



**Seattle**  
Human Services

**2021 Geographic Specific - Delridge, Georgetown, South Park -  
Food Bank Services  
Request for Proposal**



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Food Bank Services  
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TABLE OF CONTENTS**

<b>GUIDELINES</b>		<b>PAGE NUMBER</b>
I.	Summary	1-2
II.	Background & Program Requirements	3-5

<b>APPLICATION (Instructions and Materials)</b>		<b>PAGE NUMBER</b>
I.	Format Instructions	6
II.	Proposal Narrative & Rating Criteria	7-10
III.	Completed Application Requirements	10-11
IV.	List of Attachments & Related Materials Attachment 1: Application Checklist Attachment 1: Application Cover Sheet Attachment 2: Proposed Program Budget Attachment 3: Proposed Personnel Detail Budget	12-18



## 2021 Geographic Specific - Delridge, Georgetown, South Park - Food Bank Services Request for Proposal

### GUIDELINES

#### I. Summary

The Youth and Family Empowerment Division (YFE) of the Seattle Human Services Department (HSD) is seeking applications from agencies to provide food bank services to low-income individuals and families in the Delridge, Georgetown, and South Park neighborhoods of Seattle.<sup>1</sup> 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 II.G of the Guidelines. Partnership proposals and fiscal sponsorship are allowed.

This Food Bank Services RFP shall fund a total of **\$113,808** in 2021 (**\$111,686** in [Seattle Sweetened Beverage Tax](#) (SBT) funding and **\$2,122** in City of Seattle General Fund) for **Geographic Specific Food Bank Services** from July 1 – December 31, 2021. A total of **\$227,616** (**\$223,372** in SBT funding and **\$4,244** in General Fund) is available to support year-round work for a contract period of January 1 – December 31, 2022. These amounts can be used to fund food bank services for low-income individuals and families in Delridge, Georgetown, and South Park neighborhoods including, but not limited to:

1. Basic food bank operations (required);
2. Home delivery of culturally relevant foods, meal programs, weekend hunger or backpack programs, nutrition education, and social service navigation assistance (e.g. Community Connectors or similar service that assist individuals and families to attain self-sufficiency) as parts of broader culturally appropriate food bank operations.

A recent [study](#) by Public Health Seattle & King County - conducted since the COVID-19 pandemic began - identified the most at risk (31%) of not having enough food are the combined group of people who identified as American Indian/Alaska Native, Native Hawaiian/Pacific Islander, multiple races, and another race (unavailable to choose), followed by Black and Hispanic/Latinx (13%). One in three respondents indicated they were food insecure because stores did not have food that was culturally relevant to them. As such, HSD will review applications for a collaborative and culturally relevant approach to food insecurity. Food banks should be in regular and clear communication with food bank participants, translate and interpret to familiar languages when possible, and provide culturally relevant food that is nutritious and familiar to food bank participants.

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. It is intended that this funding be integrated with the larger Food and Nutrition RFP scheduled for release in 2023.

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<sup>1</sup> Only agencies serving the Delridge, Georgetown, and South Park neighborhoods of Seattle may apply for this funding

<b>Timeline</b>	
<b>Funding Opportunity Released</b>	<b>Wednesday, January 20, 2021</b>
<b>Information Session</b>  Request accommodation (if needed) to: <a href="mailto:amaury.avalos@seattle.gov">amaury.avalos@seattle.gov</a>  <a href="#">Webex Information Session Link</a> <b>Meeting number (Access Code):</b> 146 061 9708 <b>Meeting Password:</b> JSqdcpvr282	<b>Friday, February 12, 2021</b> <b>10:00 a.m. – 11:30 a.m. PST</b>
Last Day to Submit Questions	Friday, March 5, 2021 by 12:00 p.m., Noon PST
<b>Application Deadline</b>	<b>Wednesday, March 24, 2021 by 12:00 p.m., Noon PST</b>
Interviews, as applicable	Monday, April 12, 2021 - Wednesday, April 21, 2021
Planned Award Notification	Friday, June 4, 2021
Contract Start Date	Thursday, July 1, 2021

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

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 2021 Geographic Specific - Delridge, Georgetown, South Park - Food Bank Services RFP, please contact:

Amaury Ávalos at [amaury.avalos@seattle.gov](mailto:amaury.avalos@seattle.gov).

