



**City of Seattle
Human Services Department**

**2014
Food and Meal
Request for Investment**

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GUIDELINES

I. Introduction

The Community Support and Assistance (CSA) division of HSD is seeking applications from agencies interested in providing food and meals to low income individuals and families who experience food insecurity. Eligible activities include staffing, operating costs and healthy food to support direct food access and system activities. This Request for Investment (RFI) is open to nonprofit organizations that serve City of Seattle residents.

Applications will be accepted from nonprofit organizations that meet the following criteria:

- Demonstrate at least two years of successful experience in providing food or nutrition related services or two years of experience in serving those at greatest risk of food insecurity including low income Black and Latino households, families with children, immigrants and refugees, older adults, and persons in emergency and/or homeless situations.
- Serve participants from the City of Seattle and have the capacity to verify residency by zip code, as requested by the City of Seattle.

The Food and Meal Investment Area is comprised of:

- Direct food access programs including food banks, home delivered meals, and meal sites and programs.
- Food system activities including support and coordination, food purchase, and food system transportation and distribution.

HSD plans to invest up to **\$3,125,714** in HSD General Fund dollars through the Food and Meal RFI. Initial awards will be made for the period of January 1, 2015 to December 31, 2015. Funding beyond 2015 will be contingent upon performance and funding availability.

All materials and updates to the RFI are available on HSD's Funding Opportunities web page at www.seattle.gov/humanservices/funding/. If you have any questions about the 2014 Food and Meal RFI, please contact:

Josh Hall, Planning & Development Supervisor, via email at josh.hall@seattle.gov

II. Timeline

Funding Opportunity Released	Monday, July 21, 2014
Information Session 1	Tuesday, August 5, 2014 1:00 p.m. to 4:00 p.m. Northgate Community Center 10510 5 th Ave NE, Seattle, WA 98125
Information Session 2	Wednesday, August 6, 2014 9:30 a.m. to 12:30 p.m. 2100 Building, Community Rooms A and B 2100 24 th Ave S, Seattle, WA 98144
Last Day to Submit Questions	Friday, September 5, 2014 by 12:00 p.m.
Application Deadline	Monday, September 15, 2014 by 12:00 p.m.
Planned Award Notification	Friday, November 14, 2014
Contract Start Date	January 1, 2015

HSD reserves the right to change any dates in the RFI schedule.

III. HSD Guiding Principles

In addition to the investment outcomes stated in this RFI, investments will reflect the Seattle Human Services Department's vision, mission and values and support the department's theory of change.

Vision

The vision of the Seattle Human Services Department is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all of our communities thrive, and people grow up and grow old with opportunity and dignity.

Mission

The mission of the Seattle Human Services Department is to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities.

Values

We accomplish our mission by adhering to core values and funding programs whose work supports them:

- **Vision** – we are future-focused, funding outcomes that create a stronger community.
- **Innovation** – we foster an environment where creativity and new approaches are valued, tested, refined and implemented.
- **Results** – we fund and administer programs that are accountable, cost-effective, and research-based, ensuring people receive high-quality services.
- **Equity** – our resources are devoted to addressing and eliminating racial, social, economic, and health disparities in our community.
- **Creative collaboration** – we share the collective wisdom of our colleagues and community to develop and implement programs.
- **Service** – we ensure the programs we support are accessible to all community members and deliver high-quality, welcoming customer service.

IV. Investment Area Background & Theory of Change

HSD has developed a strategy for results-based accountability and addressing disparities to ensure that the most critical human service needs are met by:

- **DEFINING** the desired results for the department’s investments;
- **ALIGNING** the department’s resources to the desired results; and
- **MONITORING** the result progress to ensure return on investment.

The results-based accountability “Outcomes Framework” helps HSD move from ideas to action to ensure that our work and investments are making a real difference in the lives of vulnerable people. HSD’s **Theory of Change** ensures that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, strategies for achieving the desired results, performance measures and equity target(s).



All investments resulting from this funding opportunity will demonstrate alignment with HSD’s theory of change towards achieving the **Community Support and Assistance** division’s goal and the desired results:

Goal: Our community is safe, stable and self-reliant

Results:

- Individuals and families are **safe and have healthy relationships**
- Individuals and families are **financially stable**
- Individuals and families have **stable housing**
- Individuals and families have **access to healthy food**

The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help achieve the desired result of Food and Meal investments: *individuals and families have access to affordable, healthy, and culturally appropriate food* as indicated by the *percentage of food insecurity experienced by residents in Seattle*.

Food and Meal Investment Theory of Change

The theory of change describes the assumptions for how the desired results will be achieved through a set of specific activities which are measured by quantity, quality and impact performance measures.

Result	Indicator	Strategy	Performance Measure	Equity Target
Condition of wellbeing for entire population	Achievement benchmark – how we know the “result” was achieved	Activities that move the dial on the result & indicator – what HSD is purchasing	What gets counted, demonstration of how well a program, agency or service is doing (quantity, quality, impact)	Goal for addressing disparities in the population level data
Individuals and families have access to healthy food	% of food insecurity in Seattle	1) Direct food services (i.e. food banks, home delivered meals, meal sites & programs) 2) Food infrastructure	<ul style="list-style-type: none"> • # of people served • # of units of food provided • # of access points/sites • Accessibility (i.e. hours of operation, locations, 	Black/African American and Latino households report food security at the

		(i.e. transportation, distribution, data & evaluation)	food quality, culturally appropriate food options) <ul style="list-style-type: none"> • Impact: All Seattle residents have enough to eat and access to affordable, healthy, and culturally appropriate food. 	same rate as their White and Asian counterparts.
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The Food and Meals investment result was guided by community engagement, research on promising practices, and program and population data.

Community Engagement

Community engagement included one to one and group conversations about the Seattle emergency food system with strategic thinkers and experts in Seattle-King County. Group meetings included time with Meals Partnership Coalition, Meals Task Force, Seattle Food Committee, City of Seattle Food Interdepartmental Team, and United Way of King County about the RFI. This engagement will serve as a starting point for emergency food system transformation throughout the investment period.

