



**Seattle**

Office of Immigrant  
and Refugee Affairs

---

# 2026 ESOL Program Grant

---

**REQUEST FOR PROPOSALS  
GUIDELINES**

# Contents

INTRODUCTION .....	2
FUNDING INFORMATION.....	2
BACKGROUND.....	3
SCOPE OF WORK.....	3
APPLICANT MINIMUM QUALIFICATIONS .....	4
PROGRAM PARTICIPANT ELIGIBILITY.....	4
REPORTING REQUIREMENTS.....	5
2026 OIRA ESOL PROGRAM RFP APPLICATION.....	6
APPLICATION EVALUATION CRITERIA.....	6
HOW TO COMPLETE THE APPLICATION .....	6
APPLICATION NARRATIVE QUESTIONS (TOTAL 100PTS): .....	6
COMPLETED APPLICATION PROPOSAL CHECKLIST.....	9
RFP PROCESS TIMELINE.....	9
INFORMATION SESSION- Q&A Session for Potential Applicants .....	10

## **INTRODUCTION**

The City of Seattle Office of Immigrant and Refugee Affairs (OIRA) is seeking proposals to provide English for Speakers of Other Languages (ESOL) classes (Level 1 - Level 3) classes with accompanying digital literacy curriculum to low-income English Language Learners (ELL). Awarded organizations will provide services to low-income adults who live, work, attend school, or own a business in Seattle.

This Request For Proposals (RFP) is competitive and open for application to any legally constituted entity or collaborative group that meets the Minimum Qualifications and any additional criteria outlined in these guidelines. Applications may be submitted by individual nonprofit organizations, public community colleges or by collaborative groups operating based on a Memorandum of Agreement. Through this competitive selection process, OIRA intends to award approximately \$485,000 for a 12-month contract period.

## **FUNDING INFORMATION**

**Total funds available:** Up to \$485,000 is available annually for awards through this RFP, subject to the continuing appropriation authority of the Seattle City Council.

**Awards:** Each awarded applicant may receive up to \$200,000 annually. OIRA reserves the right to provide no, partial, or full funding depending on review results.

**Contract Period:** Contracts will start on August 1, 2026, and end on July 31, 2027. While OIRA intends to renew contracts on an annual basis through 12 months, renewals will depend on program evaluation and funding availability. The total amount available for these contracts is subject to approval by the Seattle City Council.

**RFP Submission Deadline:** 5:00 pm, Wednesday, June 24, 2026. Application must be submitted through FLUUX platform.

**RFP Process Timeline:** An application evaluation committee will review submitted applications. Applicants may expect to hear back from OIRA within 6 weeks of the application submission.

**Information Session:** Join an optional virtual information session on Friday, May 29, 2026, to learn more about the application process, qualities of a strong proposal, and to ask any questions. Responses to questions from the Q&A session and questions submitted to [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov) will be posted on the [RFP announcement page](#). The Q & A document will be updated as we receive questions, until Monday, June 22.

## **BACKGROUND**

For immigrants arriving in the United States, learning English is a critical step toward building a new life and contributing to the economic and cultural vitality of our communities. English proficiency brings economic opportunity, social integration, access to essential services, and personal confidence. In addition to learning grammar and vocabulary, English for Speakers of Other Languages (ESOL) education is a comprehensive support system designed to help English Language Learners (ELL) navigate their new environment and achieve their full potential. Without English and job readiness skills, immigrants face significant systemic barriers, leading to economic hardship and isolation.

In 2026, the Seattle City Council adopted a \$4 million ongoing addition to the budget of the Office of Immigrant and Refugee Affairs (OIRA) to strengthen critical services for Seattle's immigrant and refugee communities. This funding comes in recognition of the recent federal funding loss for ESOL education and workforce development that are essential to a thriving City of Seattle.

## **SCOPE OF WORK**

Applicants will be responsible for developing a proposal that provides a holistic ESOL program that includes not only the English speaking and literacy curriculum but also provides basic digital literacy education. With more of the job search process, employment training, and workplaces operating within an online environment, basic digital literacy education is a necessary addition to the ESOL curriculum.

Successful applicants are those who additionally provide employment support services, barrier mitigation components (case management), workforce development programs, and/or education support services such as tutoring.

