



Seattle Department of Education & Early Learning

2024 Summer RFI

Updated: 03/13/24

#	Question	Answer	Date & Origin of Question	Date Answered
1	<p>Question(s): We recruit disadvantaged students to a summer enrichment program for rising high school seniors who have an interest in health careers and medicine. We are interested in the Summer Learning Programs Request for Investment opportunity for our program, but we're unsure if we are eligible to apply.</p> <p>Our organization is the Center for Workforce Inclusion and Healthcare System Equity (WIHSE) at the University of Washington's School of Medicine - not a Seattle public, private, or charter K-12 school, and we're acting as a community-based organization in our programming to promote underserved communities' youths exploration of and support in pursuing healthcare careers. However, we are housed within a public university.</p> <p>Can you please advise on whether we are eligible to pursue this RFI?</p>	<p>Answer(s): Thank you for your email. Based on the information you advised, your organization is eligible to apply to the Summer Learning Programs RFI.</p>	<p>Sent: Wednesday, February 28, 2024 3:02 PM To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/4/24
2	<p>Question(s): I am not sure what you want, but I will explain what I am doing now.</p> <p>I am a preschool that has been involved in teaching kindergarten skills to children also. During the pandemic I</p>	<p>Answer(s): Thank you for your email. The Summer RFI, on page 1, states that community-based organizations and city agencies may apply for this funding. For additional information, please refer to the RFI scoring criteria and</p>	<p>Sent: Wednesday, February 28, 2024 10:30 AM To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/4/24

	<p>furnished backup support for several kids here at my home daycare helping them to adjust to the new online classes. I currently teach reading skills to 2 boys after school that were failing reading. One took the school reading program and came away with no results. The other one couldn't read and was in first grade. Within 2 months, I had him reading level 2 and now beginning level 3. Both boys seem to have focus problems, one is on medication.</p> <p>I currently have 3 special needs kids and another that has not been diagnosed. I have had my own daycare for 40 years and have a passion for teaching. I believe my methods for reading and learning suit the children I have been helping more than the schools. I help them blend back in where they should be.</p> <p>Talk to the parents of the children I have helped over the years. Look at my web, [REDACTED].com. if this is something I qualify for, I would be happy to apply for this grant.</p>	<p>application appendices which advises organizations what is needed to be a successful applicant. If you need further clarification, please reach out.</p>		
3	<p>Question(s): I was very excited to see the summer RFI released this week, and I look forward to applying on behalf of my organization. I have one question as I get ready to write our proposal.</p> <p>I see that there is a requirement that programs be at least 4 weeks, with at least 20 hours of programming per week. At this point, we have already begun planning and marketing our summer 2024 program, with a plan for it to be three weeks. We plan to offer 35 hours a week of programming, for 105 total program hours. Since this exceeds the minimum of 80 hours of programming required, would we still be eligible for funding? If we are awarded funding, we would be happy to offer four weeks</p>	<p>Answer(s): Thank you for your email. As stated on page 6 of the Summer RFI, a program must meet both the 4 week and 20 hours per week minimum criteria. We acknowledge your circumstance, however, the same criteria must be applied to all applicants.</p>	<p>Sent: Thursday, February 29, 2024 5:47 PM To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/4/24

	of programming in summer 2025 and 2026, but the challenge for 2024 is that we will have already enrolled students in the program when we find out if our proposal is successful, and so it does not seem fair to them to change the length of the program once they are already enrolled.			
4	<p>Question(s):</p> <p>My organization is interested in applying for DEEL's Summer Learning funding opportunity but we are having trouble accessing the application portal in Submittable. We already have an account on Submittable related to our recent application to EDI, but can't find the DEEL opportunity when we log in to our Submittable account. Can you tell me where to find the opportunity on that site once we log in to an existing account? Any help would be greatly appreciated.</p>	<p>Answer(s):</p> <p>Applicants can access the application through the Submittable portal: Access Submittable Application Portal</p> <p>This link is available in the "How to Apply" section of the Summer RFI website.</p>	<p>Sent: Friday, March 1, 2024 12:40 PM</p> <p>To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/4/24
5	<p>Question(s):</p> <p>My name is [REDACTED] and I am the Program Manager for the Youth Tutoring Program in Seattle. I am looking at the application for the summer program requirements and it mentions that "Summer programs must take place for at least four (4) consecutive weeks and no longer than eight (8) weeks between late June and end of August, each year of this RFI, for at least twenty (20) hours per week".</p> <p>Does the 20 hours a week mean the entire program or does it mean that each child needs 20 hours per week?</p>	<p>Answer(s):</p> <p>Thank you for your email. The program needs to be offered a minimum of 20 hours per week, for 4 to 8 consecutive weeks between late June and end of August. For example, a 4 week program at 20 hours per week would equal a total of 80 program hours. Children would be expected to be enrolled and attending the program during the full 80 hours of programming.</p>	<p>Sent: Monday, March 4, 2024 2:45 PM</p> <p>To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/8/24
6	<p>Question(s):</p> <p>Your eligibility requirements state that programs must take place for at least four (4) consecutive weeks and no longer than eight (8) weeks between late June and end of August, each year of this RFI, for at least twenty (20) hours per</p>	<p>Answer(s):</p> <p>Thank you for your email. Yes, youth need to participate in summer programming at least 20 hours per week for 4 consecutive</p>	<p>Sent: Thursday, March 7, 2024 8:59 AM</p> <p>To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/8/24

