



2024 East and South King County Congregate Meals Request for Qualifications

September 9, 2024

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Funding Process Coordinators:

Pamela Maskara – Pamela.Maskara@Seattle.Gov
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GUIDELINES

INTRODUCTION

The [City of Seattle Human Services Department \(HSD\)](#), Aging and Disability Services (ADS) Division is seeking applications from organizations interested in helping older adults maintain their quality of life and age in place by providing congregate meals at identified senior and/or community centers in East and South King County (Attachment 5). This Request for Qualification (RFQ) is competitive and open to any legally constituted entities meeting [HSD Agency Minimum Eligibility Requirements and](#) any additional requirements outlined in these guidelines.

This RFQ will ensure older adults receive nutritious meals and other supportive services at sites that are inclusive and welcoming to all eligible participants.

FUNDING AMOUNT

Approximately **\$502,450** is available through this RFQ from the Older American’s Act Title III C(1) and Nutrition Services Incentive Program (NSIP).

All materials and updates to the RFQ 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.

FUNDING INFORMATION

Initial awards will be made for the period of January 1, 2025-December 31, 2025. While it is the City’s intention to extend 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.

HSD intends to award one organization per senior and/or community center henceforth referred to as “meal site.” Organizations may apply to provide meals at multiple meal sites. If there are no viable applicants for a meal site, HSD reserves the right to direct allocate funds to an organization that can fulfill requirements in this RFQ or find an alternative solution.

Organizations may apply to serve multiple meal sites but may not be awarded funding for all the sites in the application. HSD expects that applicants will accept the award and deliver services to the sites that were awarded.

If you have any questions about the RFQ or would like to request an accommodation, please contact Funding Process Coordinators: Pamela Maskara: Pamela.Maskara@Seattle.gov and Angela Miyamoto: Angela.Miyamoto@Seattle.Gov.

TIMELINE*

Date	Time	Activity
September 9, 2024		Funding Opportunity Released

September 17, 2024	1:30-3:00 p.m.	Information Session– Virtual Link to Microsoft Team Meeting Meeting ID: 250 197 079 338 Passcode: yLmBuq Contact hsd_adsplanning@seattle.gov for technical assistance
October 8, 2024	5:00 pm	Last Day to Submit Questions (via email only) Pamela Maskara: Pamela.Maskara@Seattle.gov and Angela Miyamoto: Angela.Miyamoto@seattle.gov
October 16, 2024	12:00 pm	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
November 19, 2024		Planned Award Notification
January 1, 2025		New Contracts Start

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

Information Session

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

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS

A. Overview of Investment Area

The purpose of Older American’s Act (OAA) funded nutrition program is to reduce hunger and food insecurity, encourage socialization of older individuals, promote health and well-being, and delay adverse health conditions.¹ Congregate Meals for Older Adults provide places where older adults receive nutritionally balanced meals, socialize with their peers, receive information, and participate in activities to promote overall health and wellbeing.² Those who participate in Congregate Meals for Older Adults have improved food and nutrient intake, increased consumption of fruits and vegetables, or bettered nutritional status.³

HSD released The Congregate Meals for Older Adults RFQ in 2023 and allocated funds through that process. More information on the 2023 RFQ can be found on the [HSD’s Funding Opportunities](#) website and [HSD’s award announcement](#).

This RFQ is a re-procurement of a portion of the 2023 process for meals at the following East and South King County locations:

- Auburn Senior Activity Center

¹Administration for Community Living. Nutrition Services. <https://acl.gov/programs/health-wellness/nutrition-services> accessed October 27, 2022.

²IBID

³ Position of the Academy of Nutrition and Dietetics: Food and Nutrition for Older Adults: Promoting Health and Wellness. J Acad Nutr Diet. 2012;112:1255-1277.

