



**2019**

**Farm to Preschool and Out-of-School Time**

**Request for Qualification**

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## 2019

# Farm to Preschool and Out-of-School Time Request for Qualification

## GUIDELINES

### I. Introduction

The Youth and Family Empowerment (YFE) Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in supporting **food procurement, food equity, and connections between Washington State farmers and Seattle public preschools and before and after school programs serving low-income children and families in Seattle**. This Request for Qualification (RFQ) is competitive and open to legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and the additional requirements outlined in Section IV of the Guidelines.

This **Farm to Preschool and Out-of-School Time (OST) RFQ** is focused on building an equitable food system between farmers and preschool and before and after school programs. This RFQ will fund a lead agency that will support farmers (producers) to sell, and preschool and before and after school programs (consumers) to buy affordable, nutritious, culturally appropriate food and build long-term relationships. This lead agency will focus on two bodies of work:

1. **Food Procurement:** Assist participating preschools and OST programs in purchasing affordable, nutritious, culturally appropriate food from local farmers, farmers of color, and immigrant and refugee farmers.
2. **2020 Program Design Process:** The selected agency will convene and facilitate a group of stakeholders for the program's 2020 Farm to Preschool and OST design process, in partnership with HSD YFE. With funding from Seattle's Sweetened Beverage Tax (SBT), the 2020 design process will gather community input from Farm to Preschool and OST participants to create a sustainable, community-centered, program model to implement in 2021 and beyond.

Approximately **\$233,612.00** is available through this RFQ from the following source:

Fund Source	RFQ Amount
<i>Sweetened Beverage Tax Funds</i>	\$233,612.00
<b>Total</b>	<b>\$233,612.00</b>

HSD intends to fund one (1) applicant. Initial awards will be made for the period of January 1, 2020 to December 31, 2020. While it is the City's intention to renew agreements resulting from this funding opportunity on an

annual basis through the 2023 calendar year, future funding will be contingent upon performance and funding availability.

The City of Seattle Human Services Department seeks to contract with a lead agency to help ensure the Farm to Preschool and Out-of-School Time investment results in **all people living in Seattle can meet their basic needs**.

All materials and updates to the RFQ are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes. Applicants are responsible for regularly checking the webpage for any 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 any questions about the 2019 Farm to Preschool and OST RFQ please contact the RFQ Coordinator: [Jules.Posadas@Seattle.gov](mailto:Jules.Posadas@Seattle.gov) or (206)684-5296.

## II. Timeline

Funding Opportunity Released	Tuesday, May 21, 2019
Information Session*	Tuesday, June 4, 2019 10:30 a.m. - 12:00 p.m. Columbia Branch, Seattle Public Library Columbia Meeting Room 4721 Rainier Ave S.; Seattle, WA 98118
Last Day to Submit Questions	Tuesday, June 11, 2019 by 4:00 p.m.
Application Deadline	<b>Wednesday, June 19, 2019 by 4:00 p.m.</b>
Interviews and Site Visits	Tuesday and Wednesday, July 16-17, 2019
Planned Award Notification	Tuesday, August 20, 2019
Contract Start Date	Wednesday, January 1, 2020

\* Please contact RFQ coordinator for accommodation requests: Jules Posadas at [jules.posadas@seattle.gov](mailto:jules.posadas@seattle.gov).

HSD reserves the right to change any dates in the RFQ timeline.

## III. HSD's Results-Based Accountability Framework & Theory of Change

HSD has developed a results-driven investment strategy modeled after Results Based Accountability (RBA)<sup>1</sup>. RBA helps HSD move from ideas to action and ensure that the department's work is making a difference in the lives of vulnerable people. This framework also helps ensure that HSD is a highly functional, accountable agency that is leading the way toward addressing community disparities.

