

Request for Applications # 2025EHS839RFA Addendum # 1

ADDENDUM DATE ADVERTISED: 6/30/2025

ORIGINAL DATE ADVERTISED: 6/18/2025

Title: Commissary Kitchen Program

Number: # 2025EHS839RFA

Due Date: No later than Jul 16, 2025, 2:00 PM

Contact: Saba Al Harazi at cpres-EHS@kingcounty.gov

This Addendum provides the following clarifications and additional information about the referenced solicitation:

Pre-Application Conference Questions and Answers:

Q: Does geographic area matter (i.e., is there weight based on kitchen location)?

A: Please refer to the RFA for a list of criteria. We are seeking to expand commissary kitchen availability across King County, and so geographic location will be considered as one of the criteria by which we will evaluate applications.

Q: Can we choose the vendors that we work with? Or does PH choose the vendor?

A: We will refer vendors to a list of commissary kitchens that we are contracting with. Vendors will then reach out to commissaries to find out about availability and whether or not the kitchen meets their needs. Although we encourage you to accept as many vendors as you are able to, given your kitchen's capacity, you are not obliged to select vendors that are referred to you through the program. Some of you may be operating commissary kitchens that cater to specific populations, given the mission of your organization. In your application, please include information about specific populations your organization serves, so that we can consider this information when we select which kitchens to contract with.

Q: Is this only for 6-months period? What happens after 6 months?

A: The funding period is for one year, beginning October 1st, but depending on whether your kitchen needs to go through plan review, obtain a permit, etc. you might not be able to begin accepting vouchers right away. We are anticipating that after a vendor is supported by the voucher program, they will understand and appreciate the need to continue to support themselves in obtaining access to a commissary. Ideally, they will have an established relationship with you and will continue to rent space from your commissary, but they may also choose to use a different commissary kitchen.

Q: Does the voucher have specific times per week, or hours?

A: Your commissary will determine the times and hours per week that are available. Please include this information in your application.

Q: Does the vendor pay anything or does Public Health pay all of the fees?

A: That will depend on what fee you charge and what amount you will get from Public Health as part of this funding opportunity. For example, if you receive funding that will cover 75% of your hourly fees, the vendor will receive a 75% discount and be responsible for the remaining 25%.

This Addendum will be provided in alternative formats upon request.

Q: If a vendor isn't a good fit (e.g., destroys property or is disruptive), can the commissary Kitchen end this partnership with them?

A: Yes. We anticipate that you will be establishing rental agreements with vendors to use your commissary kitchen. If a vendor violates the terms of the agreement you have established with them, it is your discretion whether to end the rental agreement.

Q: Are local governments eligible applicants?

A: Eligible applicants are commissary kitchens and restaurants with shared kitchen spaces. In addition, community organizations, Donated Food Distribution Organizations, community coalitions/networking/partnership organizations, social service organizations, faith-based organizations, and community-based organizations with shared kitchen spaces are also eligible. Local governments are also eligible.

Comment from Public Health staff:

During the Q&A, we shared information about a funding opportunity we recently heard about, which is hosted by the King Conservation District – no affiliation with Public Health – Seattle & King County. They are accepting applications to improve the infrastructure and capacity of food systems, by making improvements to equipment and facilities. Their grant award ranges from 25k to 100k, so if you are looking to make some infrastructure or equipment upgrades to make your space approvable as a commissary, you might want to check out this funding opportunity: [2025 KCD Regional Food System Grant Program Now Accepting Applications : King Conservation District](#)

All other terms of Request for Applications # 2025EHS839RFA remain unchanged.