- Black Diamond Community Center
- Des Moines Activity Center
- Enumclaw Senior Activity Center
- Federal Way Community Center
- Issaquah Senior Center
- North Bellevue Community Center
- Pacific Community Center
- Peter Kirk Community Center
- Redmond Senior and Community Center
- SeaTac Community Center
- Tukwila Community Center

This RFQ will fund congregate meals at the sites listed above, in accordance with Attachment 5, Meal Site Requirements. Attachment 5 specifies the expected amount of annual funding, **minimum** number of annual meals and **minimum** number of days of meal service per week at each meal site. Each applicant organization is required to work with each meal site to establish at least the minimum number of meals and minimum number of days of meal service they are applying for per Attachment 5. Both parties are encouraged to increase number of meals and/or number of days if other fund sources are added to this program by either party.

B. Service/Program Model

This RFQ will fund meal sites in East and South King County; see Attachment 6 for site locations and contacts. Applicants will collaborate with meal site contacts to ensure sites are welcoming and inclusive to all communities. Applicant and meal site contact will ensure [Senior Nutrition Program Standards](#)⁴ are met.

Meals:

Meals and meal service must adhere to the following guidelines:

- Meals must be prepared at the meal site or at the applicants approved kitchen.
- Meals must meet one-third (1/3) of the Dietary Reference Intake (DRI). See [Senior Nutrition Program Standards](#).
- Meals should be culturally relevant to the intended community and honor food preferences and choice.
- Meals should include high quality ingredients, including fresh local produce from regional farms and producers to the maximum extent possible.
- Improve menus as needed to respond to health needs, preferences, and input from participants and any new populations served.

Setting:

Applicant should work with each meal site to ensure the following are met:

- Site(s) provide a welcoming and culturally inclusive social environment where meals and activities are respectfully presented in participants' preferred language.
- Site(s) should offer services to participants, which may include transportation, exercise, health screening, health promotion activities, social engagement activities, events, and educational opportunities.
- Site(s) must offer nutrition education activities at least bi-annually with various methods and respond to participant needs and preferences.

⁴ Senior Nutrition Program Standards: <https://www.dshs.wa.gov/sites/default/files/ALISA/hcs/documents/SNPStandards.pdf>. Standards are subject to change and organizations are required to comply with updated standards.

- Site(s) should have flexible scheduling to meet the needs of program participants.
- Site(s) should ensure that staff and volunteers receive adequate training, and that food handler permits are up to date.
- Site(s) should provide referrals to [Community Living Connections](#) and coordinate with agencies and the Department of Social and Health Services Community Service Offices as appropriate.
- Food preparation facilities must be equipped and eligible for a permanent food permit issued by Public Health–Seattle & King County or meet Donated Food Distributing Organization (DFDO) requirements and have an annual kitchen inspection.⁵

Partnerships:

The following meal sites currently partner with Sea Mar Community Health Centers who provides transportation and works with these meal sites to encourage social engagement activities. Any awarded organization will be required to continue the partnership with Sea Mar Community Health Centers at the following sites:

- Auburn Senior Activity Center
- Des Moines Activity Center
- Federal Way Community Center
- North Bellevue Community Center
- Peter Kirk Community Center
- Redmond Senior and Community Center
- SeaTac Community Center
- Tukwila Community Center

Letter of Support:

A letter of support from each meal site that you intend to serve from an authorized representative of that site is required. Attachment 6 contains contact information for the meal site.

- Meal site(s) may have signed letters of support for multiple applicants.
- Meal site(s) have the right not to sign a letter of support.
- Letter of support is a required document. Application will not be considered without a letter of support.
- If the applicant is the meal site, a letter of support is not necessary.
- A meal site can be an applicant and also sign a letter of support for another applicant.
- It is the responsibility of the applicant to secure a signed letter of support before the application deadline.
- An electronic signature on the letter of support is acceptable.
- Only one applicant will be awarded per meal site.

