Seattle
Human Services

2019
Food and Nutrition
Request for Proposal

TABLE OF CONTENTS

2019

Food and Nutrition

Request for Proposal

GUIDELINES

The Youth and Family Empowerment Division (YFE) of the Seattle Human Services Department (HSD) is seeking applications from agencies to provide food and support the system of food delivery to low-income individuals and families in Seattle who are experiencing, or are at risk of experiencing, hunger. This Request for Proposal (RFP) is competitive and open to any legally constituted entities that meet the standard HSD Agency Minimum Eligibility Requirements and the additional requirements outlined in Section IV of the Guidelines.

This Food and Nutrition RFP is focused on investing in Seattle's Emergency Food System through two strategies:

1. **Food Security and Access Strategy -** including, but not limited to: food banks, home delivery of food, meal programs, weekend hunger or backpack programs, nutrition education, and social service navigation assistance at food programs (e.g. Community Connectors or similar that assist individuals and families attain self-sufficiency).

2. **Food System Support Strategy -** to strengthen the Seattle Emergency Food System as a whole including, but not limited to: transportation of food to food banks and meal programs, food recovery, and staff support for the Seattle Food Committee and Meals Partnership Coalition.

Organizations may apply for one or both strategy(ies). All funded organizations, in both strategies, will participate in a data and evaluation cohort that will meet regularly in 2020. This cohort will develop data metrics and measuring tools that will be used in the 2021 contracts.

Approximately $4,198,464 is available through this RFP from the following sources:

Fund Sources	RFP Amount
HSD General Fund	$1,391,809
Sweetened Beverage Tax	$2,806,655
Total	**$4,198,464**

HSD intends to fund between 30 to 50 proposals. Initial awards will be made for the period of January 1, 2020 to December 31, 2020. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2023 program year, future funding will be contingent upon performance and funding availability.

The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help ensure the result of HSD's Food and Nutrition investment is that **all people living in Seattle can meet their basic needs**.

All materials and updates to the RFP are available on HSD's Funding Opportunities webpage. HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for updates, clarifications, or amendments.

HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

If you have questions about the 2019 Food and Nutrition RFP, please contact:

Natalie Thomson at natalie.thomson@seattle.gov or (206) 684-0840.

II. Timeline

HSD reserves the right to change any dates in the RFP timeline.

Funding Opportunity Released	Friday, March 1, 2019
Information Session #1 RSVP for Information Session #1 and request accommodation (if needed) to: Nasrin Afrouz at nasrin.afrouz@seattle.gov	Monday, March 11, 2019 10:00 a.m. – 11:30 a.m. 2100 Building, Community Rooms A and B 2100 24th Avenue South Seattle, WA 98144
Information Session #2 RSVP for Information Session #2 and request accommodation (if needed) to: Nasrin Afrouz at nasrin.afrouz@seattle.gov	Tuesday, March 12, 2019 2:00 p.m. – 3:30 p.m. Green Lake Library, Meeting Room 7364 East Green Lake Drive North Seattle, WA 98115
Last Day to Submit Questions	Thursday, March 28, 2019 by 12:00 p.m., Noon
Application Deadline	**Thursday, April 11, 2019 by 12:00 p.m., Noon**
Site Visits, as applicable	Monday, June 3, 2019 – Thursday, June 6, 2019
Interviews, as applicable	Monday, June 3, 2019 – Thursday, June 6, 2019
Planned Award Notification	Thursday, July 25, 2019
Contract Start Date	Wednesday, January 1, 2020

Help Sessions

HSD has partnered with Sama Praxis consulting firm to provide technical assistance. These help sessions are optional and are intended for grassroots, community-based organizations to receive additional support as they develop their proposals.

Sama Praxis will provide assistance in the form of clarifying application and budget questions, thinking through proposal development ideas, and reviewing proposal drafts, but will not write proposals for applicants.

Applicant help sessions will be scheduled, by appointment, on a first come, first served basis between March 11, 2019 and April 5, 2019. Help sessions can be provided via email, by phone or in-person. In-person locations are ADA accessible.

