

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

	Program Area	Question	Answer	Date
1	Eligibility	<p>My PTA is a non-profit but we do not have a budget for this program and we are extremely under-resourced.</p> <p>We currently serve 130 children weekly and I have long felt this should not be a volunteer job.</p> <p>Will your department have much flexibility in terms of awards?</p>	<p>To apply for funding in the 2020 Geographic Specific RFP, organizations must meet the Human Service Department's (HSD) Minimum Eligibility Requirements. In addition, Section IV. Investment Area Background & Program Requirements of the Guidelines and Application, reads:</p> <p>This Food Bank Services RFP is focused on investing in Geographic Specific Food Bank Services to low-income individuals and families in Delridge, Georgetown, and South Park neighborhoods including, but not limited to:</p> <ol style="list-style-type: none"> 1. Basic food bank operations; 2. Home delivery of food, meal programs, weekend hunger or backpack programs, nutrition education, and social service navigation assistance (e.g. Community Connectors or similar that assist individuals and families to attain self-sufficiency) provided in or by food banks. <p>It is also recommended that interested applicants attend the information session: Friday, February 28, 2020 10:30am – 12:00pm Southwest Meeting Room Southwest Library 9010 35th Ave SW, Seattle, WA 98126</p> <p>Friday, February 12, 2021 10:00 a.m. – 11:30 a.m. PST</p> <p>Webex Information Session Link Meeting number (Access Code): 146 061 9708 Meeting Password: JSqdcpr282</p> <p>Request accommodation (if needed) to: amaury.avalos@seattle.gov</p>	<p>2/18/2020</p> <p>*Amended 1/4/2021</p>

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2021 Geographic Specific RFP Amended 3/8/2021

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			For further information on agency eligibility specific to this funding opportunity, please consult the HSD Funding Opportunities page. There you can find the RFP cover letter, guidelines and application, and other resources to support your application for funding.	
2	Eligibility	I'm curious if you have a map defining these areas. We do weekend hunger bags in many schools, but I would need to cross reference the school addresses with these area definitions.	The City of Seattle identifies focus neighborhoods by the following zip codes: <ul style="list-style-type: none"> • Delridge: 98106, 98126¹ • Georgetown: 98108² • South Park: 98106, 98108³ 	2/19/2020
3	Funding	Do you have an idea of the amount awarded per project?	No there is not a predetermined award amount for each project. Agencies are encouraged to submit proposals that reflect best practice and community needs. Total funding available is listed on the Guidelines and Application .	2/24/2020

¹ <http://www.city-data.com/neighborhood/Delridge-Seattle-WA.html>

² <http://www.city-data.com/neighborhood/Georgetown-Seattle-WA.html>

³ <http://www.city-data.com/neighborhood/South-Park-Seattle-WA.html>

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

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4	HSD Theory of Change/Performance Measures	The performance measures – are you looking for that prior to application as well? As a baseline? Or is that something the recipient will implement if they get the grant?	In their proposals, agencies should project what they think their organization can achieve and what their team can feasibly measure. Each awarded agency will receive a contract which includes performance measures. The awarded agency will negotiate the contract and finalize its performance measures with a HSD grants and contract specialist.	2/28/2020
5	Data	In order to determine the need to get this funding out into these communities did you have metrics that informed decision making? Are they public?	Yes, the Geographic Specific Food Bank RFP is informed by various sources. Key sources include the Healthy Food Availability & Food Bank Network Report , the Seattle “Best Starts for Kids Survey,” and the Seattle Shopping and Wellness Survey. You can also refer to the King County Report Increases in Food Needs in King County, WA .	2/28/2020 *Amended 1/4/2021

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

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6	Funding	Is there a minimum or maximum or average award amount?	No. Please see question # 3.	2/28/2020
7	Funding	Are you looking to make a singular contract or are you looking to award more than one provider?	No, there is no minimum or maximum number of agencies we expect to award through this RFP.	2/28/2020

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2021 Geographic Specific RFP

Amended 3/8/2021

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8	Budget Proposals	What types of areas would you like to see the funding go towards? Overhead costs, capital, is there a preference?	Expenses should be reasonable, allocable, and relevant to the program area proposed for funding. This fund source does not fund capital projects. HSD has a 15% cap on indirect costs. For equipment purchasing guidance and HSD's financial policies please refer to HSD's Contract Development Manual and Finance Policies, both located on the How To Do Business with HSD webpage.	2/28/2020 *Amended 1/4/2021
9	Client Eligibility	Does client information, such as where they live or if they are low income, need to be documented for an agency to be eligible for funding?	See page 9 of the Guidelines & Applications document for Food and Nutrition specific eligibility, data, and contracting requirements. Collecting some type of demographic data is required but is yet to be determined.	2/28/2020

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2021 Geographic Specific RFP Amended 3/8/2021

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10	Fiscal Review	Our initiative is a small part of a larger umbrella institution so should we submit fiscal documents for the initiative, or the larger umbrella organization, or both?	The legal entity that is proposed to enter into a contract with the City of Seattle should submit the required financial statements.	2/28/2020
11	Data	What level of data do you need in case we receive this funding? What is the level of reporting needed? Is it being recorded in databases? Do we need to report monthly?	See page 9 of the Guidelines & Applications document for Food and Nutrition specific eligibility, data, and contracting requirements. Awarded agencies will be expected to participate in a food bank data cohort which started in January 2020. This cohort comprises all HSD food bank awardees from 2019 and 2020 RFPs and will develop recommended metrics to be used in 2021 contracts. Reports of metrics and short narratives are submitted monthly along with invoices.	2/28/2020

