

2022 Farm to Table Support Services Request for Proposal (RFP)

Information Session

April 1, 2022 2:00 p.m. – 3:30 p.m.



Welcome

This presentation will be **recorded and posted** online on the HSD Funding Opportunity webpage.

Please type your name and your agency name in the chat for attendance purposes.

Thank you.



Today we will talk about:

- Timeline
- Background
- Highlights
- Who can apply?
- What does the RFP fund?
- Priority and focus populations
- Performance measures
- How to get help with your application
- What happens after applications are submitted?
- Tips
- Where to go if you have questions about the RFP
- Q and A



Timeline

Funding Process	Timeline
Funding Opportunity Announcement	Monday March 28, 2022
Webinar Information Session	Friday April 1, 2022 2:00 p.m. – 3:30 p.m.
Technical Assistance Sessions (by appointment only)	April 1 to April 25, 2022 April 1 to April 27, 2022
Last Day to Submit Questions to HSD	Tuesday April 19, 2022 by 4:00 p.m. Thursday April 21, 2022 by 4:00 p.m.
Application Deadline	Tuesday, May 3, 2022 by 4:00 p.m. PT Thursday, May 5, 2022 by 4:00 p.m. PT
Agencies Notified	Week of July 11, 2022
Contracts Start	January 1, 2023



Background

- Youth and Family Empowerment Division (YFE)
- General Funds & Sweetened Beverage Tax (SBT) ([Ordinance 125324](#))
<https://www.seattle.gov/sweetened-beverage-tax-community-advisory-board>
- The Vida Agency, [National Farm to School Network](#), and [Farm to Table](#).
- \$839,815 funds available
- Open and competitive



Highlights

- This RFP will fund up to 8 proposals
- There is no dollar limit on how much you can request, but please state the minimum amount you are requesting.
- Services must be offered throughout the year
- Funding awards: January 1, 2023- December 31, 2023
- Contract renewals contingent on available funding



Highlights, continued

- Each applicant is limited to one proposal. For collaborative programs, only the agency identified as the lead should apply. If your agency is also listed as a partner in another agency's application, the services provided, and budget requested should be clearly defined and not duplicative.
- All funded agencies will participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.



Who can apply?

- Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year. OR
- Applicant is a federally recognized or Washington State-recognized Indian tribe. OR
- If the applicant is a public corporation or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.
- Applicant is a Limited Liability Company (LLC).
- If the applicant is using a fiscal sponsor, the fiscal sponsor must meet the minimum eligibility requirements above.

[HSD Agency Minimum Eligibility Requirements](#)



What does the RFP Fund?

This Farm to Table Support Services RFP invests in healthy, local, sustainable, culturally relevant food access and education in approximately 50 Seattle Preschool Programs located across the City of Seattle serving 2,000 children ages 3-5 years old. This RFP investment is through two program components:

Component 1- Nutrition Education:

Increase education on healthy, nutritious, and culturally relevant foods for children, families, and staff in Seattle Preschool Programs:

- Increase nutrition awareness
- Reduce health disparities among preschool children and their families
- Increase connections and relationships between farmers, children, and families
- Increase education about water consumption.



What does the RFP fund?

Component 2- Farm to Family Food Bags:

Increase access and consumption of fresh and local produce to [Seattle Preschool Program](#) children, families, and staff by providing take-home Farm to Family Food Bags including:

- Food that is culturally relevant
- Food sourced from Washington State farmers
- Food sourced from farms owned and operated by Black, Indigenous and People of Color (BIPOC) farmers and business owners, immigrants and refugees, and/or women.



Who can receive services?

Seattle Preschools programs within Seattle limits will be receiving the Farm to Table Services (Nutrition Education and/or Farm to Family Food Bags)

HSD will provide the 2022 -2023 school year list of eligible Seattle Preschool Programs to all funded award recipients.

Informational only:

- City of Seattle residents
- Low-income Seattle residents (below 350% of Federal Poverty Level (FPL))
- All Seattle Preschool Programs contracting with the Department of Education and Early Learning (DEEL) voluntarily participate in the Farm to Table Program.

Priority will be given to:

- Preschool programs serving more than 50% children of color



Priority and focus populations

Priority Populations

- Low-income Seattle children and families.