Examples of eligible proposals can include, but are not limited to:

- Vocational ESOL program, providing industry-specific English classes tied to employment pathways.
- Supplemental ESOL class for ELL participants of workforce development programs (apprenticeships, career pathways, etc.).
- Expanding existing ESOL program for ELL adults.
- Workforce ESOL and digital literacy program for ELL adults, providing basic job skills training and ESOL with digital literacy.
- ESOL class for ELL parents and caregivers, helping parents to communicate with schools, support children academically, and navigate community systems.

- Refugee integration ESOL program, providing basic English and community integration support for newly arrived refugees.
- Combined conversational circle and ESOL class for ELL adults.

### **APPLICANT MINIMUM QUALIFICATIONS**

Applicants are required to meet Minimum Qualifications to be eligible for consideration. However, meeting the Minimum Qualifications does not guarantee an applicant will be awarded funding.

Eligible applicants must meet the following **minimum qualifications**:

- Be at least one of the following:
  - Nonprofit organization with a 501(c)3 status or have a fiscal sponsor with a 501(c)3 status.
  - Public community college.
- Organizations applying with partner(s) must identify a lead applicant. If your application includes formal partnerships, applicants will need to identify each partner and describe their roles and responsibilities for all partners involved. Applicants will need to include a draft **Memorandum of Agreement**.
- If providing in-person or hybrid ESOL classes, applicant must have facilities in areas where there is high concentration of immigrants and refugees.
- Must have staff with ESOL teaching experience with ELL adults and teaching credentials.
- Experience working with immigrant and refugee communities.
- Must submit a **complete application**, including budget.

### **PROGRAM PARTICIPANT ELIGIBILITY**

Applicants must ensure that program participants fulfill the following criteria:

- Live, work, attend school, or own businesses within Seattle city limits.
- Be at least 18 years old.
- Be low income/ have an income of 80 percent or less of Seattle's area median income.

## REPORTING REQUIREMENTS

In addition to meeting all the Minimum Qualifications, awarded organizations must fulfill reporting requirements that will be outlined in the resulting service contracts. Awarded programs must track student progress and retain program records. Required reports will depend upon the type of program and services proposed, but all information will be aggregated and non-identifiable.

At minimum, using Workforce Innovation and Opportunity Act (WIOA)'s performance measurements for program evaluation, reports for each reporting period will include:

- Measurable Skill Gains (MSG): CASAS or other alternatives MSG systems
- Aggregated Participants' Demographics
- Satisfaction Post Survey: Measuring participants' satisfaction and confidence level
- Attendance Rates
- Qualitative – Participants' Narratives

Examples of reporting templates:

<b>QUANTITATIVE DATA REPORT</b>	
<b>CLASS ENROLLMENT</b>	
<b>Total # Enrolled in Classes</b>	Total number of enrolled students
<b>Continuing Students</b>	Number of enrolled students who completed the previous quarter within a reporting year
<b>New Students</b>	Number of newly enrolled students for the quarter
<b>Withdrawn Students</b>	Number of students who enrolled but never attended the class
<b>Dropped Out Students</b>	Number of students who attend at least the first two weeks but discontinued
<b>ATTENDANCE &amp; COMPLETION RATES</b>	
<b>75%+ Attendance Rate</b>	Percentage of students who attended class with at least 75 percent attendance by the total number of students enrolled
<b>Completion Rate</b>	Percentage of students who completed the class divided by the total number of students enrolled
<b>Overall Attendance Rate</b>	Percentage of average number of days attended by students divided by the total number of class days in that quarter
<b>ENGLISH LANGUAGE &amp; DIGITAL LITERACY LEARNING GAINS</b>	
<b>Completed Testing (Pre-Post) Rate</b>	Percentage of total number of students who completed pre- and post-testing divided by total number of completed
<b>ESL Gains Rate</b>	Percentage of students with documented ESL gains (any gains in writing, speaking, reading, and listening)
<b>ESL Level Gains Rate</b>	Percentage of students who moved up ESL level
<b>Digital Literacy Gains Rate</b>	Percentage of students with documented digital literacy gains

# QUALITATIVE DATA REPORT

## REPORT QUESTIONS

Share a short summary of this quarter's successes, challenges and learned lessons.

