

**Targeted SNAP Outreach Program (T-SNAP) IV
Request for Proposals
Questions and Answers**

Section 1: General

Question 1: Can SNAP Outreach funds be applied towards an existing program?

Answer:

Yes. Funds can be used to expand an existing program as long as the allowable services and activities are not covered by other funding sources.

Question 2: Do recertifications for SNAP count?

Answer:

Yes. Assistance completing the SNAP recertification is an allowable T-SNAP activity.

Question 3: What are the key objectives that must be identified and measured?

Answer:

Providers will be expected to submit quarterly reporting information that captures the following elements:

- Individuals screened for SNAP
- Number of SNAP applications filed
- Number of recertifications filed
- Number of SNAP cases that were opened
- Average SNAP household size
- Average monthly benefit amount

Question 4: If an agency operates a separate and/or self-funded program with some similar goals to the T-SNAP program, would it be permissible for staff from one program to be cross-utilized with another (e.g. a self-funded food pantry)?

Answer:

Time and effort reporting is required for all paid staff (full and part time) and volunteers supported by the T-SNAP program. Time records are used to calculate the charges, including salaries and benefits, for time spent on allowable activities. As a reminder, only governmental entities can count volunteer time toward the project costs. If staff are cross-utilized, there must be clear delineation between time spent on each program.

Question 5: Can part of a T-SNAP outreach worker's time be charged to the T-SNAP budget while the rest of their time is focused on other outreach/benefits access activities?

Answer:

Yes. Only work directly related to T-SNAP can be charged to the program, and this must be clearly documented when submitting voucher claims.

Question 6: As the date of Notification of Award is 7/15/2022 and the Project Start Date is 10/01/2022, when can we start recruiting and onboarding?

Answer:

It is at an organization's discretion to begin recruitment and onboarding for T-SNAP Outreach, as well as any spending, prior to the date a contract is officially executed.

Question 7: Are there any formal outcomes/goals that OTDA has for proposals on how many individuals should be outreached to?

Answer:

No. It is expected that budgets reasonably align with reportable outcomes. Reportable outcomes are listed in question 3 of this document.

Question 8: What documentation will need to be submitted to show we have made a good-faith effort (with MWBE) but were not successful?

Answer:

Additional information related to good faith efforts can be found on the MWBE Good Faith Efforts form which is Attachment 5 in the pre-submission uploads section of the grant opportunity application. Documentation will differ based on the specific circumstances.

Question 9: Is there a word/character limit on any section of the application?

Answer:

The Program Specific Questions allow for up to 4,000 characters.

Question 10: Can you clarify the term Authorized Representative?

Answer:

A SNAP authorized representative is an adult chosen by the head of household, spouse, or other responsible household member to represent the household in applying for and obtaining SNAP benefits.

Question 11: Would connecting SNAP outreach and enrollment clients to other social and food access services via referrals and information dissemination be considered an allowable activity?

Answer:

Activities that benefit multiple programs must be appropriately cost allocated.

Question 12: Would awards be able to cover incentives for individuals who participate in workshops and/or trainings related to outreach for this program?

Answer:

Incentives to fill out an application or participate in outreach activities are not allowable.

Section 2: Eligibility

Question 13: Can a consortium of organizations apply, or does this have to be a single bidder application?

Answer:

A single organization must apply as the prime contractor; however, bidders may partner and subcontract with other organizations to meet program goals.

Question 14: In the T-SNAP RFP it states that awards are going to be targeted at communities that currently don't have any organizations providing SNAP outreach services. Are you able to provide potential bidders with a list of where those underserved communities are?

Answer:

Applicants can view a list of current SNAP Outreach providers by region by clicking on the link below:

[SNAP Outreach Providers | SNAP | OTDA \(ny.gov\)](#)

Question 15: We are a New York City (NYC) based organization. Can we submit a proposal to serve a county and/or borough of NYC or are the RFP catchment areas divided into regional councils- meaning that NYC is one catchment area and you must outreach to the entire city?

Answer:

Applicants can submit a proposal to serve one county/borough or an entire region.

Section 3: Budget and Funding

Question 16: This is a reimbursement grant and to qualify, our organization's budget must provide \$150k in local funding, which we can expect to be reimbursed for up to \$75k?

Answer:

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 of \$300,000. Federal reimbursement for allowable expenditures is 50%.

Question 17: Does the organization's non-Federal funding have to be from a specific source or can it be in-kind?

Answer:

Only government entities may be reimbursed for in-kind contributions per SNAP Outreach rules. For nongovernmental organizations, there must be a cash outlay for the Targeted SNAP Outreach goods or services provided in order to receive a 50% reimbursement. Allowable local share sources include State general funds, local tax levies, donations from private firms or non-profit organizations.

Question 18: What determines the gross distribution/annual allotment? Does it have specified monetary allocations (salaries, materials, cell phones/electronics, etc.)?

Answer:

Organizations are eligible to apply for a minimum of \$150,000 annually in federal SNAP Outreach funds to support a total annual program budget of a minimum of \$300,000. Flexibility exists in how and what services are offered and delivered. Since program design and services can differ significantly it is up to the provider to determine how to plan their budget. The expectation is that the costs will be reasonable and necessary to provide the services outlined in each individual proposal.

Question 19: Will any funds be advanced, as start-up capital?

Answer:

No. Federal SNAP Outreach funds do not allow for advances. This is a reimbursement program. Selected providers are expected to cover costs up front for services rendered. 50% of allowable costs will be reimbursed utilizing Federal SNAP Outreach funds after providers have covered the full cost and a voucher is submitted with documentation to substantiate those costs.

