



Release Date: 3/4/2022

Request for Proposals

Targeted Supplemental Nutrition Assistance Program (T-SNAP) Outreach IV

Submission Deadline:

4/15/2022

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I. Important Information

This page contains information regarding the Targeted Supplemental Nutrition Assistance (T-SNAP) Outreach Program Request for Proposals (RFP) that is essential for any prospective applicant. Since the T-SNAP Outreach RFP is to be released through the New York State (NYS) Grants Gateway system, the traditional manner of submitting hard copy applications to the Office of Temporary and Disability Assistance (OTDA) is no longer permitted. OTDA has tailored the design of the RFP to assist applicants in navigating and submitting proposals through the Grants Gateway system correctly. The T-SNAP Outreach RFP is categorized into four sections listed below:

1. Part A: RFP Summary Information;
2. Part B: Application Instructions; and,
3. Part C: Printed Version of Grants Gateway Application.

A. RFP Summary Information

This section of the RFP is the traditional 20-30 pages explaining the requirements of the RFP. This section details the timelines, summary of program, contract information, proposal requirements, and other important procurement information.

B. Application Instructions

All agencies submitting a proposal for this procurement must use the NYS Grants Gateway system at: <https://GrantsGateway.ny.gov>. Some organizations may not have had experience navigating and using the system. This section has been designed to assist applicants in utilizing the system efficiently.

It is important to note that while any employee with access may work on the application, only someone with the Grantee Signatory or System Administrator role can submit the application to the State.

Applications will not be accepted outside the Grants Gateway system.

C. Printed Version of Gateway Application

This section contains a complete copy of the application questions contained in the Grants Gateway system.

D. Prequalification Requirement

Pursuant to the NYS Division of Budget Bulletin H-1032, dated June 7, 2013, NYS requires all nonprofit organizations to register in the Grants Gateway and complete the Vendor Prequalification process. No proposal will be reviewed or evaluated without an entity being prequalified in the Grants Gateway system. Applicants may work on their application and their prequalification concurrently.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor Prequalification Manual on the Grants Management Website, which details the requirements, and an online tutorial are available to walk applicants through the process.

1. Register for the Grants Gateway

On the Grants Management Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email: GrantsGateway@its.ny.gov. If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2. Complete your Prequalification Application

Prequalification is a process by which not-for-profit entities provide required forms and proof of policies in their Grants Gateway Document Vault for review by NY State Agencies. All not-for-profit organizations must be prequalified by the date and time that applications are due or their application will not be considered for funding. Please note that organizations may work simultaneously on their Document Vault (prequalification) and grant application. Governmental and for-profit entities are not subject to prequalification requirements.

Disclaimer: New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

How to get Prequalified: [Get Prequalified | Grants Management \(ny.gov\)](#)

Prequalification FAQ: [Prequalification FAQ](#)

Vendor Prequalification Manual: [Vendor Prequalification Manual](#)

3. Submit Your Prequalification Application

After completing your Prequalification Application, click the Submit Document Vault Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to In Review.

If your Prequalification reviewer has questions or requests changes, you will receive email notification from the Gateway system.

Once your Prequalification Application is approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

4. Other Helpful Information

Training material can be found at <https://grantsmanagement.ny.gov/resources-grant-applicants>.

Help desk information: Monday through Friday, 8:00am to 4:00pm
Phone: 1-518-474-5595; Email: GrantsGateway@its.ny.gov

Part A: RFP Summary Information

II. Timelines and Proposal Submission

A. Questions Concerning this Request For Proposals (RFP)

Organizations may submit typed questions via email to the address provided below. Questions regarding the RFP will be accepted until 3:00 p.m. March 18, 2022. No telephone inquiries will be accepted. Answers to all questions received by this date will be posted on the NYS Grants Gateway (<https://www.grantsgateway.ny.gov>) and on the NYS OTDA website at [Procurement/Bid Opportunities | OTDA \(ny.gov\)](#) no later than April 1, 2022. Prospective bidders may obtain a hardcopy of the questions and answers upon request.

New York State Office of Temporary and Disability Assistance
Attn: Kristin Shanahan
E-mail: Kristin.Shanahan@otda.ny.gov

B. Notice of Intent to Bid

In order to assist OTDA in preparing for proposal review, organizations intending to submit a proposal in response to this RFP are kindly asked to submit an optional “Notice of Intent to Bid” form by March 18, 2022. This form, including completion and forwarding instructions, are included in Part B.

C. Proposal Submission and Due Date

All proposals must be submitted via the NYS Grants Gateway at <https://grantsgateway.ny.gov> and be received no later than 3:00 pm April 15, 2022. Once the deadline has passed, the Grants Gateway system will no longer accept applications. Eligible applicants should complete and submit answers to all questions and submit all forms required by the RFP. Failure to submit all of the required forms and answer all required questions may adversely affect the proposal’s competitive score or make the proposal ineligible. OTDA is not responsible for any third party error in the submission of proposals.

D. RFP Timetable

- RFP Release Date – March 4, 2022
- Notice of Intent to Bid – March 18, 2022
- Deadline Date for Questions – March 18, 2022
- Responses to Questions Posted – April 1, 2022
- Proposal Due Date – April 15, 2022
- Date of Notification of Award – July 15, 2022
- Project Start Date – October 1, 2022

E. Agency Rights

OTDA reserves the right to:

- amend the specifications of this RFP, prior to application opening;
- negotiate with applicants the requirements of this RFP regarding the scope of work to serve the best interests of the State;
- seek clarifications and revisions of applications;
- use applicant information obtained through site visits, management interviews and reports, state investigation of an applicant's qualifications, experience, ability, or financial standing, and any material submitted by the applicant in response to the agency request for clarifying information, in the course of evaluation and/or selection under this RFP;
- conduct contract negotiations with the next responsible applicant should OTDA be unsuccessful in negotiating with a selected applicant; and,
- make as many or as few awards or no awards under this RFP and determine that a new solicitation is necessary.

III. Summary of the RFP

A. Purpose

The purpose of the T-SNAP Outreach Program RFP is to secure the services of eligible organizations to develop and implement innovative ways to connect potentially eligible individuals with SNAP benefits in areas of the state that are underserved. This RFP seeks outreach to geographic areas of the State that have not previously been served with SNAP Outreach activities or which are underserved. Additionally, some categories of low-income people who are eligible for the SNAP program do not participate and thus forgo nutrition assistance that could stretch their food dollars at the grocery store. The goals of SNAP Outreach are to help people make an informed decision about whether to apply for SNAP, and ultimately to increase participation by eligible non-participating individuals and families. This outreach RFP is focused particularly on reaching the newly unemployed, working poor, elderly, legal immigrants, and those who do not apply for the program because they believe that they are ineligible and/or likely to receive only a small monthly allotment.

B. Available Funds/Award Amounts

Up to \$4,304,124 in Federal SNAP Outreach 'reimbursement' funds will be combined with \$4,304,124 in eligible 'non-Federal' funds identified by applicant organizations to support approved SNAP Outreach activities for a '12-month' period. Funding for subsequent periods will be based upon past performance, non-federal funding contribution, and continued availability of federal reimbursement funding. To be considered for an award, an applying organization must identify at least \$150,000 in allowable dedicated non-Federal funding for SNAP Outreach to draw down an equal amount of Federal reimbursement funding to make up a gross outreach program budget. Half of the total funds to be awarded are expected to be awarded to service providers located in New York City.

In NYC, OTDA reserves the right to adjust the amount of individual awards based on the quantity and quality of all proposals submitted. Therefore, if there is more than one viable applicant in NYC, no one applicant may receive more than 60% of the Federal funding available for awards in NYC. An exception to this guideline may be made if the Federal funding available for awards in NYC requested from other applicants do not total at least 40% of the available funds for NYC. For proposals seeking to

serve areas outside of New York City, OTDA is limiting the number of awardees to one per county. Applicants are encouraged to submit proposals using a regional based approach in an effort to maximize service areas and efficiencies. OTDA reserves the right to make additional awards in excess of the amount listed above.

