

# Question and Answer

## Food and Nutrition

### 2019 Request for Proposal (RFP)

|   | Program Area                  | Question   | Answer   | Date             |
|---|-------------------------------|--|--|------------------|
| 1 | Eligibility                   | I am directing a small food bank run out of a church. We are not our own 501c3, but the church is. Wondering if that is a barrier to applying for city funding and how that whole process works.                           | Please review the HSD Agency Minimum Eligibility Requirements available <a href="#">here</a> . If the church meets the requirements listed, as well as any specific criteria released in the funding opportunity guidelines, they may apply for funding. If awarded funds, the church would serve as the fiscal sponsor for the food bank.                                     | November 6, 2018 |
| 2 | Information and Help Sessions | We are fairly new to city RFPs, so would like some guidance. Do you do preparatory workshops/meetings for RFP applicants?  | The Food and Nutrition Part I RFP will be released on, and posted to, HSD's Funding Opportunities <a href="#">website</a> on 3/1/19. This posting includes details on informational meetings and help sessions. Please see page 4 of the RFP Guidelines and Application document for details on informational meetings and help sessions and email with any further questions. | January 30, 2019 |
| 3 | Submission Requirements       | Are we required to submit separate proposals for each strategy?  | Organizations may apply for one or two strategies. Organizations applying for funding in BOTH the Food Security and Access Strategy <b>and</b> the Food System Support Strategy will need to complete separate narrative responses for each strategy. See page 14 of the RFP Guidelines and Application document.  | March 6, 2019    |
| 4 | Submission Requirements       | Can we submit one proposal for the Food Security and Access Strategy with multiple activities?   | Yes. Applicants can submit one proposal for the Food Security and Access Strategy that includes multiple activities or however many activities make sense for their organization (e.g., home delivery of food, social service navigation at food banks, weekend hunger or back pack programs, etc.)  | March 6, 2019    |
| 5 | Strategies and Activities     | Are backpack programs and Community Connectors now being funded through this RFP? So is everything now aligned and in one RFP process?   | Yes. Backpack programs (Weekend Hunger) and Community Connectors are all included in this RFP in the Food Security and Access Strategy. Services are aligned and in one RFP.   | March 6, 2019    |
| 6 | Data                          | It looks like food programs might be required to collect income and racial demographic information in the future. Will our contract potentially be dependent on whether we collect income information from all our guests? | The Sweetened Beverage Tax (SBT) Community Advisory Board (CAB) has recommended agencies collect some type of demographic data, but specifics have yet to be determined. See page 10 of the RFP Guidelines and Application document.   | March 7, 2019    |
| 7 | Funding                       | How much new funding (in addition to what is currently spent to support these programs) is   | Approximately \$822,058 in new SBT funding is included in the RFP for food banks/emergency meals.  | March 7, 2019    |

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|    |                                  | available in the RFP to help food banks/emergency meals expand programs?   |  |                |
| 8  | Funding                          | What is the new source for the additional funding that Food Lifeline formerly received?  | There is no new funding for this body of work.   | March 7, 2019  |
| 9  | Submission Requirements          | Can you tell us if the RFP that was recently released requires two separate applications for service categories?   | See question 4 and pages 12 and 14 of the RFP Guidelines and Application document. Applicants can submit one proposal for one or both strategies – Food Security & Access and Food System Support. In the proposal, applicants can include however many services (i.e. activities) make sense for the strategy(ies) for which they are applying. | March 8, 2019  |
| 10 | Outreach                         | I was at the SFC meeting this morning. They said the new RFI came out. I wasn't sent anything. I'm just checking to be sure that we didn't get overlooked. | Notification about the Food and Nutrition RFP was sent to the Seattle Food Committee on March 1st. Seattle Food Committee then forwarded the notification to all of its members on March 1st. See question 2. Please check the HSD Funding Opportunities <a href="#">website</a> frequently for RFP updates.                                     | March 11, 2019 |
| 11 | Review & Rating                  | Who is represented on the rating committee?  | There are 19 raters who represent focus populations, content experts, and former food program participants. Rating committee members are diverse and well-vetted. For more information about rating committee selection, see pages 27 and 28 of the HSD Funding Process Manual available <a href="#">here</a> .                                  | March 11, 2019 |
| 12 | Review & Rating                  | How are the ratings reconciled among the rating committees and how do you ensure panels are not weighted?  | All raters are trained in advance to support rating consistency. Raters review proposals individually, then committees come together to discuss proposals and make recommendations. Raters agree to discuss proposals until there is consensus.  | March 11, 2019 |
| 13 | Submission Instructions (Budget) | Can food be a line item in the budget?   | Yes.   | March 11, 2019 |

