



## Washington Youth Development Nonprofit Relief Fund Request for Proposal (RFP)

### Introduction

The Washington State Department of Commerce (Commerce) is partnering with School's Out Washington (SOWA) to implement a grant award process through the **Washington Youth Development Nonprofit Relief Fund** (the Relief Fund).

SOWA will administer \$9.3 million in one-time investments across the state to youth development programs/organizations that have been most impacted by the COVID-19 pandemic, and which serve young people who are furthest from educational justice.

The COVID-19 outbreak, extended school closures, and social distancing have deepened inequities and hardships for children and youth across Washington. Youth development programs/organizations have quickly adapted their services to provide responsive supports for youth and families to whom they are deeply connected—including emergency childcare, social-emotional supports, academic mentoring, virtual programming, and basic needs supports.

The Relief Fund addresses the financial and programmatic challenges that have come with COVID-19, acknowledging that lost revenue combined with increased expenses to adhere to COVID-19 safety measures, leave many organizations at risk of closing programs or sites.

### RFP Overview

The timeframe from release of this RFP, to distribution of funding awards, is brief. Proposals must be submitted via the online application, by October 6, 2020. After they are submitted, proposals must be reviewed, funds awarded, and the entire process completed by December 15, 2020. (A more complete timeline is provided below.)

Relief Fund grants will only be made to organizations based in, or serving, youth in Washington State.

In the interests of furthering equity and engaging priority youth and COVID-impacted programs/organizations across the state, this RFP provides a simple, low-barrier, online application.

Applicants may apply on behalf of their full youth development organization or on behalf of a particular youth development program they operate. Only one application will be accepted from each organization. The only exception will be for a youth development organization which also serves as a fiscal agent for another program/organization. In those cases, each may submit an application.

Programs/organizations that have received other COVID-19 relief funding from public or private sources are eligible to apply to the Relief Fund.

The application requests brief descriptions about programs/organizations; demographics for youth participants; verification of programs'/organizations' eligibility; brief narrative and dropdown responses for three priority areas; and summary budget information. No budget forms are requested.

Respondents will be asked to check boxes in the application to verify eligibility based on these criteria:

- 501 (c)(3) Nonprofit organization or fiscally sponsored by a 501 (c)(3)
- Program/organization provided youth development services to children and youth ages 5-24 prior to COVID-19
- Recent or planned services provided to youth through in-person, virtual, or direct-needs support between March and December 2020
- Negative fiscal impact on the program/organization, as a result of COVID-19

Respondents who meet the eligibility criteria will be asked for brief narrative and dropdown responses for three priority areas addressing the following, as well as summarized 2019 and (projected) 2020 revenue and expense information:

1. Youth served in priority populations furthest from educational justice
2. Programs'/organizations' staff and leadership
3. Impact of the COVID-19 pandemic

## Technical Assistance

The RFP will be translated to Amharic, Arabic, Chinese Mandarin, Korean, Marshallese, Russian, Samoan, Somali, Spanish, Tagalog, Tongan, Ukrainian and Vietnamese. Information on accessing translated RFPs is available [here](#). The online applications must be submitted in English.

Commerce has contracted with a diverse set of technical assistance providers to offer assistance with completing the application for funding, including understanding the RFP requirements and providing support with grant writing. Technical assistance will be available in English and in multiple other languages, provided by organizations across the state. Applicants should reach out directly to the technical assistance providers to request support. A complete list, including contact information and language supports is on [SOWA's Relief Fund webpage](#).

Information sessions to answer questions about the RFP will be held via Zoom meetings on September 24, 2020 at 4:00 and September 29, 2020 at 6:30. Please see [SOWA's Relief Fund webpage](#) for additional information and to register.

An FAQ for the RFP will be available on [SOWA's Relief Fund webpage](#). All new questions received in the information sessions or via email at [youthdevrelief@schoolsoutwashington.org](mailto:youthdevrelief@schoolsoutwashington.org) will be posted. FAQ updates will be provided at least three times during the two weeks the RFP is open. More information is included in the RFP Timeline, below.

## **Proposal Review Process**

SOWA is pursuing expansive, statewide outreach to engage approximately 150 proposal reviewers, with a focus on recruiting strong regional and BIPOC (Black, Indigenous, People of Color) representation. Small groups of reviewers will work together, with key partners serving as lead reviewers. The reviewer groups will review proposals from within their own regions. Statewide partners who volunteer as reviewers will be distributed among groups across all regions.

