

Applicant Questions and Answers

RFA Number		RFA/Grant Name		
HHS0015357		Supplemental Nutrition Assistance Program (SNAP) Outreach and Application Assistance		
PCS Grant Specialist Name			PCS Grant Specialist Email	
Dedra Williams			dedra.williams@hhs.texas.gov	
+/- Row	#	Reference	Applicant Question	Agency/Program Response
+ -	1	RFA Section 2.4, page 12 (Eligible Service Areas) & Exhibit R, page 2	We are in the North Texas Region. If we submit an application, are we required to provide services to all 70 counties in this region or can we opt to provide services to select counties of this region?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements; Overview and General Requirements, 2.g. Refer to Addendum 2.
+ -	2	(No reference provided)	Is there a bidders conference or Zoom we can access?	Refer to RFA Section 7.1, Schedule of Events.
+ -	3	(No reference provided)	Where do we register to submit the complete package?	Refer to RFA Section 8.3, Required Submission Method and Exhibit M, HHS Online Bid Room Instructions.
+ -	4	(No reference provided)	Must we be a Non-Profit to participate?	Refer to RFA Section 2.1 Purpose, and Section 3.2, Application Screening Requirements.
+ -	5	(No reference provided)	Can we use our partners with Lone Star College for our location of service?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III. Program Requirements, C. Strategy 2: Application Assistance and Education, 9. a. i. Refer to RFA, Section 3.2, Application Screening Requirements, B. and E.
+ -	6	(No reference provided)	May we offer some of the support on Zoom since some folks do not have transportation and in Cypress we do not offer Metro bus service?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III. Program Requirements, C. Strategy 2: Application Assistance and Education, 9. a. iii.
+ -	7	(No reference provided)	Once we register in the ebid system, how long does it take to be approved to apply for the RFP?	Refer to RFA Section 4.1, Project Period.
+ -	8	(No reference provided)	What is the exact link to register to apply for this rfp since we have no registration response as of today?	Refer to RFA Section 8.3, Required Submission Method and Exhibit M, HHS Online Bid Room Instructions.

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<input type="checkbox"/> + <input type="checkbox"/> -	9	(No reference provided)	We are not clear on the platform you speak of to send questions before the closing date?	Refer to RFA Section 7.2, Sole Point of Contact and Section 7.3, RFA Questions and Requests for Clarification.
<input type="checkbox"/> + <input type="checkbox"/> -	10	RFA Article 1.1 Executive Summary, page 5	<p>As context, in FY24, the state agency's budget for SNAP Outreach was \$8,743,111, so this RFA represents a 69% reduction in the agency's investment in this program.</p> <p>Will the agency confirm that the RFA's amount of \$2,671,699 represents the state/federal budget for SNAP Outreach, and confirm that this Estimated Max Award does not impact or limit the local match grantees can propose?</p>	<p>Refer to RFA Section 5.1 Grant Funding Source and Available Funding.</p> <p>Refer to Exhibit E-1, Expenditure Proposal Instructions.</p> <p>Refer to Exhibit E, Expenditure Proposal (see RFA Section 6.2, Expenditure Proposal), including both anticipated Matching funds and funds being certified in the proposal.</p> <p>Refer to RFA Section 5.4, Cost Sharing or Matching Requirements.</p>
<input type="checkbox"/> + <input type="checkbox"/> -	11	Exhibit D, SNAP Outreach Contract Requirements, Section III, C. 6. b. ii, page 12	The RFA lists different priority populations in different sections of the RFA. Please clarify the list of priority target populations. Can HHSC confirm that priority populations include all these groups: urban areas with low participation, college students, black/Hispanic, children, seniors, veterans, college students, immigrants, and mixed-status families?	Refer to Exhibit D, SNAP outreach Contract Requirements, Section II, Management Requirements, D. Formal Communication, 2.c., and Section III, Program Requirements, C. Strategy 2: Application Assistance and Education, 6.b.i-v.
<input type="checkbox"/> + <input type="checkbox"/> -	12	Exhibit D, SNAP Outreach Contract Requirements, Section III, A. 2. d, page 6	Will HHSC provide baseline data on enrollment and participation (e.g., % of eligibles) for each of these populations?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, C. Strategy 2: Application Assistance and Education, 6.