Question 20: Are there identified job titles and management or reporting hierarchies, salary guidance by job title and educational/credentialing requirements?

Answer:

Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed. The wages paid through the contract are not necessarily the same as wages paid to the individual when they perform the duties for which they may be credentialed. Their benefits and wages must relate to the contract tasks they perform. Staff time claimed for outreach cannot be used as a reimbursement item for any other Federal grant. Staff wages eligible for reimbursement may not be based on the number of people that apply for SNAP (e.g., a set fee for every application submitted by the staff person).

Question 21: What is the reimbursement criteria for program tasks (Federal versus State Funds)?

Answer:

Selected providers should plan to voucher at least quarterly but no more than monthly. The program is a reimbursement program in which providers are expected to cover 100% of the allowable costs before being reimbursed for 50% of those costs with federal SNAP Outreach funds.

Question 22: Can the matching funds used to draw down the federal funds be from non-federal governmental sources such as city government?

Answer:

For nongovernmental organizations, there must be a cash outlay for the Targeted SNAP Outreach goods or services provided in order to receive a 50% reimbursement. Allowable local share sources include State general funds, local tax levies, donations from private firms or non-profit organizations.

Question 23: If 100% of T-SNAP costs are submitted and must be "allowable", how would the activities listed here be funded?

Answer:

The Targeted SNAP Outreach Program is a reimbursement program. This means providers are expected to cover 100% of allowable costs and will be reimbursed 50% with federal SNAP outreach dollars.

Question 24: Could an applicant propose to cover costs associated with authorized representative services and activities with private non-federal local funds?

Answer:

No. Activities associated with being an authorized representative should not be included in the program. If applicant agencies want to support activities associated with being an authorized representative to compliment their T-SNAP program, they must clearly identify that the activities will be funded through other mechanisms in their application.

Question 25: Do all activities funded by the private funding match need to be "allowed activities under federal funds" due to the reimbursement structure of the grant?

Answer:

Activities that are not allowable under federal funds will not be reimbursed. Federal funding is granted with the understanding that this funding supports the implementation of outreach activities to inform low-income households about the availability, eligibility requirements, application procedures and the benefits of SNAP.

Question 26: If purchasing equipment under \$5,000, is an applicant required to obtain 3 competitive bids and receive OTDA prior approval first?

Answer:

All equipment purchases between \$500 and \$5,000 require 3 verbal estimates and any purchases over \$5,000 require 3 written estimates and prior OTDA approval.

Question 27: Is including in the budget and narrative and submitting the equipment form sufficient for inclusion in the contract?

Answer:

Yes. Any equipment included in the budget must be reasonable and necessary for operation of the program.

Question 28: Should all administrative personnel be added to the "other" section on budget, or included in the personnel section?

Answer:

Yes. It is preferred that all administrative personnel be included in the "Other" section of the budget.

Question 29: Does OTDA have any productivity expectations or suggestions per FTE for outreach and application measures?

Answer:

No. Outcomes should be reasonable in comparison to the project budget.

Question 30: If our local share is decreased in subsequent years after Year 1, would our OTDA award be recalculated based on our ability to draw down federal funds?

Answer:

Yes. Awards are dependent on federal approval of the annual SNAP Outreach Plan. Providers must have 50% local share available and budgets should be submitted with limits on private funding in mind.

Question 31: Is \$300,000 (\$150,000 in Federal/ \$150,000 in non-federal) the annual program budget amount or the total over the 5-year period?

Answer:

Budgets are renewed annually, dependent on federal approval of the SNAP Outreach Plan.

Question 32: Would purchase of outreach-branded items for outreach workshops be an allowable expense? (For instance, water bottles and/or pens to provide at outreach events.)

Answer:

Yes. However, all outreach materials must be allowable items and approved by OTDA prior to purchasing.

Question 33: The overall goal for MWBE is 30% (15% spending with a Minority-owned Business Enterprise and 15% for Women-owned Business Enterprise). If we only find a vendor for one of the business enterprises, can we use the entire 30% with that M/WBE?

Answer:

It is possible to use one vendor for the entire 30% but will depend on overall discretionary opportunities outlined in your project budget.

Question 34: What amount of funding will be available through the 2022 T-SNAP RFP Program?

Answer:

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.

Question 35: Consistent with prior years, this RFP requires a 50% local share provided by a successful contractor, with OTDA's reimbursement obligation being limited to 50% of eligible expenses. Can this be satisfied by the contractor committing *an aggregate amount of 50% of the total contract budget broken down by budget line at the contractor's discretion* OR must each budget line must be divided equally, line by line?

Answer:

The local share (match) must equal the total grant funds. The local share makes up 50% of your total budget. If the applicant is requesting \$150,000 in federal SNAP Outreach funds they must have \$150,000 in local share. When completing the budget, the Total Grant Funds field should only include the SNAP Outreach portion of the funds. The Total Match Funds field should always be equal to what is entered in the Total Grant Funds field and represents the local share available to support the program. As an example, if an applicant is budgeting \$10,000 for laptops they would enter \$5,000 in the Total Grant funds field and \$5,000 in the Total Match Funds field for a total of \$10,000 for that line item.

Question 36: This RFP states that administrative costs are limited to no more than 15% of the total program costs, and all administrative costs must be identified and itemized. The RFP further states that "Federal" indirect cost rates will not be allowed. Can you provide additional detail?

Answer:

Indirect costs, including Federally issued indirect cost letters, are not allowable in this program. Administrative costs are those operating costs related to operating the program that do not directly impact the contract and are limited to 15% of the total program costs. These costs must be clearly documented for reimbursement.