

Food Access Opportunity Fund RFP Information Session

February 13, 2019

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February 19, 2019

Date (02/13/19)

Human Services Department



City of Seattle

Session Agenda

- Introduction
- Timeline
- Background and Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Help Sessions
- Question and Answer
- Peer Learning Opportunity

Introduction

- This Request For Proposal (RFP) is an open and competitive funding process.
- Approximately \$800,000.00 is available through Seattle's Sweetened Beverage Tax (SBT)¹, and aligns with the recommendations from the SBT Community Advisory Board (CAB).
- Fund a maximum of 16 projects with maximum requests of \$50,000.00.
- Funding awards will be made for the period of July 1, 2019 - December 31, 2020.

¹ The SBT was established by City Council Ordinance [125324](#).



Timeline

- Funding Announcement: February 4, 2019
- Information Sessions:
 - 1) February 13, 2:00 p.m.- 3:00 p.m. (Webinar)
 - 2) February 19, 1:00 p.m.- 3:00 p.m. (In-person)
- Last Day to Submit Questions: February 21, 12:00 p.m. (noon)
- **Application Deadline:** **March 6, 2019 12:00 p.m. (noon)**
- Review & Rating Process: March 8 -29
- Interviews: March 27-28
- Award Announcement: May 16
- Appeal Process: May 22-May 29
- Contract Period: July 1, 2019 - December 31, 2020



Background and Requirements (page 2)

- This investment will support projects that address food justice, health equity, prevention of sugary drink consumption, and increase access to healthy food.
- Funded projects must align with SBT CAB's Operating Principles:
 - Priority Populations
 - Place-based focus areas
 - Community-driven
 - Culturally-responsive
 - Prevention-oriented



Population Served (page 1)

- Projects that reach: Communities of color, immigrants, refugees, people with low income, youth and young adults, and/or English language learners.
- Focus population: In addition to the above, groups that serve populations experiencing the highest rates of food-related disparities ¹:
 - American Indian/Alaska Native,**
 - Native Hawaiian,**
 - Pacific Islander, and/or**
 - Black/African American**
- Other populations can be served but must be supported by the project proposal.

¹ [Food Access Opportunity Fund Theory of Change](#)



Key Staff

1. Designed and led by staff and volunteers who reflect and understand the cultural backgrounds, needs, challenges, and languages of the participants being served.
2. Staff and volunteers should have the experience and qualifications to implement the project.



Eligibility (page 4)

- ✓ Non-profit organizations, for-profit companies, faith-based organizations, Seattle neighborhood-based groups, community-based organizations, and/or grassroots organizations.
- ✓ Your proposed program is community-led and committed to food access, food justice, and health equity.
- ✓ Your organization has an operating budget of \$750,000 (on average over the past three years) or less.
- ✓ Your organization has a Federal Tax number/ employer identification number (EIN), Washington State Business License Number (UBI), and City of Seattle Business License Number.
- ✓ Your organization has a W-9.
- ✓ All contracting organizations must agree to the standard HSD requirements found on the [HSD Funding Opportunities webpage](#).



Eligibility (continued)

- ✓ If applicable, non-profit organizations must have a valid 501(C)(3) tax exempt status granted by the United States Internal Revenue Service.
- ✓ If applicable, your organization is a federally-recognized or Washington State-recognized Indian tribe.
- ✓ If applicable, your organization's fiscal sponsor must have a Federal Tax ID number/employer identification number (EIN), Washington State Business License Number (UBI), City of Seattle Business License Number, and a W-9. If a fiscal sponsor is a non-profit organization, they must have been granted 501(C)(3) tax exempt status by the United States Internal Revenue Service.



Submission Instructions (page 5)

- Applications are [due on Wednesday, March 6, 2019 by 12:00 p.m. \(noon\)](#)
- Mail or hand deliver to:
 - Seattle Human Services Department
 - RFP Response- 2019 Food Access Opportunity Fund
 - ATTN: Pamela Calderon**
 - 700 Fifth Ave, Suite 5800
 - P.O. Box 34215
 - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **Faxed or emailed application packets will NOT be accepted.**
- Applications must be complete and on-time

HSD Online Submission System

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter



Complete Applications

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications <u>must</u> include:	RFP
✓ Application Cover Sheet with a physical signature	Page 8
✓ Narrative Response (4-page limit). Does not include timeline, budget worksheets, or picture(s) of the location.	Page 6
✓ Proposed Program Budget and Proposed Personnel Detail Budget Forms	Pages 9-11
✓ Proof of status as: IRS nonprofit, legal entity incorporation, tribe, or fiscal sponsor agency cover sheet, when applicable.	Page 12



Rating Criteria (page 7)

Application Scoring

Program Description	40
Promotes Racial Equity, Food Justice and Community Centered Programming	35
Learning and Accountability	15
Capacity and Budget	10
TOTAL	100 points



Review and Rating Summary (page 5)

- Applications submitted
- Rating committee reviews applications
- Interviews
- Final recommendations to Human Services Department Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines and Application
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed project
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place



Tips (continued)

- Have someone else read your application before submitting
- Meet the 4-page limit
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline Thursday, February 21, at 12:00 p.m., Noon to: pamela.calderon@seattle.gov***



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process.

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual.
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity.

Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial).
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.

Help Sessions:

- Led by Sama Praxis consulting firm.
- Appointments are scheduled based on your availability.
- Help sessions are optional and are scheduled on a first-come, first-served basis.
- Organizations serving and led by focus populations will have priority for an appointment.
- Contact Sama Praxis to make an appointment at samapraxis@gmail.com

Sama Praxis will help with:	Sama Praxis won't help with:
✓ Grant writing tips	∅ Writing proposals
✓ Clarifying application questions	∅ Adding or helping generate content that is not provided by the applicant
✓ Reviewing Budget Forms	
✓ Thinking through proposal ideas	
✓ Reviewing proposal drafts	

Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Pamela Calderon at pamela.calderon@seattle.gov with questions prior to February 21 at 12 p.m. (noon)
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or mari.sugiyama@seattle.gov

Peer Learning Opportunity

Community organizations will share their experiences applying for funding opportunities and sub-contracting with HSD.

- Ground Rules:
 - Guest speakers will share their experience as a one-time opportunity for attendees.
 - Applicants may not contact the panel after the information session concludes.
 - Guest speakers won't share any confidential information including clients' names, or specific answers to previous grant proposals.
- **Disclaimer** - *Guest speaker agencies that share their experiences in the Peer Learning Opportunity will not receive any extra consideration if/when applying and being rated for the Food Access Opportunity Fund RFP.*