Applicants are **strongly encouraged** to schedule appointments as early as possible, as a high volume of requests close to the application deadline will result in limited availability. Should availability become limited, priority will be given to organizations serving and led by the focus populations. To schedule your help session appointment contact Sama Praxis at samapraxis@gmail.com using the subject line: "Requesting Help Session for Food and Nutrition RFP."

III.   HSD's Results-Based Accountability Framework & Theory of Change

HSD has developed a results-driven investment strategy modeled after Results-Based Accountability (RBA)[1]. RBA helps HSD move from ideas to action and ensure that the department's work is making a difference in the lives of vulnerable people. This framework also helps ensure that HSD is a highly functional, accountable organization that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:
- ➢ **DEFINE** results for the department's investments
- ➢ **ALIGN** the department's financial resources to the results
- ➢ **EVALUATE** result progress to ensure return on investment

HSD has developed a **Theory of Change** for funding processes to ensure that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

In 2018, HSD, as directed by Ordinance 125474, will begin identifying gender disparity data and including gender equity goals in future funding processes. See below for the Theory of Change that informs this funding process.

All investments resulting from this funding opportunity will demonstrate alignment with HSD's Theory of Change towards achieving the desired result that: **all people living in Seattle are able to meet their basic needs.**

Theory of Change for 2019 Food and Nutrition RFP

Population Accountability	Priority Population	Low-income Seattle residents
	Desired Result(s)	All people living in Seattle are able to meet their basic needs. All Seattle residents have self-determined access to healthy, affordable, culturally appropriate food that meets their nutritional needs.

---

[1] Friedman, M. (2005) Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities: FPSI Publishing

	Indicators *How we know the desired result is achieved. Describes the well-being of the population.*	% of people experiencing food insecurity % of people living in poverty
Racial Equity Population Accountability	**Racial Disparity Indicator Data** *Data depicting socioeconomic disparities between racial/ethnic populations.*	**Food Insecurity:** Native Hawaiian/Pacific Islander and Black/African American are most likely to experience food insecurity in Seattle.[2] **Poverty:** American Indian/Alaska Native and Black/African American most likely to experience poverty in Seattle. [3]
	Focus Population *The race/ethnic groups within the priority population who show the highest disparities.*	• American Indian/Alaska Native • Black/African American • Native Hawaiian/Pacific Islander
	Population-Level Racial Equity Goal(s) *What we want members of the focus population to achieve.*	% of Native Hawaiian/Pacific Islander and Black/African American experiencing food insecurity % of American Indian/Alaska Native and Black/African American experiencing poverty
Program Accountability	**Strategies** *What we think works to improve the wellbeing of the population.*	**Food Security and Access Strategy** includes, but is not limited to: • Food bank services • Home delivery of food • Meal programs • Weekend hunger (e.g. backpack programs) • Nutrition education • Social service navigation assistance at food programs **Food System Support Strategy** includes, but is not limited to: • Transportation of food to food banks and meal programs • Food recovery • Staff support for the networking group Seattle Food Committee • Staff support for the networking group Meals Partnership Coalition

[2] Washington State Behavioral Risk Factor Surveillance System (BRFSS). Date range(s): Average 2009-2013
[3] U.S. Census Bureau, American Community Survey (ACS). Date range(s): Average 2011-2015

		Service-dependent quantity, quality, and impact measures include but are not limited to: **Quantity** • Pounds of food distributed • # of food bank visits • # of meals served • # of home food deliveries • # of unduplicated individuals served • # of food bags and weekend backpacks distributed • # of food banks and meal programs served • # of assessments and applications to food and nutrition and/or affordability services • # of nutrition education sessions **Quality** • % of healthy, culturally appropriate food distributed • % of those who need services and are connected to benefit programs **Impact** • % of people reporting reduced hunger • % of people reporting increased access to healthy, culturally appropriate food • % of people reporting increased fruit and vegetable consumption • % of people reporting basic needs are met or improved after enrolling in one or more of the following programs: o Food o GED/Post-secondary education o Housing o Employment or job training o Utilities o Health care o Childcare o Transportation
	Performance Measures *How well a program, agency, or service is doing.*	
	Racial Equity Performance Measures *How well a program, agency, or service is doing to address racial disparities*	• % of focus population* reporting reduced hunger • % of focus population* reporting increased access to healthy, culturally appropriate food • % of focus population* reporting increased fruit and vegetable consumption • % of focus population* reporting enrollment into one or more programs to meet basic needs *focus population = American Indian/Alaska Native, Black/African American, and Native Hawaiian/Pacific Islander