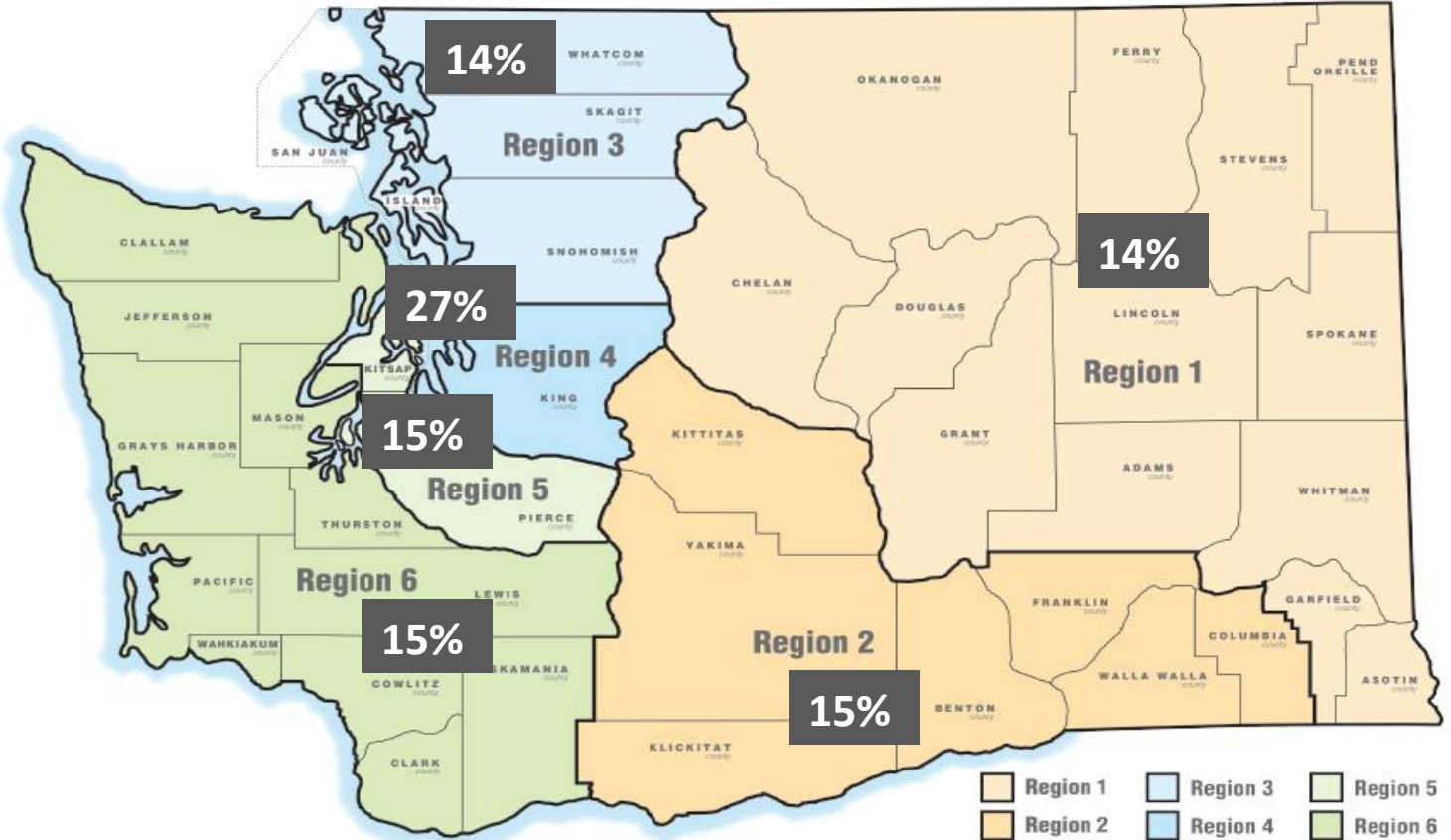
All reviewers will be asked to disclose conflicts of interest. Review group assignments will ensure that no reviewers review proposals from programs/organizations in which they serve as a staff member, board member, or consultant. Reviewers will participate in anti-bias training, prior to beginning their proposal reviews. All reviewers across the state will use the same scoring rubric.

School's Out Washington will guide the review process, including assisting lead reviewers, as needed, in facilitating review groups. Once review groups have completed a thorough review and scoring process, SOWA will review the scoring from across all groups.

## **Geographic Distribution of Review Groups and Grant Awards**

The map below outlines six regions across the state, aligned with Washington's Department of Children, Youth and Families' (DCYF's) six administrative regions. SOWA will use DCYF's regions as a way to geographically divide the state when assigning proposal review groups and determining grant awards.

Goals for distribution of funding across the state will be anchored by two key data points specific to these regions: youth 18 and younger living in poverty; and BIPOC youth, 18 and younger. On the map below, the percentage allocation is based on the percentage of Washington's youth 18 and younger living in poverty and the percentage of Washington's BIPOC youth 18 and younger residing within each region. These data were weighted equally in determining these goals for distribution of funds by region. While these are goals for geographic distribution, meeting them will be contingent on the number of qualified and highly-rated proposals received for each region.