Community members highlighted the need for additional funding to enhance the current emergency food system. Suggestions included promising practices and innovations to increase access to healthy food and establish food security in Seattle. Potential investments include:

- Increased geographic access via mobile food pantries, grocery, and/or meal trucks;
- Delivery of low to no cost food and meals to existing community gathering spaces (cultural centers, libraries, childhood centers, public housing sites);
- Greater supply of culturally appropriate, fresh and nutrient-dense meats/proteins, produce, and legumes within the emergency food system via growing/garden development, direct acquisition from farmers, and greater food recovery coordination;
- Community convening opportunities to promote and practice healthy food access, preparation, and education;
- More languages spoken with community members at food and meal sites.

HSD also initiated further conversation around the need for accurate data from the emergency food system that increases collective understanding of the demand for healthy food and disproportionate food access challenges for socially disadvantaged/vulnerable populations in Seattle-King County—low income Black and Latino households, families with children, immigrants and refugees, and older adults. Providers would like to illustrate and understand more about their collective impact on community wellbeing, access, and equity yet still provide as few barriers as possible—or simply no barriers—to accessing emergency food.

The Human Services Department food and meal investments are in alignment with multiple local initiatives, including the City of Seattle Food Action Plan, which guides City food initiatives. The Food Action Plan details the values that should guide City investments in the local food system. These values include:

- Make healthy, high-quality food accessible and affordable;
- Ensure the health and well-being of all people;
- Improve equity in the food system;
- Build diverse and collaborative relationships with community organizations, businesses, and governmental entities;
- Support inclusive community participation in program and policy development;

- Promote regional food security;
- Value and support the role of food and agriculture in our region’s economy;
- Support the economic viability of local, sustainable farms;
- Sustain and grow a healthy environment that enhances biodiversity and mitigates climate change.

Promising Practices Research

Staff review of webinars, articles, and research about local, regional, and federal food systems resulted in some common themes.

- People are impacted by the availability and affordability of food in community food environments, which include a variety of stores, restaurants, markets, and gardens¹.
- Food related pathways are essential to achieving healthy community goals².
- Strategies designed to improve access for low-income people and communities of color can result in benefits for the broader community³.
- Improving food access for everyone demands multiple approaches to meet the different needs of diverse communities⁴.
- “A community is ‘food secure’ when all residents obtain a safe, culturally acceptable, nutritionally-adequate diet through a sustainable food system that maximizes community self-reliance and social justice”⁵.

Overall, there is increasing emphasis on a broader view of hunger as a systemic and environmental problem affecting community health. This has been fueled by several trends: new thinking on data driven design and collective impact; the national healthcare reform movement and act; increased discussion across systems in the prevalence of costly yet often preventable diseases of obesity, heart disease, and diabetes; and, changes to the U.S. Farm Bill and its effects on Supplement Nutrition Assistance Program (SNAP) food benefit recipients nationwide.

Two inspiring and innovative programs have possibilities for replication in Seattle:

The Stop Community Food Centre, Toronto, ON Canada

The Stop program goes beyond meeting basic food needs to provide opportunities for community members to build support networks, connect to resources and find their voices on the causes of hunger and poverty. Community members become engaged citizens, advocates, and cooks via shared gardens; community kitchens and dining; nutrition initiatives; after school workshops; and affordable, fresh market stands. The Stop illustrates how organizations can do more than feed the hungry and find real economic and social policy-based solutions for the growing problem of hunger. “There is a better way. Instead of stigmatizing and dividing us as citizens, let’s use food as an agent of change.” *The Guardian, June 18, 2013.*

Oregon Food Bank, Portland, OR

The Oregon Food Bank has received national recognition for its FEAST (Food, Education, Agriculture, Solutions, Together) program, which promotes healthier, more equitable and more resilient food systems through a community organizing model. Outcomes have included partnerships that mobilize existing resources to improve

¹ Kumanyika, S., April 10, 2014, Food Justice, Obesity & the Social Determinants of Health [Webinar]. In the 4-part series on Food, Justice and Health Equity. Retrieved from healthyfoodaction.org.

² Kumanyika, S., April 10, 2014, Food Justice, Obesity & the Social Determinants of Health [Webinar]. In the 4-part series on Food, Justice and Health Equity. Retrieved from healthyfoodaction.org.

³ PolicyLink, 2013, Access to Healthy Food and Why It Matters: A Review of the Research.

⁴ Poverty and Race Research Action Council, March/April 2010 Issue of Poverty and Race, “Bringing Healthy Food to Underserved Areas”.

⁵ Newberry, J. and Taylor, A. June 2012. Evaluating Outcomes of Community Food Actions: A Guide. Retrieved from Public Health Agency of Canada <http://www.cdpc.ca/content.php?doc=261>.

