

**Targeted SNAP Outreach Program (T-SNAP)
Request for Proposal
Responses to Questions
March 18, 2016**

The official responses to questions submitted pursuant to Section II, A (Questions Concerning this Request for Proposal (RFP)) are listed below. Questions are grouped by topic and the responses are in bold type.

Match Requirement

1. In regards to the match requirement, are any or all of the following sources of funding allowable as match funds: 1) Local government grants or contracts; 2) Local government grants or contracts that are comprised of Federal funds passed down to localities; 3) In-kind contributions (for example, an in-kind contribution of food from an organization, which is used for food pantry packages that help draw people into the agency, where they can be reached for SNAP outreach).

Answer: Applicants must identify at least \$150,000 in allowable dedicated non-Federal funding for SNAP Outreach activities to draw down an equal amount of Federal reimbursement funding. The following are allowable sources of match funding:

1) State or local non-Federal government funding (grant or contract) that is being used to support allowable SNAP Outreach program and administrative costs and is not being used for a match for another program.

2) An organization's private revenue dedicated for allowable SNAP Outreach program and administrative costs and is not being used for match for another government program.

Local government grants or contracts that are comprised of Federal funds passed down to localities are not an allowable source of funding for SNAP Outreach reimbursement. An in-kind donation by a private entity is not considered expenditure; therefore, it is not considered a cost and is not an allowable source of funding for reimbursement.

2. Must the matching be restricted to SNAP like the OTDA funds are?

Answer: Yes, 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 an annual gross outreach program budget. Only expenditures that are used for allowable SNAP Outreach program activities can be reimbursed at 50% under the SNAP Outreach program.

3. Can a foundation grant for benefits access count as a matching fund?

Answer: Yes, because SNAP benefit access is an allowable SNAP Outreach activity. If the foundation grant is a dedicated source of funding for 'SNAP' benefit access, it may be used as a match. If the foundation grant is for benefit access related to SNAP and other benefit programs, only the cost-allocated portion of the grant dedicated to SNAP benefit access can be used as a match. The source of the private foundation funding cannot be Federal funding that is awarded to your organization and the private foundation funding may not be used as a match for another program.

4. Can a foundation grant for general operations count as matching funds?

Answer: Yes, if the foundation grant for general operations is dedicated funding used to support allowable administrative costs to operate SNAP Outreach activities. Only dedicated funding that is used for allowable SNAP Outreach program activities can be used as a match to draw down Federal reimbursement for SNAP Outreach.

5. Can the non-Federal funding include monies from an unrestricted funding pool comprising small individual donations to a fundraiser or fundraising event?

Answer: Yes, cash contributed or donated by other non-Federal public agencies may be used as a match when the funding is used to support allowable SNAP program and administrative outreach activities.

6. Must funding be new to be counted as matching funds? How do you decide if matching funding is new? a) Is a new award from an existing funder considered new? b) Is an award from a new funder considered matching if it is awarded after the award date for the T-SNAP II?

Answer: It does not matter when the funds used for the match were acquired. However, the funds used for the match must be available and designated for use during the same time period as the federal funds they are to match. A contractor will be required to submit 'annual' budgets during the contract term that 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 an 'annual' gross outreach program budget. Project obligations must be established in the fiscal year the funds are appropriated.

7. Our project has received dedicated, annual funding from a large foundation for the past several years that we intend to use as the philanthropic match; however, we are currently in the middle of a grant cycle which expires just before the Oct. 1 start date for T-SNAP Outreach II. Although the foundation remains committed to our project, per their grant cycle policies it is too early to award us a new grant at this time. Do we need to submit any type of documentation or "proof" that the foundation is committed to this work and, should they continue to fund this effort, the funding can be used as a match for T-SNAP Outreach funds? If so, what type of proof do you deem acceptable?

Answer: The match should be a valid source of funding available to the applicant for the contract period and term associated with this solicitation (October 1, 2016- September 30, 2020). It is preferable that the match funding be in place and available at the time of application. Alternatively, the match funding will need to be in place at the start of the contract term, 10/1/16. If the match is in the form of an anticipated grant, you may submit a letter from the donor attesting to the application of funding with anticipated award date.

Letters of Support

8. Regarding the Local Department of Social Services Letter of Support, do we need to reach out to NYC Human Resource Administration (HRA) to sign off on the letter of support? Also, would we be mailing the original copies at some point or just upload them all on Grants Gateway?

Answer: Applicants must submit a letter of support from each Local Department of Social Services (LDSS) in the county or counties where SNAP Outreach services are to be delivered. Applicants proposing to serve one or more boroughs in New York City must submit a letter of support from the NYC Human Resource Administration (HRA). The LDSS Letter of Support should be on agency letterhead and be signed by an official agency representative. A template is included in the RFP as attachment 2. The letter of support should be uploaded as a pdf to the Grants Gateway. If multiple letters are submitted, they may be uploaded as one pdf document.

Purpose of Solicitation

9. Page 6 of the RFP under the section entitled "Purpose" states, "This RFP also seeks outreach to geographic areas of the State that have not been previously served with SNAP outreach activities or which are underserved". Is the intent of this RFP to target areas not previously served by this funding source? Our organization currently has a TSNAP contract which covers 3 counties that have been underserved. If we were to submit a proposal to serve some of those same counties, is it possible that we would receive funding under this RFP again, or is the intention to have proposers offer services in counties that have not been served under TSNAP funding previously? Please clarify.