## II. Background & Program Requirements

### A. Overview of Investment Area

This RFP was informed by the Seattle City Council's Sweetened Beverage Tax Ordinance [125324](#), 25 community engagement listening circles held in 2017 by HSD, and extensive research on food access and security.

- An estimated 271,380, or ten percent of King County households, cannot afford healthy food, and nearly half of those households are not eligible for the Supplemental Nutrition Assistance Program (SNAP).
- Surveys conducted by Best Starts for Kids and the Seattle Shopping and Wellness survey identified approximately 3% of adults in Seattle reported experiencing food insecurity, with that rate increasing to 22% for families with children, and even further to 51% for low-income families with children.
- 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 SNAP continues to rise among older adults.
- **Post COVID-19**
  - 18% more households in King County received food assistance by June 2020, compared to January 2020, equating to an additional 17,300 households.
  - 1 in 3 Seattle residents reported not accessing food because it was not familiar to them due to not being culturally appropriate.

#### Priorities Identified:

- Access to healthy and affordable food
- Access to culturally relevant food

This **Geographic Specific Food Bank Services RFP** addresses the needs of communities located in the corridor around the Duwamish waterway. In the [2019 Healthy Food Availability & Food Bank Network Report](#), the study identified that people with longer travel times to fresh food lived in areas by water such as the Duwamish waterway, including Delridge, Georgetown, and South Park.<sup>2</sup> Only agencies that provide food bank services to these neighborhoods may apply for this funding.

### B. 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 individuals and families**.

#### 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:

1. American Indian/Alaska Native
2. Black/African American
3. Hispanic/Latinx
4. Native Hawaiian/Pacific Islander

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<sup>2</sup> Healthy Food Availability & Food Bank Network Report, February 2019

*Priority and focus populations* for this funding are based on HSD's Results Based Accountability (RBA) framework which 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.

## C. Expected Service Components

### 1. Services offered by Food Banks

Including, but not limited to:

1. *Food banks* that offer culturally relevant food and non-food items including mobile food bank services (required).
2. *Home delivery of culturally relevant food*: grocery bags and/or meals to homebound individuals with medical or mobility challenges.
3. *Meal programs* that provide home-cooked, balanced, culturally relevant meals to hungry persons and are safely prepared in a community kitchen to be served in a congregate setting.
4. *Weekend hunger programs* that deliver culturally appropriate food, food bags, and/or backpacks to schools for low-income students to take home over the weekend.
5. *Social service navigation assistance* that connects clients with social services not offered on site, in a culturally relevant and responsive way.

Services #2 – 5 must be offered in combination with service #1, basic food bank services.

## D. Expected Performance Commitments

Quantity, quality, and impact measures may include, but are not limited to:

### 1. Quantity

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

### 2. Quality

- % of nutritious, 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 nutritious, 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
  - GED/Post-secondary education
  - Housing
  - Employment or job training

- Utilities
- Childcare
- Healthcare
- Transportation

**E. 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.

**F. 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:

- During the coronavirus response period all applicants must meet public health guidance for COVID-19 health and safety.
- All funded organizations will participate in a data and evaluation cohort virtually as COVID-19 persists. Awarded agencies who renew contracts for 2022 will be required to participate in data and evaluation cohort meetings.



## 2021 Geographic Specific - Delridge, Georgetown, South Park - Food Bank Services Request for Proposal

### APPLICATION

#### Instructions and Materials

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2021 Geographic Specific Food Bank Services RFP. The RFP Guidelines is a separate document that provides background on HSD's guiding principles 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. 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. Please use one-inch margins, single spacing, minimum size 11-point font, and letter sized (8 ½ x 11) formatting.
- C. The application may not exceed a total of 10 pages 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.



