



NOTICE OF FUNDING AVAILABILITY

Financial Literacy

Workforce Development

Release Date: Friday August 18, 2023

Due Date: Friday, September 15 , 2023

Community Services Division

Federal Way City Hall

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Federal Way, WA 98003

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I. AVAILABILITY OF FUNDS

The City of Federal Way is issuing a Notice of Funding Availability (NOFA) to solicit applications to provide social services for Federal Way residents. Funds are made available through the American Rescue Plan Act (ARPA) funds via lost revenue; the funds are not considered federal. City Council allocated funds to aid in addressing community needs throughout the pandemic and while entering recovery. The funding made available via this application focuses exclusively on the following areas:

- Financial Literacy
- Workforce Development

Total Available Funding: \$650,000

Funds will be available from January 2024 through December 2026 with a \$150,000 minimum request and award.

As ARPA funds require obligation of funding by the end of 2024, meeting performance targets and expenditures are essential. In addition to regular quarterly reports, organizations awarded funding through 2026 will be required to submit an evaluation and report of the program's practices and performance by June 30, 2024. If there are program delays, the City may require an improvement plan or other measures to meet performance and financial targets. If performance is still not met following the implementation of other measures, termination of the award may occur and funds reallocated to ensure the funds are not lost and may continue to support residents.

II. ANTICIPATED TIMELINE

Dates are subject to changes due to number of applications and evaluation and recommendation process. Notice will be provided if the timeline changes.

Friday, August 18, 2023	<p>NOFA published in the Federal Way Mirror, the City’s newspaper of record.</p> <p>NOFA is issued to known interested applicants via a listserv, and posted on the City’s website at: https://www.cityoffederalway.com/page/social-services-grants-and-funding-opportunities</p> <p>The City is using additional outreach methods.</p>
Friday, August 18, 2023 – Friday, September 8, 2023	Technical Assistance for applications available to all nonprofits.
Tuesday, August 29, 2023	<p>Hybrid Application Workshop at 2:00pm In-Person - City Hall-Council Chambers 33325 8th Avenue South Federal Way, WA 98003 Via Zoom - Meeting ID: 838 4472 8513 Passcode: 730574</p>
Friday, September 15, 2023	Applications must be received by City of Federal Way Community Services Division by 12:00pm (noon)
Friday, September 15, 2023 - Wednesday, October 11, 2023	Staff completion of technical and eligibility review; Human Services Commission receives and evaluates applications by priority area for review.
Monday, October 16, 2023	Commission Meeting
Tuesday, November 14, 2023	Parks, Recreation, Human Services, and Public Safety Committee Meeting
Tuesday, November 21, 2023	Presentation of Commission recommendations to City Council, Approval

Technical Assistance:

Staff is available via email or by scheduling in-person meetings. The final date to ask questions related to the application is Friday, September 8, 2023, at 12:00pm (noon), to allow adequate time for all questions and answers to be posted online for review by all applicant organizations. Kim Bachrach is available at kim.bachrach@cityoffederalway.com or 253-835-2654.

III. ELIGIBLE APPLICANTS

1. Applicants must be either:
 - a. A qualifying nonprofit organization that currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code; or
 - b. A public organization.
2. Applicants must have a current State of Washington business license including a nonprofit endorsement for the City of Federal Way.
3. Applicants must be registered with the Secretary of State.
4. At the time of application, applicants must not be suspended or debarred and must be eligible to register for a Unique Entity Identifier (UEI) through sam.gov. An active UEI will be required for contracting. Applicants are encouraged to begin the process during the application process to avoid delays. Staff can provide limited assistance.
5. Applicants must demonstrate financial management and programmatic expertise to successfully develop, design, and implement the proposed project.

IV. DESCRIPTION OF SOLICITED SERVICES

Due to the negative impact of the COVID-19 pandemic upon economic factors causing housing instability and ability to meet basic needs, funding has been made available for applicants to assist in addressing the following separate areas of interest, which focus on averting financial crisis and improving financial stability.

1. Financial Literacy:

Financial literacy and education services are designed to help people develop a stronger understanding of financial concepts and systems while decreasing debt, improving credit scores, increasing savings/emergency funds, increasing banking access, and more. Examples of services include financial coaching, classes, or workshops.

2. Workforce Development:

Programming may focus on workforce development such as employment and education to help residents increase their income through job training and education.

Additional Information:

- Programs must serve low- to moderate-income families and/or individuals.
- Priority will be given to new or expanded services. Programs that would not be able to continue without additional funding may also apply, however, such applicants must provide an explanation of this state in the application.
- Services must be provided within the City of Federal Way. Virtual programs must address how they will provide local, in-person access if there are barriers.

