

## **COMMUNITY OUTREACH AND EDUCATION FUND**

### **2020-2021 Guidelines**

---

#### **Office of Labor Standards**

The City of Seattle created the Office of Labor Standards (OLS) to increase workplace equity and establish a fair and healthy economy for workers, businesses, and residents. The mission of OLS is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development with a commitment to race and social justice.

#### **Labor Standards Community Outreach and Education Fund**

For successful implementation of Seattle's labor standards, workers must understand their rights and businesses must fulfill their obligations. The goal of the Labor Standards Community Outreach and Education Fund (the Fund) is to foster collaboration between OLS and the community by providing funds to community-based organizations to develop awareness and understanding of worker rights provided by Seattle's labor standards (see full list of labor standards below). With this Fund, OLS seeks to partner with others to facilitate community outreach and education about Seattle's labor standards, provide individualized services to workers in Seattle, and use collaborative approaches to enforcement.

While all workers are at risk for workplace violations, data shows that low-wage workers experience the highest rates of workplace violations. Demographic populations most likely to occupy low-wage jobs and experience workplace violations include female workers, workers of color, immigrant and refugee workers, LGBTQ workers, workers with disabilities, veterans, and youth workers.

To achieve racially and socially equitable outcomes in the enforcement of Seattle's Labor Standards, the Fund specifically supports these targeted populations. The Fund seeks to establish collaborative relationships with community-based organizations to:

- Increase workers' knowledge and understanding of the rights provided by Seattle's labor standards through methods that are community centered, culturally relevant and accessible, and language specific;
- Expand workers' access to resources to enforce labor standards and ensure their rights are protected; and
- Build capacity among community organizations to provide labor standards services and information to a diverse range of workers.

OLS is committed to ensuring racial and social equity in administration of the Fund, and relies on the following guiding principles:

- Support communities most impacted by labor violations by partnering with organizations who work in these communities and have their trust;
- Build capacity within organizations which work to eliminate racial and social inequity in the community by providing training and technical support;
- Engage communities through language specific and culturally appropriate outreach and education by providing organizations with translated vital documents; and

- Communicate consistently with organizations to address barriers, progress, best practices, and lessons learned that result from the funding process.

## **Seattle's Labor Standards**

The Office of Labor Standards is responsible for educating businesses and employees, as well as enforcing, eight different labor standards. They are:

- Paid Sick and Safe Time Ordinance (PSST), requiring employers to provide paid leave for absences due to medical conditions, domestic violence, or other critical safety issues;
- Fair Chance Employment Ordinance, restricting how employers can use conviction and arrest records during the hiring process and course of employment;
- Minimum Wage Ordinance, establishing a minimum hourly wage that rises with the annual rate of inflation;
- Wage Theft Ordinance, requiring employers to pay all compensation owed to workers (including wages and tips);
- Secure Scheduling Ordinance, establishing predictable scheduling requirements for large retail and food service establishments;
- Hotel Employees Health and Safety Initiative, establishing protections for the health and safety of hotel employees (however, note that on December 24, 2018, the Washington State Court of Appeals held the Initiative to be invalid; the City is appealing this ruling);
- Domestic Workers Ordinance, establishing protections for independent contractors and employees who provide domestic services in and around the homes of thousands of Seattle families; and
- Commuter Benefits Ordinance, requiring employers to provide commuter benefits on a pre-tax basis. This will go into effect 2021.

## **Request for Proposals**

The next funding cycle will run for two years from 2020-2021. Total funds available for 2020 are \$1.5 million. The same amount has been proposed for 2021 and is contingent upon approval of the City Council.

OLS will be providing a labor standard's training and a request for proposal workshop to assist applicants. Please see dates below.

Organizations can apply individually or as part of a collaborative group with one organization as the lead. OLS encourages organizations to apply in the capacity that best fits their needs and helps achieve desired worker engagement goals. There will be no penalty or preference for either individual or collaborative applications. Below are a few suggestions for what we think make strong individual or collaborative applications.

A strong individual organization applying will:

- Have a clear vision of worker engagement goals; and
- Have organizational infrastructure and staff capacity to submit reports, process invoices received and have dedicated staff to complete work goals.

