



**Seattle**  
Human Services

# **2022 Farm to Table Support Services Request For Proposals (RFP)**

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## Funding Process Coordinator:

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## GUIDELINES

### INTRODUCTION

The Youth and Family Empowerment (YFE) Division of the City of Seattle Human Services Department (HSD) is seeking applications from organizations and farmers interested in food equity for [Seattle Preschool Programs](#) serving low-income children and families. This Request for Proposals (RFP) is competitive. The RFP is open to any legally constituted entities meeting [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in these guidelines.

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 has 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

#### 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 women

Applicants may apply for one or both program component(s). All funded organizations in both program components will be required to participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.

### FUNDING AMOUNT

Approximately **\$839,815** is available through this RFP from the following sources:

Fund Sources	Request for Proposal Amount
<i>HSD General Fund</i>	\$73,657
<i>Sweetened Beverage Tax</i>	\$766,158
<b>Total</b>	<b>\$839,815</b>

### FUNDING INFORMATION

Initial awards will be made for the period of January 1, 2023 to December 31, 2023. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2026 program year, future funding will be contingent upon performance and funding availability.

HSD seeks to contract with a diverse group of providers to help ensure that the result of HSD's Farm to Table Support Services investment is that all people living in Seattle can meet their basic needs.

All materials and updates to the Request for Proposal are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments. Limited Liability Companies (LLCs) are allowed to apply to this RFP.

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.

Please contact Funding Process Coordinator, Pamela Maskara, at [pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov) if you have any questions about the Farm to Table Support Services RFP or would like to request an accommodation.

#### **Number of awards**

HSD intends to fund approximately eight (8) proposals in total for both components. Each applicant is limited to one (1) 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. The Funding Process Coordinator may request additional information or ask clarifying questions related to the proposal.

#### **TIMELINE\***

Date	Time	Activity
<b>Monday, March 28, 2022</b>		HSD Funding Opportunity Released: <a href="https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities">https://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities</a>
<b>Friday, April 1, 2022</b>	<b>2:00- 3:30 p.m. PDT</b>	Information Session Join meeting <a href="#">here</a> or via <a href="#">WebEx</a> , access code: <b>2498 040 7539##</b> , Password: <b>ft2nPJrA6t5</b> Call +1-206-207-1700 For Information Session technical assistance please contact Michael Mathewson at <a href="mailto:michael.mathewson@seattle.gov">michael.mathewson@seattle.gov</a>
<b>Tuesday, April 19, 2022</b>	<b>4:00 p.m. PDT</b>	Last Day to Submit Questions
<b>April 1- April 25, 2022</b>		Technical Assistance for Applicants (by appointment only)
<b>Tuesday, May 3, 2022</b>	<b>4:00 p.m. PDT</b>	<b>Applications Due (Electronic submissions only)</b> HSD online submission system: <a href="http://web6.seattle.gov/hsd/rfi/index.aspx">http://web6.seattle.gov/hsd/rfi/index.aspx</a> Email: <a href="mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov">HSD_RFP_RFQ_Email_Submissions@seattle.gov</a>
<b>Week of July 11, 2022</b>	<b>4:00 p.m. PDT</b>	<b>Planned Award Notification</b>
<b>January 1, 2023</b>		New Contracts Start

\*HSD reserves the right to change any dates in the Request for Proposal timeline.

#### **Online - Information Session**

HSD will offer one webinar information session, which will be recorded and made available on [HSD's Funding Opportunities webpage](#). Any agency interested in learning more about this RFP is encouraged to attend the session and ask questions. Attendance is not required.

#### **Technical Assistance Sessions**

HSD has partnered with New Transitions Consulting to provide technical assistance for Farm to Table Support Services RFP applicants. These help sessions are optional and are intended for any applicant to receive additional grant writing assistance and/or guidance about the City of Seattle's procurement processes.

New Transitions Consulting will provide assistance in the form of clarifying application and budget questions, thinking through proposal development ideas, and reviewing proposal drafts. They will not write proposals for applicants.

Applicant help sessions will be scheduled by appointment on a first come, first served basis. Appointments are available from April 1 to April 25, 2022 and will be scheduled online only via a virtual platform. Applicants are **strongly encouraged** to schedule appointments as early as possible, as a high volume of requests close to the application deadline will result in limited availability. **The last day to schedule an appointment is on April 25, 2022.** To schedule your help session appointment contact Claudia Alexandra Paras at [claudia.alexandra.paras@gmail.com](mailto:claudia.alexandra.paras@gmail.com) or at 206-859-7525.

