



Seattle
Human Services

2025

**Farm to Family Child Care
Expedited Request for Qualifications (RFQ)**

November 13, 2025

[Table of Contents](#)

GUIDELINES	3
BACKGROUND	3
RFQ TIMELINE*	4
INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS.....	4
A. Overview of Investment Area	4
B. Service/Program Model	5
C. Vendor Eligibility Criteria	6
D. Expected Performance Measures.....	6
E. Data and Contracting Requirements:	7
1. Invoicing:.....	7
4. Fiscal Sponsor:	7
2025 FARM TO FAMILY CHILD CARE APPLICATION	1
HOW TO COMPLETE THE APPLICATION.....	1
APPLICATION QUESTIONS	2
COMPLETED APPLICATION REQUIREMENTS.....	5
Application Submittal	5
LIST OF ATTACHMENTS & RELATED MATERIALS	6
Attachment 1 - Application Checklist	7
Attachment 2 - Application Cover Sheet	8
Attachment 3 - Proposal Budget	10
Attachment 4 - Proposal Personnel Detail Budget.....	12
Attachment 5- Summary Deliverables Worksheet.....	13

Funding Process Coordinator:

Tina Skilton

Tina.Skilton@seattle.gov

GUIDELINES

BACKGROUND

The [City of Seattle Human Services Department \(HSD\)](#) Youth and Family Empowerment (YFE) Division is seeking applications from organizations and farmers interested in food equity for [Child Care Nutrition Program](#) (CCNP) Providers serving low-income children and families in King County. This Request for Qualifications (RFQ) is competitive and open to any legally constituted entities meeting [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in these guidelines.

HSD seeks to secure a vendor to supply Community Supported Agriculture (CSA) boxes of locally grown produce with bi-monthly delivery service to 60-70 King County family home child care providers serving approximately 800 children and participating in the CCNP.

FUNDING INFORMATION

Approximately \$72,900 is available, over sixteen months, through this RFQ from the following sources:

Fund Sources	RFQ Amount
Washington State Department of Agriculture Farm to School Grant	• \$32,400 program year one Mar 1-Jun 30, 2026 • \$40,500 program year two Jul 1, 2026 -Jun 30, 2027
Total	\$72,900

HSD actively seeks applications from vendors:

- That have experience in procuring a wide variety of produce from Washington farms
- With the capability of providing bi-monthly front-door deliveries in all of King County
- Able to provide nutritional education inserts in each CSA bag or box with produce highlights, recipes, nutrition information, and farm and farmer highlights
- With customer service experience regarding deliveries to participating providers
- That have a strong food justice approach

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 applicants are preparing their applications, providing information requested by HSD, or participating in the selection process.

Initial awards will be made for the contract period of March 1, 2026, through June 30, 2027. While it is the City's intention to renew agreements resulting from this funding opportunity, future funding will be contingent upon performance and funding availability.

NUMBER OF AWARDS

HSD intends to fund one (1) proposal.

If you have any questions about the RFQ or would like to request an accommodation, please contact:

tina.skilton@seattle.gov

RFQ TIMELINE*

Date	Time	Activity
11/13/2025	9:00am	Funding Opportunity Released
11/13/2025	9:00am	Information Session – Pre-recorded virtual session For technical assistance, contact tina.skilton@seattle.gov
11/20/2025	5:00pm	Last Day to Submit Questions (via email only) To: tina.skilton@seattle.gov
12/03/2025	12:00pm (noon)	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
01/19/2026	5:00pm	Planned Award Notification
03/01/2026	n/a	New Contracts Start

*HSD reserves the right to change any dates in the 2025 Farm to Family Child Care RFQ timeline.

Information Sessions

HSD will offer one virtual information session, which will be recorded and made available on [HSD's Funding Opportunities webpage](#). Any agency interested in learning more about this RFQ is encouraged to view the session. Any questions should be submitted via email to tina.skilton@seattle.gov. Viewing is not required.

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS

A. Overview of Investment Area

HSD's Child Care Nutrition Program (CCNP) sponsors about 100 family home child care providers in King County to participate in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP); HSD's main role as a sponsor is as a pass-through agency for USDA funds to participating CCNP providers to pay for healthy meals and snacks as well as ensuring menu compliance to CACFP meal pattern guidelines.

Additionally, since 2022 HSD has procured Washington State Department of Agriculture (WSDA) grant dollars, for additional pass-through funding to ensure the children in CCNP family child care have access to quality local produce and that local farmers have an additional pathway to sell their products.

