

# 2024 CITY OF SEATTLE GRANTS FOR TENANT SERVICES OPPORTUNITY REQUEST FOR PROPOSAL

## I. Introduction

### Statement of Purpose

The Code Compliance Division of the Seattle Department of Construction and Inspections (SDCI) is excited to announce this Tenant Services Grants Request for Proposal (RFP). A total of **\$2,570,000** is expected to be available in 2024, pending final approval of the City's 2024 budget. Of these funds, an expected \$1,055,000 is dedicated to funding the right to legal counsel for tenants in eviction proceedings. SDCI is seeking proposals from organizations with experience and/or expertise in providing services to communities in Seattle. Organizations that are already providing tenant services are strongly encouraged to apply.

### Background

The Seattle Department of Construction and Inspections is a proud participant in the Race and Social Justice Initiative, a citywide effort to realize the vision of racial equity. We know that some of our most vulnerable residents are renters, including those that identify as immigrants and refugees, people of color, undocumented people, people with limited English proficiency, older adults, people living with disabilities, the LGBTQ+ community, students, and other young adults. The City of Seattle continues its strong commitment to serving tenants in all groups exemplified in the many laws, programs, and services it provides to help tenants, including new tenant protections at both the state and city levels and the City's Renting in Seattle program. This program aims to provide comprehensive information and resources on rental regulations in the City of Seattle, as well as tips and best practices for successful renting. In addition to laws and programs, the City has also provided longstanding grants and contracts to community partners to ensure access to tenant services for all renters in Seattle.

### Goals and Action Areas

Proposals should focus on one or more of the following goals and action areas:

#### Goal 1: Right to Legal Counsel in Eviction Proceedings

- City of Seattle funding priority,
- Guaranteeing legal counsel, regardless of ability to pay, for tenants in Seattle responding to an unlawful detainer suit, if the tenant is indigent,
- Establish process for determining and verifying the tenant's indigent status,
- Appropriate attorney organization must meet all the following criteria:
  - Has experience providing legal representation for renters advocating for their legal rights;
  - Has at least one location near the courtroom where eviction proceedings are heard, in the King County courthouse; and
  - Has the ability to provide legal services in languages commonly spoken in Seattle or has access to all necessary language translation services.

#### Goal 2: Eviction Prevention and Legal Defense

- Legal advice and representation for tenants facing eviction,
- Hosting legal clinics to help tenants receive individualized help with disputes before they are in eviction proceedings,
- Connecting tenants to financial or other assistance to help prevent eviction - proposals should not include direct cash assistance to tenants,
- Assistance with documentation, interpretation, and translation to tenants going through relocation processes such as the City's Tenant Relocation Assistance Ordinance.

Goal 3: Assist and Support Tenants in the Rental Relationship

- Guidance on how to deal with common issues facing renters, including such things as counseling, written guidance, and example correspondence,
- Legal advice,
- Conflict mediation,
- Subsidy defense,
- Payment negotiation and debt defense.

Goal 4: Supplement and Support the City's Renting in Seattle Resource for Renters

- Serve as a recipient of referrals from the City for renter's questions and request for assistance in situations that do not require City involvement,
- Provide clinics and assistance for common situations that renters can take on themselves, such as deposit returns.

Goal 5: Increase Awareness and Connect the Renting Community to Resources

- Door-to-door and other proactive outreach, education, and assistance with accessing City or other services,
- Advice and assistance with tenant organizing,
- Assisting and advocating for tenants facing problems with housing conditions or rental regulation violations,
- Partnerships with organizations serving tenants in focus communities who are less likely to access City and other services,
- Community events and trainings that educate tenants about renter protections and resources and help connect tenants to services,
- Promote Renting in Seattle Program.

**Focus Communities**

Several communities are less likely to access City services and partner services that help tenants. This may be because of language or communication barriers, a history of discrimination, a distrust or fear of government, or a lack of knowledge about the services. Focus communities for the RFP include, but may not be limited to:

- immigrants and refugees,
- communities of color,
- undocumented people,
- communities with limited English proficiency,
- older adults,

- people living with disabilities,
- the LGBTQ+ community, and
- students and other young adults.

