Decrease Food Insecurity Questions and Answers

RFP Release date: September 1, 2015
RFP Respond by date: October 30, 2015

This document contains questions and answers specific to the food insecurity request for proposals (RFP). This document can be found on the Kaiser Permanente Colorado website at kp.org/share/co, under the questions and answers tab. This document was last updated on October 12, 2015.

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Deadline Questions

Question: I received an e-mail that said applications are due October 31 but the RFP says applications are due October 30. Which is correct? (Asked via e-mail 9/10/2015)

Answer: The application due date is Friday, October 30, 2015. Applications must be submitted electronically, with all required documents, by 5:00 p.m. MT on October 30, 2015. The online application portal will be closed at 5 p.m. MT, and applications cannot be submitted after that time.

Eligibility Questions

Question: We are a subordinate nonprofit of a group exempt nonprofit. We have our own EIN, bylaws, bank account, etc. The first year we filed a 990 was this year for 2014, and it was a 990N. Until then, we were simply a project of the group exempt nonprofit, so we use their 990 for tax purposes. So, how do we know how much money we can apply for given the 25% of budget restriction? 25% of our 2014 budget, even though we’re still a project of the group exempt nonprofit? 25% of the group exempt nonprofit’s total budget? (Asked via e-mail 10/07/2015)

Answer: If your 501(c)3 status is held through the group exempt nonprofit, then it is their budget that determines both whether you are eligible to apply and what the budget cap is. If your organization has its own 501c3, then your organization’s 2014 budget determines both whether you are eligible to apply and what the budget cap is.

Question: As part of a Colorado hospital, we cannot be a summer food program site. We would like to increase participation of our patients in the Summer Food Programs by putting some systems into place to help families. Is this allowable in this grant? (Asked via e-mail 10/06/2015)

Answer: The hospital may collaborate with a site to collect data and increase summer food participation but the site or food sponsor would be the applicant/grantee.
**Question:** We have passed out approximately 74,000 sandwiches thus far with an all-volunteer group, and our wish is to give out MORE food, more often and need funding to make our goals happen. Are we eligible to apply? (Asked via e-mail 10/01/2015)

**Answer:** Applications will be reviewed based on their ability to address one or both of the outcomes stated in the RFP, increase enrollment in SNAP and/or increase participation in the Summer Food Service Program. Applicants should be able to justify how the funds will be used to meet these outcomes.

**Question:** Our organization is a separate 501(c)(3), but our grants are managed through our foundation which has a budget over $1.5M. The foundation would be the applicant for the grant; would we still be eligible since we are a separate 501(c)(3) with a budget under $1.5M? (Asked via webinar 9/15/2015)

**Answer:** No, the applying organization (the applicant) must have a 2015 annual operating budget of $1.5M or less, unless they are a Colorado health care Safety Net organization. Eligible Safety Net organizations are listed on page 7 of the RFP.

**Question:** Our parent organization holds the 501c3 status, but our organization operates on our own and the parent organization does not provide us with any operating funding (we are soft funded) even though our 501c3 is through them. The parent organization actually bills us for the overhead for the use of our office space, the utilities, etc. Also, the main applicant would be our organization and not the parent organization. Are we eligible? (Asked via e-mail 10/06/2015)

**Answer:** The main applicant must hold their own 501c3 status and have an annual operating budget under $1.5M or be defined as a Colorado Safety Net provider as outlined in the RFP.

**Question:** Our organization’s 2015 operating budget is over $1.5M but our 2016 operating budget will be less than $1.5M. Are we eligible to apply? (Asked via webinar 9/15/2015)

**Answer:** No, the applicant must meet the eligibility requirements at the time of application using its 2015 operating budget.

**Question:** My organization has an annual operating budget of $1.8M but I see in the eligibility requirements that organizations must be a 501(c)(3) with an annual operating budget of or below $1.5M or a Safety Net organization in order to apply. Since we are just slightly over, could we still apply? (Asked via e-mail 9/09/2015)
**Answer:** No. Only Colorado health care Safety Net organizations are exempt from the $1.5M budget ceiling. Eligible Safety Net organizations are listed on page 7 of the RFP.

