



City of Bellevue

REQUEST FOR PROPOSALS

HUMAN SERVICES: FUNDING FOR SERVICES ADDRESSING IDENTIFIED CRITICAL AREAS OF NEED

SOURCE OF FUNDING

As part of its 2023-2024 Budget, Bellevue City Council allocated approximately \$3.1 million of the City of Bellevue's second tranche of American Rescue Plan Act of 2021 (ARPA) to address critical areas of human services needs in the community. This is in addition to just under \$7 million for emergency shelter and rental and mortgage assistance. Furthermore, the Council previously invested \$7 million in rental assistance from the first tranche of ARPA funding. This is a federal source of funding that has specific administrative and monitoring requirements.

GOAL STATEMENT

The COVID-19 pandemic has created significant disruptions in many Bellevue residents' lives. The pandemic exhausted safety-net resources for many low- and moderate-income households. All indicators predict that increased human services needs will continue post-pandemic. Bellevue City Council is providing this additional investment of federal pandemic funding in critical areas to assist households in their recovery.

EQUITY STATEMENT

In order to achieve greater equity, these critical services are provided through culturally specific and equitable programs. An emphasis on elevating the voices and experiences and prioritizing applications/services to communities who have been disproportionately impacted by the COVID-19 pandemic, including Black, Indigenous, and People of Color, the LGBTQ population, people with disabilities, older adults, and youth, will ensure these efforts support Bellevue's diverse populations. Culturally specific services use relevant norms, values, and expectations of a community/population to develop and guide service delivery with a goal to enhance access to resources, services, and safety for those communities. As part of providing equitable and culturally specific services, it is critical that organizations contracted to provide these services and programs continue to proactively evaluate their eligibility and programming to reduce barriers for our most marginalized populations and consequently, enhance access of this funding to serve our historically underserved communities.

AVAILABLE FUNDING AND CONTRACTS

- The City anticipates approximately \$3,100,000 will be available to fund approved proposals for this RFP through 2024.
- Programs awarded funds through this open competitive application process will enter

a contract from June 1, 2023, through December 31, 2024, with the City.

2023 SCHEDULE

Issuance of Request for Proposal	Thursday, January 19, 2023
Required Staff Consultations and Technical Assistance Available by Appointment	Wednesday, January 23 through Friday, February 3
Draft Application Review	Staff will review draft applications submitted by Friday, February 3, at 4:30 p.m.
Online Application and Required Documentation Due	Friday, February 10, at 4:30 p.m. Pacific Time
Human Services Commission deliberation completed	Early April
Funding recommendations presented to City Council. Council votes on final funding awards. Contract awardees announced.	Late April
Scopes of Work Finalized and Contracts Executed	May 31
Contract Start Date	June 1, 2023

THE APPLICATION

The City of Bellevue is seeking proposals from community organizations serving Bellevue residents in the funding areas described below which were identified in the 2021-2022 Human Services Needs Update as critical areas of need.

FUNDING AREAS (MORE INFORMATION IS AVAILABLE IN APPENDIX A ON PAGE 7)

- Basic Needs (\$115,804)
- Behavioral Health Services (\$277,154)
- Child Care (\$387,903)
- Civil Legal Aid (\$83,749)
- Domestic Violence and Sexual Assault Survivor Services (\$228,594)
- Food Insecurity (\$294,961)
- Fostering Well-Being in the Face of Racial and Ethnic Discrimination (\$819,680)
- Homelessness Services (\$842,890)

To request a translated copy of the RFP and funding application contact Saada Hilts at Shilts@bellevuewa.gov or (425) 452-2810

An individual application must be submitted for each program and funding area.

To be eligible:

1. Pre-application meeting (required): An organization must meet with Human Services Planner Saada Hilts, shilts@bellevuewa.gov to discuss each proposed application no later than February 3rd.

2. All applications **must** be submitted online and must include the following:
 - a. Completed application form using the provided template that includes measurable outcomes
 - b. A program budget using the provided template for the specific program.
 - c. If the agency does not yet have a Unique Identity ID, include proof of submitted application to receive one from SAM.GOV.
3. Because of the administrative requirements associated with federal funding, requests of less than \$30,000 will not be considered.
4. Completed applications must be submitted to Saada Hilts at shilts@bellevuewa.gov by 4:30 p.m., Friday, February 10th. Late applications cannot be accepted.

