

Final NOEP RFP Questions and Answers

The following questions have been submitted to Hunger Solutions New York regarding the NOEP RFP. Final answers are outlined below, in order of the RFP document. The first few questions were asked in the Bidders' Meeting and needed to be clarified; the written answers are the final response.

Clarified Questions from Bidders' Meeting:

Is it allowable to use the NOEP Coordinator for outreach, education, and prescreening, and then have the NOEP Coordinator refer to someone else in the agency to assist with applications? If allowed, could these numbers be counted for both funders?

This would only be allowable if the person assisting with the applications is charged to the NOEP contract through NOEP funds or in-kind dollars. Target numbers counted under the NOEP contract may not be counted for another funder, as well.

As an agency based in New York City, could we apply for up to 5 NOEP Coordinator positions (one per borough)? If we can apply for multiple Coordinators, what would be the maximum funding allowed?

New York City agencies may apply for all of NYC (i.e. all five boroughs) or only a part of NYC (i.e. one or more boroughs, or specific areas, or neighborhoods within one or more boroughs). The agency would have one NOEP Coordinator serving the geographic location chosen, regardless of size. Agencies may indicate in their proposal the ability to include an additional NOEP Coordinator in their project plan.

Hunger Solutions New York reserves the right to enter into a contract to fund more than one NOEP Coordinator position in a service area if there is a very high need, or a high concentration of a specific target population(s), or at its sole discretion. This could include additional funding for the proposed NOEP project (\$66,000 maximum for an additional Coordinator). Hunger Solutions New York reserves the right to negotiate with successful bidders in order to modify, add, delete, accept and approve the bidder's terms.

The NOEP RFP states that the budget for NYC and LI is \$76,000. For organizations outside of NYC, the budget for additional counties is \$55,000 per additional county. How much funding would an agency applying for both Long Island counties receive?

Due to this question, the RFP has been updated to reflect the following:

For the first year of the cycle (2022-2023), the maximum annual funding level for projects providing services in New York City and Long Island is expected to be approximately \$76,000. The maximum annual funding level for services in a county in the rest of the state is expected to be approximately \$66,000. **For organizations proposing to serve both Long Island counties (Nassau and Suffolk), funding would be \$76,000 for the first county and \$66,000 for the additional county.** For organizations outside of New York City and Long Island proposing to serve more than one county, the annual funding level is expected to be approximately **\$56,000** for each additional county to be served. Annual funding for the remaining years of the cycle is dependent on appropriations.

A. PURPOSE

No questions asked.

B. DESCRIPTION OF HUNGER SOLUTIONS NEW YORK, INC.

No questions asked.

C. THE NUTRITION OUTREACH AND EDUCATION PROGRAM

The RFP states the following: “Organizations that receive NOEP funds are required to employ at least one, 100% NOEP-funded, full-time NOEP Coordinator (or full time equivalent) who is solely devoted to performing NOEP-funded anti-hunger activities.” If an organization funds two Coordinators, each at 50%, to cover a county, are they still required to be “solely devoted” to performing NOEP activities, or can the remaining 50% of their job be used for non-NOEP work?

If an organization proposes to cover a county with two individuals, each doing 50% NOEP work, the individual must be spending 50% of their time working only on NOEP-funded anti-hunger activities. In this example, the remaining 50% of the individual’s time would be used for non-NOEP work. Non-NOEP work cannot be charged to the NOEP contract.

With the full-time equivalent rule for NOEP Coordinators, is it allowable to have two NOEP Coordinators cover two counties, but with each Coordinator 50% in one county and 50% in another?

It is allowable to propose full time equivalent coverage of a county. For example, one county can be covered with two 50% NOEP Coordinators (equaling 100% coverage in the county). It is **not** allowable to propose coverage of a county with just one part-time (less than 100%) NOEP Coordinator.

With the full time equivalent rule, is it possible for one NOEP Coordinator to cover multiple counties? Or is it one Coordinator per county?