Selected contractors will receive reimbursement based on the submission of expenditure claims which will reflect 100% of approved, reasonable and necessary costs and will be reimbursed for 50% of those expenditures. Only approved expenses incurred and paid as part of the SNAP Outreach program plan of activities will be reimbursed.

In the event the amount requested by selected organizations exceeds the amount available, OTDA will reduce the award amounts to stay within the overall funding limits. Necessary award reductions may be achieved by a proportionate decrease across selected proposals.

All Federal SNAP Outreach funds are dependent upon approval from the U.S. Department of Agriculture (USDA) of the NYS SNAP Outreach plan and the continued availability of Federal funding for state SNAP Outreach activities. Catalog of Federal Domestic Assistance number: 10.561.

C. Contract Period and Terms

It is expected that contracts from this Request for Proposals will be multiyear contracts in effect for up to five (5) years, from October 1, 2022 – September 30, 2027. Funding for the initial and any subsequent period is contingent on the continued availability of state appropriation authority, Federal SNAP Outreach funding and satisfactory performance of the contractor.

D. Eligible Applicants

Organizations eligible to apply under this initiative are limited to nonprofit organizations that can provide the required non-federal funding from eligible non-governmental sources. To be eligible to participate in the process, an agency must be a 501(c)(3), tax-exempt organization incorporated for a purpose sufficiently broad enough to include providing services or other assistance to economically or socially disadvantaged individuals or families. Eligible applicants will be entities with experience working with food and nutrition programs serving low-income food-insecure older adult, eligible legal non-citizens, and working families and be able to provide T-SNAP Outreach services to non-English speaking SNAP-eligible residents of the target area. To be eligible to apply for these funds, an applicant organization must be located in NYS, have nonprofit status, be compliant with the requirements of the NYS Office of the Attorney General, Charities Bureau, and have their vendor responsibility profile available on the NYS Office of the State Comptroller Vendrep system at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>. All nonprofits are subject to the Prequalification Requirement in Grants Gateway.

IV. Program and Contract Information

A. Program Description

Food insecurity, where there is limited or uncertain availability of food for an active, healthy life, is strongly associated with income and many American households experience food insecurity at times during the year, meaning that their access to adequate food is limited by a lack of money and other material resources to produce or obtain food. Food insecurity increases the risk for poor nutrition especially among children and older adults increasing the risk for major health and developmental

problems. For example, pregnant women who are undernourished are more likely to deliver prematurely and to give birth to infants with lower birth weights, increasing the infants risk for poor health. Children from food insecure households are more likely to suffer health, mental and developmental problems that can negatively impact their growth and ability to learn. In addition, older adults in food-insecure households are at a greater risk for poor nutrition increasing their risk for chronic disease, depression, and/or limitations in activities of daily living.

The Supplemental Nutrition Assistance Program (SNAP) is the nation’s first line of defense against hunger and food insecurity. SNAP benefits are intended to increase the access of eligible low-income households to food and a nutritious diet, thereby improving their food security, health, and well-being. However, both the State and Federal government have determined that special outreach efforts are necessary for the SNAP program to ensure that all eligible residents are aware of the availability of the SNAP program to reduce food insecurity and hunger and are able to easily access the program.

The purpose of this initiative is to encourage non-profit agencies to design outreach strategies and to develop innovative approaches to reaching and guiding potentially eligible consumers through the application process for SNAP benefits. While NYS’s existing outreach efforts, along with significant access and technology improvements, have been successful in increasing the number of SNAP households statewide to record high numbers, participation among the elderly and immigrant populations, as well as working families with children, could be further improved. The goals of SNAP Outreach are to help people make an informed decision about whether to apply for the program, and ultimately to increase participation by eligible individuals and families, especially for those traditionally underserved populations.

B. Allowable T- SNAP Outreach Activities

Allowed Activities with Federal Funds

The following chart outlines specific allowable activities under the NYS T-SNAP Outreach Program which a contractor may be eligible for 50% Federal reimbursement contingent upon Federal approval, the availability of Federal funds, and State appropriation authority.

Allowable Activity	Example
Eligibility pre-screening	Use of a paper or electronic tool, such as MyBenefits, to inform potential applicants that they may be eligible and potentially how much they could receive
Application assistance	Assistance completing applications, including delivery of the application to the local SNAP office
Assistance obtaining application verification documents	Informing potential clients which documents may be needed and making copies of verification documents
Information dissemination in locations where low-income people gather, including farmers markets, churches, community centers	Distribution of information at the employers of low-wage workers

Outreach exhibit or booth at community event or farmer's market	Set up and staffing of outreach booth at the annual community fair
Conducting outreach workshops with community organizations at their locations	T-SNAP Outreach fair at a senior center
Toll-Free information line to provide information to potential clients	A Statewide 1-800 information number for potential clients to connect to their local office
Development of printed educational or informational materials for clients	Development and printing of a brochure outlining the benefits of participation in the SNAP program
Use or customization of USDA Food and Nutrition Service (FNS) outreach materials for clients	Hiring a graphic designer to customize and print the FNS posters with the phone number of the local office.
Training or train-the-trainer programs for T-SNAP Outreach workers	Training of local community partners to run outreach seminars by the primary outreach contractor
Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process	Translation of outreach materials into non-English languages spoken in the community
Program access activities	Reminder calls to enrolled clients regarding their recertification responsibilities

C. Prohibited T- SNAP Outreach Activities Regardless of Source of Funding

Federal reimbursement funding may not be used for television, radio, or billboard advertisements that are designed to promote SNAP benefits and enrollment; any agreements with foreign governments designed to promote SNAP; and/or lobbying efforts at the Federal, State, or local level. In addition, certain T-SNAP Outreach activities are prohibited regardless of the source of funding:

- Interfering during the certification interview or at other times to campaign on behalf of specific applicants or recipients, however, outreach workers may be present to provide support or help explain complicated terms; and,
- Recruitment of individuals to participate in the SNAP Program. Recruitment is defined as an activity intended to persuade an individual who has made an informed choice not to apply for SNAP benefits to change his or her decision.

D. Allowable T-SNAP Outreach Activities Supported by Non-Federal Funding

Certain T- SNAP Outreach activities are not reimbursable with Federal T-SNAP Outreach IV funds, although they **may** be supported with non-Federal funding:

- Acting as an authorized representative for applying, receiving SNAP benefits at issuance, or food purchasing; and,
- Transportation of clients to or from the local SNAP office or the provision of tokens, vouchers, or similar items for the transportation of clients to or from the local SNAP office. For example, a transit agency could donate bus vouchers for use by potential SNAP clients to travel back and forth to the local SNAP office at no expense to the State agency.

E. Coordination with State SNAP Nutrition Education Activities

SNAP nutrition education activities are supported through a State SNAP Nutrition Education (SNAP-Ed) Plan and, therefore, should not be included as ‘major’ components of a T-SNAP Outreach Program. However, because outreach promotes the nutrition benefits of SNAP, outreach activities may include a very minimum amount of nutrition education and nutrition messages, as long as the primary purpose and focus of outreach remains T-SNAP Outreach. For example, an organization may use messages that promote participation in SNAP as a means to buy more nutritious foods for your family. Many communities have a wealth of information available to help an organization promote the nutrition benefits of SNAP. Focusing on nutrition can help an organization get the attention of individuals who might not be inclined to pick up SNAP informational materials. This gives an organization an opportunity to explain SNAP as a nutrition assistance program to potential applicants who might still associate SNAP with welfare programs. We are encouraging T-SNAP Outreach staff and SNAP-Ed nutritionists to work together to communicate messages about how SNAP can help low-income individuals and families obtain healthy foods. We are also encouraging T-SNAP Outreach staff to be sensitive to the known and or perceived language barriers. For example, partnering with SNAP-Ed nutritionists at eligible SNAP retailers and farmer’s markets is one of the many possible ways that outreach providers can promote the nutrition benefits of SNAP at the same time that nutritionists are teaching clients how to make healthy food choices on a limited budget.