Service Agreements:

Once awarded, all Congregate Meal providers shall develop a written agreement or contract with each site, which addresses the following:

- Target population.
- Program description.
- Responsibilities and obligations of each party, including compliance with Senior Nutrition Program standards.
- Staffing interrelationships.

⁵ See: [WAC 246-215-09400 – WAC 246-215-09435](#)

- Costs or payments, if any, to be paid or incurred by either party, this may include unit rate, maximum per meal costs, and administration costs.
- Program performance commitments for number of meals, number of seniors, and number of nutrition education classes.
- Days and hours the congregate meal site will operate and provide services.
- Procedures to get food service equipment repaired and maintained, if food is prepared at the meal site.
- Donation policies and handling donation practices.
- Confidentiality policies for participants, employees, and volunteers from all parties.
- Volunteer policies and procedures.
- Other matters as necessary to operate the nutrition program according to the [Senior Nutrition Program Standards](#).

Service agreements are not expected at the time of application but need to be in place and shared with HSD before meal service commences.

C. Description of Key Staff

- Each meal site must have adequate number of qualified personnel to assure satisfactory program performance including nutrition program director and other personnel. See [Senior Nutrition Program Standards](#).
- A Registered Dietitian Nutritionist (RDN), or Individual of Comparable Expertise (ICE) must provide monitoring and oversight to ensure that meals meet nutrition guidelines and send monthly reports to HSD. See [Senior Nutrition Program Standards](#) for RDN and ICE definition.
- Have access to a [Certified Food Protection Manager](#) (CFPM) to comply with [WAC 246-215-02107](#).

D. Participant Eligibility Criteria

- King County resident age 60+

E. Priority Population and Focus Population

Priority populations and focus populations for this funding are based on HSD's results-based accountability framework and ensures that the department's investments are dedicated to addressing disparities in the population.

1. Priority Populations

Priority populations for Congregate Meals for Older Adults are identified through the OAA. The OAA requires outreach focused on individuals:⁶

- Residing in rural areas.
- With greatest economic need (with particular attention to low-income, Black, Indigenous, People of Color (BIPOC) individuals and older individuals residing in rural areas).
- With greatest social need (with particular attention to low-income, BIPOC individuals and older individuals residing in rural areas).
- With severe disabilities.
- With limited English proficiency.
- With Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).

⁶ 42 USC 3026: Area plans. Preparation and development by area agency on aging; requirements. Accessed 8/25/2022: [https://uscode.house.gov/view.xhtml?req=\(title:42%20section:3026%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:42%20section:3026%20edition:prelim))

- At risk for institutional placement, specifically including survivors of the Holocaust.

2. 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:

- **BIPOC older adults including:**
 - American Indian/Alaska Native
 - 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 the [2023 Congregate Meals for Older Adults RFQ Theory of Change](#) document.

F. Expected Performance Commitments

HSD uses data to measure performance in three areas: quantity – how much service is being delivered, quality – how well is it being delivered, and impact – who is better off as a result. The 2024 East and South King County Congregate Meals RFQ performance measures may include, but are not limited to the following:

Quantity

- # of unduplicated older adults
- # of meals

Quality

- Older adults receive nutritious meals
- Older adults receive meals that are culturally relevant
- % of older adults who engage in activities provided around meals

Impact

- % of older adults with increased food security as a result of Congregate Meals

G. RFQ Specific Eligibility, Data, and Contracting Requirements:

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

1. DATA COLLECTION AND EVALUATION

- All data must be entered into GetCare, a state data system used by all AAAs in Washington to track and report services funded by OAA and other sources.
- Applicants must be able to collect and report [participant-level data](#) as required under the Older Americans Act Performance System (OAAPS).
- Applicants must administer and report the Nutrition risk screening for each participant at least annually. (Attachment 7).

2. MATCH REQUIREMENTS

- RFQ applicants must provide a minimum of 25% of the total program cost (in-kind, volunteer support, or other non-federal fund sources) as match to the amount requested in the RFQ proposal.
- Applicant may work with each meal site to meet match requirements.