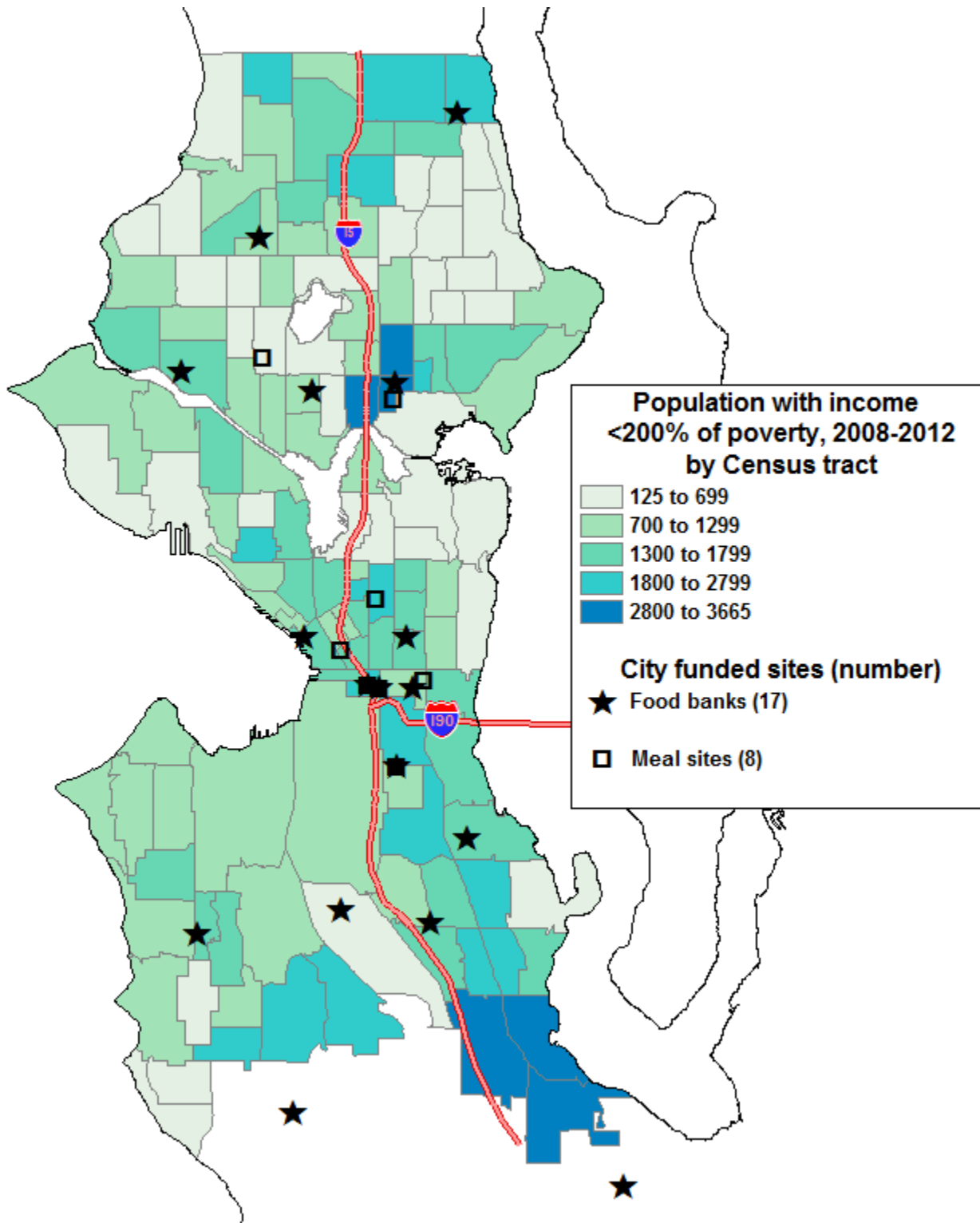
local food systems and individual food self-sufficiency. “Oregon Food Bank believes no one should be hungry. With sufficient public will and support of the entire community, we believe it is possible to eliminate hunger and its root causes.” www.oregonfoodbank.org, April 12, 2013.

Program and Population Data

Population Level Data ⁶
<ul style="list-style-type: none"> • People with low income live everywhere in Seattle but are concentrated in the southeast, central and south, in and around the University of Washington, and in the Lake City and Northgate areas • 27% of Seattle residents are at or below 200% of the federal poverty level (2012) <ul style="list-style-type: none"> ◦ 612,560 people reside in Seattle (2011) ◦ 167,840 Seattle residents are at or below 200% of the federal poverty level • Blacks and Latinos are more likely to experience food insecurity than Whites <ul style="list-style-type: none"> ◦ 94,930 Seattle residents are Black or Latino ◦ 49,700 Seattle residents are Black or Latino and at or below 200% of the federal poverty level ◦ 40% of Latinos have income at or below 200% of the federal poverty level ◦ 55% of African Americans have income at or below 200% of the federal poverty level • Other races or ethnicities may experience food insecurity, as well. <ul style="list-style-type: none"> ◦ 43% of Native Americans have income at or below 200% of the federal poverty level ◦ 30% of Asians have income at or below 200% of the federal poverty level
Program Level Data
<ul style="list-style-type: none"> • All programs agree to serve people at or below 200% of the federal poverty level • 315,759 meals were served in 2013 • 189,199 households were served by home delivery programs and food banks in 2013 • 58,059 households served with 118,989 individuals in those households in food banks in 2013 (unduplicated numbers) • 15,007 individuals were served in the emergency feeding program in 2013 • 412,491 Seniors 55 and older were served in food banks in 2013 (duplicated number) • 325,093 Infants and children were served in food banks in 2013 (duplicated number)

⁶ American Community Survey, Public Micro Sample for 2008-2012 combined

Map of Seattle residents with low income (<200% of federal poverty level), showing HSD-funded food banks and meal programs



There are 18 additional satellite food bank sites that exist in and around Seattle. They are funded and operated by the food banks on this map. There are 6 additional satellite meal sites that exist in and around Seattle that are funded and operated by the meal programs on this map.

V. HSD's Commitment to Funding Culturally Responsive Services

HSD has developed investment principles that reflect our commitment to funding culturally responsive services to create positive outcomes for service recipients. Agencies applying for investment will demonstrate the capacity to institute these principles through routine delivery of client-centered and strength-based services that are culturally:

1. **COMPETENT**, as demonstrated by “a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or profession that enables that system, agency, or profession to work effectively in cross-cultural situations”.⁷ It is “the ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently act on that understanding”.⁸ It is “the ability to function effectively in the midst of cultural differences. It includes knowledge of cultural differences, awareness of one’s own cultural values, and ability to consistently function with members of other cultural groups”.⁹
2. **RESPONSIVE** to the cultural and linguistic needs of diverse populations. Agencies have the capacity to effectively serve and engage persons of diverse backgrounds. Agencies commit to practicing cultural responsiveness throughout all levels of the program, including policy, governance, staffing, and service model and delivery. Agencies make every effort to recruit and retain a work force (paid and voluntary) and policy-setting and decision-making bodies that are reflective of the target populations identified in the funding opportunity. For example, for those for whom English is not a primary language, agency staff will work to ensure that service recipients have access to culturally relevant interpreter services and/or written materials available in multiple languages.
3. **RELEVANT** in addressing the cultural needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices. Agencies are staffed with people who have the cultural capacity to create authentic and effective relationships and provide culturally congruent services for members of specific cultural groups and/or communities of color. Commitment and experience of the agency reflects effective, mutually beneficial relationships with other organizations (such as grassroots or community-based organizations, churches, community networks, etc.) that are reflective of the populations being served via the investment.
4. **ACCESSIBLE** through language, location, and delivery style. Agencies have the capacity to overcome mainstream barriers and/or provide effective alternative strategies that enable service recipients to easily access mainstream and nontraditional programs and services.

