

Question and Answer

Senior Centers

2018 Request for Proposal

	Program Area	Question	Answer
1	Senior Centers	My agency fits the description of a high quality senior center listed on the funding opportunity webpage and in section IV.B. (page 7) of the RFP Guidelines. Does this mean we are qualified to apply for the RFP?	To be eligible for Senior Centers funding, an agency must meet the HSD Agency Minimum Eligibility Requirements, which are available here or by following the link on HSD's Funding Opportunities webpage. Additionally, an agency must meet the Senior Centers RFP specific eligibility, data, and contracting requirements found in section IV.I. of the RFP Guidelines.
2	Senior Centers	In order to receive funding, are we required to provide food and nutrition services in one of the ways listed under section IV.E.i.?	Senior centers funded through this process must provide access to food and/or nutrition education to address food insecurity and promote healthy eating and nutrition. Applicants may propose alternative ways to provide this service that is different from the examples that are in the Guidelines.
3	Senior Centers	Will you fund a senior center in each City Council District? What if we provide services in more than one City Council District?	HSD intends to fund <i>at least</i> one senior center in each of the seven Seattle City Council Districts. Applicants may propose serving clients in more than one City Council District.
4	Senior Centers	Are libraries eligible to apply?	Please see response to Question #1
5	Senior Centers	Is there a reason that the draft Client Data Reports for 2019 document skips the number 5 in the Client's Race item? o, 1, 2, 3, 4, 6, 7, and 8 are used but not 5	The draft data specifications were designed to align with data specifications for other ADS-funded services. Category 5 was used formerly but is not currently used.
6	Senior Centers	On the Application Checklist page 19, The first set of boxes includes HSD Funding Opportunity Selection Process. The other 6 items can be found on the link to Funding Opportunity Webpage, but this one is not there. Where can we find it?	This document has been added to the Funding Opportunities webpage and is available here .
7	Senior Centers	If we provide a congregate meal under the ADS Congregate Nutrition program, how would we indicate this on our Senior Center application?	If you provide a congregate meal to meet the "Food and Nutrition" required service component, you should describe the meal in your narrative response. If other funding, such as ADS congregate nutrition funding, covers the cost of this component, the other funding should be included on your budget sheet and the source of the funding should also be indicated.

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8	Senior Centers	Will there continue to be a separate Congregate Nutrition program, with a separate RFP?	Yes. This investment does not supersede or replace our Congregate Nutrition program.
9	Senior Centers	For the County VSHSL application, we defined our service area. It was very handy to use the race, poverty, and other demographic information that they had available by zip code. Would you allow us to self-define our service area, as the county did?	HSD is not prescribing particular service areas. Section IV. B. of the guidelines addresses Geographic Coverage in relation to City Council Districts.
10	Senior Centers	The previous Senior Centers RFP was about \$1.1 million and this RFP is \$1.7 million. How did the amount of funds increase?	The increase is largely due to additional funds being allocated by City Council to address needs that were identified by senior center providers, especially an increased need for social work services as well as the need for better geographic coverage in Northeast Seattle.
11	Senior Centers	Please share more information about City Council Districts.	More information about City Council Districts is available here .
12	Senior Centers	What is the significance of City Council Districts?	HSD intends to fund at least one senior center in each City Council District.
13	Senior Centers	What if my senior center serves participants from many different council districts?	HSD does not anticipate that this will impact the funding determination.
14	Senior Centers	One of the focus populations is Black/African American older adults. What about African immigrants?	African immigrants is a subpopulation of the Black/African American group.
15	Senior Centers	What if my facility doesn't have a commercial kitchen? Do I qualify for funding?	Your facility is not required to have a commercial kitchen. See page IV.E of the guidelines to see how you can meet the food and nutrition service component.
16	Senior Centers	What if my senior center does not meet all the requirements by itself? Can I apply with another organization?	Yes, we encourage applicants to explore partnership approaches.
17	Senior Centers	What if my social work staff does not include a licensed social worker?	Due to the increased complexity of social problems experienced by senior center participants, agencies are required to provide some level of supervision by a qualified licensed social work professional. The supervision is not required to be continuous and ongoing and may consist, for instance, in