Please contact **Pamela Maskara, Funding Process Coordinator**, via email at [pamela.maskara@seattle.gov](mailto:pamela.maskara@seattle.gov) if you have any questions.

## **INVESTMENT AREA BACKGROUND & PROGRAM REQUIREMENTS**

### **A. Overview of Investment Area**

Seattle's Sweetened and Beverage Tax (SBT) was established by Seattle City Council ([Ordinance 125324](#)) to improve the health of Seattle residents by reducing the sales and consumption of sugary drinks, and to support and increase access to healthy foods.

The increased need for food access with affordable and culturally relevant foods has continued to remain high during the global health COVID-19 pandemic. The most common reasons cited for food insecurity among King County families were 1) food prices are not affordable, and 2) stores did not carry the food they wanted. Food needs were the second most common reason for King County residents to call 211 seeking assistance in 2020.<sup>1</sup>

The Center for Public Health Nutrition at the University of Washington reported one-third of households with children had low (15%) or very low (20%) food security during COVID-19. In King County, 13% of households with children reported being food insecure during COVID-19 in 2020.<sup>2</sup>

Establishing a lifelong habit of eating healthy and fresh foods with a holistic community approach was identified as a strategy by 95 childcare providers and staff in community engagement conducted by The Vida Agency in 2021. Participants discussed the need to amplify the impact of healthy food access, increase food education, and foster growth of a complete local food system.<sup>3</sup>

COVID-19 also significantly impacted Washington State farmers. Food production struggled due to the high increase of operational costs, including increased sanitation requirements, higher costs of inputs and processing, and additional labor expenses.

In addition, farmland ownership across Washington State is inequitable. The majority of farmers in Washington State identify as White, with just 4% of farmers across the State identifying as Non-White (including American Indian/ Alaska Native, Asian, Black or African American, and Native Hawaiian/ Pacific Islander) or multiple races, and only 5% of total farmers in Washington identify as Hispanic. Further, 42% of farmers in Washington State are female and 13% are military veterans.<sup>4</sup>

<sup>1</sup> Increases in Food Needs in King County, WA Spring-Summer 2020 Report, Seattle & King County Public Health August 2020

<sup>2</sup> Food Security and Barriers to Food Assistance Use in Washington State Households, 2020-2021 Report, Washington State Food Security Survey, Surveys 1 and 2, July 2021

<sup>3</sup> Farm to Table Research Report, The Vida Agency, February 2021

<sup>4</sup> The State of the Washington State Food System During COVID-19 Report, School of Public Health Center for Public Health Nutrition, University of Washington.

The need for a more sustainable and equitable food system where there is an increase in positive health outcomes for communities who have been disproportionately impacted by racial and socio-economic disparities also aligns with [National Farm to School Network](#) priorities and local [Farm to Table principles](#).

In the school year 2020-2021, even with COVID-19, the Farm to Table Program served approximately 2,000 children. Our communities are envisioning an environment where children can eat, grow, and learn about healthy food in early education settings.

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

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

### **Component 1- Nutrition Education:**

Increase education about 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.

### **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 women.

### *Informational only: Farm to Table Program Criteria for Eligible Participants and Eligible Seattle Preschool Programs*

- 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 (HSD will provide the 2022 -2023 school year list of eligible Seattle Preschool Programs to all Nutrition Education and Farm to Family Food Bags award recipients).

Priority will be given to:

- Preschool programs serving more than 50% children of color

## **C. Program Requirements**

Services must be located within the City of Seattle at eligible Seattle Preschool Programs (list provided by HSD).

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

*Priority populations* and *focus populations* for this funding are based on HSD's Results-Based Accountability framework and ensure that the department's investments are dedicated to addressing disparities in the population.



### Priority Populations

Priority populations are identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (homelessness, mental health, violence involved, etc.). The priority populations for this investment opportunity are **low-income Seattle children and families**.

### 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 data provided, focus population(s) for this investment opportunity are:

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

For this investment, preschool children and families are identified participants of Seattle Preschool Programs and meet above focus population priorities. Focus populations for farmers are identified above. Applicants should demonstrate an intention and plan to address the disparities associated with the focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. To review the full Theory of Change, click [here](#).

