

# 2019 Food and Nutrition Request for Proposal Information Session

March 11, 2019

March 12, 2019



# Session Agenda

- Introduction
- Timeline
- HSD's Theory of Change
- Background & Program Requirements
  - Service/Program Model
  - Service Component
  - Client Eligibility
  - Population
  - Performance Measures
  - Key Staff
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  - Complete Applications
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- Appeal Process
- Q & A



# Introduction

- This 2019 Food and Nutrition Request for Proposal is an open and competitive funding process
- Approximately \$4,198,464 is available through the Human Services Department General Fund and the Sweetened Beverage Tax
- Funding awards will be made for the period of January 1, 2020 to December 31, 2020



# Timeline

- Funding Opportunity Announcement      March 1, 2019
  
- Information Session(s)      **March 11, 2019, 10:00 a.m. - 11:30 a.m.**  
2100 Building, Community Rooms A, B  
2100 24<sup>th</sup> Ave S; Seattle, WA 98144
  
- March 12, 2019, 2:00 p.m. – 3:30 p.m.**  
Green Lake Library, Meeting Room  
7364 East Green Lake Drive N  
Seattle, WA 98115
  
- Help Session      Sama Praxis, [samapraaxis@gmail.com](mailto:samapraaxis@gmail.com)
  
- Last Day to Submit Questions      March 28, 2019 by 12:00 p.m., Noon



# Timeline

- Application Deadline
- Review & Rating Process
- Award Announcement
- Appeal Process
- Contract Start Date