IV.   Investment Area Background & Program Requirements

A. Overview of Investment Area

In 2017, the Seattle City Council passed the Sweetened Beverage Tax Ordinance [125324](#), which states:

> "In King County, an estimated 271,380 people, or ten percent of households, cannot afford enough healthy food for their families, and nearly half of these households are not eligible for Supplemental Nutrition Assistance Program (SNAP) benefits, commonly referred to as 'food stamps'…"

> "…the 'food security gap' affects many people who are not eligible for SNAP benefits but struggle to afford healthy food, particularly as the cost of living in Seattle continues to increase…"

> "…the City of Seattle's *Equity and Environment Agenda* identifies addressing the lack of access to healthy, affordable food as a major priority for communities in Seattle."

The need for healthy, affordable food was also supported by feedback gleaned from more than 25 community engagement listening circles conducted by HSD in 2017. Participants discussed the impact of discrimination on their lives and offered input related to safety, food and nutrition, and supporting families. The community input informed three different funding processes, including this Food and Nutrition RFP. The need for **healthy and affordable food** was a consistent priority identified in listening circles**.**

In Seattle, about 13% of adults reported experiencing food insecurity. Seattle families with children experienced even higher rates of food insecurity, from 22% of families with young children (Best Starts for Kids Survey) to 51% of low-income families with children (Seattle Shopping and Wellness Survey). While estimates vary across data sources, there were consistent patterns showing, in general, people of color, lower-income populations, and those who identified as lesbian, gay, or bisexual more commonly reported experiences of food insecurity when compared to the data gathered on other populations. Participation in the Supplemental Nutrition Assistance Program/Basic Food has continued to rise among older adults. Not until 300% of the Federal Poverty Level (FPL) do we see food insecurity begin to drop to a low level for Seattle adults; for people of color, it is at 400% of the FPL. In 2017, about 13,400 Seattle residents experienced food insecurity, yet their incomes were too high to qualify for food assistance benefits. The estimate of those experiencing food insecurity would be higher if the count included people who were receiving benefits.[4]

B. Service/Program Model

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

1. **Food Security and Access Strategy** including, but not limited to: food banks, home delivery of food, meal programs, weekend hunger or backpack programs, nutrition education, social service navigation assistance at food programs (to assist individuals and families attain self-sufficiency).

2. **Food System Support Strategy** to strengthen the Seattle Emergency Food System including, but not limited to: transportation of food to food banks and meal programs, food recovery, and staff support for the Seattle Food Committee and Meals Partnership Coalition.

---

[4] Healthy Food Availability & Food Bank Network Report, Scheduled Release, April 2019

C. Program Criteria for Eligible Clients

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

D. Priority Population and Focus Population

1. Priority Populations

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

2. Focus Populations

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

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

Priority and *focus populations* for this funding are based on HSD's results-based accountability framework and ensures the department's investments are dedicated to addressing disparities in the population. Applicants should demonstrate their intention and plan to address the disparities associated with the *Priority* and *Focus Populations*. Proposals that clearly describe a plan to address significant needs among other populations will also be considered.

E. Expected Service Components

1. Food Security and Access Strategy

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

2. Food System Support Strategy

Including, but not limited to:
- *Transportation* of food to food banks and meal programs.
- *Food recovery activities* that collect and transport edible food and meals to multiple food banks and/or meal programs by recovering foods which would otherwise be discarded and creating system-wide impact and efficiencies.