The RBA Framework helps HSD to:

- **DEFINE** results for the department's investments

<sup>1</sup> Friedman, M. (2005) Trying Hard Is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities: FPSI Publishing

- **ALIGN** the department's financial resources to the results
- **EVALUATE** result progress to ensure return on investment

HSD has developed a **Theory of Change** for funding processes to ensure that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures.

In 2018, HSD, as directed by [Ordinance 125474](#), will begin identifying gender disparity data and including gender equity goals in future funding processes. See below for the Theory of Change that informs this funding process.

All investments resulting from this funding opportunity will demonstrate alignment with HSD's theory of change towards achieving the desired result of **all people living in Seattle are able to meet their basic needs**.

### HSD 2019 Farm to Preschool and Out-of-School Time Theory of Change

	Theory of Change Term	Definition & Action
Population Accountability	Population HSD Population	Low income Seattle children and families
	Desired Result	All people living in Seattle are able to meet their basic needs.
	Indicators HSD Indicators	% of people experiencing food insecurity % of people living in poverty
Racial Equity Population Accountability	Racial Disparity Indicator Data	<b>Food Insecurity:</b> Black/African American and Native Hawaiian/Pacific Islander are most likely to experience food insecurity in Seattle. <sup>2</sup> <b>Poverty:</b> American Indian/Alaska Native and Black/African American are most likely to experience poverty in Seattle. <sup>3</sup>
	Focus Population	<ul style="list-style-type: none"> <li>American Indian/Alaskan Native</li> <li>Black/African American</li> <li>Native Hawaiian/ Pacific Islander</li> </ul>
	Population-Level Racial Equity Goal(s)	American Indian/Alaskan Native, Black/African American, and Native Hawaiian/Pacific Islander report increased food security and living affordability.
Program Accountability	Strategies	Food and Nutrition Food access and food security
	Activities	Healthy and culturally appropriate food procurement such as: <ul style="list-style-type: none"> <li>Assisting preschool and out-of-school time (OST) programs in ordering food from local farmers</li> <li>Delivering food to preschool and OST programs</li> <li>Connecting preschool and OST programs with local farmers for learning opportunities</li> <li>Focus on procuring food from farmers of color and immigrant and refugee farmers</li> <li>Convene a group of stakeholders to create the program design</li> </ul>

<sup>2</sup> Washington State Behavioral Risk Factor Surveillance System (BRFSS). Date range(s): Average 2009-2013

<sup>3</sup> U.S. Census Bureau, American Community Survey (ACS). Date range(s): Average 2011-2015

		<ul style="list-style-type: none"> <li>Gather community input and program participant feedback to guide the program design plan.</li> </ul>
	Performance Measures	<p><b>Quantity:</b></p> <ul style="list-style-type: none"> <li>Number of preschool and OST program sites receiving food orders</li> <li>Number of food orders per site placed by preschool and OST programs</li> <li>Number of unduplicated individuals, by race and ethnicity, served by preschools and OST programs</li> <li>Number of stakeholder meetings in the program design</li> <li>Number of agency partners and community members in the program design</li> </ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>% of total menus reviewed by a nutrition educator that reflect healthy and culturally appropriate food ordered from the Farm to Preschool and OST program</li> <li>% of total farmers supplying food who are farmers of color and immigrant and refugee farmers</li> <li>% of agency partners and community members that participated in the program design</li> </ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>% of total people served who report increased fruit and vegetable consumption</li> </ul>
	Racial Equity Performance Measures	% of total American Indian/Alaskan Native, Black/African American, Native Hawaiian/Pacific Islander who report increased fruit and vegetable consumption

## IV. Investment Area Background & Requirements

### A. Overview of Investment Area

In 2010, the Seattle Farm to Table Partnership was formed to make healthy foods affordable to senior congregate and home-delivered meal programs and child care centers by cooperatively purchasing fresh produce directly from local farmers.