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			periodic consultation by a licensed social worker who is employed by another senior center or a volunteer. Qualified licensed social work professional means a professional holding one of the following Washington State licenses: Licensed Mental Health Counselor, Licensed Mental Health Counselor Associate, Licensed Independent Clinical Social Worker, Licensed Social Work Associate Independent Clinical, Licensed Social Work Associate Advanced. If current agency social work staff are not supervised by or individually meet the definition of qualified social work professional as defined above, please include in your narrative a plan to address this requirement.
18	Senior Centers	What does it mean to “age in place?”	Aging in place refers to aging in one's setting of choice, outside an institutional setting.
19	Senior Centers	Can we call with questions?	You may call Jon Morrison Winters at 206-684-8654. Information provided verbally does not constitute an official response and we are unable to provide information other than what is readily available to all potential applicants.
20	Senior Centers	Is the application online?	We do not use an online application system. You may submit documents through our online submission system.
21	Senior Centers	What if my senior center is not able to provide opportunities to develop local leaders/volunteers as stated on page 7 of the funding guidelines?	This phrase is part of the description of a high quality senior center that aligns with best practices identified by the National Institute of Senior Centers. There are no specific requirements associated with this description.
22	Senior Centers	Why is income not part of the focus population?	A focus population is a specific racial or ethnic group within the priority population and with data showing the highest disparities in the investment area. See Section III of the funding guidelines.
23	Senior Centers	What is participant level data? What does that look like?	The draft data specifications for client data reports are available here .
24	Senior Centers	Is the maximum \$180,000 per agency or per site?	The \$180,000 maximum funding allocation is per senior center site.
25	Senior Centers	How many proposals do you anticipate receiving?	We are not able to predict the number of applicants.
26	Senior Centers	Can you address the difference between the King County and ADS data specifications?	Our senior center data specifications for 2019 are in draft and will further develop them during the contracting process. We will align as closely as possible with other ADS funded services, and we are in communication with

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			King County about the data specifications they will be applying to new Veterans, Seniors, and Human Services Levy-funded services.
27	Senior Centers	How does ADS measure “stable health?”	This is measured with indicator data derived from the Senior Center Services Evaluation Survey, which is available here .
28	Senior Centers	Does the licensed social worker need to be on-staff or can it be a volunteer? What does it mean to “supervise?”	You may propose a level of supervision that is appropriate to the social services programs you intend to provide. Also see the answer to Question 17 above.
29	Senior Centers	Does the social worker need to work at least 20 hours a week?	There is no requirement for the amount of social work hours.
30	Senior Centers	If my focus population was not identified in the RFP as a focus population, may I include it in my proposal?	You should describe the population you will serve.
31	Senior Centers	How will activities be captured in the data file?	The unit of service is to be determined. This will guide whether particular activities must be captured in data files and how they will be counted.
32	Senior Centers	How do I determine my budget?	Provide your anticipated budget for 2019. Include a separate program budget for each senior center site.
33	Senior Centers	Why is the Theory of Change in the info session PowerPoint presentation (slide 6) different from the Theory of Change in the Guidelines (page 5-6)	The Theory of Change in the PowerPoint presentation is a template, not specific to the Senior Centers RFP.
34	Senior Centers	There are focus populations listed on page 5 of the Guidelines. What about other populations?	Refer to question 30 and the explanation in section III of the guidelines.
35	Senior Centers	How many Senior Centers do you currently fund and what are they?	We currently fund 12 Senior Centers: Greenwood Senior Center, Wallingford Community Senior Center, Lake City/Northeast Seattle, Central Area Senior Center, Pike Market Senior Center, Asian Counseling and Referral Services – Club Bamboo, Chinese Information and Service Center Sunshine Garden, International Drop-In Center, Southeast Seattle Senior Center, Senior Center of West Seattle, South Park Senior Center, and Ballard Senior Center.
36	Senior Centers	Lake City and Northgate serves different populations. Should these two locations be one “Beyond the Walls” Senior Center, or two separate senior center sites?	Either approach is potentially feasible – every separate senior center site must meet the facility requirement. “Beyond the walls” senior centers must meet the requirement at either a single site or a combination of sites.