CONTRACTING REQUIREMENTS

1. Be able to begin carrying out the terms of the contract no later than July 1, 2023.
2. Be a registered entity on [SAM.GOV](https://sam.gov) with a Unique Entity Identifier.
3. Must comply with regulations regarding federal audit requirements as laid out in [Circular 2 CFR 200](#)
4. Registration with the Office of the Secretary's Washington Corporations and Charities must be current. City staff will search for each organization using the Corporation search on this [webpage](#).
5. Non-profit agencies must be in good standing with the IRS. City staff will search [this database](#).
6. Meet minimum insurance requirements:
 - General Liability: \$1 million/occurrence; \$2 million/annual aggregate.
 - Automobile: \$1 million/accident.
 - Stop Gap/Employer's Liability: \$1 million/accident.
 - Worker's Compensation as required by the State of Washington.
7. Provide documentation following the Financial Requirements Guidelines for your organization (see appendix B)
8. Be willing and able to accept reimbursement for funds.
9. Track and submit required reports regarding services, demographics, and outcomes by identified due dates.
10. Have implemented a non-discrimination policy and 504/ADA Disability Assurance of Compliance [form](#) that would apply to all services funded by the City
11. Background checks (new City of Bellevue requirement)
 - Agency agrees to conduct background checks on all officers, employees, agents, contractors, volunteers, and any other individual who, in the course of performing work on behalf of Agency under this Agreement, (1) may have unsupervised access to minors, persons with developmental disabilities, or vulnerable adults and/or (2) may have access to confidential information concerning a recipient or client. Any such individual must pass a criminal background check prior to performing work under this Agreement and every twenty-four months thereafter until the termination of the Agreement and must not have been convicted of any crime that is disqualifying under RCW 43.43.830 or 43.43.842, or been found by a court of law or disciplinary authority to have abused, neglected, financially exploited, or abandoned a minor, person with developmental disability, or vulnerable adult. Any such individuals who fail to pass such a background check shall not perform any

work under the Agreement. The cost of the background checks will be borne by the Agency. Failure to promptly comply with this background check requirement, and/or having insufficient qualified staff who have passed the background check process, may result in immediate termination of the Contract at the City's election. Such termination will not result in any costs, fees or liability to the City.

12. Organizations who are funded must agree to provide services without asking for social security cards/numbers or other resident status documentation.
13. Organizations need to provide their Administrative Policies and Procedures Manual including policies on Record Retention and Prohibition of Religious Proselytization.
14. Organizations must create promotional material in multiple languages and provide translated documents and interpretation services as requested or needed.
15. Clients served with these funds must be from eligible households.

ELIGIBLE HOUSEHOLDS: Clients receiving these services must self-certify the following with the providing organization:

- Clients must reside in Bellevue, unless they are experiencing homelessness
- Must be low- or moderate-income. See household income limits below.

APPLICATION REVIEW	HOUSEHOLD SIZE	80% HOUSEHOLD INCOME MAXIMUM	PROCESS
	1	\$66,750	
	2	\$76,250	
	3	\$85,800	
	4	\$95,300	
	5	\$102,950	
	6	\$110,500	
	7	\$118,200	
	8	\$125,800	
	9	\$133,450	
FURTHER	10	\$141,050	CONSIDERATIONS

Applications will be reviewed by the Bellevue Human Services Commission, a seven-member group of volunteer Bellevue residents appointed by the City Council to guide human services policy and make funding recommendations for the Commission's approval. The City Council will review the recommendations and make funding decisions.

These factors will also be considered when reviewing applications:

- **Contract performance.** Contract performance for any previously or currently funded programs, including timely reporting and use of funds, meeting or exceeding contract goals and demonstrating the effectiveness of services through measurable outcome results.
- **Diversity and Cultural Humility.** The City Council's Vision Statement states that "Bellevue welcomes the world. Diversity is our strength." Bellevue values all forms of diversity, including race, language, ethnicity, gender, sexual orientation, ability, and age. Applicants are encouraged to highlight their cultural responsiveness and cultural humility in these areas.
- **Partnerships and Collaborations.** Programs that demonstrate substantive partnerships with programs within or outside the organization (e.g., with public or private organizations, faith communities, etc.).

APPLICATION ASSISTANCE

Technical Assistance/Application Questions (Optional)

Bellevue human services staff can provide technical assistance and answer questions about the application, which includes explaining the RFP and framing of the application, discussing a proposed program and how it aligns with funding priorities, and providing feedback and editing advice on a draft proposal.

Application assistance is optional and separate from the required pre-application meeting (see “to be eligible” section above).

Staff Contact Information: For assistance, contact Saada Hilts at shilts@bellevuewa.gov.

APPENDICES

- A. Definitions of program and priority areas
- B. City of Bellevue Financial Requirements for Agencies Applying for Human Services Grants

Appendices

Appendix A: Definitions of services and priority areas covered under the RFP

Basic Needs: Services that provide equitable access to essential supplies for the survival and well-being of low- or moderate-income households facing the economic fallout from the pandemic.

Behavioral Health Services: The promotion of mental health, resilience, and well-being; the treatment of mental and substance use disorders; and the support of those who experience and are in recovery from these conditions, along with their families and communities who have low- or moderate-incomes that have been disproportionately impacted by the pandemic.