A strong collaborative group applying will:

- Have 2-3 points of unity on why they are working together and have a clear vision of the worker engagement goals they want to accomplish;
- Have a lead organization who has the infrastructure and staff capacity to collect reports, disperse funds, and provide consistent training and technical support to other sub-contracting organizations as needed. It is strongly encouraged for the lead organization to have at minimum one dedicated staff to oversee this work and to ensure collective goals are reached; and
- Have a well thought-out process for how the collaborative group will delegate and share work, disperse and receive payments and be accountable to one another.

## **A. Statement of Need and Intent**

OLS is looking to partner with community-based groups (individual organizations or a collaborative group) who lead with a race and social justice analysis. OLS seeks proposals that increase worker understanding of Seattle labor standards, provide language-specific outreach and technical assistance, and build trust with low-income worker communities to be able to access labor standards enforcement/complaint resolution services throughout Seattle. Ideally, organizations will have experience or demonstrated ability in two or more of the below areas:

- Conducting outreach to low-wage workers;
- Translating and providing labor standards information to workers in culturally appropriate, language-specific, and otherwise accessible formats and languages;
- Providing labor standards training, counseling, referrals, or complaint resolution services to worker communities; and
- Assisting OLS with identifying workers, training workers, or other activities to support OLS investigations and enforcement.

Organizations named in the contract will be a collaborative partner with OLS in sharing outreach and community engagement strategies through quarterly meetings. To help inform these strategies all organizations are expected to collect quantitative data and qualitative stories/reflections that demonstrate successes and challenges through monthly and quarterly reports. Organizations are encouraged to consider this reporting responsibility as a budgeted resource in proposals.

## **B. Proposal Submission Options**

1. Organizations may apply in three ways:
  - I. Written application only
    - i. Complete and submit Cover Page (Attachment A), Application Questions (Attachment B), Work Plan (Attachment C) and Budget (Attachment D) by October 10, 2019.
  - II. Oral presentation
    - i. Complete and submit Cover Page (Attachment A), Work Plan (Attachment C) and Budget (Attachment D) by October 10, 2019;
    - ii. Request for oral presentation by October 10, 2019;
    - iii. Oral presentations will be one hour with 45 minutes for presentation and 15 minutes for questions and answers. Organizations should use Application Questions (Attachment B) to structure their presentations; and
    - iv. Oral presentations will be audio recorded during presentation.
  - III. Both written application and oral presentation
    - i. Complete and submit Cover Page (Attachment A), Application Questions (Attachment B), Work Plan (Attachment C) and Budget (Attachment D) by October 10, 2019;

- ii. Request for oral presentation by October 10, 2019; and
- iii. Oral presentations will be 30 minutes with 20 minutes for presentation and 10 minutes for questions and answers.

No method is given preference over another and organizations are encouraged to select their preferred method.

- 2. Language Access Requests: Organizations may request a language interpreter for their oral presentations. Additional time will be added to oral presentation to accommodate for interpretation. Requests must be submitted by or before September 23, 2019 at 5:00pm to [claudia.paras@seattle.gov](mailto:claudia.paras@seattle.gov).

## C. Proposal Content Requirements

***Please note that incomplete applications will not be considered. Please do not include a brochures or letters of support.***

- 1. Please complete the Cover Page (Attachment A).
  - For organizations that are applying as a collaborative, please submit one Cover Page per organization in the collaborative.
- 2. Please complete the Application Questions (Attachment B).
  - For organizations that are applying as a collaborative, please submit only one response for the collaborative.
  - Limit Application Questions to a total of 12 pages. Contact Claudia Alexandra Paras, OLS Community Liaison, at [Claudia.Paras@seattle.gov](mailto:Claudia.Paras@seattle.gov) with a request for additional pages if the proposal includes collaboration with multiple organizations and additional pages are necessary.
- 3. Please complete the Work Plan (Attachment C).
  - The Work Plan should include activities you intend to do, including outreach, trainings, intakes and communications. Provide the estimated number of workers you intend to reach in two years with benchmarks per quarter. If applying as a collaborative, please submit one Work Plan per organization in the collaborative. If selected, OLS will work with you to adjust projections as necessary over the term of the contract and/or as new or different work gets added to the plan.
- 4. Please complete the Budget (Attachment D).
  - In the “Description of responsibilities/activities,” please specify which position will be responsible for data collection and reporting. Please modify the “Activities” as needed. You do not need to complete columns C-E and G-I for non-personnel expenses. If applying as a collaborative, please submit one Budget per organization in the collaborative.