Each county an agency proposes to serve should provide 100% coverage of the county through a NOEP Coordinator. One full time NOEP Coordinator may not cover multiple counties. It is allowable to propose coverage of a county with multiple NOEP Coordinators, as long as, together, those Coordinators provide 100% coverage of the county.

Is the focus of NOEP education, outreach, and raising awareness of SNAP, or is the focus more on SNAP enrollment?

NOEP focuses on educating potentially eligible households about SNAP, and connecting those households to the SNAP application process. Both the outreach/education piece and the SNAP enrollment piece are crucial to the program’s success.

Can a single county be served by two 50% FTE staff, one from each of two different but collaborating subcontractors? If so, how would this be indicated in an application?

Bidders may propose serving a county with full time equivalent (FTE) coverage. For example, one county could be served by two 50% NOEP Coordinators (equaling 100% coverage in the county). Both NOEP Coordinators must be employed by one agency. It is not allowable to submit a joint application with another agency. Subcontractors are expected to have a 100% full time, or full time equivalent, NOEP Coordinator to cover the county they are awarded to serve.

Based on feedback from former or current subcontractors, are you able to give us any idea on the amount of time each week a NOEP coordinator is "on the road" meeting with potential program applicants, attending educational meetings, etc. versus in the office?

The balance of being in and out of the office for a NOEP Coordinator is often dependent on office location and the type of county. An office with a lot of foot traffic in a metro area may allow the Coordinator to spend more time in the office. An office space in a more rural county may require a Coordinator to have office hours at different community locations in order to reach potentially eligible individuals. Regardless, NOEP Coordinators should be performing outreach in the community, participating in community events, hosting presentations, and collaborating with community partners.

Does Hunger Solutions provide any marketing support to subcontractors (like brochure, poster, social media templates, etc.)?

Hunger Solutions New York runs six outreach campaigns throughout the contract year, focusing on different populations (such as students, working families, children, etc.). Each campaign comes with flyers in both English and Spanish, a letter to the editor template, and social media post options. Subcontractors may modify these materials with their contact information, or create their own outreach materials.

D. AGENCY ELIGIBILITY

Can organizations that are not incorporated but have a fiscal sponsor that is incorporated apply for these funds?

Bidders must submit either a Certificate of Incorporation or other authorization for operation. Organizations that are not incorporated still need to provide authorization for operation, in addition to a 501(c)(3) Determination Letter.

Is it allowable to submit a joint application with another agency?

It is not allowable to submit a joint application with one or more additional agencies. Each agency must submit an individual application with the counties they propose to serve.

Our Certificate of Incorporation states our purpose is sectarian (we are a Christian-based organization). However, our current programs are not delivered on the basis of race, religion, color, national origin, gender identity or sexual orientation. Would we be precluded from participation in this program?

In Appendix A: Proposal Coversheet, there is a section titled "Non-Discrimination/Sectarian Organization Compliance Justification." If you answer yes to any of the questions in that section, a box will appear for you to provide a justification. You would not be automatically precluded from participation.

In Appendix A: Proposal Coversheet, there is a section asking if our organization is a Woman Owned Business or a Minority Owned Business. What should a nonprofit organization put for these sections?

Nonprofit organizations should select no for both of these items.

E. OPEN COMPETITIVE PROCESS

No questions asked.

F. PROJECT REQUIREMENTS

Questions include those asked regarding Appendix E: Requirements for all NOEP Projects.

We are interested in serving a county that utilizes a SNAP hotline for outreach rather than a NOEP Coordinator. What is Hunger Solutions vision for supporting these counties in the future? Would it consider any of the following options for this situation: full-time NOEP, part-time NOEP or use an existing NOEP to cover 2 counties?