F. Funding/Reimbursement Policy

T-SNAP Outreach is a reimbursement-based program. Community-based organizations selected to conduct outreach activities will be required to bill OTDA 100% of approved, reasonable, and necessary costs and will be reimbursed for 50% of those expenditures. Federal reimbursement will be based on total expenditures. No advances will be made available. Only non-Federal funds may be dedicated to draw down Federal funding. Non-Federal funds designated for T-SNAP Outreach may not be used as a match for any other program. Non-Federal funds may include cash donations from non-Federal third parties such as charitable foundations/organizations. The non-Federal funds cannot include private cash donations from an individual. All costs submitted to OTDA for Federal reimbursement must be valid obligations of the selected contractors and must meet the threshold for reasonable, necessary, and allowable costs for T-SNAP Outreach programming as defined below.

1. For a contractor to be reimbursed 50 percent of eligible expenditures incurred, all expenditures must be reasonable, necessary, and allowable as defined below.

Reasonable costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and,
- Have a high priority relative to other demands; and

- Are what a prudent person would incur in like circumstances.

Necessary costs are those that:

- Are needed to carry out essential functions as defined by the contract;
- Cannot be avoided without adverse impact on program operations; and,
- Do not duplicate existing efforts. Administrative expenses are deemed allowable as they are considered operational costs for outreach, including all administrative expenses that are reasonable and necessary to operate approved outreach activities.
- Are the net cost after applicable credits. Example: An organization receives a 5 percent discount for paying for an item with cash that has a list price of \$100, so the organization only pays \$95. The organization must identify the cost of the item as \$95 in the SNAP budget.

Allowable expenses include:

- Salaries and benefits of personnel involved in program outreach and administrative support;
- Pro-rated costs of office equipment, supplies, postage, duplication costs;
- Development and production of outreach materials when no other appropriate materials exist;
- Pro-rated costs associated with lease or rental costs;
- Pro-rated costs associated with maintenance expenses; and,
- Charges for approved in-state travel for the purpose of fulfilling the approved outreach plan based on official State, local or travel regulations.

All expenses must meet State and Federal guidelines for the purposes of Federal reimbursement related to allowable expenses. Pursuant to NYS law, itemized administrative costs will be limited to 15% of the total contract amount and indirect costs rates, including federal indirect cost rate agreements, are not allowed.

2. Contractors will not be reimbursed for any activities that are deemed unallowable. Examples of **unallowable** costs for reimbursement are the following:

- Bad debts, uncollected accounts or claims, and related costs;
- Contributions to an emergency reserve (or similar provision) for unforeseen events;
- Contributions and donations (usually these are political in nature);
- Costs that are primarily for entertainment, amusement, or social activities (Note: Meals are cited in the Office of Management and Budget (OMB) regulations as unallowable but within the context of training, meals might be allowable.);
- Fines, violations, or penalties for failure to comply with Federal, State, or Local laws;
- Costs of general government, such as the Governor's office;
- Payments to third parties and other losses not covered by insurance (indemnification);
- Losses not covered by insurance (Note: See Indemnification above. These costs are similar, but not the same.);
- Legislative expenses;
- Shortfalls in one grant cannot be charged to another Federal grant (Recovery of Costs under Federal Funding Agreements) (Note: This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocation basis must be established for sharing the costs in proportion to the benefit each receives.);

- Alcoholic beverages;
- Agency advertising and public relations (unless used for recruitment of staff). (Note: Paid media buys for educational purposes via an outreach program are not precluded by this provision, but note that radio, television and billboard advertisements that promote SNAP benefits and enrollment are unallowable costs under SNAP regulations.)
- Alumni activities;
- Commencement and convocations;
- Legal fees which result from a failure to follow Federal, State, or Local Laws;
- Executive lobbying;
- Goods and services for private use;
- Housing and personal living expenses;
- Interest, fund raising, and investment management (For interest there are exceptions. If interest costs shown, it will be examined in light of the exceptions.);
- Any and all political party expenses;
- All costs incurred prior to the approval of the outreach plan (pre-agreement costs);
- Scholarships and student aid;
- Student activity costs; and,
- Travel is allowable only if approved but with restrictions as to amount and level of transportation cost (for example, no first class tickets).

G. Time Frame for Reimbursement

T-SNAP Outreach is a reimbursement program. Community-based organizations that contract with OTDA to conduct outreach activities will be required to bill OTDA according to the terms of the contract and OTDA will reimburse costs at 50 percent Federal share.

H. Fiscal Record Keeping

The contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the records"). The records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter and shall be made available to OTDA at our request, as provided for in Section 10 of Appendix A.

I. Quarterly and Annual Reporting

Contractors will be required to report on a quarterly basis to OTDA using a template provided by OTDA. Reports will be submitted according to the following schedule:

Period Covered	Due Date
October 1- December 31	The last business day of January
January 1- March 31	The last business day of April
April 1- June 30	The last business day of July
July 1- September 30	The last business day of October

Quarterly reports will cover at a minimum the following topics:

- Progress on meeting goals and objectives;
- Status on completing specific activities in the contractor’s work plan; and,
- Best practices.

An annual report is due to OTDA on November 30th of each year in a format determined by OTDA.

J. Civil Rights Training

Funded organizations will be required to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et. seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973, the Food Stamp Act of 1977, as amended; all provisions required by the implementing regulations of the USDA (7 CFR Part 15); Department of Justice Enforcement Guidelines (28 CFR Parts 42 and 50.3); and Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, political beliefs, religion or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity funded by Federal financial assistance from USDA.

Agency contracted staff, and any frontline staff of subcontractors, will be required to attend annual training provided by OTDA and the administrative agency. All contractors will be required to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, USDA, FNS, shall have the right to seek judicial enforcement of this assurance.

K. Executive Order 190

This RFP incorporates the New York State Prevention Agenda and the World Health Organization (WHO) Eight Domains of Livability to further the Health Across All Policies initiative. The New York State Prevention Agenda is the blueprint for action to improve the health of New Yorkers and become the healthiest state for people of all ages. The five priority areas of the New York State Prevention Agenda are:

1. Preventing Chronic Diseases
2. Promoting a Healthy and Safe Environment
3. Promoting Healthy Women, Infants and Children
4. Promoting Well-Being and Preventing Mental Health and Substance Use Disorders
5. Preventing Communicable Diseases

The WHO Eight Domains of Livability include:

1. Outdoor Spaces and Building—Providing safe, accessible places for the public to gather indoors and out. Ensuring that parks, sidewalks, safe streets, outdoor seating, and accessible buildings can be used and enjoyed by people of all ages.
2. Transportation—Increasing the accessibility, availability, and affordability of public transit options, as well as ensuring safe roadways.

3. Housing—Expanding affordable housing options for varying life stages, and enacting programs that help people remain in their homes longer to age in place.
4. Social Participation—Increasing access to affordable and community-based social activities can help address loneliness and isolation.
5. Respect and Social Inclusion—Increasing the availability of intergenerational activities and programs.
6. Civic Participation and Employment—Provide ways that all people, including older people, can, if they choose to, work for pay, volunteer their skills, and be actively engaged in community life.
7. Communication and Information –Providing information through a variety of means and in a culturally competent manner, recognizing that not everyone has a smartphone or internet access.
8. Community and Health Services—Ensuring accessible and affordable health services in every community.

The Health Across All Policies initiative is a collaborative approach that integrates health considerations into policymaking across all sectors to improve community health and wellness. To successfully improve the health of all communities, health improvement strategies must target social determinants of health and other complex factors that are often the responsibility of non-health partners such as housing, transportation, education, environment, parks, and economic development.

Consistent with Executive Order 190, where requested in this RFP, applicants must describe how their proposals can improve community health and wellness through alignment and coordination with the New York State Prevention Agenda priorities and the WHO Eight Domains of Livability.