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37	Senior Centers	If I have two separate sites, do I need to have two separate budgets?	See question 32.
38	Senior Centers	How did you arrive at the priority population and the focus population? Does one disparity indicator weigh more heavily than another indicator?	Refer to the explanation in section III of the guidelines.
39	Senior Centers	Would a nurse meet the social worker requirement?	See question 17 for a definition of licensed social worker.
40	Senior Centers	Does your data consider sub-populations, for instance, Asian groups that experience difficulty accessing services?	We analyze Behavioral Risk Factor Surveillance System data to determine racial disparities. BRFSS uses Census categories for race and ethnicity and does not capture differences among sub-populations. Our research and planning process also includes other research and community engagement, which inform our understanding of sub-populations.
41	Senior Centers	Can Senior Centers serve participants outside of the City of Seattle?	We expect Senior Centers to be inclusive and welcoming to participants who may not live nearby. Eligible clients for purposes of data reporting are residents of Seattle age 50+.
42	Senior Centers	Do people need to sign in for drop-in hours?	The RFP does not specify a data collection method or participant sign-in process.
43	Senior Centers	Are we required to submit job descriptions?	Refer to Capacity and Experience in section III.B of the application.
44	Senior Centers	There is a requirement to have an MOA with City of Seattle Parks and Recreation Department. Does that mean we cannot provide the same programming?	The MOA is intended to reduce duplication of services. There could be reasons that very similar services are not duplicative. For example, the Senior Center could offer the same program on a different day of the week or in a culturally responsive way in order to expand access.
45	Senior Centers	Is the Parks and Recreation Department required to collaborate with Senior Centers?	The Parks and Recreation department is a party to the Memoranda of Agreement.
46	Senior Centers	Who is the Parks and Recreation staff person who serves as a contact on the MOA requirement?	Brenda Kramer and Cheryl Brown oversee the Lifelong Recreation Program in the Department of Parks and Recreation.
47	Senior Centers	Do we have to mail the application and submit it online?	You may deliver your application through mail, in-person, or through the online submission system. You should only submit one application.
48	Senior Centers	Is 100 MB the file limit?	Yes, for online submission.
49	Senior Centers	Do we have to get letters of support from the Department of Parks and Recreation if we have an	You are not required to submit a letter of intent or partnership for services that are also covered by an MOA with Parks. A signed letter of intent is

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		MOA? Who do we need to get letters of support from?	required for a significant collaboration (e.g. if you will not provide a required service component and are anticipating that it will be provided by a separate agency).
50	Senior Centers	Is there a requirement that programs are free?	No.
51	Senior Centers	Are we allowed to expand the budget columns to indicate other fund sources?	Yes.
52	Senior Centers	Does the start-up timeline count toward the 12-page limit?	No.
53	Senior Centers	Will the Q&A be posted regularly?	Yes, questions are generally answered within 3-5 business days.
54	Senior Centers	Are the 12 currently funded Senior Centers guaranteed funding? What if they are not serving the focus population?	This is an open and competitive funding process. Funding is not guaranteed for currently-funded senior centers. Funding will be allocated based on the strength of the application, number of participants served, and impact on priority populations.
55	Senior Centers	Does the licensed social worker need to be full-time? What if we are unable to hire a licensed social worker?	The licensed social worker does not need to be full time. Also see the answer to question 17.
56	Senior Centers	Would a licensed psychologist meet the definition of a licensed social worker?	See the definition in the answer to question 17.
57	Senior Centers	Is the budget for four years or one year?	The budget is for one year.
58	Senior Centers	Should we partner with others outside our coverage area?	You may partner with other agencies, regardless of where they are located. The rating criteria for partnerships is listed in the Partnerships and Collaboration section III.C of the application.
59	Senior Centers	Can village programs be considered under this RFP?	The agency minimum eligibility requirements are listed on the HSD funding opportunities webpage and the senior center specific eligibility requirements are listed section IV.I of the guidelines. Any organization that meets these requirements may apply.
60	Senior Centers	If we plan to have another site (which is an extension of our current site) that is outside of city limits, is that allowable in this RFQ?	As explained in section IV.B (pg. 8) of the guidelines, HSD intends to fund at least one senior center in each Seattle City Council District. Proposals to fund services outside the City limits would need to clearly explain how the proposed senior center site best meets the needs of eligible participants, the priority population, and focus populations.

