

# Question and Answer

## Culturally Nourishing Foods for Older Adults

### FINAL

2023 Request for Proposal

	Topic Area	Question	Answer
1	Eligibility	Since the funding is from the City of Seattle, is it available to communities outside of City limits?	For Culturally Nourishing Foods for Older Adults, services must take place in Seattle <del>or</del> <b>and</b> for Seattle residents. Please see Congregate Meals for Older Adults, Home Delivered Meals or Multicultural Registered Dietitian Nutritionist Services for funding opportunities in King County: <a href="https://www.seattle.gov/human-services/providers/funding-opportunities">https://www.seattle.gov/human-services/providers/funding-opportunities</a>
2	Website	The links on the timeline table is unresponsive and I'm unable to copy and paste into another browser. Please help.	The timeline chart is an image so the links do not work. The same information is repeated further down the page with active links.
3	Model	The congregate meal RFQ outlines specific requirements for nutrition guidelines, meal preparation and service provision. For culturally nourishing foods RFP opportunity, are there similar guidelines? For example, can we get food from any source?	Culturally Nourishing Foods RFP opportunity is specific for Seattle residents and can include approaches such as groceries, to go meals, delivered meals that are not allowable under congregate meal RFQ opportunity. The guidelines outlined in congregate meal RFQ do not apply to the culturally nourishing food RFP opportunity.
4	Eligibility	Can you clarify whether clients must be residents of Seattle, or is it sufficient for the service to be delivered in Seattle?	Services must be provided in the City of Seattle <del>or</del> <b>and</b> be provided to City of Seattle residents.
5	Eligibility	Do we need to confirm that residents reside in Seattle?	Services must be provided in the City of Seattle <del>or</del> <b>and</b> be provided to City of Seattle residents. Refer to Expected Performance Commitments (page 5) and RFP Specific Eligibility, Data, and Contracting Requirements (Page 6) for information on data and reporting expectations.
6	Funding	Will funding be ongoing?	Funding is subject to changes in Sweetened Beverage Tax (SBT) revenue. Initial awards will be made for the period of January 1, 2024-December 31, 2024. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability.
7	Contracting	Is this the first time you are funding this program?	This is the first open competitive process for culturally nourishing food services funded by Sweetened Beverage Tax (SBT).

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8	Budget	How should supply and operating expenses be calculated in applicant budgets?	Your total budget is based on the amount the applicant feels is needed to support the proposed program. If an applicant has other fund sources to support the proposed program, you can include it in “other” columns.
9	Budget	Is there a specific indirect rate or other guidelines we must follow to develop our budget.	Agency may use their federally negotiated rate. If there is not a federally negotiated rate, an applicant can decline to budget indirect or use the federal de minimis rate of 10%.
10	Other	Can we apply to any of the funding opportunities posted if we think we can deliver services?	Agencies can apply to any or all of the posted funding opportunities.
11	Budget and Contracting	Does the funding opportunity need to fund separate programs?	These are separate funding opportunities for different services. Awards may be combined into a single contract.
12	Eligibility	Is this funding opportunity only for services in the Seattle area?	This program is available through Sweetened Beverage Tax (SBT) revenue. Services must be provided in the City of Seattle <del>or</del> <b>and</b> for City of Seattle residents. (See question 4).
13	Data	Can you share more information on what data will be expected to be provided?	Successful applicants will be required to report Aggregate participant demographics, such as race. Depending on proposed services in applications, the applicant will work with their Program Specialist and a member of HSD’s Data, Performance, and Evaluation team to finalize quantity, quality, impact contract metrics.
14	Data	Will information be collected on residency?	Zip code is a demographic data element. Data reporting will be aggregated so will not be identifiable to an individual.
15	Contracting	If we have a contract for similar programming with the city, can we apply?	Yes, HSD will consider services that are not already provided as part of your program and cannot be funded through other fund sources such as Older Americans Act (OAA) funds.
16	Contracting	How long will funding last?	Funding is subject to changes in Sweetened Beverage Tax (SBT) revenue. Initial awards will be made for the period of January 1, 2024-December 31, 2024. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability. (See question 6).

