

2026 RFP Guideline

Equitable Development Initiative



Fig 1: Tubman Health Center South Seattle

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ABOUT SEATTLE EQUITABLE DEVELOPMENT INITIATIVE FUNDING

The City of Seattle Equitable Development Initiative (EDI) funds projects that help prevent displacement and improve access to opportunities for historically marginalized communities in Seattle.

Seattle EDI was envisioned by community organizations as a response to the displacement pressures and historical lack of investment that has occurred in communities of color in Seattle. While Seattle is actively planning for equity across the city, displacement pressures persist, and communities need additional tools to stabilize existing communities and neighborhoods.

In 2015, the Office of Planning and Community Development (OPCD) and the Seattle Office for Civil Rights (OCR) convened a Race and Social Equity Task Force (RSET). The Task Force included community leaders from three neighborhoods experiencing very high risk of displacement: The Central Area, Chinatown/ International District, and Southeast Seattle. Their input helped shape key city plans and strategies, including the Comprehensive Plan, Growth Strategy, and Equitable Development Implementation Plan.

City Council adopted this plan along with equitable development funding strategies to support displacement mitigation efforts. Together, they focus on six “Equity Drivers” that guide investments and actions to promote equitable development.

For more information, view the ***EDI Equity Drivers***, the ***Equitable Development Implementation Plan***, and the ***EDI Development Financial Investment Strategies***

SEATTLE EDI 2026 FUNDING DETAILS

EDI funding is available for two different kinds of proposals in this funding round:

1

\$7.1 Million Dollars for Shovel-Ready Capital Projects



Funds are prioritized for “shovel-ready,” projects, which EDI defines as:

- Permits are issued
- Construction is ready to begin
- EDI funding is the final (or near-final) funding needed
- The project can be completed by 2028

Applicants seeking funds for projects in earlier phases may apply but should provide a detailed timeline supported by documentation demonstrating project completion by the end of 2028. Priority will be given to applicants that are able to demonstrate their ability to complete their project, enter into operations, and begin delivering public benefit services by the end of 2028, and where EDI funds will complete all capital fundraising needed.

There is no maximum request amount. Capital funds will be awarded to up to 4 projects. EDI funds are eligible to be used to support capital activities, including qualifying acquisition, predevelopment and construction costs.

Capital funding applicants should submit a request that reflects the actual anticipated funding needs to complete the project. Organizations applying for capital funds can also apply for up to two (2) years of capacity building funds (\$75,000 per year for \$150,000 total).



2

\$300,000 Dollars for new EDI Capacity Building Projects



Capacity building funding will be awarded to up to 4 new projects, with a maximum request of \$75,000 for a funding period of one year (dates).

Capacity building funds for new EDI recipients are suitable for organizations who are very early in their process of planning for a future facility. EDI capacity building funds may be used to support organizational development, project visioning and community engagement, and early project due diligence necessary in forming and planning a capital project.

Once awarded and contracting requirements are met, new projects awarded with capacity building funds will be eligible to apply to a separate pool of funding reserved for active EDI projects, including capacity building and capital funding.

Distinctive Features of EDI Funding

Community-Led: EDI expects that community-led capital projects involve a multi-year process of building capacity, engaging community and project partners, developing a project, and overseeing implementation and reporting.

Multiple Funders: EDI considers an applicant's existing and potential funding sources when making funding decisions and prioritizes projects that have secured or are actively pursuing multiple funding sources. 2026 EDI capital funding is intended to complement other resources and to fill funding gaps.



Historic and/or Active Displacement: EDI funding is available to organizations or coalitions led by impacted communities that are working to advance economic and racial equity in areas at high risk of displacement. Priority is given to communities that have historically been affected by policies limiting opportunities for people of color (such as redlining, restrictive covenants, anti-bligh policies, and those currently experiencing, or most vulnerable to, displacement due to Seattle's growth. Strong proposals clearly show how the project supports key Equity Drivers identified in the Equitable Development Implementation Plan.

For more information, view the ***EDI Equity Drivers***.