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

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12	Activities	If meal programs are one of the services you are proposing, do these meal programs need to be provided by a food bank program or can they be a stand alone program? Do meal programs need to be provided by food banks or can they be in partnership with the YMCA or a shelter program?	<p>On page 8, Section IV, Subsection E of the Guidelines & Applications states funded services may include but are not limited to:</p> <p><i>Meal programs</i> that provide home-cooked, balanced meals to hungry persons under the age of 60 and are safely prepared in a community kitchen to be served in a congregate setting offered in, or by, food banks.</p> <p>On page 4, Section II, Subsection C of the Guidelines & Application, it states funded services may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. <i>Food banks</i> that offer culturally relevant food and non-food items including mobile food bank services (required). 2. <i>Home delivery of culturally relevant food:</i> grocery bags and/or meals to homebound individuals with medical or mobility challenges. 3. <i>Meal programs</i> that provide home-cooked, balanced, culturally relevant meals to hungry persons and are safely prepared in a community kitchen to be served in a congregate setting. 4. <i>Weekend hunger programs</i> that deliver culturally appropriate food, food bags, and/or backpacks to schools for low-income students to take home over the weekend. 5. <i>Social service navigation assistance</i> that connects clients with social services not offered on site, in a culturally relevant and responsive way. <p>Services #2 – 5 must be offered in combination with service #1, basic food bank services.</p>	<p>2/28/2020</p> <p>*Amended 1/4/2021</p>

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13	Activities	Should our proposal be an entirely new program/initiative or can it be a continuation of something already running? Is HSD trying to build capacity or fund new programming?	HSD is looking to fill an identified gap for food bank services in Delridge, Georgetown, and South Park. These can be new or continuing services. If new services are being proposed, please make sure to include them in your proposed budget. Note, if new services are being proposed, follow the start up guidelines listed on pages 11 & 12 of the Guidelines and Application.	2/28/2020 *Amended 1/4/2021
14	Funding	If an agency is fortunate enough to receive the July 1, 2020 to December 31, 2020 funding of \$111,686, July 1, 2021 to December 31, 2020 funding of \$113,808 is the subsequent annual funding of \$223,372 \$227,616 over the course of three years? If an agency is not a recipient do you anticipate having this fund available next year? If an agency is not a recipient this cycle, do you anticipate opening this up again in a couple years?	Yes, the \$223,372 \$227,616 mentioned in the Guidelines & Application is available to support a contract period of January – December and is available on an annual basis, contingent on performance and funding availability. Funding opportunities are on four-year cycles and agencies can apply when they reopen. The next RFP is scheduled for 2024.	2/28/2020 *Amended 1/4/2021

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

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15	Eligibility	If an entity applies with a cohort, can they also apply as a stand-alone agency for funding through the RFP?	<p>HSD accepts proposals submitted by one group or legal entity. We also accept collective proposals composed of one application submitted by two or more groups and/or legal entities. Collective proposals must identify a lead agency or group. A legal entity applying for funding can as a singular legal entity and/or a group, so long as those same services being proposed in the collective proposal are not also being requested in the individual proposal.</p> <p>Rating criteria for collective proposals and individual agency/group applications is the same and collective proposals do not have a higher allowable funding amount due to there being no maximum amount per application.</p> <p>Legal entities applying for funding in two different proposals will need to complete a separate narrative response for each proposal. Please refer to page 13 of the RFP for required information on Partnerships and Collaborations.</p>	3/9/2020

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2021 Geographic Specific RFP Amended 3/8/2021

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16	Funding	As we prepare our application, I am looking for suggested amounts to apply but can't find any. What is the maximum amount allowed per application?	No. Please refer to question #3.	1/26/2021
17	Budget and Leveraging	Does this funding also include Community Connector services that have be contracted separately? In other words, should we prepare a proposal that will merge the two if we are asking for a renewal of funding with this application?	Basic food bank operations are a required service component for this RFP. Community connectors are listed under "Social Service Navigation Assistance" on page 4 of the G&A. So long as your agency provides food bank operations, you may also propose community connectors in your application.	2/12/2021

Question and Answer

2021 Geographic Specific RFP Amended 3/8/2021

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18	Budget and Leveraging	Can you include a portion of the budget for overhead?	Please refer to Question #8 for an answer on Budget Proposals and overhead costs. You may also refer to the Proposed Program Budget in the G&A on pages 16-17 for a description of applicable Indirect Facilities & Administration (F&A) Costs, which include overhead costs.	2/12/2021
19	Background and Program Requirements	Is the gap analysis conducted by Public Health available as a reference for designing services?	Yes, it is linked on the 3 rd Page of the Guidelines and Application document found on the NOFA page .	2/12/2021

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2021 Geographic Specific RFP Amended 3/8/2021

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20	Activities	<p>My question regards the requirement: "These amounts can be used to fund food bank services for low-income individuals and families in Delridge, Georgetown, and South Park neighborhoods including, but not limited to: 1. Basic food bank operations (required)"</p> <p>Does the food distribution site have to be physically located in one of those neighborhoods to meet that requirement? Or does an organization meet the requirements if it serves people coming from those neighborhoods to pick up food, and delivers food boxes to some or all of those neighborhoods in a given week?</p>	<p>The food distribution site does not have to be in the three identified areas (Delridge, Georgetown, South Park), but does need to serve those areas. The purpose of this RFP was to address a service gap in these areas and so the priority is that these areas, and people living in them, are being served by your program</p>	3/5/2021