VI. Program Requirements

HSD currently invests nearly \$3.126 million dollars via 41 total contracts with 29 different agencies for direct food services and food infrastructure. HSD intends to maintain or reduce the total number of contracts offered through this RFI. HSD retains the right to allocate more or less in any investment area, based on the strengths of the applications, number of participants served, and impact on target populations. Applicants may apply for funds to support one or more of the food program investment areas.

⁷ Cross, T., Bazron, B.J., Dennis, K. and Isaacs, M.R. (1989) Towards a Culturally Competent System of Care (Vol. 1). Washington, DC: National Technical Assistance Center for Children’s Mental Health, pg. 121.

⁸ Coyne, C. (2001) “Cultural Competency: Reaching Out to All Populations”. PT Magazine, pgs. 44-50.

⁹ York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161.

A. Eligible Clients and Targeted Populations

Eligible participants/clients are low income individuals and families who experience food insecurity. The targeted population is low-income individuals and families with a focus on reaching and serving low-income households at increased risk of food insecurity such as Black/African American and Latino households, families with children, immigrants and refugees, older adults, and persons in emergency and/or homeless situations.

B. Service/Program Model

The Human Services Department (HSD) will invest in organizations with programs which promote access to healthy food in the following ways:

1. Direct Food Services

- Food banks – collect and offer food and nonfood items for visitors to supplement food.
- Meal programs – provide safely prepared, balanced meals to hungry persons in an outdoor or indoor setting.
- Home delivery of grocery or meals – delivery of grocery bags and/or meals to homebound seniors and/or individuals with chronic medical conditions.

2. Food Infrastructure

Distribution

- Transportation – moves food and/or prepared meals to programs directly serving the food and meals.
- Food recovery – collects and distributes donated edible meals and/or food.

System Support

- Food system support – ensures access to fresh, healthy, affordable, and culturally relevant food for all community members. Strengthens the capacity and infrastructure of Seattle food and meal programs, which includes the coordination, ordering, and purchasing of food among food system providers from the Special Bulk Buy Food Purchases program (“Bulk Buy”). The Bulk Buy program maximizes the quantity of fresh and nutritionally dense food in the food system via bulk purchasing.
- Nutrition Education – delivers resources, information, and experiences to promote lifelong health and nutrition.

C. Food and Meal Program Considerations

Food system investments result in increased access to healthy food. Please reflect the following considerations in your responses to the proposal narrative:

1. Programs and services that promote ACCESS to healthy food:

Physical Access

- Geographic location (City, neighborhood, zip code)
- Relationship to transportation (roadways, transit service, length of travel needed, parking)
- Built environment (walkways and sidewalks, lighting, signage, stairs or inclines, relationship to neighbors/neighborhood)

Cultural Access

- Preferable and palatable foods for a variety of people
- Atmosphere and built environment promotes the full inclusion and participation of various participants

Resource Access

- Assistance delivered on-site or at the time of service, in addition to food and meals, to help clients address the root causes of their needs for food assistance

Availability & Affordability

- Sufficient amount and type of food available per service
- Frequency of visits allowed
- Hours of operation and visitation

2. Definitions of HEALTHY FOOD and balanced meals:

HEALTHY FOOD and balanced meals include an array of the freshest fruits and vegetables, meats and eggs, dairy, and whole grains. Healthy foods and balanced meals may also include prepared or preserved foods with the following qualities and descriptions:

No Additives (i.e. dyes, sugars, fats)
Low Sodium or Low Salt
Whole Grain(s)
Olive Oil or Canola Oil

Organic or Certified Organic
Low Sugar or No Sugar Added
Packaged in water or juice (not oil or syrup)

3. Nutrition education programs:

- Help consumers maximize their access to healthy food
- May include techniques that increase demand via placement, signage, tasting, and other promotion of healthy and/or nutrient-dense foods
- Increase demand for affordable healthy foods via client education about nutrition and demonstrations and classes on preparing available foods in a healthy, low-cost way

Programs address common barriers to fresh fruit and vegetable consumption (among surveyed low-income clientele) such as cost barriers, preparation barriers, perishability barriers, and taste (fresh foods often taste different and/or less intense than prepared foods) and needs for skills, time, and equipment.

4. Food System Support:

Provider(s) will work from an equity and social justice framework to:

- Facilitate dialogue among food system providers and the community regarding the social, historical, cultural, and spiritual relevance of food to health and well-being.
- Deepen understanding of the interrelationships between food security, inequities across race and class, and health outcomes.
- Increase knowledge of the connections between food quality, healthy environments, and healthy people.
- Decrease inequities across race and class that contribute to food insecurity and compromise health.
- Cultivate a learning community among food system providers and advocates that is open to dialogue, research, education, change, and transformation.
- Improve community access to local government entities and representatives that can support the stability of local/regional food infrastructures according to the community's interests.

D. Performance Measures and Outcomes

Result: Individuals and families have access to healthy food

Investment Area/Strategy	Performance Measures <i>(see Food and Meal Investment Theory of Change)</i>	Examples <i>(to be determined during contract negotiations)</i>
Direct Food Service		
Food Banks and Meal Programs	<ul style="list-style-type: none"> • # of people served • # of units of food provided • # of access points/sites • Accessibility (i.e. hours of operation, locations, food quality, culturally appropriate food options) 	<ul style="list-style-type: none"> # of visits by Seattle participants # of returning clients # of new clients # served by age category # of units of food (i.e. meals, pounds) # of hours open for food and/or meal distribution # of days open for food and/or meal distribution # of staff hours # of volunteer hours
Home Delivery of Grocery or Meals	<ul style="list-style-type: none"> • # of people served • # of units of food provided • # of access points/sites • Accessibility (i.e. hours of operation, locations, food quality, culturally appropriate food options) 	<ul style="list-style-type: none"> # of homebound households that receive grocery bags or meal deliveries # of deliveries # on waiting list # of staff hours # of volunteer hours
Food Infrastructure		
Transportation	<ul style="list-style-type: none"> • # of access points/sites • # of units of food provided 	<ul style="list-style-type: none"> # of organizations that receive food (donated, purchased) for distribution # of deliveries to organizations
Food Recovery	<ul style="list-style-type: none"> • # of access points/sites • # of units of food provided 	<ul style="list-style-type: none"> # of organizations that receive food for distribution # of deliveries to organizations
Food System Support	<ul style="list-style-type: none"> • Accessibility (i.e. hours of operation, locations, food quality, culturally appropriate food options) 	<ul style="list-style-type: none"> Coordination, ordering, purchasing food for the City of Seattle Bulk Buy program # of meetings with food system providers # of trainings (on requested topics) for food system providers # of focus groups with participants, and other community members, including targeted population groups # of events with participants, providers and community members to address food justice issues # of events, meetings, etc. with food system participants and providers, as well as government officials, to discuss community food insecurity and solutions