Requirements of EDI Funding



Nonprofit Organization



Applicant organizations must have Washington State nonprofit status. Organizations seeking capacity building funds only, may have a fiscal sponsor with Washington State Nonprofit status or 501c3 nonprofit status. EDI allows fiscal sponsors only for early phase capacity building and not for capital projects.

Project Location



The project must be located in Seattle and primarily serve residents of Seattle.



Public Benefits

EDI funding is not a gift of funds.

The City's investment of public funding is returned by the Recipient in the form of public benefits. Public benefits can be described as programs and services to the community consistent with the City of Seattle's Equitable Development Initiative goals.



Securitization

The City will require that its interest be recorded on the property title in the form of covenants and deed restrictions, to ensure that the site is used for long-term public benefits for the duration defined in the EDI capital contract. The duration of the agreement will be defined by the funding amount, project size, and anticipated value of public benefit programs and services to be provided by the Recipient.



Non-Housing, Community Uses

Funding is prioritized for non-housing uses. Projects with a housing component must include a non-residential community-serving use that provides public benefit, to be described in the EDI agreement as "Services."



Property Ownership and Site Control



Recipient must have, or plan to obtain, site control of the project site. As a program that seeks to preserve community assets and mitigate displacement pressures in the long-term, EDI defines site control as:

- Outright ownership of the property by the Recipient organization, or an ownership stake in the property as part of partnership with other community-based organizations, or
- An executed agreement to purchase or Letter of Intent to purchase

If an alternative ownership or long-term lease is contemplated for a project, a description of the lease structure should be provided and why ownership is not an option.

Additional securitization will be recorded on the property title, such as a Right of First Offer to the City, granting the City the right to make the first offer to purchase the property if the Recipient defaults, including if the owner seeks to sell the property during the Recipient's contract and monitoring term.

Applicants may apply for funding but must be aware that projects with a Recipient ownership stake will be prioritized in evaluation for awards.



Commercial Prevailing Wage Labor



Because EDI funds are a public funding source, construction labor is subject to Washington State Commercial Prevailing Wage registration and filing requirements. Refer to the ***Washington State Department of Labor & Industries (L&I) Public Works Projects website*** for more information.



Insurance Requirements



The City requires commercial general liability, worker's compensation, and automobile liability insurance policies to be held by the Recipient and renewed annually as defined during the contracting process. Coverage minimums and additional insurance are determined by the City's risk assessment during contracting for funds. Builder's Risk insurance is required for construction projects.



Compliance With Other City Department and Public Funder Requirements



Recipients must be in good standing on all current contracts, grants, or loans from other public funders and City departments.

ELIGIBLE USES

Capacity Building Funding:

Capacity-building funds are intended to support Recipient organizations to achieve successful outcomes in their long-term capital projects. Recipients must link fund use to specific deliverables and benchmarks that directly advance their EDI project goals. General organizational capacity or general operations are not eligible under this grant.

Eligible Capacity Building Costs:

- Administrative and staff time in support of project planning and delivery. The capacity building budget may include up to 12% overhead on this staff time.
- Professional and technical consulting services in support of project planning and delivery.
 - Design and feasibility studies
 - Capital fundraising training and planning
- Community engagement and research processes that help understand community space needs or inform the project.
- Operational tools utilized for project advancement.
- Development and testing of pilot program that support operational planning for the facility after project completion.

Ineligible Capacity Building Costs:

- Regular organizational operating costs
- Rent and other indirect expenses
- Construction of any kind is NOT eligible under capacity building contracts and is only eligible if included in the capital contract.

Capital Funding:

EDI Capital funding may be utilized for the full range of real estate development costs that comprise a capital project scope, including acquisition, predevelopment, and construction.

Eligible Capital Costs:

- Acquisition costs: For property acquisitions the City may only contribute funds equivalent to the appraised value, regardless of purchase price.
- Appraisal: For acquisitions, EDI is required to order a third-party appraisal.
- Closing and escrow fees, where applicable.
- Project consultants and contractors, including legal fees for the project.
- Reviews and approvals by authorities having jurisdiction (AHJ) such as permits, inspections, licenses for operating certain types of facilities.
- Recording fees, for documents recorded on title.
- The City's loan policy of title insurance.
- Owner's insurance policies as required by the City of Seattle.
- Construction costs (subject to Commercial Prevailing Wage Labor requirements).
- Fixed equipment and systems.
- Bonds.
- Property taxes during development may be eligible if the project is in active development with a clear timeline to completion.
- Utility fees/costs during construction.
- Financing expenses, construction loan interest.