**Question:** Can the main applicant collaborate with a nonprofit(s) that has a larger budget than $1.5M dollars? (Asked via webinar 9/15/2015 and via e-mail 9/25/2015)

**Answer:** Yes, Kaiser Permanente encourages organizations to collaborate and submit collaborative applications. The main applicant must be a 501(c)(3) organization with an annual operating budget of $1.5M or less, or a Colorado health care Safety Net organization. Organizations that submit collaborative applications must include letters of collaboration as part of their application.

**Question:** If the applicant’s annual operating budget is $1.509M with food donations, would the applicant subtract those in-kind/donated food items from their budget? (Asked via webinar 9/15/2015)

**Answer:** Yes, an organization that receives in-kind/donated food does not need to include the value of this food as part of its annual operating budget.

**Question:** Why is the RFP only open to organizations with relatively small operating budgets or to Colorado Health Care Safety Net Organizations? (Asked via e-mail 9/15/2015)

**Answer:** The $1.5M cap on annual operating budgets was included as an eligibility requirement to allow smaller nonprofit organizations the opportunity to be competitive for this RFP, especially those that may not currently be working on food insecurity, but that may have trusted relationships in communities at high risk for food insecurity. We encourage these smaller organizations to collaborate with larger organizations that may have more experience in this work. Safety Net organizations are exempt from this requirement because of the broad fluctuations in their operating budgets. We expect to have a grantee cohort of a variety of kinds of organizations.

**Question:** How does Kaiser Permanente define a health care Safety Net organization? (Asked via e-mail 9/04/2015)

**Answer:** The health care Safety Net is a widely used term in community health. It describes the web of health care providers serving people living with limited financial resources to receive affordable care, primarily primary physical, mental and oral medical care services. For purposes of this RFP, Safety Net is defined as an organization with the tax status of a 501(c)(3) that either by legal mandate or explicitly adopted mission, offers health care to patients regardless of their ability to pay for services, and a substantial share of the patient mix is uninsured, Medicaid enrollees or individuals who have other vulnerability risk factors. Specifically, the following Safety Net providers are eligible to apply:
a. Community Health Centers (CHC) or Federally Qualified Health Centers (FQHC)
b. Community mental health centers
c. Community Safety Net clinics (CSNC)
d. Rural health clinics (RHC)
e. Dental clinics
f. Free clinics

The following Safety Net providers are not eligible to apply:

a. Critical access hospitals
b. Emergency departments of community and public hospitals
c. Local public health departments and public nursing services
d. Stand-alone, school-based health centers (SBHCs)

SBHCs affiliated with a FQHC can be a part of the FQHC’s application but may not apply as an individual applicant.

**Question**: Are 501(c)(3) mental health centers with budgets over $1.5M eligible to apply? (Asked via webinar 9/15/2015)

**Answer**: If the 501(c)(3) mental health center meets the definition of a Colorado health care Safety Net as described on page 7 of the RFP, it is eligible to apply.

**Question**: Are applicants using their 2015 operating budgets if 2016 budgets are not yet available? (Asked via webinar 9/15/2015)

**Answer**: Yes, applicants should use their 2015 operating budget to determine whether or not they meet the eligibility requirements at the time of application.

**Question**: If the applicant is in group exempt 501(c)(3) status with two other non-profits, but has its own operating budget and EIN, will the submitted operating budget have to include the other organizations? (Asked via webinar 9/15/2015)

**Answer**: The applying organization (the applicant) must have an annual operating budget of $1.5M or less.

**Question**: Will Kaiser Permanente create a list of organizations with budgets over $1.5M who are not eligible to serve as the main applicant but would be interested as serving as a partner to another organization? (Asked via webinar 9/15/2015)
Answer: Organizations may self-identify their interest in partnering with other organizations by e-mailing co-contributions@kp.org. Those organizations will be added here.

