



Seattle
Office of Immigrant
and Refugee Affairs

Victim Compensation Fund
2024 Request for Proposals

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About this Opportunity

The City of Seattle Office of Immigrant and Refugee Affairs (OIRA), in partnership with the Human Services Department, is pleased to receive applications for the Victim Compensation Fund. This fund will award approximately \$150,000 in contract awards to organizations throughout Seattle. **Applications are due May 6, 2024.**

This one-time fund is being established in response to the increase in hate crimes and targeted violence in immigrant communities, including those directly impacting Asian American and Pacific Islander (AAPI) communities; incidents such as physical assault, home-invasions, robberies, and muggings.

During listening sessions in 2023 with AAPI serving community organizations, participants amplified the need for resources to directly support the families and individuals with the financial toll of these violent incidents. The unforeseen costs related to these incidents are often extreme to individuals and their families, and further exacerbate the physical and emotional pain caused.

Funding Opportunity

This fund intends to address the increase in incidences of violence and hate crimes impacting immigrant and refugee communities, including AAPI communities, occurrences that have spiked since the start of the coronavirus pandemic in March 2020. These communities often have fewer financial and social resources to recover from the devastation of violence or identity-based harm.

In 2024, OIRA will make \$150,000 available to 3-5 community-based organizations that serve immigrant and refugee communities that have been impacted by hate crimes or other forms of targeted violence. Each organization will receive \$30,000-\$50,000. OIRA will contract with community-based nonprofit organizations or partnerships that serve Seattle residents. The funding will primarily be used to provide direct cash assistance to individuals and their families. **The funds should be distributed by December 31, 2024.**

This RFP is to identify organizations that are already providing services to immigrant and refugee communities in which these incidents have occurred. The cash assistance is for individuals who have been victims of violence that have had a significant financial impact on themselves or their families. The intent is to provide a low-barrier process for individuals who may hesitate to access police or governmental assistance due to a lack of knowledge of bureaucratic processes or due to negative experiences with these entities in their native countries. Grantees will identify eligible fund recipients through their client services, case management and community referrals.

Grantees will verify that the incident occurred, confirm the eligibility of the clients, assist the clients through the process of application, and disburse the funds. Disbursement amounts to clients are limited to \$3,000 maximum per incidence.

Application Information

Eligible Service Activities

80% of grant funds awarded must be disbursed as cash assistance to clients.

20% can be retained as administrative fees, including required activities such as outreach, navigation services, and reporting.

Eligible Assistance Recipients

- Immigrant or refugee victim of hate crime or targeted violence that occurred in 2020 or later, or impacted family member of such a victim
- Low-income individuals/families

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

Eligible expenses include, but are not limited to:

- Medical, counseling related expenses
- Funeral/ burial
- Relocation/housing support
- Loss of wages
- Property damage
- Safety (purchase of items such as additional door locks, bars on windows)

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 individuals who reside, work, or study within the City of Seattle.

Eligible applicants must comply with applicable federal, state, and local nondiscrimination laws and standards, including having non-discrimination hiring practices in place. Further, the applicant shall not:

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

Expectations for Funded Projects

Language Access

All contract awardees are required to 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

Award selection will be based on the organization's ability to:

- Serve a population impacted by community violence or hate crimes.
- Maintain deep connections in the community that they serve, thus easily able to implement outreach and identify eligible program recipients.
- Disburse check or direct deposit to clients and provide receipts for monthly reporting.

Required Administration Activities/Functions:

- Project coordination
- Outreach and identification of eligible participants
- Application completion/ verification
- Payment distribution and record keeping
- Monthly reporting

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 receipts for checks issued or bank statements for direct deposits.
- Collecting detailed, de-identified service data about clients, including demographics, and submitting quarterly qualitative narrative reports.
- Monthly invoicing and check-ins with OIRA.

Submission Instructions

Proposal Submission

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

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 and budget worksheet must be in PDF or other non-editable format.**

Applicant Selection and Awards Timeline

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| 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 |

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| 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

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| Thursday April 18, 2024, 10:30 am- 12:00 pm | Zoom Meeting ID: 852 1877 1847 Zoom Meeting Link: https://us06web.zoom.us/j/85218771847 |
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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-request-for-proposals-victim-compensation-fund>.

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.