



# Seattle Human Services

**Equity • Support • Community**



# 2023 Culturally Nourishing Foods for Older Adults Request for Proposal (RFP)

Information Session Presentation



**Seattle**  
Human Services  
Equity • Support • Community

# Presentation Overview

- Timeline and Highlights
- Who can apply?
- What does this RFP fund?
- Participant Eligibility
- Priority and Focus Populations
- Expected Performance Commitments
- Staff requirements and other requirements
- Narrative Response
- Summary of Proposal Deliverables
- Application
- Submission process
- Interviews
- Appeals
- Next steps
- Tips
- Questions?

# Timeline

Activity	Timeline
Funding Announcement	March 1, 2023
Information Session #1	March 8, 2023 (in person only)
Information Session #2	March 10, 2023 (virtual only)
Last Day to Submit Questions to HSD	April 3, 2023 4:00 pm PDT
Application Deadline	April 12, 2023 12:00 pm (noon) PDT
Interviews	May 1-12, 2023
Tentative Notification Date	June 27, 2023
Contracts Start	January 1, 2024

# RFP Highlights

- Funded through Sweetened Beverage Tax (SBT) and Seattle General Fund - \$630,430
- Fund a maximum proposals resulting in no more than 10 new contracts
- 1 application per agency
- Lead agency in a group submits the application
- Services take place in Seattle or for Seattle residents
- Contracts start Jan 1, 2024 (funding for 4 years)

# Who can apply?

- Applicant or fiscal agent must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant or fiscal agent must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant or fiscal agent must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant or fiscal agent is a federally-recognized or Washington State-recognized Indian tribe.
- Or, If the applicant or fiscal agent is a public corporation, or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year

# What does this RFP fund?

- Food and Meals
- Food Access
- Social Engagement

# Food and Meals

Cannot be funded through other fund sources such as Older Americans Act:

- Culturally tailored food
- Culturally tailored grocery bags
- Culturally tailored meals

At least \$100K for delivered meals



# Food Access

Transportation to get people to culturally nourishing food activities:

- Hire staff
- Purchase bus tickets books
- Transportation service

# Social Engagement

Activities that promote older people to connect to each other and center on culturally nourishing food:

- Nutrition education
- Cooking classes
- Farm field trips
- Cultural celebrations

# Priority and Focus Population

- Priority Population:
  - Low income
  - Immigrant/Refugee
  - Unhoused/Unsheltered
- Focus Population: BIPOC Older Adults
  - American Indian/Alaska Native
  - Asian
  - Black/African American/African Descent
  - Hispanic/Latinx
  - Native Hawaiian/Pacific Islander

# Expected Performance Commitments

- Quantity
- Quality
- Impact

# Staff Requirements

- Adequate staff
- Reflect the communities and populations served
- Provide culturally and linguistically relevant services
- Experience working with the priority and focus populations

# Other Requirements

- Collect data as required by HSD
- May be required to participate in an evaluation process

# Narrative Response

Section	Point Value
Proposal Description	35 Points
Capacity, Experience, and Commitment to Community	35 Points
Partnerships and Collaboration	15 Points
Budget and Leveraging	15 Points
Total	100 Points

# Budget Sheets

- Proposal Budget
- Personnel Detail Budget

Submit completed excel workbook



# Summary of Proposal Deliverables

**Service/Activity:** What will you do?

**Population:** Who are you serving?

**Location:** Where will services be delivered?

**Timeframe:** When will it happen?

**# of people (Unduplicated):** How many people will you serve in a year?

**# of activities/units:** How many activities or units will you provide in a year?

# Summary of Proposal Deliverables

## Example 1

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

# Summary of Proposed Deliverables

## Example 2

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

# Summary of Proposal Deliverables

## Example 3

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

# Summary of Proposal Deliverables

- You may propose more than one activity
- Complete separate table for each activity proposed

# Application

- Signed Application Cover Sheet (Attachment 2)
- Narrative Response (6 page limit)
- Proposal Budget (Attachment 3) in excel
- Proposal Personnel Detail Budget (Attachment 4) in excel
- Summary of Proposal Deliverables (Attachment 5)

# Application Continued

If you are proposing:

- New service: start-up timeline.
- Significant partnership with another agency: signed letter of collaboration.
- Fiscal sponsorship: signed letter of agreement from that agency's Director or authorized representative.

# Application Submission

- Applications can be submitted via online portal or email (either one, not both)
- No faxed, mailed or in-person submissions
- Applications must be complete and on-time. HSD is not responsible for ensuring that applications are received by the deadline.
- Applications due: **April 12, 2023 by 12:00 p.m. (noon) PT**



# How to Submit Your Application – Online

Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>

Upload your application early in case you have an issue with your internet connectivity

- Not an online application – can't save your work
- Upload files up to a maximum of 100 MB
- Accepts: .pdf .doc .docx .rtf .xls .xlsx
- System automatically sends a confirmation to your email

Trouble with portal, email:

[HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)

# How to Submit Your Application – Email

- Email: [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)
- Email attachments are limited to 30 MB
- Subject heading must be titled: **2023 Culturally Nourishing Foods for Older Adults 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

# What happens after applications are submitted?

- Rating committee reviews written applications
- Interview questions and criteria are sent to agencies
- Interviews held
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified

# Interviews

- Interviews May 1-12
- Primary agency contact
- Receive questions and rating criteria when interviews are confirmed.
- Interviews scored separately from written proposal.  
Interview is worth 100 points, combined application and interview are worth a total of 200 points.

# Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
  - Violation of policies outlined in the HSD 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:
  - must be received within 4 business days from the date of written award/denial status
  - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts 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.

# If awarded

- 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.
- The most recent audit report.
- The most recent fiscal year-ending Form 990 report.
- 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).
- 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.
- Proof of federally approved indirect rate, if applicable.

# Tips

- Be specific and answer all parts of the questions
- Look at the rating criteria
- Double check your budget numbers (use Excel template)
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments
- Do not submit any materials not requested with your application
- Check website regularly as updates and changes could be made

# Questions

- Send RFP questions to: [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)
- All Q&A will be posted on HSD Funding Opportunity webpage (within 5 business days)
- Only written answers are official responses
- Deadline to receive questions: **April 3, 2023 by 4:00 pm PDT**



# <https://www.seattle.gov/human-services/for-providers/funding-opportunities/2023-culturally-nourishing-foods-rfp>

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## 2023 Culturally Nourishing Foods for Older Adults RFP

The Aging and Disability Services 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 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 that 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.

### RFQ Materials

[Culturally Nourishing Foods RFP Cover Letter](#) 

PDF

[Culturally Nourishing Foods RFP Guidelines & Application](#) 

PDF

[Culturally Nourishing Foods RFP Guidelines & Application](#) 

Word

[Culturally Nourishing Foods RFP Theory of Change](#) 

PDF

[Culturally Nourishing Foods RFP Budget Forms](#) 

Excel

**Questions?** Please email Angela Miyamoto:

[Angela.Miyamoto@seattle.gov](mailto:Angela.Miyamoto@seattle.gov)