



City of Seattle  
Edward B. Murray, Mayor

**Seattle Department of Neighborhoods**  
Kathy Nyland, Director

## **DUWAMISH RIVER OPPORTUNITY FUND (DROF): REQUEST FOR PROPOSALS AND APPLICATION WORKSHEET 2016**

**Statement of Purpose:** The City of Seattle invites proposals for projects that will increase the sustainability of the Duwamish River communities. The City has allocated \$250,000 in the 2016 budget to implement projects involving job training and/or economic development, food and fish consumption, affordable housing strategies, and/or major community development activities that will have demonstrated long-term impacts and can be sustained in the future. Projects should be significant enough in size to make a major difference in the community. Projects that do not meet these criteria are encouraged to apply to the [Neighborhood Matching Fund](#) or [other City funding opportunities](#). The goal of the DROF is to benefit the people and businesses along the Duwamish River and improve the quality of life of the neighboring communities.

Successful projects will:

- Address an issue identified in this RFP.
- Be developed through a process that includes community engagement and participation.
- Have clear statements of how the project addresses the DROF priorities, the anticipated results, and the metrics used to measure success.
- Build linkages among communities and involve a diversity of people and organizations; have engaged project partners.
- Be connected to the long range future of the Duwamish River communities.
- Have a clear budget and demonstrated capacity to manage funds effectively.

Priority will be given to projects that engage other partners in the community, particularly the Port of Seattle, King County or major public or private organizations that will make a commitment to investing additional funds in the project activities, either directly and/or in-kind. Such support and investment will be given significant weight in evaluating proposals.

**NOTE: ALL CONTRACTING ORGANIZATIONS WILL BE REQUIRED TO SUBMIT A W-9 AND MEET INSURANCE REQUIREMENTS THAT INCLUDE NAMING THE CITY AS AN ADDITIONAL INSURED. No funds will be disbursed to successful applicants until these steps have been completed.**



### **Instructions for Submitting a DROF Application:**

Note: Although not a requirement, applicants are **STRONGLY ENCOURAGED** to contact the consultant to discuss the proposed project to: 1) inform him of your intent to apply, 2) get advice about developing the project idea, especially if it may require the involvement of other public or private agencies, and 3) get answers to questions about the application process. Contact **Richard Conlin, at (206) 499-5793 or [drof@seattle.gov](mailto:drof@seattle.gov)**.

Applicants are also encouraged to attend a pre-proposal workshop on **Thursday, April 21 from 5:30 to 7:30 p.m.**, at Sea Mar Community Care Center (1040 S. Henderson Street). This is an opportunity to discuss the RFP, ask questions, and understand the process for review, approval, and contracting. A teleconference will be hosted by the department at the end of April to answer any additional questions.

An application must include responses to all of the questions and include all of the information requested. If information is missing/not included, an application will be considered “incomplete” and not eligible for funding. Applications are due by **May 13, 2016 at 5 PM**. Please submit your application to [drof@seattle.gov](mailto:drof@seattle.gov). As an alternative, a hard copy application can be hand delivered to Seattle Department of Neighborhoods, 4<sup>th</sup> Floor, City Hall, 600 Fourth Avenue, Attention: Nathan Haugen. The department anticipates notifying applicants of decisions by the end of June 2016.

Responses to each question should be **limited to one paragraph** and the application must be signed by a person who can commit the sponsoring organization to participating as described in the application.