### **Renting in Seattle Program**

To get current and comprehensive information and resources on Seattle’s rental regulations, grant partners will be required to participate in a one-day training on the Renting in Seattle Program. Date and time to be determined.

### **Elements of a Successful Project**

- Serves one or more of the goals/action areas above. Larger proposals should serve multiple goals/action areas. Smaller, targeted proposals are encouraged for one-time events or projects,
- Administered by an organization with knowledge and experience with Seattle’s tenant and landlord laws and issues, connections with other providers of services to tenants and/or specialized experience with a focus community,
- Leverages other sources of funding, volunteer time, or other resources to provide services beyond the level funded by the City,
- Includes specific strategies to serve tenants in communities who are less likely to access City and other services such as the focus communities listed above,
- Specifically targets renters within Seattle city limits,
- Provides services at locations and hours convenient to tenants,
- Works closely with City programs servicing renters and other tenant service providers to ensure accurate information, aligned work, and avoids duplicative services,
- Provides measurable results for reporting and evaluation.

Successful applications will result in contracts beginning **on or after January 1, 2024 and ending by December 31, 2024**. Some ongoing or longstanding grant contracts may have an option to be written for two years. Projects should clearly start and end within the contract period. Contracts may be extended at the City’s discretion through written agreement.

If you have any questions about the Tenant Services RFP process, please contact the RFP Coordinator, Hoa Mai, via email at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov).

### **II. Timeline**

Funding Opportunity Released	October 17, 2023
Information and Help Session	October 24, 2023, 1-2pm Location: <b>ONLINE SESSION, EMAIL YOUR QUESTIONS TO:</b> <a href="mailto:Hoa.Mai@seattle.gov">Hoa.Mai@seattle.gov</a>
Application Deadline	Tuesday, November 7, 2023, by 4:00pm
Planned Award Notification	November 27, 2023
Anticipated Contract Start Date	January 1, 2024

\*SDCI reserves the right to change any dates in the Request for Proposal timeline.

### **III. Eligibility Requirements**

All applicants must meet all licensing requirements that apply to its organization: Federal Tax number/employer identification number (EIN), Washington State Business License (UBI#), Seattle Business License, and non-profit status such as 501(C)(3). Selected proposals must be able to meet all City contract conditions. Applicants may partner with a fiscal agent who meets the eligibility requirements.

#### **Who should not apply?**

- For-profit organizations,
- Governmental agencies, political groups, hospitals, or news organizations,
- Organizations that are unable to acquire the proper licensing and/or insurance requirements to contract with the City.

### **IV. Selection Process**

This Request for Proposal is competitive. Applications are due on **Tuesday, November 7, 2023, by 4:00 PM. Late applications will not be accepted.**

An application must include responses to all questions and give all the information requested to be considered. Responses must be submitted electronically via email. Files should be in PDF, MS Word, or MS Excel compatible formats. Responses should be formatted on letter-sized (8 1/2 x 11-inch) sheets. Please use one-inch margins, single spacing and minimum size 11-point font and follow the specific page requirements per section as noted below.

**Application Cover Sheet** (Attachment 1)

**Proposed Project and Personnel Budget Sheets** (Attachments 2 and 3)

**Project Proposal** (7 pages maximum for narrative). Attachments, the budget forms, and the cover sheet are not part of the 7-page limit.

Application packets must be sent via e-mail to: [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov).

### **V. Application Information and Help Session**

Applicants may attend the **Information and Help Session** to be held on **Tuesday, October 24, 2023, 1:00-2:00pm**, to get an overview of the application, ask questions, and learn more about the process for review, approval, and contracting. If you need interpretation or accommodation, you may contact Hoa Mai at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov).

Attendance at the Information Session is not mandatory for funding consideration. Please email Hoa Mai at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov) if you plan on attending, to receive the meeting link.

### **VI. Application**

NOTE: Please read this full application before you begin. You may want to gather resources in advance. Organize your application according to the section headings that follow. For the narrative questions, please include section titles and question numbers. You do not need to rewrite the questions or specific elements of each question.