	<p>week. Our mentoring program is year-round and our mentors are full-time salaried staff who meet with each individual youth 3-4 hrs per week, but deliver overall services 40 hrs per week. Can you clarify if youth need to participate in programming at least 20 hrs per week and confirm whether our program is eligible to apply?</p>	<p>weeks and if they are not, the program would not be eligible.</p>		
7	<p>Question(s): We do not have to be a 501c3 to apply, correct?</p>	<p>Answer(s): You need to be a community based organization or city agency to qualify for this RFI. There is no requirement to have 501c3 status. Public schools, private schools and charter schools are not eligible to apply for this RFI.</p>	3/7/24 Technical Assistance Session	3/11/24
8	<p>Question(s): What is the indirect/F&A rate allowed for this submission?</p>	<p>Answer(s): DEEL allows funded partners to include a maximum of 15% indirect costs. The funding request cannot exceed \$80,000 annually, including indirect costs.</p>	3/7/24 Technical Assistance Session	3/11/24
9	<p>Question(s): Is there a definition of community organization? Are there any specific characteristics/formal that the organization needs to have?</p>	<p>Answer(s): For this RFI, DEEL is defining community based organizations as organizations in Seattle that serve school age youth and are not a public, private, parochial, or charter school. Eligible applicants are not required to have 501c3 status. Prospective applicants should carefully review the required documentation on page 9.</p>	3/7/24 Technical Assistance Session	3/11/24
10	<p>Question(s): Does the program need to be consistently provided for at least 6 weeks for the same group of students? Not repeated over at least 6 weeks for different group of students?</p>	<p>Answer(s): The minimum requirement is 4 consecutive weeks, and a maximum 8 consecutive</p>	3/7/24 Technical Assistance Session	3/11/24

		weeks for the same group of students for at least 20 hours each week.		
11	Question(s): Is it acceptable to budget for FTE to manage tracking and reporting of asset-based survey and impact evaluation?	Answer(s): Yes, it is acceptable for the staff who support the creation and administration of DEELs survey and data requirement to be part of your program budget. DEEL makes every effort to support organizations with the creation of the asset-based survey and provides clear guidance and templates for other required data collection. DEEL doesn't anticipate that these activities will be significantly time consuming for your organization.	3/7/24 Technical Assistance Session	3/11/24
12	Question(s): My organization is new. How do we know if we are eligible for funding?	Answer(s): This RFI is open to community based organizations that serve school age youth. Prospective applicants should review the documentation requirements on page 9 of the RFI to ensure their organization can meet this criteria. This RFI is not open to public, private, or charter school applicants.	3/7/24 Technical Assistance Session	3/11/24
13	Question(s): Is the two documents that can be uploaded in Submittable in support of an application narrative in addition to the schedule/curriculum upload allowed?	Answer(s): Yes. You can upload a sample schedule and up to two other documents to be considered in your application.	3/7/24 Technical Assistance Session	3/11/24
14	Question(s): Is there a budget required? If so, is there a budget template?	Answer(s): DEEL is not providing or requiring a budget template. Section 2, question 5 asks applicants to provide a narrative response	3/7/24 Technical Assistance Session	3/11/24