3. DONATIONS

- Sites must provide the opportunity for participants to make voluntary and confidential donations toward meal costs; donation requests should be culturally considerate and not deter participation in the meal program.

For any questions, contact:

Funding Process Coordinators:

Pamela Maskara – Pamela.Maskara@Seattle.Gov

Angela Miyamoto – Angela.Miyamoto@Seattle.Gov

2024 EAST AND SOUTH KING COUNTY CONGREGATE MEALS RFQ APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFQ and may include any clarifying information requested by HSD. Answer each question completely. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at <http://web6.seattle.gov/hsd/rfi/index.aspx> OR Email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. Applications that do not follow the required format may lose points. **Complete application packets are due by October 16, 2024, at 12:00 pm (noon).**

Required format for written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) document.
- One-inch margins, single spacing, and size 11-point font.
- Be no longer than 3 pages (requested attachments will not count towards the page limit).

When submitting documents, name them as following:

Document Type	Document Name
RFQ Requirements Checklist	RFQ Requirements Checklist
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
Menu(s) for 10 Consecutive Meals	Menus
Letter of Support from the Meal Site(s)	Letter of Support
Start-up Timeline	Start-up Timeline

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

The RFQ Guidelines is a separate document that provides background on HSD’s guiding principles and Results-Based Accountability framework, and an overview of the RFQ 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.

RFQ Requirements Checklist

Complete each section of the requirements checklist. Place an “X” in the “Yes” or “No” box. Only applications that mark “Yes” to each requirement will be considered.

A. Program Requirements	Yes	No
1. Applicant organization will ensure meals meet one-third Dietary Reference Intake (DRI) requirements and have attached a menu for 10 consecutive meals for each meal site (menus will not count towards the page limit).		
2. Applicant organization will work with the meal site(s) to address the setting requirements in the Guidelines Section B. Service/Program Model.		
3. Applicant organization will work with the meal site(s) to develop a written agreement or contract which addresses issues in the Guidelines Section B. Service/Program Model, Service agreements. Service agreements must be in place and shared with HSD before meal service commences.		
4. Applicant organization have staff or will have staff to comply with staffing requirements listed in the Guidelines section C. Description of Key Staff.		
5. Applicant organization will provide a letter of support from each site the organization will be working with.		
6. Applicant organization read and understood the Senior Nutrition Program Standards and will work with each meal site to comply with all requirements.		

B. Culturally Responsive Services	Yes	No
1. Applicant organization will work with the meal site(s) to ensure meals are acceptable to participants and honor food preferences and choice.		
2. Applicant organization will work with the meal site(s) to ensure the congregate meal program is welcoming and inclusive to the focus population and all eligible participants.		

C. Data and Reporting	Yes	No
1. Applicant organization will work with meal site(s) to collect and report on participant-level data through the state data system.		

2. Applicant organization will work with meal site(s) to administer and report the nutrition risk screening for each participant at least annually.		
3. Applicant organization will work with meal site(s) collect and report voluntary and confidential donations.		

D. Costs and Fiscal Capacity	Yes	No
1. Applicant organization completed the Proposal Budget (Attachment 3) and Proposal Personnel Detail Budget (Attachment 4). (Budget worksheets will not count toward the 3-page narrative limit). The costs reflected in this budget should be for the Congregate Meal program only, not total organization’s budget.		
2. Applicant organization will meet the 25% match requirement or will work with meal site(s) to meet the requirement.		
3. Applicant organization is able to meet program expenses in advance of reimbursement.		
4. Applicant organization has established and maintained general accounting principles that ensure adequate administrative and accounting procedures and internal controls are in place to safeguard all funds that may be awarded under the terms of this funding opportunity.		