**Thursday, April 11, 2019  
by 12:00 p.m., Noon**

April 12, 2019 to June 11, 2019

July 25, 2019

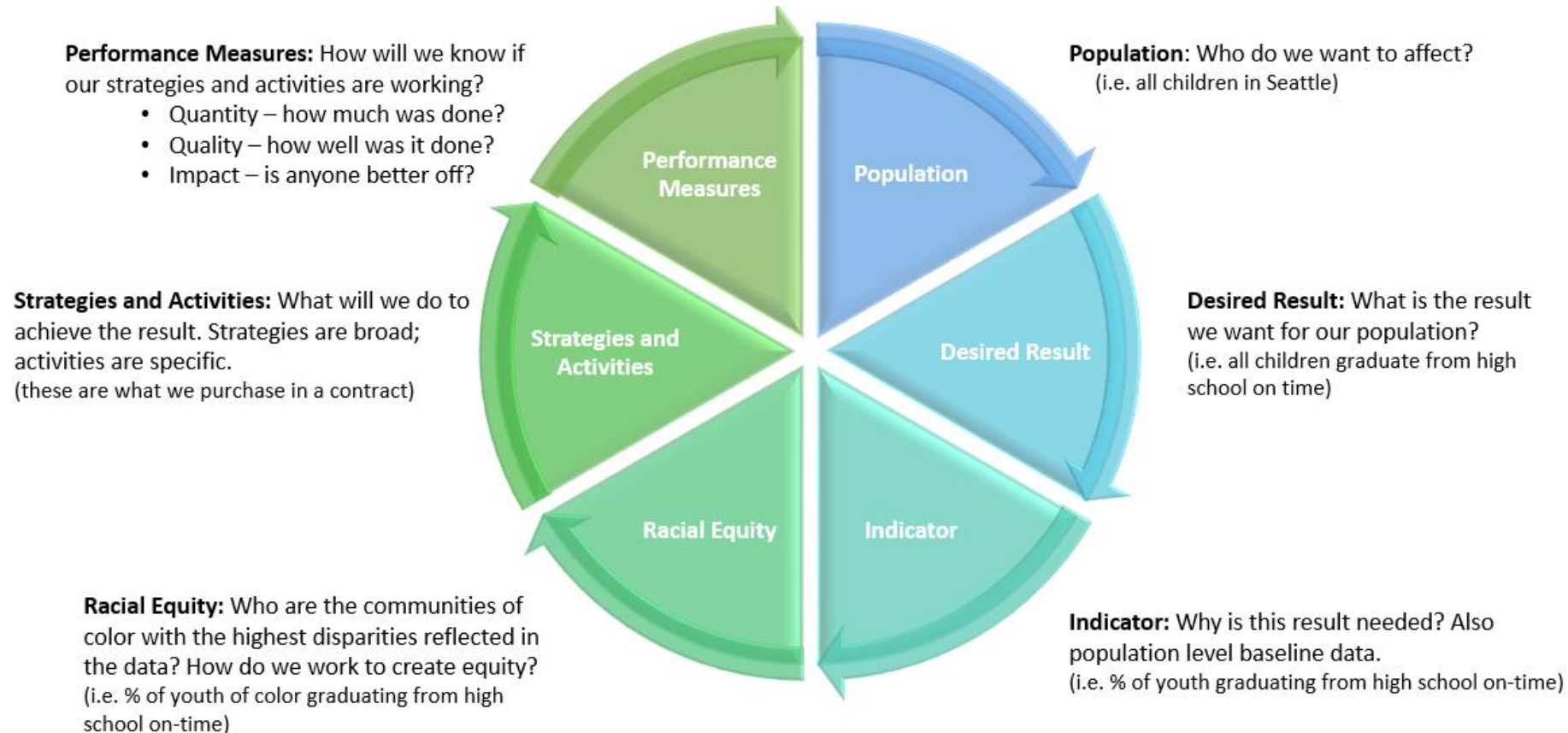
July 25, 2019 – August 6, 2019

January 1, 2020



# HSD Theory of Change

Uses Results-Based Accountability and leads with race



# Background & Program Requirements (pg. 8)

- Background
- Service/Program Model
- Eligibility Criteria
- Populations
- Service Components
- Performance Measures
- Key Staff



# Background & Program Requirements (pg. 8)

- In Seattle, about 13% of adults reported experiencing food insecurity
- Seattle families with children experienced even higher rates of food insecurity, from 22% of families with young children (Best Starts for Kids Survey) to 51% of low-income families with children (Seattle Shopping and Wellness Survey)
- In 2017, about 13,400 Seattle residents experienced food insecurity, yet their incomes were too high to qualify for food assistance benefits





# Service/Program Model (pg. 8)

The Food and Nutrition RFP is focused on investing in the following strategies for Seattle's Emergency Food System, including:

- 1. Food Security and Access Strategy**
- 2. Food System Support Strategy**



# Service Components (pg. 9)

## 1. Food Security and Access Strategy

- Including, but not limited to:
  - Food banks that offer food and non-food items including mobile food bank services.
  - Home delivery of grocery bags and/or meals to homebound individuals with medical or mobility challenges.
  - Meal programs that provide home-cooked, balanced meals to hungry persons and are safely prepared in a community kitchen to be served in a congregate setting.
  - Weekend hunger programs that deliver food, food bags, and/or backpacks to schools for low-income students to take home over the weekend.
  - Social service navigation assistance offered at food bank and meal program locations that connect clients with social services to support self-sufficiency.



# Service Components (pg. 9)

## 2. Food System Support Strategy

- Including, but not limited to:
  - Transportation of food to food banks and meal programs.
  - Food recovery activities that collect and transport edible food and meals to multiple food banks and/or meal programs by recovering foods which would otherwise be discarded and creating system-wide impact and efficiencies.
  - Network support to staff the Seattle Food Committee and Meals Partnership Coalition; and coordinate system-wide activities, events, and initiatives for respective networking groups to strengthen and support the entire Seattle Emergency Food System.