**Proposal Review Criteria**

The three priority areas of the application (discussed above in the Proposal Overview) will provide the structure for proposal review.

Using a scoring rubric, reviewers will assess how, and to what extent, programs/organizations are:

- |   |                    |
|---|--------------------|
| 1. Engaging priority youth populations, furthest from educational justice                       | 50% of total score |
| 2. Reflecting those priority populations in their programs’/organizations’ staff and leadership | 20% of total score |
| 3. Experiencing a fiscal and programmatic impact from COVID-19                                  | 30% of total score |

Upon reviewers’ completion of proposal reviews and submission of final scoring rubrics, SOWA will review the scoring across all groups.

In addition to the recommendations of review groups, SOWA will also consider equitable representation among priority populations statewide, and equitable geographic distribution, when recommending final awardees and final grant sizes to Commerce.

## Grant Awards

Grants will be awarded to youth development programs/organizations in all areas of the state, with emphasis on those that serve youth populations most impacted by COVID-19 and furthest from educational justice.

Grant sizes will range from \$10,000 to \$50,000. There will be no grants smaller than \$10,000 and no grants larger than \$50,000.

Determinations on grant size for each awardee will be based on a percentage of the awardee's 2019 expenses. Percentages that determine grant size will be established during the review process, based on the financial information included in proposals, and the number of proposals received. Smaller programs/organizations will be awarded grants that amount to a greater percentage of their total 2019 expenses than larger programs/organizations.

Programs/organizations that receive grants through the Relief Fund will be considered grant beneficiaries. Upon receiving grants, beneficiaries will be asked to complete forms to facilitate transfer of funds, verify receipt of funds, and complete organizational profiles in [Elevate Washington](#).

Grant awards will be unrestricted funding. There will be no reporting requirements. Grant beneficiaries will not be asked to submit any documentation on how or when their grants were spent.

## Timeline

September 22, 2020	RFP released
September 23, 2020	Submit questions to FAQ by noon, for posted answers by noon on 9/24/20.
September 24, 2020	FAQ updated by noon. RFP information session at 4:00. If interested, <a href="#">please register here</a> .
September 28, 2020	Submit questions to FAQ by noon, for posted answers by noon on 9/29/20.
September 29, 2020	FAQ updated by noon. RFP information session at 6:30. If interested, <a href="#">please register here</a> .
October 1, 2020	Submit questions to FAQ by noon, for posted answers by noon on 10/2/20
October 2, 2020	FAQ updated by noon.
October 6, 2020	RFP due

## Proposal Questions

The questions and information required to complete the application for grant awards through the Relief Fund are listed below. Your program's/organization's response to the application must be submitted online at <https://youthdevrelief.schoolsoutwashington.org/>. Please make sure you meet the eligibility criteria outlined in the RFP before beginning an application.

Once you begin the online application, you will not be able to save your work as you go. You must complete the application in one sitting. It is recommended that you first fully review and respond to the questions in the template linked at the beginning of the online application, and then copy your responses to the online application form for submission.

Visit [SOWA's Relief Fund webpage](#) for a list of technical assistance providers who can offer assistance with completing the application for funding, including understanding the RFP requirements and providing support with grant writing. Technical assistance will be available in English and in multiple languages, provided by organizations across the state.

Online applications must be submitted in English.

### **Program/Organization Information**

- I am applying on behalf of:
  - An organization
  - A program
  
- Our organization is fiscally sponsored by a nonprofit organization:
  - Yes
  - No

\*If yes, you will be required to upload a signed letter from the sponsoring organization confirming the fiscal sponsor relationship at the end of this application.
  
- Select all counties served through the organization or program of focus in this application:
  
- Organization Legal Name:
  
- Name of fiscally-sponsoring organization, if applicable:
  
- Employer Identification Number (EIN):  
Note: if program/organization has a fiscal sponsor, please input fiscal sponsor's EIN
  
- Unified Business Identifier (UBI) Number:
  
- Primary Physical Address
  - Address Line 1
  - Address Line 2
  - Town/City
  - Zip Code
  - State
  - County
  
- Description: provide a brief description of your organization (mission, vision, services, focus) limited to 750 characters.

- Site name: Identify (option to select same as organization)  
Note: If you are applying on behalf of multiple sites, please include the name and address for only one of those sites here.
- Site address: (option to select same as organization)
  - Address Line 1
  - Address Line 2
  - Town/City
  - Zip Code
  - State
  - County
- Program Name: (option to select same as organization)  
Note: If you are applying on behalf of multiple programs, please include the name and description for only one of those programs here.
- Description: Provide a brief description of this program (who it's for, programming focus) limited to 750 characters.
- Applicant's organization, and sites' and programs' names and locations as reported here, will be included in the public youth program directory in Elevate Washington. If the site location is confidential, please check here to request that it not appear in the program directory.