**For more information, call (206) 499-5793 or email [drof@seattle.gov](mailto:drof@seattle.gov).**



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**DUWAMISH RIVER OPPORTUNITY FUND APPLICATION**

**Applicant Organization Information**

1. Name of Organization:
2. Project Contact Person:
3. Contact Person Address and Zip Code:
4. Phone Number:
5. Email Address:

**PLEASE REMEMBER, RESPONSES TO EACH QUESTION SHOULD BE LIMITED TO ONE PARAGRAPH.**

**Project Information**

1. Please describe the problem you are seeking to address:
2. Describe your proposed project and how it addresses the problem stated above:
3. Please identify the primary DROF priority area for the project you are proposing:  
 Safe fishing or fish consumption                       Environmental development or restoration  
 Job training or economic development               Community development  
 Pedestrian safety     Affordable housing strategies  
 Healthy lifestyle     Other, please specify:

If your proposal addresses additional areas, please specify which below (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Safe fishing or fish/food consumption | <input type="checkbox"/> Environmental development or restoration |
| <input type="checkbox"/> Job training or economic development  | <input type="checkbox"/> Community development                    |
| <input type="checkbox"/> Pedestrian safety                     | <input type="checkbox"/> Affordable housing strategies            |
| <input type="checkbox"/> Healthy lifestyle                     | <input type="checkbox"/> Other, please specify:                   |

4. Where will the project be located? Please check all that apply:  
 South Park               Georgetown               Duwamish River Valley  
 Other, please specify:

(Provide additional specific site or general information as appropriate.)

5. If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Identify specific organizations/agencies; include documentation from the organization/agency that maintenance will be provided.)

**Outcomes and Long Range Results**

- 6. What outcomes will be achieved as a result of this project? How will you measure success?
- 7. Why are these outcomes important for the Duwamish community?
- 8. How will your project be a building block for future efforts to promote the health and vitality of the Duwamish communities? How does your project realize the vision of the people and businesses that are affected by the Duwamish Superfund cleanup and promote the long range sustainability of the Duwamish communities?

**Community Involvement**

- 9. What organizations have been involved in identifying and selecting this project for funding? What organizations will be involved in implementing/carrying out this project? (Note: letters confirming involvement and support are highly encouraged.)
- 10. How will you get more people involved in this project? What is your outreach strategy?
- 11. How does your project promote community linkages or address common concerns?
- 12. Does your project involve or lay the groundwork for involvement of the Port, King County, or other potential partners? Briefly explain.
- 13. Does it engage or address the interests of Native American populations? Briefly explain.

**Alignment with Duwamish River Opportunity Fund Priorities**

- 14. How does your project address the DROF priority areas identified in Question 3? Describe how it will have demonstrated long-term impacts and can be sustained in the future.
- 15. Does it address other community priorities noted in the Health Impact Assessment or Duwamish Vision Plan? Please document.

**Management and Fiscal Responsibility**

- 16. Who are the three to five key people who will be involved and have primary responsibility for ensuring that the project moves forward? Identify the individuals by name, organizational affiliation (if appropriate), and contact information: home/business address, email address, and phone number.
- 17. If your project requires the approval or involvement by a City department, please identify the department and staff who have been involved in planning your project.
- 18. If the funding for your project will go to a community organization, please identify the organization.

**Fiscal Sponsor Information**

Fiscal Sponsor Organization Name:

Fiscal Sponsor Address:

City, State Zip:

Federal Tax I.D. Number:

Fiscal Sponsor Contact Name:

Fiscal Sponsor Contact Title:

Fiscal Sponsor Signer's Name:

Fiscal Sponsor Signer's Title:

Project Sponsor Signer's Name:

Project Sponsor Signer's Title:

- 19. Given the nature of the DROF as a City funding resource for 2016, projects to be selected must be able to be committed to by the end of July 2016 and completed by the spring of 2017. Will your project be able to meet this timeline?

## Project Budget

List the details of your project budget:

### Capital Expenses:

Item	Description	Amount
1.		
		Sub-total

**Personnel Expenses:** For paid positions, indicate the rate of pay and number of hours to be worked.

Item	Description	Amount
1.		
		Sub-total

### Professional Services Expenses:

Item	Description	Amount
1.		
		Sub-total

### Supplies and Material Expenses:

Item	Description	Amount
1.		
		Sub-total

### Total Expenses:

	Total
Total	