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| 14 | Funding                          | In the future, what happens if SBT is less? And though we want the funding, we want to discourage the consumption of sweetened beverages.                           | Each year, the City Budget Office forecasts the SBT revenue. The forecast is used to determine whether the projected revenues are sufficient to meet the project costs of the current services budget. If revenues are not sufficient to cover the cost of current services, the City must identify changes to close the gap – either through reductions or increased revenues or a combination of both. If the revenue forecast shows that additional resources are available, then the budget process identifies new or expanded programs to meet the evolving demands for City services. Regardless, the City is required by state law to prepare a balanced budget. | March 11, 2019 |
| 15 | Funding                          | Is there a bigger bucket of funding because of SBT?   | Yes.  | March 11, 2019 |
| 16 | Funding                          | Are you expecting agencies with existing contracts to get the same amount of funding? Or is this an opportunity to increase funding given that there is more money? | All eligible proposals submitted by new agencies and current HSD-contracted agencies will be reviewed and rated. Award amounts will vary based on the rating committee funding recommendations and pending approval from the HSD Director. Agencies with existing contracts may ask for less, the same, or more funds based on the expenses and needs outlined in their RFP applications.   | March 11, 2019 |
| 17 | Funding                          | Is there a funding limit? An average or expected amount?  | There are no minimum or maximum request requirements.   | March 11, 2019 |
| 18 | Submission Instructions (Budget) | Is there a percentage that you recommend for a limit to line items?   | No. This is at the discretion of agencies.  | March 11, 2019 |

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| 19 | Funding                          | Can we expect that we will get the full funding requested? If a certain funding amount is requested, do you sometimes award less? | Agencies awarded a contract should not automatically expect to receive the full amount requested. Awarded agencies may receive a full or reduced amount. See question 16.  | March 11, 2019 |
| 20 | Funding                          | Can we request funding for equipment? Can equipment be an expense?  | Yes, though there are City of Seattle guidelines on equipment purchases. Please see page 42 of HSD's Contract Development Manual regarding capital equipment purchases or view Finance Policy 95-11 listed under IT Assets titled "Keeping Track of City Equipment," both located on the <a href="#">How to do Business with HSD webpage</a> . | March 11, 2019 |
| 21 | Funding                          | How do funding disbursements come? How does it work?  | HSD has several types of reimbursement contracts with agencies. Contracts awarded through this RFP may be outcome-based or unit cost. Typically, agencies invoice HSD monthly and after services are completed.  | March 11, 2019 |
| 22 | Submission Instructions (Budget) | What if there is growth and we anticipate serving more than is currently served?  | Reflect any anticipated growth and expansion in your budget and proposal narrative.  | March 11, 2019 |
| 23 | Data                             | Has a database system been selected to capture data in 2021 contracts?  | No. This will be discussed and determined by HSD in partnership with the awarded agencies in the 2020 data cohort. See page 10 of the RFP Guidelines and Application document.   | March 11, 2019 |
| 24 | Financial Documents              | Are the audit documents needed from 2017 or 2018?   | Agencies will receive a letter with requests for specific financial documents not on file with HSD. For 2019 RFPs, HSD will request your agency's 2018 audit report. In the event the 2018 audit report has not yet been completed, please submit your 2017 audit report.  | March 11, 2019 |
| 25 | Research                         | Can you share the SBT report referred to in the Information Session?  | The Healthy Food Availability and Food Bank Network Report was recently made public. Link to the <a href="#">report</a> here.  | March 11, 2019 |