Currently, Hunger Solutions New York covers counties without an in-person NOEP Coordinator through an online SNAP Prescreening Tool and SNAP hotline, which is covered internally by a Hunger Solutions New York staff member. At this time, agencies applying for NOEP funds must meet all requirements for NOEP projects as outlined in Appendix E. This includes hiring a full time (or full time equivalent) NOEP Coordinator(s) who provides a physical presence in the service area, and is devoted to providing all NOEP-funded activities in the service area. Outside of NYC, a full time NOEP Coordinator can only cover one county.

Are there any specific educational requirements for the NOEP Coordinator position?

NOEP subcontractors are responsible for hiring the NOEP Coordinator position, and they may decide what education requirements are necessary. NOEP Coordinators should be able to perform outreach (including presenting and tabling at community events), provide application assistance, and be comfortable with technology such as Microsoft Word, Excel, and PowerPoint.

Is there a template job description Hunger Solutions New York could provide for the NOEP Coordinator position?

Hunger Solutions New York may provide a sample job description for the NOEP Coordinator position once awards have been determined. Appendix E: Requirements for all NOEP Projects may assist subcontractors in creating a job description.

Due to the pandemic, our NOEP Coordinator has been working remotely from a home office. Once the pandemic passes, we expect our Coordinator to be at community locations with a pre-screening space, while occasionally working from a home office. Would this meet the NOEP office space requirement?

NOEP Coordinators are required to having an office space that includes the following: a handicapped accessible space in their awarded service area where clients can meet with the Coordinator face-to-face for a confidential prescreening and application assistance; a locked filing cabinet for confidential information storage; required equipment for NOEP work; and the ability to accept mail or materials that are personally

delivered for the NOEP Coordinator. Due to the pandemic, Hunger Solutions New York has allowed flexibility on hybrid work schedules and locations. Hunger Solutions New York reserves the right to update the NOEP office space requirement.

The RFP states that bidders must “Maintain a daily presence and a handicapped accessible office in each service area where clients can meet with the NOEP Coordinator(s) face-to-face.” For NYC bidders, would one office be sufficient to meet this requirement?

New York City bidders must have access to a space in each borough they propose to serve where the NOEP Coordinator can provide all NOEP services, including confidential prescreens and application assistance.

We are located on the southern border of Albany County. We see the current subcontractor is located in the City of Albany. How much weight is given to physical location of the subcontractor?

The requirement for NOEP subcontractors is to have a physical presence in the county they are proposing to serve. Bidders that are not located in the main city within the county would not be penalized.

What are the training requirements for this contract, and when would that begin?

All staff working on NOEP (program and fiscal) must attend trainings as required by Hunger Solutions New York. New NOEP Coordinators are provided a three day training on NOEP job responsibilities and SNAP to onboard them into the program (due to the pandemic, this training is currently being offered virtually). New NOEP Supervisors are also required to attend a session on NOEP Supervisor responsibilities. Throughout the contract year, required webinars will be scheduled for NOEP Coordinators on topics such as the quarterly report template, technology updates, special populations and SNAP eligibility, etc. Additionally, NOEP subcontractors are provided a Hunger Solutions New York Contract Manager to assist with one-on-one program training, as well as a Fiscal Associate who will help the subcontractor’s fiscal staff with budgeting and vouchering questions.

Training will begin at the start of the new contract cycle.

Our agency is proposing we serve a specific high-need community. Will we be penalized if we do not serve the entire county?

NOEP subcontractors are expected to serve the entire county awarded to them. While agencies can propose a focus on a specific high-need community, they cannot discriminate against populations outside of that community. Hunger Solutions New York runs outreach campaigns and initiatives around specific populations, such as students, children, working families, immigrants, veterans, and seniors. NOEP subcontractors are required to participate in these outreach campaigns and assist anyone in the county potentially eligible for SNAP who seeks assistance from the subcontractor.

