

2021 Asian and Pacific Islander Resiliency Request for Proposal

Information Session

Thursday, June 10

2:00 pm – 3:30 pm



Welcome

This presentation will be **recorded and posted** online on the HSD Funding Opportunity webpage.

Please type your name and your agency name in the chat for attendance purposes.

For those on the phone would you like to share your name and agency?

Thank you!

Housekeeping

- Please mute if you are not speaking
- Feel free to turn on your camera. Presentation will be recorded, posted online and subject to public disclosure
- Please hold questions to the end



Today we will talk about:

- Timeline
- RFP Highlights
- Who can apply?
- What does the RFP fund?
- Application
- Submission process
- What happens after applications are submitted?
- Tips
- Questions?



Timeline

Activity	Timeline
Funding Announcement	Friday, June 4, 2021
Webinar Information Session	Thursday, June 10, 2021
Last Day to Submit Questions to HSD	Friday, June 18 at 12:00 p.m. (noon)
Application Deadline	Friday, June 25 at 12:00 p.m. (noon)
Tentative Notification	Monday, July 26, 2021
Contracts Start	August 15, 2021



RFP Highlights

- Council ordinance – Asian American and Pacific Islander Community Investments
- Services must be in Seattle
- \$300,000 one-time funds
- Up to \$50,000
- Intent is to fund small Community Based Organizations
- Applications Due: **Friday, June 25 at 12:00 p.m. (noon)**
- Contracts: August 15, 2021 – July 31, 2022



Who can apply?

- Applicant or fiscal agent must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant or fiscal agent must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant or fiscal agent must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant or fiscal agent is a federally-recognized or Washington State-recognized Indian tribe.
- Or, If the applicant or fiscal agent is a public corporation, or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.



What does the RFP fund?

- Activities that lead to one or more of the following outcomes (see Appendix A):
 - People understand racism
 - People feel safe
 - Communities are supported
 - Communities are unified



People Understand Racism

- Activities that support opportunities for people to learn about racism, bias, historical trauma, systems of oppression, etc. Examples include, but not limited to,:
 - Educational workshops
 - Listening sessions



People Feel Safe

- Activities that give people the knowledge, tools or resources to make them feel safe. Examples include, but not limited to,:
 - Outreach
 - Bystander training
 - Neighborhood watch
 - Escort, buddy system
 - Night walks
 - Self-defense workshops
 - Language specific hotline
 - Mental health counseling
 - Trauma healing



Communities are Supported

- Activities that build trust and relationships within their community. Examples include, but not limited to,:
 - Field trips
 - Gardening
 - Game nights



Communities are Unified

- Activities that bring people from different communities together to build trust and relationships across communities. Examples include, but not limited to,:
 - Cultural events/celebrations/performances
 - BBQ/picnics
 - Peace circles
 - Town Halls



What does this RFP Fund?

- Activities are not limited to the list.
- You may propose activities that meet the needs of your community if they also result in the outcomes mentioned.
- Unallowable activities include funding police or police-related activities.



Proposal

- Who are you? (30 points)
- Who will benefit (20 points)
- What do you want to do and how will it make a difference? (50 points)
- How will you know it made a difference? (no points)



Who are you? (30 points)

Please describe your organization.

1. Describe your organization's history, experience, and the work you do.
2. Is your organization led by people who reflect the community you intend to reach?
3. Describe your relationship with the community you intend to reach.
4. What type of organization would you consider yourself to be – small, medium or large? Please include your annual operating budget, number of paid staff and number of unpaid volunteers who support your organization.



Who will benefit? (20 points)

Please describe the population you intend to reach.

1. Describe the population you intend to reach including race and ethnicity, location/neighborhood, age group (e.g., youth, young adults, adults, older adults, families, multi-generational, etc.).
2. Does the population you intend to reach also identify as older adults, women, LGBTQ+, unhoused, undocumented, and/or immigrant or refugee or other group that makes them more at risk of experiencing racism or racist violence. Please explain.