## E. Expected Performance Commitments

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

### Component 1 Nutrition Education:

#### Quantity

- Number of nutrition education sessions for Seattle families and children
- Number of cooking classes
- Number of field trips to BIPOC, immigrant and refugee and women-owned farms
- Number of staff trainings (order quantities, reduce food waste, menu planning, etc.)

#### Quality

- Percentage of children attending one type of activity
- Percentage of families learning nutrition skills
- Percentage of field trips to BIPOC, immigrant and refugee and/or women-owned farms
- Variety of trainings
- Accessibility of trainings- language, times, places offered, etc.

#### Impact

- Percentage of participants served who have increased access to local fruits and vegetables

### Component 2 Farm to Family Food Bags:

#### Quantity

- Number of food bags
- Number of partner farms owned and operated by BIPOC, immigrant and refugees and/or women farmers
- Number of BIPOC, immigrant and refugee, and/or women farmers engaged with pre-season purchase agreements

#### Quality

- Variety of culturally relevant foods

- Percentage of partner BIPOC, immigrant and refugee, and/or women farmers
- Percentage of people reporting increased access to healthy, culturally relevant food

**Impact**

- Percentage of participants served who increase access to local fruits and vegetables
- Percentage of BIPOC, immigrant and refugee and/or women farmers who report increased economic opportunities

**F. Description of Key Staff and Staffing Level**

Organizations should have 1) an adequate number of personnel who represent the cultural and linguistic competency to work with the community served to assure satisfactory program performance; 2) experience managing a food program or farm which may include ordering, delivering, storing, receiving, etc. foods; 3) experience providing nutrition education; and 4) experience developing partnerships to increase food access and food education.

**G. Farm to Table Support Services RFP Specific Eligibility, Data, and Contracting Requirements**

In addition to the [HSD Agency Minimum Eligibility Requirements](#), agencies must meet also adhere the following criteria:

**Data collection and Evaluation**

All funded agencies, in both Component 1 and Component 2, will participate in a program evaluation process to share best practices, develop data metrics and identify measuring tools with a community-based external evaluator.

**City Reimbursement**

All funded agencies will meet program expenses in advance of reimbursement from HSD.

**COVID-19 Safety Guidelines**

Applicants shall perform the services and work in compliance with all applicable public health recommendations and governmental orders and regulations related to COVID-19. Applicants should have a plan to safely provide services remotely and in-person.

**HSD Contractor Vaccine Mandate**

Under the City of Seattle Citywide Contractor Vaccination requirement, all funded agencies are expected to have verified evidence of vaccination for every employee and subcontractor. Any request for an exception will be subjected to HSD approval.

**Fiscal Sponsor**

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 5-page per component limit. The HSD fiscal sponsor requirements can be found here:

[https://www.seattle.gov/Documents/Departments/HumanServices/Funding/HSD-Fiscal-Sponsor-Requirements\\_v6\\_2021.pdf](https://www.seattle.gov/Documents/Departments/HumanServices/Funding/HSD-Fiscal-Sponsor-Requirements_v6_2021.pdf)



2022 FARM TO TABLE SUPPORT SERVICES  
REQUEST FOR PROPOSALS (RFP)

## APPLICATION

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### **HOW TO COMPLETE THE APPLICATION**

Applications will be rated only on the information requested in this RFP and shall include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Applications that do not follow the required format may lose points. *Late proposals will not be accepted or reviewed for funding consideration.*

Required format for written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) paper
- One-inch margins, single spacing, and size 11-point font
- Do not exceed a total of five (5) pages for each component. If you are applying for both Component 1 and Component 2 answer each section completely not exceeding ten (10) pages (5 pages per section) in total. Requested attachments will not count towards the page limit.

The RFP Guidelines is a separate document that provides background on HSD's guiding principles and Results-Based Accountability framework, and an overview of the RFP program requirements. [HSD's Funding Opportunities webpage](#) provides additional information on proprietary and confidential information, agency eligibility, data collection and reporting, contracting, appeals, expectations for culturally responsive services, Theory of Change and, the process for selecting successful applications.

### **PROPOSAL NARRATIVE & RATING CRITERIA**

**Applicants may apply to Component 1- Nutrition Education, Component 2- Farm to Family Food Bags, or both. Respond to all questions.**

Answer each section completely according to the questions. A total of five (5) pages per each section, or (10) pages if you are applying to both strategies 1 and 2. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the agency will meet **all** rating criteria. Funding recommendations will also be based on applicant geographic coverage to ensure services are provided throughout Seattle in neighborhoods where focus populations are served.