V. Proposal Requirements – Format and Content

A. Evaluation Process

OTDA will establish a Review Committee to evaluate the proposals. All proposals will be reviewed for application completeness:

- All bidders who are determined to have submitted an incomplete application may be disqualified;
- Proposals that fail to meet all requirements may be disqualified; and,
- Applicant organizations must meet the prequalification requirements set forth on pages 3 and 4 of this RFP. Applications received from organizations failing to meet the prequalification requirements will not be considered or reviewed.

All complete proposals will be evaluated, and selection will be made based on the responsiveness of each of the requirements of this RFP, including: organizational capacity; experience to deliver programming; and, the cost-effectiveness of the proposal. Proposals will consist of three parts, a technical section with program specific questions, a budget section, and a work plan.

B. Evaluation Criteria and Method of Selection

OTDA will evaluate proposals based on the following evaluation criteria. The points assigned are reflective of the importance of each item as it relates to the total score. The following is provided as the relative weight for each section of the application:

Program Specific Questions and related	60%
Budget and related uploads	30%
Work Plan	10%

The method of selection will be based on a point system. Awards will be based on the highest total points awarded, but in order to best maximize funding, OTDA reserves the right to consider lower ranked proposals in the cases where multiple proposals fail to cover the entire stipulated service area or to address the needs of the specific underserved populations which are the focus of this solicitation. OTDA reserves the right to solicit and accept new proposals, as additional funding becomes available, should there not be acceptable remaining proposals. Should available funds be decreased in future years, OTDA reserves the right to reduce awards on a pro-rated basis and/or based on contractor performance. Should additional funding become available at any time during the period which this RFP covers, in lieu of releasing a new RFP if deemed in the best interest of the State:

- OTDA may make additional awards based on the remaining unfunded proposals submitted to OTDA as a result of this RFP in a manner consistent with the award methodology set forth herein;
- OTDA may increase awards to previously proportionally reduced award amounts of current contractors and/or increase contract amounts of the selected contractors beyond the amount originally requested or in excess of the award stipulations as specified in this RFP; and/or
- OTDA may increase awards to contractors that have demonstrated positive outcomes as a result of exceeding performance standards.

Regardless of score, OTDA reserves the right to:

- Fund or not fund an application based on the availability of funds and/or other relevant information, including an agency's financial position;
- Award all, some, or none of the monies available for T-SNAP Outreach;
- Seek clarification and revisions of applications;
- Negotiate with applicants the scope of work to best serve the interests of the State; and,
- Amend the specifications of this RFP, prior to application opening, should Federal or State policy change in respect to the T-SNAP Outreach Program.

C. Technical Proposal

Program Specific Questions - Points will be awarded based on the quality with which the proposal addresses the following items:

1. **Capacity and Experience** - Organizations must demonstrate experience and capacity to deliver T-SNAP Outreach programming and ability to implement a comprehensive program immediately upon the signing of a formal agreement. Applicants will be asked to: a) Describe the organizations capacity to provide fiscal and programmatic oversight of all T-SNAP

Outreach programming; b) Detail the organizations experience and success in providing T-SNAP Outreach to older adults, eligible legal non-citizen, and working families; c) RFP applicants are required to include the District Partnership Form, located in the Pre-Submission Uploads section of the Grants Gateway, which must be completed by each District in which program participants that you plan to serve reside. This form acknowledges their support of your program and serves as the basis for ongoing coordination and exchange of information. The New York City Department of Social Services (DSS)/Human Resources Administration (HRA) requires that requests for District Partnership Forms be submitted to the NYC DSS/HRA Office of Strategic Partnerships. Instructions for submitting such requests can be found on the agency's website at: [Letters of Support - HRA \(nyc.gov\)](#). Please note that DSS/HRA asks applicants to submit requests three weeks prior to the deadline for the solicited funding opportunity in order to ensure sufficient time to turn around requests.

2. **Program Goals and Strategy** – Organizations will need to describe the ability of their organization to meet the goals of the T-SNAP Outreach program. Applicants will be asked to: a) Provide a statement of need that identifies specific data indicators that demonstrate community needs for T-SNAP Outreach Services and explain why existing resources are unable or insufficient to address this need; b) Describe the goals of the proposed T-SNAP Outreach activities; c) Describe the demographic and social characteristics and language barriers of the target audience; d) Describe in detail the method that will be used to identify and target SNAP eligible populations; e) Describe in detail the planned T-SNAP Outreach activities that will be conducted. Detail each component of the outreach strategy by activity type. Please refer to the list of allowable T-SNAP Outreach activities; f) Describe the expected level of participation or exposure of the targeted activity and describe how each activity will be successful in increasing the number of underserved SNAP-eligible population; g) Detail the agency's plans to develop materials that are culturally appropriate for the targeted audience, translated in multiple languages and describe how you will assist persons with limited English proficiency during the SNAP application process; h) Describe the organization's plan to coordinate with Local Department of Social Services and other government agencies and community organizations who serve SNAP eligible populations to maximize reach to underserved populations and minimize duplication of services by coordinating events and material distribution; i) Describe any collaborations with other community agencies for the delivery of outreach services to the target population by identifying the name of each partner agency, the nature of the collaboration, the activities they will provide, and how the collaborative program/services will be coordinated and monitored; j) Describe how the organization will ensure that all SNAP Outreach workers will be informed and knowledgeable about USDA SNAP eligibility policy and allowable SNAP Outreach activities including how the agency will provide training to outreach workers and subcontractors on food assistance program regulations, effective and culturally appropriate outreach, and needs of food insecure population, and barriers to SNAP program participation; k) Describe how each planned activity will be monitored to determine program effectiveness. Include both process and outcome measures that will be collected for each activity. Detail how monitoring will capture the impact on the target population and specific high need populations.

D. Budget Proposal

Budget Forms – Applicants will be required to submit two (2) complete and corresponding budget forms outlining the expenses for the delivery of T-SNAP Outreach programming.

1. **Grants Gateway Master Contract Budget** that details *both* the 50% Federal share of T-SNAP Outreach funds detailed in the Grants Gateway Master Contract and the 50% non-

Federal share of T-SNAP Outreach associated with T-SNAP Outreach activities being used to draw down the Federal reimbursement.

2. **T-SNAP Outreach Budget Summary** [Upload to Grants Gateway] that details **both** the 50% Federal share of T-SNAP Outreach funds detailed in the Grants Gateway Master Contract and the 50% non-Federal share of T-SNAP Outreach associated with T-SNAP Outreach activities being used to draw down the Federal reimbursement.

All costs must be allowable, reasonable, and necessary for the delivery of services. All costs must be consistent with the scope of services described in the submitted proposal. Only use whole dollar amounts for funds requested. Administrative costs are limited to no more than 15% of the total program costs and all administrative costs must be identified and itemized. Federal indirect costs rates will not be allowed.

Staffing narrative for positions funded less than full time must be broken down by the percent time spent on T-SNAP Outreach and the percent time spent on outreach for other programs. Budget category definitions are as follows:

1. Staff Salaries are the annual salaries of the staff that will be working on the project and the corresponding Full-time Equivalent (FTE) value and the time by administrative and program tasks allocated to the project. The budget narrative must include the titles, roles of the staff positions, and percent time charged to the program.
2. Fringe Benefits include any social security, workers' compensation, unemployment insurance, disability insurance and other insurance programs the applicant organization provides and the narrative shall explain the calculation of fringe benefits associated with the staff salaries. The rate for salary fringe is capped each State Fiscal Year for federal funds. The current rules can be found in the Office of State Comptroller's Guide to Financial Operations. If budgeted fringe benefits represent an exception to standard policy, please explain the basis.
3. Contracted Services includes institutions, individuals, or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract, and whose services are to be funded under the contract. All such agreements are to be by bona fide written contracts and a copy of each must be included in the application package. If details are not known, include a brief narrative of each contracted service to be provided, indicating the organization/individual selected, projected budget, and anticipated outcomes. All subcontractors receiving \$50,000 or more will be required to have a prequalified document vault in the Grants Gateway and a current vendor responsibility questionnaire on the OSC VendRep system. All subcontracts of \$100,000 or more are subject to review and approval by New York State.
4. Staff Travel are travel costs associated with service delivery or training. All costs must be budgeted in line with standard agency travel policy or NYS Comptroller guidelines. Travel costs are reimbursed at State rates published by the NYS OSC and only travel costs for personnel listed under staff salaries are reimbursable. Consultant or sub-contractor's travel expenses must be included in the Contracted Services. Any exceptional staff travel costs must be justified in the budget narrative. No out-of-state travel costs are allowed.
5. Equipment includes the reasonable cost of necessary tangible property, having a useful life of more than one year and an acquisition cost of \$500 or more per unit, which is required to

operate the program and may be either purchased or rented, whichever is more economical. An inventory of all equipment purchased must be kept including depreciation schedule when necessary. Justification for any exceptional equipment purchases and/or rental costs must be provided in the Budget Narrative. All equipment purchases between \$500 and \$5,000 require 3 verbal estimates and any purchases over \$5,000 require 3 written estimates and prior approval by OTDA.

