



Human Services Division

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TEEN AFTER-SCHOOL DROP IN SERVICES RFP

APPROXIMATE FUNDING AVAILABLE

An estimated \$86,000 per year in funding will be available through the Teen After-School Drop In Services RFP process, which is an open competitive grants application process to fund the service and operating costs of human services programs to low- and moderate-income residents in 2025-2026.

Funding for year two is contingent upon availability of funds and satisfactory contract performance in year one. *Funding requests less than \$10,000 will not be considered.*

APPLICATION ASSISTANCE

Applications, budget, and all other required documents are due on April 11, 2024 at 4pm. Late applications and other required documents will not be accepted. Applications must be submitted and other required documents need to be emailed to Bellevue's Human Services at humanservices@bellevuewa.gov.

The City of Bellevue is excited to welcome new and returning applicants to the process. City staff are available to provide technical assistance to any applicants. **If this is your first time applying or would like additional support, we strongly recommend reaching out to City of Bellevue staff to discuss your proposal in advance of application submittal.** Though funding is limited, we do encourage all applicants to submit funding requests that will fully support the needs of the community and services proposed.

Bellevue provides and accepts applications in any languages, not limited to English.



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-2886 (voice) or email rblaw@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov. If you have any questions regarding the ADA statement above or need help, please reach out to ADA, Title VI, and Equal Opportunity Officer using the contact information above.

Please direct requests for technical assistance or questions about application submissions to Bellevue's Human Services Team at humanservices@bellevuewa.gov or 425.452.6884.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission, a seven-member group of volunteer Bellevue residents appointed by the City Council to advise on human services policy and make funding recommendations for the City. Human Services Commission meetings are open public meetings. A schedule of the meetings can be found at [Human Services Commission | City of Bellevue \(bellevuewa.gov\)](https://bellevuewa.gov/human-services-commission). Each meeting has oral communication at the beginning the meeting giving agencies the opportunity to speak directly to the commissioners. The Commission is expected to finalize their funding recommendations in September, followed by City Council consideration in November. Final allocation amounts will be approved and adopted as part of the City's overall 2025-2026 budget.

FUNDING REQUIREMENTS

REQUIREMENTS

- Agencies must comply with the City of Bellevue Agency Requirements (Attachment A)
- Items required to be submitted with application:
 - Required financial documentation (Attachment A)
 - Proof of organization's non-profit status from the IRS
 - Fiscal sponsorship, if applicable
- Items required upon contracting:
 - Insurance Certificate listing City of Bellevue as the insurer (See Attachment A for requirements)
 - Business License
 - Policies submitted at time of contracting:
 - Non-Discrimination Policy
 - Whistleblower Policy
 - Conflict of Interest Policy
 - Audit Committee
 - Internal Controls Policy
 - Records Retention Policies

FUNDING PRIORITIES

FUNDING PRIORITIES

The City of Bellevue recently completed its *2023-2024 Human Services Needs Update and 2024-2030 Human Services Strategic Plan*. They can be [downloaded](#) from the City's website.

In the 2024-2030 Human Services Strategic Plan, the Bellevue City Council adopted priorities for funding:

- Programs that provide Culturally and Linguistically Specific Services. (Culturally and Linguistically Specific Services are defined as services that are designed for a particular linguistic or cultural community and delivered by individuals from that community. This is different than culturally responsive services that values diversity, understand differences, and develops services and supports to meet the unique needs of each community.)
- Joint proposals that incorporate collaborative efforts to solve complex systemic issues.
- Funding service gaps for the most marginalized communities.

FURTHER CONSIDERATIONS

- Agencies are required to provide culturally responsive services. In addition to providing translated information and interpretation, agencies should consider hiring staff that best meet the needs of the

community, including those who are bilingual and bicultural.