**Component 1- Nutrition Education (5 pages limit):****1. PROGRAM DESCRIPTION**

In the 2022-2023 school year, the Farm to Table Program will be in approximately 50 Seattle Preschool Programs, geographically dispersed across the city, serving approximately 2,000 children ages 3 – 5 years old.

QUESTIONS:	RATING CRITERIA	POINTS: 30
<p>1a. Describe your proposed nutrition education program including types of classes, trainings, materials, curriculum, locations, (see Attachment 5 for Seattle neighborhoods by Council District. Seattle Preschool Program <a href="#">here</a>), and by whom services will be delivered. Describe if this is a new program for your organization or an existing program. Describe any food safety protocols your organization may follow.</p> <p>1b. Describe how your program has been affected by COVID-19 and what adjustments it's made in response. If it's a new program, describe how your program will adjust to COVID-19.</p> <p>1c. Describe your understanding of the unique characteristics and experiences of preschool children and families and focus population(s) such as strengths, needs, concerns, geographic region, age, ethnicity, language, and other defining attributes.</p> <p>1d. Describe the roles and responsibilities of your program including collaborations and/or partnerships. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit. If you will not be in partnership with other agencies, how will you ensure that your service delivery is inclusive and meets diverse customer needs?</p>	<ul style="list-style-type: none"> <li>Applicant presents a thorough description of the new and/or existing program, as well as an understanding of the service components and food safety protocols. Applicant outlines geographic distribution of intended services. <b>(10 points)</b></li> <li>Applicant describes how COVID-19 affected operations, or will affect operations if a new program, and adjustments made. <b>(5 points)</b></li> <li>Applicant demonstrates an understanding of the unique characteristics of preschool children and families and focus population(s). <b>(5 points)</b></li> <li>Applicant describes effective partnerships and collaborations to enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants. If no partnerships are planned, applicant demonstrates the ability to meet diverse customer needs in inclusive ways. <b>(10 points)</b></li> </ul>	

**2. PROMOTES FOOD EQUITY AND COMMUNITY-CENTERED PROGRAMMING**

QUESTIONS:	RATING CRITERIA	POINTS: 30
<p>2a. How will you reduce food insecurity and racial and health disparities for preschool children and their families?</p> <p>2b. Why are food justice and food access vital to your organization and the work you do?</p> <p>2c. How will you ensure equity if virtual education options are offered?</p> <p>2d. Describe how preschool families will inform the design, delivery, and evaluation of the program.</p>	<ul style="list-style-type: none"> <li>Applicant describes how the program will reduce food insecurity, and racial and health disparities. <b>(10 points)</b></li> <li>Applicant describes the program's food justice and food access work and how it will help preschool children and their families. <b>(10 points)</b></li> <li>Applicant demonstrates understanding of technological equity. <b>(5 points)</b></li> <li>Applicant describes how preschool families are and/or will be involved in developing, delivering, and evaluating the program. <b>(5 points)</b></li> </ul>	

**3. CAPACITY AND EXPERIENCE**

QUESTIONS:	RATING CRITERIA	POINTS: 25
<p>3a. Describe your program's success providing nutrition education to the focus population identified in the RFP. If your organization has no experience delivering these services, describe any related experience and a plan for development of service capacity, and attach a start-up timeline. Timeline will not be counted toward the maximum page limit.</p> <p>3b. Describe the key staff and/or volunteer positions for this program who have the primary responsibility for ensuring program implementation. Describe your plan to staff these positions if you do not yet have the staff/volunteers in place. Please provide brief position descriptions. Complete the Proposed Personnel Detail Budget (Attachment 4). Budget worksheets will not be counted toward the maximum page limit.</p> <p>3c. Describe how staff/volunteers in these positions possess the cultural and linguistic competency to work with the focus population identified in this RFP.</p> <p>3d. Describe your organization's experience with data management: collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?</p>	<ul style="list-style-type: none"> <li>The program description demonstrates the applicant's experience in delivering nutrition education services for at least two years to the focus population identified in the RFP, OR for applicants providing these services for the first time the applicant presents a clear and realistic description and timeline for launching a new service. <b>(10 points)</b></li> <li>Applicant describes processes to maintain or hire quality staff/volunteers that match the levels needed to run the program as described. <b>(5 points)</b></li> <li>Applicant describes how staff/volunteers possess the cultural and linguistic competency to work with the focus population served. <b>(5 points)</b></li> <li>Applicant demonstrates an understanding of and capacity for data management and reporting. <b>(5 points)</b></li> </ul>	