### Eligibility Information

Please check all boxes that apply:

- 501 (c)(3) nonprofit organization or fiscally sponsored by a 501 (c)(3)
- My program/organization provided youth development services to children and youth ages 5-24 prior to COVID-19.
- Between March and December 2020, my program/organization provided and/or plans to provide services to youth through in-person, virtual, or direct-needs support.
- My program/organization has experienced a negative fiscal impact as a result of COVID-19.

My program/organization provided the following services prior to COVID-19:

- expanded learning programs such as afterschool and summer programs
- mentoring
- wrap around services that connect youth with social/emotional and non-academic supports integrated within a school setting

My program/organization provided youth development services prior to COVID-19 to children and youth of these ages:

- 5-12
- 13-18
- 19-24

## Information Regarding Priority Populations and COVID-19 Impact

Please ensure that the answers you provide to the questions below apply only to the youth development program or the youth development organization for which you are seeking funding. For example, if you are applying for a youth development program which operates within a larger, multi-service organization, the answers to these questions should apply only to the youth development program.

**1. Youth served in priority populations.** Relief Fund investments will prioritize young people who are furthest from educational justice.

- a. Please check the priority youth populations which are the focus of your youth development program/organization:
- Youth in poverty, as measured by eligibility for free- or reduced-price lunch
  - BIPOC youth
  - Migrant youth
  - Refugee and/or immigrant youth
  - English language learners
  - Youth experiencing homelessness
  - Youth in foster care
  - LGBTQ youth
  - Youth involved in the criminal justice system
  - Youth with disabilities, including physical, developmental, and/or intellectual disabilities; or special health care needs
  - My program/organization does not focus on any of the priority youth populations listed above.
- b. If your program serves BIPOC youth, please check which of these BIPOC youth populations are engaged in your program:
- American Indian/Alaska Native
  - Asian/Asian-American
  - Black/African-American
  - Hispanic or Latino/a/x Descent
  - Middle Eastern or North African
  - Multiracial
  - Native Hawaiian/Pacific Islander
- c. Please provide an estimate of the percentage of youth typically served by your program/organization who are included within one or more of the priority youth populations you've indicated: \_\_\_\_\_
- d. We are interested in learning about the youth who participate in your program/organization. Describe how your program's/organization's young people are represented within one or more of the priority populations you indicated above. If your youth population has changed as a result of COVID-19, briefly explain why. Please limit your response to 2,600 characters. The answer to this question is worth 50% of the total score.



- 2. Programs'/Organizations' Staff and Leadership.** Relief Fund investments will prioritize programs/organizations with staff and leadership who are reflective of their priority youth populations.
- a. Discuss how your staff, leadership, board of directors and volunteers are reflective of your priority youth participants. Please limit your response to 2,200 characters. The answer to this question is worth 20% of the total score.
- 3. Impact of the COVID-19 Pandemic.** The Relief Fund is intended to alleviate some of the impact of the COVID-19 pandemic on youth development programs/organizations across Washington.
- a. Please provide summary financial information for 2019 and (projected) 2020:
- 2019 youth development program/organizational revenue: \$\_\_\_\_\_
  - 2019 youth development program/organizational expenses: \$\_\_\_\_\_
  - (Projected) 2020 youth development program/organizational revenue: \$\_\_\_\_\_
  - (Projected) 2020 youth development program/organizational expenses: \$\_\_\_\_\_
- b. Please discuss how your youth development program/organization has been financially impacted by COVID-19. What have been the implications for the services you provide? How has COVID-19 impacted your revenue? How has COVID-19 impacted your expenses? List other public or private COVID-19 relief funding your program/organization has received, including Payroll Protection Program funding. Please limit your response to 2,200 characters. The answer to this question is worth 30% of the total score.

**Certifications:**

Name of person completing this form:

Email address:

Phone number:

All applicants awarded grants will be required to submit a completed signed W-9. Grant payments will be paid electronically through Automated Clearing House (ACH). School's Out Washington will send an ACH authorization form and W-9 form via DocuSign to grant awardees. Return of these documents will be required within seven days of receipt. Please specify to whom the ACH form and W-9 request should be sent:

Name:

Email Address:

If awarded a grant, for six years following the grant award date, the applicant agrees to provide School's Out Washington the right of access to its Form 990 and other financial records at all reasonable times to confirm the financial information presented in this application.

"I certify that I am authorized to submit this application on behalf of the applicant organization."

"I certify, by signing this application that neither the applicant organization nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency."

"I certify that the information provided in this application and the information provided in any supporting documents and forms is true and accurate in all material respects. I also understand that any false statements or deliberate omissions on this application may subject me to return funds or other legal actions for fraudulent misrepresentation."

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