6. Space/Utilities include pro-rated necessary and cost reasonable real estate rental and utilities costs required for the operation of the program. Justification for any exceptional space or utilities costs must be provided in the Budget Narrative. A rental agreement must be included as part of an awarded contract. Space justification must include the cost per square foot and only the square foot being used by the T-SNAP Outreach staff by FTE can be charged to the program.
7. Other Operating Expenses includes any itemized expenses that fall outside of the categories listed above and administrative costs up to the 15% cap.

Any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories. The Explanation/Justification should be very specific as to the time spent on activities in such instances. The itemized administrative total must not exceed 15% of the budget total. Funds requested in support of administrative personnel are subject to NYS Executive Order #38 and attending provisions of NYS Social Services Law. Pursuant to this order, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget.

E. Executive Order Number 38 – Limits on State-funded Admin Costs and Executive Compensation

On January 18, 2012, Governor Andrew M. Cuomo issued Executive Order Number 38, "Limits on State-Funded Administrative Costs and Executive Compensation," which required that State agencies, including the OTDA, promulgate regulations limiting State reimbursement for administrative expenses and executive compensation of certain service providers. Any contract awarded through this RFP will be subject to the EO 38 regulations of the OTDA if it is determined that the awardee is a "covered provider" within the meaning of those regulations.

These provisions apply to any contractor when providing program services or administrative services involving the use of or receipt of State funds or State-authorized payments, or otherwise conducting business with the State of New York for which executive compensation is paid. Please note that any selected contractor is required to go to the EO 38 website to evaluate whether or not their agency is a covered provider, the EO 38 website can be found at: <http://executiveorder38.ny.gov/>

F. Work Plan and Objectives

This section consists of the work plan overview form, objectives, tasks, and performance measures. Applicants must complete a work plan overview form which includes an organizational capacity and a project summary section as well as objectives and task form. The work plan and objectives form the basis of quarterly reporting. Instructions are included in Part B of this RFP.

G. Required Documents

Pre-Submission Uploads - Download all forms by following the links available on the Grants Gateway Upload Screen. Upload any required forms in the places designated throughout the application. If you are unable to produce required information, you must upload an explanation in its place. Complete all M/WBE forms and upload them if requesting T-SNAP Outreach funds for supplies, contractual relationships, and/or equipment.

1. **District Partnership Form** (Attachment 1)
2. **Local Funding and Federal Funding Attestation Form** (Attachment 2)
3. **Equal Employment Opportunity Staffing Plan** (Attachment 3): This staffing plan is used to determine applicant's ability to meet the EEO workforce participation goals. All applicants must submit an Equal Employment Opportunity Staffing Plan with their proposals.
4. **M/WBE-EEO Policy Statement** (Attachment 4) This is an acknowledgement that New York State is an Equal Employment Opportunity employer, and by extension it expects all vendors, contractors, and subcontractors that hold contracts with New York State to ensure the same standard of equal opportunity in their employment practices. Applicants must sign and return the M/WBE – EEO Policy Statement with their proposals.
5. **M/WBE Certification of Good Faith Efforts** (Attachment 5) Contractors must document "good faith efforts" to provide meaningful participation by New York State Certified M/WBE subcontractors or suppliers/vendors in the performance of this contract.
6. **Subcontractor and Supplier Identification Form** (Attachment 6): This new form for OTDA For Profit and Not-for Profit procurements (IFB/RFP/Contract Reporter \$50k or more) was created for Offerors to complete as part of the bid solicitation. The form requires Offerors, for each new procurement (IFB/RFP/Contract Reporter Purchases \$50k or more), to list all subcontracts and the requested information for each that is in place to provide the goods and services required by that contract. This form was created to provide OTDA with a list of all subcontracts and key information including dollar value of the subcontracts over the contract term to assist OTDA in assessing the discretionary portion of each contract and overall compliance with NYS/OTDA MWBE requirements. New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, Offerors for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés, or other supporting roles. The Contractor will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Offerors are reminded that they must continue to utilize small, minority, and women-owned businesses, consistent with current State law. Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit

of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements. Public Procurements can drive and improve the State's economic engine through promotion of the use of New York businesses. The State therefore expects Offerors to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

7. **Agency Agreement** (Attachment 7)
8. **Federal T-SNAP Outreach Budget Summary Form** (Attachment 8)
9. **Federal T-SNAP Outreach Budget Narrative** (Attachment 9)
10. **Federal T-SNAP Outreach Staffing Detail** (Attachment 10)
11. **Federal T-SNAP Outreach Staffing Narrative** (Attachment 11)
12. **Federal T-SNAP Outreach Project Description Form** (Attachment 12)
13. **M/WBE Utilization Plan** (Attachment 13) This form must be submitted with any bid, proposal, or proposed negotiated contract, or within a reasonable time thereafter, but prior to contract award. The Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) under the contract. A dually certified firm cannot be counted toward both the MBE and WBE participation goals.
14. **M/WBE Subcontractors and Suppliers Letter of Intent to Participate** (Attachment 14)
15. **Not for Profit Contract Attestations** The following forms are available in the Grants Gateway and must be signed and submitted with all applications: EO177 Certification, Non-Collusive Bidding Certification, Acknowledgement of Understanding of Post-Employment Provision, Assurance of No Conflict of Interest, and Sexual Harassment Prevention Certification.

VI. **General Terms and Conditions**

NYS OTDA reserves the right to terminate in whole or in part, or modify the contract at its discretion or due to the unavailability of funds. If additional funding becomes available, OTDA reserves the right to reconsider any eligible proposals originally submitted in response to this RFP. Any additional awards will utilize the same scoring criteria and award methodology used to award the original contracts. Updated applicant information may be requested as deemed necessary by OTDA. OTDA also reserves the right to issue a new RFP to solicit new proposals if it is determined to be in the best interests of the State.

The terms and conditions for all funded projects will be specified in a detailed contract which must be signed by OTDA and approved by the New York State Office of the Attorney General Office and the Office of the State Comptroller before any work can begin or payments made. The successful applicants will be provided the complete standard contract for execution utilizing the Grants Gateway. All applicants are encouraged to review the various sections of the contract that are part of the Grants Gateway posting before submitting an application. A sample contract is also posted

on the OTDA Contracts and Grants website at <http://otda.ny.gov/contracts/procurement-bid.asp>. It is the policy of OTDA to encourage the employment of qualified applicants/recipients of public assistance by both public organizations and private enterprises that are under contractual agreement with OTDA for the provision of goods and services. OTDA may require the Contractor to demonstrate how they have complied or will comply with this policy. The contractor will be required to comply with all applicable Federal and State laws and regulations. The contract award will be made to the applicants whose proposals are determined to best meet the criteria set forth in this RFP. Any contract awarded pursuant to this RFP will be subject to the Office's processing procedures for contracts of this type, including approval as to form by the NYS Office of the Attorney General, as to award by the NYS Division of Budget, and by the NYS Office of the State Comptroller.

This RFP does not commit OTDA to award any contracts or to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for any services.