## II. Proposal Narrative & Rating Criteria

Write a narrative response to all sections A – G. Answer each section completely according to the questions. Do not exceed a total of 10 pages.

### NARRATIVE QUESTIONS

#### A. PROGRAM DESIGN AND DESCRIPTION (20 POINTS)

1. Describe the food bank services for which you are requesting funding. Include when and where (locations, times, days of week, etc.) all services will take place and by whom they will be delivered, including services with partners.
  - Describe key services (e.g., operations, meal programs, home delivery of food, nutrition education, etc.) you will implement. Describe how these services best serve priority and focus populations.
  - If requesting funding for multiple services, describe how the services will be integrated to better serve your community.
  - Indicate which services are new for your agency. Please attach a separate start-up timeline chart for each new service. Your timeline(s) will not count towards the 10-page total narrative limit.
  - Include the anticipated number of unduplicated priority and focus population clients to be served annually for each service.
2. Provide a brief job description for all key personnel who will have a significant role in program coordination, service delivery and evaluation.

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

- Applicant presents a thorough description of the services and staff involved in proposal, including an understanding of the service components, evidence of likely success in providing services, and why these are the best services for serving priority and focus populations.
- If the applicant is requesting funding for multiple services, each service is described, and the services are integrated in a logical way to better serve the community.
- If the applicant is requesting funding for new services, a separate start-up timeline is included for each new service.
- Applicant clearly states the number of unduplicated priority and focus population clients to be served annually for each service.
- Job descriptions are clear and align with service areas for which funding is requested.

**High (15-20):** Demonstrates excellence in all and/or most of the criteria

**Med (7-14):** Adequately addresses some of the criteria

**Low (1-6):** Does not meet and/or address the criteria

#### B. POPULATION NEEDS (20 points)

1. As listed in Section II of the funding guidelines, define the priority and focus populations you intend to serve:
  - Describe the strengths, assets, challenges, and concerns of the specific population(s) you intend to serve.
  - 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 the criteria below.**

- Agency provides food bank services to the Delridge, Georgetown, South Park neighborhoods of Seattle.
- The applicant describes a strong understanding of the population(s) they intend to serve and identifies their unique experiences, strengths, assets, challenges, 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 barriers to accessing services will be addressed.
- Applicant outlines an approach to outreach that is collaborative and culturally responsive.

**High (15-20):** Demonstrates excellence in all and/or most of the criteria

**Med (7-14):** Adequately addresses some of the criteria

**Low (1-6):** Does not meet and/or address the criteria

**C. CULTURAL COMPETENCY, RACE AND SOCIAL JUSTICE (20 points)**

1. How do you center your program on participant needs and respond to their 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 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 community needs and incorporate feedback into their program.
- Applicant demonstrates the ability to maintain a continuous feedback loop of communication between agency and population served.
- Applicant's board, staff, and volunteers reflect the cultural and linguistic characteristics of the priority and focus populations.
- Applicant describes their anti-racist approach with their existing policies, procedures, and practices. If not, they describe a strategy to implement an anti-racist approach with their policies, procedures, and practices.

**High (15-20):** Demonstrates excellence in all and/or most of the criteria

**Med (7-14):** Adequately addresses some of the criteria

**Low (1-6):** Does not meet and/or address the criteria

**D. CAPACITY AND EXPERIENCE (10 POINTS)**

1. Describe your organization's success in providing the Food Bank Services you are applying for.
  - If your agency has no experience with food bank services, describe any related experience and a plan for developing service capacity within the first two months of operations.
2. Describe your organization's capacity to ensure services will be delivered quickly and administered, monitored, and tracked appropriately. Include role of leadership in successful program implementation, recruitment, training, and staff retention strategies implemented to ensure staff skills align with service provision.

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

- The examples and descriptions demonstrate the applicant's experience in delivering the services.

- Applicants delivering the service(s) for the first time present a clear and realistic description of related experience for launching a new service.
- Applicant describes processes for recruitment, training, and staff retention that matches the needs of the services.
- Applicant's leadership is likely to provide strong ongoing support for the services proposed.
- Applicant clearly demonstrates how organizational capacity ensures services will be delivered quickly and effectively.