## **Application Components**

### **A. Project Proposal (50 points), limit to 4 pages:**

Describe your proposed project. Include the following in your response:

1. **Proposal:** What is the project you are proposing and what are the activities that will be implemented?
2. **Action Areas:** Which goals and action areas (stated in Section 1 above) will your proposal serve?
3. **Level of Service:** When, how often, and how long will project activities be provided?
4. **Logistics:** Where will the activities take place and how will your customers get to the project location(s)?
5. **Community Focus:** Which communities will this project serve? How will this project benefit focus communities (described in Section I.)?
7. **Alignment:** How will you ensure the project is aligned with the City and other programs serving renters?
8. **Outcomes:** What performance measures will you collect? How will you demonstrate the success of the program?

#### ***Rating Criteria - A strong application meets all the criteria listed below:***

- Serves multiple goals and action areas or is highly effective at serving a single high-priority action area,
- Serves a large number of tenants,
- Has an effective and achievable plan to reach focus populations,
- Provides the service where and when customers need it,
- Effectively uses existing resources and aligns with other City and community programs serving tenants,
- Can demonstrate success through meaningful measurable performance.

### **B. Capacity, Experience, and Timeline (25 points), limit to 2 pages:**

1. Description of the service providing organization that includes a general overview, names and credentials of the staff, number of full-time employees and volunteers and who will be doing the work.
2. A narrative outlining the organization's strengths and distinguishing skills or capabilities in serving Seattle renters and or target populations.
3. Evidence that the organization can perform and succeed with the tasks outlined in the proposal.
4. Evidence that the organization has experience in conducting proactive tenant outreach and engagement centered on reaching focus communities.
5. Timeline for project and staff hiring: It is expected that projects will be able to begin on or near January 1, 2024. Projects may begin after this date but must be completed no later than December 31, 2024, except for 2-year contracts or unless extended.
6. Do the staff/volunteers reflect the cultures and languages of the participants? If not, describe how you will make sure that staff/volunteers are able to provide culturally competent services to the project participants?

#### ***Rating Criteria - A strong application meets all the criteria listed below:***

- The sponsoring organization has operated continuously as a non-profit or community organization for a minimum of 24 months or demonstrates long-term viability based on the experience and qualifications of the principal staff.
- The key people involved (staff and/or volunteers) are in place (hired or secured) by the time the project begins and clearly demonstrate the experience and/or qualifications needed to implement the project.
- The staff/volunteers who design and will lead the project reflect the cultures and languages of the participants. If not, there is an established plan on how culturally competent services will be provided to the participants.

**C. Budget and Leveraging (25 points), limit narrative to 1 page (excluding attachments):**

Complete the Proposed Program and Personnel Budgets (Attachments 2 and 3). The costs reflected in this budget should be only for the project covered in this RFP. The budget worksheets will not count toward the four-page per narrative limit.

Please also describe in narrative form, limited to one page:

- **Summary of your proposed budget and staffing**
- **Estimated cost per client reached or served**
- **Leverage/partnerships:** What leveraged resources might you bring? What partnerships do you envision forging?
- **Scaling:** How can this project be scaled? If you are provided with less funding than requested, would it still be viable?

***Rating Criteria - A strong application meets all the criteria listed below:***

- Costs appear to be reasonable and appropriate given the nature of the project, the populations to be served, the proposed level of service, and the impacts.
- The proposed project appears to be cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds and/or in-kind resources used for the project described in their application, as well as any funds they receive from this RFP.
- The applicant places a strong emphasis on collecting meaningful data that can reflect the success of the proposal.

**Attachment 1 – Application Cover Sheet**  
**City of Seattle Department of Construction and Inspections**  
**Tenant Services Request for Proposal**

1. Applicant Agency:	
2. Agency Executive Director:	
3. Agency Primary Contact:	
Name:	Title:
Address:	Email: <span style="float: right;">Phone #:</span>
4. Organization Type: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (Specify):	
5. Federal Tax ID or EIN:	
7. WA Business License Number:	
8. Proposed Project Name:	
9. Population(s) project will serve:	
10. Funding Amount Requested:	
11. Approximate # of people to be served:	
12. Location, address, and City Council District(s) where the activities/project will take place.	
13. Partner Agency (if applicable):	
Contact Name:	Title:
Address:	Email: <span style="float: right;">Phone:</span>
Description of partner agency proposed activities:	
Signature of partner agency representative: _____ Date: _____	
<b>Authorized physical signature of applicant/lead organization</b>	
<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>	
Name and Title of Authorized Representative: _____	
Signature of Authorized Representative: _____ Date: _____	

