



Seattle

Office of Immigrant
and Refugee Affairs

Immigrant Safety & Access Network

2024 Request for Proposals

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About this Opportunity

The City of Seattle Office of Immigrant and Refugee Affairs (OIRA) is pleased to receive applications for the 2024-2025 Immigrant Safety & Access Network (ISAN) program. This program will award approximately \$220,000 in contract awards throughout Seattle. **Applications are due May 6th.**

After the announcement of the Executive Order, the Office of Immigrant Affairs (OIRA) launched the Immigrant Safety and Access Network (ISAN) program on February 9, 2023. In partnership with the King County Office of Equity, Racial and Social Justice (OERSJ), OIRA issued a Request for Proposals (RFP) to contract with community-based organizations for interventions outlined in the executive order. Building upon the success of OIRA's Immigrant Family Institute (IFI) program that operated from 2018 to 2020, the ISAN program aimed to establish a network of community-based organizations that provide support for immigrant and refugee families who experience disproportionate harm from violence. Given the limited funds available, OIRA approached the first year of programming as an opportunity to set baselines and pilot the network model.

After carefully assessing the needs of immigrants and refugees during the pilot program, the ISAN program and OIRA have strategically narrowed the program's focus to provide direct cash assistance, to victims and their families impacted by gun violence and sudden, unnatural, and unexpected death recognizing its effectiveness in supporting families. With this approach, OIRA aims to offer tangible aid to address the immediate needs of victims and their families as they navigate post-incident. This shift reflects OIRA's commitment to delivering impactful support and fostering safe spaces for immigrant and refugee families throughout Seattle.

The overarching goals for the ISAN program are to:

1. Provide immigrant and refugee victims of gun violence and their families and those impacted by sudden, unnatural, and unexpected death with access to financial support to cover relevant needed expenses.
2. Help decrease the burden of the impacts of gun violence and sudden death on our immigrant and refugee communities.
3. Offer support for navigating resources through partnerships with community-based organizations and the ISAN network.

Funding Opportunity

In 2024, OIRA will provide \$220,000 to five community-based organizations in Seattle that serve immigrant and refugee communities impacted by gun violence and sudden, unnatural and unexpected death. **The contracts will be for one year and the maximum award funding is \$41,000 per project.**

What will success look like?

Successful applications will provide financial assistance to individuals they serve through their organization. The grantees will form a referral and best practices network to coordinate their efforts throughout the various communities they serve to ensure they reach as many communities as possible.

Highly competitive applications will clearly define specific neighborhoods or other geographic areas disproportionately impacted by violence and articulate how they are the best positioned to serve these populations. Successful applications will demonstrate prior experience in distributing cash funds effectively and strong recording practices. Applications will include a detailed narrative on the

infrastructure to dispense funds and the organization's capacity to include this program with existing programming. Priority will be given to applications that ensure program staff and leadership are representative of the communities the project serves and those who are effective navigators who can identify communities facing hardship. This includes but is not limited to, language preference, ethnic and cultural background, and shared lived experiences.

We believe that community violence and sudden death is a challenge that no one agency or system can solve alone. The most robust response to the needs of families and young people experiencing harm is through a coordinated effort amongst diverse partners that represent different sectors, systems, and consumers. Financial assistance is an immediate step we can take to reduce the burden on our communities.

Application Information

Eligible Service Activities

Each organization will receive \$41,000. \$31,000 of the grant funds will be used for direct cash assistance, and \$10,000 will be used for administrative services.

Eligible services include but are not limited to:

- Medical, counseling-related expenses
- Funeral/burial
- Relocation/housing support
- Loss of wages

Eligible Individuals

Low-income individuals and families from immigrant and refugee communities that have been impacted by gun violence or violent crime or sudden, unnatural, and unexpected death are eligible to receive funding from the ISAN program.

Immigrant and refugee communities are defined as:

- Those born outside the United States.
- Those born within the United States to at least one foreign-born parent.