**High (7-10):** Demonstrates excellence in all and/or most of the criteria

**Med (4-6):** Adequately addresses some of the criteria

**Low (1-3):** Does not meet and/or address the criteria

#### **E. PARTNERSHIPS AND COLLABORATION (10 POINTS)**

1. Describe and list the partners identified to deliver the services.
  - 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 including, but not limited to, provision of food, delivery of food, or social services navigation. Letters of intent will not be counted toward the 10-page 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 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 key partners.
- Applicant describes how clients will be referred to other programs and agencies in a proactive, seamless, client-friendly manner.

**High (7-10):** Demonstrates excellence in all and/or most of the criteria

**Med (4-6):** Adequately addresses some of the criteria

**Low (1-3):** Does not meet and/or address the criteria

#### **F. BUDGET AND LEVERAGING (10 POINTS)**

1. Complete a **separate** Proposed Program Budget worksheet for each service outlined in the proposal (Attachment 3). Budget worksheets will not count toward the 10-page total narrative limit. The costs reflected in the budget(s) should be for the service(s) 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 service 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 service(s).

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

- Separate budgets are submitted for each service outlined in the proposal.
- Costs are reasonable and appropriate given the nature of the service, the priority and focus populations, and the proposed level of service. Costs are also 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.

**High (7-10):** Demonstrates excellence in all and/or most of the criteria

**Med (4-6):** Adequately addresses some of the criteria

**Low (1-3):** Does not meet and/or address the criteria

**G. 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 services. How will you collect, maintain, and report data for each service?
  - How does your agency incorporate community voice into your data collection, particularly through participatory and qualitative data collection?
  - 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 elect to have an established agency act as fiscal sponsor.

**Rating Criteria – A strong application meets all 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.
- The applicant demonstrates incorporation of community voice in data collection.
- 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 and provides a letter of agreement from the sponsor.

**High (7-10):** Demonstrates excellence in all and/or most of the criteria

**Med (4-6):** Adequately addresses some of the criteria

**Low (1-3):** Does not meet and/or address the criteria

**TOTAL: 100 POINTS**

**III. Completed Application Requirements**

**Completed application packets are due by 12:00 p.m. (Noon) PST on Wednesday, March 24, 2021**

Application packets must be received via email or the [HSD Online Submission System](#). Proposals must be received, and date/time stamped by the 12:00 p.m. (Noon) PST deadline on **Wednesday, March 24, 2021**. No faxed or mailed proposals will be accepted.

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.

1. **Via Email** (email to [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)) Any risks associated with submitting a proposal by email are borne by the applicant. Email attachments are limited to 30 MB. The subject heading must be titled: 202101 Geographic Specific Food Bank Services RFP.
2. **Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>) HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline.

#### **A. AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION**

HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents to the RFP coordinator:

1. 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. Most recent audit report.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to [Master Agency Service Agreement](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Federally approved indirect rate, if applicable.<sup>3</sup>

#### **B. HSD Proprietary and Confidential Information**

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records**. These records include but are not limited to:

1. RFP/Q narrative responses,
2. budget worksheets,
3. board rosters,
4. other RFP/Q materials, including written/or electronic correspondence.

In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#).

**Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

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<sup>3</sup> HSD is piloting a new indirect policy that will be assessed throughout 2021 and may impact how indirect is calculated in future contracts. HSD applicants with an approved federally negotiated indirect cost rate may charge indirect cost using the approved rate.

#### **IV. List of Attachments & Related Materials<sup>4</sup>**

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposed Program Budget
- Attachment 4: Proposed Personnel Detail Budget

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<sup>4</sup> These documents do not count against the 10-page narrative limit.