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		And if so, is there a percentage number of members that must live in the City of Seattle proper to report and be eligible under this RFP?	
61	Senior Centers	Are contracts for one year or four years?	Contracts are one-year. We anticipate renewing contracts annually for up to four years.
62	Senior Centers	Could you define the difference between “descriptive” and “prescriptive” in the info session PowerPoint presentation?	The descriptive aspects of the Guidelines are designed to inform potential applicants about our understanding of this service area. Prescriptive aspects have specific requirements that we expect all funded senior centers to meet or things that we expect all senior centers to do.
63	Senior Centers	What is the geographic scope of this funding? Can participants live outside Seattle even if they use services here?	Eligible participants are limited to Seattle residents only. Also see the answer to questions 41 and 60 above.
64	Senior Centers	Regarding focus populations, is there any priority for reaching other groups, such as people with disabilities?	For a description of the focus populations, refer to Section III of the Guidelines and the answer to questions 22 and 30. While people with disabilities is not a focus population, applicants should describe the population they intend to serve, including unique issues and challenges faced by this population.
65	Senior Centers	Why is it required that staff would be supervised by a licensed social worker?	See the answer to question 17.
66	Senior Centers	Is there additional funding associated with the MOA with the Seattle Department of Parks and Recreation?	The MOA is designed to reduce duplication and encourage effective collaboration. It is not related to funding.
67	Senior Centers	Does the experience requirement refer to staff experience?	The experience requirement listed in Section IV.I. of the guidelines (pg. 11) refers to agency experience.
68	Senior Centers	Please clarify the Licensed Social Worker oversight. Do they have to be a staff of senior center, or can they be accessed/consulted to provide the senior center with such oversight?	The appropriate level of oversight will depend on the services being provided, but it is not required to be continuous and ongoing and it is not required to be provided by an agency employee. Also see the answer to question 17.
69	Senior Centers	Do we need to list the name of partner agencies with required signature on the cover sheet, or will	The letter of intent is sufficient. If you include a signed letter of intent, the partner agencies are not also required to sign the cover letter. However, you are expected to list your partners in the narrative response to question C.2.

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		the letter of intent to collaborate from the agency be sufficient?	
70	Senior Centers	What is considered a significant collaboration? For example, would it include transportation assistance, monthly kitchen visits, etc.	A significant collaboration is a partnership that provides a key program element or elements. The five required service components on page 9, Section IV.E. of the Guidelines are examples of key program elements.
71	Senior Centers	Under population accountability on page 5 of the RFP, as it relates to racial disparity indicator data, which population are we talking about? Is this describing the state of seniors in the community or what we need to achieve?	Two populations are listed under the “Population Accountability” section of the table on page 5, Section III. The first is HSD population. This is the population that HSD has identified as one of the groups that we serve. The second is the priority population for this particular investment process. Priority population is defined on page 8, Section IV.D.
72	Senior Centers	I am looking at the budget, and see several footnotes listed, however, there is only an explanation for #6, admin rate. Where would I find the explanations for the rest of the footnotes?	There is no additional information for footnotes 1 through 5. The footnotes serve as a cross-reference between the Proposed Program Budget on page 23 and the additional budget worksheets on page 24.
73	Senior Centers	For the RFP, we can report out on current projects that fall within the guidelines and it is not necessary to create new programs and projects. Is that correct?	You are not required to create a new program if your existing programming already meets the requirements of the RFP and if you are already delivering the five required service components listed under Section IV.E. on page 9 of the Guidelines.