		to how they intend to use the funds they are requesting. Providing a sample budget is optional and organizations may choose to upload a sample budget using one of the two document upload slots.		
15	Question(s): Follow up to the budget question - if we upload our own budget template in Submittable, will this count as one of our 2 supporting documents?	Answer(s): There is an optional upload for budget documentation and will not count toward the two supporting documents allowed.	3/7/24 Technical Assistance Session	3/11/24
16	Question(s): Can we say that we are a community organization if we are an arts education program that collaborates with community centers and schools?	Answer(s): This RFI is open to community based organizations that serve school age youth. Prospective applicants should review the documentation requirements on page 9 of the RFI to ensure their organization can meet this criteria. This RFI is not open to public, private, or charter school applicants.	3/7/24 Technical Assistance Session	3/11/24
17	Question(s): Our summer university program has only been intermittently funded throughout the last 6 years. Knowing the opportunity is highly competitive, does it work against us if we ask for a higher amount to help keep the program running without sweating costs? We would of course justify our ask by outlining expenditures.	Answer(s): It does not work against you if you request the full funding amount. Reviewers will use the scoring criteria found on page __ of the RFI to review applicants. Reviewers will consider the budget request as it relates to the services proposed.	3/7/24 Technical Assistance Session	3/11/24
18	Question(s): Is it all or nothing funding, meaning 100% funded or not at all?	Answer(s): No. There have been cases in the past where organizations have been partially funded but we will not know if that will happen until funding decisions are finalized.	3/7/24 Technical Assistance Session	3/11/24

19	<p>Question(s): Can you give us direction for how to apply if we haven't applied before? We are a new organization and need some help.</p>	<p>Answer(s): The TA sessions, such as this one, are DEEL's support for organizations who are applying for funding. DEEL does not have the ability to support the writing of applications. This is up to individual organizations. Prospective applicants can ask questions during TA or by emailing the DEEL Funding email address found in the RFI Overview.</p>	3/7/24 Technical Assistance Session	3/11/24
20	<p>Question(s): How do I know if my organization is eligible for funding?</p>	<p>Answer(s): This RFI is open to community based organizations that serve school age youth. Prospective applicants should review the documentation requirements on page 9 of the RFI to ensure their organization can meet this criteria. This RFI is not open to public, private, or charter school applicants.</p>	3/7/24 Technical Assistance Session	3/11/24
21	<p>Question(s): We are new organization with limited capacity, do you all offer support in the writing of applications?</p>	<p>Answer(s): DEEL does not provide support in helping organizations write their applications but we do provide two technical assistance sessions that highlight RFI requirements, and deadlines. Our second technical assistance session is scheduled for next Tuesday, March 12th at 3pm. You can also submit any questions you have about the RFI to DEELFunding@seattle.gov.</p>	3/7/24 Technical Assistance Session	3/11/24
22	<p>Question(s):</p>	<p>Answer(s):</p>	3/7/24 Technical Assistance Session	3/11/24

	It would be fantastic if you could turn on the Submittable feature to allow collaborators to access the application, I've seen that in other applications on that platform.	At this time, we will not be able to turn on the Collaboration feature. We have provided a word template for applicants to use to collaborate on the application within their organization.		
23	Question(s): Are we allowed to give monetary incentives, such as stipends, to help with attendance?	Answer(s): DEEL does not have specific rules regarding how stipends are managed by our contracted partners. Selected applicants would be in charge of ensuring their program follows any laws or regulations regarding stipends.	3/7/24 Technical Assistance Session	3/13/24
24	Question(s): Hello, I am working with [REDACTED] from Amigos De Seattle on a possible application for DEEL Summer Enrichment. His primary language is Spanish. Is it possible to set up a time to talk in Spanish?	Answer(s): Yes	Sent: Friday, March 8, 2024 2:01 PM To: DOE_DEELFunding < DEELFunding@seattle.gov >;	3/13/24
25	Question(s): Thanks for the link to frequently asked questions, but this is not a question about the RFP language or guidance. The question is whether or not DEEL has the language capacity to meet with staff from Amigos De Seattle that are not fluent in english?	Answer(s): DEEL is able to utilize available resources and strategies to engage individuals seeking Summer Learning funding who may speak a native language that is not English.	Sent: Monday, March 11, 2024 11:04 AM To: DOE_DEELFunding < DEELFunding@seattle.gov >	3/13/24
26	Question(s): I'm writing on behalf of Thoughts Cost, a Seattle metropolitan area-based organization, committed to developing educational initiatives and strategies for strengthening student engagement and direct student services, with an emphasis on special education.	Answer(s): There is no requirement to have 501c3 status. This RFI is open to community based organizations that serve school age youth. Prospective applicants should review the documentation requirements on page 9 of the RFI to ensure their organization can meet this criteria.	Sent: Monday, March 11, 2024 2:03 PM To: DOE_DEELFunding < DEELFunding@seattle.gov >	3/13/24

