

**City of Seattle Sweetened Beverage Tax (SBT)
Prenatal-to-Three Community Grant Program**

Questions and Answers (Q&A)
Updated: 10/04/21

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	Topic: Eligible Applicants		
1	<p>Question: Priority is given to smaller organizations. What constitutes a smaller organization?</p>	<p>Answer: Organizations that have less than 20 employees will receive some priority. Applicants with fewer FTEs will be prioritized over those with more (e.g., an organization with less than 5 FTEs will receive more priority than an organization with 15 FTEs).</p>	<p>Date Answered: 9/7/21</p>
2	<p>Question: Do we have to be based in Seattle? We serve families in Seattle but are based in South King County.</p>	<p>Answer: The work outlined in the proposal must occur in Seattle. Where the applicant is located within King County is immaterial.</p>	<p>Date Answered: 9/7/21</p>
3	<p>Question: We are a state agency (community college) that provides parent education, primarily targeting children and families of children 0 to 3. Are we eligible to apply if we do so through our college foundation, a 501(c) 3?</p>	<p>Answer: Yes, an applicant that provides parent education in support of children and families in the 0-3 space is eligible to apply for this funding.</p>	<p>Date Answered: 9/7/21</p>
4	<p>Question: I attended the Information Session for the Prenatal-Three Community Grant yesterday and left with a follow up question. Can you clarify for me if organizations are eligible to apply if they don't work with kids on a continuum of prenatal to three? Our work at [REDACTED] is with community partners and families that serve children ages 3-5. We meet the rest of the criteria, but are unclear about this one piece.</p>	<p>Answer: Eligible proposals must primarily serve families in the prenatal-to-three space.</p>	<p>Date Answered: 9/10/21</p>

5	<p>Question: I would like to find out whether non-profits NOT within the Seattle area are eligible to apply for the grant?</p> <p>The reason I am asking this is because we are a non-profit called [REDACTED] and our residents are mostly within the Everett- Lynnwood area.</p>	<p>Answer: Applicants are not required to be located in Seattle. The work with families in the proposal, however, must be focused within the City of Seattle.</p>	<p>Date Answered: 9/10/21</p>
6	<p>Question: How do you define a “small organization”?</p> <p>Our organization is based in the City of Seattle, but has locations around King County. Are we eligible for funding for programs at all our locations, or only those within the City of Seattle?</p> <p>a. We serve clients experiencing homelessness, many of whom do not have a permanent address. For some clients, they previously lived in the City of Seattle, but are receiving services in one of our shelter locations across the county. Given the fluidity of residency of families experiencing homelessness, we kindly request that funding is available to provide equitable access to programs at all of our sites.</p>	<p>Answer: Organizations in the category of having less than 20 paid employees will receive some priority. More priority will be awarded to organizations within this category with fewer FTEs (e.g. an organization with less than 5 FTEs will receive more priority than an organization with 15FTEs).</p> <p>Services funded by this grant program must originate in the City of Seattle. Without knowing the proposal, we cannot fully answer your question. However, there could potentially be some flexibility if services to a family originate in Seattle and the family transitions outside of the city.</p>	<p>Date Answered: 9/15/21</p>
7	<p>Question: We are interested in submitting an application to support the development of language and culturally specific materials utilized in our parent ed program. I understand that we cannot apply directly as a college because we are a state</p>	<p>Answer: Tuition support would be considered a child care subsidy. Please see page 5 of the Prenatal-to-Three Community Grant technical overview. Subsidies for child care are not eligible for this funding opportunity.</p>	<p>Date Answered: 9/23/21</p>

	<p>agency. As a result, we are planning to apply through our college foundation, a 501(c)3) org.</p> <p>However, in addition to development of materials and resources, we would like to request tuition support to expand scholarships for low-income families wanting to attend the co-op preschools we support. The challenge we are facing is that the bylaws of our college foundation only allow the foundation to raise funds that directly support college work. The preschools that would receive the tuition support are separate organizations. Therefore, if we received an award, we would be unable to pass the funds through a subcontract onto the preschools for tuition support.</p> <p>I was wondering if this portion of funds could be awarded directly to the organization overseeing the co-op preschools (a separate 501(c)3) organization) while the remainder of this funding would-be awarded to our college foundation for the benefit of our college parent ed program., primarily supporting development and translation of materials. I hope this question is making sense. I would be happy to discuss.</p>		
8	<p>Question: We are a community-based organization that works on providing support for our toddler families - in order to</p>	<p>Answer: Yes, programs conducting services virtually may apply for the Prenatal-to-Three Community Grant if the recipients of the services are residents of the City of Seattle.</p>	<p>Date Answered: 9/30/21</p>

