

Seattle



City of Tacoma Resilience Hubs Community Needs Assessment

Call for Community-Based Organizations

The City of Tacoma's Office of Environmental Policy & Sustainability (OEPS) in partnership with the City of Seattle's Office of Emergency Management (OEM) are seeking two or more Community-Based Organizations to lead a 9-12-month long pilot project to study and assess the needs for the creation of Resilience Hubs within the City of Tacoma. CBOs will be developing and implementing ground up engagement (community workshops & events, outreach through surveys & interviews, and communication materials) through the implementation of a community needs assessment to serve the frontline communities in Tacoma. Sample project materials for the scope of work can be found at the end of this document.

This announcement is not an official City of Tacoma procurement, rather a call for statements of interest in developing proposals with the Project team. Details on the Project background, funding, how to apply, timeline, evaluation criteria, and additional resources can be found below. Final contracting will be between the Community-Based Organization (CBO) and Cascadia Consulting Group.

OCTOBER 10th UPDATE: The call for CBOs will now be accepted on a rolling basis. The project period will be a max of 9 months and interested CBOs must email dmorris@cityoftacoma.org with their 'Statement of Interest' as soon as possible. Funding will be awarded on a rolling basis until filled.

Project Background

Extreme and catastrophic hazards, such as earthquakes or flooding, are increasing in intensity and frequency. Around the world, all communities are experiencing these hazards and have varying levels of resources to respond to them. Highly impacted frontline communities are assessing different approaches to build localized resilience to prepare for, respond to, and recover from extreme and catastrophic events.

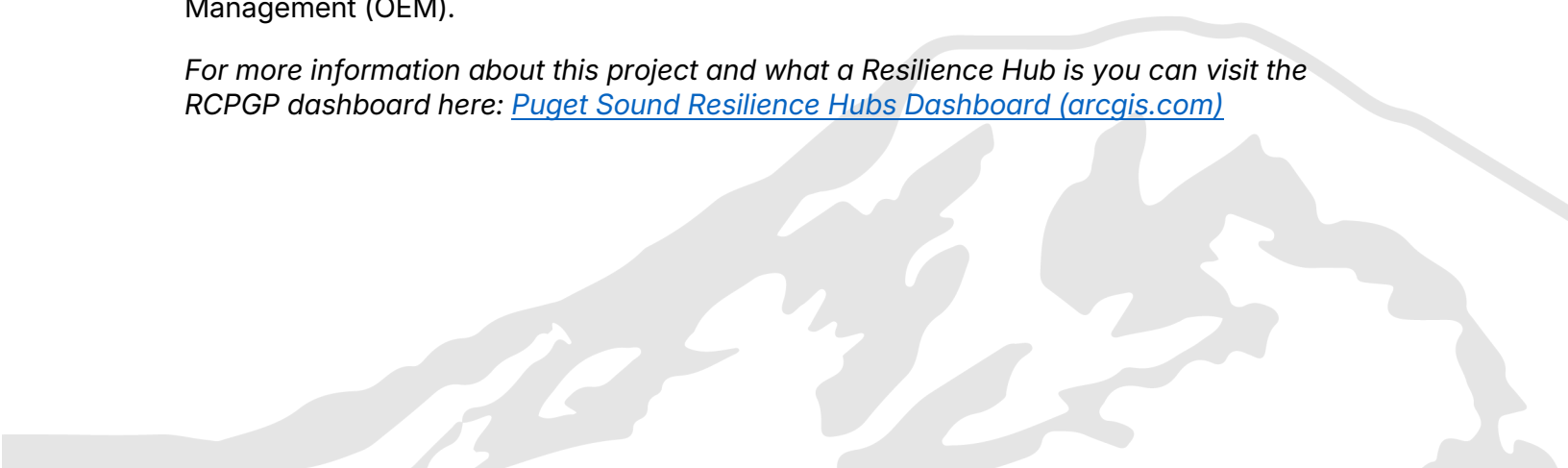
The Regional Catastrophic Preparedness Grant (RCPGP) for Resilience Hubs focuses on what Puget Sound communities can do to be safe and resilient to the impacts of a variety of hazards. The goal of the **Regional Catastrophic Preparedness Grant for Resilience Hubs** pilot project is to understand what communities throughout the Puget Sound want and need in a Resilience Hub. By creating a network of regional Resilience Hubs, this project aims to help **build capacity, identify existing resources, and develop community-driven strategies to mitigate risks, reduce impacts, and improve overall community resilience.** Resilience Hubs in the Puget Sound region have not been implemented yet. This is a pilot project that is currently in the planning phase and will be developed based on community input.

