

REQUEST FOR APPLICATIONS FOR

The Supplemental Nutrition Assistance Program Participation Project

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Office of Administration
Bureau of Financial Operations
Division of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to RA-pwrfaquestions@pa.gov	Potential Applicants	June 26, 2018 2:00 P.M. EST
Answers to Potential Applicant questions posted to the DGS website (http://www.emarketplace.state.pa.us/) no later than this date.	DHS	July 5, 2018
Please monitor website for all communications regarding the RFA.	Potential Applicants	On-going
<p>Sealed application must be received by the Issuing Office at:</p> <p>Commonwealth of Pennsylvania Department of Human Services Bureau of Financial Operations Division of Procurement & Contract Management Room 402, Health and Welfare Building Harrisburg, PA 17120</p>	Applicants	July 16, 2018 2:00 PM EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Service’s (“Department” or “DHS”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to promote awareness of and participation in the **Supplemental Nutrition Assistance Program (“SNAP”) Participation Project (“Project”)**.
- I-2. Issuing Office.** The Department's Office of Administration, Bureau of Financial Operations, Division of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of DHS’s Office of Income Maintenance (“OIM”). The sole point of contact in the Commonwealth for this RFA shall be Karen Kern, RA-pwrfaquestions@pa.gov, the Project Officer for this RFA. Please refer all inquiries to the Project Officer.
- I-3. Scope.** This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-4. Problem Statement.** OIM is committed to work in partnership with the United States Department of Agriculture, Food and Nutrition Service (“FNS”) and Faith and Community Based organizations to increase participation and public awareness of SNAP. The mission of SNAP is to promote the general welfare and to safeguard the health and well-being of Americans by raising levels of nutrition among low-income households, ultimately improving nutrition and health. SNAP benefits are an important support as families make the transition from welfare to full self-sufficiency.

Through the SNAP Participation Project’s mini-grant initiative, DHS’s objectives are to:

- Increase the number of applications and participation in SNAP;
- Increase public awareness and knowledge of SNAP; and
- Encourage long-term community-based collaborations that enhance participation and enrollment assistance activities using the Commonwealth of Pennsylvania Application for Social Services (“COMPASS”).

COMPASS allows individuals, medical providers, and community based organizations to submit applications for Cash Assistance, SNAP, and healthcare programs online through the COMPASS website (<http://www.compass.state.pa.us/>).

- I-5. Type of Agreement.** The Department intends to award multiple grants as a result of this RFA. If the Department enters into agreements as a result of this RFA, the agreements will be cost reimbursement agreements using the Grant Agreement attached to this RFA as **Appendix F**, including its attached Payment Provisions (Rider 1), Standard Grant Terms and Conditions (Rider 4) and the DHS Addendum (Rider 5). Rider 2 Work Statement will consist of this RFA and the selected application and Rider 3 Budget will consist of the selected applicants' cost submittals.

Submission of a Grant Agreement Signature Page (**Appendix C**) with the Application does not guarantee selection for the Project. The Grant Agreement's signature page must be signed by individual(s) with authority to bind the Applicant to the terms of the Grant Agreement.

DHS, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of DHS, show them to be qualified, responsible and capable of performing the Project.

- I-6. Rejection of Applications.** DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.
- I-7. Incurring Costs.** The Department is not liable for any costs incurred by the Applicant in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the agreement.
- I-8. Questions and Answers.** If an Applicant has any questions regarding this RFA, the Applicant must submit the questions via email (**with the subject line "RFA 02-18 Question"**) to the RFA Project Officer named in **Part I, Section I-2** of the RFA. If the Applicant has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Applicant shall not attempt to contact the RFA Project Officer by any other means. The Department shall post the answers to the questions on the DGS website by the date stated on the Calendar of Events.

An Applicant who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its application will not be responsive or competitive because the Department is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When questions are submitted after the deadline date indicated on the Calendar of Events, the Project Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that DHS decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer must be provided to all Applicants through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-9** of this RFA. The Department shall not bound by any verbal information nor shall it be bound

by any written information that is either contained within the RFA or formally issued as an addendum.