Impacted family members are defined as:

- Siblings
- Parents
- Legal guardians
- Caregivers
- Spouses or domestic partners
- Other family members who are part of a multi-generational household where the young person resides

Eligible Applicants

Community-based 501(c)3 organizations or community-based organizations under fiscal sponsorship by a 501(c)3 entity. Funds must be disbursed to Seattle residents.

Eligible applicants must comply with applicable federal, state, and local nondiscrimination laws and standards, including having nondiscrimination hiring practices in place.

Further, the applicant shall not:

- Require payment from participants for services provided.
- Require participants to participate in a religious service or activity as a condition of receiving services.

Expectations for Funded Projects

Language Access

All contract awardees must conduct outreach to and accommodate (encourage, support) participation from people who prefer to communicate in languages other than English. Funded projects will have access to centralized translation services and interpreter recruitment through OIRA's Language Access Program.

Data Collection, Monitoring, and Evaluation

Contract awardees must be willing to participate in reporting activities, which may include but are not limited to:

- Providing a monthly report detailing cash amounts distributed, including identifiers for checks issued or bank statements for direct deposits.
- Collecting detailed, de-identified outcome data about clients, including demographic data, and submitting monthly qualitative narrative reports.
- Monthly invoicing.
- Recurring monthly calls with the OIRA ISAN Program Manager and fellow contract awardees
- Emergency calls as needed.

Submission Instructions

Application Materials

- RFP (Request for Proposals) Guidelines
- Application Cover Sheet and Narrative Questions

The RFP Guidelines provide detailed information about the program and requirements for the ISAN program. The Application Cover Sheet and Narrative Questions include all the information required from each applicant and instructions for responding.

Proposal Submission

Please submit one (1) copy of the application that includes: application cover page and narrative.

Completed applications should be sent to OIRARFP@seattle.gov.

Please note the following when preparing to submit a proposal:

- Facsimile copies or hard copies of proposals will **NOT** be accepted.

- All submittals are due to OIRA by **5:00 PM Pacific Standard Time on Monday, May 6, 2024**, to be considered received by the deadline.
- Proposals that do not arrive at the specified email address by the submission deadline will not be accepted.
- Proposals that do not follow the specified format and/or meet the submission requirements will not be reviewed.
- **All electronic copies of application narrative must be in PDF or other non-editable format.**

Applicant Selection and Awards Timeline

Application materials released	Tuesday, April 9 th
Virtual Information Session	Thursday, April 18 th
Applications questions received	Monday, April 22 nd
Applications answers posted	Wednesday, April 24 th
Applications due	Monday, May 6 th
Application review	Tuesday, May 7 th - Friday May 10 th
Funding decisions announced	Monday, May 13 th
Contracts start	Monday, May 20 th

Details of Virtual Information Session

Thursday April 18th, 9:00 am-10:30 am	Zoom Meeting ID: 815 3539 8577 Zoom Meeting Link: https://us06web.zoom.us/j/81535398577
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Questions

Please contact OIRARFP@seattle.gov for any questions related to the application process. Applicants may email questions until Monday, April 22, 2024, and answers will be posted by Wednesday April 24, 2024.

OIRARFP@seattle.gov
(206) 561-7114

Interpretation and translation requests related to the RFP process can also be directed to the email and phone number above.

OIRA will post ISAN RFP answers to stakeholder questions about the program and other updates to <https://welcoming.seattle.gov/oira-announces-immigrant-safety-access-network-rfps>.

Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process based on the following grounds:

- Regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity.
- A matter of bias, discrimination, or conflict of interest.
- Failure to adhere to guidelines and/or procedures established in a funding opportunity.

A written appeal that states the specific action or decision you are appealing must be submitted by the lead agency executive director as soon as possible after notification of funding decisions, with the deadline of May 17, 2024. Appeals will be reviewed by the OIRA Director, and a written decision will be made within five (5) business days of the receipt of the appeal. Appeals should be emailed to OIRARFP@seattle.gov.