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| 26 | Funding         | Is this the first time these services are combined into one RFP? How much is allocated for each activity?   | Yes. This is the first time these specific services have been combined into one RFP. There is no predetermined amount allocated for each activity. Final allocations depend on the quality of the proposals, requested budget amounts, and funding recommendations from the rating committee. | March 12, 2019 |
| 27 | Funding         | Compared with the 2014 funding process, what has not been included in this RFP?   | The 2019 Food and Nutrition RFP does not include the donated and bulk food activities previously included in the 2014 Food and Meal Request for Investment.   | March 12, 2019 |
| 28 | Funding         | Is there funding in this RFP for transportation of clients/participants, for example, to meal program sites or is it just for transportation of food? | Funding for transportation in this RFP is intended for transporting food to agencies or individuals, not for transporting clients/participants.   | March 12, 2019 |
| 29 | Data            | Please define what is meant by Black/African American as one of the focus populations.  | Black/African American is defined as anyone of African descent.   | March 12, 2019 |
| 30 | Data            | Please provide definitions for each of the performance measures outlined in the RFP.  | Definitions of performance measures will be provided during the contracting phase.  | March 12, 2019 |
| 31 | Data            | What is the anticipated time commitment for the data cohort?  | The data cohort is expected to meet every other month for 1.5 hours in 2020.  | March 12, 2019 |
| 32 | Review & Rating | How will smaller agencies compare in the rating process with regard to meeting performance measures?  | Agency size is not part of the rating criteria. Applicants are asked to describe their Program Design and Capacity and Experience. See pages 14 and 15 of the RFP Guidelines and Application document for narrative questions and rating criteria.  | March 12, 2019 |
| 33 | Data            | Do agencies need to ask or require proof of clients to show they meet the definition of low income as stated in the RFP?                              | The specifics of contracting have not been determined. However, HSD YFE is aware of the current low-barrier environment used at food banks. The 400% FPL income guidelines are intended to provide guidance for RFP applicants.   | March 12, 2019 |
| 34 | Data            | What are the eligibility requirements and performance measures pertinent to the Food System Support strategy?   | The client and agency eligibility requirements are the same for both strategies. See pages 9 and 10 of the RFP Guidelines and Application document.   | March 12, 2019 |
| 35 | Contracting     | Will the 2020 contracts look similar to 2019?   | Yes.  | March 12, 2019 |

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| 36 | Submission Instructions   | Please clarify the timeframe for mailed submissions.  | Submissions via US mail must be <b>received (not postmarked)</b> by Thursday, 4/11/19 at 12:00 p.m., Noon. If submitting via US mail, please allow extra time for processing through City of Seattle mail routing.  | March 12, 2019 |
| 37 | Submission Instructions   | Please clarify what is meant by partnerships. We have approximately 30 organizations we work with or support in some manner. Do we need partnership agreements from all of these organizations? | No. For the purposes of this RFP, partner organizations are those that have a significant collaboration or subcontracting relationship with the applicant organization.   | March 12, 2019 |
| 38 | Submission Instructions   | Are letters of recommendation encouraged as part of the proposal?   | No. Please do not submit letters of recommendation. See page 12 of the RFP Guidelines and Application document.   | March 12, 2019 |
| 39 | Submission Instructions   | Is there a standard partnership letter format or specific information that is required?   | There is no standard partnership letter format. Please refer to part F. Partnerships and Collaboration on page 15 of the RFP Guidelines and Application document for required information on partnerships.  | March 12, 2019 |
| 40 | Help Sessions             | Please clarify the name of the person conducting the help sessions.   | HSD has partnered with Sama Praxis consulting firm to provide technical assistance (i.e., Help Sessions.) See page 4 of the RFP Guidelines and Application document for information on Help Sessions.   | March 12, 2019 |
| 41 | Activities and Strategies | If an application encompasses multiple activities, what is the best way to focus the answer to best respond to the RFP?   | HSD YFE is requesting a separate budget for each activity to assist in focusing on the proposed programing. Applicants can describe how the activities will be integrated in the narrative. See pages 14 and 15 of the RFP Guidelines and Application document. | March 12, 2019 |
| 42 | Funding                   | Is there a maximum amount that organizations can apply for?   | See questions 16 and 17.  | March 12, 2019 |

