

Question and Answer

Older Adult Community Transportation

2019 Request for Proposal

	Program Area	Question	Answer
1	Community Transportation	Can funds be used to transport people over county lines?	Yes. Clients may be transported across county lines, as long as they meet eligibility criteria. See the RFP Guidelines and Application, page 8.
2	Community Transportation	I wanted to clarify whether my agency is eligible for this grant. Is this opportunity only for agencies within Seattle?	This investment will fund transportation services provided throughout King County. See the RFP Guidelines and Application, page 7. For eligibility requirements, see the HSD Agency Minimum Eligibility Requirements posted on the HSD Funding Opportunities webpage and the RFP Guidelines and Application, page 11.
3	Community Transportation	Can you clarify if the Guidelines and Application is one document?	The Guidelines and Application are available as a combined downloadable PDF file on the RFP webpage and will be referred to as the “RFP Guidelines and Application” for the purposes of this Q&A document. The RFP Guidelines provide background information and an overview of the RFP program requirements. The RFP Application instructions and materials packet contains information and materials for applying to the RFP. The RFP Application is available for download from the RFP webpage as a single Word document.
4	Community Transportation	Is the information that was presented in the information session also in the Guidelines and Application document?	All information presented at the information session is found in the RFP Guidelines and Application. The information session PowerPoint slides are also available on the RFP webpage.
5	Food Access Transportation	Could this investment also support services that deliver food to eligible clients?	Funds invested through this RFP support passenger transportation and access to food, but not food delivery. HSD has separate investments in Home Delivered Meals that support food delivery programs. See the RFP Guidelines and Application, page 7.
6	Food Access Transportation	Currently, nutrition transportation funding supports transportation to ADS-funded congregate meal sites. Is that a restriction that will be applied to the Food Access Transportation?	In addition to transporting older adults to HSD-funded congregate meal programs, other trips that enable older adults to access healthy food in the setting of their choice are eligible. See the RFP Guidelines and Application, pages 7-8.
7	Community Transportation	Could you define older adult?	For the purposes of this RFP, eligible clients are King County residents, age 60+. See the RFP Guidelines and Application, page 8.
8	Community Transportation	Are you looking for someone to cover all of King County? Please clarify area served.	The goal of this investment is to provide service County-wide in a coordinated manner that avoids duplication. Agencies may propose a service area within the County. However, proposals to serve a small geographic

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			service area such as a single neighborhood or small municipality will not be funded. See the RFP Guidelines and Application, page 7.
9	Community Transportation	Clarify: a maximum of 4 proposals will be funded?	Yes, we intend to fund up to four proposals.
10	Community Transportation	My program serves a population other than the focus population. Are we still eligible to apply?	Yes, proposals that clearly describe a plan to address significant needs among other populations will also be considered. See the RFP Guidelines and Application, pages 8-9.
11	Community Transportation	Is it expected that each of the funded proposals will serve all of King County? Is that not duplicative?	See question 8. Applicants may propose a service area and a type of service to serve specific populations or meet specific needs.
12	Community Transportation	Would Vashon Island fall under too narrow a geographical area to be funded? Is there a specific criteria or definition you could provide for too small an area?	Vashon Island would not be considered too small of a geographic service area. However, applicants must demonstrate their ability to serve multiple geographic areas of King County, either directly or through partnerships. See question 8 and the RFP Guidelines and Application, page 7.
13	Community Transportation	Page 10 of the guidelines says that donations may be accepted. Is this referring to donation to the program or a specific driver?	This refers to donations to the program. Donations may be accepted by the driver on behalf of the program.
14	Community Transportation	Could this RFP address parking costs assumed by volunteer drivers? What about ferry fares?	If an applicant proposes a transportation program that provides reimbursement to drivers, reimbursements for parking costs and ferry fares would be an eligible expense.
15	Community Transportation	Can you define what you mean by unduplicated number of clients?	“Unduplicated” means each individual client served will only be counted once per contract year, regardless of how many rides the client receives.
16	Community Transportation	Can this funding be used to hire staff?	Yes, agencies may use this funding to hire personnel, including a volunteer recruiter if volunteers are to be used. See the RFP Guidelines and Application, page 14.
17	Community Transportation	Are there limitations regarding transportation of clients across county lines?	See question 1.
18	Community Transportation	What if a client lives in Snohomish County, close to the county line, and needs to access services in King County?	See question 7. Residents of Snohomish County may contact their local Area Agency on Aging or Community Living Connections to identify services in Snohomish County.