- *Network support* to staff the Seattle Food Committee and Meals Partnership Coalition; and coordinate system-wide activities, events, and initiatives for respective networking groups to strengthen and support the entire Seattle Emergency Food System.

F. Expected Performance Commitments

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

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

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

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

G. Description of Key Staff and Staffing Level

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

H. Food and Nutrition specific eligibility, data, and contracting requirements

In addition to the standard HSD requirements found on the [HSD Funding Opportunities Webpage](#), applicant agencies must meet the following criteria:
- All funded organizations, in both strategies, will participate in a data and evaluation cohort that will meet regularly in 2020. This cohort will develop data metrics and measuring tools that will be used in the 2021 contracts.

Seattle Human Services

2019
Food and Nutrition
Request for Proposal

APPLICATION
Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2019 Food and Nutrition RFP. The RFP Guidelines is a separate document that provides background on HSD's guiding principles and results based accountability framework, and an overview of the RFP program requirements. HSD's Funding Opportunities webpage provides additional information on: agency eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services; and the process for selecting successful applications.

I.   Submission Instructions & Deadline

Completed application packets are due by <u>12:00 p.m. (Noon) on Thursday, April 11, 2019.</u>

Application packets must be received in person, by mail, or via 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., Noon deadline on **Thursday, April 11, 2019**. *Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.*

Applicants must ensure 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://web6.seattle.gov/hsd/rfi/index.aspx; or
- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

> Seattle Human Services Department
> RFP Response – 2019 Food and Nutrition
> Attn: Natalie Thomson

> *Delivery Address*   *Mailing Address*
> 700 5th Ave., 58th Floor   P.O. Box 34215
> Seattle, WA 98104-5017   Seattle, WA 98124-4215

II.   Format Instructions

A. Applications will be rated only on the information requested and outlined in this funding opportunity, including any clarifying information requested by HSD. Do not include a cover letter, brochures, or letters of support. Applications that do not follow the required format may be deemed ineligible and may **not** be rated.

B. The application should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) paper. Please use one-inch margins, single spacing, and minimum size 11-point font. Label the Service Strategy Narrative response section(s) with the appropriate strategy name: Food Security and Access and/or Food System Support.

C. The application may not exceed a total of 10 pages (if applying for one strategy) or 16 pages (if applying for both strategies) including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). Pages which exceed the page limitation will not be included in the rating.

D. Organize your application according to the section headings that follow in Section III. For the narrative questions, please include section titles and question numbers. Do not rewrite the questions for specific elements of each question.

III.   Proposal Narrative & Rating Criteria

Organizations may apply for one or two strategies, and one or multiple activities under each of the strategies.
   Note:
   - **Core Narrative Questions – all organizations must complete**
   - **Strategy-Specific Narrative Questions** – organizations must complete responses for each strategy they wish to receive funding to implement.
   - Total narrative responses should not exceed 10 pages for the core narrative and one strategy-specific narrative, and no more than 16 pages for the core narrative and two strategy-specific narratives.

CORE NARRATIVE QUESTIONS

Write a narrative response to sections A, B, and C. Answer each section completely according to the questions. Do not exceed a total of 4 pages for sections A, B, and C combined. All agencies must answer core narrative questions in addition to the strategy-specific narrative questions in the following section.
 	
 A. POPULATION NEEDS (15 points)
   1. As listed in Section IV of the funding guidelines, define the priority and focus populations you intend to serve:
     • Describe the experiences of the specific population(s) you intend to serve.
     • Identify their strengths, assets, challenges, and concerns.
     • If the population to be served is not a focus population for this RFP, describe the significant need this population has that you intend to address and how they are disparately impacted.

- Describe how you will reach your priority and focus population(s), and how you will address any barriers that might prevent them from accessing your services (e.g. language, transportation, cultural difference, etc.).