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| 43 | Activities and Strategies | Is the RFP taking into account services by geographic region to make sure there are no service gaps?  | HSD YFE is concerned with service gaps by geographic region. Applicants should highlight the populations they intend to serve with this funding under part A. Population Needs on pages 12 and 13 of the RFP Guidelines and Application document. In this section, applicants can provide information about geographic priority and service gaps. Applicants can also respond to this in part D. Program Design and Description on page 14 of the RFP Guidelines and Application document. | March 12, 2019 |
| 44 | Funding                   | Can you please talk about the funding process frequency?  | By ordinance, the city generally conducts competitive funding processes every four years. Exceptions are sometimes granted that deviate from this timeline.  | March 12, 2019 |
| 45 | Review & Rating           | How many raters are there and where do they come from?  | See question 11.   | March 12, 2019 |
| 46 | RFP Rating Committee      | Can I find the names of past rating committee – RFP Reviewers?  | To receive the names of past rating committee members, you would need to submit a Public Disclosure Request <a href="#">here</a> .   | March 12, 2019 |
| 47 | RFP Strategies            | If applying for two strategies, can HSD fund one or both strategies?  | Yes, HSD may fund one or both strategies at full or partial amounts. HSD may also elect to not fund either strategy.   | March 12, 2019 |
| 48 | Funding Allocations       | Is funding allocated without deference to past contracts? Is there a standardized amount for service? More cases made than funding available? | See question 16. It is up to each applicant, regardless of current contract status, to request funding that is in line with the cost of doing business based on the agency capacity and operating model. There is no standardized amount for each service. See part G. Budget and Leveraging Rating Criteria on page 16 of the RFP Guidelines and Application for more information.  | March 12, 2019 |
| 49 | Rating Strategies         | Will the rating committee look at both strategies in full?  | Yes.   | March 12, 2019 |

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| 50 | RFP Proposal        | Do you take into consideration gaps in services so that all proposals are looked at and fit together?  | Yes. See question 43.  | March 12, 2019 |
| 51 | Agency partnerships | Wondering about partnering on application(s), when is it beneficial?                                   | It is up to each agency to determine when a partnership is beneficial.   | March 12, 2019 |
| 52 | Funding increase    | How much increase in funding from previous RFP? Same funding from 2019 to 2020?                        | There's been a 90% increase since the last competitive funding process in 2014. At this time, there is no increase in funding from 2019 to 2020.   | March 12, 2019 |
| 53 | RFP & Budget Tips   | Are there specific recommendations on what to look for in the budget and other tips?                   | See Budget and Leveraging criteria on page 16 of the RFP Guidelines and Application document for more information. The program budget should be reflective of services in the specific line(s) of business. The proposed personnel detail budget should be accurate and reflect reasonable salaries and FTEs for the bodies of work. | March 12, 2019 |
| 54 | Budget              | Will you be looking at the personnel detail and how it feeds into budget summary?                      | See question 53. See Budget and Leveraging criteria on page 16 of the RFP Guidelines and Application document for more information.  | March 12, 2019 |
| 55 | Budget              | In the budget, can money go towards food?  | See question 13.   | March 12, 2019 |
| 56 | Budget              | If we anticipate a move this year due to space volatilities do you have a recommendation?              | Please include any relevant information about anticipated moves in the proposal narrative.   | March 12, 2019 |
| 57 | Budget              | It would be helpful for food banks to include in-kind in budgets for donated food and volunteer labor. | We will add this to suggestions for future RFPs and contracts. For this RFP, please represent any in-kind food donations or volunteer labor hours in the Budget and Leveraging section of the proposal narrative.  | March 12, 2019 |
| 58 | Program Budgets     | If we have two food bank programs, would we submit one or two budgets?                                 | Submit one proposal for food banks in two locations if there is one agency board of directors, one budget, and one operating structure.  | March 12, 2019 |