	<p>apply for the city of Seattle prenatal to three grant, we wanted to check and see if we could continue to be a virtual program in 2022 as we are currently virtual and all our attending families from Seattle are concerned for their toddlers with vaccination prospects looking bleak.</p> <p>We have decided to remain virtual for 2022 based on attendee input hence checking if we could still apply for the grant as the requirement is to physically operate in Seattle.</p>		
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	Topic: Process and Timeline		
1	<p>Question: Will this presentation be sent out to participants?</p>	<p>Answer: This PowerPoint and the recorded presentation will be posted on our Prenatal-To-Three Community Grant Program RFI site.</p>	<p>Date Answered: 9/7/21</p>
2	<p>Question: As I'm preparing our application, I have a quick question. For the narrative sections 3-5, it directs to complete them in an attached separate document. Should we prepare one separate document for sections 3-5, or three separate documents, one for each?</p>	<p>Answer: Either approach is acceptable.</p>	<p>Date Answered: 9/10/21</p>
3	<p>Question: Could you please provide more detail on the contract arrangements? Will the contract payments be performance based?</p>	<p>Answer: The contract structure has not been finalized for awards, please see page 5-6 of the RFI Technical Overview for contracting details.</p>	<p>Date Answered: 9/15/21</p>
4	<p>Question: What is the spend timeline for this grant?</p>	<p>Answer: See page 5-6 of the RFI Technical Overview for contracting details. Awards under \$100,000 will have up to a year to implement their proposal and will received funding during the contract period. Awards over \$100,000 will have up to 18 months. Contracts and payment will be negotiated individually with each awardee.</p>	<p>Date Answered: 9/15/17</p>

5	Question: When will contracts start? When would organizations expect to receive funding?	Answer: The contract negotiation process will occur shortly after the awards are announced. We currently expect contracts to officially begin at the beginning of 2022.	Date Answered: 9/15/21
6	Question: Another question, that I think could be included in the FAQs, is how stringent you will be on word counts. We are finding the 500-word limit for section 4 to be especially challenging.	Answer: The expectation regarding the length of sections 3-5 is that the response be approximately 500 words.	Date Answered: 9/23/21
7	Question: It is still unclear to me and my consultant the word length for the narrative sections of this application. For example: Section 3 lists 4 separate questions for the applicant to address. Does that mean you have 500 words or less to address each question separately in the section or that you would like the applicant in 500 words or less to address all 4 within a total of 500 words? As I have begun my application, I am averaging 150-170 words to adequately answer each question, so wondering if I need to average 125 per question to be under the 500 max for the whole section or not.	Answer: Sections 3, 4, and 5 of the application each have their own specified word limits. For each of these sections, the prompt instructs the applicant to answer in approximately 500 words or less. So, the applicant has that limit for each of sections 3,4, and 5. It is not limited to 500 words or less across all three sections.	Date Answered: 10/4/21

	Topic: Program Requirements		
1	Question: Our small program is part of a statewide organization. All activities mentioned in our RFI would be provided at our program site. When answering the questions	Answer: If the program site operates independent (incorporated separately) of the statewide organization your responses to the questions about staff, budget, etc. should reflect the program site.	Date Answered: 9/7/21

	about the number of staff, budget etc., do we use our statewide info or just for our program site?		
2	Question: Do services have to be provided to only Seattle residents? Does the nonprofit have to be based in Seattle?	Answer: Services must be provided to residents of Seattle. The nonprofit does not have to be in Seattle.	Date Answered: 9/7/21
3	Question: For a direct services grant, do we need to apply as a partnership with a community organization? How much weight is given to community collaboration?	Answer: You do not need to apply as a partnership with a community organization. Applicants that are not incorporated must find a fiscal sponsor. This is the only time a partnership is required. Community collaboration, or community engagement, is weighted at 30% of the total score, please see page 8 of the RFI Technical Summary.	Date Answered: 9/7/21
4	Question: Could you please provide more detail on any Outcomes/Indicators we will be required to collect? Does the DEEL have required outcomes/indicators already established, or outcomes/indicators already in mind?	Answer: On page 1 of the RFI Technical Overview, it states the guiding grant program outcomes: <i>The guiding outcome of this investment is to support increased kindergarten readiness and reduce the disparities in outcomes for young children and families based on race, gender, or other socioeconomic factors. The program intends to accomplish this by supporting community informed proposals that address obstacles contributing to these disparities. These include providing families access to critical resources and services, supporting healthy and equitable births, increasing parental health and wellbeing, strengthening nurturing and responsive caregiver-child relationships, and supporting optimal child health and development.</i>	Date Answered: 9/15/21

	Topic: Budget		
1	Question: We provide services to pregnant African American women and families 0 to 3 years. Can the funds be used to expand our services in the Seattle area?	Answer: Yes, these funds can be used to expand existing services within the City of Seattle.	Date Answered: 9/7/21
2	Question: [REDACTED] provider organization that serves South King County, including parts of South Seattle.	Answer: Funding can be used for training staff members who serve clients in Seattle. Other funding will be required to support any staff training for staff that exclusively work with families outside of Seattle.	Date Answered: 9/15/21

	<p>We are interested in possibly applying for this new PN-3 funding opportunity. We have staff members who serve both Seattle and other areas in South King County. Would it be possible to request funding for training for these staff members, even though they serve families who live both in Seattle and outside of Seattle?</p>		
6	<p>Question: The budget template came with an embedded formula that limits the indirect costs to spending on non-personnel BUT not payroll. We calculate our indirect costs based on the total direct costs of the program, including personnel. Yet, the instructions read as follows:</p> <ul style="list-style-type: none"> • Awardees will be able to use up to 15% of their grant award for indirect, or operational costs. <p>Is this a formula error in the budget form?</p>	<p>Answer: An amendment was made on September 22, 2021, to the original Budget Application Template. The amended template now includes an Indirect/Admin Costs line in Table 1: Personnel Expenditures.</p>	<p>Date Answered: 9/22/21</p>