Child Care: Supervision and care in a licensed childcare program.

Priority area: Childcare subsidies for children within low and moderate-income families including families experiencing homelessness to provide equitable access to childcare services for families with low- or moderate-incomes facing the economic fallout from the pandemic.

Civil Legal Aid: Free or low-bono legal assistance for low and moderate-income individuals with civil legal problems due to the pandemic or its economic impacts including eviction.

Domestic Violence and Sexual Assault Survivor Services: Services that promote the safety, protection, and empowerment of individuals and/or families that are survivors of domestic violence and sexual assault.

Priority area: Hotel vouchers with case management or advocacy support for domestic violence and sexual assault survivors who have low- or moderate-incomes that were disproportionately impacted by the pandemic.

Food Insecurity: Easily accessible, culturally appropriate food options to ensure residents have access to quality, nutritious food that meets their cultural needs.

Priority area: Food program providing culturally specific food services that meet the needs of residents with low- or moderate-incomes that have been disproportionately impacted by the pandemic. These funds could either provide culturally appropriate food to households or provide gift cards to allow households to select food that meets their cultural needs.

Fostering Well-Being in the Face of Racial and Ethnic Discrimination: The promotion of the physical, mental, and emotional well-being of populations impacted by racial and ethnic discrimination, namely populations that are Black, Indigenous, and People of Color (BIPOC), immigrant and refugee communities, and/or historically marginalized communities through racially and culturally sensitive services. The prioritization of these groups considers the disproportionate impact of COVID-19 compounded by pre-existing disparities including the pervasive systemic racism and discrimination that has created barriers to living happy, healthy, and fulfilling lives for these groups.

Priority Area: BIPOC youth programming that promotes a sense of positive cultural identity**, cultural navigation for immigrant and refugee individuals and families, and

services that foster the wellbeing of historically marginalized communities.

** Positive Cultural Identity involves the awareness, understanding, and appreciation of the factors that contribute to a healthy sense of oneself; it includes knowledge of one's family background, heritage(s), language(s), beliefs, and perspectives in a pluralistic society.ⁱ

Homelessness Services: Since the economic impact of the pandemic has included rising rents and a reduction of income for some, providing services to individuals or households that are unhoused that reduce barriers to housing and promote steps towards housing stability is critical at this time. Services can be offered at homeless shelters, homeless housing, and outreach services within the community. Services may include on-site trauma informed, client-centered services that connect clients to supportive services that enhance the individual or family's overall housing stability. These services can include, but are not limited to, case management services, housing navigation, employment, and food.

Appendix B
City of Bellevue Financial Requirements
for Agencies Applying for Human Services Contracts

FINANCIAL DOCUMENTS REQUIRED FOR NONPROFIT ORGANIZATIONS

Agencies that are not required to register at the state as a charitable organization or as a federal 501(c)3 include:

- Organization raised less than \$50,000 from the public, in the most recent accounting year and all the activities, including fundraising, were carried out by persons who were unpaid for their services
- Entitled to receive tax exempt status from the IRS such as a church

Submission Requirement: These agencies must provide completed financial statements for the last completed fiscal year, including a final Profit and Loss Statement and a Balance Sheet.

If your organization has a 501c3, here are the financial documentation requirements based upon the organization's budget:

Budget:

\$50k or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide 990-N completed for preceding accounting year

\$50,001-\$1m in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide the federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide **one** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business.
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide **both** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS must be prepared by a certified public accountant or another professional who normally prepares such forms in the ordinary course of their business.
 - An audited financial statement prepared by an independent certified public

accountant for the preceding accounting year.

Requirements may be waived in certain circumstances. See WAC 434-120-107(2). Contact City staff for further questions.

FINANCIAL DOCUMENTS REQUIRED FOR ORGANIZATIONS THAT DO NOT HAVE A 501(C)3

Budget:

One million dollars or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Must meet financial reporting requirements specified in RCW 19.09.075

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide **one** of the following:
 - a 990 completed by a certified public accountant or other professional who normally prepares such forms in the course of their business
 - an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

FINANCIAL DOCUMENTS REQUIRED FOR FOR-PROFIT ORGANIZATIONS

The Human Services Commission may recommend the allocation of Human Service Funds to a for-profit entity to provide human services in the following circumstances:

- A gap in a specific human service has been identified in the community
- There is not a sufficient level of service in the non-profit sector to meet the demand
- For-profits will be considered for funding as a last resort

For-Profit Entity Financial Documentation Requirements

\$1-\$1m in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Copy of current tax documents filed

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- City Business License
- W-9
- Provide **one** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Provide **both** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

References:

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.09.541>

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>