

Question and Answer

2020 Geographic Specific RFP

Updated: 3/12/2020

	Program Area	Question	Answer	Date
1	Eligibility	<p>My PTA is a non-profit but we do not have a budget for this program and we are extremely under-resourced.</p> <p>We currently serve 130 children weekly and I have long felt this should not be a volunteer job.</p> <p>Will your department have much flexibility in terms of awards?</p>	<p>To apply for funding in the 2020 Geographic Specific RFP, organizations must meet the Human Service Department's (HSD) Minimum Eligibility Requirements. In addition, Section IV. Investment Area Background & Program Requirements of the Guidelines and Application, reads:</p> <p>This Food Bank Services RFP is focused on investing in Geographic Specific Food Bank Services to low-income individuals and families in Delridge, Georgetown, and South Park neighborhoods including, but not limited to:</p> <ol style="list-style-type: none"> 1. Basic food bank operations; 2. Home delivery of food, meal programs, weekend hunger or backpack programs, nutrition education, and social service navigation assistance (e.g. Community Connectors or similar that assist individuals and families to attain self-sufficiency) provided in or by food banks. <p>It is also recommended that interested applicants attend the information session: Friday, February 28, 2020 10:30am – 12:00pm Southwest Meeting Room Southwest Library 9010 35th Ave SW, Seattle, WA 98126</p> <p>For further information on agency eligibility specific to this funding opportunity, please consult the HSD Funding Opportunities page. There you can find the RFP cover letter, guidelines and application, and other resources to support your application for funding.</p>	2/18/2020

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2	Eligibility	<p>I'm curious if you have a map defining these areas.</p> <p>We do weekend hunger bags in many schools, but I would need to cross reference the school addresses with these area definitions.</p>	<p>The City of Seattle identifies focus neighborhoods by the following zip codes:</p> <ul style="list-style-type: none">• Delridge: 98106, 98126¹• Georgetown: 98108²• South Park: 98106, 98108³	2/19/2020
3	Funding	<p>Do you have an idea of the amount awarded per project?</p>	<p>No there is not a predetermined award amount for each project. Agencies are encouraged to submit proposals that reflect best practice and community needs. Total funding available is listed on the Guidelines and Application.</p>	2/24/2020

¹ <http://www.city-data.com/neighborhood/Delridge-Seattle-WA.html>

² <http://www.city-data.com/neighborhood/Georgetown-Seattle-WA.html>

³ <http://www.city-data.com/neighborhood/South-Park-Seattle-WA.html>

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4	HSD Theory of Change/Performance Measures	The performance measures – are you looking for that prior to application as well? As a baseline? Or is that something the recipient will implement if they get the grant?	In their proposals, agencies should project what they think their organization can achieve and what their team can feasibly measure. Each awarded agency will receive a contract which includes performance measures. The awarded agency will negotiate the contract and finalize its performance measures with a HSD grants and contract monitor.	2/28/2020
5	Data	In order to determine the need to get this funding out into these communities did you have metrics that informed decision making? Are they public?	Yes, the Geographic Specific Food Bank RFP is informed by various sources. Key sources include the Healthy Food Availability & Food Bank Network Report , the Seattle “Best Starts for Kids Survey,” and the Seattle Shopping and Wellness Survey.	2/28/2020

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6	Funding	Is there a minimum or maximum or average award amount?	No. Please see question # 3.	2/28/2020
7	Funding	Are you looking to make a singular contract or are you looking to award more than one provider?	No, there is no minimum or maximum number of agencies we expect to award through this RFP.	2/28/2020

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8	Budget Proposals	What types of areas would you like to see the funding go towards? Overhead costs, capital, is there a preference?	<p>Expenses should be reasonable, allocable, and relevant to the program area proposed for funding.</p> <p>This fund source does not fund capital projects. HSD has a 15% cap on indirect costs. For equipment purchasing guidance and HSD's financial policies please refer to HSD's Contract Development Manual and Finance Policies, both located on the How To Do Business with HSD webpage.</p>	2/28/2020
9	Client Eligibility	Does client information, such as where they live or if they are low income, need to be documented for an agency to be eligible for funding?	See page 9 of the Guidelines & Applications document for Food and Nutrition specific eligibility, data, and contracting requirements. Collecting some type of demographic data is required but is yet to be determined.	2/28/2020

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10	Fiscal Review	Our initiative is a small part of a larger umbrella institution so should we submit fiscal documents for the initiative, or the larger umbrella organization, or both?	The legal entity that is proposed to enter into a contract with the City of Seattle should submit the required financial statements.	2/28/2020
11	Data	What level of data do you need in case we receive this funding? What is the level of reporting needed? Is it being recorded in databases? Do we need to report monthly?	See page 9 of the Guidelines & Applications document for Food and Nutrition specific eligibility, data, and contracting requirements. Awarded agencies will be expected to participate in a food bank data cohort which started in January 2020. This cohort comprises all HSD food bank awardees from 2019 and 2020 RFPs and will develop recommended metrics to be used in 2021 contracts. Reports of metrics and short narratives are submitted monthly along with invoices.	2/28/2020

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12	Activities	If meal programs are one of the services you are proposing, do these meal programs need to be provided by a food bank program or can they be a stand alone program? Do meal programs need to be provided by food banks or can they be in partnership with the YMCA or a shelter program?	On page 8, Section IV, Subsection E of the Guidelines & Applications states funded services may include but are not limited to: <i>Meal programs</i> that provide home-cooked, balanced meals to hungry persons under the age of 60 and are safely prepared in a community kitchen to be served in a congregate setting offered in, or by, food banks.	2/28/2020
13	Activities	Should our proposal be an entirely new program/initiative or can it be a continuation of something already running? Is HSD trying to build capacity or fund new programming?	HSD is looking to fill an identified gap for food bank services in Delridge, Georgetown, and South Park. These can be new or continuing services. Note, if new services are being proposed, follow the start up guidelines listed on pages 11 & 12 of the Guidelines and Application.	2/28/2020

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14	Funding	If an agency is fortunate enough to receive the July 1, 2020 to December 31, 2020 funding of \$111,686, is the subsequent annual funding of \$223,372 over the course of three years? If an agency is not a recipient do you anticipate having this fund available next year? If an agency is not a recipient this cycle, do you anticipate opening this up again in a couple years?	Yes, the \$223,372 mentioned in the Guidelines & Application is available to support a contract period of January – December and is available on an annual basis, contingent on performance and funding availability. Funding opportunities are on four-year cycles and agencies can apply when they reopen. The next RFP is scheduled for 2023.	2/28/2020

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15	Eligibility	If an entity applies with a cohort, can they also apply as a stand-alone agency for funding through the RFP?	<p>HSD accepts proposals submitted by one group or legal entity. We also accept collective proposals composed of one application submitted by two or more groups and/or legal entities. Collective proposals must identify a lead agency or group. A legal entity applying for funding can apply as a singular legal entity and/or a group, so long as those same services being proposed in the collective proposal are not also being recommended in the individual proposal.</p> <p>Rating criteria for collective proposals and individual agency/group applications is the same and collective proposals do not have a higher allowable funding amount due to there being no maximum amount per application.</p> <p>Legal entities applying for funding in two different proposals will need to complete a separate narrative response for each proposal. Please refer to page 13 of the RFP for required information on Partnerships and Collaborations.</p>	3/9/2020