	<p>Thoughts Cost collaborates with partners like Seattle Public Schools, Seattle University, the Puget Sound Educational Service District (PSESD), and various state agencies to implement programs tailored to local community needs.</p> <p>This summer, we are launching LEAP, our 6-week, outdoor recreation summer day camp, intended to develop leadership and team building skills for youth, ages 12-18. While this program is open to everyone in the target age range, it is specifically designed for Black boys who are eligible to receive special education services. In addition to advancing play equity, this programming will support improved academic engagement, college readiness, and career exploration.</p> <p>However, while we are actively seeking to establish a 501c3, we are not a nonprofit, though we are fiscally sponsored by an organization with 501c3 status. It's my hope that we are still able to be considered for the Summer Learning Program, as we believe our goals are perfectly aligned with the goals of the grant and our target demographic is especially impacted by a lack of programming tailored to their needs.</p>	<p>This RFI is not open to public, private, or charter school applicants.</p>		
27	<p>Question(s): ██████████ recommended he apply. We are interested in applying for grant, in having classroom based to teach about radio programming, public speaking, target 14-19 year old students.</p> <p>It's our first time applying, we are a new agency and wants to apply to summer program. Wants us to get to know his organization, can we visit?</p>	<p>Answer(s): DEEL staff do not visit organizations who are prospective Summer RFI applicants to get to know their programming.</p>	<p>3/12/24: Call with Mr. ██████████ (██████████ as translator)</p>	3/13/24

28	Question(s): Who reviews the application?	Answer(s): Summer applications are reviewed by DEEL staff; it is an internal review process.	3/12/24: Call with Mr. [REDACTED] ([REDACTED] as translator)	3/13/24
29	Question(s): Who do we go to on the DEEL side/EL to ask specific question?	Answer(s): Questions may be sent to DEELFunding.gov or a prospective applicant may attend a TA Session this afternoon, Tuesday, March 12, at 3pm.	3/12/24: Call with Mr. [REDACTED] ([REDACTED] as translator)	3/13/24
30	Question(s): These word counts (in the PPT slide) do not match what is on the Word document that was provided, have they been updated to reduce the word count?	Answer(s): Use the word count shown in Submittable to guide your narrative responses. Submittable allows for 1300 words in sections 1 and 3 and 3250 words in section 2.	3/12/24 Technical Assistance Session	3/13/24
31	Question(s): How do we get SPS student ID numbers?	Answer(s): You should be able to get SPS IDs during recruitment by asking students and families for this information. You can also work with Seattle Public Schools via data sharing agreement to confirm student ID numbers. Seattle Public School's Partnership Office contact information can be found on page 26 of the Summer RFI Overview Document.	3/12/24 Technical Assistance Session	3/13/24
32	Question(s): If you plan to partner with multiple SPS schools, do you need to complete the (data sharing agreement) form for each? If you already have a data sharing agreement with the schools, do you need to fill the form in?	Answer(s): The SPS data sharing agreement is with the SPS District, not individual schools. We recommend confirming what is needed for your specific program by contacting Sarah Perez-Hamilton (sjperezhamilton@seattleschools.org) at SPS.	3/12/24 Technical Assistance Session	3/13/24

33	Question(s): For the optional "letter of support" attachment, you can only pick one of your partners to attach a letter from, right? And if so, does a letter from the school weigh more heavily than other partners?	Answer(s): The intention of the letter of support upload section is to show a school has agreed to host your program on their campus. If you are not offering your program on an SPS campus, this letter is not necessary.	3/12/24 Technical Assistance Session	3/13/24
34	Question(s): On the program dosage questions, do you want us to fill these fields for Year 1, or all three years?	Answer(s): You should complete the dosage questions based on Year 1. Awarded organizations will have the opportunity to make changes to schedule, hours, etc. in future contract years.	3/12/24 Technical Assistance Session	3/13/24
35	Question(s): Regarding council districts served: our program takes place in district 2 but we have students living in multiple districts participating in the program.	Answer(s): DEEL is looking at the districts served, so you should include the districts that you anticipate the students to be coming from.	3/12/24 Technical Assistance Session	3/13/24
36	Question(s): We are a church affiliated program. Most of our families are low income. We want to provide time for students to be away from screentime. Regarding partnerships, do we need to show what we've done for the last 7 years?	Answer(s): In section 1 you are asked to provide information about the programming your organization has provided. In terms of partnerships, we are asking you to indicate what partnerships you have and how they are influencing your program (providing space, resources, etc).	3/12/24 Technical Assistance Session	3/13/24
37	Question(s): I see that its optional to attach a sample budget. Are there any specific disallowable costs?	Answer(s): DEEL does not have an official list of disallowable costs. It is recommended that you consider how you justify all costs in relation to the services that you provide.	3/12/24 Technical Assistance Session	3/13/24