Narrative Questions

Complete sections A through C with narrative responses that fully answer each question. Do not exceed a total of 3 pages. Proposals will be evaluated against the rating criteria listed next to each section of questions.

A. PROGRAM DESCRIPTION AND EXPERIENCE	RATING CRITERIA	POINTS: 45
<ol style="list-style-type: none"> 1. Provide a brief description of your organization including mission and values. 2. Describe your experience producing and providing meals to the community including the focus and/or priority populations. Explain how you will prepare meals including: where the meals will be prepared (in an approved kitchen), who will prepare them, delivery services (if applicable), and how/where food will be purchased. 3. Attach a start-up timeline for each meal site with services starting no later than March 1, 2025, and include narrative information so the timeline is clear (Start-up timeline will not count towards the page limit). 	<ul style="list-style-type: none"> • Applicant presents a thorough description of the organization with mission and values committed to addressing food security. • Applicant has two or more years of experience providing meals and provides thorough explanation of services. Higher points will be given to organizations with experience providing meals to the focus and/or priority populations. For current contractors, past performance will be considered based on the last year’s finalized contract monitoring assessment, and points may be added or deducted. • Applicant attached a start-up timeline with services starting no later than March 1, 2025. More points will be given if services are proposed start before March 1, 2025. 	
B. PARTNERSHIPS AND COLLABORATIONS	RATING CRITERIA	POINTS: 30
<ol style="list-style-type: none"> 1. What does a strong and healthy working relationship mean to you? Please describe how you work with partners and provide a detailed example. 2. How will you work with meal site(s) to encourage cross cultural participation by honoring different cultures, language and backgrounds in one setting? 	<ul style="list-style-type: none"> • Applicant describes a strong and healthy working relationship with partners which include open communication and regular meetings and describes activities that build trust and mutual respect. More points will be given to organizations partnering with multiple sites. • Applicant clearly describes how they will encourage cross cultural participation. 	
C. COMMITMENT TO SERVICES	RATING CRITERIA	POINTS: 25
<ol style="list-style-type: none"> 1. How will you ensure continuity of services and meals are provided throughout the year? Do you have other funds to support meals for this program, beyond this funding request? Please explain. 	<ul style="list-style-type: none"> • Applicant thoroughly explains how they will ensure continuity of services. More points will be given if the applicant identifies funds to support the meal program beyond this funding request. 	

<p>2. If meal site(s) identify other funding (not from HSD), will you work with them directly to support meal services on other non-HSD funded days? Please explain.</p>	<ul style="list-style-type: none">• Applicant has capacity and will work with meal sites directly through non-HSD funding to support meals on other non-HSD funded days.
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COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- A completed and signed Application Cover Sheet (Attachment 2).
- A completed RFQ Requirement Checklist.
- A completed Narrative Response that is a maximum of three (3) pages, not counting the budget and other documents.
- A completed Proposal Program Budget (Attachment 3), in Excel.
- A completed Proposal Personnel Detail Budget (Attachment 4), in Excel.
- Menus for 10 consecutive meals for each meal site.
- A Start-up Timeline for each meal site.
- Signed Letter(s) of Support from each meal site you are applying for.
- Completed applications are due by **October 16, 12:00 p.m. (Noon)**. Pacific 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.

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 Sola Plumacher at sola.plumacher@seattle.gov.

OR

2. **Via Email** HSD_RFP_RFQ_Email_Submissions@seattle.gov. Email attachments are limited to 30 MB. **The subject heading must be titled: 2024 East and South King County Congregate Meals RFQ.** 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.