Over the past nine years, the Seattle Farm to Table Partnership has grown from eight child care and three senior sites, to over 60 sites serving both seniors and children. It has also strengthened its focus on food equity by prioritizing food purchases from low income farmers, farmers of color, and immigrant and refugee farmers; as well as prioritizing programs serving seniors and children who experience the greatest food disparity. There has also been a focused effort to foster relationships between farmers and children. Through educational outreach, farmers have been able to build relationships with children living in primarily low income neighborhoods in Seattle to better inform them in eating wholesome, nutritional produce.

In 2017, the Seattle City Council passed the [Sweetened Beverage Tax Ordinance 125324](#), which states:

*“In King County, an estimated 271,380 people, or ten percent of households, cannot afford enough healthy food for their families, and nearly half of these households are not eligible for Supplemental Nutrition Assistance Program (SNAP) benefits, commonly referred to as ‘food stamps’...”*

*“...the ‘food security gap’ affects many people who are not eligible for SNAP benefits but struggle to afford healthy food, particularly as the cost of living in Seattle continues to increase...”*

*“...the City of Seattle’s Equity and Environment Agenda identifies addressing the lack of access to healthy, affordable food as a major priority for communities in Seattle.”*

In Seattle, about 13% of adults reported experiencing food insecurity. Seattle families with children experienced even higher rates of food insecurity, from 22% of families with young children (Best Starts for Kids Survey) to 51% of low-income families with children (Seattle Shopping and Wellness Survey). While estimates vary across data sources, there were consistent patterns showing that in general, 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 the Supplemental Nutrition Assistance Program (SNAP)/Basic Food has continued to rise among older adults. Not until 300% of the Federal Poverty Level (FPL) do we see food insecurity begin to drop to a low level for Seattle adults; for people of color, it is at 400% of the FPL. In 2017, about 13,400 Seattle residents experienced food insecurity, yet their incomes were too high to qualify for food assistance benefits. The estimate of those experiencing food insecurity would be higher if the count included people who were receiving benefits.<sup>4</sup>

**This RFQ is focused on building an equitable food system by supporting farmers (producers) and preschool and before and after school programs (consumers) to sell and buy affordable, nutritious, culturally appropriate food and build long-term relationships. This RFQ will fund a lead agency for Seattle’s Farm to Preschool and OST Program.**

## **B. Service/Program Model**

This RFQ will fund two bodies of work:

1. **Food Procurement:** Assist participating preschools and out-of-school time programs in purchasing affordable, nutritious, culturally appropriate food from local farms, farmers of color, and immigrant and refugee farmers.
2. **2020 Program Design Process:** The selected agency will convene and facilitate a group of stakeholders for the program’s 2020 Farm to Preschool and OST design process, in partnership with HSD YFE. With funding from Seattle’s Sweetened Beverage Tax (SBT), the 2020 design process will gather community input from Farm to Preschool and OST participants to create a sustainable, community-centered, program model to implement in 2021 and beyond.

## **C. Criteria for Eligible Clients**

The preschool and OST programs that receive services through this RFQ must serve children and families who live within the city of Seattle and who are low-income (i.e. below 400% of the Federal Poverty Level).

## **D. Priority Population and Focus Population**

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<sup>4</sup> Healthy Food Availability & Food Bank Network Report, February 2019, Public Health – Seattle and King County

1. **Priority Populations:** Priority populations are identified as a group, or groups, comprising a specific demographic (e.g. seniors, children, families, etc.) or having a specific issue in common (e.g. behavioral health, violence-involved, etc.). The priority population for this investment opportunity is low income Seattle children 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, the focus populations for this investment opportunity are children and families who identify as:
  - American Indian/Alaska Native
  - Black/African American
  - Native Hawaiian/Pacific Islander

Priority and focus populations for this funding are based on HSD's Results-Based Accountability framework and ensures the department's investments are dedicated to addressing disparities in the population. Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations of low income Seattle children and families. Applications that clearly describe a plan to address significant needs among other populations will also be considered.

