

Question and Answer

Food and Nutrition

2019 Request for Proposal (RFP)

	Program Area	Question	Answer	Date
1	Eligibility	I am directing a small food bank run out of a church. We are not our own 501c3, but the church is. Wondering if that is a barrier to applying for city funding and how that whole process works.	Please review the HSD Agency Minimum Eligibility Requirements available here . If the church meets the requirements listed, as well as any specific criteria released in the funding opportunity guidelines, they may apply for funding. If awarded funds, the church would serve as the fiscal sponsor for the food bank.	November 6, 2018
2	Information and Help Sessions	We are fairly new to city RFPs, so would like some guidance. Do you do preparatory workshops/meetings for RFP applicants?	The Food and Nutrition Part I RFP will be released on, and posted to, HSD's Funding Opportunities website on 3/1/19. This posting includes details on informational meetings and help sessions. Please see page 4 of the RFP Guidelines and Application document for details on informational meetings and help sessions and email with any further questions.	January 30, 2019
3	Submission Requirements	Are we required to submit separate proposals for each strategy?	Organizations may apply for one or two strategies. Organizations applying for funding in BOTH the Food Security and Access Strategy and the Food System Support Strategy will need to complete separate narrative responses for each strategy. See page 14 of the RFP Guidelines and Application document.	March 6, 2019
4	Submission Requirements	Can we submit one proposal for the Food Security and Access Strategy with multiple activities?	Yes. Applicants can submit one proposal for the Food Security and Access Strategy that includes multiple activities or however many activities make sense for their organization (e.g., home delivery of food, social service navigation at food banks, weekend hunger or back pack programs, etc.)	March 6, 2019
5	Strategies and Activities	Are backpack programs and Community Connectors now being funded through this RFP? So is everything now aligned and in one RFP process?	Yes. Backpack programs (Weekend Hunger) and Community Connectors are all included in this RFP in the Food Security and Access Strategy. Services are aligned and in one RFP.	March 6, 2019
6	Data	It looks like food programs might be required to collect income and racial	The Sweetened Beverage Tax (SBT) Community Advisory Board (CAB) has recommended agencies collect some type of demographic data, but specifics have yet to be determined. See page 10 of the RFP Guidelines and Application document.	March 7, 2019

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		demographic information in the future. Will our contract potentially be dependent on whether we collect income information from all our guests?		
7	Funding	How much new funding (in addition to what is currently spent to support these programs) is available in the RFP to help food banks/emergency meals expand programs?	Approximately \$822,058 in new SBT funding is included in the RFP for food banks/emergency meals.	March 7, 2019
8	Funding	What is the new source for the additional funding that Food Lifeline formerly received?	There is no new funding for this body of work.	March 7, 2019
9	Submission Requirements	Can you tell us if the RFP that was recently released requires two separate applications for service categories?	See question 4 and pages 12 and 14 of the RFP Guidelines and Application document. Applicants can submit one proposal for one or both strategies – Food Security & Access and Food System Support. In the proposal, applicants can include however many services (i.e. activities) make sense for the strategy(ies) for which they are applying.	March 8, 2019
10	Outreach	I was at the SFC meeting this morning. They said the new RFI came out. I wasn't sent anything. I'm just checking to be sure that we didn't get overlooked.	Notification about the Food and Nutrition RFP was sent to the Seattle Food Committee on March 1st. Seattle Food Committee then forwarded the notification to all of its members on March 1st. See question 2. Please check the HSD Funding Opportunities website frequently for RFP updates.	March 11, 2019

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11	Review & Rating	Who is represented on the rating committee?	There are 19 raters who represent focus populations, content experts, and former food program participants. Rating committee members are diverse and well-vetted. For more information about rating committee selection, see pages 27 and 28 of the HSD Funding Process Manual available here .	March 11, 2019
12	Review & Rating	How are the ratings reconciled among the rating committees and how do you ensure panels are not weighted?	All raters are trained in advance to support rating consistency. Raters review proposals individually, then committees come together to discuss proposals and make recommendations. Raters agree to discuss proposals until there is consensus.	March 11, 2019
13	Submission Instructions (Budget)	Can food be a line item in the budget?	Yes.	March 11, 2019
14	Funding	In the future, what happens if SBT is less? And though we want the funding, we want to discourage the consumption of sweetened beverages.	Each year, the City Budget Office forecasts the SBT revenue. The forecast is used to determine whether the projected revenues are sufficient to meet the project costs of the current services budget. If revenues are not sufficient to cover the cost of current services, the City must identify changes to close the gap – either through reductions or increased revenues or a combination of both. If the revenue forecast shows that additional resources are available, then the budget process identifies new or expanded programs to meet the evolving demands for City services. Regardless, the City is required by state law to prepare a balanced budget.	March 11, 2019
15	Funding	Is there a bigger bucket of funding because of SBT?	Yes.	March 11, 2019
16	Funding	Are you expecting agencies with existing contracts to get the same amount of funding? Or is this an opportunity to increase funding given that there is more money?	All eligible proposals submitted by new agencies and current HSD-contracted agencies will be reviewed and rated. Award amounts will vary based on the rating committee funding recommendations and pending approval from the HSD Director. Agencies with existing contracts may ask for less, the same, or more funds based on the expenses and needs outlined in their RFP applications.	March 11, 2019

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17	Funding	Is there a funding limit? An average or expected amount?	There are no minimum or maximum request requirements.	March 11, 2019
18	Submission Instructions (Budget)	Is there a percentage that you recommend for a limit to line items?	No. This is at the discretion of agencies.	March 11, 2019
19	Funding	Can we expect that we will get the full funding requested? If a certain funding amount is requested, do you sometimes award less?	Agencies awarded a contract should not automatically expect to receive the full amount requested. Awarded agencies may receive a full or reduced amount. See question 16.	March 11, 2019
20	Funding	Can we request funding for equipment? Can equipment be an expense?	Yes, though there are City of Seattle guidelines on equipment purchases. Please see page 42 of HSD's Contract Development Manual regarding capital equipment purchases or view Finance Policy 95-11 listed under IT Assets titled "Keeping Track of City Equipment," both located on the How to do Business with HSD webpage .	March 11, 2019
21	Funding	How do funding disbursements come? How does it work?	HSD has several types of reimbursement contracts with agencies. Contracts awarded through this RFP may be outcome-based or unit cost. Typically, agencies invoice HSD monthly and after services are completed.	March 11, 2019
22	Submission Instructions (Budget)	What if there is growth and we anticipate serving more than is currently served?	Reflect any anticipated growth and expansion in your budget and proposal narrative.	March 11, 2019
23	Data	Has a database system been selected to capture data in 2021 contracts?	No. This will be discussed and determined by HSD in partnership with the awarded agencies in the 2020 data cohort. See page 10 of the RFP Guidelines and Application document.	March 11, 2019

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24	Financial Documents	Are the audit documents needed from 2017 or 2018?	Agencies will receive a letter with requests for specific financial documents not on file with HSD. For 2019 RFPs, HSD will request your agency's 2018 audit report. In the event the 2018 audit report has not yet been completed, please submit your 2017 audit report.	March 11, 2019
25	Research	Can you share the SBT report referred to in the Information Session?	The Healthy Food Availability and Food Bank Network Report was recently made public. Link to the report here.	March 11, 2019