

# 2023 CITY OF SEATTLE RENTAL ASSISTANCE PROGRAM REQUEST FOR PROPOSAL

## Introduction

The Code Compliance Division of the Seattle Department of Construction and Inspections (SDCI) is pleased to announce the Rental Assistance Program Request for Proposal (RFP). A total of \$1,000,000 will be available in 2023, to be used in conjunction with eviction prevention.

The City is seeking one or more organizations that provide eviction prevention services that can do the following:

1. Provide rent assistance funds to renters within Seattle city limits in conjunction with eviction prevention
2. Determine eligibility and administer the funds in a way that ensures the funds are used equitably and effectively
3. Provide measurable results for reporting and evaluation

A portion of the funds may be used for administrative costs.

## Timeline

Funding Opportunity Released	January 11, 2023
Application Deadline	February 1, 2023, by 4PM ( <i>late applications will not be accepted</i> )
Planned Award Notification	As soon as possible
Contract Start Date	On or after February 15, 2023

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

Successful applications will result in contracts beginning on or after February 15, 2023 and ending by December 31, 2023. Project should clearly start and end within the contract period. Contracts may be extended at the City's discretion through written agreement.

## Eligibility Requirements

Applicants must be an organization that provides eviction prevention services. 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?

- Organizations that do not provide eviction prevention services,
- 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.

## Selection process

### IV. Selection Process

This Request for Proposal is competitive. Applications are due **February 1, 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, at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov).

### **Application Components**

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

Describe overall, how you propose to administer the rent assistance, including the following aspects of administration:

1. **Engagement:** How will you engage with tenants potentially in need of assistance? How will they find you? How will you find them?
2. **Equity:** How will you make sure people of color, immigrants and refugees, undocumented people, people with limited English proficiency, older adults, people living with disabilities, LGBTQ+ people, students and other young adults, and other historically underrepresented communities have equitable access to the rent assistance?
3. **Eligibility:** What will be the criteria for awarding rent assistance? How will you review applications and make the eligibility determination?
4. **Effectiveness:** How will you determine that the rent assistance will keep renters stably housed following the receipt of assistance?
5. **Recipients:** Who will receive rent assistance: tenants, landlords on behalf of tenants, and or third parties? How will you determine the recipient?
6. **Assistance amounts:** How will you determine the amount of rent assistance? Will there be limits on rent assistance amounts?
7. **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:***

- A clear and achievable approach to administering the funds,
- Directs the funds to support tenants in need in a way that promotes long-term stable housing,
- Has an effective and achievable plan to promote equitable access,
- 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 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. The organization's work and experience in providing eviction prevention services,
3. Experience in administering rent assistance funds,
4. Evidence that the organization can perform and succeed with the tasks outlined in the proposal,
5. Timeline for setting up and administering the program - It is expected that projects will be able to begin on or near February 15, 2023. Projects may begin after this date but must be completed no later than December 31, 2023.

***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,
- Funding will be available to tenants who meet the eligibility criteria as early in 2023 as possible.

**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 1 page:

- **Administrative costs:** The amount of funds that will be used for administration vs. direct assistance,
- **Summary of your proposed budget and staffing,**
- **Leverage/partnerships:** What leveraged resources might you bring? Do you have other sources of rent assistance funds to use in conjunction with these funds?
- **Write-downs:** Will you require or attempt to negotiate with landlords, reductions in rent or other arrears in exchange for rent assistance.

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

- Administrative costs are reasonable and appear to be reasonable and appropriate,
- The applicant identifies other funds and/or in-kind resources as well as any funds they receive from this RFP.

Submit your proposal to Hoa Mai at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov), by February 1, 2023, by 4:00pm. Late proposals will not be accepted.

**Attachment 1 – Application Cover Sheet**  
**City of Seattle Department of Construction and Inspections**  
**2023 Rental Assistance Request for Proposal**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact:			
Name:		Title:	
Address:		Email:	Phone #:
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:	Phone:
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  
2023 Rental Assistance Request for Proposal  
February 1, 2023 – December 31, 2023**

<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, Tenant Services Grant Manager/Community Liaison, at [Hoa.Mai@seattle.gov](mailto:Hoa.Mai@seattle.gov) before February 1, 2023, for assistance.

**Attachment 3 – Proposed Personnel Detail Budget  
2022 Rental Assistance Request for Proposal  
February 1, 2023 - December 31, 2023**

<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>										



**2023 Rental Assistance 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:	