



City of Seattle

Jenny A. Durkan, Mayor

Human Services Department

Catherine L. Lester, Director

April 30, 2018

To All Interested Parties:

I am pleased to announce the availability of up to \$280,000 of General Fund for the Youth and Family Empowerment (YFE) Opportunity Fund Request for Proposal (RFP). Funding awards will be made for the period of August 1, 2018 to December 31, 2018. This is for one-time only funding for up to 14 awarded contracts.

The YFE Opportunity Fund RFP Guidelines and Application documents define investment results, requirements, and the process for application submission and selection. Please plan to attend the information session to review the RFP and ask questions. Please bring a paper copy of the RFP as no copies will be provided during the information session. There also will be three Help Sessions on how to write a strong application. If you wish to attend any of these, please refer to the YFE Opportunity Fund RFP Application and Guidelines for details.

Session	Date	Time	Location
Information	Tuesday, May 8	5:30 p.m. – 7:30 p.m.	2100 Building Room B 2100 24 <sup>th</sup> Avenue S Seattle, WA 98144

This RFP is an open and competitive process. Completed application packets are due by 12:00 p.m. (noon) on Friday, June 1, 2018. Applications may be submitted electronically via HSD's Online Submission System at: <http://web6.seattle.gov/hsd/rfi/index.aspx>. Alternately, an original application packet may be hand-delivered to: Seattle Human Services Department, Request for Proposal, YFE Opportunity Fund ATTN: Deborah Kuznitz, 700 5<sup>th</sup> Avenue, Suite 5800 (58<sup>th</sup> floor) or mailed to: Seattle Human Services Department, RFP – YFE Opportunity Fund, ATTN: Deborah Kuznitz, P.O. Box 34215, Seattle, WA 98124-4215.

Copies of this RFP may be downloaded from: <http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>. If you would like to receive a copy of the RFP in the mail or by email, please contact Deborah Kuznitz at (206) 233-7090 or by email at [Deborah.Kuznitz@seattle.gov](mailto:Deborah.Kuznitz@seattle.gov).

Sincerely,

Audrey Buehring, Deputy Director  
Human Services Department