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17	Other	Are there resources to learn more about the Older Americans Act programs?	See <a href="https://www.seattle.gov/human-services/for-providers/funding-opportunities">https://www.seattle.gov/human-services/for-providers/funding-opportunities</a> to learn more about the OAA funded opportunities.
18	Model	The RFP states that at least \$100,000 of the total RFP funds will be allocated to delivered meals, but you also have a Home Delivered Meal RFQ funding opportunity. Are there differences in services being offered in Culturally Nourishing Foods RFP compared to the other funding opportunities?	Yes, Culturally Nourishing Foods RFP opportunity is specific for Seattle residents and includes activities and services to populations that would not otherwise be allowable under other funding opportunities. This includes groceries, to-go meals, or delivered meals to populations that don't meet Home Delivered Meal RFQ participant eligibility guidelines. (See Home Delivered Meals question 5).
19	Model	Is there a \$100,000 cap on delivered meals allocations?	No, \$100,000 is the minimum that will be allocated to delivered meals.
20	Model	Are applicants required to include delivered meal activities in their proposal?	No, meal delivery is not a required activity.
21	Application	For the partnership and collaboration, do we have to partner with other agencies? What kind of agency should be included?	Depends on your organization, service model and community you intend to serve, partnership is not required but is part of the application. See PARTNERSHIPS AND COLLABORATIONS section for the point value.
22	Data	Is self-report sufficient for data collected or will you require verification of identity?	Data collected is based on self-attestation or self-report.
23	Budget	On the budget I see an opportunity to provide a federally approved rate for indirect costs. If we do not have one, is there an opportunity to negotiate that with the City, or would we need that through another federal contract?	We accept either the agency federally approved rate, the 10% federal de minimis rate or an agency can opt to not have indirect charges. (See question 9).
24	Budget	Can we purchase kitchen equipment through indirect funds?	Indirect funds would need to follow agency federal approved indirect rate plan.
25	Model	Are there any preferred model of this program?	No, applicants can propose activities in any one or more of the outlined strategies for their community.

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26	Model	Do you prefer grocery food bags or meals? Are grocery food bags acceptable if they are culturally nutritious	Grocery bags are an example of an activity under the food and meal strategy.
27	Contracting	Are there any current funded programs?	This is the first open competitive process through Sweetened Beverage Tax (SBT) revenue. Previously, we integrated funding into existing contracts and programs. (See question 7).
28	Interview	I'm still unclear about the interview process. Can you please explain?	All applications that meet the minimum eligibility requirements will be interviewed. Interviews will be scheduled May 1-12 and conducted in-person or virtually and may be recorded. Applicants will receive questions in advance of the interview. See INTERVIEWS & TOTAL APPLICATION SCORES in the RFP Guidelines and Application for more information.
29	Interview	Will you provide rating points for the interviews?	Yes, criteria and point value will be provided when applicants receive the questions.
30	Other	Is this grant related to the Food Equity Fund from the City of Seattle Department of Neighborhoods?	The two opportunities are both available through Sweetened Beverage Tax (SBT) revenue. This opportunity is focused on older adult population and will fund specific strategies whereas the Food Equity Fund serves a broader population with broader strategies including food systems work.
31	Other	Will it be a conflict if we apply for both of the grants because it comes from the same fund source?	No, applicants may apply for both.
32	Other	When I follow the link on the <a href="#">webpage for the RFP</a> (attached for reference), it appears that both the document and PDF are actually for the congregate meals RFQ. Where can I find the RFP?	An amendment to the RFP was made and website has been updated. Please check the website again for the most current version of the RFP.
33	Application	How do we define collaboration and how do know if we should submit a letter of collaboration from a partner agency?	If you work with other agencies, please describe how you work with them. If you need to rely on other agencies in order for you to deliver your proposed activities or services, then submit a letter of collaboration from the other agency(ies).

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34	Eligibility	Is the funding open to organizations only within City of Seattle limits? We serve a ton of folks with Seattle addresses but located in unincorporated King County.	Services must be located within Seattle city limits. Administrative offices may be outside city limits, but services must be within the city. This program is available through Sweetened Beverage Tax (SBT) revenue and Seattle General Fund. (See question 4)
35	Model	Can we address culturally relevant, nutritious meals for seniors in East and South Monday (2 sites) Wednesday, Thursday, Friday instead of Monday, Tuesday, Wednesday, Thursday, Friday? Can we also offer nutrition education Thursday and Monday?	Services must be located within Seattle city limits. You may propose activities, such as nutrition education, and frequency to meet the needs of the community you intend to serve.
36	Application/Budget	On page 5 of the RFP, there are instructions for the completed application. It names the Budget (Att 3) and Personnel Detail Budget (Att 4) as separate attachments. Just wanted to confirm that these items should be submitted in Excel. Is it ok to submit these budget related items together in the single excel worksheet? Or should we separate into the different attachments.	Yes, please submit the budget sheets in excel. You may submit the Proposal Budget (Attachment 3) and Personnel Detail Budget (Attachment 4) in a single excel workbook. Please name the workbook "Budget."
37	Eligibility	If I receive funding for Congregate Meals through an umbrella organization, is this a conflict of interest for us to apply for the Culturally Nourishing Foods RFP?	You may apply for the Culturally Nourishing Foods RFP for services that cannot be supported by Older American's Act funds. See page 4, Service/Program Model, for the strategies that the RFP will fund.