HSD will provide the selected CSA vendor with a delivery roster to a select group of home child care providers. HSD's selection of participating providers (60-70 locations) will prioritize:

- Site's geographic location (low-income neighborhoods);
- Students' demographic data (high number of BIPOC students); and
- Providers' demographic data (high number of BIPOC providers).

These criteria are aligned with the priority populations and focus populations for this funding, which are based on HSD's results-based accountability framework and ensures that the department's investments are dedicated to addressing disparities in the population.

For more information regarding the priority and focus populations for this funding, please see HSD's Results Based Accountability and Theory of Change document on the [HSD Funding Opportunity webpage](#).

B. Service/Program Model

The vendor will use WSDA pass-through funds to purchase locally grown fruits, vegetables, and herbs for the CSA bags or boxes and deliver them to King County family home child care providers participating in HSD's CCNP. These purchases will in return increase produce access for low-income and Black, Indigenous, and People of Color (BIPOC) children and small-business owners who participate in CCNP and will support purchases from local BIPOC and women-owned farms.

Service will be implemented across the 2025-2027 biennium and will include two service years, with approximately three months of deliveries in service year one and four months of deliveries in service year two. Expected purchases of CSA bags or boxes of locally grown produce sourced from small Washington farms range from 970 to 1,215 CSA bags or boxes.

Service Duration:

- Year One: March 1 - June 30, 2026
- Year Two: July 1, 2026 - June 30, 2027

Vendor Services to Include:

- Procuring Washington grown produce that is child care menu appropriate, culturally relevant, and with a focus on BIPOC, immigrant and refugee, women-owned, and small farms
- Delivery of produce, including customer service to providers and coordination with HSD staff
- Providing nutrition education materials

HSD Services to Include:

- Provide child care provider list with address and contact information
- Communicate provider or program changes to vendor in a timely manner
- Compile and retain qualitative feedback from providers and coordinate with vendor to resolve any service delivery issues that may be identified. Quality feedback HSD may compile includes, but is not limited to:
 - % of CCNP providers that continue to participate in the program
 - % of CCNP providers that get CSA bags or boxes delivered on time
 - % of CCNP providers get useable fresh vegetables, fruits, leafy greens, and herbs delivered

- Compile and retain written feedback from providers to be used in twice yearly reporting to funder. Impact feedback HSD may compile includes, but is not limited to:
 - % of CCNP providers report an increase in the amount of fresh, local produce served in their menus
 - % of CCNP providers report children in their program eating more fresh local produce
- Demographic data of providers and children receiving services

C. Vendor Eligibility Criteria

HSD seeks to enter into an agreement with a vendor to increase the purchase, use, and promotion of foods that are grown, raised, caught, or foraged in Washington by child nutrition programs with an emphasis on procurement from small and direct marketing farms and food businesses, including but not limited to, socially disadvantaged, beginning, limited resource, women and veteran farmers and ranchers.

Highly qualified vendors will have all or most of the following qualifications:

- Have a business model that supports success in the bi-monthly procurement and delivery of produce with nutritional education materials
- Possess strong customer service skills
- Practice strong food quality and food safety measures
- Have two, or more, years of experiencing sourcing Washington grown produce with established relationships with producers OR have a realistic plan for launching this service by 3/1/2026
- Have the ability to source a wide variety of culturally relevant Washington grown produce that will be acceptable for use in early childhood learning facility menus (typical deliveries should include a minimum of 3 vegetables, 2 fruits, and 1 leafy green or herb or a similar variety)
- Have the capacity to provide nutrition education materials with engaging content for an early childhood learning environment and includes content such as recipes, produce processing and storage tips, nutrition information, serving suggestions, and farm and farmer highlights
- Have experience with front-door food delivery and the capacity to make deliveries early in the week (Mondays and Tuesdays)
- Have existing purchasing relationships with Washington farms that include small (defined as \$350k or less in annual sales) direct marketing farms and farms operated by a diverse variety of farmers including BIPOC, women, veteran, LGBTQ+, veteran, and socially disadvantaged farmers.
- Demonstrate an understanding and commitment to values-based food purchasing practices. To find out more about values-based food purchasing, see the City of [Seattle's Food Action Plan \(FAP\), Page 93, Section 5.a.](#)
- Able to provide a competitive value of produce volume per unit cost for CSA bags
- Able to provide detailed monthly invoices in a timely manner that details types of produce and volume/quantity, name and location of farms sourced from and farmer demographics, and the cost of each produce item.
- Able to provide consistent service by maintaining deliveries amidst any unforeseen staffing and organization changes
- Able to procure produce in advance of invoice payment from HSD