**4. BUDGET AND LEVERAGING**

QUESTIONS:	RATING CRITERIA	POINTS: 15
<p>4a. Describe how RFP funds will be used and identify other resources, including additional funding, that will be used to support the clients served by this program.</p> <p>4b. Describe your organization's ability to address changes in funding, staffing, community needs, or board or leadership support. Describe your organization's ability to continue services if funding no longer becomes available from HSD's Youth and Family Empowerment Division.</p> <p>4c. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count towards the page limit. The costs reflected in this budget should be for the intended program only, not your total organization budget.</p>	<ul style="list-style-type: none"> <li>Applicant identifies other resources to be used for this program and confirms that these funds are sustainable. <b>(5 points)</b></li> <li>Applicant demonstrates ability to adapt to changes in funds and community needs. <b>(5 points)</b></li> <li>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. <b>(5 points)</b></li> </ul>	

**COMPONENT 1 -TOTAL POINTS: 100**

**Component 2- Farm to Family Food Bags (5-page limit):****1. PROGRAM DESCRIPTION**

In the 2022-2023 school year, the Farm to Table Program will be in approximately 50 Seattle Preschool Programs geographically dispersed across the city, serving approximately 2,000 children ages 3 – 5 years old.

QUESTIONS:	RATING CRITERIA	POINTS: 30
<p>1a. Describe your program's proposed food bag delivery service including number of bags, service area (see Attachment 5 for Seattle neighborhoods by Council District. Seattle Preschool Program information <a href="#">here</a>), frequency, by whom services will be provided, and any food safety protocols your organization follows.</p> <p>1b. Describe if you own or support a farm owned and operated by BIPOC, immigrant and refugee, and/or women. Also describe farm size, farm crops, sourcing, packaging, delivery, pesticide controls, and food safety protocols. See Attachment 5 for Seattle neighborhoods by Council District to describe the geographic distribution of intended services.</p> <p>1c. Describe how your program/farm has been affected by COVID-19 and what adjustments it's made in response. If it's a new program/farm, describe how you will adjust to COVID-19.</p> <p>1d. Describe your understanding of the unique characteristics and experiences of preschool children and families and focus population(s) such as strengths, needs, concerns, geographic region, age, ethnicity, language and/or other defining attributes.</p> <p>1e. Describe the roles and responsibilities if your program includes collaborations and/or partnerships. Please provide signed letters of intent from any partner providing key program elements. Partnership letters will not be counted toward the maximum page limit. If you will not be in partnership with other agencies/farms, how will you ensure that your service delivery is inclusive and meets diverse customer needs?</p>	<ul style="list-style-type: none"> <li>Applicant presents a thorough description of the new and/or existing program, as well as an understanding of the service components. Applicant outlines geographic distribution of intended services. <b>(5 points)</b></li> <li>Applicant presents a thorough description of who owns it and/or how the applicant supports farms operated by BIPOC, immigrant and refugee, and/or women. A thorough description on farm crops, sourcing, packing, delivery, pesticide controls, and food safety protocols is described. Applicant outlines a geographic distribution of intended services. <b>(5 points)</b></li> <li>Applicant describes how COVID-19 affected operations or will affect operations if a new program/farm, and adjustments made. <b>(5 points)</b></li> <li>Applicant demonstrates an understanding of the unique characteristics of preschool children and families and focus population(s). <b>(5 points)</b></li> <li>Applicant describes effective partnerships and collaborations to enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants. If no partnerships are planned, applicant demonstrates the ability to meet diverse customer needs in inclusive ways. <b>(10 points)</b></li> </ul>	

**2. PROMOTES FOOD EQUITY AND COMMUNITY-CENTERED PROGRAMMING**

QUESTIONS:	RATING CRITERIA	POINTS: 30
<p>2a. How will your program or farm reduce food insecurity, and racial and health disparities for preschool children and their families?</p>	<ul style="list-style-type: none"> <li>Applicant describes how the program/farm will reduce food insecurity, and racial and health disparities. <b>(10 points)</b></li> </ul>	

