



**2023 Culturally Nourishing Foods for
Older Adults
Request for Proposal (RFP)
Guidelines
and
Application
(Amended 3/29/2023)**

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***Timeline subject to change**

Funding Process Coordinator:

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Guidelines

INTRODUCTION

The Aging and Disability Services (ADS) Division of the City of Seattle Human Services Department (HSD) is seeking applications from a diverse group of agencies interested in helping older adults maintain their quality of life through access to quality and nourishing foods that support healthy aging. The Culturally Nourishing Foods for Older Adults Request for Proposal (RFP) is competitive and open to any legally constituted entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section IV of the Guidelines.

The Culturally Nourishing Foods for Older Adults RFP invests in food and meals, food access, and social engagement through the following strategies:

- **Food and meals** –culturally nourishing groceries or meals that cannot be funded through other sources.
- **Food access** – transportation to culturally nourishing food activities.
- **Social engagement** – activities that promote older people connecting to each other and center on culturally nourishing food (e.g., nutrition education, cooking classes, farm field trips, cultural celebrations, etc.)

Organizations may apply for one or more strategies. All funded organizations may be required to participate in an evaluation process to determine the efficacy of the program.

Approximately **\$630,430** is available through this Request for Proposal from the following sources:

Fund Sources	Request for Proposal Amount
Sweetened Beverage Tax	\$530,430
*HSD General Fund	\$100,000
Total	\$630,430

*Designated for culturally nourishing delivered meals

Each applicant is limited to one (1) proposal. For collaborative programs, only the applicant identified as the lead should apply. If you are also listed as a partner in another applicant’s proposal, 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.

All materials and updates to the RFP are available on [HSD’s Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking this webpage for any changes. HSD will not pay for any expense applicants may incur while they are preparing their application, providing information requested by HSD, or participating in the selection process.

If you have any questions about the Culturally Nourishing Foods for Older Adults RFP or would like to request an accommodation, please contact Funding Process Coordinator: Angela Miyamoto – Angela.Miyamoto@seattle.gov

~~Number of awards~~ **Funding Information**

HSD intends to fund a maximum number of proposals resulting in no more than 10 new contracts. HSD reserves the right to combine funds awarded through this RFP into other HSD contracts. Initial Awards will be made for the period of January 1, 2024-December 31, 2024. While it is the City’s intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability. Funding is also subject to changes in Sweetened Beverage Tax (SBT) revenue.

TIMELINE*

Date	Time	Activity
March 1, 2023		Funding Opportunity Released
March 8, 2023	2:00 – 3:30 p.m. PT	Information Session #1 – In person only Neighborhood House – High Point 6400 Sylvan Way SW Seattle, WA 98126 Room 207 A&B
March 10, 2023	9:30 – 11:00 a.m. PT	Information Session #2 – Virtual Join meeting here via Webex, access code: 2489 429 7172 Meeting Password: rBTpvPA7M37 or Call: 1-206-207-1700, 24894297172 ## Contact Lori Mina at lori.mina@seattle.gov if you encounter technical issues.
April 3, 2023	4:00 p.m. PT	Last Day to Submit Questions (via email only) Angela.Miyamoto@Seattle.Gov
April 12, 2023	12:00 p.m. (noon) PT	Applications Deadline (electronic submissions only) 1. HSD Online Submission System: http://web6.seattle.gov/hsd/rfi/index.aspx 2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
May 1 – May 12, 2023	TBD	Interviews
June 27, 2023		Planned Award Notification
January 1, 2024		New Contracts Start

**HSD reserves the right to change any dates in the RFP timeline.*

Information Sessions

HSD will offer two information sessions, one virtual and one in-person. Presentation content will be recorded and made available on [HSD's Funding Opportunities webpage](#). Any applicant interested in learning more about this RFP is encouraged to attend an information session and ask questions. Attendance is not required.