D. Expected Performance Measures

HSD measures performance for the vendor agreement resulting from this RFQ by quantity – how much service is being delivered. 2025 Farm to Family Child Care performance measures may include, but are not limited to the following:

- *# of CCNP Providers who receive CSA deliveries*
- *# of CSA bags delivered*
- *# of partner farmers owned and operated by BIPOC, immigrant and refugee, women, LGBTQ, and tribal farmers*

E. Data and Contracting Requirements:

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

1. INVOICING:

Awardee is required to submit detailed invoices (template not supplied by HSD) monthly to HSD, in a timely manner. To satisfy funder requirements, invoices must detail:

- The specific types of produce procured and delivered
- The quantity/volume of produce
- The farm(s) produce was sourced from
- Location of the farm(s)
- Demographics of farm owner(s)
- Price of produce

2. DATA RETENTION:

Awardee must retain copies of appropriate receipts, paid invoices, or other financial records to support all food items listed on the Monthly Invoice for a period of six (6) years.

3. OTHER REGULATIONS APPLICABLE TO THE INVESTMENT AREA:

Awardee must not be debarred or suspended from receiving federal funds.

4. FISCAL SPONSOR:

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 4-page per component limit. The HSD fiscal sponsor requirements can be found here: [HSD-Fiscal-Sponsor-Requirements.pdf](#)

For any questions, contact the Funding Process Coordinator:

Funding Process Coordinator:

Tina Skilton
tina.skilton@seattle.gov

2025 FARM TO FAMILY CHILD CARE APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFQ. 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 on Wednesday, December 3rd by 12:00pm (Noon).

Required format for written application (i.e. Narrative Response):

- 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 4 pages (requested attachments will not count towards the page limit).

When submitting documents, name them as following:

Document Type	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: Service Deliverables Worksheet	Service Deliverables Worksheet
Attachment 6: Sample Nutrition Education Materials Bag Insert	Sample Nutrition Education Insert
Letter of agreement from fiscal sponsor (if applicable)	Letter of Agreement**

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

**Submit only if applicable.

The 2025 Farm to Family Child Care 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.

Proposal Narrative & Rating Criteria

All applicants must complete Narrative Questions, sections A through D with responses that fully answer each question. Do not exceed a total of 4 pages for sections A – D combined. 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.

APPLICATION QUESTIONS

CORE NARRATIVE QUESTIONS (4 page maximum)

A. PROGRAM DESCRIPTION:	RATING CRITERIA	POINTS: 25
1a. Describe your business model including what type of vendor you are (produce distributor, food hub, direct from farm, farmer, etc.). Detail how your organization is qualified to provide the CSA procurement and delivery services outlined in this RFQ. (10pts.) 1b. Describe how your organization provides strong customer service, issue resolution, and incorporation of customer feedback. (5 pts.) 1c. Describe your organization's food safety, food rotation, and time from harvest to delivery protocols to ensure produce delivered is fresh, palatable, has a reasonable shelf life, and is safe. (10 pts.)	- Applicant presents a thorough description of their business model that includes an understanding of the service components and evidence of likely success in providing CSA bag delivery. (10pts.) - Applicant demonstrates a plan to incorporate input from program participants and to resolve issues in a responsive manner. (5 pts.) - Applicant demonstrates a thorough plan to ensure food quality and food safety (10 pts.)	