This project is operated through the City of Seattle's Office of Emergency Management with an Interlocal Agreement partnership with The City of Tacoma's Office of Environmental Policy and Sustainability. The pilot project's purpose is to develop community-led and community-informed tools, strategies, and materials to support communities through Resilience Hubs. Additionally, we hope for pilot project findings to inform and support other regional Resilience Hubs efforts within the Puget Sound region, including Island, Mason, King, Kitsap, Mason, Pierce, Skagit, Snohomish, Thurston counties and Federally Recognized Tribes.

By learning from community experiences during regularly recurring hazards like extreme weather, or a potential catastrophic earthquake, communities can plan and develop safe and familiar community-operated spaces that people will use every day and are more likely to return to after an extreme or catastrophic event by providing critical and lifesaving resources for frontline, high social vulnerability (SVI) communities until government functions are back in place post-disruption.

Selected Community-Based Organizations (CBOs) will have access to a consultant team led by Cascadia Consulting Group for technical assistance throughout the Project, as well as staff from City of Tacoma's Office of Environmental Policy & Sustainability (OEPS) and Office of Emergency Management (CoTOEM) and the City of Seattle's Office of Emergency Management (OEM).

For more information about this project and what a Resilience Hub is you can visit the RCPGP dashboard here: [Puget Sound Resilience Hubs Dashboard \(arcgis.com\)](https://arcgis.com)



Funding

The full funding available for Tacoma-located Community-Based Organizations (CBOs) is fifty thousand dollars (\$50,000.00). This funding is intended to support two CBOs at twenty-five thousand dollars (\$25,000.00) per contract OR for a cohort of CBOs to shared in a way that would be determined by the applicant pool.

How to Apply

As this is not a formal procurement, the City of Tacoma and the City of Seattle reserve the right to close the proposal submission period at any time.

Interested Community-Based Organizations must apply by email only, and include all information as outlined below to the following people:

Delaney Morris Climate Resilience Manager City of Tacoma, OEPS dmorris@cityoftacoma.org	Consuelo Crow RCPGP Project Manager City of Seattle, OEM RCPG.HUBS@seattle.gov
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Please include the following in your statement of interest submission email. Incomplete submissions will not be considered.

I. Community Based Organization Information:

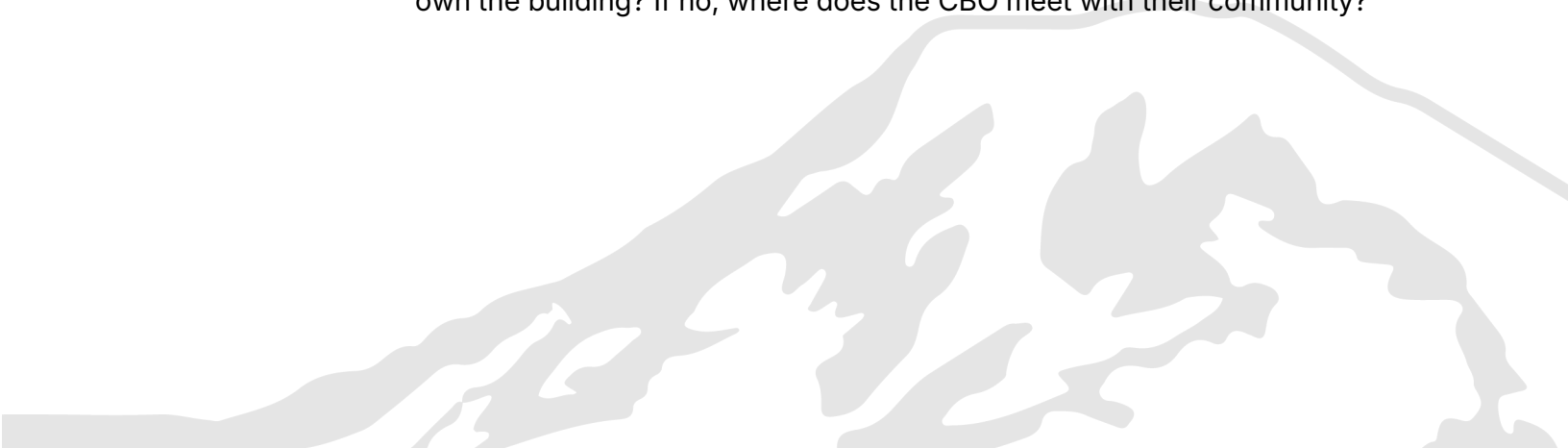
- a. Name
- b. Address
- c. Website
- d. 501(c)(3) status or Fiscal Sponsor

II. Main Contact Information:

- a. Full Name
- b. Email Address
- c. Phone Number

III. Application Narrative:

- a. Please provide a brief description of the populations your organization serves.
- b. Please provide a brief description of the work your organization does in the community.
- c. Are you applying alone or with other CBO(s)? If applying with other CBO(s) please provide all their information in the same application.
- d. Does the CBO operate out of a physical space? If yes, does the CBO own the building? If no, where does the CBO meet with their community?