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19	Community Transportation	Are partnership letters only required in situations where funding is being transferred by a lead organization to a partner organization? Do you also require a signature on the cover letter in those instances?	See RFP Narrative question E.2. in the RFP Guidelines and Application, page 16. You may self-determine what partnerships are crucial for the success of the proposed solution vis-à-vis less-formal or non-crucial partnerships. Partners are not required to sign both a letter of intent and the application cover letter.
20	Community Transportation	Do you have minimum service standards for number of clients to be served?	There is no minimum service standard for number of clients served. However, client data will be collected and performance will be measured based on evaluations completed by clients served. See the RFP Guidelines and Application, pages 10-11.
21	Community Transportation	How should we approach prospective changes in delivery models in this application?	Applicants should describe the service as they propose it to be delivered. If a delivery model is contingent (e.g. on other funding or partnerships), this should be noted in the application.
22	Community Transportation	The application asks agencies to provide cost per trip and cost per client. How should we approach calculating cost per client, given that a client might access a service multiple times?	Cost per client is calculated using the program budget divided by number of unduplicated clients. Applicants may propose additional measures of program efficiency, but must be able to address the performance measures on pages 10-11 of the RFP Guidelines and Application and the cost measures requested in the RFP narrative question D.3.
23	Food Access Transportation	Would costs associated with a shuttle that takes homeless clients to food banks be an eligible expense?	Yes, as long as the clients are eligible and the program meets the requirements described in the RFP Guidelines and Application, pages 7-8.
24	Community Transportation	What is a federally-approved indirect rate? What if an applicant does not have a federally-approved indirect rate?	Some agencies have received approval from the federal government to charge a specified rate to cover indirect expenses. If you do not have a federally-approved indirect rate, the City of Seattle HSD maximum indirect rate of 15% would apply. Indirect expenses (i.e. agency overhead costs) are an eligible expense.
25	Community Transportation	Does leveraging mean an agency match?	In the context of this RFP, “leveraging” refers to use of other resources, including other funding, to increase the impact of the proposed solution.
26	Community Transportation	Can you clarify which website this information is posted to?	The City of Seattle HSD funding opportunities may be found by typing “City of Seattle HSD funding opportunities” into a search engine, or by clicking here . The Older Adult Community Transportation RFP webpage is linked from the

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			City of Seattle HSD funding opportunities webpage, and may be accessed by clicking here .
27	Community Transportation	Is there an increase in current funding?	HSD's investment in Older Adult Community Transportation increased by \$100,000 in 2018 as a result of a discretionary allocation by the Aging and Disability Services Advisory Council. There are no additional increases associated with this RFP.
28	Community Transportation	What is the name of the bus ticket program that was referenced at the information session, and what agency administers the program?	The program referenced at the info session and on page 8 of the RFP Guidelines and Application is the King County Human Services Bus Ticket Program. For more information about this program, you may visit the program webpage by clicking here .
29	Community Transportation	How does the Human Services Bus Ticket Program work?	See question 28 or email hs.busticketprogram@kingcounty.gov .
30	Community Transportation	What agencies currently participate in the Human Services Bus Ticket program?	See questions 28 and 29. To see a list of participating agencies, click here and navigate to the middle of the page and click on "Program Year 2019 Awards."
31	Community Transportation	Can funds from this RFP be used to purchase bus tickets through the Human Services Bus Ticket program?	Yes. The transit fare subsidy program described on page 8 of the RFP Guidelines and Application is currently funded and is still eligible under the service/program model of this RFP. Applicants may also propose an alternative model for a transit fare subsidy program or programs.
32	Community Transportation	Is it possible to submit two budgets for two separate transportation programs, or do you want a single budget?	Each application must include one proposed program budget and proposed personnel detail budget. See the RFP Guidelines and Application, page 7. Applicants with multiple transportation programs may choose to submit one combined application with one proposed program budget and proposed personnel detail budget for all programs. Applicants may also submit separate application packets for each program, with each containing a proposed program budget and proposed personnel detail budget for the respective program.