INVESTMENT AREA BACKGROUND & PROGRAM REQUIREMENTS

A. Overview of Investment Area

The City of Seattle passed the Sweetened Beverage Tax (SBT), [Ordinance 125324](#), a tax on sugary beverages to increase access to healthy food. Tax revenue invests in communities most impacted by health inequities, including Black, Indigenous, and People of Color (BIPOC), immigrants, refugees, and people with low incomes.¹

These health inequities are exacerbated by the high cost of healthy food, access to healthy food and social isolation, key factors in the social determinants of health (SDOH).

Food purchased from a grocery store or supermarket was 13% higher in September 2022 than September 2021 and 8.5% higher at a restaurant, for the same time period.² Food prices are predicted to increase between 3%-4% in 2023,³ which will be harder for people with lower incomes to purchase healthy food.

BIPOC older adults experience food insecurity at more than twice the rate of their white counterparts.⁴ Food banks are a critical resource in responding to food insecurity, however, they often lack culturally specific options for BIPOC.⁵ Food banks are becoming more responsive to the need to provide food that reflects the needs and preferences of the populations they are serving.^{6 7}

While food banks and meal programs offer nutritious foods for older people, accessing these resources is challenging. Transportation to food banks and meal programs is difficult as older people may not drive and the location of services may not be accessible by public transit.⁸ It is also challenging to carry food on public transit.

Access to nutritious food is one element of the SDOH that affect health and quality of life.⁹ Another key element of SDOH is social and community context, the importance of relationships, interactions, and social support.¹⁰

¹ Sweetened Beverage Tax Community Advisory Board. City of Seattle. 2020 Annual Report: Seattle's Sweetened Beverage Tax. https://www.seattle.gov/documents/Departments/SweetenedBeverageTaxCommAdvisoryBoard/FactSheets/2020_SBT_Annual_Report_FINAL_12.13.21.pdf. Accessed October 30, 2022.

² USDA Economic Research Service: Summary Findings – Food Price Outlook, 2022 and 2023. <https://www.ers.usda.gov/data-products/food-price-outlook/summary-findings/#:~:text=The%20level%20of%20food%20price,higher%20than%20September%202021%3B%20and>. Accessed October 30, 2022.

³ IBID.

⁴ Fam Community Health. 2020; 43(2): 100–105. Enriching nutrition programs to better serve the needs of a diversifying aging population.

⁵ Washington State Department of Agriculture: Donation Guidance. <https://agr.wa.gov/services/food-access/hunger-relief-resources/donations>. Accessed October 30, 2022.

⁶ USDA Economic Research Service. Racial and Ethnic Diversification Will Likely Shape U.S. Food Demand and Diet Quality. <https://www.ers.usda.gov/amber-waves/2022/april/racial-and-ethnic-diversification-will-likely-shape-u-s-food-demand-and-diet-quality/>. Accessed October 30, 2022.

⁷ Northwest Harvest. Community Perspectives: Improving Food Access. https://www.northwestharvest.org/wp-content/uploads/Community-Perspectives-Report_Rev122021.pdf. Accessed October 30, 2022.

⁸ South King County Mobility Coalition Food Access and Transportation Needs Assessment. January 2019.

⁹ United States Department of health and Human Services. Healthy People 2030. Social Determinants of Health. <https://health.gov/healthypeople/priority-areas/social-determinants-health>. Accessed October 30, 2022.

¹⁰ United States Department of health and Human Services. Healthy People 2030. Social and Community Context. <https://health.gov/healthypeople/objectives-and-data/browse-objectives/social-and-community-context>. Accessed October 30, 2022.

In older adults, social isolation and loneliness are associated with dementia, premature death from all causes¹¹ and higher rates of depression, anxiety, and suicide.¹² Those that were born in another country are more likely to experience social isolation and loneliness than non-immigrants.¹³ While health outcomes are impacted by feeling lonely, social interactions may improve the health and well-being in older adults.¹⁴

B. Service/Program Model

The Culturally Nourishing Foods for Older Adults RFP will fund services that nourish the mind, body, and spirit through the following strategies:

- 1) Food and meals** – Culturally nourishing food or meals that cannot be funded through other fund sources such as Older Americans Act (OAA) funds. Examples include, but not limited to, culturally tailored food items, culturally tailored grocery bags, and culturally tailored meals. At least \$100,000 of the total RFP funds will be allocated to delivered meals. Meal delivery programs serve older people who may not be served by in-person community dining programs.
- 2) Food access** – Transporting people to culturally nourishing food activities. This strategy is intended to be a passenger service, to transport people to culturally nourishing food activities or services such as food banks and meal programs. Examples include, but are not limited to hiring staff, purchasing bus ticket books, or utilizing a transportation service.
- 3) Social engagement** – Activities that promote older people connecting to each other and that center on culturally nourishing food (e.g., nutrition education, cooking classes, farm field trips, cultural celebrations).

C. Program Criteria

- Services must be provided in the City of Seattle ~~or~~ and for City of Seattle residents.
- Participants must be 60 years or older.

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.

A. Priority Populations

The priority population(s) for this investment opportunity is older adults; 60 years and older, low income, immigrant/refugee, or unhoused/unsheltered.

B. 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. Focus population(s) are:

- **BIPOC older adults including:**
 - American Indian/Alaska Native

¹¹ Centers for Disease Control: Loneliness and Social Isolation Linked to Serious Health Conditions. <https://www.cdc.gov/aging/publications/features/lonely-older-adults.html> Accessed October 29, 2022.

¹² National Academies of Sciences, Engineering, and Medicine. 2020. *Social Isolation and Loneliness in Older Adults: Opportunities for the Health Care System*. Washington DC: The National Academies Press.

¹³ IBID

¹⁴ Res Aging. 2018 Apr; 40(4):365-387. <https://pubmed.ncbi.nlm.nih.gov/29519211/>. Accessed October 29, 2022.



- Asian
- Black/African American/African Descent
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander

Applicants may specialize in subgroups within the focus populations. Proposals that clearly describe a plan to address significant needs among other populations will also be considered. For more information regarding the data used to determine the priority and focus populations, please see HSD’s [Results Based Accountability](#) and Theory of Change document on the [HSD Funding Opportunity webpage](#).

E. Expected Performance Commitments

Depending on proposed services in applications, the applicant will work with their Program Specialist and a member of HSD’s Data, Performance, and Evaluation team to finalize contract metrics. Examples include:

Food and/or Meals

A. Quantity

- # of older adults (unduplicated)
- # of food bags or meals

B. Quality

- Older adults report food and/or meals are culturally relevant

C. Impact

- % of older adults who have increased food security due to receiving culturally nourishing food and/or meals

Food Access

A. Quantity

- # of older adults (unduplicated)
- # of trips

B. Quality

- Older adults report transportation service met their need

C. Impact

- % of older adults who have access to culturally nourishing food and meals

Social Engagement

A. Quantity

- # of older adults (unduplicated)
- # of activities

B. Quality

- Culturally nourishing social connectivity activities are offered in older adults preferred language

C. Impact

- % of older adults report feeling connected to their cultural and local community



F. Description of Key Staff and Staffing Level

Program must have an adequate number of qualified personnel to assure satisfactory program performance. Staff and volunteers should reflect the communities and populations served, provide culturally and linguistically relevant services and have experience working with the priority and focus populations.

G. RFP Specific Eligibility, Data, and Contracting Requirements

In addition to the standard HSD requirements found on the [HSD Funding Opportunities Webpage](#), applicants must meet the following criteria:

A. Data Collection and Evaluation:

All funded applicants may be required to participate in an evaluation process to determine the efficacy of the program.

B. Fiscal Sponsor:

If you have a fiscal sponsor, provide a signed letter of agreement from them. The letter will not count toward the 5-page 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

2023 Culturally Nourishing Foods for Older Adults Application

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFP, including 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 or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity 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
- Be no longer than six (6) pages (requested attachments will not count towards the page limit).

