QUESTION 1: The budget template specifies up to 18% administration costs, but does not specify indirect costs.
   a. Why a cap on administration costs? And why 18%? It can be costly to target and reach specific populations, maintain accountability/security, conduct evaluation, cover fiscal transaction costs, provide customer service, work with vendors, etc. ANSWER: The intent of this funding is to put healthy food in the hands of the target populations. The bulk of this funding should be used by participants to purchase healthy food.
   b. Why does it not specify indirect costs in addition to administration costs? ANSWER: The 18% is inclusive of all administrative costs.
   c. Is it possible to add an allowance for indirect costs (such as the 15% allowed in other RFPs)? ANSWER: No
   d. Are these costs negotiable (admin and indirect)? ANSWER: No

QUESTION 2: For the budget justification section,
   a. Can you give examples of costs to include associated with this RFP. ANSWER: As shown in the sample budget there are only two categories of costs: redeemed value of health food purchasing supplements and administrative costs. In the budget justification you can include a listing of expense categories included in the administrative cost section. Provide all expenses in the justification you think would be helpful to describe your program. If your administrative costs will be more than the allowable 18% please include that information as in-kind support in the budget justification.
   b. Can we include indirect costs? ANSWER: Indirect costs should be included in the 18% administrative costs.
   c. What is the relationship with the budget justification and the 18% admin costs, if any (i.e., we anticipate actual costs associated with the RFP to exceed 18%) ANSWER: As part of the justification of your administrative costs you can delineate what costs your organization will be providing as in-kind support.

QUESTION 3: The RFP asks for two letters of recommendation. We have a choice of partners, funders, stakeholders we can ask to write us a recommendation. What type of references are best suited for this RFP? ANSWER: References that have the most experience with your organization serving the target populations will be your best advocates.

QUESTION 4: Are the %s allocated to identified priority populations negotiable (ex: pregnant and post-partum = 60-80% and SSI/other food insecure = 20-40%)? ANSWER: Our goal is to
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meet these target ranges.

QUESTION 5: If up to $1 million will be available in Year 1, why are we asked to submit a Year 1 budget of up to $500,000? ANSWER: Our goal is to fund multiple projects. The total estimated annual amount available for funding in fiscal year 19/20 is $1 million.

QUESTION 6: Collecting the required evaluation data from all program participants will be timely and costly. Are we able to collect data from a smaller, representative sample size? ANSWER: Yes, please describe how you will ensure that data is collected from a representative sample of the population(s) you propose to serve.

QUESTION 7: If funded, is it possible to receive some of the incentive funds up front, to use a bank to pay out incentives? For example, if we expect to distribute $3,000 incentives per month to priority populations, can we receive $3,000 up front to pay out incentives? ANSWER: This can be discussed during contract negotiations.

QUESTION 8: My organization has a small fiscal sponsor with no employees. We are all contractors. Therefore, we do not have workers comp insurance, are we still required to have workers comp insurance? If yes, can we include this cost as part of the administrative fees? ANSWER: If contractors are sole proprietors the State of California accepts a waiver in lieu of Workers Comp coverage. Yes, cost of Workers Comp insurance is an allowable administrative expense.

QUESTION 9: Do 501c4 non-profit community-based organizations need to apply with a 501c3 fiscal sponsor? If so, is a fiscal sponsorship fee of 5% an allowable cost? ANSWER: Yes, for this RFP organizations need to have 501c3 status or be affiliated with a fiscal sponsor who has 501c3 status. The 5% sponsorship fee is an allowable cost and would count as an administrative cost.

QUESTION 10: Does having a fiscal sponsor outside of San Francisco make a proposal less strong? ANSWER: The fiscal sponsor does not need to be located in San Francisco; their location does not affect the proposal’s score.

QUESTION 11: Question regarding what qualifies as an applicant's experience:
If an applicant's experience with programs designed to pay for healthy food is the following, does this qualify as sufficient experience, or not?

- Distributing Senior Farmers’ Market Nutrition Program (SFMNP) check booklets to eligible seniors at our Senior Nutrition Centers located citywide throughout San Francisco. The (SFMNP) check booklets (also known as Farmer’s Market Vouchers) are provided to us by the San Francisco Department of Aging & Adult Services
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(DAAS) through the SFMNP operated by the California Department of Food & Agriculture.

- Every year since we've been distributing the vouchers to our seniors, the need for them is always greater than the number of vouchers available.
- Our Senior Nutrition Program is operated out of 9 Senior Centers and includes congregate and home delivered meals program, nutrition education, and wellness activities funded by DAAS.

**ANSWER:** This does not demonstrate full experience of operating a voucher program; distributing vouchers from another program is not considered operating a voucher program.

**QUESTION 12:** Is it possible to have a program that matches or doubles the purchasing power of an existing program? **ANSWER:** Yes, that would count as an eligible program.

**QUESTION 13:** Can you further discuss what qualifies as a ‘demonstrated linkages’ per the criteria on page 7 in the RFP?

- Demonstrates strong linkages to other food, health and social service agencies serving the same priority populations, especially those that connect participants to other nutrition/food security and health programs such as community based and federal nutrition programs, and health programs;
- Demonstrates linkages to supplemental services such as online ordering, transportation between home and food retail; and delivery services.

**ANSWER:** There are many issues related to food insecurity such as transportation. We’re looking to see ideas that provide solutions to a range of related issues.

**QUESTION 13a:** Is getting retail closer to residents a linkage? **ANSWER:** Proximity is addressed in the RFP.

**QUESTION 14:** Can costs for paying people to distribute or accept vouchers count as non-administrative costs? **ANSWER:** No, that would be an administrative cost.

**QUESTION 15:** There are two options for our program design that have the same cost but would have different justifications. How should we note this potential for change? **ANSWER:** In the narrative, explain how you will implement the change.

**QUESTION 16:** Is there a limit on how many SDDT funding RFPs an organization can apply for? **ANSWER:** No.

**QUESTION 17:** Can we submit an application for a program with an annual budget higher than $500,000? **ANSWER:** Yes, however, we will consider awarding up to $500,000 for year one.