2b. Why are food justice and food access vital to your organization/farm and the work you do?	• Applicant describes the program's food justice and food access work and how it will help preschool children and their families. <b>(7 points)</b>
2c. Describe the role food and agriculture play in our region's economy.	• Applicant describes the role food and agriculture play in our economy. <b>(7 points)</b>
2d. Describe how preschool families will inform the design, delivery, and evaluation of the program.	• Applicant describes how the preschool families are/will be involved in developing, delivering, and evaluating the program. <b>(6 points)</b>

### 3. CAPACITY AND EXPERIENCE

QUESTIONS:	RATING CRITERIA	POINTS: 25
3a. Describe your program or farm’s success delivering food bags to the focus populations identified in the RFP. If your organization/farm has no experience delivering these services, describe any related experience and a plan for rapid development of service capacity, and attach a start-up timeline. Timeline will not be counted toward the maximum page limit.	<ul style="list-style-type: none"><li>• The program or farm’s description demonstrates the applicant’s experience in delivering food bags services for at least two years to the focus population identified in the RFP, OR for applicants providing these services for the first time the applicant presents a clear and realistic description and timeline for launching a new service. <b>(10 points)</b></li></ul>	
3b. Describe the key staff and/or volunteer positions for this program who have the primary responsibility for ensuring program implementation. Describe your plan to staff these positions if you do not yet have the staff/volunteers in place. Please provide brief position descriptions. Complete the Proposed Personnel Detail Budget (Attachment 4). Budget worksheets will not be counted toward the maximum page limit.	<ul style="list-style-type: none"><li>• Applicant describes processes to maintain or hire quality staff/volunteers that match the levels needed to run the program as described. <b>(5 points)</b></li></ul>	
3c. Describe how staff/volunteers in these positions possess the cultural and linguistic competency to work with the focus population identified in this RFP.	<ul style="list-style-type: none"><li>• Applicant describes how staff/volunteers possess the cultural and linguistic competency to work with the focus population served. <b>(5 points)</b></li></ul>	
3d. Describe your organization or farm’s experience with data management: collecting, storing, and analyzing client information and program activities. What is your technical capacity for tracking client information and producing reports?	<ul style="list-style-type: none"><li>• Applicant demonstrates an understanding of and capacity for data management and reporting. <b>(5 points)</b></li></ul>	

### 4. BUDGET AND LEVERAGING

QUESTIONS:	RATING CRITERIA	POINTS: 15
4a. Describe how RFP funds will be used and identify other resources, including additional funding, that will be used to support the clients served by this program.	<ul style="list-style-type: none"><li>Applicant identifies other resources to be used for this program and confirms that these funds are sustainable. <b>(5 points)</b></li></ul>	
4b. Describe your organization or farm’s ability to address changes in funding, staffing, community needs, or board or leadership support. Describe your organization or farm’s	<ul style="list-style-type: none"><li>Applicant demonstrates ability to adapt to changes in funds and community needs. <b>(5 points)</b></li></ul>	

ability to continue services if funding no longer becomes available from HSD.

- 4c. Complete the Proposed Program Budget (Attachment 3). Budget worksheets will not count towards the page limit. The costs reflected in this budget should be for the intended program only, not your total organization budget.

- 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. **(5 points)**

**COMPONENT 2 -TOTAL POINTS: 100**



## COMPLETED APPLICATION REQUIREMENTS

### Application Submittal

The proposal **must** include:

- ☐ A completed and signed Application Cover Sheet (Attachment 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.
- ☐ A completed Proposed Program Budget (Attachment 3).
- ☐ A completed Proposed Personnel Detail Budget (Attachment 4).
- ☐ If you are proposing to provide any new (for your organization) services, attach a start-up timeline for each service.
- ☐ Signed partnership letters and/or collaboration letters of intent.
- ☐ Completed applications are due by **May 3, 2022, at 4:00 p.m.** Pacific Daylight Time.
- ☐ Proposals must be submitted through the HSD Online Submission System or via email. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

#### *Subcontracting:*

- ☐ If you are proposing a subcontract with another organization, attach a signed letter of commitment from that organization's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

#### *Fiscal Sponsorship:*

- ☐ If you have a fiscal sponsor, attach a signed letter of agreement from that organization's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts in applying. Once your application has been submitted, you will receive a written confirmation:

- 1. Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>). HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Gabriela Dionisio at [gabriela.dionisio@seattle.gov](mailto:gabriela.dionisio@seattle.gov).
- 2. Via Email [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto: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 Services 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.