This RFP and any contract resulting from this RFP is subject to all applicable laws, rules and regulations promulgated by any Federal and/or State authority having jurisdiction over the subject matter thereof.

The proposal of the successful applicant will serve as the basis for the development of a contract. The following will be incorporated into any contracts resulting from this RFP:

- NYS Master Contract Terms and Conditions;
- Attachment A-1, (Program Specific Terms and Conditions);
- Attachment A-2 (Federally Funded Grants);
- Attachment B-2, (Expenditure-based Budget);
- Attachment C (Work Plan); and,
- Attachment D (Payment and Reporting Schedule).

Submission of a proposal will be deemed to be the consent of the applicant to any inquiry made by OTDA of third parties with regard to applicant's experience or other matters relevant to the proposal. OTDA reserves the right to request and consider additional information from any applicant beyond that presented in the initial proposal.

The award of the contract, if any, may be made with reliance on any additional information requested. Such information may include budget justification, program information, operational details, personnel information, or other funding source information.

All products, deliverable items and working papers resulting from this contract will be the sole property of OTDA and the applicant is prohibited from releasing these documents to any persons other than the Commissioner of the Office of Temporary and Disability Assistance or his/her designee unless authorized by the Office. The proposal shall be submitted by an authorized representative of the organization in the NYS Grants Gateway system who is an official authorized to bind the applicant. The electronic submittal reviews provisions and attestations made by the applicant to the veracity of the document package and shall contain a statement to the effect that the proposal is a firm offer for a 180-day period. The proposal shall also provide the name, title, address, telephone number, and area code of individuals with authority to negotiate and contractually bind the applicant and who may be contacted during the period of proposal evaluation.

It is the policy of the OTDA to provide all applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. The OTDA encourages all Applicants to seek resolution of complaints concerning the contract award process through consultation with the OTDA. All such matters will be accorded impartial and timely consideration. Detailed procedures are provided on the OTDA website at Contracts-Grant Opportunities <http://otda.ny.gov/contracts/>. An appeal of an OTDA decision may be requested by following the protest procedures established by the Office of the State Comptroller (OSC).

These procedures can be found in the OSC Guide to Financial Operations at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

The OTDA encourages all successful or unsuccessful applicants who desire a debriefing to contact the Bureau of Food and Nutrition Policy directly.

VII. General Information for Successful Bidders

A. Contracting Terms/State Payment

If your organization is awarded a contract, you will be required to submit certain forms and comply with the following information.

1. Cost of Proposal Preparation

The Office of Temporary and Disability Assistance (OTDA) will not be liable for any costs of work performed in the preparation and production of a proposal, or for any work performed prior to the formal execution of a contract. By submitting a proposal, the bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any misinformation or lack of information. The proposals shall become the property of the State of New York.

2. Assurances

The bidder warrants that it has carefully reviewed the needs of the State as described in the RFP, its attachments and other communications related to the RFP and that it has familiarized itself with the specifications and requirements of the RFP and warrants that it can provide such services as represented in bidder's proposal. The bidder agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable Federal, State, and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFP and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

3. Electronic Files or Data

If electronic files are to be exchanged as a part of this proposal or as a product of the contract, they must conform to agency policy and guidelines.

4. Conflict of Interest

Bidders may be requested to provide evidence that the award of the contract from this RFP will not result in a conflict of interest with regard to other work performed either by the contractor or any potential conflict of interest among specific contractor staff or subcontractors.

5. Ownership of Materials

All materials developed with funding provided by the State and all proposals, work plans, and budget become the property of New York State. All materials either produced, in whole or in part, through funding provided by New York State shall belong exclusively to OTDA and to the State of New York. OTDA may use any of the materials developed with project funds for any OTDA or other State purpose.

6. Equal Employment Opportunity

By submission of its bid, the successful bidder warrants that it is an Equal Opportunity Employer and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights law or any applicable Federal laws.

7. Prompt Payment Provisions

The payment of interest on certain payments due and owed by the State may be made in accordance with the criteria established in Article XI-A of the State Finance Law.

8. Contract Award

Upon receipt of necessary State approvals an award letter will be issued by OTDA to the successful bidder advising them of a contract award. A contract defining all deliverables and the responsibilities of the contractor and OTDA will then be developed for signature by both parties and for approval and processing in accordance with State policy and practice.

NOTE: The contract does not become legally binding upon the State of New York until it is fully approved and executed by the NYS Office of the Attorney General and the Office of the New York State Comptroller.

9. Publicity

Publicity includes, but is not limited to, news conferences, news releases, advertising, brochures, reports, discussions, and/or presentations at conferences or meetings. The inclusion of our materials, our agency name, or other such reference to New York State and/or OTDA in any document or forum is considered publicity. News releases or any other public announcements regarding this project may not be released without prior approval from OTDA.

10. Freedom of Information Law and Bidder's Proposals

The purpose of New York State's Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public's right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State or for the proposals submitted to the State in response to Requests for Proposals. After formal contract award, the proposal of the successful bidder and the proposals of non-successful bidders are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful bidder's contract which "are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL.

If there is information in your proposal which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your proposal.

11. Americans with Disabilities Act (ADA)

The successful bidder shall comply with all applicable requirements of the Americans with Disabilities Act (ADA), codified at Title 42 of the United States Code, section 12101 et seq. and associated regulations, including, but not limited to, those located in 28 C.F.R. Part 36. The successful bidder shall comply with all applicable requirements of the New York State Human Rights Law, codified in the Executive Law sections 290 - 301 and applicable regulations implemented pursuant to that law. The successful bidder shall warrant to OTDA that they are in compliance with both the ADA and its regulations and the New York State Human Rights Law and its regulations.

Any products developed as a result of this RFP must be in a format that can be converted for use by individuals with disabilities to meet the reasonable accommodation standards established by the American with Disabilities Act.

12. Contract Modification

The contract budget can be modified, upon mutual agreement of the parties, during any term by written amendment. Budget modifications over 10% require external approvals by both the NYS Office of the Attorney General and the Office of the State Comptroller.

13. Contract Cancellation

OTDA reserves the right to cancel the contract or any part thereof, at any time, upon thirty (30) days written notice. If, in the judgment of OTDA, the Contractor fails to perform the work in accordance with the contract, OTDA may terminate the contract immediately by written notice for cause. OTDA may elect to suspend contract performance or provide a cure period prior to termination.

14. Iran Divestment Act

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non- Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize for such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should OTDA receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OTDA will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OTDA shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. OTDA reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

15. Minority and Women-Owned Business Enterprise (M/WBE) and Equal Employment Opportunity (EEO) Participation

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations OTDA is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of OTDA contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, OTDA hereby establishes an overall goal of 30% for MWBE participation, 15% percent for New York State-certified Minority-owned Business Enterprise ("MBE") participation and 15% percent for New York State-certified Women-owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the respondent agrees that OTDA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how OTDA will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied

towards the achievement of the applicable MWBE participation goal. [FOR CONSTRUCTION CONTRACTS – The portion of a contract with an MWBE serving as a supplier that shall be deemed to represent the commercially useful function performed by the MWBE shall be 60 percent of the total value of the contract. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be the monetary value for fees, or the markup percentage, charged by the MWBE]. [FOR ALL OTHER CONTRACTS - The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract]

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and OTDA may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Contract’s program manager at OTDA.

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OTDA for review and approval.

OTDA will review the submitted MWBE Utilization Plan and advise the respondent of OTDA acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to the OTDA a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OTDA to be inadequate, OTDA shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

OTDA may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If OTDA determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to OTDA but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful respondent will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to OTDA, by the 8th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women OR Authority equivalent to Appendix A]. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form OTDA-4970, to OTDA with its bid or proposal.

If awarded a Contract, respondent shall submit a Workforce Utilization Report, Form OTDA-4971, and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by OTDA on a QUARTERLY basis during the term of the Contract.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

16. Service Disabled Veteran Owned Business Enterprises in State Contracting

1. The OTDA is in full accord with the aims and efforts of the State of New York to promote Service-Disabled Veteran-Owned Businesses (SDVOBs), as enacted in 2014 by Article 17-B of the Executive Law.

This Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, Offerors to this RFP are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the resulting contract.

Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at: <https://ogs.ny.gov/Veterans>.

2. Offerors are strongly encouraged, to the maximum extent practical and consistent with legal requirements of the State Finance Law, the Executive Law and any implementing regulations, to use responsible and responsive NYS certified SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Prospective awardees to this RFP are subject to

the provisions of Executive Law Article 17-B and the regulations (9 NYCRR Part 252) issued thereunder. Bidders/proposers are reminded that they must continue to utilize small, and minority and women-owned businesses (M/WBEs), consistent with current State law (Executive Law Article 15-A).

3. Offerors will complete the Service-Disabled Veteran-Owned Businesses (SDVOBs) Utilization Plan, to demonstrate their proposed utilization of NYS certified SDVOBs as part of their bid/proposal. OTDA has set a goal for SDVOB utilization for this procurement of 6 %.
4. The successful Offeror/Contractor will report on **actual** participation by each SDVOB during the term of the contract to the OTDA on a quarterly basis according to policies and procedures to be set by the OTDA.

NOTE: Information about set asides for SDVOB participation in public procurement can be found at: <http://www.ogs.ny.gov/Core/SDVOBA.asp>, which provides guidance for State agencies in making determinations and administering set asides for procurements from SDVOBs.

17. Federal Funds

In the event that a contract is awarded as a result of this solicitation, contracts may have to comply with Federal reporting provisions of the OMB Super Circular, found in Federal regulations at 2 CFR Part 200 (Subparts A-F)- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as outlined in Section V.2. of the Master Contract.

Part B: Instructions for Completing the Application

General Instructions

The T-SNAP Outreach application must be submitted in Grants Gateway which is accessible at <https://grantsgateway.ny.gov>. Eligible entities must be pre-qualified NYS nonprofit organizations. Applicants should submit only one application per agency. Read and apply all instructions while completing the screens in The Grants Gateway. No required documents submitted for consideration will be accepted outside of the Grants Gateway system. A printed version of the application appears in Part D.

Please note: only someone assigned as a Grantee Signatory or System Administrator role at your agency is allowed to submit the application in the Grants Gateway system.

Find T-SNAP Outreach from the View Opportunities button. Find the “Apply for Opportunity” box. From the FORMS MENU, complete the following FORMS/SCREENS sections from the Forms Menu, these items do not have to be completed in any particular order. Please note that you must save your work before moving onto or between a new screen. If you do not complete the application process in one session, search for the application in progress from the application link at the top of the screen when you return.

Project Site Address Screen

Enter statewide contractor site addresses and agency specific information as requested.

Program Specific Questions Screen

Follow instructions at the top of screen. Answer all of the questions in this section. Note that all narrative answer spaces have text limits. Please be detailed but concise. Upload all forms when required. Upload optional forms to support narrative when applicable.

Budget Forms

Applicants will be required to submit two complete and corresponding budgets for the delivery of T-SNAP programming.

1. The Grants Gateway system Master Contract Budget that details both the Federal T-SNAP Outreach funds and the allowable non-Federal expenses associated with T-SNAP Outreach activities being used to draw down the Federal reimbursement; and,
2. The Federal T-SNAP Outreach budget, budget narrative, staffing summary and staffing narrative, which details both the Federal T-SNAP Outreach funds and the allowable non-Federal expenses associated with T-SNAP Outreach activities being used to draw down the Federal reimbursement.

All costs must be allowable, reasonable, and necessary for the delivery of the proposed services. All costs must be consistent with the scope of services. Only use whole dollar amounts for funds requested. Administrative costs are limited to no more than 15% of the total program costs and all administrative costs must be identified and itemized. Federal indirect costs are not allowed.

Staffing pages must be broken down by the percent time spent on T-SNAP Outreach program and administrative duties. If a staff position is funded by more than one funding source, the amount of each funding source to support the salary must be provided in the budget narrative.

Ineligible items will be removed from the budget prior to submitting to USDA as part of the NYS T-SNAP Outreach Plan and as part of contract negotiations with successful bidders. SNAP Outreach reimbursement is contingent upon Federal approval, the availability of federal funds, and state appropriation authority.

Consult Part A, Section F for Allowable Expenses. Use the following as a guide for where expenses should appear in the budget.

Personal Service – Include employees that will be paid in full or in part from contract funds in the Grants Gateway Master Contract Budget. Each title must be listed on a separate screen. In the role/responsibility field, please describe the title's role in relation to T-SNAP. The Personal Salary Services Narrative screen should only be used to describe exceptions in staffing patterns, annual salary costs, or justification of staff funded by more than one funding source, and explanation of the percent time allocated to T-SNAP, including the percentage of time allocated to administrative and program activities where necessary. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Fringe Benefit - Fringe Benefits should be budgeted in line with an organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreement, the rate should not exceed the current NYS rate published by the Office of State Comptroller in the Guide to Financial Operations. Provide a brief explanation of the percentage and composition of the fringe benefit structure in the Fringe Type/Description field. If fringe is not applicable, leave this section blank. For all employees listed in the Personnel Service Expense Detail, the following mandatory employer payroll taxes must be paid: Social Security (FICA), NYS Unemployment Insurance (SUI), NYS Disability Insurance, and Workers' Compensation. Additional fringe benefits such as pension, health, life, and/or dental insurance may be provided. If T-SNAP funds are being requested to cover these expenses, the total fringe benefit and payroll taxes chargeable to this program cannot exceed the Office of the State Comptroller's current rate. No exceptions are granted to the maximum rate, although you may allocate a lower percentage. These amounts should carry to the "Budget Statement" under Fringe Benefits. You must explain all costs associated with this budget line in the Justification/Explanation section of this worksheet. The Fringe Narrative screen should not be used since all explanations should appear on the Fringe screen. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Contractual Services – Costs for services rendered to the project under a formal or written agreement such as direct provision of services by contractual arrangement. Each type of contractual cost must be listed on its own screen and the cost justified. Only the pro-rated portion of the entire expenditure that is related to the T-SNAP Outreach is allowed. This line includes individuals or organizations external to the contractor which have entered into an agreement with the contractor to provide any services outlined in or associated with the contract and whose services are to be funded under the contract budget. This includes any other nonprofits performing work under the proposed T-SNAP Outreach contract. All such agreements are to be bonafide written contracts: OTDA reserves the right to request these documents at any time in the future. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement. All subcontractors receiving \$50,000 or more will be required to have a prequalified document vault in the Grants Gateway and a current vendor responsibility questionnaire on the OSC VendRep system. All subcontractors receiving \$50,000 or more will be required to have a prequalified document vault in the Grants Gateway and a current vendor responsibility questionnaire on the OSC VendRep system. All subcontracts of \$100,000 or more are subject to review

and approval by New York State.