Rating Criteria – A strong application meets all of the criteria below.
- The applicant describes a strong understanding of the population(s) they intend to serve, and an understanding of their unique characteristics, experiences, strengths, needs, and concerns.
- Populations to be served are from the priority and/or focus populations listed in the guidelines. If the applicant intends to serve populations not listed as priority or focus populations for this RFP, the response includes specific details and qualitative or quantitative data clearly describing a significant need and disparate impact.
- The applicant describes how priority and focus population(s) will be reached and how potential barriers to accessing services will be addressed.

B. CULTURAL COMPETENCY, RACE AND SOCIAL JUSTICE (15 points)
1. How do you center your program on client needs and feedback? Provide examples of how this is accomplished.
2. Describe how the agency's board, staff, and volunteers represent the cultural, linguistic, and socio-economic background of program participants.
3. Describe how your organization takes an anti-racist approach through your policies, procedures, and practices.

Rating Criteria – A strong application meets all of the criteria listed below.
- Applicant demonstrates the ability to center programming on community needs and feedback.
- Applicant's board, staff, and volunteers reflect the cultural and linguistic characteristics of the priority and focus populations.
- Applicant describes existing policies and procedures, or a strategy to develop policies and procedures that take an anti-racist approach and demonstrate inclusion, accountability, and undoing systemic oppression to the priority and focus populations they serve.

C. DATA AND FISCAL MANAGEMENT (10 points)

1. Describe your organization's experience and capacity to collect and manage data, including confidential data.
   - What demographic data does your organization collect and how often is it collected?
   - Describe the systems and/or databases your organization uses to collect data for each of the activities. How will you collect, maintain, and report data for each activity?
   - What challenges does your organization experience in collecting and managing data?
2. Describe your organization's financial management system. How does your agency establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded under the terms of this funding opportunity? Entities without such capabilities may wish to have an established agency act as fiscal sponsor.

Rating Criteria – A strong application meets all of the criteria listed below.
- The applicant describes data collection and management practices, including protection of confidential data.
- The applicant identifies demographic data collected, frequency for collecting demographic data, specific systems/databases and methods used, and any challenges to collecting and managing data.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

SUBTOTAL: 40 POINTS

SERVICE STRATEGY NARRATIVE QUESTIONS FOR
FOOD SECURITY AND ACCESS & FOOD SYSTEM SUPPORT

Provide a narrative response to sections D – G. **If your organization is requesting funding for both strategies, complete separate narrative responses to sections D – G** *for each strategy*. Answer each section completely. Do not exceed a total of 6 pages for sections D – G **for one strategy,** or 12 pages for sections D – G **for both strategies**. Please title the narrative section with the name of the service strategy for which you are applying.

D. PROGRAM DESIGN AND DESCRIPTION (20 POINTS)

1. Describe the food security and access **or** food system support activities for which you are requesting funding. Include when and where (locations, times, days of week, etc.) all activities will take place and by whom they will be delivered, including activities with partners.
   - Describe key activities (e.g., meal programs, backpacks, transportation, Meals Partnership Coalition staff, etc.) you will implement and how these activities will best serve priority and focus populations.
   - If requesting funding for multiple activities, describe how the activities will be integrated to better serve your community.
   - Indicate which activities are new for your agency. Please attach a separate start-up timeline chart for each new activity. Your timeline(s) will not count towards the 10-page (one strategy including the core narrative) or 16-page (two strategies including the core narrative) total narrative limit.
   - Include the anticipated number of unduplicated priority and focus population clients to be served annually for each activity.
2. Provide a brief job description for all key personnel 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 activities that include an understanding of the service components and evidence of likely success in serving priority and focus populations.
- Applicant clearly states the number of unduplicated priority and focus population clients to be served annually for each activity.
- If the applicant is requesting funding for multiple activities, each activity is described and the activities are integrated in a logical way to better serve the community.
- If the applicant is requesting funding for new activities, a separate start-up timeline is included for each new activity.
- The agency has identified roles and responsibilities of key staff needed for program coordination and service delivery.