## 2021 Geographic Specific Food Bank 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](#)?**
- Proprietary and Confidential Information
  - 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.
  - If your application names a fiscal sponsor, authorized representatives from these agencies must also sign the application cover sheet.
- Completed each section of the Narrative response?**
- Must not exceed 10 pages (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 narrative response addresses all of the following:
    - Program Design & Description (20 POINTS)
    - Population Needs (20 POINTS)
    - Cultural Competency, Race and Social Justice (20 POINTS)
    - Capacity and Experience (10 POINTS)
    - Partnerships and Collaboration (10 POINTS)
    - Budget and Leveraging (10 POINTS)
    - Data and Fiscal Management (10 POINTS)
- Completed the full Proposed Program Budget (Attachment 3) for each service?\***
- Completed the full Proposed Personnel Detail Budget (Attachment 4) for each service?\***
- If you are proposing to provide any new services (for your agency), have you attached a separate start-up timeline for each service, beginning July 1, 2021?\***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?\***

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. (Noon) PST on Wednesday, March 24, 2021**. Application packets received after this deadline will not be considered. See Section I for submission instruction.



City of Seattle

Human Services Department

2021 Geographic Specific Food Bank RFP 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 Services check all that apply)	<input type="checkbox"/> Food Bank Basic Services <input type="checkbox"/> Home Food Delivery <input type="checkbox"/> Meal Program <input type="checkbox"/> Weekend Hunger or Backpacks <input type="checkbox"/> Nutrition Education <input type="checkbox"/> Community Connector/Social Service Navigation <input type="checkbox"/> Other _____		
9. Proposed Program Name:			
10. Priority Population(s)			
11. Focus Population(s)	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Native Hawaiian/Pacific Islander		
12. Funding Amount Requested			
13. # of <u>Unduplicated</u> clients served			



<p>14. In which City Council District(s) is your program located?  <a href="#">Council district search page</a></p>	
<p>15. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed services:</p> <p>Signature of partner agency representative: _____ Date: _____</p>	
<p>16. Partner Agency (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Description of partner agency proposed services:</p> <p>Signature of partner agency representative: _____ Date: _____</p> <p>Add additional sections if more than two partner agencies are applying.</p>	
<p>17. Fiscal Sponsor (if applicable):</p> <p>Contact Name: _____ Title: _____</p> <p>Address: _____</p> <p>Email: _____ Phone Number: _____</p> <p>Signature of fiscal sponsor representative: _____ Date: _____</p>	
<p><b>Authorized physical signature of applicant/lead organization</b></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>	

**2021 Geographic Food Bank RFP Proposed Program Budget**  
**July 1, 2021 – December 31, 2021**  
**Six Month Budget**

**Note:** Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

<b>Applicant Agency Name:</b>	
<b>Proposed Program Name:</b>	

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other <sup>1</sup>	Other <sup>1</sup>	
<b>– STAFFING</b>				
1110 Salaries (Full- & Part-Time)				\$
1300 Fringe Benefits				\$
				\$
<b>SUBTOTAL – STAFFING</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>				
Office Supplies (includes printing, postage and general supplies. Does not include computer or technology expenses)				\$
Operating Expenses <sup>2</sup> (includes computers, tech expenses (not internet) and other expenses related to implementing services)				\$
Rent				
Travel (includes mileage, parking)				\$
Insurance				\$
Utilities (includes electric, internet, phone)				
Other Miscellaneous Expenses				\$
Indirect Facilities and Administration (F & A) Costs <sup>4</sup>				\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<sup>1</sup>Identify specific funding sources included under the "Other" column(s) above:

	\$
	\$
	\$

<sup>2</sup>Operating Expenses - Itemize below (Do Not Include Office Supplies):

	\$
	\$
	\$

	\$
<b>Total</b>	<b>\$</b>

	\$
<b>Total</b>	<b>\$</b>

<sup>3</sup> Other Miscellaneous Expenses - Itemize below:	
<b>Total</b>	<b>Total</b>

<sup>4</sup> Indirect Facilities and Administration (F&A) – Itemize Below:	
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<sup>4</sup> Indirect Facilities and Administration (F&A) Costs - Those costs referred to as overhead, overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an organization and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those Indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

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

**2021 Geographic Specific Food Bank RFP  
Proposed Personnel Detail Budget  
July 1, 2021 – December 31, 2021  
Six Month Budget**

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

*Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)*

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