38	Question(s): Should we discuss the budget for Year 1 or all 3 years?	Answer(s): Your narrative response should be focused on Year 1 budget only.	3/12/24 Technical Assistance Session	3/13/24
39	Question(s): Do applicants need to show that they have matching funds?	Answer(s): DEEL does not require that organizations match any portion of the requested budget. It is recommended that organizations articulate in Section 2 any additional fund sources that are being used to fund the program.	3/12/24 Technical Assistance Session	3/13/24
40	Question(s): Is it necessary to provide a letter of reference from other organizations?	Answer(s): There is no requirement to provide a letter of reference or support unless you are planning to utilize a school or partner's physical space to host your program.	3/12/24 Technical Assistance Session	3/13/24
41	Question(s): Is it necessary to change our insurance policy?	Answer(s): Page 9 of the RFI identifies required documentation, including insurance. It is recommended that you share that information with your insurance company to determine if you will need to make changes to your current coverage.	3/12/24 Technical Assistance Session	3/13/24
42	Question(s): Do we have to show that we have the required insurance when we submit our application in Submittable?	Answer(s): This is not required during the application process. Organizations that are awarded funds will be asked to provide proof of insurance during the contracting process.	3/12/24 Technical Assistance Session	3/13/24
43	Question(s): I'm writing with a question about the hours requirements for applicants. We run a summer internship that meets all the other requirements but doesn't meet for at least 20	Answer(s): As stated on page 6 of the Summer RFI, a program must meet both the 4 week and 20 hours per week minimum criteria for all	Sent: Tuesday, March 12, 2024 4:23 PM To: DOE_DEELFunding < DEELFunding@seattle.gov >	3/13/24

	<p>hours a week. Some weeks are lower intensity and some are higher. Across the whole program, it would average out to about 20hours per week. Are we still eligible to apply or is this a set weekly minimum?</p>	<p>students participating in the program. We acknowledge your circumstance, however, the same criteria must be applied to all applicants.</p>		
44	<p>Question(s): I hope this email finds you well. I am writing to inquire about the upcoming Summer Learning Program Funding opportunity and seek clarification regarding the application process.</p> <p>Our organization is interested in applying for funding under two focus areas: Social Emotional Learning and Enrichment, as well as College and Career Readiness. We believe that addressing both of these areas is crucial for the holistic development and success of the students we serve.</p> <p>Could you please advise us on whether we should submit separate applications for each focus area or if we can include both within a single application? We want to ensure that our application aligns with the guidelines and requirements of the funding opportunity.</p>	<p>Answer(s):</p> <p>Thank you for your email. As stated on page 5 of the Summer RFI Overview: Applicants should select the area <u>most</u> reflective of the program or service they intend to provide and draft their RFI proposal accordingly and, on page 12, in the general information section, applicants may also select a secondary focus area that complements their primary focus area in the same application.</p>	<p>Sent: Wednesday, March 13, 2024 12:15 PM</p> <p>To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/14/24
45	<p>Question(s):</p> <p>Are there any restrictions on the types of items you can request funding for? For example, can you request funding for a passenger van or computers or other technical equipment if they are needed to enhance your program?</p>	<p>Answer(s):</p> <p>Thank you for your email. DEEL does not place any restrictions on the types of items CBOs can request funding for, whether they be personnel or non-personnel needs. Section 2, question 5 asks applicants to provide a narrative response on how they intend to use the funds they are requesting, and how these funds help support and/or enhance program delivery. Providing a sample budget is optional and organizations may choose to upload a</p>	<p>Sent: Thursday, March 14, 2024 12:11 PM</p> <p>To: DOE_DEELFunding <DEELFunding@seattle.gov></p>	3/14/24

		sample budget using one of the two document upload slots in Submittable.		
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