What do you want to do and how will it make a difference? (50 points)

Please describe your proposed activity (see Appendix A for examples). Allowable activities are not limited to the list.

1. Describe the issue of racism and racist violence in your community and how the activity will address it.
2. How does the community you intend to reach inform the activity you are proposing? Describe the activity and include frequency and staff needed.
3. Describe how your activity is culturally and linguistically relevant to your community.
4. Describe how the activity will address one or more of the following:
 - People understand racism
 - People feel safe
 - Communities are supported
 - Communities are unified

How will you know it made a difference? (no points)

Please describe how you will capture and share the result of your activity.

1. Describe how you will collect information to know your proposed activity made a difference. How will you let us know? Examples may include survey, focus group, interviews, personal stories, etc.

Complete Applications

Applications must include:

- 1) A completed and signed Application Cover Sheet
- 2) A completed Narrative Response (2 page limit)
- 3) A completed Proposed Budget

*Applications will be accepted in your preferred language

*Agency's operating budget will be verified during contracting process

Submission Process

- Applications can be submitted online or via email
- No faxed, mailed or in-person submissions
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline**
- Applications are due: **June 25, 2021 by 12:00 p.m. (noon)**

How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx> - Upload your application early in case you have an issue with your internet connectivity
 - Not an online application – can't save your work
 - Upload files up to a maximum of 100 MB
 - Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - If you have trouble submitting your application via the online system, contact:
Monique Salyer: monique.salyer@seattle.gov or call (206) 256-5185.

Welcome to the Human Services Department's (HSD) Online Submission System used to submit responses to Request for Proposals (RFPs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the [RFP Submission Assistance](#) page.

Prior to submitting your response, please review the submission requirements in the RFP/RFQ document to ensure that you are submitting all required documents.

Available RFP / RFQs

HSD is accepting proposals for the following RFPs or RFQs listed below. To submit your response, click on the underlined RFP/RFQ name.

RFP/RFQ ID :	202105
Name :	Asian and Pacific Islander Resiliency RFP
Deadline :	6/25/2021 12:00:00 PM Pacific Time

How to submit your application: via email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
 - Email attachments are limited to 30 MB.
 - The subject heading must be titled: **Asian and Pacific Islander Resiliency RFP**
 - Any risks associated with submitting a proposal by email are borne by the applicant
 - Applicants will receive an email acknowledging receipt of their application

What happens after an application is submitted?

- Rating committee reviews written applications
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified



Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the Funding Process Manual
 - Violation of policies or failure to adhere to guidelines or criteria and/or procedures established in the funding opportunity
- Appeals deadlines:
 - Must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Tips

- Be specific and answer all parts of the questions
- Look at the rating criteria
- Have someone review your application
- Start early and allow lots of time for submission process
- Complete all sections of the application cover sheet



Questions?



Questions about the RFP?

- Send RFP questions to:
Angela.Miyamoto@Seattle.Gov
- All Q&A will be posted on [HSD Funding Opportunity webpage](#)
- Only written answers are official responses
- Deadline to receive questions: **June 18, 2021 by 12:00 pm**
(noon)

HSD Website

The screenshot shows the Seattle.gov website header with the Mayor's name, Jenny A. Durkan, and navigation options for language (English), search, and menu. A yellow banner at the top promotes vaccine appointments. The main content area is titled "Human Services" and includes a navigation menu with "Funding & Reports" selected. Below this is a breadcrumb trail: Home > Funding & Reports > Funding Opportunities. The main heading is "Asian and Pacific Islander Resiliency RFP". A language selector shows "English" as the active choice, with other options in various languages. The main text describes the Asian and Pacific Islander (API) community and the impact of the COVID-19 pandemic, mentioning that racism and violence against the API community increased substantially. It also notes that the King County Coalition Against Hate and Bias received 281 reports from individuals identified as Asian, Native Hawaiian or Pacific Islander in 2020. To the right, there is a section titled "RFP Materials" listing several documents in multiple languages, including English, Khmer, Korean, Lao, Vietnamese, and Traditional Chinese.

<http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities/2021-api-resiliency-rfp>