#### **E. Expected Service Components**

The awarded applicant will be expected to implement the following activities as part of the Farm to Preschool and OST Program:

##### **Component 1: Food Procurement**

###### Assisting preschool and out-of-school time (OST) programs in ordering food from local farmers

Coordinate opportunities for relationship building between producers and consumers. Assist participating Seattle public preschools and OST programs to purchase affordable, nutritious, culturally appropriate food from local farmers, farmers of color, and immigrant and refugee farmers.

###### Delivering food to preschool and OST programs

Manage a food ordering and delivery system from farms to preschool and OST sites to ensure sites have regular access to healthy and nutritious foods throughout the year. This system will be maintained by the lead agency and will be responsive to preschool and OST program needs. Based on feedback from preschool and OST sites, an online ordering system with site delivery is preferred.

###### Connecting preschool and OST programs with local farmers for learning opportunities

Provide learning opportunities by coordinating farm visits for children and classroom visits for farmers. Build partnerships with preschool and OST programs and local farmers to conduct learning opportunities for children living in primarily low-income neighborhoods in Seattle so they can gain better knowledge of the value of nutritional produce.

###### Focus on procuring food from farmers of color and immigrant and refugee farmers

Build relationships and procure food from farmers of color and immigrant and refugee farmers to provide affordable, nutritious, and culturally appropriate food to participating preschools and OST programs.



## Component 2: Program Design Process

### Convene a group of stakeholders to create the program design

Serve as the lead agency of Seattle's Farm to Preschool and OST Program. The lead agency will convene and facilitate a group of stakeholders for the program's design process, in partnership with HSD YFE.

### Gather community input and program participant feedback to guide the program design plan

The design process is an opportunity to gather input from participants of Seattle's Farm to Preschool, OST Program, and community. This feedback will be used to inform future service models and improve on the existing model.

## F. Expected Performance Commitments

Service-dependent quantity, quality, and impact measures may include, but are not limited to

### 1. Quantity

- Number of preschool and OST program sites receiving food orders
- Number of food orders per site placed by preschool and OST programs
- Number of unduplicated individuals, by race and ethnicity, served by preschool and OST programs
- Number of stakeholder meetings in the program design
- Number of agency partners and community members in the program design

### 2. Quality

- % of total menus reviewed by a nutrition educator that reflect healthy and culturally appropriate food ordered from the Farm to Preschool and OST Program
- % of total farmers supplying food who are farmers of color and immigrant and refugee farmers
- % of agency partners and community members that participated in the program design

### 3. Impact

- % of total people served who report increased fruit and vegetable consumption

## G. Key Staff

Key staff should have experience 1) managing a food ordering and delivery system from farms to preschool and OST sites; 2) making connections between farmers and consumers; 3) developing partnerships to increase food access; and 4) working with the priority and focus populations. Staff should also reflect the communities and populations served and be culturally competent.

## H. 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:

- Participate in an onsite visit for an in-person interview as part of the RFQ selection process. Interview questions for this visit will be sent to the applicant three (3) business days prior to the scheduled appointment. This interview will be worth 50 points of the total 150 points possible in the RFQ.
- The selected applicant will serve as the lead agency of Seattle's Farm to Preschool and OST Program and convene a 2020 design process in partnership with HSD YFE.



**2019**  
**Farm to Preschool and Out-of-School Time**  
**Request for Qualification**

## **APPLICATION**

### **Instructions and Materials**

This Application Instructions and Materials packet contains information and materials for respondents applying for the 2019 Farm to Preschool and Out-of-School Time RFQ. The RFQ Guidelines is a separate document that provides background on HSD's guiding principles and results based accountability framework, and an overview of the RFQ 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. Submission Instructions & Deadline**

**Completed application packets are due by 4:00 p.m. on Wednesday, June 19, 2019.**

Application packets must be received in person, by mail, or electronic submission. No faxed or e-mailed applications will be accepted. Applications must be received, and date/time stamped by the 4:00 p.m. deadline on Wednesday, June 19, 2019. *Late or incomplete applications or applications that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.*

Applicants must make arrangements to ensure that applications are received by the HSD 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.

- Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- Hand Delivery or US Mail: The application packet can be hand-delivered or mailed to:

Seattle Human Services Department  
RFQ Response – Farm to Preschool and Out-of-School Time  
Attn: Jules Posadas

*Delivery Address*

*Mailing Address*

## II. 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 on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 11-point font.
- 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. You do not need to rewrite the questions for specific elements of each question.

## III. Qualifications Narrative & Rating Criteria

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

### NARRATIVE QUESTIONS FOR THE FARM TO PRESCHOOL AND OUT OF SCHOOL TIME RFQ

#### A. PROGRAM QUALIFICATIONS (30 POINTS)

1. Describe your experience implementing a food ordering and delivery program that provides affordable, nutritious, and culturally appropriate food from farms to preschools and out-of-school time (OST) programs. Outline key services and systems. Include when, where (locations, times, days of week, etc.), how your services and systems were used and by whom, and what outcomes were achieved. If your agency has no experience delivering the service, describe any related experience.
2. Describe your experience working with local farmers, farmers of color, and immigrant and refugee farmers. Include the number of local farmers you worked with in 2018. How did you build and maintain relationships with those farmers to help provide nutritious food to low-income children and families?
3. Describe your experience developing and maintaining relationships with preschools and OST programs who work with the priority and focus population(s). How were you responsive to the needs of preschool coordinators and OST program managers? Include the number of preschools and OST sites you worked with in 2018.
4. Describe your experience convening stakeholders from specific communities related to this funding opportunity.

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

- Applicant has experience providing Farm to Preschool and OST services.
- Applicant demonstrates evidence of likely success in meeting outcomes.
- Applicant provides a clear illustration of how they've effectively launched similar programs.
- Applicant has experience working with local farmers, farmers of color, and immigrant and refugee

farmers in providing nutritious foods to preschool and OST programs that work with focus population(s).

- Applicant has experience being responsive and developing relationships with local farmers, farmers of color, immigrant and refugee farmers, preschool coordinators, and OST program managers. Applicant provides the number of preschools and OST sites they worked with in 2018.
- Applicant has experience convening and facilitating stakeholders, and utilizing their feedback and expertise.

#### **B. PARTNERSHIPS AND COLLABORATION (25 Points)**

1. Describe your work with key partners such as nutrition education providers, food bag providers, urban farmers, farmers of color, immigrants and refugee farmers, public health practitioners, government agencies, community groups, and more, to increase food access to preschool and OST sites.
2. Name the partners in this arrangement. How did you build these relationships? Explain the roles and responsibilities of the various partners.
3. What outcomes were you able to achieve from your partnerships and collaboration?

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

- Applicant has experience building strong partnerships and getting positive results related to increased food access.
- Applicant describes effective partnerships and collaborations that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants.
- Applicant describes successful outcomes achieved from partnerships and collaborators.

#### **C. RACE AND SOCIAL JUSTICE (20 Points)**

1. Describe your experience providing services to diverse groups, including communities of color, immigrant and refugee communities, low-income populations, and English language learners. If experience is limited, what steps will you take to provide culturally competent services?
2. What work have you done to support an equitable food system in the Puget Sound region?
3. Why is food justice vital to your agency and the work you do?
4. Describe how your agency board and staff represent the cultural, linguistic, and socio-economic background of program participants.
5. Describe a previous strategy you implemented to ensure cultural and linguistic competence is infused in your policies, procedures, and practices.
6. What kind of trainings have you offered to support cultural competency within your agency?

