City of Seattle
Edward B. Murray, Mayor

Seattle Department of Neighborhoods
Bernie Agor Matsuno, Director

DUWAMISH RIVER OPPORTUNITY FUND (DROF): REQUEST FOR PROPOSALS (RFP) AND APPLICATION WORKSHEET

Statement of Purpose: The City of Seattle invites proposals for projects that improve the quality of life in the Duwamish River communities as the Superfund cleanup gets underway. The City has allocated $250,000 in the 2015 budget to address community concerns that include affordable housing, displacement, jobs, economic development, enhancing the human and natural habitat in local neighborhoods and healthy food. The goal of the DROF is to benefit the people and businesses along the Duwamish River and improve the quality of life of the neighboring communities.

Successful projects will:

- Be developed through a process of community engagement and participation.
- Have a clear statement of the way the project addresses community priorities, the anticipated results, and the metrics used to measure success.
- Build linkages among communities and involve a diversity of people and organizations; have engaged project partners.
- Address an issue identified in key documents as important to the success of the Duwamish River communities.
- Be connected to the long range future of the Duwamish River communities.
- Have a clear budget and demonstrated capacity to manage funds effectively.

Project proposers are encouraged to secure the support and investment of King County, the Port of Seattle, and other entities. Such support and investment will be given significant weight in evaluating proposals.

NOTE: ALL CONTRACTING ORGANIZATIONS WILL BE REQUIRED TO SUBMIT A W-9 AND MEET INSURANCE REQUIREMENTS THAT INCLUDE NAMING THE CITY AS AN ADDITIONAL INSURED. No funds will be disbursed to successful applicants until these steps have been completed.

(over)

Instructions for Submitting a DROF Application:

Note: although not a requirement, applicants are STRONGLY ENCOURAGED to contact the consultant to discuss the proposed project to: 1) inform him of your intent to apply, 2) get advice about developing the project idea, especially if it may require the involvement of other public or private agencies, and 3) get answers to questions about the application process. Contact **Richard Conlin, at (206) 499-5793 or drof@seattle.gov. Applicants are also encouraged to attend a pre-proposal workshop on Wednesday, April 8, from 530 to 830 PM, at Coliman Restaurant, 6932 Carleton Avenue S, in Georgetown. This will an opportunity to discuss the RFP, ask questions, and understand the process for review, approval, and contracting.**

An application must include responses to all of the questions and include all of the information requested. If information is missing/not included, an application will be considered "incomplete" and not eligible for funding. Applications are due by **May 15, 2015 at 5 PM**. Please submit your application to drof@seattle.gov. As an alternative, a hard copy application can be hand delivered to Seattle Department of Neighborhoods, 17th Floor, Seattle Municipal Tower, 701 Fifth Avenue, Attention: Melia Brooks. The Department anticipates making project selections and notifying applicants by the end of June 2015.

Responses to each question should be limited to one paragraph and the application must be signed by a person who can commit the sponsoring organization to participating as described in the application.

For more information, please visit http://murray.seattle.gov/duwamish **call (206) 499-5793 or email drof@seattle.gov**

Applicant Organization Information

1. Name of Organization:
2. Project Contact Person:
3. Contact Person Address and Zip:
4. Phone Number:
5. Email Address:

Project Information:

1. Please describe the problem you are seeking to address:
2. Describe your proposed project:
3. What outcomes will be achieved as a result of this project? How will you measure success?
4. Why are these outcomes important for the Duwamish community?
5. Where will the project be located? Please give specific sites or general information as appropriate.
6. How does your project promote community linkages or address common concerns?
7. If you are proposing a physical improvement project, who will be responsible for future maintenance of the project? (Identify specific organizations/agencies; include documentation from the organization/agency that maintenance will be provided.)

Long Range Results:

8. How will your project be a building block for future efforts to promote the health and vitality of the Duwamish communities? How does your project realize the vision of the people and businesses that are affected by the Duwamish Superfund cleanup and promote the long range sustainability of the Duwamish communities?

Community Involvement:

9. What organizations have been involved in identifying and selecting this project for funding? What organizations will be involved in implementing/carrying out this project? (Note: letters confirming involvement and support or organizations are highly encouraged.)
10. How will you get more people involved in this project? What is your outreach strategy?
11. Does your project involve or lay the groundwork for involvement of the Port, King County, or other potential partners? Briefly explain.
12. Does it engage or address the interests of Native American populations? Briefly explain.

Alignment with Duwamish River Opportunity Fund Priorities:

13. Does your project address affordable housing, job training and/or economic development, enhancing the human and natural habitat in local neighborhoods, or access to healthy food and/or fish consumption? Briefly explain.
14. Does it address other community priorities noted in the Health Impact Assessment or Duwamish Vision Plan? Please document.

Management and Fiscal Responsibility:

15. Who are the 3 to 5 key people who will be involved and have primary responsibility for ensuring that the project moves forward? Identify the individuals by name, organizational affiliation (if appropriate), and contact information: home/business address, email address, and phone number.
16. If your project requires the approval or involvement by a City Department, please identify the Department and staff who are involved.
17. If the funding for your project will go to a community organization, please identify the organization.

Fiscal Sponsor Information

Fiscal Sponsor Organization Name:

Fiscal Sponsor Address: City, State Zip:

Federal Tax I.D. Number:

Fiscal Sponsor Contact Name: Fiscal Sponsor Contact Title:

Fiscal Sponsor Signer's Name: Fiscal Sponsor Signer's Title:

Project Sponsor Signer's Name: Project Sponsor Signer's Title:

18. Given the nature of the DROF as a City funding resource for 2015, projects to be selected must be able to be committed to by the end of July 2015 and completed by the spring of 2016. Will your project be able to meet this timeline?

BUDGET:

List the details of your project budget:

Capital Expenses:

Item	Description	Amount
1.		
	Sub-total	

Personnel Expenses: For paid positions, indicate the rate of pay and number of hours to be worked.

Item	Description	Amount
1.		
	Sub-total	

Professional Services Expenses:

Item	Description	Amount
1.		
	Sub-total	

Supplies and Material Expenses:

Item	Description	Amount
1.		
	Sub-total	

Total Expenses:

	Total
Total	