In New York City, a bidder may choose to target a specific population, e.g., immigrants, homeless, persons with disabilities, etc., within all of NYC or only a part of NYC (i.e. one or more boroughs, or specific areas, or neighborhoods within one or more boroughs). Each NYC project must have office space and conduct outreach in their proposed service area(s). All NYC projects must serve any resident of the five boroughs regardless of target populations.

Our agency wants to propose using NOEP services for a specific community in the Bronx. Our agency has other case managers in the borough, which can also assist with benefits access. While we would not discriminate against a client seeking services, we would inform a client if a case manager is closer than a NOEP Coordinator to their location. Is this acceptable?

Organizations may have staff that provide assistance with benefits access outside of the 100% funded NOEP Coordinator, but may not double count target numbers by reporting numbers through NOEP and another funding source. In this instance, in order to count the numbers from the case managers as part of the NOEP contract, the individual(s) would need to be listed on the NOEP Budget and the percentage of work that will be allocated to NOEP or noted as in-kind funds being paid through your organization. If the case managers are not funded or listed on the NOEP Budget as in kind, clients assisted by those case managers may not be counted towards the NOEP contract target goals.

If an agency proposes to serve multiple counties, is it possible for a NOEP Coordinator in one county to serve as a NOEP Supervisor in another county?

No, a NOEP Coordinator may not also serve as a NOEP Supervisor.

When a NOEP Coordinator is doing outreach in the community, are they allowed to provide information on other programs from their agency?

When doing outreach in the community, NOEP Coordinators are expected to focus on informing and educating potentially eligible individuals about SNAP. They are allowed to refer community members to other helpful programs, including those within their agency.

Can we use NOEP funds to promote this program on social media platforms (ex. Facebook, Instagram)?

Social media promotion is allowable as an outreach activity, and can be reimbursable through the contract. The post must meet program requirements and be approved by your Hunger Solutions New York Contract Manager prior to posting online.

G. NOEP ACTIVITY GOALS

NOEP Activity Goals state that subcontractors are required to reduce or resolve at least one or more statewide SNAP barriers. Can these statewide SNAP barriers be found anywhere online now or provided to applicants prior to the deadline?

The NOEP Activity Goals section outlines all goals provided by the Office of Temporary and Disability Assistance (OTDA). NOEP subcontractors are required to submit a written narrative quarterly describing a local barrier encountered with a new SNAP application; Hunger Solutions New York is responsible for statewide barrier information. For a NOEP subcontractor, a barrier is defined as a local level practice/procedure/step that inhibits SNAP-eligible households from completing the SNAP application process or being mistakenly denied benefits. Local barriers include application barriers, budgeting barriers, EBT card barriers, special population barriers, etc.

A number of goals state “a minimum number of...” individuals/households served. What is considered a minimum number? Do agencies require a specific number?

This section of the RFP outlines the targets agencies will have to meet annually. The number assigned to each agency will differ based on geographic location, level of unmet need in the service area, agency's past experience with Hunger Solutions New York (if applicable), OTDA's annual program targets assigned to Hunger Solutions New York, and the proposed model of delivery for the project. Targets are assigned by county, and the agency must meet at least their target number for each goal.

Will the numerical targets for NOEP activity goals be assigned by county and/or an application's targeted populations?

Numerical targets will be assigned at the county level. NOEP subcontractors are required to serve all residents in their service area, even if targeting a specific population.

Is there a standard number for each NOEP activity goal?

The number assigned to each agency will differ based on geographic location, level of unmet need in the service area, agency's past experience with Hunger Solutions New York (if applicable), OTDA's annual program targets assigned to Hunger Solutions New York, and the proposed model of delivery for the project. There is not a standard number for all counties.

Have the numerical targets for the activity goals for each county already been determined? If so, can you provide these?

Numerical targets are tailored to each service area based on five criteria: geographic location, level of unmet need in the service area, agency's past experience with Hunger Solutions New York (if applicable), OTDA's annual program targets assigned to Hunger Solutions New York, and the proposed model of delivery for the project. Targets will be assigned at the beginning of the contract year.