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

- Applicant has a proven track record of providing culturally and linguistically relevant services to diverse priority and focus population(s) and shows an understanding of the challenges.
- Applicant demonstrates steps taken toward establishing an equitable food system.
- Applicant demonstrates understanding and the importance of food justice.
- Applicant's board and staff composition reflects the cultural and linguistic characteristics of the priority and focus population(s).
- Applicant describes existing policies and procedures that demonstrate competency, respect, and appreciation for the cultural and linguistic characteristics of the priority and focus population(s).
- Applicant demonstrates a commitment to ongoing training and development within the agency to promote and support culturally competent service delivery.

#### **D. CAPACITY (15 POINTS)**

1. Describe the focus population(s) and priority population(s) served by the preschool and OST sites you work with.
  - Describe your understanding of the unique characteristics and experiences of these populations

such as strengths, needs, concerns, geographic region, age, ethnicity, language, etc.

2. Provide a list of and brief job description for key personnel who play a significant role in your program's coordination and service delivery. For key personnel who are currently employed, briefly describe their experience related to this service.
3. Describe your agency's ability to address changes in funding, staffing, needs in the community, and developing and/or maintaining board or leadership support.
4. Describe your plan for staff training, supervision, retention, and, if applicable, staff recruitment.
5. Complete the Proposed Personnel Detail Budget (Attachment 4). Budget worksheets will not count toward the 10-page narrative limit.

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

- Applicant has worked with preschool and OST sites that serve the priority and focus population(s).
- Applicant shows a strong understanding of the priority and focus population(s) strengths, needs, concerns, unique characteristics, and experiences.
- The personnel budget includes living wages and benefits for key personnel.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.
- Applicant describes processes for maintaining quality staff that matches the levels needed to operate the Farm to Preschool and OST Program.
- The program has enough qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity in a short time.

**E. BUDGET AND DATA (10 Points)**

1. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count toward the 10-page narrative limit. The costs reflected in this budget should be for the service area only, not your total agency budget.
2. Identify other resources and amounts that will be used to support the service provided as a result of this RFQ.
3. Describe your agency'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?
4. Describe your agency's capability to meet program expenses in advance of reimbursement.
5. Describe your agency's experience and capacity to collect and manage data.

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

- Costs are reasonable and appropriate given the nature of the service, the priority population(s) and focus population(s), the proposed level of service, and the proposed outcomes.
- The applicant identifies other funds to be used with funds awarded from this funding opportunity for providing the identified services and provides evidence these funds are sustainable.
- The applicant has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this funding opportunity.
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement.
- Applicant demonstrates an understanding of and capacity for data management and reporting.

**Total = 100 points**

## IV. Completed Application Requirements

### AT APPLICATION SUBMITTAL

To be considered complete, your application packet must include all of the following items or the application may be deemed incomplete and may not be rated:

1. A completed and signed two-page Application Cover Sheet (Attachment 2).
2. A completed Narrative response (see Sections II & III for instructions).
3. A completed Proposed Program Budget (Attachment 3).
4. A completed Proposed Personnel Detail Budget (Attachment 4).
5. Roster of your agency's current Board of Directors.
6. Minutes from your agency's last three Board of Directors meetings.
7. 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.
8. If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
9. If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
10. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.

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

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFQ coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's Chief Financial Officer, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to MASA requirements at the start of the contract.

## V. List of Attachments & Related Materials

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

## 2019 Farm and Preschool and Out-of-School Time Application RFQ 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](#)?**
  - ☐ 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, 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) and supporting documents requested in this funding opportunity.
  - A completed narrative response addresses all of the following:
    - ☐ Program Qualifications (30 Points)
      - *There should be a separate section for each service component you have selected. To avoid repeating yourself, it is acceptable to refer to a previous service component where appropriate (e.g. "same as previous component").*
    - ☐ Partnerships and Collaboration (25 Points)
    - ☐ Race and Social Justice (20 Points)
    - ☐ Capacity and Experience (15 Points)
    - ☐ Budget and Data (10 Points)
  