1. CitySquare, Kevin Grierson, kgrierson@CitySquare.org

Document Questions

Question: How should the budget narrative be submitted? (Asked via e-mail 9/03/2015)

Answer: Applicants may submit their budget narrative document in a PDF or a word document. Please reference the budget development guidance document for more information about how to develop budget documents.

Question: Is the executive summary included in the 30-page limit for the application narrative attachment? Is there a page limit specific to the executive summary? (Asked via e-mail 10/12/2015)

Answer: The project narrative may not exceed 30 pages, including the executive summary section. There is not a page limit specific to each section of the project narrative.

Funding Questions

Question: Will Kaiser Permanente fund 100% of the project? (Asked via e-mail 9/03/2015)

Answer: Kaiser Permanente will consider funding 100% of the project. Within the application, the applicant should clearly articulate why 100% funding is requested. Applicants that request more than 50% of salary and benefits for an individual FTE must articulate within their application and budget narrative if the position is a temporary position or if the organization plans to sustain the position and/or work post grant.
**Question:** The RFP states that the funding amount is up to $100,000 over two years or $50,000 a year. Can our organization apply for $75,000 in one year and $25,000 the next? (Asked via e-mail 9/05/2015)

**Answer:** No. Applicants may apply for *up to* $50,000 per year for a total of $100,000 over two years.

**Question:** Does this grant allow for use of funds to fill Emergency Food Pantries in addition to SNAP enrollment services? (Asked via webinar 9/15/2015)

**Answer:** Applications will be reviewed based on their ability to address one or both of the outcomes stated in the RFP, increase enrollment in SNAP and/or increase participation in the Summer Food Service Program. Applicants should be able to justify how the funds will be used to meet these outcomes.

**Question:** Is purchasing a vehicle or food truck to transport food allowable? (Asked via webinar 9/15/2015)

**Answer:** No, Kaiser Permanente does not fund capital. If you are interested in purchasing a vehicle or food truck to transport food you may want to contact The Colorado Fresh Food Financing Fund to determine if such a purchase is eligible for a loan or grant. Please go to their website for more information: http://www.chfainfo.com/business-lending/co4f.

**Question:** Our organization has someone who prepares formal financials, a company that will perform the financial review, a tax preparer and an investment manager. The foundation oversees the funding for KidsPac so would it be the foundation's board or one of these others that is the fiscal agent in the application? (Asked via e-mail 9/30/2015)

**Answer:** A fiscal sponsor typically takes on the responsibility of receiving and administering charitable contributions on behalf of the sponsored organization. If this does not apply to your organization, you can skip that section of the application.

**Grantee Expectation Questions**

**Question:** How many seniors are grantees expected to enroll in SNAP over a two-year period? (Asked via webinar 9/15/2015)

**Answer:** Kaiser Permanente is not prescribing the number of individuals that grantees are expected to enroll in SNAP during the grant period. Each application will be
reviewed to determine if the number of individuals the applicant is anticipating they will enroll aligns with the other components of the application, including the project plan, project narrative, and budget.

**Question:** Where will the required quarterly grantee cohort meetings be held? (Asked via e-mail 10/10/2015)

**Answer:** The location of the quarterly meetings will be determined once the grantees are selected and announced. Kaiser Permanente will take into consideration the location of the grantees to help equalize travel time as much as possible. Applicants should include $2,500 in the travel line item of their budget to cover travel expenses for the cohort meetings.

**Question:** The Project Narrative Guidance document lists several bullets that applicants should respond to under section D. On page four of the “RFP Decrease Food Insecurity” it states “Increase participation in the Summer Food Service Program”. Our organization will track demographic information of participants and participation rates based on the documents you provide and the explanation in the RFP’s, however, it seems that you are looking for a more robust evaluation and performance management system based on the number of bullets in the Project Narrative Guidance document.

Can you please clarify Kaiser Permanente’s expectations or can organizations simply track demographics and rate of participation and meet the desired outcome of “Increase participation in the Summer Food Service Program”.