Nutrition education programs must help individuals and families maximize their access to healthy food. Please see Section VI. Program Requirements for guidance in proposing program outcomes.

E. Other Regulations Applicable to the Investment Area

Food and meal programs must develop collaborations and partnerships that minimize duplication and replication and enhance the quality of service delivery in the City of Seattle. This includes coordinating with other City funded programs and services.

City of Seattle General Funds awarded through this funding opportunity may only be used for services/programs for those residing in the City of Seattle. Funding may be used for operating expenses and staffing. Only the Home Delivery program may use General Funds to purchase food. Kitchen equipment and/or remodel are not allowable expenses. Consultation and/or development fees are not allowable expenses.

VII. Agency Eligibility

Only those applications meeting the eligibility requirements of this RFI will be accepted from legally constituted entities that meet the following conditions:

- The applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- The applicant must be incorporated as a private nonprofit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service; the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- The applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- The applicant must demonstrate at least two years of successful experience in providing food or nutrition related services or two years of experience in serving those at greatest risk of food insecurity, as identified in Section IV.
- The applicant must serve participants from the City of Seattle and have the capacity to verify residency, as requested by the City of Seattle.

VIII. Client Data and Program Reporting Requirements

Agencies must be able to collect and report demographic data, service data, and performance measures and outcomes as stated in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of any client level records for both paper files and electronic databases. Agencies must have the ability to submit data and program reports electronically, as requested.

Contractors will submit at least one client or program level story per quarter that provides information about food insecurity, food access, and/or demand for healthy food among the target populations. The story should be from the current quarter, but may be pulled from an already prepared newsletter or document prepared by the contractor.

All programs will be required to work alongside the City of Seattle to develop food system evaluation strategies and goals. Evaluation efforts will include strategies to acquire basic client-level food security information in a dignified and meaningful way.

IX. Contracting Requirements

- Any contract resulting from this RFI will be between the City of Seattle, through its Human Services Department, and the applicant agency (referred to as “Contractor” in this section).
- Contracts may be amended to ensure that services and outcomes align with the community needs or due to availability of funding.
- HSD anticipates that contracts resulting from this RFI may be renewed annually, through the 2018 calendar year. All renewals of funding beyond 2015 will be contingent upon performance and funding availability, and are subject to renegotiation or amendment at HSD’s discretion.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Services Agreement (MASA). These requirements shall be included in any contract awarded as a result of the RFI and are not negotiable. A copy of the MASA is available at <http://www.seattle.gov/humanservices/funding/>.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated herein and in any resulting contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded through this RFI must publicly recognize HSD’s contribution to the program.
- Contractors will maintain a public liability insurance policy with a minimum limit of \$1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of any resulting contract against unauthorized use, access, disclosure, modification or loss.
- Contractors must be able to collect and report data as described in Section VIII.
- HSD accepts no responsibility or obligation to pay any costs incurred by any applicant agency in the preparation or submission of a proposal or application or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.
- Contractors must agree to comply with minimum food safety and handling requirements per the Washington State Retail Food Code (WAC Chapter 246-215 with emphasis on Part 9 sections A, B, and D). Failure to comply with these requirements may result in suspension or termination of funding.

X. Selection Process

This Request for Investment (RFI) is competitive. All interested parties must submit a complete application packet by the deadline to be considered for funding. All complete applications turned in before the deadline that meet the minimum eligibility qualifications will be reviewed and individually scored by members of the review committee. The review committee will forward their funding recommendations to the HSD Director for final decision regarding the award(s). Notification of investment awards will be sent to the Executive Director of the applicant agency (or similar level agency management staff indicated on the Application Cover Sheet).

Applications not meeting submittal requirements or minimum eligibility qualifications will be deemed non-responsive and will be eliminated from further consideration. HSD reserves the right to identify, seek clarification and accept or waive any nonmaterial irregularities or informalities in determining whether or not an application is responsive.

Applications will be rated based on the criteria for providing the required services outlined in the Guidelines and Application materials. HSD reserves the right to contact the primary contact person listed on the agency's completed Application Cover Sheet (Attachment 2) to clarify application contents. HSD also reserves the right to schedule and conduct interviews and/or site visits with applicants prior to forwarding funding recommendations to the HSD Director.

Due to the competitive nature of this RFI, beyond any scheduled information sessions offered by HSD, no individual technical assistance will be provided until the appeals process has closed. Applicants may not rely on oral communication from HSD staff at any information session, interview, site visit or otherwise and must review all written materials and addendums related to this RFI.

HSD reserves the right to make an award(s) without further discussion of the proposal submitted. Therefore, the application should be submitted on the most favorable terms. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFI.

HSD also reserves all rights not expressly stated in the RFI, including making no awards or awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFI.

XI. Appeal Process

An applicant is any legal entity that has responded to a formal funding process conducted by the City of Seattle Human Services Department in soliciting applications for the provision of defined services. Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

The following outlines the opportunities for applicants to appeal a decision made by HSD at two distinct points in the funding process:

1. **Minimum Eligibility Screening Appeal Process:** This process is applicable to applicants notified by HSD that their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity, and therefore will not be reviewed for funding consideration.
2. **Post-Notice of Award Appeal Process:** This process is applicable to applicants notified by HSD of the final status of their application, as determined by the HSD Director, upon the conclusion of the review and rating process.

