SEATTLE OFFICE FOR
CIVIL RIGHTS

RACE & SOCIAL JUSTICE
INITIATIVE

ADVANCE OPPORTUNITY.
ACHIEVE EQUITY.

City of Seattle

Office for Civil Rights

Structural Racism Technical Assistance for Human Services Agencies

Request for Proposals (RFP)

BACKGROUND, VISION AND PRINCIPLES

Seattle City Council approved funding in the Seattle Office for Civil Rights (SOCR) 2013/14 budget for technical assistance to Seattle's network of human services agencies to build their capacity to address structural racism ($60,000 in 2013 and $61,380 in 2014).

Background – direction provided by City Council

- Types of technical assistance to be provided: 1) training; 2) organizational assessment of cultural competence and structural racism, and assistance in doing the analysis necessary to unpack institutional racism; 3) support for essential actions to carry out anti-racism strategies, such as creating, printing, and translating materials; and 4) support of partnerships across organizations.
- Both individual human service agencies and coalitions of agencies may seek these technical assistance funds on behalf of their constituents to begin to collectively address structural racism in their respective areas.
- Funding will help build capacity among community members and service providers. They will learn the tools to execute anti-racism principles and strategies and will learn to open up space and opportunity to recognize and harvest the strengths of everyone in the community.
- Technical assistance will empower individuals to work across all boundaries to successfully tackle the pressing issues communities face.

Vision
Racial equity is achieved – race cannot be used to predict outcomes in education, criminal justice, health, housing, jobs, etc.
Human service non-profits work to eliminate institutional racism within their own organizations and across agencies and in partnership with others to eliminate structural racism.

Seattle Office for Civil Rights
810 Third Avenue, Suite 750, Seattle, WA 98104-1627
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Principles to guide use of funding

- **Build on, align and further work that has and is being done** to address structural racism, including but not limited to efforts by Seattle Human Services Coalition (SHSC), People's Institute Northwest (PINW), Minority Executive Director's Coalition (MEDC), and the City's Race and Social Justice Initiative.
- **Support systemic partnerships** across non-profits and with community, other institutions and organizations, faith, business, academia, etc. Encourage collaboration.
- Focus on and leverage opportunities that are likely to have the **greatest impact on eliminating racial inequity in the community**.
- **Engage community members** in eliminating racial inequities and leverage community commitments.
- Create **processes and tools that are shared and sustainable** to maximize long-term results.
- Provide **open and transparent communication** throughout the process with and between non-profits and the City about progress and learning that results from this funding.

PROCESS

February 2014	SOCR 1) Sends out RFP. 2) Identifies an RFP Review Committee to review proposals and make recommendations for funding to the Director of SOCR. (Group members must be free of conflicting interests.)
February 28, 2-5 pm New Holly Gathering Hall	3) Proposal symposium: all potential proposers will make presentations on their draft proposals. This will be an opportunity to receive feedback from peers and the Proposal Review Committee, and to seek further opportunities for collaboration. (Required attendance for all proposers.)
March 21	Proposals due.
April 4	Funding decisions announced.
April-December	Proposals implemented.
January 2015	Symposium to share lessons learned tools and skills. (Required for all funded proposers.)

SUBMISSION INSTRUCTION, DEADLINE AND FORMAT

Submission instruction

Applications must be received in person, by mail, by appointment for an oral presentation or electronically. Applications or a request to make an oral presentation must be received and date/time stamped by the 5:00 p.m. deadline on March 31. **Late applications will <u>not</u> be accepted or reviewed for funding consideration.**

- Electronic Submittal: Application packets may be emailed with the subject line: ***Structural Racism TA RFP Response*** to latrice.ybarra@seattle.gov.

- Hand Delivery or US mail: The application packet can be hand-delivered or mailed to:
  Seattle Office for Civil Rights
  Structural Racism TA RFP Response
  ATTN: Latrice yBarra
  810 Third Avenue, Suite 750
  Seattle, WA 98104-1627

- Oral Presentations: Applications can be made in an oral presentation with the proposal review committee. A request for an oral presentation must be received by the application due date and time and should include a paragraph describing the proposal and the one page budget and timeline described in this RFP. Applicants requesting an oral presentation will be scheduled for a thirty (30) minute appointment; 20 minutes for presentation and 10 minutes for questions.