Focus Populations

The following communities are focus populations:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander

Agencies can focus on a specific group within the priority/focus populations

Applicants that show a significant need in other groups will also be considered



Examples of eligible activities

Component 1- Nutrition Education

- Technical support to preschool programs to: 1- support local food purchasing and menu planning, or 2- provide culturally relevant food, or 3- order quantities and create policies that minimize food waste.
- Cooking classes.
- Field trips to BIPOC, immigrant and refugee, and women-owned farms.
- Intergenerational Farm to Preschool events.



Examples of eligible activities

Component 2- Farm to Family Food Bags

- Provide variety, quality, locally grown, and culturally relevant food to Seattle preschool children and their families through food bags.
- Increase economic opportunities for local farmers with a focus on BIPOC, immigrant and refugee, and/or women farmers.



Application scoring

Component 1- Nutrition Education (5-page limit)	Scoring
1- Program Description (4 questions)	30 points
2- Promotes Food Equity and Community-Centered Programming (4 questions)	30 points
3- Capacity and Experience (4 questions)	25 points
4- Budget and Leveraging (3 questions)	15 points
TOTAL	100 points

Component 2- Farm to Family Food Bags (5-page limit)	Scoring
1- Program Description (5 questions)	30 points
2- Promotes Food Equity and Community-Centered Programming (4 questions)	30 points
3- Capacity and Experience (4 questions)	25 points
4- Budget and Leveraging (3 questions)	15 points
TOTAL	100 points



Performance Measures

All funded agencies will participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.

[Farm to Table Support Services RFP Theory of Change](#)



Complete Applications

Applications must include:

1. A completed and signed two-page Application Cover Sheet (Attachment 2)
2. A completed Narrative Response that is a maximum of five (5) pages per program component (1 or 2), or a total of ten (10) pages if applying for both sections.
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you are proposing to provide any new (for your organization) services, attach a start-up timeline for each service.
6. Signed partnership letters and/or collaboration letters of intent.
7. If you are proposing a subcontract with another organization, attach a signed letter of commitment from that organization's Director or other authorized representative.
8. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.



How to get help with your application

New Transitions Consulting

Claudia Alexandra Paras at:

claudia.alexandra.paras@gmail.com

206-859-7525

- By appointment
- Available April 1 - April 27, 2022
- Held online or over the phone

Priority will give to:

- Small organizations without grant writers
- First time applying to HSD funds
- Farmers

Assistance will be on:

Clarifying application and budget questions

Thinking through proposal development ideas

Reviewing proposals drafts

Applications will not be written



How to submit your application

- Applications can be submitted online or via email (see next slides)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: **May 5, 2022 by 4:00 p.m. PDT**
- Last day to submit questions: April 21, 2022 by 4:00 p.m. PDT



How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - ❖ Upload your application early in case you have an issue with your internet connectivity
 - ❖ Not an online application – can't save your work
 - ❖ Upload files up to a maximum of 100 MB
 - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - ❖ System automatically sends a confirmation to your email
- If you have trouble submitting your application via the online system, contact:
Gabriela Dionisio at gabriela.dionisio@seattle.gov



How to submit your application: via email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
 - ❖ Email attachments are limited to 30 MB
 - ❖ The subject heading must be titled: **2022 Farm to Table Support Service RFP**
 - ❖ Any risks associated with submitting a proposal by email are borne by the applicant
 - ❖ Applicants will receive an email acknowledging receipt of their application



What happens after applications are submitted?

- Rating committee reviews and scores written applications
- Funding Coordinator may request clarifying information
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified
- Appeals
- Final notifications



Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the Funding Process Manual
 - Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity
- Appeals Deadlines:
 - must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Tips

- Follow the required format
- Be specific and answer all parts of the questions
- Use scoring criteria
- Submit an accurate budget; double check the numbers
- Use the application submission checklist (Attachment 1)
- Start early and allow lots of time for submission process
- Have someone review your application



Questions about the RFP?

- Send RFP questions to:
Pamela Maskara pamela.maskara@seattle.gov
- Deadline for receiving questions: **April 21, 2022 by 5 p.m.**
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers are official responses



How to get help

Help with your application (April 1 – April 27)

Claudia Alexandra Paras

claudia.alexandra.paras@gmail.com

Help submitting your online application

Gabriela Dionisio, gabriela.dionisio@seattle.gov



Please type your name and your agency name in the chat for attendance purposes.

Thank you.



Questions?