B. CAPACITY AND EXPERIENCE:	RATING CRITERIA	POINTS: 40
2a. Describe your organization's experience that qualifies you to source Washington grown produce to provide bi-monthly CSA boxes to approximately 60-70 home child care providers in King County serving children 12 and under. Service months will include: 3 months of service March-June 2026 4-6 months of service July 2026-June 2027 - total purchases of over 970 to 1215 CSA boxes full of locally grown foods purchased from small Washington farms. (10 pts.) 2b. Describe the seasonal variety of produce you typically procure or grow and the farms you source from by completing the attached Service Deliverables Worksheet detailing examples of a spring, summer, and fall CSA produce bag assortment including the variety of produce that might be included, quantity of produce (# of items, weight of items), and examples of farms you source from (name, county, farmer demographics). This document will not count towards the 4-page limit. - Each food bag should include a minimum of 6 food items that could feed 10-15 children, 12 years old and under, for each child care nutrition center site. The suggested items include 1 leafy green or herb, 3 vegetables, and 2 fruits or any other similar combination. (10 pts.)	- The program description demonstrates the applicant's experience in sourcing Washington grown produce for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description and timeline for launching a new service by 3/1/2026. (10 pts.) - The applicant demonstrates the ability to source a wide variety of produce from Washington State that will be widely accepted in meals in a child care setting. (10 pts.) - The nutrition education materials sample provided show engaging content with a variety of topics that would be helpful to providers in processing and cooking with produce provided and for children in learning about produce and farms. (10 pts.) - Applicant demonstrates strong capacity and experience to provide on-time bi-	

2c. Describe your organization's experience providing nutrition education materials to early childhood education programs including recipes, nutrition information, serving suggestions, produce processing tips, and farm and farmer highlights. Please provide an example of a nutrition education insert that you would include in a CSA bag. **(10 pts.)**

2d. Describe your organization's capacity and experience that qualifies you to execute the bi-monthly delivery of CSA boxes to family child care homes in King County prioritizing deliveries on Monday & Tuesday deliveries. Detail any geographic or time/day limitations you may have. **(10 pts.)**

monthly delivery to all or most of King County with minimal schedule changes and an ability to deliver early in the week. **(10 pts.)**

C. FOOD EQUITY AND VALUES BASED PURCHASING

RATING CRITERIA

POINTS: 10

3a. Describe how you partner with, and purchase from small and direct marketing farms including, but not limited to, socially disadvantaged, beginning, limited resource, women, veteran, LGBTQ+, and BIPOC (Black, Indigenous, People of Color) farmers within Washington State. **(5 pts.)**

3b. The City of Seattle seeks to build a stronger, more equitable and inclusive food supply chain in the region by contracting with organizations and vendors who will join in promoting and practicing Values-Based Food Purchasing. HSD shares those values and joins in supporting the following core values identified by a diverse group of community stakeholders:

- Local Economy: Washington State Required, King/Pierce/Snohomish preferred
- Racial Equity: farmer diversity
- Environmental Sustainability
- Fair Labor Practices
- Cultural Relevance
- Health & Nutrition: organic, high nutrient

Please describe how your organization prioritizes some of these values in your food purchasing practices by:

In 2-3 sentences, describe how you practice your top two values from HSD's list of core values or how you plan to develop practices in those areas in the delivery of the services outlined in this RFQ. **(5 pts.)**

- The program shows a strong connection with local farms in Washington State, including farms that are owned by a diverse variety of farmers. **(5 pts.)**
- Applicant describes their agencies top two priority food purchasing values and how they practice those values. Applicant's values are aligned with the service delivery needs of this RFQ. Ratings are not based on which values you choose to describe, rather on how your values align with the service needs. **(5 pts.)**

D. BUDGET AND LEVERAGING

RATING CRITERIA

POINTS:25

4a. Applicants displaying a) a high CSA bag or box unit cost value, based on the produce variety, produce volume, and delivery costs, as detailed in your Service Deliverables Worksheet, and b) a

- The applicant exhibits the ability to provide a good quantity/volume of produce at a competitive price. **(10 pts.)**

comparatively high number of CSA bags per service year budget, will be given the highest consideration. **(10 pts.)**

4b. Describe your organization's experience in preparing detailed invoices on a monthly basis. The funder, WSDA, requires a high level of detail in invoices including, but not limited to:

- Type of produce
- Quantity/volume of produce
- Name and location (county) of farm produce sourced from
- Demographics of farmer(s)
- Cost of each produce item **(5pts.)**

4c. Describe your organization's ability to maintain delivery services. **(5 pts.)**

4d. Describe how your organization has the capability to procure produce bag contents and meet program expenses in advance of invoice payment. **(5 pts.)**

4e. Organization must not be debarred or suspended from receiving federal or state funds. Please affirm in writing that your agency is not in debarment or suspension status from receiving federal funds or, if your agency is in debarment or suspension status, please provide a written explanation of the circumstances surrounding that debarment or suspension. **(0 pts., yes/no evaluation)**

4f. Complete the Proposed Program Budget (Attachment 3) based on the sixteen-month budget of \$72,900, with approximately three months of deliveries in service year one and four months of deliveries in service year two. Budget worksheets will not count towards the page limit. The costs reflected in this budget should be for the intended program only, not your total organization budget.