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+	13	Exhibit D, SNAP Outreach Contract Requirements, Section III, C. 6. b. ii, page 12	Will HHSC provide baseline data on enrollment and participation (e.g., % of eligibles) for college students?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, C. Strategy 2: Application Assistance and Education, 6.
+	14	Exhibit D, SNAP Outreach Contract Requirements, Section III, A. 2. d, page 6	How do we increase participation among college students as a defined priority population when students are not automatically eligible for SNAP (they must have other qualifying exemptions)?	Refer to Addendum 2.
+	15	Exhibit D, SNAP Outreach Contract Requirements, Section III, B. 2, page 6	Must each of the five subrecipients in a region receive grant funding, or could a subrecipient be a coordinating agency that is joining the network via an unfunded MOU?	Refer to Exhibit D, Contract Requirements, Section III. Program Requirements, B. Strategy 1: Formal Network Providing Application Assistance and Education, 2.
+	16	Exhibit R, Funding by Region and Strategy & Regional Population, page 2	<p>Are all subrecipients expected to use funds to support personnel, or could subrecipients use funds to support other resources, such as local travel, materials, or targeted messaging to broaden reach given limited funds?</p> <p>For example, \$53,433 of the Panhandle’s allocation shared by a grantee and a minimum of 5 subrecipients means that subrecipients may receive no more than \$10,000 to support the project. This is very insignificant funding for personnel that may be better spent towards other resources, such as travel, materials, or targeted messaging.</p>	Refer to Exhibit E-1, Expenditure Proposal Instructions.
+	17	Exhibit D, SNAP Outreach Contract Requirements, Section III, C. 8, page 12	Can HHSC provide more details on the agency’s expectations to coordinate with phone assistance services to implement telephonic signature? Does it refer to the grantee forwarding eligible client calls to existing phone assistance services to complete telephonic signature?	Refer to Addendum 2.

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+ -	18	Exhibit R, Funding by Region and Strategy & Regional Population, page 2	<p>Williamson County is not listed on the Regional County Breakdown, where should it be?</p> <p>Chambers County appears to be in the wrong region. Is it correctly placed regionally? If not, what region should it be placed in?</p>	Refer to Addendum 2 and RFA, Section 2.4, Eligible Service Areas for further details.
+ -	19	Form C, Narrative Proposal, Section 1.4 Service Capacity Declaration, page 2	<p>SNAP Outreach dollars should be used to reach SNAP-eligible households rather than the entire population. However, part of the service capacity declaration asks how much of the entire population we will reach.</p> <p>Should the service capacity declaration have two parts?</p> <p>- Denominator: Indicate the total population in the region eligible for SNAP (rather than the total population)</p> <p>- Numerator: Indicate the number of people an applicant declares will be reached through their program.</p>	<p>Refer to Addendum 2.</p> <p>Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, B. Strategy 1: Formal Network Providing Application Assistance and Education, 2. and 3. a-e.</p>
+ -	20	Exhibit D, SNAP Outreach Contract Requirements, Section III, E, page 15	<p>In the FY20 contract, a Level IV partner meant having a comprehensive referral and follow up program. Without the RPP, what is the difference between a Level III and Level IV partner? What does it take to be a Level IV CP? An MOU with HHSC via the contract or participation in monthly CPP calls?</p> <p>As subrecipients are identified, is it correct that they do not need to currently be CPs if they will be by the contract?</p> <p>Are current CPs eligible to be subrecipients?</p>	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, D. Other Program Requirements, 1.
+ -	21	RFA Section 3.2, Application for Screening Requirements, page 16	Is there a preferred format for the references (e.g., Letter of Commitment, Letter of Support, etc.)?	No, there is no preferred format for the references as long as the criteria listed in the RFA Section 3.2 Application Screening Requirements, G.
+ -	22	RFA Section 6.3, Indirect Costs, page 23	The RFA text mentions both ten percent and then 15%. Please confirm which is correct for the de minimis. I believe the rate was raised to 15% effective Oct. 1, 2024 but wanted to verify which to use in this RFA.	Refer to Addendum 2.
+ -	23	Form C, Narrative Proposal, page 1	Bullet F and G are identical ("Use of Evidence-Based Practices"). Was G meant to be something different?	Refer to Addendum 2.
+ -	24	RFA Article II, Scope of Grant Project, Section 2.1 Purpose, Paragraph 4, Page 11	If we only provide outreach for Program promotion and awareness but not application assistance, are we still able to apply the RFA for funding?	Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, A., Overview and General Requirements, 2. a-g.

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<input type="checkbox"/> + <input type="checkbox"/> -	25	RFA Article II, Scope of Grant Project, Section 2.1 Purpose, Paragraph 4, Page 11	Please specifically explain the meaning of higher level of case management services.	<p>Refer to Addendum 3.</p> <p>Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, C, Strategy 2: Application Assistance and Educations, 11.</p>
<input type="checkbox"/> + <input type="checkbox"/> -	26	RFA Article II, Scope of Grant Project, Section 2.1 Purpose, Paragraph 4, Page 11	I would like to know if our organization can only provide SNAP outreach services through this funding opportunity to encourage individuals to apply for SNAP benefits. Or are we required to provide Direct SNAP Ed education of 6 - 7 hours to the the individuals?	<p>Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, A., Overview and General Requirements, 2. and C. Strategy 2: Application Assistance and Education, 1.C.</p>
<input type="checkbox"/> + <input type="checkbox"/> -	27	RFA Section 2.4, Paragraph 2, page 12	Is there an option that we only provide Outreach Services under this RFA?	<p>Refer to Exhibit D, SNAP Outreach Contract Requirements, Section III, Program Requirements, A. Overview and General Requirements, 2. a-g.</p>