Will we be assigned target numbers if we are awarded a contract, or do we have to submit a number that we expect to serve?

Hunger Solutions New York will assign target numbers at the beginning of the contract year.

Under NOEP Statewide Activity Goals, it's stated that NOEP Subcontractors will be assigned numerical targets. The RFP also recommends we obtain a letter of support from the LDSS. The process for obtaining a LOS includes indicating the number of persons to be served. Is there a recommended number for each activity?

For potentially new subcontractors looking to obtain a Letter of Support from their LDSS/HRA office, the main target of connecting eligible households to receive SNAP ranges from approximately 150 in rural counties up to 600 in New York City / metro counties. Hunger Solutions New York retains the right to adjust these numbers based on the criteria utilized to determine program target numbers. Official program targets will be assigned as of July 1, 2022.

What is the anticipated SNAP enrollment goal for Schuyler County?

Program target numbers will be provided at the start of the upcoming contract year (July 1, 2022). These targets are determined by a number of criteria, including geographic location, level of unmet need in the service area, agency's past experience with Hunger Solutions New York (if applicable), OTDA's annual program

targets assigned to Hunger Solutions New York, and the proposed model of delivery for the project. Due to this criteria, target numbers for a specific county cannot be provided to applicants in advance.

Would the goal of SNAP enrollments be based on new SNAP applications that the NOEP Coordinator participated in, or the agency-wide SNAP enrollment for that year?

The goal of SNAP enrollments does focus specifically on new SNAP applications. Results for this goal may only be counted if the individual assisting the client is included in the NOEP budget, using either NOEP funds or in-kind dollars. Target numbers may not be double counted through NOEP and another funding source.

In regards to outcome goals, can SNAP enrollment outcomes funded by other sources be part of the outcomes reported? Or is there a duplication policy where outcomes reported under NOEP cannot include outcomes that are resulting from other activities?

Only SNAP enrollment outcomes that are a direct result of NOEP work can be counted towards this contract. There cannot be comingling of funds or target numbers.

Will there be any changes in the reporting process for this contract cycle?

Hunger Solutions New York has used an online contract management system for many years, called NOEP Online, to gather information from NOEP subcontractors. Hunger Solutions New York will be implementing a new contract management system with the start of this new cycle, called HSNYonline, which will be more user friendly and accessible. NOEP subcontractor feedback has been taken into consideration regarding reporting, so minor updates to the report have been implemented. NOEP subcontractors will be provided the report template at the start of the contract year.

H. PROJECT SCOPE, GEOGRAPHIC AREA, AND SPECIFIC TARGET POPULATIONS

We have multiple case managers at different locations in New York City, but are looking to use the NOEP Contract to target a specific neighborhood. Is this allowed?

Yes, in New York City, an acceptable geographic area is all of NYC (i.e. all five boroughs) or only a part of NYC (i.e. one or more boroughs, or specific areas, or neighborhoods within one or more boroughs).

If an organization has an OTDA SNAP Education grant to provide outreach and education in selected communities within a given geographic jurisdiction, can NOEP funds be used to support outreach and education activities in other communities in that geographic jurisdiction?

Agencies are required to serve the entire county/service area they apply for, even if focusing on particular populations. NOEP funds and targets cannot be comingled with other grants.

The RFP states that at this time, the most counties one agency holds outside of New York City is 6 counties. Is this the maximum number of counties we can apply for?

There is no maximum for the number of counties an agency can apply for.

I. DURATION OF CONTRACT PERIOD AND EXPECTED FUNDING LEVELS

If an organization is awarded a contract beginning in July 2022, will they have to reapply to ensure continued funding for the remaining three years of the award?

As a result of this RFP, awards will be issued for a four-year cycle (July 1, 2022 – June 30, 2026). Within this four-year cycle, and subject to the availability of a combination of state and federal funds, annual contracts will be awarded to begin July 1, 2022 with the potential for negotiated target and budget renewals for up to three additional years. Organizations do not have to reapply for the remaining three years of the award.