When submitting documents, name them as following:

Document	Document Name
Narrative Response	Narrative
Attachment 2: Application Cover Sheet	Cover Sheet
Attachment 3: Proposal Budget	*Proposal Budget
Attachment 4: Proposal Personnel Detail Budget	*Personnel Detail Budget
Attachment 5: Summary of Proposed Deliverables	Summary of Proposal Deliverables
Letter of agreement from fiscal sponsor	Letter of Agreement
Letter of collaboration from partner	Letter of Collaboration

*Submit the Proposal Budget and Personnel Detail Budget in excel.

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; applicant eligibility; data collection and reporting; contracting; appeals; expectations for culturally responsive services; and the process for selecting successful applications.

PROPOSAL NARRATIVE & RATING CRITERIA

Please complete sections A through D with narrative responses that fully answer each question. Do not exceed a total of six (6) pages. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the applicant will meet **all** rating criteria.



A. PROPOSAL DESCRIPTION	POINTS: 35	RATING CRITERIA
<p>1. What are you going to do?</p> <ul style="list-style-type: none"> a. Describe your proposal and how it will address culturally nourishing food needs, food access and/or social engagement. b. When and where (locations, times, days of the week, etc.) will services be delivered? c. Is your proposed activity part of another program or service? Please explain. d. Complete the Summary of Proposal Deliverables, Attachment 5. <p>2. Who will you serve?</p> <ul style="list-style-type: none"> a. Describe the community you intend to serve including the focus and priority populations (BIPOC; Age 60+; Immigrant/Refugee; Unhoused/Unsheltered). b. Describe the community you intend to serve, such as strengths, needs, concerns, geographic region, age, ethnicity, language and other defining attributes. c. Describe how you will seek and use input from the community you intend to serve and how you will know your program is successful. 		<ul style="list-style-type: none"> • Applicant presents a thorough proposal description and clearly identifies at least one of the main strategies – culturally nourishing food and/or meals, food access, or social engagement. • Applicant clearly defines when and where services will be delivered. • Applicant describes proposed activity in context of other programs or services they provide. • Applicant completes Summary of Proposal Deliverables (Attachment 5). • Applicant clearly identifies the community they intend to serve - BIPOC; Age 60+; Immigrant/Refugee; Unhoused/Unsheltered. • Applicant describes community to be served and their strengths, needs, concerns, and other defining attributes. • Applicant demonstrates a plan for input from community served and how they will know program is successful.
B. CAPACITY, EXPERIENCE AND COMMITMENT TO COMMUNITY	POINTS: 35	RATING CRITERIA
<p>1. What’s your experience?</p> <ul style="list-style-type: none"> a. Describe your history and experience providing culturally nourishing services for the community identified in this proposal. If you have no experience delivering the services, describe experience working with the community identified in this proposal and a plan for rapid development of service 		<ul style="list-style-type: none"> • Applicant clearly demonstrates experience delivering culturally nourishing services. Or, the applicant presents a clear and realistic description and timeline for launching a new service.



<p>capacity. Attach a start-up timeline. Timeline will not be counted toward the maximum page limit.</p> <p>b. Describe your connection to the community identified in this proposal.</p> <p>2. Who are you? This fund supports agencies led and staffed by the community they intend to serve.</p> <p>a. Describe your leadership and or board and their connections to the community.</p> <p>b. Describe the volunteers or staff that will work on your proposed activities and how they reflect the community you intend to serve. Describe how these positions possess the cultural and linguistic capacity and experience to work with the community identified in this proposal. What are their connections to the community?</p>	<ul style="list-style-type: none"> • Applicant clearly describes connection to the community identified in this proposal. • Applicant’s leadership reflects the community identified in this proposal. • Applicant’s staff and/or volunteers have the cultural and linguistic capacity and experience to work with the community identified in this proposal.
<p>C. PARTNERSHIPS AND COLLABORATION POINTS: 15</p>	<p>RATING CRITERIA</p>
<p>1. Who will you work with?</p> <p>a. Describe how you will collaborate with other agencies or programs to deliver services. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement.</p> <p>b. Explain the roles and responsibilities of the various partners. Please provide signed letters of collaboration from any partner providing key proposal elements. Partnership letters will not be counted toward the maximum page limit.</p>	<ul style="list-style-type: none"> • Applicant describes how they will collaborate with others to deliver services. • Applicant clearly explained roles and responsibilities of various partners and submit signed letters of intent from partners.
<p>D. BUDGET AND LEVERAGING POINTS: 15</p>	<p>RATING CRITERIA</p>
<p>1. What are your financial resources?</p> <p>a. Describe how these funds will be used and identify other resources and amounts that will be used for the proposal.</p> <p>b. Are you able to complete the work of this proposal if you do not receive funding? Please explain.</p> <p>c. Describe your ability to meet proposal expenses in advance of reimbursement.</p> <p>d. Complete the Proposal Budget (Attachment 3) and Proposal Personnel Detail Budget (Attachment 4). Budget worksheets will not count toward the page limit. The costs reflected in the budget worksheets should be for the proposal only, not your total agency budget.</p>	<ul style="list-style-type: none"> • Applicant clearly describes how funds will be used and identifies other resources and amounts to be used for the proposal. • Applicant explains need for funding their proposal. • Applicant clearly describes their ability to meet proposal expenses in advance of reimbursement. • Applicant completed the Proposal Budget (Attachment 3) and Proposal Personnel Detail Budget (Attachment 4) worksheets.