Share noteworthy examples of individual student's progress and highlights of class for this quarter.

Summarize the various topics covered in class this quarter.

What were the reasons for this quarter's drop out and withdrawn rates?

## 2026 OIRA ESOL PROGRAM RFP APPLICATION

### APPLICATION EVALUATION CRITERIA

OIRA will work with the Application Evaluation Committee to review applications and provide recommendations for funding. OIRA reserves the right to seek clarification on information in the proposal and reject incomplete applications. Based on the recommendations of the Application Evaluation Committee, OIRA will make decisions to make no award, partial or full awards, or to negotiate.

Proposals will be evaluated against the rating criteria listed next to each section of questions in the application. Highly rated proposals will describe how the organization will meet all rating criteria.

### HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested or referenced in this RFP and may include any clarifying information requested by OIRA. Answer each application question completely and include all the required attachments. Do not include any materials not requested with your application. **Applications must be completed in the FLUXX platform.**

**Complete applications are due Wednesday, June 24, 2026, at 5:00 pm.**

### APPLICATION NARRATIVE QUESTIONS (TOTAL 100PTS):

Narrative questions will be evaluated by the Evaluation Committee based on the responses to each application question and scored according to the points allowed for each question.

Highly scored applications will provide thorough and detailed answers to the narrative questions.

*All applications questions must be submitted within the FLUXX platform. Each question field has a 3,000-character limit. We recommend working on the question on a word processing document and copy/pasting your responses in the platform afterward.*

1. Describe your organization's history, mission and main programs. Describe your organization's experience in providing ESOL programs. **(10pts)**

Organizations applying with partner(s) must identify a lead applicant. If your application includes formal partnerships, applicants will need to identify each partner, describe their roles and responsibilities, and explain the reason for the collaborative group. What structures exist or will you set up to be accountable to each other in this work (i.e., all organizations will meet monthly to discuss challenges and successes)? Please provide Memorandums of Agreement as an attachment. This question will not negatively impact on those who are not applying as a collaborative group. **(Not scored if not relevant, otherwise will be included in question 1 score.)**

2. Describe your organization's experience working with immigrants and refugees, including their ethnicities and languages spoken. How are you connected to the immigrant and refugee communities? Do you have staff from the immigrant and refugee communities? How do you ensure culturally relevant services and language accessibility? **(15 pts)**

3. Describe your proposed program model (Scope of Work). **(40pts)**

Please include:

- Purpose and Goals
- Target population
- Curriculum model for the term or year (term can be based on quarterly, trimester, semester)
- Outreach strategy
- Class model:
  - Total number of classes per term and year
  - Total days per week (virtual, hybrid or in-person)
  - Class schedule (evenings, weekends, weekdays, etc.)
  - Total number of students per class for the contract year and per term
- Intake and CASAS or alternative testing process
- Program evaluation methods/tools (qualitative and quantitative)
- Location of class

4. Indicate if this is a new or existing program. If it is an existing program, explain the historical success of the program and provide details, including the number of participants served annually. If it is a new program, explain how the organization plans to maintain and continue the program. **(5pts)**
5. Describe your proposed program staffing model. How many full-time or part-time staff will be involved? Describe the experience, including professional certification if relevant, and roles of each staff member who will be working on this program and the staff-to-students ratio. **(10pts)**
6. Do you provide any additional services that would complement ESOL classes with digital literacy? Examples are: barrier mitigation/case management, employment support services (job search, application support, etc.) or workforce development programs? **(5 pts)**
7. Does your organization have relationships or participate in coalition(s) with other organizations and institutions who provide ESOL programs or services to immigrant and refugee communities? Briefly describe relationships. **(5pts)**
8. Describe your organization's financial management system, leadership and supervision structure, and professional development opportunities for staff. How does your organization establish and maintain general accounting and staffing principles to ensure adequate administrative procedures and contract completion? **(10pts)**
9. **Optional Question:** Is there anything else you would like to share to help us better understand your organization or collaborative group? **(Not scored)**

## **COMPLETED APPLICATION PROPOSAL CHECKLIST**

A complete RFP application proposal submission must include the following:

- Proof of your organization or fiscal sponsor's IRS 501(c)3 letter
- Application Narrative Questions
- Program budget
- Draft Memorandum of Agreement (if applicable)