Our organization is planning to use in-kind funds to support the NOEP contract. If we are unable to continue to use those funds to support the contract, can we terminate the contract before the cycle ends?

While organizations do not have to reapply annually for NOEP funds during the contract cycle, they are required to renew their contract annually. If an organization is unable to continue supporting the NOEP contract, they may choose not to renew their contract.

Can NOEP funds be used to augment existing nutrition outreach and education activities?

NOEP funds cannot be comingled with any other funds from other sources, including other nutrition programs or outreach funds.

If an organization has an OTDA SNAP Education grant to provide outreach and education in selected communities within a given geographic jurisdiction, can NOEP funds be used to support outreach and education activities in other communities in that geographic jurisdiction?

Agencies are required to serve the entire county/service area they apply for, even if focusing on particular populations. NOEP funds and targets cannot be comingled with other grants.

Appendix E: Project Requirements indicates that NOEP-funded activities have at least one full-time staff person. With the maximum award per contract \$66,000 or \$76,000, is this possible without the use of other funds to cover that full-time staff person's time?

Organizations that receive NOEP funds are required to employ at least one, 100% NOEP-funded, full-time NOEP Coordinator (or full time equivalent) who is devoted to performing NOEP-funded anti-hunger activities. They may propose using in-kind funds to cover what the base award will not cover for NOEP.

The funds awarded in this contract do not cover the salary/fringe for a full-time employee at our organization. For the NOEP Coordinator position, which is "100% NOEP funded", are we allowed to use other money to cover the salary and/or fringe for this position?

Organizations are allowed to use in-kind funds to supplement salaries and/or fringe benefits, including the NOEP Coordinator position. The additional funds should be indicated as "in-kind" in the NOEP budget.

Are in-kind expenses a requirement?

Subcontractors may choose to incur some expenses as "in-kind" dollars, but it is not a requirement.

Will award amounts be adjusted for inflation?

Maximum annual funding for the first year of the cycle (July 1, 2022 – June 30, 2023) will be as follows: \$76,000 for New York City and Long Island; \$66,000 for counties in the rest of the state; \$55,000 for each additional county proposed by an agency. Annual funding past the first year is dependent on State Budget appropriations.

What is HSNY's estimation of the annual increase for personnel covered by NOEP?

NOEP funding is dependent on State Budget appropriations. We cannot estimate what, if any, increase could happen throughout this contract cycle.

Is it possible for funding levels to increase after the first year of the contract?

Funding levels may increase throughout the contract cycle, based on the allocation of funds in the New York State budget. Hunger Solutions New York is advocating for an increase in funding for the NOEP contract, but cannot guarantee additional funds.

With this level of funding, could we have less than a 100% NOEP Coordinator?

NOEP subcontractors must employ a full time, or full time equivalent, NOEP Coordinator for each county they serve. A county may not be covered with a part time (less than 100%) NOEP Coordinator.

As a current NOEP subcontractor, we know that reimbursement has not been prompt during this last contract cycle. Will this be addressed in the next cycle?

Due to the pandemic, reimbursement from the state has been delayed for the NOEP contract. We hope this delay will be resolved in the next few months, and expect that reimbursement will be consistent and timely in the next cycle.

J. LETTER OF INTENT TO SUBMIT A PROPOSAL

If our agency did not submit a letter of intent, are we still able to apply for the NOEP Contract?

A letter of intent is encouraged, but not required. An agency may still apply for the NOEP Contract even if they did not submit a letter of intent.

K. ASKING QUESTIONS ABOUT THIS RFP

No questions asked.

L. ANSWERS TO QUESTIONS

No questions asked.

M. SUBMITTING A PROPOSAL FOR FUNDING

Our agency currently has a NOEP contract. Could you please highlight any changes in the new RFP, that are different from the current NOEP requirements and operational guidelines?