While the grounds for appeals and deadlines differ, both processes will follow the same appeal format and content requirements and decision process, except as otherwise stated herein.

Minimum Eligibility Screening Appeal Process

Grounds for Appeals:

This process applies only to applicants wishing to appeal a decision regarding failure to submit a complete application or failure to meet the minimum eligibility requirements outlined in the funding opportunity. An appeal will only be determined to have merit if the applicant proves that the application submitted did meet the minimum requirements, qualifications, formatting standards, and was complete, and that the initial determination of ineligibility was in error. No additional information or details not included in the original application will be considered.

Appeals Deadlines:

1. The Human Services Department will notify applicants in writing if their application was incomplete and/or did not meet the minimum eligibility requirements outlined in the Guidelines and Application document for the specific funding opportunity.
2. Within five (5) business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.
3. The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, an appeal may not prevent HSD from moving forward with the application review and rating process. HSD reserves the right to issue an interim contract for services to meet important client needs.

Post-Notice of Award Appeal Process

Grounds for Appeals:

Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest.

- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in a funding opportunity.

Appeals Deadlines:

1. The Human Services Department will notify all applicants in writing of the final status of their application. For awarded applications, if appropriate, the level of funding to be allocated will be stated.
2. Within ten (10) business days from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.
3. The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten (10) business days of the receipt of the appeal. The HSD Director's decision is final.
4. HSD will not finalize a contract resulting from the solicitation until the appeal process has closed; however, HSD reserves the right to issue an interim contract for services to meet important client needs.

Appeal Format and Content:

A notice to HSD staff that an applicant intends to appeal does not reserve the right to an appeal. The applicant must file an appeal within the required deadline and follow the proper format. A casual inquiry, complaint or an appeal that does not provide the facts and issues, and/or does not comply with the form, content or deadline herein, will not be considered by the Department or acted upon as an appeal.

All appeals shall be in writing and state that the applicant is submitting a formal appeal. Deliveries by hand, mail or email are acceptable methods. HSD is not responsible for ensuring that an appeal is received within the appeal deadlines. If HSD does not receive the appeal by the deadline, the protest will be rejected.

Appeals must be addressed to:

Catherine Lester, HSD Interim Director
Seattle Human Services Department
700 5th Avenue, Suite 5800
P.O. Box 34215
Seattle, WA 98124-4125

Email: Catherine.Lester@seattle.gov

Include the following information and any additional information you would like considered in the appeal. Failure to provide the following information can result in rejection of the appeal if the materials are not sufficient for HSD to adequately consider the nature of the appeal:

1. Agency name, mailing address, phone number and name of individual responsible for submission of the appeal;
2. Specify the funding opportunity title;
3. State the specific action or decision you are appealing;
4. Indicate the basis for the appeal including specific facts;
5. Indicate what relief or corrective action you believe HSD should make;
6. Demonstrate that you made every reasonable effort within the funding process schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting HSD to any perceived problems; and
7. Signed by the Agency's Executive Director or similar level agency management staff.

Appeals Process:

Within two (2) business days of receiving an appeal according to the appeals submission process outlined herein, the applicant will receive a receipt from the HSD Director's Office notifying the applicant of the date, time and method by which the appeal was received. If the applicant does not receive a receipt within two business days, it should be assumed that HSD did not receive the appeal and it will therefore not be considered.

The HSD Director will review the appeal. All available facts will be considered and the HSD Director shall issue a final decision. This decision shall be delivered in writing by email or mailed letter to the individual making the appeal and the Agency's Executive Director or similar level agency management staff who signed the appeal.

Each written determination of the appeal shall specify whether the HSD Director:

1. Finds the appeal lacking in merit and upholds the City action; or
2. Finds only immaterial or harmless errors in HSD's funding process and therefore rejects the appeal; or
3. Finds merit in the appeal and:
 - a. **For the Minimum Eligibility Screening Appeal Process:** proceeds with inclusion of the original application, as submitted, in the application review and rating process. (This does not guarantee an award from the funding process, but rather allows the originally rejected application to re-enter the evaluation process for funding consideration.)
 - b. **For the Post-Notice of Award Appeal Process:** states the appropriate action, which may include but is not limited to rejecting all intended awardees or re-tabulating scores.

If HSD finds an appeal without merit, HSD may continue with the funding process (contract execution). Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet important client needs. Nothing herein shall diminish the authority of HSD to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.



City of Seattle
Human Services Department

2014
Food and Meal
Request for Investment

APPLICATION

Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2014 Food and Meal Request for Investment (RFI). The RFI Guidelines is a separate document that outlines the RFI award process and provides more details on the service and funding requirements.

I. Submission Instructions & Deadline

Completed application packets are due by 12:00 p.m. on Monday, September 15, 2014.

Application packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this RFI will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to ensure that applications are received by HSD by the deadline, regardless of the submission method selected. When using HSD's Online Submission System, it is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.

- Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at <http://web1.seattle.gov/hsd/rfi/index.aspx>.
- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

Seattle Human Services Department
RFI Response – Food and Meal
Attn: Jessica Chow, RFI Coordinator

Delivery Address
700 5th Ave., 58th Floor
Seattle, WA 98104-5017

Mailing Address
P.O. Box 34215
Seattle, WA 98124-4215

II. Format Instructions

- A. Applications will be rated only on the information requested and outlined for this RFI. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format will be deemed unresponsive and will **not** be rated.
- B. The application should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 12-point font.
- C. The application may not exceed a total of 12 pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit).
- D. Organize your application according to the section headings that follow. For the narrative sections, please include section titles and subheadings for each question. You do not need to rewrite the questions for specific elements of each question.

III. Proposal Narrative & Rating Criteria

Write a narrative to sections A – E. Answer each section completely according to the questions. Do not exceed a total of 12 pages for section A – E combined. See Section VI. Program Requirements for reference.