E. CAPACITY AND EXPERIENCE (15 POINTS)

1. Describe your organization's success in providing the strategy and activities you are applying for.
   - If your agency has no experience delivering the strategy, describe any related experience and a plan for development of service capacity.
   - *For food system support strategy only* – describe how your agency is qualified to provide system support activities and how doing so will benefit the Seattle Emergency Food System.
2. Describe your plan for staff recruitment, training, supervision, and retention for the proposed strategy. Complete a **separate** Proposed Personnel Detail Budget (Attachment 4) **for each activity**. Budget worksheets will not count towards the 10-page (one strategy) or 16-page (two strategies) total narrative limit.
3. Describe your organization's capacity to ensure services will be delivered quickly and administered, monitored, and tracked appropriately.

Rating Criteria – A strong application meets all of the criteria listed below.
- The examples and descriptions demonstrate the applicant's experience in delivering the strategy and activities.
- Applicants delivering the strategy or activity for the first time present a clear and realistic description of related experience for launching a new service.
- *For food system support strategy only* – applicant demonstrates experience providing system support activities.
- Applicant describes processes for recruitment, training, and staff retention that matches the needs of the service strategy and activities.
- Applicant's leadership is likely to provide strong ongoing support for the strategy proposed.

F. PARTNERSHIPS AND COLLABORATION (15 POINTS)

1. Describe your partnerships, including the names of the organizations, identified to deliver the strategy and activities.
   - Explain the roles and responsibilities of the various partners. Describe specific staff positions within the partnering agency(ies) and their role(s) in delivering services, managing data, and reporting.
   - Describe your agency's ability to oversee and monitor partner agencies in the delivery of services.
   - How will collaboration enhance services to benefit clients?
   - How does collaboration streamline services and build efficiencies?
   - Provide signed letters of intent from any partner providing key program elements. Letters of intent will not be counted toward the 10-page (one strategy) or 16-page (two strategies) total narrative limit.

2. Describe how you will refer clients to other food and nutrition programs and agencies in a proactive, seamless, client-friendly manner.

Rating Criteria – A strong application meets all of the criteria listed below.
- Applicant describes effective partnerships that enhance service quality, minimize duplication, and enhance available resources.
- Applicant describes partner agency staff positions and responsibilities in delivering services, managing data, and reporting.
- Applicant describes ability to oversee and monitor partner agencies, and how collaboration benefits program participants, streamlines services, and builds efficiencies.
- Applicant submitted signed letters of intent from partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

G. BUDGET AND LEVERAGING (10 POINTS)
1. Complete a **separate** Proposed Program Budget (Attachment 3) **for each activity** in your proposal. Budget worksheets will not count toward the 10-page (one strategy) or 16-page (two strategies) total narrative limit. The costs reflected in the budget(s) should be for the activity(ies) you are applying for, not for your total agency budget.
2. List expenses in your budget(s), including other resources and amounts that will be used to support the clients served by this activity in the appropriate columns of the budget worksheets. The *Other* columns are for grants, dedicated funding sources, or listing funds provided through your agency's fundraising mechanisms. Describe the sustainability of the other funding sources listed in your budget(s) supporting the activity(ies).

Rating Criteria – A strong application meets all of the criteria listed below.
- Costs are reasonable and appropriate given the nature of the service, the priority and focus populations, and the proposed level of service.
- 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 funding opportunity for providing the services described in the proposal and provides evidence these funds are sustainable.

SUBTOTAL: 60 POINTS

TOTAL: 100 POINTS FOR ONE STRATEGY; 160 POINTS FOR TWO STRATEGIES

IV.   Completed Application Requirements

AT APPLICATION SUBMITTAL
To be considered Complete, your application packet must include all of the following items or the application may be deemed incomplete and may not be rated:

1. Completed and signed two-page Application Cover Sheet (Attachment 2).
2. Completed Core Narrative and Service Strategy(ies) Narrative responses (see Sections II & III for instructions).
3. Completed Proposed Program Budget(s) (Attachment 3), one for each activity.
4. Completed Proposed Personnel Detail Budget(s) (Attachment 4), one for each activity.
5. Roster of your agency's current Board of Directors.
6. Minutes from your agency's last three Board of Directors meetings.

7. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency, or your fiscal sponsor, must have a federal tax identification number/employer identification number.
8. 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.
9. If you are proposing to provide any new (for your agency) services, attach a separate start-up timeline for each service.
10. If you are proposing a significant collaboration or subcontracting relationship with another agency, attach a signed letter of intent from that agency's Director or other authorized representative confirming the partnership.

AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION
If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFP coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to HSD's Master Agency Service Agreement requirements at the start of the contract.

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

2019 Food and Nutrition RFP
Application Checklist

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

HAVE YOU….

☐ **Read and understood the following additional documents found on the** Funding Opportunities Webpage**?**

    ☐ HSD Agency Minimum Eligibility Requirements
    ☐ HSD Client Data and Program Reporting Requirements
    ☐ HSD Contracting Requirements
    ☐ HSD Funding Opportunity Selection Process
    ☐ HSD Appeal Process
    ☐ HSD Commitment to Funding Culturally Responsive Services
    ☐ HSD Guiding Principles
    ☐ HSD Master Agency Services Agreement Sample

☐ **Completed and signed the 2-page** Application Cover Sheet **(Attachment 2)?***
- If your application names specific partner agencies, authorized representatives from these agencies must also sign the application cover sheet.

☐ **Completed each section of the** Narrative **response?**
- Must not exceed 10 pages (one strategy) or 16 pages (two strategies) (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
- Page count does not include the required forms (Attachments 2, 3 and 4) or the supporting documents requested in this funding opportunity.
- A completed Core Narrative response addresses all of the following:

    ☐ Population Need (15 POINTS)
    ☐ Cultural Competency, Race and Social Justice (15 POINTS)
    ☐ Data and Fiscal Management (10 POINTS)

- A completed Service Strategy Narrative response FOR EACH STRATEGY you are requesting funding to implement must address all of the following:

    ☐ Program Design (20 POINTS)
    ☐ Capacity and Experience (15 POINTS)
    ☐ Partnership and Collaboration (15 POINTS)
    ☐ Budget and Leveraging (10 POINTS)

☐ **Completed the full Proposed Program Budget (Attachment 3) for each activity?***

☐ **Completed the full Proposed Personnel Detail Budget (Attachment 4) for each activity?***

☐ **Attached the following supporting documents?***
    ☐ Roster of your current Board of Directors
    ☐ Minutes from your agency's last three Board of Directors meetings

☐   Current verification of your agency's, or your fiscal sponsor's, nonprofit status or evidence of incorporation or status as a legal entity

☐   If your agency has an approved <u>indirect rate</u>, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

☐ **If you are proposing to provide any <u>new services</u> (for your agency), have you attached a separate start-up timeline for each activity, beginning January 1, 2020?***

☐ **If you are proposing a significant <u>collaboration</u> 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 10-page (one strategy) or 16-page (two strategies) narrative limit.*

All applications are due to the City of Seattle Human Services Department by **<u>12:00 p.m. (Noon) on Thursday, April 11, 2019.</u>** Application packets received after this deadline will <u>not</u> be considered. See Section I for submission instructions.

City of Seattle
Human Services Department

2019 Food and Nutrition Request for Proposal
Application Cover Sheet

1. Applicant Agency:		
2. Agency Executive Director:		
3. Agency Primary Contact: Name: Title: Address: Email: Phone #:		
4. Organization Type: ☐ Non-Profit ☐ For Profit ☐ Public Agency ☐ Other (Specify):		
5. Federal Tax ID or EIN:	6. DUNS Number:	
7. WA Business License Number:		
8. Proposed Strategy(ies)(check all that apply)	☐ Food Security and Access	☐ Food System Support
9. Proposed Program Activity(ies)(check all that apply)	☐ Food Bank ☐ Home Food Delivery ☐ Meal Program ☐ Weekend Hunger or Backpacks ☐ Nutrition Education ☐ Social Service Navigation Assistance at Food Programs ☐ Other:	☐ Transportation of food to food banks and/or meal programs ☐ Food Recovery ☐ Seattle Food Committee Staff Support ☐ Meals Partnership Coalition Staff Support ☐ Other:
10. Proposed Program Name:		
11. Priority Population(s)		
12. Focus Population(s)	☐ American Indian/Alaska Native ☐ Black/African American ☐ Native Hawaiian/Pacific Islander	☐ American Indian/Alaska Native ☐ Black/African American ☐ Native Hawaiian/Pacific Islander