Travel Costs - These costs may be reimbursed up to the NYS rate approved by OSC. Only travel costs for personnel listed under Personal Services Costs are acceptable. In the justification field, explain which staff will be traveling in relation to the project, the destination, purpose, and frequency of the travel. Out-of- state travel is not allowed. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Equipment - This category includes the purchase, rental, and leasing of equipment. Equipment is any non-consumable, tangible property having a useful life of more than one year. Substantial equipment purchases (costing more than \$5,000) should be avoided. Acquisition costs must be in accordance with NYS and Federal Office of Management and Budget requirements and should be evaluated to determine if leasing is a more practical and cost effective alternative. If the only alternative is to purchase such equipment using contract funds, an applicant is required to obtain 3 competitive bids and must receive OTDA prior approval. All things being equal, contractor must purchase equipment from the lowest bidder. Complete the Equipment form if ordinary equipment is requested. Complete the Equipment Narrative form in addition if there is any substantial equipment costing more than \$5,000 per item. The Equipment Narrative form includes fields for bids received and explanations for justification. Please note that equipment may not be purchased, rented or leased unless it is in the approved contract. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Space/Property–Rent -This section is used for costs associated with Space/Property rent, including square footage of space allocated to this contract, and cost per square foot. Proposed space/property costs to be funded with Federal T-SNAP Outreach funds must be supported by calculations based on the cost per square foot for each FTE associated with the program. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Space/Property – Own- T-SNAP Outreach expenses should not appear in this screen as mortgage payments which are not allowable under T-SNAP Outreach but this form may be used for matching funds. In the event that owned property is being used towards match, please use the justification field to explain. The Space/Property-Own Narrative form should not be used. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Utilities – Expenses related to utilities which are needed to operate an agency facility such as phone, water, electricity, heating etc. Only the pro-rated portion of the entire expenditure that is related to the T-SNAP Outreach is allowed. Costs must be justified in the justification field. The Utilities Narrative form should only be used to explain extraordinary costs. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Operating Expenses – Item's necessary to operate your program, such as office supplies, insurance, postage, copies, and supplies. Describe expenses fully in field provided. The Operating Expenses Narrative should only be used to explain extraordinary costs. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Other- Itemized administrative costs are allowed up to 15% of the requested amount. All costs must be identified and itemized. Allowable administrative costs are those costs directly related to administering the T-SNAP Outreach. Any personnel that provide both direct services and administrative duties may be split accordingly between the personnel and administrative cost categories and the staffing narrative should identify the percentage of time allocated to program and administrative functions. Funds requested in support of administrative personnel are subject to Executive Order #38. Pursuant to this order and the attending regulations, grant funds may not be used to support the salaries of administrative personnel that receive compensation in excess of \$199,000 without an approved waiver. OTDA may adjust the compensation cap annually based on appropriate factors and with the approval of the Director of the Division of Budget. Indirect Cost Rates are not allowed. In the Federal T-SNAP Outreach budget, staffing summary and narratives, show both the Federal and non-Federal funds used for Federal reimbursement.

Other Items - Eligible items or services necessary to run the program which do not fall into any of the preceding budget categories in the budget should also be listed in the "Other" section. All costs must be described & justified in the field provided. The Other Narrative form should only be used to describe extraordinary costs.

Work Plan

The Work Plan consists of two sections; Work Plan Overview Form and Work Plan Properties.

Work Plan Overview Form - Based on ANNUAL perspective, complete the work plan for October 1 2022– September 30, 2023 following the directions.

In the **Organizational Capacity Section**, describe the relevant experience of the applicant organization in the following areas. Whenever possible, describe outcome activities. Include the following:

1. Experience and Capacity of organization to administer a T-SNAP Outreach program
2. Experience conducting T-SNAP Outreach targeted to underserved SNAP eligible populations, including prescreening, application assistance, and program access for SNAP
3. Experience working with low-income, limited English proficiency, and food-insecure populations
4. Experience collaborating with state/and or local level food programs or social service program administrators to increase participation in the SNAP program

Applicants responding to this RFP should demonstrate an awareness of how minorities and persons with disabilities have been considered in the development and implementation design of the T-SNAP Outreach activities.

In the **Project Summary** section, provide the following:

1. **Needs Assessment**- Detail the SNAP participation rates, major barriers to SNAP

participation, and appropriate kinds of activities to reduce barriers and increase participation in the SNAP program. Identify areas with large populations at risk of food insecurity. Provide a detailed description of the target population including relevant demographics.

2. **Project Summary**- Describe overall programming. Estimate the number of activities to be conducted and the estimated reach of program activities, including the different service delivery methods, hours or operations, and location/sites where T-SNAP Outreach services to will be provided.

Work Plan Properties- Referring to the Grants Gateway Vendor User Guide in Pre-Submission Uploads, Work Plan pages 59-66, list and describe at least (1) task for each of the 5 objectives listed for the Targeted T-SNAP Outreach program. Additional objectives and tasks may be added based on the proposed work submitted in the proposal. Example: Objective – “Eligibility Pre-Screening.” In the Narrative field, describe the significance of the objective, task(s) used to accomplish the objective and identify performance measures that will show if the objective is accomplished. Following example, a narrative might be “Increased participation in SNAP will result from conducting SNAP Pre-Screening events at food pantries serving food-insecure individuals and families.” The task section should include measurable objectives. For example: “By the end of September 30, 2022, following 50 T-SNAP Outreach events, SNAP participation will increase by 3,000 individuals”. You may upload performance measure documentation, such as charts, surveys etc. Save your work. Repeat the same process for subsequent Objectives.

Pre-Submission Uploads - Download all forms by following the links available on the Upload Screen, or you may print the forms in Part C of this application. Upload all completed and/or required forms in the places designated throughout the application. If you are unable to produce required information, you must upload an explanation in its place. Complete M/WBE forms and upload them if requesting T-SNAP Outreach funds for supplies, contractual relationships, and equipment. If a contractual relationship is with another not-for- profit, that expense is not subject to MWBE goals.

No Further Entries This Page

Notice of Intent to Bid Form

NOTICE OF INTENT TO BID

This form confirms our intent to respond to the Targeted SNAP Outreach Program RFP issued by the New York State Office of Temporary and Disability Assistance.

Signed:

(Name/Title/Organization/Bidder Name)

(Address/Phone)

Please respond no later than **March 18, 2022** by emailing this form to:

Kristin Shanahan
Assistant Statewide Coordinator,
SNAP Outreach
Office of Temporary and Disability Assistance,
Employment and Income Support Programs
Email: Kristin.Shanahan@otda.ny.gov

Part C: Printed Version of the Gateway Application

[Note full version of RFP will be available as link for applicants to print out.]

1. Provide a statement of need that identifies specific data indicators that demonstrate community needs for SNAP Outreach Services. Explain why existing resources are unable or insufficient to address this need.
2. Detail your organization's experience and success in providing SNAP Outreach to eligible, high-risk, and underserved populations. your organization's capacity to bear fiscal and program oversight of all activities outlined in the RFP.
3. Describe the goals of your proposed. Describe SNAP Outreach activities. Include estimated participation reach by activity and population type.
4. Describe the demographic and social characteristics of your target audience.
5. Describe in detail the method that will be used to identify and target SNAP eligible populations and geographic area for program implementation, including underserved areas.
6. Describe in detail the planned SNAP Outreach activities that will be conducted. Detail each component of the SNAP Outreach strategy by activity type and target population. Please refer to the list of allowable SNAP Outreach activities.
7. Describe the expected level of participation or exposure of the target audience by activity. Describe how each activity will be successful in increasing SNAP participation, particularly among immigrants, families with children, older adults, and/or veterans.
8. Detail your agencies plan to develop materials that are 1) culturally appropriate for the target audience 2) translated in multiple languages and describe how you will assist persons with limited English proficiency during the SNAP application process.
9. How will your organization coordinate with Social Service Districts (SSDs), other government agencies, and community agencies who serve SNAP eligible low-income populations? Identify the name of each partner agency, the nature of the collaboration, the activities they will provide, and how the collaborative program/services will be coordinated and monitored. How will your agency prevent duplication of services? How will your agency coordinate distribution of informational materials.
10. Describe how your agency will ensure that all SNAP outreach workers are knowledgeable about USDA SNAP policy, SNAP eligibility and application rules, and allowable SNAP outreach activities.
11. Detail how each planned activity will be monitored to be determine program effectiveness. Include both process and outcome measures that will capture the impact of SNAP outreach activities on the target population and specific high need populations.

Budget Specific Questions

12. Using the application budgets and Project Staffing Detail federal reimbursement form, provide a detailed staffing budget and narrative that outlines the necessary and cost reasonable program staff associated with the project.

13. Using the application budgets and Budget Detail Federal Reimbursement forms provide a detailed operating budget and narrative that outlines the necessary and allowable program expenses associated with the program.
14. Describe how your agency will track administrative expenditures to stay below the state administrative cap. Describe any cost allocation processes.
15. Using the application work plan, outline the goals of the SNAP Outreach program and provide information on how you will measure progress in reaching program goals.