### HSD Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the [Confidentiality and Conflict of Interest Statement](#).

**Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.**

If funding is awarded, HSD will request copies of the following documents if they are not already on file. Agencies will have four (4) business days from the date of written request to provide the requested documents via the HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>) or email ([HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)).

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the organization's CFO, Finance Officer, or Board Treasurer.
2. The most recent audit report.
3. The most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance (if awarded, the organization's insurance must conform to [Master Organization Service Agreement](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your organization must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

#### 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
- Attachment 5: Neighborhoods in Seattle by Council Districts

## Attachment 1- 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 Fiscal Sponsor Requirements
  - ☐ HSD Funding Opportunity Selection Process
  - ☐ HSD Appeal Process
  - ☐ HSD Commitment to Funding Culturally Responsive Services
  - ☐ HSD Guiding Principles, [Sweetened Beverage Tax Guiding Principles](#), and [Farm to Table Guiding Principles](#)
  - ☐ HSD Master Agency Services Agreement Sample
  - ☐ HSD 2022 Farm to Table Support Services RFP Theory of Change
- ☐ **Completed and signed the Application Cover Sheet (Attachment 2)? \***
- ☐ **If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.**
- ☐ **If your application names a fiscal sponsor, authorized representatives from this organization must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.**
- ☐ **Completed each section of the Application Questions?**
  - Must not exceed 5 pages or 10 pages if applying to both program components (8 ½ x 11), single spaced, 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.
- ☐ **Completed the full Proposed Program Budget (Attachment 3)? \***
- ☐ **Completed the full Proposed Personnel Detail Budget (Attachment 4)? \***
- ☐ **If you are proposing to provide any new services (for your organization), have you attached a start-up timeline for each service, beginning 1/1/2023. \***
- ☐ **If you are proposing a significant collaboration with another organization, have you attached a signed letter of intent from that organization's Director or other authorized representative? \***

*\*These documents do not count against the 5-page limit or 10-page limit (if applying for both program components) for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department by **4:00 p.m. on May 3, 2022**.

Application packets received after this deadline will **not** be considered. See Section I for submission instructions.

**Attachment 2 - Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact for this RFP:			
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. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):	<input type="checkbox"/> American/Indian Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latinx <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other:		
10. Funding Amount Requested:			
11. Would your agency like funding if your full request isn't available? If so, what is the minimum amount?			
12. # of unduplicated children your agency will serve each year:	Enrolled in program		
13. In which City Council District is your program located? (See Attachment 5)			
14. Provide a high- level (200 words or less) program description:			
15. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone Number:	

Description of partner agency proposed activities:

16. Fiscal Sponsor (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

*I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.*

Signature of Fiscal Sponsor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

*To the best of my knowledge and belief, all the 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 the contractual obligations if the applicant is awarded funding.*

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

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

**Attachment 3 – Proposed Program Budget**  
**January 1, 2023, to December 31, 2023\***

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>					
	<b>Amount by Fund Source</b>				
<b>Item</b>	<b>Requested HSD Funding</b>	<b>Other<sup>1</sup></b>	<b>Other<sup>1</sup></b>	<b>Other<sup>1</sup></b>	<b>Total Program</b>
<b>PERSONNEL SERVICES</b>					
Salaries (Full- & Part-Time)	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$
<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES, OTHER SERVICES &amp; CHARGES</b>					
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	\$	\$	\$	\$	\$
Operating Supplies <sup>2</sup> (includes computers, other technology expenses (not internet) and other expenses related to providing services)	\$	\$	\$	\$	\$
Rent	\$	\$	\$	\$	\$
Contractual Employment/Other Professional Services <sup>3</sup>	\$	\$	\$	\$	\$
Travel (includes mileage, parking)	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$
Utilities (includes electric, internet, phone)	\$	\$	\$	\$	\$
Other Miscellaneous Expenses <sup>4</sup>	\$	\$	\$	\$	\$
Indirect Facilities and Administration (F & A) Costs <sup>5</sup>	\$	\$	\$	\$	\$
<b>SUBTOTAL - SUPPLIES, OTHER SERVICES &amp; CHARGES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>



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

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

<sup>3</sup> Contractual Employment/Other Professional Services

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

<sup>5</sup> Indirect Facilities and Administration (F & A) Costs- Itemize below:

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

<sup>2</sup> Operating Expenses- Itemize below (Do not include Office Supplies):

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

<sup>4</sup> Other Miscellaneous Expenses- Itemize below:

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

<sup>5</sup> Indirect Facilities and Administration (F&A) Costs: Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?