# Client Eligibility (pg. 9)

- Clients who receive services funded by this RFP must live within the city of Seattle and be low income
- Below 400% of the Federal Poverty Level (FPL)



# Population (pg. 9)

**Priority Population** is identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (behavioral health, violence-involved, etc.). The Priority Population for this investment opportunity is

- **low-income Seattle residents.**

**Focus Population** is identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the most recent data, Focus Populations for this investment opportunity are individuals and communities who identify as:

- **American Indian/Alaska Native**
- **Black/African American**
- **Native Hawaiian/Pacific Islander**



# Performance Measures (pg. 10)

Service-dependent quantity, quality, and impact measures may include, but are not limited to:

## Quantity

- Pounds of food distributed
- # of food bank visits
- # of meals served
- # of home food deliveries
- # of unduplicated individuals served
- # of food bags and weekend backpacks distributed
- # of food banks and meal programs served
- # of assessments and applications to food and nutrition and/or affordability services
- # of nutrition education sessions

# Performance Measures (pg. 10)

## Quality

- % of healthy, culturally appropriate food distributed
- % of those who need services and are connected to benefit programs



# Performance Measures (pg. 10)

## Impact

- % of people reporting reduced hunger
- % of people reporting increased access to healthy, culturally appropriate food
- % of people reporting increased fruit and vegetable consumption
- % of people reporting basic needs are met or improved after enrolling in one or more of the following programs:
  - Food
  - GED/Post-secondary education
  - Housing
  - Employment or job training
  - Utilities
  - Healthcare
  - Childcare
  - Transportation





# Key Staff (pg. 10)

- Staff should reflect the communities and populations served, be culturally and linguistically competent, and have experience working with the priority and focus populations.



# Submission Instructions (pg. 11)

- Applications due on Thursday, April 11, 2019, 12:00 noon
- Mail or hand deliver to:
  - Seattle Human Services Department
  - RFP Response – 2019 Food and Nutrition
  - ATTN:** Natalie Thomson
  - 700 Fifth Ave, Suite 5800
  - P.O. Box 34215
  - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed or e-mailed submissions**
- Applications must be complete and on-time



# Submission Instructions (pg. 11)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter



# Complete Applications (pg. 16)

Late applications will not be accepted.

**HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response
  - 10 page limit, one strategy
  - 16 page limit, two strategies
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Current Board of Directors roster
- Minutes from last 3 Board of Directors meetings
- Federally approved Indirect rate, if applicable
- Start-up timelines, as needed
- Partnership letters, as needed



# Fiscal Documents (pg. 17)

- Agencies for which we have current financial and insurance documents will not be required to resubmit
- Agencies for which we have incomplete or no financial and/or insurance documents will be notified by the Coordinator and required to submit ALL requested documents within 4 business days from the date of written request
- Financial and Insurance documentation that may be requested are listed in Section IV. of the Application



# Core Narrative Rating Criteria (pg. 12)

## Scoring

Population Needs	<b>15 points</b>
Cultural Competency, Race and Social Justice	<b>15 points</b>
Data and Fiscal Management	<b>10 points</b>
<b>Subtotal: Core Narrative</b>	<b>40 points</b>



# Service Strategy Narrative Rating Criteria (pg. 14)

## Scoring

Program Design and Description	<b>20 points</b>
Capacity and Experience	<b>15 points</b>
Partnerships and Collaboration	<b>15 points</b>
Budget and Leveraging	<b>10 points</b>
<b>Subtotal Service Strategy Narrative</b>	<b>60 points</b>
<b><i>GRAND TOTAL:</i></b> 100 points for one strategy 160 points for two strategies	<b>100 points</b> <b>160 points</b>



# Review & Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- Interviews/site visits
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement





# Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place



# Tips

- Have someone else read your application before submitting
- Meet the 10-page (one strategy) or 16-page (two strategy) narrative limit
- Use the application submission checklist
- Start early
- Schedule a help session – [samapraxis@gmail.com](mailto:samapraxis@gmail.com)
- Review the Online Submission Assistance Page for helpful information:  
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- **E-mail questions by the Q&A deadline Thursday, March 28, 2019: Natalie Thomson at [natalie.thomson@seattle.gov](mailto:natalie.thomson@seattle.gov)**



# Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

## Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity

## Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial)
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



# Q & A

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Natalie Thomson at [natalie.thomson@seattle.gov](mailto:natalie.thomson@seattle.gov) with questions prior to Thursday, March 28, 2019, 12:00 noon.
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or [mari.sugiyama@seattle.gov](mailto:mari.sugiyama@seattle.gov)