Ineligible Capital Costs:

- Staff time and overhead expenses.
- Upfront earnest money payments on acquisitions, prior to closing. Earnest money can only be reimbursed at or after closing.
- Repayment of bad debts.
- Moveable furniture, fixtures, and equipment, with some exceptions to be reviewed on a case-by-case basis with the EDI Project Manager. Generally, furniture is NOT eligible.
- Rent and indirect expenses.

FUNDING APPLICATION SCHEDULE



May 1, 2026

RFP Application Opens

May 13, 2026 5:00pm

Optional Information Session 1 of 2

June 1, 2026 10:00am

Optional Information Session 2 of 2

June 8, 2026 5:00pm

Deadline to Complete Eligibility Screening and to Schedule Technical Assistance

June 16, 2026

Deadline for Questions

June 22, 2026 11:59pm

APPLICATIONS DUE

June 23 - August 14, 2026

Review, Deliberation, and Decision-Making

September 15, 2026

Announcement of Award(s)



Technical Assistance

Applicants are encouraged to use Technical Assistance (TA), available at no cost. TA Advisors provide guidance and feedback to help applicants strengthen their applications. **The deadline to request a TA Advisor is June 8.**

TA Advisors will be able to:

- Discuss your project idea for EDI alignment;
- Review your draft application materials and provide feedback
- Provide high-level edits on your draft proposal.

TA Advisors will not be able to:

- Help you design your project idea or
 - Draft your application responses.
-
- Applicants will have the opportunity to receive up to five hours of support from a TA Advisor.
 - Applicants will be matched with a TA Advisor upon filling out the Eligibility Screening below before June 8.

HOW TO APPLY FOR EDI FUNDING

STEP 1: Complete the Eligibility Screening

Organizations interested in applying must complete the **2026 EDI RFP Eligibility Screening** and meet funding eligibility requirements to receive a link to the RFP application portal at the end of the questionnaire.

Applicants are required to complete the eligibility screening by June 8.

Organizations interested in applying must be able to answer “yes” to the below questions to be eligible to apply:

- *Does your organization operate, or plan to operate, in Seattle and benefit Seattle residents?*
- *Is your organization a Washington State nonprofit, or does your organization have a fiscal sponsor with Washington State Nonprofit status or 501c3 nonprofit status? Note: EDI allows fiscal sponsors only for early phase capacity building and not for capital projects.*
- *Is your organization requesting EDI project funding to support the physical development of a long-term community facility (not ongoing programs or operations)?*
- *Is your organization in good standing on all current City of Seattle contracts, grants, or loans (or does not have any)?*
- *Is your organization and project led by and serving communities most impacted by displacement, and aligned with advancing economic and racial equity?*
- *Does your project deliver public benefits aligned with at least three EDI Equity Drivers?*
- *Does the project include community-serving, non-housing uses that provide public benefits?*

Organizations seeking capital funding must also be able to answer “yes” to the following:

- *My organization owns the project site or has a clear plan/pathway to secure ownership.*
- *My project is “shovel-ready,” meaning:*
 - *Permits are obtained*
 - *Construction is ready to begin*
 - *EDI funding is the final (or near-final) funding needed*
 - *The project can be completed by 2028.*

OR

- *My organization’s funding request includes acquisition funding and can provide a detailed timeline supported by documentation demonstrating project completion by the end of 2028.*
- *My organization understands and accepts Washington State prevailing wage (L&I) requirements for construction funding.*

STEP 2: Schedule Technical Assistance

You will automatically be matched with a TA Advisor based your application type if you complete your eligibility screening no later than June 8. Please allow up to two business days to receive your TA assignments. Due to the time needed for technical advisors to provide meaningful support, applicants who complete eligibility screening after June 8 will not be matched for technical assistance

STEP 3: Attend an Info Session

Applicants may attend up to two optional info sessions to learn more about the EDI funding opportunity and to ask questions. Any questions can be addressed at one of the below optional info sessions, or through the OpenGov portal. See directions for setting up an account below.