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| 59 | Current contract holders | For current contract holders, do we explain that a new service may have started in late 2019 but may not be new for 2020?   | Please include any relevant information in the proposal narrative.   | March 12, 2019 |
| 60 | Budget                   | Agency has five sites located in Seattle and the rest in King County outside of Seattle. Will the budget be for all services or just those in Seattle?  | The budget should just include the services in Seattle.  | March 12, 2019 |
| 61 | Budget                   | If completed previous RFP with city, do we include in budget/fund source?   | Include all SECURED city funding in the budget.  | March 12, 2019 |
| 62 | Budget                   | What about fundraising as anticipated funding source?   | Include all funds sources that will fund this program, including fundraising projections.  | March 12, 2019 |
| 63 | Bulk-Buy                 | Bulk buy piece, what happened to it with this RFP?  | It has been sole-sourced.  | March 12, 2019 |
| 64 | Food Insecurity          | Definition of Food insecurity (13%)?  | The definition of food insecurity is the one used in Public Health - Seattle & King County's Healthy Food Availability and Food Bank Network Report. See page three of the <a href="#">report</a> .    | March 12, 2019 |
| 65 | Budget                   | Concerning the budget worksheet:<br>Which line item should be used to show expenditures for foods that are purchased for the food bank? Are these considered operating supplies?<br>Is there a way to reflect volunteer time and the in-kind dollar contribution this represents? For example, several of our "staff" positions are occupied by unsalaried volunteers. The time of these volunteers is an in-kind donation of service to the food bank but we do not see where this can be reflected in the budget spreadsheet.<br>Similarly, is there a way to show in-kind donations of food? | See question 32. Yes, list food under operating supplies. For this RFP, please represent any in-kind food donations or volunteer hours in the Budget and Leveraging section of the proposal narrative. | March 13, 2019 |

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| 66 | Activities and Strategies | I am curious if prepacked bags of food designed for homeless people would be acceptable under the Backpack/Weekend Hunger heading. Our food bank has a No Cook bag program of prepacked bags of food that are designed for homeless clients: shelf-stable, lightweight, ready-to-eat foods. The clients are not, to my knowledge, students. However, this program is valuable to our clients as we are located near homeless shelters and encampments. We distributed 149% more No Cook bags in 2018 (7,600+) compared to the previous year (~3,000). | This service (activity) is eligible under this RFP. It would not be considered backpack or weekend hunger. In your proposal narrative, you can call this service/activity No Cook Bags or another name your agency uses.  | March 13, 2019 |
| 67 | Timeline                  | I am writing to ask when are the RFP information meetings and RFP due date?   | The RFP Information Meetings were held on March 11th and 12th. The application deadline is Thursday, April 11, 2019 by 12:00 p.m., Noon. See pages 4 and 11 of the RFP Guidelines and Application document. The PowerPoint presentation, Question and Answer (Q&A) document and all critical dates are posted to HSD's Funding Opportunities <a href="#">website</a> .  | March 18, 2019 |
| 68 | Eligibility               | I see that the Priority Population for this grant lists seniors and low-income Seattle residents. Since the Food and Nutrition RFP is coming from Youth and Family Empowerment Division, I wanted to confirm that Focus Populations are regardless of age. Is that correct?   | The Priority Population for this investment opportunity is low income Seattle residents. The Focus Populations for this investment opportunity are individuals and communities who identify as: <ul style="list-style-type: none"> <li>• American Indian/Alaska Native</li> <li>• Black/African American</li> <li>• Native Hawaiian/Pacific Islander</li> </ul> See page nine (9) of the Guidelines and Application document. | March 20, 2019 |
| 69 | Submission                | Is early submission possible through the website.   | Yes, early submission is possible. After submitting your proposal, please ensure that you receive email confirmation. See page 11 of the Guidelines and Application document.   | March 20, 2019 |

