

# NOEP RFP Questions and Answers

Answers released on 7/8/2024

**QUESTION: Can you confirm we can invoice for work done by a person temporarily assigned to this position if we are unable to attract an applicant for permanent employment on a short timeline?**

Any staff member assigned to NOEP, even temporarily, may be charged to the contract.

**QUESTION: Is there a minimum expectation for new enrollments? What if the county is rural, and requires more home visits?**

All new NOEP subcontractors are provided with target numbers at the beginning of each contract year. Targets are created based on a number of criteria, such as: 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.

Home visits are allowable under NOEP, if the subcontractor would like to do them. Being a rural county is taken into account under "geographic location" when coming up target numbers.

**QUESTION: Will a time log be an acceptable way for us to ensure we are meeting contractual obligations if actual enrollments are low as we start?**

We expect subcontractors to need time to be onboarded into NOEP. It is natural for enrollments to start off low as you learn more about the program, and start building relationships in the community. If you are consistently not meeting targets over a long period of time, our Contract Management Specialists will work with you on strategies to improve.

**QUESTION: Can you provide more information about the audit requirements?**

All subcontractors are subject to an OMB A-133 audit, which is conducted by an independent auditor. This is required annually.

**QUESTION: How can I find out if a county is considered a "high needs area"?**

Hunger Solutions New York conducted a High Needs Assessment at the beginning of each contract cycle, looking at a number of criteria to determine which counties are considered high need. One of the items we review is U.S. Census Data. Bidders can look at the census for more information about their counties.

**QUESTION: Can a NOEP Coordinator work with farmers markets to help vendors accept SNAP?**

A NOEP Coordinator's main job responsibility is to increase SNAP enrollment in their service area. NOEP Coordinators are allowed to conduct outreach and education at Farmers Markets. They may also educate vendors at the Farmers Market about the benefits of accepting SNAP benefits. They may not

work on behalf of a vendor, or participate in any kind of advocacy work as part of their NOEP Coordinator duties.

**QUESTION: Do I have to include in-kind funds in my proposal budget?**

No, in-kind funds are optional to include.

**QUESTION: Are we supplied with written materials about SNAP to use the community, or is the local contractor required to print/pay for these materials?**

Hunger Solutions New York creates outreach templates for subcontractors to use, including flyers. The local subcontractor is expected to print and pay for any outreach materials they use in their service area. Printable outreach materials may be printed in house (once approved by Hunger Solutions New York).