- I-9. Addenda to the RFA.** If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx>. It is the Applicant's responsibility to periodically check the website for any new information or addenda to the RFA.
- I-10. Response Date.** To be considered for selection, hard copies of applications must arrive at the Issuing Office **on or before** the time and date specified in the RFA Calendar of Events. The Department will **not** accept applications via email or facsimile transmission. Applicants who send applications by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same. The Department will reject unopened, any late applications.
- I-11. Applications.** To be considered, Applicants must submit a complete response to this RFA to the Issuing Office using the format provided in **Part II**, providing **one (1) original and eight (8) paper copies of the Technical Submittal and two (2) paper copies of the Cost Submittal**. In addition to the paper copies of the application, Applicants shall submit **two complete and exact** copies of the entire application (Technical and Cost, along with all requested documents) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. Additionally, on the CD-ROM or Flash Drive, include separate folders which contain a complete and exact copy of the entire Technical Submittal in a searchable PDF (portable device format). To the extent that the Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-16** of this RFA, the Applicant must also include one (1) redacted version of the Technical Submittals on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. Applicants may not lock or protect any cells or tabs. The CD-ROM or Flash Drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the CD-ROM or Flash Drive before it was submitted. Applicants should ensure that there is no cost information in the technical submittal. Applicants should not reiterate technical information in the cost submittal. The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover Sheet (**Appendix A**) and Grant Agreement Signature Page (**Appendix C**) and the Application Cover Sheet and Grant Agreement Signature Page are attached to the Applicant's application, the requirement

will be met. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers or negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Department's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification which complies with the RFA requirements

I-12. Economy of Preparation. Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFA.

I-13. Alternate Applications. The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.

I-14. Discussions for Clarification. Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.

I-15. Prime Grantee Responsibilities. The grant will require the selected Applicant to assume responsibility for all services offered in its application whether it provides them itself or by sub-grant. The Department will consider the selected Applicant to be the sole point of contact regarding all agreement matters.

I-16. Application Contents.

A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications. Accordingly, except as provided herein, Applicants should not label application submissions as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in Subsection C below and must additionally provide a redacted version of its application in accordance with **Part I, Section I-11** of this RFA, which

removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

- B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to Appendix E of the RFA for a Trade Secret Confidential Proprietary Information Notice Form that may be utilized as the signed written statement, if applicable.

I-17. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of DHS, and then only in coordination with DHS.

I-18. Restriction of Contact. From the issue date of this RFA until DHS selects applications for awards, the Project Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for DHS to reject the offending Applicant's application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant's application or rescind its grant award. Applicants must agree not to distribute any part of their applications beyond DHS. An Applicant who shares information contained in its application with other Commonwealth personnel and/or competing Applicants may be disqualified.

I-19. DHS Participation. Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project. The selected Applicants will have access to a program manager from DHS who will be Applicant's primary contact for the Project. This program manager will be the Applicant's resource for questions for FNS as well as any general SNAP Outreach questions.

I-20. Term of Agreement. The term of the agreement will commence on the Effective Date and will be for a period of one (1) year. Subject to the performance of the selected Applicant and other considerations, DHS may extend a Grant Agreement on the same terms and conditions for up to four (4) additional one (1) year periods. DHS will fix the Effective Date after the grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have

been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date of the agreement.

- I-21. Applicant's Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A.** Applicant's information and representations in the application are material and important, and DHS will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application, submission, punishable pursuant to 18 Pa. C.S. § 4905.
 - B.** The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
 - C.** The Applicant has not disclosed the price(s), the amount of the application, nor the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential Applicant for this RFA, and the Applicant shall not disclose any of these items on or before the application submission deadline.
 - D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application on this grant, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
 - E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
 - F.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four (4)** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Applicant has disclosed in its application.
 - G.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.

- H. The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, it shall submit along with its application a written explanation of why it cannot make such certification.
 - I. The Applicant has not made, under separate contract or agreement with DHS, any recommendations to DHS concerning the need for the services described in its application or the specifications for the services described in the application.
 - J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
 - K. Until the selected Applicant receives a fully executed and approved written agreement from DHS, no legal and valid agreement, in law or in equity, exists and the Applicant shall not begin to perform.
 - L. The Applicant is not currently engaged, and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is prohibited by Congressional statute from engaging in trade or commerce.
- I-22. Notification of Selection.** The Department will notify all Applicants in writing of the selected Applicants after DHS has determined, taking into consideration all the evaluation factors, the applications that are the most advantageous to the Department.
- I-23. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and DHS's version of the RFA, the Department's version shall govern.