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| 70 | Activities and Strategies | Our agency transitioned four home delivery sites to a mobile food bank several years ago. We set up a distribution in a common area of the building because we could offer a better selection of food with this model. We have been considering households served by the Mobile food Bank to be home deliveries since we are taking the food to the building. Is there a concern about including these services as a home delivery activity for the RFI or should they be included as part of the food bank? | Please call this activity "Mobile Food Bank" and fully describe it in Section D. Program Design and Description. Provide a Proposed Program Budget (Attachment 3) and Proposed Personnel Detail Budget (Attachment 4) for this activity.   | March 21, 2019 |
| 71 | Budget                    | We receive BFET federal funding that helps to pay part of the salary and wages for the positions we will include in the proposed budget. Are there are conflicts if we use both Federal and City funding to pay for those salaries and wages?  | There are no conflicts. Please clearly specify the portion of staff costs the federal funds cover and the portion for which you are applying for city funding on both the Proposed Program Budget (Personnel Services section) and the Proposed Personnel Detail.  | March 21, 2019 |
| 72 | Budget and Staffing       | What would the reporting process look like? How much lead time would we get and how much information would be required on a monthly basis? If we add a 10% admin fee to the proposed budget, would that be sufficient/reasonable to handle the reporting?  | Invoices are submitted monthly for services rendered and are due on the 10 <sup>th</sup> business day of the following month. Invoice packets may consist of a one-page invoice (finance document) along with a narrative section and data reporting table. For certain strategies, additional verification will be required. Agencies will work with their HSD program specialist to ensure proper reporting, including sufficient verification and correct invoice calculations, are submitted. Administrative costs to process and submit invoices vary depending on agency operating structures. | March 21, 2019 |
| 73 | Funding Awards            | Is it consistent across HSD funding rounds that the programs are funded for the whole period?  | Awarded agencies are funded for a one-year contract which typically is renegotiated annually, up to four years until the next RFP process. Awarded agencies are not guaranteed to receive the full amount requested nor are they guaranteed to be renewed annually. Renewals and contract amounts are  | March 21, 2019 |

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|    |                |  | contingent upon meeting performance commitments and funding availability. See questions 16 and 19.  |                |
| 74 | Partnerships   | What is defined as a partnership or collaboration in context to the <i>Food Security and Access Strategy</i> of the <i>Food and Nutrition RFP</i> ? I want to make sure I have a clear understanding, because we're asked to provide signed letters of intent in section F. What is defined as a key program element? If no such partnerships can be defined, do we exclude that bullet? | See question 37. A key activity is any service for which your agency is apply for funding (social service navigators, food bank, etc.).   | March 25, 2019 |
| 75 | Transportation | I saw transportation included as one of the activities listed under the Food System Support Strategy. Would transportation also be allowed to transport low-income residents to a grocery store to purchase healthy and culturally-appropriate food, or to bring groceries/healthy food to one of our low-income housing communities?  | See Question 28.  | March 25, 2019 |
| 76 | Eligibility    | How are you defining hunger? We have been looking at the performance metrics and didn't see a definition for how you would be defining hunger (i.e., the metric). Or is that up to a nonprofit to measure this with a survey or other sort of tool?  | Please use your agency definition of hunger in the proposal.  | March 25, 2019 |
| 77 | Budget         | Our board usually does not approve the 2019/2020 budget until June. At this time, I suspect that we will not have any major changes to our budget. Should I simply guess what our budget will be?  | Budget estimations based on historical precedence are recommended.  | March 26, 2019 |
| 78 | Population     | Describe the experiences of the specific population(s) you intend to serve. What is meant by experiences?  | For the purposes of this RFP, experiences are specific cultural, geographic, or other types of challenges and opportunities of the priority and/or focus populations you serve. Please describe how these experiences impact the ability for people to receive services and/or access healthy, culturally appropriate food. | March 27, 2019 |

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| 79 | Eligibility  | I see program criteria for eligible clients requires folks to live in the city of Seattle. With our property [not] located in Seattle, but in Unincorporated King County, and also serving Burien residents, does our service area and physical location disqualify us from this RFP?  | No, however, you must serve residents of Seattle and your proposal should include the proportion of Seattle residents you plan to serve. | March 27, 2019  |
| 80 | Budget       | Our current budget is built around serving all of King County. Half of all of our clients are in Seattle. Paid staff take orders and deliver to Seattle clients. When paid staff drivers are not making deliveries to Seattle clients, they are making bulk meal deliveries to 22 satellite sites outside of Seattle. Then, a network of 300 volunteers take meal orders and make deliveries to clients. Given the paid staffing structure, do you have any suggestions on how to design the budget around serving Seattle clients only? | Requesting an appropriate proportion of staff costs aligned with service delivery to Seattle residents is recommended.                   | March 28, 2019. |