TOTAL: 100



INTERVIEWS & TOTAL APPLICATION SCORES

All applications that meet the minimum eligibility requirements will be interviewed. Interviews will be scheduled May 1-12 and will be conducted in-person or virtually and may be recorded. Interview schedule may be subject to change. The interview will be scored separately from the written proposal. The interview portion is worth 100 points. The combined written application and interview are worth a total of 200 points.

COMPLETED APPLICATION REQUIREMENTS**A. Application Submittal**

The proposal **must** include:

- A completed and signed Application Cover Sheet (Attachment 2).
- A completed Narrative Response that is a maximum of six (6) pages, not counting the budget form.
- A completed Proposal Budget (Attachment 3).
- A completed Proposal Personnel Detail Budget (Attachment 4).
- A completed Summary of Proposal Deliverables (Attachment 5).
- If you are proposing to provide any new services for your agency, attach a start-up timeline for each service.
- Completed applications are due by **April 12, 2023, 12:00 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.

Partnerships:

- If you are proposing a substantial partnership with another agency or individual, attached a signed letter of collaboration.

Fiscal Sponsorship:

- If you have a fiscal sponsor, attach a signed letter of agreement from their director or other authorized representative.

Submission:

1. **By 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 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 Sola Plumacher at sola.plumacher@seattle.gov.
2. **By Email** HSD_RFP_RFQ_Email_Submissions@seattle.gov. Email attachments are limited to 30 MB. **The subject heading must be titled: Culturally Nourishing Foods for Older Adults.** Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

Only one submission method is necessary – choose either online or email, not both.

If for any reason a proposal is submitted twice, the last submission received will be the one accepted for review by the rating panel.

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).

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the applicant'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 applicant's insurance must conform to General Terms and Conditions Agreement requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. You must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.

I. List of Attachments & Related Materials

- Attachment 1: Application Cover Sheet
Attachment 2: Application Checklist
Attachment 3: Proposal Budget
Attachment 4: Proposal Personnel Detail Budget
Attachment 5: Summary of Proposal Deliverables

**2023 Culturally Nourishing Foods for Older Adults
Request for Proposal
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
 - HSD Master Agency Services Agreement Sample
 - HSD 2023 Culturally Nourishing Foods for Older Adults RFP Theory of Change
- Completed and signed the Application Cover Sheet (Attachment 1)?***
- 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 agency 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 6 pages (8 ½ x 11), single spaced, size 11 font, with 1-inch margins.
 - Page count does not include the required forms (Attachments 2, 3, 4 and 5) and supporting documents requested in this funding opportunity.
- Completed the full Proposal Budget (Attachment 3)?***
- Completed the full Proposal Personnel Detail Budget (Attachment 4)?***
- Completed Summary of Proposal Deliverables (Attachment 5)?***
- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service beginning March 1, 2024.***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from their director or other authorized representative?***

**These documents do not count against the 6-page limit for the proposal narrative section.*

All applications are due to HSD by 12:00 P.M. April 12, 2023. Application packets received after this deadline will not be considered. See completed application requirements for submission instructions.