- ☐ **Completed the full Proposed Program Budget (Attachment 3)?\***
  
- ☐ **Completed the full Proposed Personnel Detail Budget (Attachment 4)?\***
  
- ☐ **Attached the following supporting documents?\***
  - ☐ Roster of your current Board of Directors
  - ☐ Minutes from your agency's last three Board of Directors meetings
  - ☐ Current verification of nonprofit status or evidence of incorporation or status as a legal entity

- ☐ If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?
- ☐ **If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning Wednesday, January 1, 2020**
- ☐ **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?\***

*\*These documents do not count against the 10-page limit for the RFQ narrative section.*

All applications are due to the City of Seattle Human Services Department by **4:00 p.m. on Wednesday, June 19, 2019**. Application packets received after this deadline will not be considered. See Section I for submission instructions.





**City of Seattle**  
**Human Services Department**

**2019 Farm to Preschool and Out-of-School Time RFQ**  
**Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact			
Name:		Title:	
Address:			
Email:			
Phone #:			
4. Agency 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 Program Name:			
9. Priority Population(s) program will serve:			
10. Focus Population(s) program will serve:			
11. Funding Amount Requested:			
12. # of clients to be served:			
13. In which City Council District is your program located? <a href="#">Council district search page</a>			
14. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone Number:	

Description of partner agency proposed activities:

Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

15. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

Signature of partner agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized physical signature of applicant/lead agency**

*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.*

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**2019 Farm to Preschool and Out of School Time RFQ**  
**Proposed Program Budget**  
**January 1, 2020 – December 31, 2020**

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>	Other <sup>1</sup>	
<b>1000 - PERSONNEL SERVICES</b>					
1110 Salaries (Full- & Part-Time)					\$
1300 Fringe Benefits					\$
1400 Other Employee Benefits <sup>2</sup>					\$
<b>SUBTOTAL - PERSONNEL SERVICES</b>	\$	\$	\$	\$	\$
<b>2000 - 4000 - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>					
2100 Office Supplies					\$
2200 Operating Supplies <sup>3</sup>					\$
2300 Repairs & Maintenance Supplies					\$
3100 Expert & Consultant Services					\$
3140 Contractual Employment					\$
3150 Data Processing					\$
3190 Other Professional Services <sup>4</sup>					\$
3210 Telephone					\$
3220 Postage					\$
3300 Automobile Expense					\$
3310 Convention & Travel					\$
3400 Advertising					\$
3500 Printing & Duplicating					\$
3600 Insurance					\$
3700 Public Utility Services					\$
3800 Repairs & Maintenance					\$
3900 Rentals - Buildings					\$
Rentals - Equipment					\$
4210 Education Expense					\$
4290 Other Miscellaneous Expenses <sup>5</sup>					\$
4999 Administrative Costs/Indirect Costs <sup>6</sup>					\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	\$	\$	\$	\$	\$
<b>TOTAL EXPENDITURES</b>	\$	\$	\$	\$	\$

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

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

<sup>2</sup> Other Employee Benefits - Itemize below:

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

<sup>3</sup> Operating Supplies - Itemize below (Do Not Include Office Supplies):

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

<sup>4</sup> Other Professional Services - Itemize below:

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

<sup>5</sup> Other Miscellaneous Expenses - Itemize below:

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

<sup>6</sup> Administrative Costs/Indirect Costs - Itemize below:

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

<sup>6</sup> Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does the agency have a federally approved rate? ☐ Yes ☐ No

If yes, provide the rate.

**2019 Farm to Preschool and Out-of-School Time RFQ  
Proposed Personnel Detail Budget  
January 1, 2020 to December 31 ,2020**

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>	

Agency's Full-Time Equivalent (FTE) =		hours/week			Amount by Fund Source(s)				
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
Subtotal – Salaries & Wages									
Personnel Benefits:									
FICA									
Pensions/Retirement									
Industrial Insurance									
Health/Dental									
Unemployment Compensation									
Other Employee Benefits									
Subtotal – Personnel Benefits:									
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):									