



2021 Asian and Pacific Islander Resiliency Request for Proposal

I. Introduction

Asians are the fastest growing racial or ethnic group in the United States.¹ With origins tracing back to more than 40 countries,² each group has its own history, culture, language, and experience. Pacific Islanders are also a diverse group with its own unique identities although often combined into one category with Asian – Asian and Pacific Islanders or “API.”

Racism and violence against the API community increased substantially throughout the country during the COVID-19 pandemic. An organization out of California, Stop AAPI Hate, received 6,603 incidents of verbal harassment, physical assault, civil rights violations, and online harassments from March 2020-March 2021.³ Seattle had an increase in hate crimes against Asians over the year, although many crimes are unreported.⁴⁵ From May to December 2020, King County Coalition Against Hate and Bias received 281 reports from individuals identified as Asian, Native Hawaiian or Pacific Islander.⁶ In all of 2020, Seattle Police Department’s Bias Crime Unit received 54 reports of hate crimes or non-criminal bias incidents against Asians.⁷

The City of Seattle responded to the racism and intolerance toward the API community with [Ordinance 126308](#) – Asian American and Pacific Islander Community Investments Ordinance. Through this ordinance, **Seattle Human Services Department (HSD) received \$300,000 from the General Fund to allocate to Community Based Organizations (CBO) to address the issue of racism and intolerance toward the API Community.**

¹ Pew Research Center. (2021, April 9). Asian Americans are the fastest-growing racial or ethnic group in the U.S. <https://www.pewresearch.org/fact-tank/2021/04/09/asian-americans-are-the-fastest-growing-racial-or-ethnic-group-in-the-u-s/>.

² Asian Pacific Institute on Gender-Based Violence. Census Data and API Identities. <https://www.api-gbv.org/resources/census-data.api-identities/>.

³ Stop AAPI Hate. (2021, May 6). Stop AAPI hate national report. <https://stopaapihate.org/wp-content/uploads/2021/05/Stop-AAPI-Hate-Report-National-210506.pdf>

⁴ KUOW/NPR. (2021, March 5). Anti-Asian hate crimes on rise in Seattle area, police say. kuow.org/stories/seattle-police-report-rising-trend-in-anti-asian-hate-crime.

⁵ KIRO7. (2021, April 5). Why anti-Asian hate crimes go unreported. <https://www.kiro7.com/news/local/why-anti-asian-hate-crimes-go-unreported/4NQP7CNMLBCYJBEJ63UUOPZWHU/>.

⁶ King County’s Office on Equity and Social Justice, personal communication, May, 12, 2021.

⁷ Seattle Police Department Bias Crime Unit, personal communication, May 13, 2021.

During community conversations, CBOs and volunteer-led grassroots organizations said the following outcomes are important in building API community resilience:

- People understand racism
- People feel safe
- Communities are supported
- Communities are unified

Activities that drive to these outcomes will be considered for funding through this Request for Proposal (RFP). Appendix A details outcomes, strategies and activities. 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 listed above.

Up to \$50,000 may be available per organization. You may be a fiscal sponsor for other organizations and also propose your own activity. The intent is to fund small Community Based Organizations.

Awards are intended to be *one-time only* and will be made for the period of August 15, 2021 through July 31, 2022. All awards are based on funding availability.

II. Timeline

Funding Opportunity Released	Friday, June 4, 2021
Webinar Information Session (Participation is not mandatory and registration is not required)	<p>Thursday, June 10, 2021 2:00 p.m. - 3:30 p.m.</p> <p>Join from the meeting link https://seattle.webex.com/seattle/j.php?MTID=m8495db3a15c96c5d806dcb4acee00fff</p> <p>Join by meeting number Meeting number (access code): 187 171 7321 Meeting password: jiDMPPq2P85</p> <p>Tap to join from a mobile device (attendees only) +1-206-207-1700,1871717321## United States Toll (Seattle) +1-408-418-9388,1871717321## United States Toll</p> <p>Join by phone +1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll</p>
Last Day to Submit Questions	Friday, June 18, 2021 at 12:00 p.m. (noon)
Application Deadline	Friday, June 25, 2021 at 12:00 p.m. (noon)
Planned Award Notification	Monday, July 26, 2021
Contract Start Date	Sunday, August 15, 2021