- a. Service Costs include unit cost per bag. Unit cost per bag should include both:
 - i. Cost of produce
 - ii. Delivery costs
- b. Staff Costs **(0 pts.)**

- Applicant demonstrates their ability to provide detailed invoices in a timely manner. **(5pts.)**
- Applicant demonstrates successful experience adapting to changes in funds, staffing, and community needs. **(5 pts.)**
- Applicant demonstrates the ability to procure produce and deliver in advance of invoice payment from HSD. **(5 pts.)**
- Applicant affirms that they are not debarred or suspended from receiving federal or state funds or provides a reasonable explanation for disbarment or suspension that is approved by the funder (WSDA). **(0 pts., yes/no evaluation)**
- While budget is a requirement of applicants, it will not be considered in the rating process. **(0 pts.)**

TOTAL

100 POINTS

COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- ☐ A completed and signed Application Cover Sheet (Attachment 2).
- ☐ A completed Narrative Response that is a maximum of four (4) pages, not counting the budget and other documents.
- ☐ A completed Proposal Budget (Attachment 3), in Excel.
- ☐ A completed Proposal Personnel Detail Budget (Attachment 4), in Excel.
- ☐ A completed Summary of Proposal Deliverables (Attachment 5).
- ☐ A sample nutritional education bag insert.
- ☐ If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
- ☐ Completed applications are due by **Wednesday, December 3rd at 12:00p.m. (noon)** Pacific Standard 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.

Subcontracting:

- ☐ If you are proposing a subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations, as well as in the narrative responses.

Fiscal Sponsorship:

- ☐ If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.

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: 2025 Farm to Family Child Care 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.

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 a 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: Summary of Proposal Deliverables

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 [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 2025 Farm to Family Child Care RFQ Theory of Change
- ☐ **Completed and signed the Application Cover Sheet (Attachment 2)? ***
- ☐ **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 4 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)? ***
- ☐ **Completed the full Summary of Proposal Deliverables (attachment 5) ***
- ☐ **Provided a sample Nutritional Education CSA Bag Insert***
- ☐ **If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for service, beginning March 1, 2026. ***
- ☐ **If you are proposing a subcontract with another agency, attach a signed Memorandum of Agreement (MOA) from that agency's director or other authorized representative.***
- ☐ **If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative? ***

**These documents do not count against the 4-page limit.*

All applications are due to the City of Seattle Human Services Department by **Wednesday, December 3rd at 12:00pm (noon)**. See Section I for submission instructions.

Attachment 2 - Application Cover Sheet

1. Applicant Agency:

2. Agency Executive Director:

3. Agency Primary Contact:

Name:

Title:

Address:

Email:

Phone #:

4. Agency Type

☐

Non-Profit

☐

For Profit

☐

Public Agency

☐

Other (Specify):

5. Federal Tax ID or EIN:

6. DUNS Number:

7. Is your organization registered as a
Women and Minority Owned
Business Enterprise (WMBE)?

8. WA Business License Number:

9. Funding Amount Requested:

10. Deliverables

units

11. Provide a high- level (200 words or less) service description:

12. Partner Agency (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

Description of partner agency proposed activities:

13. Fiscal Sponsor (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.

Signature of Fiscal Sponsor Representative: _____ Date: _____

Authorized physical signature of applicant/lead agency

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.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

Attachment 3 - Proposal Budget
March 1, 2026-June 30, 2027

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

Applicant Agency Name:

Proposed Program Name:

Item	Amount by Fund Source				Total Program
	Requested HSD Funding	Other ¹	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 agency have a federally approved rate?

☐

Yes

☐

No

If yes, provide the rate.

Attachment 5- Summary Deliverables Worksheet
2025 Farm to Family Child Care Expedited RFQ

Applicant Agency Name:	
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CSA Produce Bag Unit Cost:	
Food Cost Per Bag	\$
Delivery Cost Per Bag	\$
Total	\$

Seasonal CSA Produce Bag Sample Contents				
Season	Sample Bag Contents and Quantity/Volume (suggested variety minimum: 2 fruits, 3 vegetables, and 1 herb or leafy green)	Farm(s) Sourced From	Farm Location(s)	Farmer Demographics
Spring				
Summer				
Fall				