- In order to sustain the human services continuum, Bellevue's City Council adopted the best practice of a standardized 20% for indirect/administrative costs in Bellevue human services contracts.
- Programs are encouraged to seek funding from multiple sources and not rely on City of Bellevue funding alone.
- A rubric will be completed for each application and provided to commissioners. (Attachment B)
- Human Services staff will calculate a cost per services unit by dividing the requested funding amount by the number of service units projected with the funding.
- The City Council's Vision Statement says, "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 competence in these areas.
- Agency must conduct background checks on all agency staff that are involved in the program either directly or who have access to confidential information and those individuals must pass the criminal background check. Staff can provide additional details.
- Reimbursement: Bellevue will be offering several methods of reimbursement. Agencies will have the ability to choose the method that works best for their agency at the time of contracting and can be adjusted throughout the process if the agencies' needs change. We will default to quarterly unless your agency opts into one of the other options.
 - 1) Quarterly reimbursement: This is the default process that most agencies use to receive payment. Your agencies will submit reports into share1app quarterly and will receive a quarterly reimbursement.
 - 2) Monthly reimbursement: Your agency has the option to submit reports monthly and receive a monthly reimbursement. This will require your agency to submit reports along with back-up directly to Bellevue staff for the months that quarterly reports are not due and submit your quarterly report into Share1 app. Staff will provide more direction after funding is awarded if your agency chose this option.
 - 3) Advanced Payment: Your agency can request advanced payment of 25% of your award upfront and can request more funding as the contracted services are provided. This will require your agency to submit monthly reports along with back-up directly to Bellevue staff for the months that quarterly reports are not due and submit your quarterly report into Share1 app. In addition, your agency will be required to sign formal agreements and submit an additional request form for funding. Staff are available to provide more details about the guidelines for advance payment upon request.

DEFINITIONS

Culturally and Linguistically Specific Services: Services that are designed for a particular linguistic or cultural community and delivered by individuals from that community.

Culturally Responsive Services: Services that value diversity, understand differences, and develop services and supports to meet the unique needs of each community.

Disparities: One group is systematically faring worse than another for reasons that are not due to the group's needs, eligibility, or preferences.

Historically Marginalized Communities: Communities that have been systemically underserved and have faced systemic disadvantages and discrimination due to their identity, including Black, Indigenous, and People of Color (BIPOC), LGBTQIA2S+ individuals, immigrants and refugees, and

people with disabilities. These communities often experience limited access to resources, opportunities, and equitable services, leading to disparities in areas such as housing, education, employment, and healthcare.

Indirect/Administrative Costs: Costs that are connected to shared objectives of an organization that are not tied with a particular grant activity but are essential to an organization's functioning. Examples include rent and other facility expenses and human resources or finance functions that provide support across an organization. Fundraising expenses are not allowable expenses for human services contracts.

Attachment A
City of Bellevue Agency Requirements

Minimum Insurance Requirement:

- Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.
- Business Automobile Liability Coverage with limits not less than \$1,000,000 per accident for any auto.
- Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
- Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
- Commercial General Liability policies must be endorsed to include the City, its officials, employees and volunteers as additional insureds.

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

- 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
 - 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 does not have a 501(c)3, here are the financial documentation requirements:

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
- Provide proof of current registration as a Washington State Charitable Organization

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 proof of current registration as a Washington State Charitable Organization
- Provide an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

If your organization has a 501(c)3, here are the financial documentation requirements:

Budget:

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

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide 990-N completed for preceding accounting year

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

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- 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 proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- 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 proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide **both** 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.

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

For Profit Guidelines and Requirements:

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>

Attachment B
City of Bellevue Rubric

2024 City of Bellevue Human Services Rubric

Agency/Program: XXXX
App # ##

Goal # #

AGENCY NAME .

PROGRAM NAME

1. PRIORITY QUESTIONS

Does this program provide culturally and linguistically specific services? YES ☐ NO ☐

Does this program address a gap for the most marginalized communities? YES ☐ NO ☐

Does this program address one of priorities adopted by the Commission?
YES ☐ NO ☐

Is this application in partnership with another agency? YES ☐ NO ☐

Has this **agency** ever received Human Services funding from the City of Bellevue?
YES ☐ NO ☐

Has this **program** ever received Human Services funding from the City of Bellevue?
YES ☐ NO ☐

Comments: