

RFA #02-18

The Supplemental Nutrition Assistance Program Participation Project

Q&A

	RFA Section	Question	Answer
1		<ol style="list-style-type: none"> <li>1. Is this a new opportunity or a re-compete of a previous contract?</li> <li>2. If it is a re-compete, who is the current contract holder?</li> </ol>	<ol style="list-style-type: none"> <li>1) This is a new opportunity but those grantees that previously held an Agreement with the Department may apply again.</li> <li>2) N/A</li> </ol>
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2	Project Work Statement	<p>In section B, Project Activities and Requirements, #12 and #13 are written as statements. Are you indeed asking us a question or telling us what we have to do? Please advise if there are responses required for #12 and #13 from applicants. Please see statements below:</p> <p><i>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.</i></p> <p><i>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 excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under SNAP.</i></p>	<p>No responses are required for statements #12 and #13. Selected Applicants will be required to comply with those items and the SNAP Participation Project Work Statement will become part of any resulting Grant Agreement.</p>
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3	Project Work Statement	<p>In section B, Project Activities and Requirements, for #11b is there a preferred template for the Corrective Action Plan you can provide to be filled out to respond to this question?</p>	<p>There is no preferred template to be completed. Applicants should describe how they will monitor applications being submitted as well as outcomes. A corrective action plan will only be needed if the</p>

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			selected Applicant is not meeting their projected goals for each quarter.
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4		Can Applicants apply for some of the counties within a region but not all of the counties within that region?	Yes, but the applicant must list those counties in which it will provide services.
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5		If an Applicant is applying for numerous counties, is it acceptable for the Applicant to have sub-grant agreements with community organizations in those counties who will assist with the activities outlined in the application?	Yes, this is acceptable but the applicant must disclose those organizations.
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6	Page 16	On page 16 of the RFA it says, "Selected Applicants will be assigned a unique provider number and must track COMPASS applications by that provider number." Will Applicants be able to have multiple individual users connected to the provider number?	Yes, multiple users can be connected to the same provider number.
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7	Page 16	On page 16 of the RFA it says, "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." It was our understanding that the first quarter would be October 1 to December 31. Is this correct? If so, is the expectation that Applicants will submit quarterly progress and expenditure reports before the quarters are complete?	Selected applicant will be required to submit reports by the twentieth (20 <sup>th</sup> ) of the month subsequent to the month in which the quarter ends. The Department anticipates that the first quarter of the Agreement will be October 1, 2018- December 31, 2018, requiring that the first quarter report should be submitted by January 20, 2019.
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8		Is there a limit to the dollar amount that an agency can request per year? If so, what is it?	There is no dollar limit, but the funding is subject to the availability of state and federal funds.

**RFA #02-18**

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**Q&A**

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9		What is the total potential funding for this round of the SNAP Participation Project (for all awards cumulatively)?	The total funding available is \$1,006,000.
	RFA Section	Question	Answer
10		Are there any additional criteria/limitations for the matching funds?	No.
	RFA Section	Question	Answer
11		<p>Given that our service territory includes counties within 4 different regions (2, 3, 4, and 6):</p> <ol style="list-style-type: none"> <li>1. Could our agency submit identical proposals with separate cover letters for each region, listing the counties our project would serve?</li> <li>2. Would DHS require separate letters of recommendation be submitted for each region from community partners within each of those regions or would copies suffice?</li> <li>3. Would DHS require that separate budgets be submitted per region and/or a cumulative budget for all 4 proposed regions?</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicants may submit Applications for one or more regions; however, they must submit separate applications for each region. See RFA Part II, Section II-2. Applicants should describe their specific approach to providing services in each particular region for which an application is being submitted.</li> <li>2. Applicants should submit separate letters of recommendations for each region.</li> <li>3. Applicants must submit a separate Cost Submittal Worksheet for each region. See RFA Part II, Section II-2.</li> </ol>
	RFA Section	Question	Answer
12		Is it DHS' intent for this round of the SNAP Participation Project to cover all 67 counties?	DHS's objective is to reach as many counties as possible with the SNAP Participation Project.
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13		Can an applicant submit the current approved Indirect Cost rate with budget for reimbursement (attach copy of the Indirect Cost Rate approval letter)?	Yes.

**RFA #02-18**

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14		During the contract period(s), can the grantee submit newly approved Indirect cost rates and be granted retroactive reimbursement when new rates are effective (Indirect Cost rate changes annually)?	No, the Department cannot retroactively adjust a fiscal year's budget after the end of the fiscal year. The Department may be able to approve a budget reallocation during the fiscal year; however, the selected Grantee will not be able to exceed the maximum amount budgeted for the fiscal year.
	RFA Section	Question	Answer
15		What is the latest date to submit a request for approval for a Budget Revision?	Assuming that the term of the Agreement begins October 1, 2018, all budget revisions should be received no later than the September 30, 2019. If the Department exercises any of its option years, all budget revision requests will need to be received by the end of each option year.
	RFA Section	Question	Answer
16		Is there a limit on the number of Budget Revisions?	No.
	RFA Section	Question	Answer
17		Are applicants required to provide services in all counties in a Region?	See response to Q4.
	RFA Section	Question	Answer
18		Will applications be considered for a specific county or specific counties within a Region, and not the entire Region?	See response to Q4.
	RFA Section	Question	Answer
19		In Section II-8 Cost Submittal, there is a column in the Appendix D budget form for Private matching cash. Can you please clarify whether the private matching funds described must be firmly committed by the time of the application, or by the effective date of the contract year? Is any documentation of the matching	The private matching funds must be committed by the effective date of any resulting Grant Agreement.

**RFA #02-18**

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		commitment required? If there is a matching commitment for year 1, how does that affect the budget for future 1-year renewals of the contract?	<p>For purposes of the application, there is no required documentation of the matching funds that have been committed; however, they must be outlined on the Cost Submittal Worksheet. If included as part of their application, selected applicants will have to document the private match in their expenditure reports.</p> <p>It would be anticipated that the match would continue for future yearly renewals.</p>
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20		Section III-4 B refers to the cost criterion being based on the application with the “lowest total cost.” Is the lowest cost application among all statewide applications, or is this separated by region to reflect cost differences across the state? Does the lowest total cost refer to the application’s total budget or the total cost per anticipated number of SNAP applications processed? (That is, is an application that proposes to accomplish more at a leaner cost per client served disadvantaged by having a higher total cost?)	The Cost Formula, described on page 14, will be applied by region. The lowest total cost refers to the applicant’s total budget.
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21		Section III-4 C refers to Bonus points allocable in scoring proposals for private cash match and proposed outreach to elderly people. Please clarify the formula by which these bonus points can/will be awarded.	<p>If an Applicant includes a private cash match in its Application, it will be awarded bonus points.</p> <p>Additionally, if an Applicant proposes to do targeted outreach to elderly individuals in its Application, it will be awarded bonus points.</p> <p>If an Applicant includes either, or both, items above in its Application, it will receive a flat number of bonus points for each item it includes.</p>

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22		Workplan questions B6 and C1b refer to use of the USDA FNS 313 brochure. The FNS313 brochure contains no information about COMPASS or web-based applications for SNAP, does not describe the role of community partners in conducting screenings and SNAP applications, has a toll-free number for Pennsylvania that provides callers with no option regarding SNAP information, and must be individualized customized with contact information by community partners using them. Will DHS dis-advantage applications in technical scoring that propose outreach using more appropriate outreach tools instead of the FNS313?	The use of the FNS 313 brochure is a minimum requirement for outreach and must be used by selected applicants. An applicant may propose to use tools in addition to the FNS 313 brochure but cannot substitute these other tools for the FNS 313.