**Attachment 2 – Proposed Program Budget  
SDCI Tenant Services Request for Proposal  
January 1, 2024 – December 31, 2024**

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

	Amount by Fund Source				
	Requested SDCI Funding	Other <sup>1</sup>	Other <sup>1</sup>		Other <sup>1</sup>
<b>PERSONNEL SERVICES</b>					
Salaries (Full- & Part-Time)					
Fringe Benefits					
Other Employee Benefits <sup>2</sup>					
<b>SUBTOTAL - PERSONNEL SERVICES</b>					
<b>SUPPLIES</b>					
Office Supplies					
Operating Supplies <sup>3</sup>					
Repairs & Maintenance Supplies					
<b>SUBTOTAL – SUPPLIES</b>					
<b>OTHER SERVICES &amp; CHARGES</b>					
Expert & Consultant Services					
Contractual Employment					
Data Processing					
Other Professional Services <sup>4</sup>					
Telephone					
Postage					
Automobile Expense					
Convention & Travel					
Advertising					
Printing & Duplicating					
Insurance					
Public Utility Services					



Repairs & Maintenance					
Rentals – Buildings					
Rentals - Equipment					
Education Expense					
Other Miscellaneous Expenses <sup>5</sup>					
Administrative Costs/Indirect Costs <sup>6</sup>					
<b>SUBTOTAL - OTHER SERVICES &amp; CHARGES</b>					
<b>TOTAL EXPENDITURES</b>					

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>2</sup> Other Employee Benefits - Itemize below:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Operating Supplies - Itemize below (Do Not Include Office Supplies):

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Other Professional Services - Itemize below:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>5</sup> Other Miscellaneous Expenses - Itemize below:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>6</sup> Administrative Costs/Indirect Costs - Itemize below\*:

	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

\*Administrative Costs/Indirect Costs: SDCI places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the rate.

Questions about the project? Please email Hoa Mai, RFP Coordinator, at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov) before November 6, 2023, for assistance.

**Attachment 3 – Proposed Personnel Detail Budget  
SDCI Tenant Services Request for Proposal  
January 1, 2024 - December 31, 2024**

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

Agency's Full-Time Equivalent (FTE) =	Hours/Week				Amount by Fund Source(s)					
	Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested SDCI Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
<b>Subtotal – Salaries &amp; Wages</b>										
<b>Personnel Benefits:</b>										
<b>FICA</b>										
<b>Pensions/Retirement</b>										
<b>Industrial Insurance</b>										
<b>Health/Dental</b>										
<b>Unemployment Compensation</b>										
<b>Other Employee Benefits</b>										
<b>Subtotal – Personnel Benefits:</b>										
<b>Total Personnel Costs (Salaries &amp; Benefits):</b>										

**Tenant Services Request for Proposal**  
**Fiscal Sponsor Information (if applicable)**

An organization may be the fiscal sponsor for your project if it meets the following eligibility requirements:

- Fiscal sponsor has a Federal Tax ID number/employer identification number (EIN), Washington State Business License Number (UBI), and City of Seattle Business License Number.
- If Fiscal sponsor is a non-profit, they also must have been granted 501(C)(3) tax exempt status by the United States Internal Revenue Service
- Fiscal sponsor has a W-9.

Fiscal Sponsor Name:		
Applicant Organization Name:		
Fiscal Sponsor Address:		
Federal Tax I.D. Number Or Employee Identification Number (EIN)		
Washington State Business License Number (UBI)		
City of Seattle Business License Number		
Fiscal Sponsor Signer's Name:	Fiscal Sponsor Signer's Title:	
Fiscal Sponsor Signature:	Fiscal Sponsor Signature Date:	
Applicant Organization Signer's Name:	Applicant Organization Signer's Title:	
Applicant Organization Signature:	Applicant Organization Signature Date:	