**City of Seattle
Human Services Department**

**2023 Culturally Nourishing Foods for Older Adults
Request for Proposal
Application Cover Sheet**

1. Applicant:			
2. Executive Director:			
3. Executive Director Email and Phone #	Email Phone #		
<p>The Executive Director will be notified by HSD regarding the final funding decision and if the application does not meet minimum requirements.</p> <p>HSD will communicate with the Applicant Primary Contact for all other matters including but not limited to requesting financial documents (including documents from the fiscal sponsor if there is one), scheduling interviews, and clarifying details of the application as needed.</p>			
4. Applicant Primary Contact for this RFP:			
Name:		Title:	
Address:			
Email:			
Phone #:			
5. Organization Type			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
6. Federal Tax ID or EIN:		7. DUNS Number:	
8. WA Business License Number:			
9. Proposal Name:			
10. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):		BIPOC older adults <input type="checkbox"/> American Indian/Alaska Native/Indigenous <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American/African Descent <input type="checkbox"/> Hispanic/Latinx/Indigenous	

	<input type="checkbox"/> Native Hawaiian/Pacific Islander
11. Funding Amount Requested:	
12. # of unduplicated people you will serve each year?	# of unduplicated people
13. In which City Council District(s) is your program located? Council district search page	
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: _____	
Add additional sections if more than two partner agencies are applying.	
16. Fiscal Sponsor (if applicable):	
Contact Name:	Title:
Address:	
Email:	Phone Number:
<i>I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.</i>	
Signature of fiscal sponsor representative: _____ Date: _____	
17. Provide a high-level summary (about 200 words or less) of your proposal here:	

--

Authorized physical signature of applicant/lead applicant

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: _____

2023 Culturally Nourishing Foods for Older Adults RFP
Proposal Budget
January 1, 2024 – December 31, 2024

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

Applicant Name:	
Proposal Name:	

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

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Operating Expenses- Itemize below (Do not include Office Supplies):	
	\$
	\$
	\$
	\$
	\$
Total	\$

³ Contractual Employment/Other Professional Services	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Miscellaneous Expenses- Itemize below:	
	\$
	\$
	\$
	\$
	\$
Total	\$

⁵ Indirect Facilities and Administration (F & A) Costs- Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ 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 applicant have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate.				

**2023 Culturally Nourishing Foods for Older Adults RFP
 Proposal Personnel Detail Budget
 January 1, 2024 – December 31, 2024**

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

Applicant Name:	
Proposal Name:	

Applicant'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
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):										

2023 Culturally Nourishing Foods for Older Adults RFP
Summary of Proposal Deliverables

Complete the table below and identify the service or activity, number of people you intend to serve (unduplicated) and number of activities or units you intend to provide. Complete a separate table if you are applying to provide more than one activity.

Examples:

Service/Activity: Meal Delivery

Population: East African older adults

Location: Seattle Organization, 1234 Star Street, Seattle 98104

Timeframe: M/W/F, 11:00-1:00

# of people (Unduplicated)	50 people
# of activities/units:	1000 meals

Service/Activity: Transportation to food bank

Population: Hispanic/Latinx older adults

Location: Produce Food Bank, 222 Circle Street, Seattle 98125

Timeframe: Mondays, 9:00-10:00

# of people (Unduplicated)	30 people
# of activities/units:	200 rides

Service/Activity: Farm field trips

Population: Vietnamese and Chinese older adults

Location: Seattle Farm, 9876 Heart Street, Seattle 98118

Timeframe: June-August, 10:00-2:00

# of people (Unduplicated)	200 people
# of activities/units:	10 field trips

Please complete a separate table if you are applying for more than one activity.

Service/Activity:

Population

Location:

Timeframe:

# of people (Unduplicated)	
# of activities/units:	

Service/Activity:

Population:

Location:

Timeframe:

# of people (Unduplicated)	
# of activities/units:	