Timeline

OCTOBER 10th Update: The call for CBOs will now be accepted on a rolling basis. The project period will be a max of 9 months and interested CBOs must email dmorris@cityoftacoma.org with their 'Statement of Interest' as soon as possible. Funding will be awarded on a rolling basis until filled.

Work is already underway within the Puget Sound with several Community-Based Organizations getting started on this project. The application timeline laid out below includes two phases:

- Phase I: Listening Sessions / Statement of Interest submission
- Phase II: Scope of Work / Budget development with Project team.
 - Full proposals to include: *(Services: Task 1 – Logistics and Planning, Services: Task 2 – Conduct Community Engagement Services: Task 3 – Project Management and Reporting, Service: Task 4 – Expense, Reporting & Deliverables)*

The Project team reserves the right to amend the project timeline as outlined below for the Phase II proposal development.

PHASE I	
Proposal period opens for submission of a statement of interest	Monday, September 23, 2024
Info session / Q&A: https://tinyurl.com/yckmp57a	Tuesday, October 2, 2024, 3-4PM
Proposal deadline for submission of a statement of interest	Wednesday, October 9, 2025, by 5PM
Proposals evaluated based on initial screening criteria	Thursday, October 10 – Friday, October 11, 2024
CBOs who have met the initial screening criteria are invited to enter Phase II	Friday, October 11, 2024
PHASE II	
Individual CBO meetings to meet and discuss the development of a scope of work and full proposal	Monday, October 14 – Wednesday, October 23, 2024
Full scope of work and budget proposals due	Monday, November 4, 2024, by 9AM
Review committee to evaluate scope of work / budget documents against full evaluation criteria	Monday, November 4 – Thursday, November 14, 2024
Final CBOs chosen to move into contracting	Friday, November 15, 2024
Project kick-off with selected CBOs	Monday, November 18, 2024

Initial Screening Evaluation Criteria – Phase I

All proposals will be evaluated with a basic list of criteria as outlined below. CBOs who meet the following criteria will be invited to develop a full scope of work / budget for further evaluation.

- Is the CBO based in the City of Tacoma and does it serve residents of the City of Tacoma?
- Does the organization have the capacity to lead a 9-12-month long community process?
- Does the organization serve a frontline community? (*see Appendix 1 for a list of vulnerable and frontline communities*)

Evaluation Criteria – Phase II

Evaluation criteria for Phase II will be sent to applicants who meet minimum criteria before submitting a final proposal.

Questions

If you / your organization have any questions related to this application, please contact Delaney Morris at dmorris@cityoftacoma.org. Questions may also be addressed directly during the information session as well.

Appendix

Attached documents for your reference include:

1. Vulnerable & Frontline Communities list
2. Sample budget allocation
3. Sample scope of work
4. Sample timeline
5. Resilience Hubs one pager



Appendix 1: Vulnerable and Frontline Communities List

City of Tacoma identifies these groups as vulnerable and frontline to climate change:

- Youth
- Elders
- Black, Indigenous, and People of Color (BIPOC)
- Speak English as a second language.
- Living with a low household income
- LGBTQIA+
- Living with three or more generations in one home
- Living with more than one family in one home
- Living with a physical, mental, or developmental disabilities
- Immigrant or Refugee status
- Experiencing unhoused conditions
- High School or General Education Diploma only



Appendix 2: Sample Budget Allocation

Regional Catastrophic Planning Grant for Resilience Hubs 2022-2025 Seattle Office of Emergency Management

Community-Based Organization Contracts Terms

Item
Full 12-month contract \$25,000 to provide below deliverables
Example allocation of funding in table below:
<ul style="list-style-type: none"> • Conduct outreach in neighborhoods • Recruit participants • Conduct surveys • Attend community meetings/gatherings • Conduct listening sessions • Meet with community leaders • Host community workshops • Coordinate and conduct 2 disaster skills trainings in the community. • Prepare and provide written findings of above work to RCPG Project Manager

