

# Question and Answer

## Food Access Opportunity Fund

### 2019 Request for Proposal

	Program Area	Question	Answer
1	RFP	What is the application review timeline and when might those contracts/funds become available?	Please see "Section III. Timeline" on page 3 of the RFP Guidelines and Application document. The applications will be reviewed between March 7 and May 15, 2019. Contracts are estimated to start on July 1, 2019.
2	RFP	Are there specific documents that need to be filled out prior to applying for the RFP?	No. See page 5 of the RFP Guidelines and Application document.
3	Food Access Opportunity Fund	As we prepare for this upcoming RFP, I am wondering if you have any documentation from previous RFPs that might be helpful in our preparation.	Any agency is welcome to visit the <a href="#">HSD Funding Opportunities website</a> to view past RFPs. Applicants may also sign-up for a help session appointment with specific questions about proposed projects or the RFP application. Please see "Section V. Help Sessions" on page 3 of the RFP Guidelines and Application document.
4	RFP	Can the non-profit be outside of Seattle with a P.O. Box or physical address?	The City of Seattle Food Access Opportunity Fund RFP is intended to improve healthy food access within the City of Seattle. Proposed projects will need to take place inside city limits. An agency does not need a physical address in the city of Seattle to be eligible to apply.
5	Eligibility	<p>My Food Bank has a budget in the neighborhood of \$300,000. It is also part of the Senior Center &amp; Food Bank which has a budget in excess of the \$750,000 eligibility cap. The Senior Center and the Food Bank have one EIN, one board, and one administrative structure but operate from separate locations serving mostly-distinct populations.</p> <p>How would the budgetary/operational distinction be considered by HSD/YFE for this RFP?</p>	Even though the organization has a service area with an operating budget of \$300,000, the service area is still part of the larger organization with an operating budget of more than \$750,000, which makes the organization ineligible to apply for this RFP. Your organization may be eligible to apply for the upcoming Food and Nutrition RFP. Please continue to check <a href="#">HSD's Funding Opportunities Website</a> for more information.

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6	Eligibility	Our Agency's budget is significantly larger than the maximum allowed for this investment, but our food program's budget is within limits (projected at \$655,000). Would we be able to apply using the program budget to meet this eligibly?	No. The eligibility requirement for this RFP is based on the organization's full operational budget and not for the service area program budget. See question 5.
7	RFP	Are there any resources I can access regarding past grants? And, where can I get the application?	Past RFPs are located on the <a href="#">HSD Funding Opportunities Website</a> as a reference. You can access the Food Access Opportunity Fund application by clicking <a href="#">here</a> . Applicants may also sign-up for a help session appointment with specific questions about proposed projects or the RFP application. Please see "Section V. Help Sessions" on page 3 of the RFP Guidelines and Application document.
8	RFP	I'd like to know the extent in which the funds can and can't be used.	HSD is asking applicants to describe how they will address food justice, health equity, prevention of sugary drink consumption, and increase access to healthy food for their proposed population(s). Proposals clearly need to state how and when funds will be used.
9	Eligibility	Our market is part of the City's function and the City has an operating budget of more than \$750k, but our market portion certainly does not. Will this make us ineligible?	Yes. See question 5.
10	Information Session	When will the PowerPoint be made available?	You can access the information session PowerPoint by clicking <a href="#">here</a> .
11	RFP	Is there an ideal number of recipients for this funding process?	HSD will be funding up to 16 projects. See page 2 of the RFP Guidelines and Application document.
12	Eligibility	It is unclear what HSD requirements we have to be aware of. Could you tell me what links are the ones we need to review?	You can access the HSD requirements by clicking <a href="#">here</a> .
13	RFP	What is a DUNS number?	An agency obtains a DUNS number if it will be receiving federal funding. The Food Access Opportunity Fund is funded by the City of

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			Seattle's Sweetened Beverage Tax. A DUNS number is not required for this RFP, but please include one if you have it.
14	RFP	Can we have two distinct projects as part of the overall proposal? We are thinking about two collaborative projects (with other agencies). They both fall within all the requirements. Or would it better to focus the proposal on one project?	We recommend applicants focus the proposal on one project.
15	RFP	Are there any preferences for funding ongoing programs, new partnerships, new programming or capacity building?	No.
16	RFP	Can you tell me about past recipients of the Food Access Opportunity Fund RFP? What types of organizations or individuals typically apply for and win an award?	There are no past recipients for this RFP. The Food Access Opportunity Fund is a new investment for HSD. You can visit the <a href="#">HSD blog</a> to view posts about past recipients of funding investments by searching "awards."
17	RFP	You mentioned that we should use data and research for the populations we plan to serve through this funding (if they are not the focused populations), but what if there is no data/research?	Explain clearly in the narrative of your application, what the needs are for the community you want to serve. See page 6 of the RFP Guidelines and Application document.
18	Eligibility	Can you use a fiscal sponsor if you are waiting on your nonprofit status?	Yes. For a full list of eligibility requirements, please see page 4 of the RFP Guidelines and Application document. See question 12.
19	Eligibility	Under eligibility, what is the geographic service area that serves this funding?	Agencies must use funding from this RFP for services located within Seattle City limits and participants must also live within Seattle City limits. See page 4 of the RFP Guidelines and Application document.
20	Format	Do you prefer if the application and cover sheet is in one PDF?	HSD doesn't have a preference. You may submit forms as one (1) PDF or you can upload them as multiple documents. See page 5 of the RFP Guidelines and Application document for submittal instructions.