INFO SESSION 1:

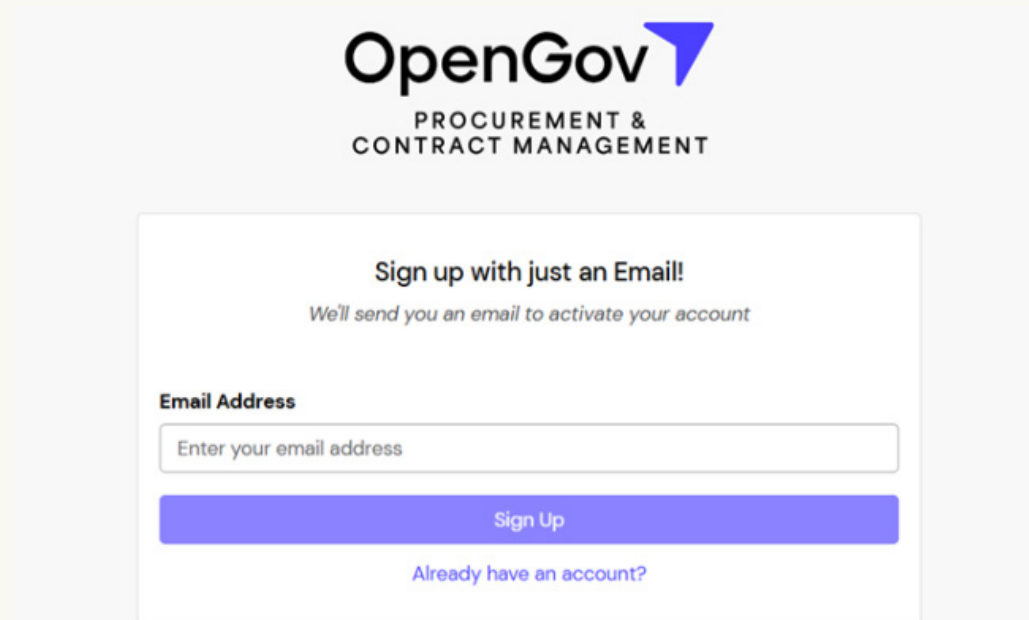
- Wednesday, May 13, 5:00-6:00 PM
- <https://teams.microsoft.com/meet/280146841676818?p=Sffu3OGkliWfMjkOMw>
- Meeting ID: 280 146 841 676 818
- Passcode: QC9g6t2T

INFO SESSION 2:

- Monday June 1, 10:00-11:00 AM
 - <https://teams.microsoft.com/meet/280146841676818?p=Sffu3OGkliWfMjkOMw>
 - Meeting ID: 280 146 841 676 818
- Passcode: QC9g6t2T

STEP 5: Create an account on OpenGov.com to access the Application Portal

Visit the City of Seattle Procurement Portal powered by OpenGov at <https://procurement.opengov.com/signup>



OpenGov
PROCUREMENT &
CONTRACT MANAGEMENT

Sign up with just an Email!
We'll send you an email to activate your account

Email Address

Enter your email address

Sign Up

[Already have an account?](#)

- For help signing up, see detailed Instructions on OpenGov ***Vendor Registration***
- Short videos for new OpenGov users
Video Guides: OpenGov Procurement Vendor Training
- Users must contact OpenGov for support. Live support will be available 4am to 7pm PT, Monday through Friday, excluding holidays.
- Chat: Click the chat bubble
- Direct Access Video Guides
OpenGov Procurement Vendor Training
- Help Center (available 24/7)
<http://support.opengov.com/>
- Email
support@opengov.com
- Phone
(650) 336-7167

STEP 6: A Complete Application Includes:

- Narrative responses answered within OpenGov
- Download, complete, and re-upload documents that are attached within OpenGov There are 4 attachments. Not all will apply to your project.
 - Capacity Building Budget
 - Capacity Building Workplan
 - Capital Project Sources and Uses Budget and Cash Flow
 - Capital Project Milestone
- Be sure to save as you go by clicking the “Save Progress” button at the upper right.