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency'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 agency's insurance must conform to [General Terms and Conditions](#) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency 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: Meal Site Requirements
- Attachment 6: Meal Site Location and Contacts
- Attachment 7: Nutrition Risk Screening

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 [HSD's 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 General Terms and Conditions Sample.
- HSD 2024 East and South King County Congregate Meals [Theory of Change](#).
- Completed and signed the Application Cover Sheet (Attachment 2) ***
- Completed RFQ Requirements Checklist.**
- Completed Application Questions.**
 - Must not exceed 3 pages (8 ½ x 11), single spaced, size 11 font, with 1-inch margins. Page count does not include the required forms 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)? ***
- Attached menus for 10 consecutive meals for each meal site? ***
- Attached a Start-up timeline for each meal site, beginning date no later than March 1, 2025? ***
- Attached a Letter of Support from the contact person listed in Attachment 6 for each meal site that you are applying for.**

**These documents do not count against the 3-page limit.*

All applications are due to the City of Seattle Human Services Department by October 16, 12:00 pm (noon). See Section I on Completed Application Requirements page for submission instructions.



City of Seattle
Human Services Department
2024 East and South King County Congregate Meals
Request for Qualifications
Attachment 2 - Application Cover Sheet

1. Applicant Agency:			
2. Agency Executive Director:			
3. Agency Primary Contact:	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. Funding Amount Requested (See Attachment 5 for the total amount of funds allocated per meal site):			
10. Meal Sites(s). Check all that you are applying for:	<input type="checkbox"/> Auburn Senior Activity Center <input type="checkbox"/> Black Diamond Community Center <input type="checkbox"/> Des Moines Activity Center <input type="checkbox"/> Enumclaw Senior Activity Center <input type="checkbox"/> Federal Way Community Center <input type="checkbox"/> Issaquah Senior Center <input type="checkbox"/> North Bellevue Community Center <input type="checkbox"/> Pacific Community Center <input type="checkbox"/> Peter Kirk Community Center <input type="checkbox"/> Redmond Senior and Community Center		

	<input type="checkbox"/> SeaTac Community Center <input type="checkbox"/> Tukwila Community Center
11. Provide a high- level (200 words or less) program description:	
<p>Authorized physical signature of applicant/lead agency</p> <p><i>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. If awarded funding, I will submit financial documents within 4 business days of request or may forfeit awarded funds.</i></p> <p>Name and Title of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

2024 East and South King County Congregate Meals RFQ

Attachment 3 - Proposal Program Budget

January 1, 2025 – December 31, 2025

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

Applicant Agency Name:					
Proposed Program Name:					
	Amount by Fund Source				
Item	Requested HSD Funding	Other ¹	Other ¹	Other ¹	Total Program
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 agency have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate.				

2024 East and South King County Congregate Meals RFQ
Attachment 4 - Proposal Personnel Detail Budget
January 1, 2025 – December 31, 2025

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

Applicant Agency Name:								
Proposed Program Name:								
Agency's Full-Time Equivalent (FTE) =		hours/week	Amount by Fund Source(s)					
Position Title	Staff Name	Hourly Rate	How many hours a week this funding will pay for	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
								\$
								\$
								\$
								\$
								\$
								\$
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):				\$	\$	\$	\$	\$

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Attachment 5 - Meal Site Requirements

Meal site	Annual Funding Allocation	Minimum Annual Number of Meals	Minimum Number of Days per Week
Auburn Senior Activity Center	\$136,500	10,500	4
Black Diamond Community Center	\$31,850	2,450	1
Des Moines Activity Center	\$58,500	4,500	3
Enumclaw Senior Activity Center	\$26,650	2,050	1
Federal Way Community Center	\$14,950	1,150	Every other week
Issaquah Senior Center	\$13,000	1,000	1
North Bellevue Community Center	\$39,000	3,000	1
Pacific Community Center	\$27,300	2,100	2
Peter Kirk Community Center	\$61,100	4,700	2
Redmond Senior and Community Center	\$26,000	2,000	1
SeaTac Community Center	\$45,500	3,500	3
Tukwila Community Center	\$22,100	1,700	1
TOTAL	\$502,450	38,650	

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Attachment 6 - Meal Site Location and Contacts