☐

Yes

☐

No

If yes, provide the rate.

**Attachment 4 - Proposed Personnel Detail Budget**  
**January 1, 2023 – December 31, 2023**

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>								
<b>Agency's Full-Time Equivalent (FTE) =</b>		<b>hours/week</b>	<b>Amount by Fund Source(s)</b>					
<b>Position Title</b>	<b>Staff Name</b>	<b>Hourly Rate</b>	<b>How many hours a week this funding will pay for</b>	<b>Requested HSD Funding</b>	<b>Other Fund Source</b>	<b>Other Fund Source</b>	<b>Other Fund Source</b>	<b>Total Program</b>
								\$
								\$
								\$
								\$
								\$
								\$
<b>Subtotal – Salaries &amp; Wages</b>				\$	\$	\$	\$	\$
<b>Personnel Benefits:</b>								
<b>FICA</b>								\$
<b>Pensions/Retirement</b>								\$
<b>Industrial Insurance</b>								\$
<b>Health/Dental</b>								\$
<b>Unemployment Compensation</b>								\$
<b>Other Employee Benefits</b>								\$
<b>Subtotal – Personnel Benefits:</b>				\$	\$	\$	\$	\$
<b>TOTAL PERSONNEL COSTS (SALARIES &amp; BENEFITS):</b>				\$	\$	\$	\$	\$

**Attachment 5 – Neighborhoods and Council Districts of Seattle**

<b>Council Districts</b>	<b>Neighborhoods</b>
Council District 1	Admiral, Alki, Arbor Heights, Delridge, Fairmount, Fauntleroy, Gatewood, Genesee-Schmitz, Harbor Island, High Point, Highland Park, Morgan Junction, North Delridge, Pigeon Point, Puget Ridge, Riverview, Roxhill, Seaview, South Delridge, South Park, Sunrise Heights, West Seattle, West Seattle Junction, Westwood, White Center
Council District 2	Beacon Hill, Brighton, Chinatown/ID (both 2 & 7), Columbia City, Dunlap, Genesee, Georgetown, Hillman City, Industrial District, Lakewood/Seward Park, Little Saigon (both 2 & 3), Lockmore, Mount Baker (both 2 & 3), New Holly, North Beacon Hill (both 2 & 3), Othello, Rainier Beach, Rainier Valley, Rainier View, Rainier Vista, SoDo, South Beacon Hill
Council District 3	15th Ave E / Volunteer Park, Broadmoor, Broadway, Capitol Hill, Central Area, Colman, Denny Blaine, First Hill, Garfield, Harborview, Jackson Place, Judkins, Leschi, Little Saigon (both 2 & 3), Madison Park, Madrona, Miller, Montlake, Mount Baker (both 2 & 3), North Beacon Hill (both 2 & 3), Pike/Pine, South Lake Union (both 3 & 7), Squire Park, Yesler Terrace
Council District 4	Belvedere Terrace, Eastlake, Fremont (both 4 & 6), Hawthorne Hills, Inverness, Laurelhurst, Magnuson Park, Maple Leaf (both 4 & 5), Portage Bay, Ravenna Bryant, Roosevelt, Sand Point, University District, University Park, View Ridge, Wallingford, Wedgwood (both 4 & 5), Windermere, Windermere North
Council District 5	Aurora Licton, Bitter Lake, Blue Ridge, Broadview, Cedar Park, Greenwood (both 5 & 6), Haller Lake, Lake City, Licton Springs, Little Brook, Maple Leaf (both 4 & 5), Matthews Beach, Meadowbrook, North Park, Northgate, Olympic Hills, Pinehurst, Victory Heights, Wedgwood (both 4 & 5)
Council District 6	Ballard, Blue Ridge, Crown Hill, East Ballard, Fremont (both 4 & 6), Green Lake, Greenwood (both 5 & 6), Loyal Heights, North Beach, Olympic Manor, Phinney Ridge, Shilshole, Sunset Hill, West Woodland, Whittier Heights
Council District 7	Belltown, Briarcliff, Cascade, Chinatown/ID (both 2 & 7), Denny Regrade, Downtown, Interbay, Magnolia, Pike Place Market, Pioneer Square, Queen Anne, South Lake Union (both 3 & 7), Uptown, West Edge, Westlake

More information can be found here:

<https://www.seattle.gov/neighborhoods/neighborhoods-and-districts>