Answer: OTDA is interested in both maintaining and expanding the reach of SNAP Outreach services in areas of high need across the State. Recognizing that community demographics are continually changing, this RFP also seeks outreach services to geographic areas of the State (county, city, town, village, school district, etc.) where SNAP-eligible populations may be underserved by SNAP Outreach services. The following link is provided by USDA to assist organizations with conducting a needs assessment for SNAP Outreach services:

http://www.fns.usda.gov/sites/default/files/SNAP_SpecPop_Tutorial_NeedsAssessment.pdf

10. Is the intent of this RFP to fund new organizations only or can an agency that has previously had a Targeted SNAP contract respond to this RFP?

Answer: This RFP is open to all organizations who meet the eligibility requirements set forth in the RFP. Organizations that have received T-SNAP funding in the past are eligible to apply again. Preferred applicants will be entities with experience working with food and nutrition programs serving low-income food-insecure populations and who can demonstrate the experience and capacity to deliver the requested SNAP Outreach services to the targeted populations as outlined in the RFP.

11. If we are interested in submitting a proposal to provide services in multiple counties, are we expected to submit one application which covers all of the proposed counties, or one application for each county proposed? Please clarify.

Answer: Applicants should submit one proposal and follow the RFP directions included in section V(C)(2)(d). Specifically, sub-part (d) asks for applicants to describe the geographic area for program implementation, including underserved areas.

12. Our catchment area covers NYC and the Lower Hudson Valley. Is there any specific guidance for proposals that will cover one borough of New York City and two Lower Hudson Valley counties? Please clarify.

Answer: See Answer 12.

Eligible Activities

13. Would people who used to receive SNAP benefits, but lost them for some reason and are now interested in re-applying through our proposed program be eligible (i.e., would reinstatements count as enrollments for the purposes of this RFP?)

Answer: Yes, assisting former recipients with SNAP screening and application assistance is an allowable activity. Anyone who is experiencing food insecurity may apply for SNAP benefits regardless of their past involvement in the SNAP program. Outreach agencies help individuals and families who may be eligible for nutrition assistance to make informed decisions about applying for the program.

14. Are you interested in seeing concrete outcomes as to how many people we get to fill out a SNAP application, and/or how many people actually receive benefits?

Answer: Yes, program reporting will be required of all contractors as a condition of funding. In accordance with the RFP section V(C) (2) (k), applicants should describe how each of their planned activities will be monitored to determine program effectiveness. Outcome measures will depend on the activities conducted and should be quantifiable. Examples of measurable report activities may include: number of events, number

individuals pre-screened, number of applications completed, number applications filed, number clients assisted with verifying documents, number of print materials disseminated, or number of SNAP recertification reminder calls conducted. Organizations that have an agreement with the LDSS, and have obtained client consent, may also be able to report available enrollment data.

NYS Grants Gateway - Proposal Format

For additional assistance with the Grants Gateway application process, please refer to the NYS Grants Gateway Vendor User guide, version 2.0 accessible via:

<http://grantsreform.ny.gov/sites/default/files/nys-grants-gateway-vendor-user-guide-V2031615.pdf>

15. Can we upload documents as they get ready and save them on the portal?

Answer: Yes, on the Pre-submission Upload Page, applicants are able to click on each link to download and save the document template to their computer. Once you have filled out the document template, you can use the associated Upload row to upload the document as part of the application. For further assistance with mandatory pre-submission uploads, please refer to section 6.2.11 of the Grants Gateway Vendor User Guide.

16. What is the limit on words for each Program Specific Questions?

Answer: There is a 4,000 character limit for each question.

17. Do we upload each questions answer separately or can there be one program narrative that addresses the questions?

Answer: Each question has an area for the answer and should be answered separately.

18. For the new RFP, can we upload, graphs/charts or tables in the program description/narrative part?

Answer: No, the Grants Gateway application does not support the submission of graphs, charts, or tables in the application program specific questions.

19. Is it possible to submit more than one proposal? We are considering a proposal involving information and referral dissemination, which would have statewide coverage and is programmatically different from the face-to-face, direct assistance model that we are also considering. Since these are programmatically different activities from the county-specific services, involving different types of operations and staffing, we would like to clarify whether we

should submit one application for the statewide information and referral project separately from county-specific applications for direct assistance services. Please clarify.

Answer: Applicants are only permitted one application. Applicants should ensure that the program model is established prior to submission.

Previous Solicitations

20. Is there any way you could e-mail us the scorecard for our last RFP?

Answer: The Freedom of Information Law (Public Officers Law Article 6) is New York State's principal statute on providing for public access to government records. The Records Access Officer is responsible for responding to public requests for access to records. If you wish to access a record under FOIL, you must make your request in writing. Please be as specific as possible in describing the records in which you are interested. Within five business days of the receipt of a written request, we will send a written acknowledgement that we received the request. Please send your inquiry via mail, fax, or e-mail to:

Records Access Officer

New York State Office of Temporary and Disability Assistance

40 North Pearl, 16th floor

Albany, NY 12243

FAX: (518) 486-6935

E-mail: nyspio@otda.ny.gov