Example: allocation of costs within Community Organization Outreach Contract

Activity Type	Service Provided	Computation	Cost
Planning	Plan Workshops	1 staff @ \$200/Hour for 20 hours	\$4000
Planning	Focus Groups	1 staff @ \$200/Hour for 20 hours	\$4000
Planning	Conduct Outreach Workshops	1 staff @ \$200/Hour 15 hours	\$3000
Organizing	Venue rental fees	\$360 per day for 3 separate events	\$1080
Organizing	Contract Management	1 staff @ \$200/hour for 10 hours	\$2000
Organizing	-Neighborhood Outreach/surveys -Recruiting participants for workshops & Focus groups -Meeting with community leaders -Participating in neighborhood meetings	\$200/hour for 28 hours	\$5600
Organizing (supplies)	-Outreach supplies -Flyers -Printed materials -Translation	\$500 average	\$500
Training	Hold 2 (two) disaster skills trainings	2 staff @ \$200/Hour for 10 hours	\$4000
Exercise	Participate in regional seminar	1-2 staff @ \$200/hour for 4 hours (Summer 2025)	\$800
		HOURS: 107	TOTAL: 24,980.00

Appendix 3: Sample Scope of Work

Regional Catastrophic Planning Grant Project for Resilience Hubs

SCOPE OF WORK

The Scope of Work of this Agreement and the time scheduled for completion of such Work are:

OPTION A: 12 Month Contract - Begin no later than June 1, 2024

OPTION B: 9 Month Contract - Begin no later than September 1, 2024

OPTION C: 6 Month Contract - Begin no later than December 1, 2024

This project will subcontract out to multiple community-based organizations (CBOs) for grassroots engagement in Priority Population areas. This Priority Population is defined as communities that are High or Very High on the Social Vulnerability Index for the Center for Disease Control and Washington State Department of Health. The Social Vulnerability Index (SVI) measures a community's vulnerability to respond to and recover from disasters. This index incorporates multiple social factors from four main types of variables (socioeconomic status, household composition, race/ethnicity/language, and housing/transportation) to create a vulnerability score.

The RCPGP Project Manager and Cascadia Consulting will provide each Community-based Organization with templates for the following activities and deliverables to assist with development of materials to best address the need and communication style of the community in which this pilot project effort will be directed.

CBOs will conduct pre-workshop neighborhood outreach, such as:

- conducting neighborhood surveys,
- attending community meetings/gathering places,
- facilitating neighborhood and population-focused listening sessions, and/or
- meeting with community leaders.

Task 1 - Planning:

Community Outreach

- Conduct Outreach in community/ neighborhoods to recruit participants;
- Attend community meetings and gatherings and maintain notes;
- Conduct surveys with community/neighborhood.

Task 2 - Organization:

Community Focus Groups and Workshops

This project will subcontract out to multiple community-based organizations (CBOs) for grassroots engagement in Priority Population areas. CBOs will conduct pre-workshop neighborhood outreach. Attended by community members in the CBO's Priority Population.

- Conduct surveys to identify and prioritize community assets for response to small and large disasters, including extreme weather events;
- Conduct community listening sessions and host community workshops
 - To gain direct community input on Resilience Hub planning in the community
 - Input on proposed locations and what resources should be available at each site at the hub
 - Discuss hazard scenarios
 - Identify community strengths and gaps in planning and response

- Meet with Community Leaders to identify potential resilience hub sites, including leased government-owned, privately-owned and community-owned spaces, assess site/space feasibility;

Task 3 – Training & Exercise:

Skills Training and Seminar Participation

Co-plan two (2) training activities, to be led by Project Manager and Consultants

- Targeted for existing and potential resilience hub staff and volunteers
- Informs the community on hazards and providing disaster skills trainings concurrent with outreach activities

One time participation in a final RCPGP seminar to regional stakeholders.

DELIVERABLES

1. Provide information gathered from surveys, community workshops, focus groups, and meetings to Project Manager;
2. Co-synthesized workshop findings with RCPGP Project Manager;
3. Identify potential site(s);
4. Identify community assets;
5. Identify priority community needs.

SAMPLE



Appendix 4: Sample Timeline

REGIONAL CATASTROPHIC PLANNING GRANT PUGET SOUND RESILIENCE HUB PROJECT TIMELINE



Phases

Bi-Monthly Check-Ins

Monthly Invoicing

Contracting & Introduction			
Engagement Planning			
Focus Groups (x2)			
Workshops (x2)			
Jurisdictional Leaders Meetings (x2)			
		Finalize Data Collection	
		Data Synthesis	
		Exploration of Additional Funding Opportunities	

Planning & Development

Engagement

Data Synthesis & Wrap-up

Project must be concluded no later than June 30th, 2025



Appendix 5: Resilience Hubs One Pager