Your application is considered complete when all the steps in the application have green check marks along the left-hand side of the OpenGov portal. You must work through each of the steps before you are able to submit your application.

Stand By/Back Up Generator and Automatic Transfer Switch (GR)
Last updated by Addendum #2 on Jul 5, 2022 4:18 PM
Solicitation: Public Works
Project ID: IFB 002-21
Release Date: Monday, March 21, 2022 - Due Date: Monday, July 31, 2023 12:00pm
Posted: Thursday, March 24, 2022 1:19am
All dates & times in Eastern Time
Time Remaining: 227 days, 13 hours, 30 minutes

Proposal

1. Contact Information ✓
2. Addenda Confirmation ✓
3. Questionnaire ✓
4. Company Profile ✓
5. Submit **Ready**

Cody W Test Vendor {Demo} Proposal
Use the button below to submit your proposal
After submission, you may still revise your proposal until the submission deadline.

Contact Information ✓
Addenda Confirmation ✓
Questionnaire ✓
Company Profile ✓

Submit Proposal

**ALL APPLICATIONS MUST BE SUBMITTED BY JUNE 22, 2026 AT 11:59PM.
LATE APPLICATIONS WILL NOT BE ACCEPTED.**

You will receive a confirmation email from OpenGov when your application is submitted. See this short video on how to complete an application on OpenGov: Bid Submission

EDI 2026 FUNDING ROUND REVIEW PROCESS

Applications will be evaluated by a community review panel. The community review panel will provide a recommendation to the OPCD Director and the Mayor's Office before final funding awards are announced. Applicants may be asked to provide supplemental materials upon review by the community review panel, to validate information provided by the applicant in their application for funding.

Projects that best meet the objectives of the Equitable Development Implementation Plan and priorities outlined in this guide will be prioritized. Applications will be reviewed based on a system established by the work of Social Justice Fund NW but adapted for this EDI funding process. The review criteria includes questions in each section intended to help guide responses. Applications will be scored using a scoring rubric.

For more information on evaluation criteria and scoring, view the **[Scoring Rubric](#)**.

WHAT TO EXPECT IF AWARDED

If awarded, organizations will begin the process of EDI onboarding by engaging in the following:

- Receive an Award Letter from OPCD confirming the award amount and general terms and requirements for contracting accessing funds.
- Attend an EDI 101 Presentation with other new grantees and EDI partners.
- Work with your assigned EDI Project Manager to develop a path to contracting EDI funds.

ACCESSING FUNDS

Costs incurred prior to the contract execution date are not eligible for reimbursement.

Before accessing funds, Recipients will execute a funding agreement with the City of Seattle to accomplish the outcomes of the project.

1. Contracting Due Diligence

Typical materials required for review and acceptance by EDI to contract capital funds, include, but may not be limited to:

- Current Appraisal (ordered by EDI)
- Title Report
- ALTA Survey
- Current Phase 1 Environmental Site Assessment
- Zoning & Land Use Feasibility Study
- Permit Pathway Documentation
- Scope of Work Description
- Up-to-Date Architectural/Design Plans
- Up-to-Date Sources and Uses Budget
- Up-to-Date Project Schedule
- Executed Purchase and Sale Agreement (for acquisitions)

Significant changes to a project such as its scope, public benefits, programs or services, or ownership structure, may be considered a deviation from the proposal originally approved. In such cases, OPCD leadership may re-evaluate the funding award.

2. Disbursement of Funds

Once the funding agreement is executed, Recipients can begin accessing funds. For Acquisitions, funds are disbursed at closing. For all other uses, funds are disbursed on a progress basis and can be reimbursed when costs are incurred.

Recipients will submit an EDI Invoice for costs incurred with supporting documentation.

3. Reporting Requirements

During the project period, Recipients must provide a progress report with every EDI invoice, typically monthly and at a minimum of once per quarter.

Once construction is complete and programs and services commence, the project will enter the operations and monitoring period and the Recipient will submit annual reports to EDI documenting compliance. Annual reports are required for the duration of the funding agreement term.