CITY OF SEATTLE TENANT SERVICES SMALL GRANT OPPORTUNITY

APPLICATION REQUEST

I. Introduction

Statement of Purpose: The Code Compliance Division of the Seattle Department of Construction and Inspections (SDCI) is pleased to announce the availability of small grants for tenant services. A total of $20,000 is available in 2020. The grants are meant to fund multiple proposals and approved grants shall not exceed $5,000.

We are seeking short proposals from small, not-for-profit, community organizations who will use these funds to support tenants in understanding their rights and the resources available to them. These funds can be used for expenses such as staff time, venue rentals, refreshments, childcare, translation, transportation, etc.

Project ideas could include hosting a community training, running an outreach campaign, tabling opportunities, or any creative ideas to connect with communities about tenants' rights and resources. These funds can be used for one event or continuous engagement to be completed by December 31, 2020.

Background:

The City of Seattle has a strong commitment to serving tenants and has provided longstanding grants and contracts to community partners serving tenants. The City's commitment includes the recent launch of our *Renting in Seattle* program, which provides a web portal for City laws and services, a single phoneline for information and assistance, and an outreach and education program.

Goals and Action Areas: Proposals should focus on one or more of the following goals:

1) Provide trainings, information, and referrals to tenants about their rights and resources available to them. This must include information about the *Renting in Seattle* program.
2) Engage with traditionally underserved communities about their tenant rights, including but not limited to immigrants and refugees, communities of color, undocumented people, communities with limited English proficiency, older adults, people living with disabilities, the LGBTQ community, students, and other young adults.
3) Provide direct services to tenants including but not limited to legal advice and representation, assistance with documentation and interpretation, conflict mediation, tenant advocacy, and any other direct service to tenants for the purposes of increasing tenant access to their rights and resources.

Elements of a Successful Project:

- Serves one or more of the goals above.

- Administered by an organization with specialized experience with a focus community

and/or

knowledge and experience with Seattle's tenant and landlord laws and issues

and/or

connections with other providers of services to tenants

NOTE: *Renting in Seattle* staff are available to help educate tenants and service providers.

- 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.

II. Timeline

Application Deadline	Continuous until all funds dispersed
Planned Award Notification	Decisions will be made within 30 days of application receipt
Anticipated Contract Start Date	Upon acceptance and approval of project proposal
Project Deadline	Funded proposals must be completed before December 31, 2020

Successful applications will result in contracts beginning **30 days after an accepted proposal and ending by December 31, 2020**. Projects should clearly start and end within this contract period. Contracts may be extended at the City's discretion through written agreement.

If you have accommodation requests or questions about the Small Tenant Services Grants Application, please contact the Tenant Services Coordinator, Hoa Mai via email at Hoa.Mai@seattle.gov.

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

III. Eligibility Requirements

All applicants, or their fiscal agent, must meet all licensing requirements that apply to its organization: Federal tax identification 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.

IV. Selection Process

Applications will be accepted continuously until all funds are dispersed. Projects will be funded on first come first serve basis.

An application must include responses to all questions and give all the information requested to be considered. Responses must be submitted electronically via email to:

 Hoa.Mai@seattle.gov

Files should be in PDF, MS Word, or MS Excel compatible formats. Responses outside the limits of the application template 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 stay within the noted page limits.

V. Application

NOTE: Please read this full application before you begin.

The application packet must include the Small Grants Application template. You may use one additional page, front and back, for additional information. Complete applications shall include answers in short paragraph form including:

- A description of your organization, including:

    o A general overview of services provided

    o Organization's experience with tenant services

    o Organization's experience hosting and participating in outreach projects

    o Names of staff and volunteers and who will be doing the work

    o 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.

- The type of event, outreach, or project your organization would like to do, including:

    o Which goals (listed in section I) will your proposal serve?

    o When, how often, and how long will project activities be provided?

    o Where the activities take place and how your customers get to the project location(s)?

    o Which communities this project serve? How will this project benefit focus communities (described in goal 2)?

    o How will you ensure the project is aligned with the City and other programs serving renters?

    o What performance measures will you collect? How will you demonstrate the success of the program?

    o What would happen if the project were not funded at the level requested? Could the project still be viable and scaled to match the level of funding?

- Whether or not your organization would like Renting in Seattle staff to come and educate your community on their tenant rights?

- Proposed budget for your project, including:

    o Summary of your proposed budget and staffing

    o What other resources might you bring? What partnerships do you envision forging?

- Information for your fiscal sponsor organization if one is used or necessary. NOTE: This page does not count towards your page limit and is not required if you will not have a fiscal sponsor.

Application packets must be sent via e-mail to: Hoa.Mai@seattle.gov

VI. Rating Criteria – Projects will be assessed a feasibility score based on the criteria below. Each criterion below is worth 1 point. Projects scoring a 7 or higher will be automatically funded. Projects scoring below a 7 will be funded based on project manager's discretion.

- Serves multiple goals and action areas or is highly effective at serving a single high-priority action area

- Proposes feasible, well thought-out project

- Serves a large number of tenants and/or serves a number of tenants proportional to the amount of funding requested

- Provides evidence of previous success with outreach projects

- Provides the service where and when customers need it

- Effectively uses existing resources and aligns with other City and community programs serving tenants

- Provides a reasonable budget

- Can demonstrate success through meaningful measurable performance

- Addresses how the project can be scaled and if the project would still be viable if you are provided with less funding than requested.