Deadline

Completed applications are due by 5:00 PM on Friday, March 21, 2014.

Format

A. Applications will be rated only on the information requested and outlined in this RFP.
B. Please do not include a cover letter, brochures or letters of support.
C. The application should be typed, single spaced, size 12 font, with 1 inch margins on letter-sized (8 ½ x 11-inch) sheets.
D. The application may not exceed a total of **4** pages for the narrative sections I-VI combined, and no more than **1** page for the budget / timeline.
E. Organize your application according to the section heading and subtitles that follow. Please format your responses in the order of questions. You do not need to rewrite the questions.

NARRATIVE AND RATING CRITERIA

I. **Build on, align and further work that has and is being done to address structural racism (20 points)**
   a. What work has been done by your agencies as a foundation for addressing structural racism (including but not limited to training, organizational assessment of cultural competence or structural racism, conducting analysis to identify institutional racism, plans of action to address institutional / structural racism, etc.)?
   b. Based on what has been done, what work does your partnership plan to do together in this proposal?

   A strong application meets all of the criteria listed:
   - The narrative includes specific work that has been done and documented as a foundation to address structural racism within the partner agencies.
   - The narrative contains a clear and concise description of the work to be accomplished if the project is funded.

II. **Support systemic partnerships (20 points)**
   a. What agencies, institutions, communities, and organizations are the members of your partnership in this proposal?
   b. How will your work together in implementation?
   c. What is your shared vision?
   d. What norms / ground rules have you created to guide how you will work together?

   A strong application meets all of the criteria listed:
   - At least two or more human services agencies form this partnership.
   - Either community members, or other institutions and organizations are in this partnership.
   - The partnership members have worked together to develop a shared vision and guidelines for working together effectively during implementation.

III. **Opportunities likely to have the greatest impact on eliminating racial inequity in the community (20 points)**
   a. What outcomes have you defined for your project?
   b. How will the work you do help to eliminate racial inequity in the community?
   c. How will you determine the impact?

   A strong application meets all of the criteria listed:
   - The partnership has clearly defined an outcome for this project that addresses structural racism and / or leads to eliminating racial inequity in the community.
   - The partnership has defined a way to assess the impact of the project outcomes.

IV. **Engage community members in eliminating racial inequities (20 points)**
   a. In what ways has or will your partnership work with community and / or those receiving the services you provide?
   b. In what ways has or will your partnership build capacity in the community leading to a greater commitment to eliminate racial inequities?

   A strong application meets all of the criteria listed:
   - The partnership has clearly defined ways of working with the community and/or those receiving services from their agencies to eliminate racial inequities in the community.
   - The partnership has included plans to build capacity in the community to leverage commitments for eliminating racial inequity.

V. **Create processes and tools that are shared and sustainable (10 points)**
   a. What processes and / or tools do you anticipate creating that can be shared with others in the community to eliminate racial inequities?
   b. How do you plan to sustain the impact of the work you do in your proposal?

   A strong application meets all of the criteria listed:

- The proposal includes processes and / or tools that can be shared with others in the community to eliminate racial inequities.
- The proposal addresses a plan to sustain the impact of the work accomplished in this proposal.

VI. **Open and transparent communication (10 points)**
   a. What are your plans for maintaining open and transparent communication with and between non-profits and the City throughout this process?
   b. How do you plan to share the progress and the learning that results from this funding?

   A strong application meets all of the criteria listed:
   - The proposal includes plans and ideas for maintaining open communication that enhances collaboration among human services agencies and with the community.
   - The proposal addresses a plan for sharing progress and learning that results from this funding.

BUDGET AND TIMELINE

The proposal should include a one-page work plan for this proposal that includes a time line and budget for the project. The work plan should identify the specific actions / activities you are planning in your proposal; the time line should identify the specific time frame for the actions / activities; the budget should identify specific expenses associated with your proposal.

The work plan, time line and budget should align with the narrative and your expected outcomes.