PART II

APPLICATION REQUIREMENTS

II-1. Applicant Qualifications. Applicants must:

- A. Demonstrate that they are established, reputable, and known in their communities.
- B. Be a local public or non-profit entity. Local means the Applicant is located in the county or counties for which they submit an application. Applicants must submit verification of eligibility requirements with the application.

II-2. Applicant Checklist. Applicants must submit their application in the format outlined below. All cost data should be kept separate from and not included in the Technical Submittal. Each Application shall consist of the following two (2) separately sealed submittals.

- A. Technical Submittal, which consists of the following items:
 - a. Application Cover Page (**Appendix A**)
 - b. Three Letters of Recommendation
 - c. Work Statement, in response to **Part IV**
 - d. Implementation Plan and Timeline, in response to **Part II, Section IV-6**
 - e. Grant Agreement Signature Page (**Appendix C**)
- B. Cost Submittal, which consists of a response to RFA **Part II, Section II-8**.

The Department may request additional information or may make investigations which, in its opinion, are necessary to determine the Applicant's ability to perform the Project, and the Applicant shall furnish to the Department all requested information and data.

Applicants may submit applications for grant funding for more than one (1) region; however, an Applicant must submit separate applications for each Region for which it wishes to be considered.

II-3. Application Cover Page. Applicants must complete the Application Cover Page (**Appendix A**). For each application being submitted, the Applicant must identify on the Application Cover Page, the geographic region and counties where services will be provided if selected for a SNAP Participation Project grant. Applicants shall use **Appendix B** to identify the regions.

II-4. Letters of Recommendation. Applicants must submit three (3) letters of recommendation with the application. If the letters of recommendation are from an organization, an official listing his/her title should sign the letter with their contact information.

II-5. Work Statement. Applicants must complete **Part IV, Section IV-4 Work Statement**.

Applicants must address all sections included in **Part IV, Work Statement**. Applicants may attach additional pages, if the space provided in **Part IV** is not sufficient for a complete answer.

- II-6. Implementation Plan and Timeline.** Applicants must submit an implementation plan specifying the timeline anticipated for planning and indicate when services will begin.
- II-7. Signature Page.** Applicants must have an individual, with authority to bind the Applicant to the Grant Agreement and its Riders and Attachments, sign the Grant Agreement Signature Page (**Appendix C**). The submission of the signed grant agreement with the SNAP Participation Project Application does not guarantee selection of the Applicant's Program nor is the Department bound in any way to select or to enter into an agreement with an Applicant based on its submission of the signed grant agreement with the Application. **Applicants shall include three original signature pages with each application.**
- II-8. Cost Submittal.** Applicants must complete **Appendix D**, which will become the Rider 3 Budget of the Grant Agreement. The budget will have two (2) budget categories: Personnel and Fringe Benefits, and Operating Expenses. The budget narrative must include a detailed explanation of each line item in the budget. The Cost Submittal must be submitted along with the application, but in a separate sealed envelope.

The budget must be commensurate with the activity described. If a grant is awarded, the Commonwealth will not pay or be liable for any other additional budgetary expenditure.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, an application must:

- A. Be timely received from an Applicant (see **Part I, Section I-10**); and
- B. Be properly signed by the Applicant (see **Part I, Section I-11**).

III-2. Technical Nonconforming Applications. The two (2) Mandatory Responsiveness Requirements set forth in **Section III-1** above are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. DHS may in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

III-3. Evaluation. DHS has selected a committee of qualified personnel to review and evaluate timely submitted applications. DHS will notify in writing of its selection for grant award those responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth as determined by DHS after taking into consideration all the evaluation factors.