**The application must be submitted in the [FLUXX platform](#). Instructions on how to use this platform can be found [here](#):**

For additional information, applicants can send questions regarding the application process, interpretation/translation/ accessibility support or request to schedule a one-on-one meeting with the Program Manager by emailing [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov)

All applications must be submitted in the [FLUXX platform](#) by **Wednesday, June 24, 2026, by 5:00 p.m.**

**If you have any issues with the FLUXX platform, please contact OIRA at [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov)**

## **RFP PROCESS TIMELINE**

<b>May 22, 2026</b>	<b>OIRA distributes RFP</b>
<b>May 29, 2026</b>	<b>OIRA provides one optional Q&amp;A session for potential applicants</b>
<b>June 24, 2026</b>	<b>Applications DUE by 5:00 PM</b>
<b>July 17, 2026</b>	<b>OIRA announces funding decisions</b>
<b>July 17 – July 22, 2026</b>	<b>Appeal period</b>
<b>July 23, 2026</b>	<b>OIRA conducts contract negotiation process with successful applicants</b>
<b>August 1, 2026</b>	<b>Organizations begin contract period</b>

## **INFORMATION SESSION- Q&A Session for Potential Applicants**

A question and answer (Q&A) session will be offered **Friday, May 29, 2026, at 10:00 am.**

Responses to questions from the Q&A session and questions submitted to [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov) will be posted on the [RFP announcement page](#).

The Q &A document will be updated as we receive questions, until Monday, June 22, 2026.

---

## **Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/227634592603292?p=M6oA4ZKmiksMODl3u8>

Meeting ID: 227 634 592 603 292

Passcode: Zp7U7cZ6

## **Dial in by phone**

[+1 206-686-8357,,136632684#](tel:+12066868357136632684) United States, Seattle

[Find a local number](#)

Phone conference ID: 136 632 684#

## **Join on a video conferencing device**

Tenant key: [seattle@m.webex.com](mailto:seattle@m.webex.com)

Video ID: 112 316 255 7

[More info](#)

Attendance is voluntary. Applicants are not required to attend a session to be eligible to submit an application. The Q&A sessions will provide information about guidelines and processes and answers to application questions.

A written summary of questions and answers will be provided following the session. Applicants additionally may submit questions by email to [OIRARFP@seattle.gov](mailto:OIRARFP@seattle.gov) until Monday, June 22, 2026. Answers will be shared with all applicants on the OIRA website.

<b>Organizational Information</b>	
Applicant Organization Name:	
Organization Website:	
Organization Executive Director:	
Organization Address:	
Organization Primary Contact Name:	
Organization Primary Contact Title:	
Organization Primary Contact Email:	
Organization Primary Contact Phone Number:	
Organization Type:	<input type="checkbox"/> Non-Profit (501c3) <input type="checkbox"/> Public Community College <input type="checkbox"/> Other (Please specify):
Federal Tax ID or EIN:	
<b>Service Strategy &amp; Funding</b>	
Name of Proposal:	
Are you applying as part of a collaborative? If so, you must be the lead of the group.	
Funding Amount Requested:	
Would you like to be offered a reduced amount of funding if we are unable to grant your full request? ( <b>Scope will be adjusted during contract negotiations if funding is less than full request.</b> )	
What is the minimum amount you need to offer services at a scaled down level (if we are unable to grant your full request)?	

PROPOSED PROGRAM BUDGET TEMPLATE

ESOL RFP Budget Template					
Personnel (Position Title or Expense Type)	Description of Responsibilities/Activities and Schedule	Hours Per Month	Total Annual Salary	Total Annual Benefit Costs	Total Budgeted Amount
teacher	<i>creates and delivers curriculum 5 days a week, 2 hour lessons, 2 hours prep weekly</i>	<i>12 hours per week, 46 hours monthly</i>			

Other Expenses		Amount
Categories	Description	
Supplies and Materials Expenses (program supplies, printing, copying, translation)		
Technology Equipment/Devices (Software and Wi-Fi expenses)		
Student Barrier Mitigation (stipends, bus passes, etc.)		
Facilities/ Rent/Occupancy Costs (Up to 10%)		