Performance Measures

Organizations will report on program outputs and outcomes as described in the application. Specific numeric goals related to performance, providing outputs, and achieving outcomes will be proposed via the application and determined during contract negotiation.

V. CONTRACTING REQUIREMENTS

Any contract resulting from this application will be between the City of Federal Way and the applicant organization. Organizations must maintain nonprofit endorsements on their business license for the City of Federal Way, an active status with the Secretary of State, qualification as tax-exempt under section 501(c)(3) of the Internal Revenue Code or be a public entity, and maintain an active Unique Entity Identifier (required at the time of contracting, not application) for the duration of the agreement.

Organizations will be required to comply with the terms and conditions of the agreement. The City of Federal Way will attach Exhibits to all resulting contracts which will further specify program terms, rules, requirements, guidelines, and procedures.

All subcontracts funded as a result of the contract with the City of Federal Way must include provisions outlined by the contract with the City and must have prior approval by the City.

Organizations awarded funding will be required to maintain financial accounts and paperwork, records, documents, and other evidence directly related to the performance of the work. The City of Federal Way shall have access to such financial accounts and paperwork, records, and documents for inspection, audit, and copying for a period of six years after completion of the work.

Organizations must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.

The City of Federal Way requires each organization to carry insurance for liability which may arise with the performance of the services or work by the agency, their agents, representatives, employees or subcontractors for the duration of the contract and thereafter with respect to any event occurring prior to such expiration or termination.

Minimum insurance requirements include naming of the City of Federal Way as additionally insured and a minimum policy of \$2,000,000 per occurrence and \$2,000,000 aggregate. Further requirements will be found in the final contract.

Organizations will submit regular status reports and data demonstrating the effectiveness of services provided in achieving the programs' milestones, performance goals, and objectives. All reports shall be submitted to the City by the appropriate deadlines, to be outlined in the contract. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved. The final cutoff for all reports and supporting documentation will be determined prior to the execution of the contract and based upon the end date of the project as proposed in the application.

VI. SELECTION PROCESS

Organizations must demonstrate the capacity to meet all of the program requirements. All interested parties must submit an application explaining their proposal for services to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated. An eligibility screening will verify that: 1) an organization is eligible to apply (currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code, or is a public organization and has demonstrable expertise in the area); and 2) the proposal is complete (responds to all questions and includes all items on the checklist) and submitted on time (received by the City prior to 12:00pm (noon) on the date due).

Each application will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the application and NOFA. The Human Services Commission will forward its funding recommendations to the City Council. Notification of funding will be sent to the CEO/Executive Director of the applicant organization

VII. SUBMISSION INSTRUCTIONS AND DEADLINE

Completed applications are due before 12:00pm (noon) on Friday, September 15, 2023. All applications must be received by the City of Federal Way Community Development Department by 12:00pm (noon) on Friday, September 15, 2023, to be considered for funding. Applications must be submitted via the application portal linked at <https://docs.cityoffederalway.com/Forms/arpa-wdf12023>.

Application information:

- a. Application questions are available [here](#). Prompts are included to assist applicants with the information that should be included in each answer. Applicants may use this to draft responses and then copy responses into the online portal.
 - b. Applicants may save a draft application. To do so, applicants will be prompted to enter an email and create a password; please be sure to retain this password. A link to access the application will be emailed to the email provided; please retain this link for easier access.
 - c. Character limits include spaces.
 - d. The budget for grant funds requested will be submitted as an excel document and uploaded in the application; the template is found [here](#).
 - e. Required attachments are:
 - i. Non-discrimination policy
 - ii. Proof of organization's non-profit status
 - iii. Most recent agency budget to actuals or financial statement
 - iv. Most recent audit or financial review
 - v. Management letter accompanying most recent audit of financial review
- B. Carefully review the instructions prior to proceeding. Contact Kim Bachrach at kim.bachrach@cityoffederalway.com or 253-835-2654 if you need assistance.

- C. If funding is being sought for more than one project or in more than one focus area, submit one application per project.
- D. Incomplete or late applications will not be considered for funding.

VIII. EVALUATION CRITERIA

The Human Services Commission will use the evaluation criteria listed to inform funding recommendations to be forwarded to the Mayor and City Council for consideration.

Scoring Summary:

Application Section	Maximum points
Eligible Organization and followed Submission Guidelines	Eligible for Review
Program Description	30
Program Impact	25
Program Accessibility and Equity	25
Financial Feasibility	20
Total possible points	100