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21	Help Sessions	Where will you have the Help Sessions?	Sama Praxis will work with you to find a convenient location for your agency. See page 3 of the RFP Guidelines and Application document for contact information.
22	Help Sessions	Is there a charge to agencies for utilizing the consultant?	No. Help sessions are free of charge to agencies.
23	RFP	The term health equity is very broad. Would an application focused on health equity, specifically heart health or for CPR classes for the specific focus population, be competitive?	The RFP focuses on food access and food justice. See pages 2 and 6 of the RFP Guidelines and Application document for more information.
24	RFP	How much money will the grant be?	The maximum amount an agency may request is \$50,000.00. See page 2 of the RFP Guidelines and Application document.
25	Budget	Are there any restrictions on funding?	No. However, please refer to the Proposed Program Budget on page 9 of the RFP Guidelines and Application document to see all the budget categories.
26	Eligibility	If the families served are mostly outside of the City of Seattle, does this funding cover them?	No. See question 19.
27	Budget	Is there a match requirement with this funding?	No. There is no match requirement with this funding. If you are receiving other fund sources, please include them in the proposed program budget.
28	RFP	Why does this funding only serve residents of Seattle?	The funding comes from City of Seattle Sweetened Beverage Tax Revenue that applies to the City of Seattle only.
29	Budget	Are there restrictions to what this funding will pay for?	See question 25.

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30	RFP	Does this program allow for start-up costs? And what percentage should be allocated for this?	Agencies should calculate programmatic costs based on their needs. Please note the contract period is from July 1, 2019 to December 31, 2020. In your timeline, please include the actual start date for your project and services, if this differs from the contract start date. Please note your agency will not be able to bill the City of Seattle until one month after the contract start date.
31	Eligibility	We have a farm outside of Seattle, but our farm stand is located inside of Seattle, would this funding only cover the farm stand?	Yes. Agencies must use funding from this RFP for services located within Seattle City limits, and participants must also live within Seattle City limits.
32	RFP	Can we partner with other programs?	Yes.
33	RFP	How will it be decided on what data funded agencies will need to collect?	Awarded agencies will participate in a quarterly learning opportunity to decide on data collection as a group. See page 2 of the RFP Guidelines and Application document.
34	Rating	Will you be looking at existing projects differently from new projects?	No, all programs will be rated according to the same criteria.
35	Budget	Should we include money for data collection in our budget?	It is not a requirement to include data collection in your budget. However, awarded agencies will participate in a quarterly learning opportunity to decide on data collection as a group. No new funds will be available specifically for data collection. Therefore, please make sure you are accounting for staff time for data collection.
36	Budget	Can we allocate some funding for staffing?	Yes. Please see pages 9-11 in the RFP Guidelines and Application document and complete the Proposed Program Budget Form and the Proposed Personnel Detail Budget Form.

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37	Eligibility	Does HSD need to approve any sponsors to our programming?	No. However, all contracted agencies and fiscal sponsors must comply with the MASA (Master Agency Services Agreement) found <a href="#">here</a> .
38	RFP	If we have a fiscal agent, will the funding go straight to them, and then we bill the fiscal agent?	Yes. HSD will contract directly with the fiscal sponsor and all reimbursements will be sent to them. It is up to the agency and fiscal sponsor to establish monthly payments.
39	RFP	Permits are costly and the permit process can be lengthy. Will HSD help funded agencies with permits?	Permits are considered an allowable expense. You may include this expense in your Proposed Program Budget on page 9 of the RFP Guidelines and Application document. HSD will research further at the time of contracting to help funded agencies work with other City departments.
40	RFP	Will agencies providing food to communities be rated differently than agencies seeking to empower communities around the issue of food access?	No, all applications will be rated according to the same criteria found on page 7 of the RFP Guidelines and Application document.
41	RFP	Will there be an opportunity to receive funding after the 18-month contract period?	To date, we are not aware of additional funds available after the 18-month contract period.
42	Budget	Does HSD provide guidance regarding paying stipends to participants?	HSD will offer guidance to awarded agencies during contract negotiation and the contracting period. HSD has internal control policies and procedures to follow when stipends are distributed through our funding investments.
43	Budget	Does the grant cover learning opportunities and staff development?	Yes. You may add expenses related to staff learning and development to the proposed program budget. As a baseline, awarded agencies will be required to participate in a quarterly learning opportunity. See page 2 of the RFP Guidelines and Application document.

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44	Budget	Will the RFP fund travel for out of state people who may come to Seattle to help run program?	Consultant travel is an allowable expense. You may include this expense in your Proposed Program Budget on page 9 of the RFP Guidelines and Application document.
45	Eligibility	Eighty percent of our participants we are serving are from Seattle. However, twenty percent are from outside of Seattle. How can we best present this difference in our application?	The agency is still eligible to apply as long as the larger percentage of participants are Seattle residents. Please explain this in your narrative responses.
46	RFP	Our program has a focus on nutrition education. The current "Food Access Opportunity Fund" request for proposal looks to be not quite the right fit but close. Do you see other funding proposal opportunities coming along soon?	Yes. Please continue to check the <a href="#">HSD Funding Opportunities website</a> .