***HSD reserves the right to change any dates in the RFP timeline as needed.*

Please contact Angela Miyamoto, RFP Coordinator, via email with any questions about this RFP or to request an accommodation for the information session: Angela.Miyamoto@Seattle.Gov

All materials and updates to the RFP are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

III. Eligibility Requirements

Applications for HSD funding opportunities will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- 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.

IV. Selection Process

This RFP is competitive. All interested parties must submit a complete application packet consisting of the three documents below by **Friday, June 25, 2021 at 12:00 p.m.** (noon) to be considered for funding:

- 1) Application Cover Sheet (Attachment 1)
- 2) Proposed Budget Sheet (Attachment 2)
- 3) Two-page Proposal, no more than 1000 words (Section V)

Proposals must be submitted through the HSD Online Submission System or via email. Due to COVID-19, no faxed, mailed, or hand-delivered proposals will be accepted.

1. Via HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) HSD advises uploading proposal documents at least several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. For questions, comments or assistance with the Online Submission System, please contact Monique Salyer: monique.salyer@seattle.gov or call (206) 256-5185.

OR

2. Via 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.

HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement. Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.

V. Proposal and Rating Criteria

The proposal consists of the following sections and questions. Responses should be no more than 2 pages, no more than 1000 words, typed or word processed on a letter-sized (8 ½ x 11-inch) sheet. Please use one-inch margins, single spacing, and minimum size 11-point font. Applications will be accepted in your preferred language.

Applications will only be rated on the responses to questions below. **Do not** include a cover letter, brochures, or letters of support. The intent is to fund small organizations. The agency's operating budget will be verified during the contracting process.

Section	Questions
Who are you? (30 points)	Please describe your organization. <ol style="list-style-type: none">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.

	<p>Rating Criteria:</p> <ul style="list-style-type: none"> - Clearly describes the organization’s history, experience, and work. - Organizations are led by people who reflect the community they intend to reach. - Organizations have a strong relationship with the community(ies) they intend to reach. - Clearly describes the type of organization they are – small, medium, or large. <p>High (20-30): Effectively addresses all and/or most of the criteria Medium (10-19): Adequately addresses most of the criteria Low (0-9): Does not meet and/or address the criteria</p>
<p>Who will benefit? (20 points)</p>	<p>Please describe the population you intend to reach.</p> <ol style="list-style-type: none"> 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. <p>Rating Criteria</p> <ul style="list-style-type: none"> - Services must be located in the City of Seattle - Clearly describes race and ethnicity, location/neighborhood, and age group of participants. - Identifies Asian, Pacific Islander, and/or Native Hawaiian as the primary focus for services. - Focus population also identifies as older adult, women, LGBTQ+, unhoused, undocumented, and/or immigrant or refugee, or other group more at risk of experiencing racism or racist violence. Clearly describes how another identity makes them more at risk of experiencing racism or racist violence. <p>High (14-20): Effectively addresses all and/or most of the criteria Medium (7-13): Adequately addresses most of the criteria Low (0-6): Does not meet and/or address the criteria</p>
<p>What do you want to do and how will it make a difference? (50 points)</p>	<p>Please describe your proposed activity (see Appendix A for examples). Allowable activities are not limited to the list.</p> <ol style="list-style-type: none"> 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? 3. Describe the activity and include frequency and staff needed. 4. Describe how your activity is culturally and linguistically relevant to your community. 5. Describe how the activity will address one or more of the following:

	<ul style="list-style-type: none"> - People understand racism - People feel safe - Communities are supported - Communities are unified <p>Rating Criteria- A strong application meets all the criteria listed below:</p> <ul style="list-style-type: none"> - Clearly describes the issue of racism and racist violence and how the proposed activity(ies) will address it, including frequency and staff needed to support the activity (paid staff, volunteers). - Clearly describes how the activity(ies) is informed by community members and/or community needs. - Clearly describes how the activity(ies) will be culturally and linguistically relevant. - Clearly connects activity(ies) to one or more of the following: people understand racism; people feel safe; communities are supported; communities are unified. <p>High (34-50): Effectively addresses all and/or most of the criteria Medium (17-33): Adequately addresses most of the criteria Low (0-16): Does not meet and/or address the criteria</p>
<p>How will you know it made a difference? (no points)</p>	<p>Please describe how you will capture and share the result of your activity.</p> <ol style="list-style-type: none"> 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. <p>This section will not be rated. Information will help raters understand your proposed activity and how you will share the result of the activity.</p>

City of Seattle
Human Services Department



2021 Asian and Pacific Islander Resiliency RFP
Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:		Title:	
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> Faith-based <input type="checkbox"/> Other (Specify):			
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Funding Amount Requested: (Up to \$50,000)			
10. Would you like funding if we are unable to allocate your full request?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
11. What is the minimum amount you need to provide the activity(ies) you propose?			
12. Focus Population(s) program will serve (check all that apply; those checked should match who you will serve in the narrative):	<input type="checkbox"/> Asian, specify ethnicity: <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander, specify ethnicity: <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Other, please specify:		

13. Is the focus population also one or more of the following (check all that apply; those checked should match who you will serve in the narrative):	<input type="checkbox"/> Older adults <input type="checkbox"/> Women <input type="checkbox"/> LGBTQ+ <input type="checkbox"/> Unhoused <input type="checkbox"/> Undocumented <input type="checkbox"/> Immigrant and/or refugee <input type="checkbox"/> Other, please specify:
14. Program outcome (check all that apply; those checked should match the narrative):	<input type="checkbox"/> People understand racism <input type="checkbox"/> People feel safe <input type="checkbox"/> Communities are supported <input type="checkbox"/> Communities are unified
15. City Council district(s) for your program location? Council district search page	
<p>Fiscal Sponsor (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.</p> <p>Signature of fiscal sponsor representative: _____ Date: _____</p>	
<p>Authorized physical signature of applicant/lead organization</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding. I read, understood, and agreed with HSD's requirements found on HSD's Funding Opportunities webpage including the agency minimum eligibility requirements, contracting requirements, funding opportunity selection process, appeal process, culturally responsive services, guiding principles, and master agency services agreement.</i></p> <p>Name and Title of Authorized Representative: _____</p>	
<p>Signature of Authorized Representative: _____ Date: _____</p>	



City of Seattle
Human Services Department
2021 Asian and Pacific Islander Resiliency
Request for Proposal
Proposed Budget
August 15, 2021 - July 31, 2022

Applicant Name:	
Proposal Name:	

ITEM	AMOUNT
Salary(ies)	
Office Supplies - printing, postage, and general supplies, etc.	
Operating Expenses - computers, other technology expenses (not internet) and other expenses related to providing services	
Rent	
Travel – mileage and parking	
Insurance	
Utilities – electric, internet, phone, etc.	
*Facilities and administration	
Other expenses (please specify)	
Total	

* Costs referred to as overhead or administrative costs. These are actual costs incurred to conduct the normal business activities of an organization and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share.

Awardees will need to use the Seattle Human Services Department budget form during the contracting process.

Appendix A

Outcome	Strategy	Activity Examples
People understand racism	Activities that support opportunities for people to learn about racism, bias, historical trauma, systems of oppression, etc.	<ul style="list-style-type: none"> - Educational workshops - Listening sessions
People feel safe	Activities that give people the knowledge, tools or resources to make them feel safe	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Field trips - Gardening - Game Nights
Communities are unified	Activities that bring people from different communities together to build trust and relationships across communities	<ul style="list-style-type: none"> - Cultural events/celebrations/performances - BBQ/picnics - Peace circles - Town Halls

*Unallowable activities include funding police or police-related activities.