III-4. Evaluation Criteria. The following criteria will be used in evaluating each application:

A. Technical: The Department has established the weight for the Technical criterion for this RFA as **seventy percent (70%)** of the total points. Applicants must address all questions provided in **Part IV, Work Statement**. In evaluating the technical submittal, DHS will include the following considerations:

- Ability to increase participation in SNAP;
- Soundness of Approach;
- Applicant qualifications;
- Geographic representation of awards;
- Availability of services to targeted populations;
- Use of strategies that build enduring capacity and continued outreach in the community;
- Evidence that the Applicant is established, reputable, and known in their communities and has broad community support and significant community partnerships, as well as evidence and results of previous projects and activities.

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications for the region are rated by applying the following formula:

$$\frac{\text{Raw Technical Score of Application Being Scored}}{\text{Highest Raw Technical Score}} \times A = \text{Final Technical Score}$$

A = Maximum number of Technical Points for technical criterion.

- B. Cost:** The Department has established the weight for the Cost criterion for this RFA as **thirty percent (30%)** of the total points. The cost criterion is rated by giving the application with the lowest total cost the maximum number of Cost points available. The remaining applications for the region are rated by applying the following Cost Formula:

$$\frac{1 - (B - A) \times C}{A} = D$$

A—the lowest cost for region

B—the Applicant's cost being scored.

C—the maximum number of cost points allotted to the cost criterion.

D—Applicant's cost score (points).

Note: If the formula results in zero or a negative number (which will occur when an Applicant's cost is more than twice the lowest cost), zero points shall be assigned.

- C. Bonus Points:** The Department has allocated 100 bonus points for each of the following items. Any bonus points received would be in addition to the total points for this RFA.

- Private Cash Match
- Proposing outreach to the elderly population

III-5. Equitable Distribution of Funds. To assure an equitable geographic distribution of funds, DHS may, at its discretion, fund at least one (1) project in all six (6) regions across the Commonwealth. This does not mean that if only one (1) Applicant applies in a region, that the Applicant is guaranteed an award.

DHS will award a grant only to Applicants determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

PART IV

TECHNICAL SUBMITTAL

IV-1. Nature and Scope. The Department is seeking to award grant funding to projects that will increase participation in SNAP, increase public awareness and knowledge about SNAP, and encourage long-term community-based collaborations that enhance SNAP participation and enrollment through COMPASS. Moreover, the Department is seeking Applicants to develop projects that provide for the continuation of SNAP outreach efforts within the community beyond the term of the grant in the event that funding is no longer available. The Department is interested in Projects that can lay the groundwork for systemic, long-term improvements in the accessibility and knowledge of SNAP. Activities must demonstrate how SNAP enrollment will increase.

IV-2. Target Population. The purpose of the SNAP Participation Project is to increase participation of low-income eligible individuals and families in SNAP. Targeted populations include:

- A. Elderly individuals (defined as individuals age 60 years of age or older) and households;
- B. Urban and Rural residents;
- C. Unemployed individuals; and
- D. English as a second language (“ESL”) individuals.

Applicants should describe the target, or other, populations it will serve and propose strategies that provide an ongoing impact on these populations. Projects should be designed to meet individualized needs, such as flexible scheduling, i.e., after work, evenings and weekends.

IV-3. Project Activities and Requirements. An Applicant must include in its application, its proposed plan to provide the following required services.

- A. Pre-screening households for potential SNAP eligibility.
- B. Assisting the chosen targeted population(s) in applying for SNAP benefits; providing information on the availability of SNAP benefits, how to manage SNAP benefits, and how SNAP benefits can help keep individuals healthy.
- C. Assisting the chosen targeted population(s) to complete applications for SNAP using COMPASS as the primary process for submission, obtaining necessary verifications, and providing the verification to the County Assistance Office (“CAO”). As part of this assistance, selected Applicants must direct the individuals to the section of the COMPASS application relating to voter registration.
- D. Collaborating with the local CAO to remove obstacles to SNAP participation, including identifying reasons why eligible households may not receive or apply for SNAP.
- E. Providing SNAP eligibility information and distributing SNAP literature (FNS 313 brochure) in English and Spanish

F. Displaying the “And Justice For All” poster (Publication AD-475B) in all offices or locations where SNAP outreach is being conducted

Selected Applicants will be assigned a unique provider number and must track COMPASS applications by that provider number. Selected Applicants must track the case outcome of households for which it has provided assistance in applying for SNAP. Selected Applicants must document the successful completion of the process.