Current subcontractors are expected to read through the RFP to locate new and updated NOEP requirements.

As a current NOEP subcontractor, should we notify Hunger Solutions New York if we decide not to bid on a county we are currently serving?

It is preferred that a current NOEP subcontractor notifies Hunger Solutions New York if they are not planning to reapply for a currently covered county, but it is not required. Please note that current NOEP subcontractors must reapply for the NOEP contract, completing Section B, C, and D for each county they would like to apply for.

With regards to *Appendix F: Proposal Form*, are there word or character limits for replies to the questions cited under Sections A, B, C, D, and E?

Answers to questions in Sections A-E do have character limits. These limits can be found in the online submission form, under Appendix F. All applications must be completed through the online submission form.

Do character limits include spaces?

In *Appendix F: Proposal Form*, answers to questions in Sections A-E have character limits. Character limits are shown beneath the question, and do include spaces. When completing the application online, you will know you hit the character limit when it does not allow you to type any more characters.

For New York City bidders, when answering questions in *Appendix F: Proposal Form*, is the proposed “geographic area” the same as the proposed “service area”?

Yes, geographic area and service area are the same.

Our agency has many funders/contracts that provides us with \$66,000 or more. How many of these should we provide in *Appendix A: Proposal Coversheet*? Is there a character limit that would prevent us from listing many funders, and if so, should we upload an attachment?

There is no character limit preventing an agency from listing all funders/contracts that provide them over \$66,000. If the agency has an excessive number of funding agencies that provide over \$66,000, please list at least 10 of those funding agencies.

In *Appendix A: Proposal Coversheet*, should we list only public funders who provide over \$66,000, such as those from the city or state? Or should we also include private funders?

Funding sources from both public and private funders may be included.

Hunger Solutions New York has clarified that if we have many funding sources over \$66,000, we could provide the top 10 funders. Can we provide less than 10 funders? And do the funders listed have to be in the top 10, or can we list any funder that has given us over \$66,000?

Organizations that have more than 10 funding sources over \$66,000 may provide the top 10 funders. Organizations should provide less than 10 funding sources only if they have less than 10 funding sources that provide \$66,000 to the organization.

Are Letters of Support from local DSS offices required?

Letters of Support are not required. However, if able to obtain a letter of support from the LDSS/HRA center, these letters can be uploaded for each county the applicant applies for, under Section B of *Appendix F: Proposal Form*.

Is there a specific format that the state is looking for with the letter from LDSS/HRA?

The Letter of Support from LDSS/HRA offices, if obtained, may have any format.

The application provides a space to upload letters of support from the LDSS/HRA office. Can we submit letters of support from other agencies, and if so, where should we submit them?

Yes, you may submit letters of support from other agencies. This would be an optional submission. For any letter of support, whether from an LDSS/HRA office or another agency, please submit them under Appendix F: Proposal Form, Section B. Multiple files may be uploaded there.

How should we get an authorized signatory to sign the online form?

The online submission form can be saved; once saved, you may email it yourself or another individual, or copy the link and manually email it to another individual. An authorized signatory must sign the form prior to submission.

N. REQUIRED ATTACHMENTS

Is there a size limit for attachments?

Yes, attachments must be under 250MB per file. Up to 20 files can be uploaded under each field.

Are organizations that receive federal funds required to submit an A-133 audit as one of the required attachments or is the organization's regular audit sufficient?

All non-federal government agencies and nonprofit organizations that expend \$750,000 or more in federal awards in a given fiscal year are required to obtain and submit a Single Audit.

If we are in the process of finishing our current fiscal audit, can we submit our annual financial statement until we receive the full report?

Bidders should submit the last fiscal audit their agency has completed. If currently in the process of completing this year's audit, it is acceptable to submit last year's audit.