**Answer:** Below is what organizations will be required to collect and report on if they decide to only focus on increasing Summer Food Program Participation (see page 11 of the RFP):

- Number of meals provided (daily count of meals broken out by breakfast, snack, lunch, and dinner)
- Number of children and adults participating (daily count of participants)
- Number of days of operation and hours per day

Kaiser Permanente will also ask grantees to document any changes in operational characteristics of sites/sponsors (e.g., organizational policies adopted, champions developed within sites, leadership support and sustainability of programs) in order to learn and share highlights of successes among the cohort of grantees.

Please note that the paragraph above speaks to your question of a slightly more robust evaluation. Kaiser Permanente is asking applicants to respond to the bullets listed in section D of the project narrative guidance to help Kaiser Permanente better understand each organization’s capacity, ability, and plan for evaluation and performance measurement.
Content Questions

Question: How does an applicant validate food insecurity questions? (Asked via webinar 9/15/2015 and via e-mail 10/07/2015)

Answer: Please reference Appendix A of the RFP document for a list of resources, including a link to an article about validated screening questions. A validated screening questionnaire is an instrument that has been tested for reliability (the ability of the instrument to produce consistent results), validity (the ability of the instrument to produce accurate results), and sensitivity (the ability of the questionnaire to correctly identify a person with the condition). Organizations may use their own screening question(s) if they meet the above criteria. Please go to: http://pediatricsblog.blogspot.com/2014/05/successfully-screening-for-food.html for the two validated screening questions.

Question: Has Kaiser Permanente developed relationships with the county departments of human services so that SNAP enrollments can be confirmed? Will grantees have a relationship with counties that identify which applications are submitted with assistance from grantees? (Asked via webinar 9/15/2015)

Answer: Kaiser Permanente and Hunger Free Colorado will help direct grantees to options to gain access to this data but since SNAP enrollment is tracked by each county it will be important for each grantee to build a relationship with the Department of Human Services in their county to gain access to the data.

Question: Is this RFP tracking SNAP enrollment and usage, or just enrollment? (Asked via webinar 9/15/2015)

Answer: The outcome of this RFP related to SNAP is to increase enrollment in SNAP. Selected grantees that address this outcome will be required to collect and report out on a number of data indicators listed on page 11 of the RFP.

Question: Does this RFP also address WIC? (Asked via webinar 9/15/2015)

Answer: No, the outcomes of this particular RFP are to increase enrollment in SNAP and to increase participation in the Summer Food Service Program.

Question: To enroll in the summer food service program, does the applicant have to provide the food program or can the applicant just enroll those children? (Asked via webinar 9/15/2015)
Answer: For the Summer Food Service Program, Kaiser Permanente is interested in actual participation. We will support organizations that meet all of our eligibility requirements and are interested in becoming sponsors or sites (open or closed). We will consider sites/sponsors that need funding to expand the number of children served or increase the number of meals provided.

Question: If the applicant is partnering with another organization that has an existing food program can the applicant use theirs? (Asked via webinar 9/15/2015)

Answer: Yes, however; applicants that choose to increase Summer Food Service Participation must implement best practices and are required to apply to be (or show evidence that the partnering organization is) a Summer Food Service program site or sponsor through the Colorado Department of Education. In addition, grantees must track the number of USDA reimbursable meals provided in the Summer Food Service Program. Applicants are required to describe the process for tracking meals within the proposal, including any potential partnerships with other organizations to collect and report this data.

Question: Is the grant’s purpose to purchase more food or things like more refrigerators to store food and items of that nature? (Asked via e-mail 9/24/2015)

Answer: The objectives of the RFP are twofold:

1. Increase the number of individuals enrolled in SNAP benefits
2. Increase participation in the Summer Food Service Program

Applications will be reviewed based on their ability to address one, or both, of the outcomes stated in the RFP. Applicants should be able to justify how the funds will be used to meet these outcomes.