Site Name	Street Address	City	Zip Code	Contact	Title	Email Address
Auburn Senior Activity Center	808 Ninth St. SE	Auburn	98002	Radine Lozier	Senior Center Manager	rlozier@auburnwa.gov
Black Diamond Community Center	31605 Third Ave	Black Diamond	98010	Cheryl Hanson	Executive Director	BlackDiamondCommCenter@yahoo.com
Des Moines Activity Center	2045 S 216th St	Des Moines	98198	Nicole Nordholm	Director of Parks, Recreation, and Senior Services	NNordholm@desmoineswa.gov
Enumclaw Senior Activity Center	1350 Cole St.	Enumclaw	98022	Melissa Holt	Senior Center Manager	mholt@ci.enumclaw.wa.us
Federal Way Community Center	876 S 333rd St.	Federal Way	98063	David Schmidt	Senior Recreation Coordinator	david.schmidt@cityoffederalway.com
Issaquah Senior Center	75 N. E. Creek Way	Issaquah	98027	Kirstin May	Senior Center Supervisor	Kirstinm@issaquahwa.gov
North Bellevue Community Center	4063 148th Ave NE	Bellevue	98007	Dan Lassiter	Community Services Supervisor	DLassiter@bellevuewa.gov
Pacific Community Center	100 3rd Ave SE	Pacific	98047	Kevin Caviezel	Parks and Recreation Director	kcaviezel@ci.pacific.wa.us
Peter Kirk Community Center	352 Kirkland Ave	Kirkland	98033	Betsy Maxwell	Program Coordinator	BMaxwell@kirklandwa.gov
Redmond Senior and Community Center	8703 160th Ave NE	Redmond	98073	Katie Fraser	Recreation Supervisor	kfraser@redmond.gov
SeaTac Community Center	13735 24th Ave S	SeaTac	98168	Linda Croasdill	Recreation Program Specialist	lcroasdill@seatacwa.gov
Tukwila Community Center	12424 42nd Ave S	Tukwila	98168	Sheri McConnaughey	Recreation Coordinator - Seniors	Sheri.McConnaughey@TukwilaWA.gov

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Attachment 7 - Nutrition Risk Screening

Senior Nutrition Program Standards:

“Nutrition screening is a first step in identifying individuals at nutritional risk or with malnutrition. The OAA requires nutrition programs to provide nutrition risk screening. At a minimum, nutrition program service providers must administer the DETERMINE your Nutritional Risk checklist published by the Nutrition Screening Initiative (NSI) to participants and determine their nutrition risk scores.”

Determine Your Nutritional Health

The warning signs of poor nutritional health are often overlooked. Use this checklist to find out if you or someone you know is at nutritional risk. Read the statements below. Circle the number in the yes column for those that apply to you or someone you know. For each yes answer, score the number in the box. Total your nutritional score.

	YES
I have an illness or condition that made me change the kind and /or amount of food I eat.	2
I eat fewer than two meals per day.	3
I eat few fruits or vegetables, or milk products.	2
I have three or more drinks of beer, liquor or wine almost every day.	2
I have tooth or mouth problems that make it hard for me to eat.	2
I don't always have enough money to buy the food I need.	4
I eat alone most of the time.	1
I take three or more different prescribed or over-the-counter drugs a day.	1
Without wanting to, I have lost or gained 10 pounds in the last six months.	2
I am not always physically able to shop, cook and/or feed myself.	2

TOTAL

Total your nutritional score. If it's--

0-2	Good! Recheck your nutritional score in six months.
3-5	You are at moderate nutritional risk. See what can be done to improve your eating habits and lifestyle. Your office on aging, senior nutrition program, senior citizens center or health department can help. Recheck your nutritional score in three months.
6 or more	You are at high nutritional risk. Bring this checklist the next time you see your doctor, dietitian or other qualified health or social service professional. Talk with them about any problems you may have. Ask for help to improve your nutritional health.