Our organization is not required to have a fiscal audit. We have a fiscal review as part of our 990 preparation. Does this preclude our participation in this program?

All NOEP subcontractors are required to submit annual audits of their financial statements by an independent auditor. Additionally, all subcontractors must adhere to OMB Uniform Guidance requirements. NOEP can be charged its proportional share of the costs of the audits.

O. PROPOSAL DUE DATE

No questions asked.

P. PROPOSAL PRESCREENING

No questions asked.

Q. SCORING

It is noted that during the proposal prescreening, the high need points assigned to each county will be applied to all proposal to serve that county. Can you confirm that Hunger Solutions New York will look at all of the bulleted criteria at the county level (rather than city or MSA)?

Yes, Hunger Solutions New York reviews the high-need criteria at the county level only.

What are the high need counties and what are their rankings/ level of need?

A county's "high need" determination is based on a number of criteria, such as: potentially eligible people not participating in SNAP; children eligible for free or reduced-price meals within the school lunch program; infant mortality/morbidity rates; economic indicators; a high concentration of at-risk populations; and the unavailability of food assistance programs in the area. Hunger Solutions New York performs an analysis of these criteria every 4 years. This analysis is an internal document only.

R. REFERENCE CHECKS

No questions asked.

S. AWARD DETERMINATIONS

Can there be more than one NOEP Coordinator in a county?

Outside of New York City, a county is typically covered by just one NOEP Coordinator. Based on a county's need, it is possible that two agencies could receive a contract to cover one county. In New York City, boroughs are usually covered by multiple NOEP subcontractors, due to population size and need.

How many awards will be issued because of this RFP? Is there a list of current recipients that can be shared for review by prospective applicants?

The number of awards will be determined based on applicant proposals and funding availability. At this time, 52 counties are covered by an in-person NOEP Coordinator. A list of current NOEP Coordinators can be found on the Hunger Solutions New York website [here](#).

T. TERMS AND CONDITIONS GOVERNING THIS RFP

No questions asked.

Appendix B/C: Allowable Activities

Appendix B: Activities Allowable does not mention using videoconferencing platforms (such as Microsoft Teams, Ring Central, Zoom) or creating outreach for social media platforms like Facebook, Instagram, and TikTok. Would these be allowable under the NOEP contract?

NOEP Coordinators are allowed to use videoconferencing platforms for community events and/or presentations. They are also allowed to submit social media outreach to Hunger Solutions New York for review. As with all outreach, this would need to be approved by Hunger Solutions New York prior to posting. If approved, the outreach item can be posted to the subcontractor's website and/or social media channels. Requirements for social media outreach will be provided to NOEP subcontractors.

Appendix D: Activities Not Allowed

Appendix D states that it is not allowable to use NOEP funds on TV/radio ads to inform people about SNAP. Are we allowed to use other funds to inform people about SNAP, including that we have a NOEP Coordinator?

All NOEP-related outreach must be approved by Hunger Solutions New York prior to being placed in the community. Federal SNAP outreach funds are prohibited from being used for TV ads, radio ads, billboards, and bus wraps. Therefore, NOEP funds, which draw down from federal SNAP outreach funding, cannot be used for these activities.

Appendix D says that distributing outreach materials that specifically refer to an elected public official is not allowed. Can a hard copy of outreach materials and links to informational videos regarding SNAP be shared with the staff members of elected public officials who provide constituent services?

NOEP subcontractors are not allowed to use NOEP funds to lobby or create outreach materials specifically referring to an elected public official. They may provide outreach materials approved by Hunger Solutions New York to elected officials in order to educate them on SNAP and NOEP Coordinator work.

We were considering out-stationing the NOEP Coordinator for several hours a week at the busy office of a local legislator. Is this an allowed activity?

This is allowable if there are potentially SNAP-eligible individuals at this location. The NOEP Coordinator may not endorse an elected public official, or lobby. They may only perform allowable NOEP-related work at this location.