13. Funding Amount Requested for each Strategy:		
14. # of <u>Unduplicated</u> Clients to be served for each strategy:		
15. In which City Council District(s) is your program located? Council district search page		

16. Partner Agency (if applicable):

    Contact Name: Title:

    Address:

    Email: Phone Number:

    Description of partner agency proposed activities:

    Signature of partner agency representative: _____ Date: _____

17. Partner Agency (if applicable):

    Contact Name: Title:

    Address:

    Email: Phone Number:

    Description of partner agency proposed activities:

    Signature of partner agency representative: _____ Date: _____

    Add additional sections of more than two partner agencies applying.

Authorized physical signature of applicant/lead organization

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.

Name and Title of Authorized Representative:

Signature of Authorized Representative: Date:

2019 Food and Nutrition RFP
Proposed Program Budget
January 1, 2020 – December 31, 2020

Note: **Complete a separate budget form for each activity.**

Excel versions of the budget templates can be found on the application page of the HSD Funding Opportunity Webpage

Applicant Agency Name:	
Proposed Program Name:	
Strategy (Food Security and Access or Food System Support):	
Activity:	

Item	Amount by Fund Source				Total Project
	Requested HSD Funding	**Fund Source 1**	**Fund Source 2**	**Other[1]**	**Total Project**
1000 - PERSONNEL SERVICES 1110 Salaries (Full- & Part-Time)					$
1300 Fringe Benefits					$
1400 Other Employee Benefits[2]					$
SUBTOTAL - PERSONNEL SERVICES	$	$	$	$	$
2000 - 4000 - SUPPLIES, OTHER SERVICES & CHARGES 2100 Office Supplies					$
2200 Operating Supplies[3]					$
2300 Repairs & Maintenance Supplies					$
3100 Expert & Consultant Services					$
3140 Contractual Employment					$
3150 Data Processing					$
3190 Other Professional Services[4]					$
3210 Telephone					$
3220 Postage					$
3300 Automobile Expense					$
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[5]					$

4999 Administrative Costs/Indirect Costs[6]					$
SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	$	$	$	$	$
TOTAL EXPENDITURES	$	$	$	$	$

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

[2] Other Employee Benefits - Itemize below:	
	$
	$
	$
	$
Total	**$**

[3] Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	$
	$
	$
	$
Total	**$**

[4] Other Professional Services - Itemize below:	
	$
	$
	$
	$
Total	**$**

[5] Other Miscellaneous Expenses - Itemize below:	
	$
	$
	$
	$
Total	**$**

[6] Administrative Costs/Indirect Costs - Itemize below:	
	$
	$
	$
	$
Total	**$**

[6] 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?	☐ Yes ☐ No
If yes, provide the rate.	

2019 Food and Nutrition RFP
Proposed Personnel Detail Budget
January 1, 2020 – December 31, 2020

Note: **Complete a Separate Proposed Personnel Detail Budget Page for each activity.**

Excel versions of the budget templates can be found on the application page of the HSD Funding Opportunity Webpage

Applicant Agency Name:	
Proposed Program Name:	
Strategy:	
Activity:	

Please indicate the number of hours a week considered full time by your agency:					Amount by Fund Source(s)				
Position Title	**Staff Name**	**FTE**	**# of Hours Employed**	**Hourly Rate**	**Requested HSD Funding**	**Fund Source 1**	**Fund Source 2**	**Other[1]**	**Total Program**
Subtotal – Salaries & Wages									
Personnel Benefits:									
FICA									
Pensions/Retirement									
Industrial Insurance									
Health/Dental									
Unemployment Compensation									
Other Employee Benefits									
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									