## D. Reporting

In addition to agreed-upon services, recipients named in the contract will be expected to provide monthly or quarterly reports to OLS containing both qualitative descriptions and quantitative measures of efforts. OLS will periodically conduct site visits and evaluate outreach materials, training methods, financial reporting and related documents.

Please see the attached sample report (Attachment E).

## E. Evaluation Criteria

OLS will review and evaluate proposals based on the following criteria:

1. Applicant(s) lead with a race and social justice framework in internal and external practices;
2. Applicant(s) demonstrates clear strategies for engaging with low-wage worker communities to increase workers' knowledge of their rights, how to move forward with filing a complaint, and/or ways to work with OLS;
3. Applicant(s) has established connections with low-wage worker communities and can provide culturally-relevant and language-specific support to worker populations;
4. Applicant(s) demonstrates successful experience educating worker populations on technical information (this can include but is not limited to Seattle's labor standards);
5. Applicant(s) has the organizational capacity (individually or as a collaborative), including the financial controls, to process and submit invoices and reports in a timely manner; and
6. Communicates a long-term vision for doing labor standards work in established worker communities in partnership with OLS.

## F. Deadlines and Terms

Important Dates	
September 3, 2019	OLS distributes Request for Proposal
September 12, 2019	<p>OLS provides a workshop for potential applicants regarding Seattle's labor standards. Applicants who have not previously received funding from OLS are strongly encouraged to attend.</p> <p><b>Labor Standards Only Workshop</b> 1:00 – 3:00pm 2100 Building (2100 24<sup>th</sup> Ave S. Seattle, WA 98144) RSVP: <a href="https://www.surveymonkey.com/r/Sept12RSVP">https://www.surveymonkey.com/r/Sept12RSVP</a></p>
September 18, 2019	<p>OLS provides a workshop regarding purposes/goals of the contract and opportunity to network with other organizations.</p> <p><b>2020 Community Outreach and Education Fund RFP Workshop</b> 1:00pm – 3:00pm Beacon Hill Library (2821 Beacon Ave S. Seattle, WA 98144) RSVP: <a href="https://www.surveymonkey.com/r/Sept18RFP">https://www.surveymonkey.com/r/Sept18RFP</a></p> <p>Until shortly before submissions are due, the OLS Engagement Specialist will provide on-going technical assistance regarding the application process.</p>
September 23, 2019	Deadline to submit requests for language interpreter at oral presentations

<b>October 10, 2019</b>	<p><b>Proposals must be received or postmarked by October 10, 2019 at 5:00 pm.</b> Applicants may submit proposals electronically using the subject line “Labor Standards Community Outreach and Education Fund Proposal” to OLS at <a href="mailto:Claudia.Paras@seattle.gov">Claudia.Paras@seattle.gov</a>.</p> <p>Applicants also may deliver proposals in-person or send via mail to Claudia Alexandra Paras, Seattle Office of Labor Standards, 810 3rd Avenue Suite 375, Seattle, WA 98104.</p> <p>Requests for oral presentations until October 10, 2019 at 5:00 pm by sending an email to <a href="mailto:Claudia.Paras@seattle.gov">Claudia.Paras@seattle.gov</a> with the subject line “Oral Presentation Request OLS Community Outreach and Education Fund.”</p>
October 16, 17, 18, 2019	Oral presentations for organizations that requested them.
December 2019	OLS announces funding decisions.
January 2020	Organizations begin contract period for a 24-month term.

**Contract:** The selected fund recipients will enter into a contract that identifies agreed-upon services and requires compliance with Seattle’s civil rights and labor standards ordinances, including the Fair Employment Practices (SMC 14.04), Public Accommodations (SMC 14.06), Fair Contracting Practices (SMC 14.10), Paid Sick and Safe Time (SMC 14.16), Fair Chance Employment (SMC 14.17), Minimum Wage (SMC 14.19), Wage Theft (SMC 14.20), Secure Scheduling (SMC 14.22), and Domestic Workers (SMC 14. 23) ordinances. Conduct made unlawful by these ordinances constitutes a breach of contract and may result in the imposition of damages and civil penalties.

OLS will provide thorough labor standards training to the leadership of organizations that are part of the Fund.

**Application Assistance:** Please contact Claudia Alexandra Paras, OLS Engagement Specialist at [claudia.paras@seattle.gov](mailto:claudia.paras@seattle.gov) to ask questions related to the application process.