:30 am
Rainier Beach Community Center
Arts Room
8825 Rainier Avenue South
Seattle, WA 98118



Timeline

- Application Deadline Thursday, June 22, 2017
12:00pm (Noon)
- Review & Rating Process June 26-July 6, 2017
- Interviews for Finalists July 17-19, 2017
(Interview dates may need to be adjusted depending on number of proposals)
- Public Announcement of Awards August 2017
- Contract Start Date September 1, 2017



Eligibility

Anyone who meets the following minimum eligibility requirements may apply. This includes but is not limited to non-profit organizations, for-profit companies, government agencies, tribes and tribal organizations, faith based organizations, researchers, and individuals.

- Applicants must follow non-discrimination and equal opportunity provisions mandated by federal, state and city laws.
- Applicants who are agencies must be in good standing and meet all licensing requirements that apply to its organization; e.g., Washington State Business License (UBI#), Seattle Business License, 501(c)(3).



Eligibility

- Individuals must have an active Washington state business license.
- Applicants must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Depending on the scope of services contracted, the individual or agency may be required to maintain insurance coverage that is proportionate to the award level.



Review and Rating Process

- **Applications that are late will not be rated.** Applications must include:
 - 1) Application Cover Sheet
 - 2) Proposed Budget Sheet
 - 3) 1-page Proposal, no more than 500 words
 - Typed or word processed on a letter-sized (8 ½ x 11-inch) sheet.
 - Please use one-inch margins, single spacing, and minimum size 11-point font.
- Applications received by the deadline are forwarded to the Rating Committee for their review and rating according to the rating guidelines.
- Finalists will be selected for interviews.
- The Rating Committee will make funding recommendations to the HSD Director.



Rating Guidelines

- Innovation and Results 40 points
- Promotes Racial Equity 30 points
- Implementation 15 points
- Learning and Accountability 15 points



Submission Deadline

- Submission deadline is Thursday, June 22, 2017 at 12:00pm (Noon).
- All applications must be received in person or electronic submission by deadline.
- No faxed or e-mailed applications will be accepted.
- **Late applications will not be considered.**



Methods of submission

- Applications can be hand delivered to:

Seattle Human Services Department
Innovation Fund, Request for Proposal
Attn: Jenifer Chao
700 5th Ave., 58th Floor
Seattle, WA 98104-5017

- Applications can be submitted online at:
<http://web6.seattle.gov/hsd/rfi/index.aspx>.



HSD Online Submission System

- The HSD Online Submission System is a web-based program that allows applicants to upload their application for HSD Funding Opportunities.
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system does not allow an application to be saved for you to return to at a later date.
- The system automatically sends out an e-mail confirmation to all the e-mail addresses you entered.



HSD Online Submission System

- Review the Online Submission Assistance Page for helpful information: <http://web6.seattle.gov/hsd/rfi/help.aspx>.
- Plan to upload your documents several hours prior to the deadline in case you encounter an issue with your internet.
- If you encounter issues with your internet, attempting to submit your application early will allow time for you to submit a hard copy by the deadline instead.
- **HSD is not responsible for ensuring that applications are received by the deadline.**
- If you experience any issues and/or have questions about the online submission system, please contact Susan McCallister, HSD Funding Process Advisor, by phone at (206) 233-0014 or e-mail at susan.mccallister@seattle.gov.



Post-Notice of Award Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest.
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity.

Appeals Deadlines:

- Appeals must be received within five (5) business days from the date of written application status (award/denial).
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within five (5) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation 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.



Questions and Answers (Q&A)

- The Q&A will be posted on HSD's Funding Webpage and will be continually updated until Friday, June 16, 2017.
- Please check the Q&A for the most updated information.