Applicants must include a description of a plan to reach the targeted population(s) with the message that SNAP benefits are important and accessible.

Applicants must identify each proposed activity and describe how it will address the Department’s objectives described in Part IV, Section IV-1. Selected Applicants must monitor their outcomes quarterly and correct any deficiencies. If any deficiencies are found, the selected Applicant will provide a corrective action plan to DHS with their quarterly report detailing how any deficiencies will be addressed and corrected.

Selected Applicants must submit quarterly progress and expenditure reports by December 20, 2018, March 20, 2019 and June 20, 2019. A final progress and expenditure report shall be submitted no later than sixty (60) days after the project completion, or by November 30, 2019.

IV-4. Work Statement. Applicants shall complete the subsequent work statement. All responses must be typed. Please use additional pages, as needed.

The SNAP Participation Project Work Statement

Applicant Name _____

Applicant Location and Address _____

Name and Title of Contact Person _____

Telephone Number _____

A. Applicant Qualifications

1. Please describe your organization and its mission.

2. What is your role in your community? How long have you been serving your community?

3. Describe any prior experience with target populations and your experience with projects similar to this one.

Applicant Name

4. If awarded the grant, what population(s) will you reach?

5. Explain how you will work in collaboration with other community resources and agencies to increase participation in SNAP.

6. Describe the extent of need in your area.

B. Project Activities and Requirements

1. Describe how your project will pre-screen households for potential SNAP eligibility.

2. Describe how your project will help the targeted population as well as any additional population interested in SNAP, complete the COMPASS application, provide necessary verification to the CAO, and follow through with the application process for SNAP.

Applicant Name

3. Selected Applicants will be assigned a unique provider number. Describe how your project will track the case outcome of households that are referred to the CAO and document the completion of the process.

4. Describe how your project will identify and document the reasons why eligible households might not receive SNAP benefits for applications your project submitted.

5. Describe your project’s relationship with your local CAO and how you will collaborate to remove obstacles to participation in SNAP.

6. Describe how your project will increase participation in and public awareness of SNAP and the message that SNAP benefits are important and accessible. At a minimum, the project must distribute the FNS 313 brochure and displaying the “And Justice for All” (AD-475B) poster. Describe the populations that will be reached through these outreach efforts.

7. How many potentially eligible individuals and families do you project to pre-screen for SNAP benefits?

Applicant Name

8. How many potentially eligible individuals and families do you project to assist with application submissions? Of these individuals and families, how many do you project will submit the application through COMPASS?

9. What are your qualifications for providing grant services?

10. Demonstrate your project's capacity to reach those populations you have identified for grant services.

11. Describe your expected outcomes and monitoring plans.

a. Expected outcomes (for example: increase in public awareness, increase in SNAP participation).

b. Monitoring plans / Corrective Action Plan.

12. In providing assistance with the SNAP application to low-income individuals and families, selected Applicants will direct the individual or family's attention to that portion of the SNAP application relating to voter registration to comply with the terms of National Voters Registration Act of 1993, 42 U.S.C. §1943gg *et seq.*

13. In providing assistance with SNAP applications, selected Applicants will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), section 11(c) of the Food and Nutrition Act of 2008, as amended, the Age Discrimination Act of 1975 (P.L. 94-135) and the Rehabilitation Act of 1973 (P.L. 93-112, sec. 504) and all requirements imposed by the regulations issued pursuant to these Acts by Department of Agriculture to the effect that, no person in the United States shall, on the grounds of sex, race, color, age, political belief, religion, handicap, or national origin, be

Applicant Name

excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under SNAP.

C. Required Program Outcomes

1. Long-Term Outcomes

Explain how your project will address the following long-term outcomes.

- a Increase SNAP participation for targeted populations and those individuals usually reached by the grant Applicant.

- b Increase public awareness about SNAP by distributing the FNS 313 brochure.

- c Increase public awareness and knowledge of SNAP through other outreach activities, if any.

- d. Describe plans for monitoring and tracking progress of grant activities.

Applicant Name

D. Evaluation

Describe how the project will be evaluated. Include a data collection and analysis plan. Please include if your evaluation plan will be able to assess how many people are reached by the outreach activities were certified or denied for SNAP benefits.