NARRATIVE QUESTIONS

A. PROGRAM DESIGN DESCRIPTION (35 points)

1. Describe your program model and the key service components in your program. Include when and where (locations, times, days of week, etc.) services will be delivered and by whom.
2. Describe how these service components will help your program increase access to healthy food for those at the greatest risk of food insecurity. Describe the target population(s) to be served.
3. Describe how your program will reach out to the target populations listed in Section IV.
4. Describe how you address dietary needs or preferences of the target population.
5. Describe how people learn about your program/services and enroll or acquire food and services. For Home Delivery only: How do you know when clients no longer need your services? How do those on a waiting list advance toward receiving the food services?
6. Describe how you will solicit and incorporate input from the target community/populations into your program and ongoing services.
7. Describe how you will ensure and monitor safety and hygiene regarding food and meal delivery, including systems for packaging and maintaining appropriate temperatures.
8. Provide a list of and a brief job description for all key personnel (paid or volunteer) who will have a significant role in program coordination and service delivery.

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant presents a thorough description of the program that includes an understanding of the service component and evidence of likely success in meeting outcomes.
- Applicant clearly defines the target populations, and includes the appropriate priority populations.
- Applicant demonstrates an understanding of the unique needs of the target population.
- Applicant demonstrates how services will address identified racial disparities by targeting services towards the equity target.
- The program description shows a strong connection with the target population and an understanding of their strengths, needs, and concerns.
- Applicant demonstrates an ability to build upon existing service delivery systems.

- Applicant demonstrates an ability to comply with program requirements.
- The program has a sufficient number of qualified paid or volunteer staff (or partners) to deliver the services as described, or a plan to build staff capacity no later than January 1, 2015.

B. CAPACITY AND EXPERIENCE (20 points)

1. Describe your organization’s success providing food and meal programs or comparable services. Include your organization’s ability to address changes in funding, staffing, changing needs in the community, and developing and/or maintaining board or leadership support. If your agency has no experience delivering food and meal programs, describe your experience with the target populations and related experience, with a plan for development of service capacity by January 1, 2015.
2. Describe your plan for staff recruitment, training, supervision, and retention for the proposed program. Complete the Proposed Personnel Detail Budget (Attachment 4; this does not count toward the 12-page narrative limit).
3. Describe your organization’s experience with data management – collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and sending information electronically?
4. Do you apply data within the organization? What are you hoping to achieve with this information? How might data enrich the community you serve at the agency and/or community level?
5. Describe your organization’s current financial condition and outlook for sustainability. Provide sufficient detail to illustrate your organization’s financial viability to carry out the services proposed.
6. Describe your organization’s financial management system. How do you establish and maintain general accounting principles, sound accounting systems, and internal controls? Entities without such capabilities may wish to have an established agency act as fiscal agent.

Rating Criteria – A strong application meets all of the criteria listed below.

- The program description demonstrates the applicant’s experience in delivering the service or reaching the target population with comparable services for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear description and timeline for launching a new service no later than January 1, 2015.
- Applicant describes processes for maintaining quality staff and volunteers that matches the levels needed to run the program as described.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.
- Applicant’s leadership is likely to provide strong ongoing support for the service proposed.
- Applicant demonstrates an understanding of and capacity for data collection, management, and electronic transmission of data.
- Applicant demonstrates capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds which may be awarded under the terms of this RFI.

C. PARTNERSHIPS AND COLLABORATION (15 points)

1. Describe how the proposed project will collaborate with other agencies/programs to increase access to healthy food. What are the benefits of your services for program participants? Please identify any areas that will consolidate the provision of services to promote food security across agencies.
2. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit.
3. Describe how you will refer clients to other programs/services and/or agencies that promote food security.
4. How do you connect client feedback, questions, input or suggestions to the food system and its funders?

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant describes effective partnerships and collaborations that enhance service quality, increase efficiencies, and enhance the relevant resources available and provide benefit to program participants.
- Applicant has submitted signed letters of intent and/or MOUs from partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

D. CULTURAL COMPETENCY (15 points)

1. Describe your experience providing direct services to diverse and historically disenfranchised groups (i.e. racial and ethnic minorities, immigrants and refugees, homeless and low-income populations, and English language learners). If experience is limited, what steps will you take to provide culturally responsive and inclusive services? Include a timeline for these steps with a description of how these steps may change the provision of services.
2. Describe how the agency board, staff, and volunteers represent the cultural, linguistic and socio-economic backgrounds of direct food service and program participants.
3. Describe your program's strategies for promoting cultural and linguistic responsiveness and relevance through your policies, procedures and practices.
4. What trainings must your board, staff, and volunteers attend (internally or externally) to promote and support cultural competency?

Rating Criteria – A strong application meets all of the criteria listed below.

- Applicant demonstrates understanding of cultural competence and describes how cultural competence is incorporated into the program and service delivery.
- Applicant demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges.
- Applicant has a proven track record of providing culturally and linguistically relevant services to target populations.
- Applicant's staff and board compositions reflect the cultural and linguistic characteristics of the priority populations.
- Applicant's policies and procedures demonstrate a respect and appreciation for the cultural and linguistic characteristics of the target populations.
- Applicant has demonstrated a commitment to ongoing training and development within the agency to promote and support culturally responsive service delivery.

E. BUDGET AND LEVERAGING (15 points)

1. Complete the Proposed Program Budget (Attachment 3; this does not count toward the 12-page narrative limit). The costs reflected in this budget should be for the proposed program area(s) only in 2015 and not your total agency budget.
2. Describe how requested funds will be used to support program costs. Identify other resources and amounts that will be used to support program costs. Include a brief description of current and planned fund-raising strategies that will support and sustain this program.
3. Describe how your agency has the capability to meet program expenses in advance of reimbursement.
4. Home Delivery Grocery or Meals only: complete Cost Worksheet (Attachment 5).

Rating Criteria – A strong application meets all of the criteria listed below.

- Costs are reasonable and appropriate given the nature of the service, the target population, the proposed level of service, and the proposed outcomes.

- The proposed program is cost effective given the type, quantity, and quality of services.
- The applicant identifies other funds to be used with any funds awarded from this RFI for providing the services described in the proposal, and provides evidence that these funds are secured and sustainable.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.

Total = 100 points

IV. Application Checklist

A completed application packet must include all of the following items:

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
5. A completed Home Delivered Cost Worksheet, if applicable (Attachment 5)
6. A copy of your agency's most recent financial audit.
 - a. If your agency does not have a recent financial audit, provide a copy of your most recent IRS Form 990.
7. A copy of your agency's financial statement from the last fiscal year, certified by your agency's Chief Financial Officer (CFO) or financial manager.
8. A current certificate of nonprofit status. Your agency must have a federal tax identification number/employer identification number.
9. A current certificate of public liability insurance.
10. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
11. Roster of your agency's current Board of Directors.
12. Minutes from your agency's last four Board of Directors meetings.
13. If you are proposing a significant collaboration with another agency, attached a signed letter of intent from that agency's Director or other authorized representative.

An incomplete application packet will be deemed unresponsive and will **not** be rated.

V. List of Attachments & Related Materials

- Attachment 1: Application Checklist
Attachment 2: Application Cover Sheet
Attachment 3: Proposed Program Budget
Attachment 4: Proposed Personnel Detail Budget
Attachment 5: Home Delivered Cost Worksheet

2014 Food and Meal Request for Investment Application Checklist

This optional checklist is to help you complete your application packet prior to submission. **Please do not submit this form with your application.**

HAVE YOU....

- Completed and signed the 2-page Application Cover Sheet (Attachment 2)?***
- Completed the Narrative response?**
- Must not exceed 12 pages (8 ½ x 11), single spaced, double-sided, size 12 font, with 1 inch margins.
 - Page count does not include the required forms (Attachments 2, 3 and 4) and supporting documents listed below.
 - A completed narrative response addresses all of the following:
 - Program Design Description (35 points)
 - *There should be a separate section for each service component you have selected. To avoid repeating yourself, it is acceptable to refer to a previous service component where appropriate (e.g. "same as previous component").*
 - Capacity and Experience (20 points)
 - Partnership and Collaboration (15 points)
 - Cultural Competency (15 points)
 - Budget and Leveraging (15 points)
- Completed the Proposed Program Budget (Attachment 3)?***
- Completed the Proposed Personnel Detail Budget (Attachment 4)?***
- Completed the Home Delivered Cost Worksheet, if applicable (Attachment 5)?***
- Attached the following supporting documents?***
- A copy of your agency's most recent financial audit (or Form 990, per Section IV)
 - A copy of your agency's financial statement from the last fiscal year, certified by your agency's CFO or financial manager
 - A current certificate of nonprofit status
 - A current certificate of public liability insurance
 - If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?
 - Roster of your current Board of Directors
 - Minutes from your agency's last four Board of Directors meetings
- If you are proposing partnership with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?***

**These documents do not count against the 12 page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. on September 15, 2014**. Application packets received after this deadline will not be considered. See Section I for submission instructions.



**City of Seattle
Human Services Department**

**2014 Food and Meal Request for Investment
Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:			Title:
Address:			
Email:			
Phone #:			
4. Organization Type			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Other (Specify):
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name and Site Address:			
9. Funding Amount Requested:	Direct Services _____ _____ Food Bank _____ Meal Program _____ Home Delivery Grocery or Meals Distribution _____ _____ Transportation _____ Recovery System Support _____ _____ Food System Support _____ Nutrition Education		
10. Total # of Seattle clients to be served by this funding (see question 9):	Direct Services _____ Food Bank _____ duplicated _____ unduplicated Meal Program _____ duplicated _____ unduplicated Home Delivery Grocery or Meals _____ duplicated _____ unduplicated		

	Distribution _____ Transportation _____ Recovery _____ System Support _____ Food System Support _____ Nutrition Education _____
<p>11. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed activities: _____</p>	
<p>12. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed activities: _____</p>	
<p>Authorized signature of applicant/lead agency</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

**2014 Food and Meal Request for Investment
Proposed Program Budget
January 1, 2015 – December 31, 2015**

Applicant Agency Name:	
Proposed Program Name:	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other ¹	Other ¹	
1000 – PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)				
1300 Fringe Benefits				
SUBTOTAL – PERSONNEL SERVICES				
2000 – SUPPLIES				
2100 Office Supplies				
2200 Operating Supplies ²				
2300 Repairs & Maintenance Supplies				
SUBTOTAL - SUPPLIES				
3000-4000 – OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				
3140 Contractual Employment				
3150 Data Processing				
3190 Other Professional Services ³				
3210 Telephone				
3220 Postage				
3300 Automobile Expenses				
3310 Convention & Travel				
3400 Advertising				
3500 Printing & Duplicating				
3600 Insurance				
3700 Public Utility Services				
3800 Repairs & Maintenance				
3900 Rentals – Buildings				
Rentals – Equipment				
4210 Education Expense				
4290 Other Miscellaneous Expenses ⁴				
4999 Administrative Costs/Indirect Costs ⁵				
SUBTOTAL – OTHER SERVICES & CHARGES				
TOTAL EXPENDITURES				

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Operating Supplies – Itemize below (Do Not Include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

³ Other Professional Services – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Miscellaneous Expenses – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Administrative Costs/Indirect Costs – Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the rate.

**2014 Food and Meal Request for Investment
Proposed Personnel Detail Budget
January 1, 2015 – December 31, 2015**

Applicant Agency Name:	
Proposed Program Name:	

Agency's Full-Time Equivalent (FTE) =		hours/week			Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
Subtotal – Salaries & Wages									
Personnel Benefits:									
					FICA				
					Pensions/Retirement				
					Industrial Insurance				
					Health/Dental				
					Unemployment Compensation				
					Subtotal – Personnel Benefits:				
					TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):				

Home Delivered Cost Worksheet

Provide a brief description of costs associated with each category and the estimated amount for the program year. Total cost (sum of direct and indirect costs) should align with Total Program Cost/Total Expenditures on the Proposed Program Budget, Attachment 3.

Category	Description	Amount
Direct Costs		
• Food*		
• Supplies		
• Labor, paid staff		
• Labor, volunteer		
• Transportation		
• Other direct services and charges		
Sum of Direct Costs		\$ -
Indirect Costs		\$ -
Total Costs (Sum of Direct and Indirect Costs)		\$ -
Total Number of Meals or Grocery Bags Proposed		0
Cost per Bag or Meal (total costs divided by number of meals)		

*Food is included in operating supplies (Item #2200) on the proposed program budget (Attachment 3).