

NUTRITION OUTREACH AND EDUCATION PROGRAM

Request for Proposals (RFP)

DATE ISSUED: July 11, 2013

LETTER OF INTENT TO APPLY DUE: August 9, 2013

**REQUEST TO PARTICIPATE IN BIDDERS'
WEBINAR/CONFERENCE CALL DUE:** August 9, 2013

**BIDDERS' WEDINAR/CONFERENCE
CALL:** August 14, 2013

QUESTIONS DUE: August 16, 2013

QUESTIONS & ANSWERS POSTED: August 23, 2013

PROPOSAL DUE: September 10, 2013

SUBMIT TO: Hunger Solutions New York, Inc.
14 Computer Drive East, 2nd Floor
Albany, NY 12205

518-436-8757 (Office)
518-427-7992 (Fax)
www.hungersolutionsny.org

TABLE OF CONTENTS

NUTRITION OUTREACH AND EDUCATION PROGRAM (NOEP) REQUEST FOR PROPOSALS

HEADING	PAGE #
Table of Contents	2
Purpose	4
Description of Hunger Solutions New York, Inc.	4
The Nutrition Outreach and Education Program	4
Agency Eligibility	6
Open Competitive Process	6
Project Requirements	6
Project Scope, Geographic Area, and Specific Target Populations	7
Numerical Targets	7
Duration of Contract Period and Expected Funding Levels	9
Letter of Intent to Submit a Proposal	9
Asking Questions about this RFP	9
Answers to Questions	10
Submitting a Proposal for Funding	10
Required Attachments	11
Proposal Due Date	11
Proposal Prescreening	11
Scoring	12
Reference Checks	12
Award Determinations	12
Terms and Conditions Governing this RFP	13

APPENDICES

Appendix A - Allowable and Disallowable Activities	14
Appendix B – Requirements for All NOEP Projects	17
Appendix C – Nutrition Outreach and Education Program Proposal Coversheet	20
Appendix D – Proposal Checklist	21
Appendix E – Proposal Form	22
Appendix F – Contractor Information	27

NUTRITION OUTREACH AND EDUCATION PROGRAM (NOEP) REQUEST FOR PROPOSALS

A. PURPOSE

Through this Request for Proposals (RFP), Hunger Solutions New York, Inc. (Hunger Solutions New York) is seeking to enter into contracts with community-based 501(c)(3) organizations to operate the Nutrition Outreach and Education Program (NOEP) in service areas across New York State.

B. DESCRIPTION OF HUNGER SOLUTIONS NEW YORK, INC.

Hunger Solutions New York (formerly known as The Nutrition Consortium of NYS) is a statewide not-for-profit organization formed in 1985 to address the problem of hunger in New York State. The mission of Hunger Solutions New York is to alleviate hunger for all residents of New York State by expanding the availability of, access to, and use of government-funded nutrition assistance programs through outreach, education, and advocacy. Hunger Solutions New York accomplishes its mission through a variety of activities, including: researching issues pertaining to the problem of hunger; analyzing public policies to assess their effectiveness with regard to alleviating hunger; advocating for effective programs and policies to serve people who are hungry; conducting outreach to promote the use of existing nutrition assistance programs; establishing programs where they are needed but do not exist; and administering anti-hunger programs.

Hunger Solutions New York is the current statewide contractor for the Nutrition Outreach and Education Program. Hunger Solutions New York was chosen through a competitive process for a five-year period which began July 1, 2010. Through NOEP, Hunger Solutions New York works under contract with the New York State Office of Temporary and Disability Assistance (OTDA). Hunger Solutions New York is responsible for subcontracting with community-based organizations to operate NOEP projects at the local level. Hunger Solutions New York provides training and technical assistance to the NOEP subcontractors and monitors the implementation of their NOEP subcontracts. In addition, under NOEP, Hunger Solutions New York conducts statewide outreach, education, and advocacy.

C. THE NUTRITION OUTREACH AND EDUCATION PROGRAM

New York State has long recognized that the use of federal nutrition assistance programs is critical to addressing the problem of hunger and that many of these programs are underutilized. As a result, the NOEP has operated in New York State since 1987. Through the NOEP, 501(c)(3) community-based organizations are funded to: promote the benefits of the Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp Program) to the local community; provide outreach to eligible, non-participants of SNAP; assist households through the SNAP application process; and help resolve barriers to participation in SNAP. In addition, NOEP projects promote

awareness of the Summer Food Service Program (SFSP) and the School Breakfast Program (SBP).

Current funding provides for 61 NOEP service areas operating across New York State; 14 projects in New York City and 47 projects in counties throughout the rest of the state. It is anticipated that the distribution of NOEP funding will be approximately one-third for NYC based projects and two-thirds for projects in the rest of the state. Funding for the initial and any subsequent period is contingent on the continued availability of the amount funding and satisfactory performance of the contractor.

The Nutrition Outreach and Education Program has two sources of funding: New York State funds and federal SNAP outreach dollars (Catalog of Federal Domestic Assistance (CFDA) title and number: 10.561, Supplemental Nutrition Assistance Program (SNAP)) which match most of the state dollars. The state and federal matching funds are used solely for SNAP outreach and application assistance. The smaller portion of state funds that are not federally matched may be used for certain other activities, including outreach for child nutrition programs. For a list of NOEP activities allowable with state and federal matching funds and a list of activities allowable with state-only funds, see Appendix A.

Organizations that receive NOEP funds are required to employ at least one, 100% NOEP-funded, full-time NOEP Coordinator who is solely devoted to performing NOEP-funded activities. Organizations outside of NYC that are funded to serve more than one county must employ at least one, 100% NOEP-funded, full-time NOEP Coordinator, solely devoted to providing all NOEP-funded activities, in each county served. Additionally, organizations outside of NYC that serve more than one county must provide office space for the NOEP Coordinator and sustain a daily presence in each county that is served.

Hunger Solutions New York works closely with each organization that receives a NOEP subcontract. It is very important that the NOEP Coordinator, who is solely devoted to performing NOEP-funded activities, be available and in continued contact directly with Hunger Solutions New York. Specifically, each subcontractor will be assigned a NOEP Contract Manager for program related assistance, information and technical support. A SNAP Technical Assistance Specialist is also available to all subcontractors for assistance with SNAP enrollment related information and technical assistance. The NOEP Contract Manager and the SNAP Technical Assistance Specialist must have unrestricted communication with the NOEP Coordinator at all times.

Prior to distribution, all outreach materials for the NOEP must be submitted for approval through the NOEP Outreach Approval Request Process. It is required that the 100% NOEP-funded position will develop and submit outreach materials for approval directly to Hunger Solutions New York. The NOEP Contract Manager will provide technical assistance as needed for developing outreach and ultimately approve the outreach for distribution. In order to ensure timeliness, consistency, and meet NOEP outreach criteria, subcontractors may need to make an exception to their internal communications/outreach development and approval process.

As of July 1, 2010 all NOEP program and fiscal contract management is conducted through “NOEPonline,” a web-based contract management system. All subcontractors will need to have the capacity to enter and retrieve data via the Internet on a daily basis. NOEPonline training will be provided by Hunger Solutions New York to subcontractor program and fiscal staff through GoToMeeting, GoToWebinar, or another web-based training technology.

D. AGENCY ELIGIBILITY

Pursuant to Section 2598 of the Public Health Law, Nutrition Outreach and Education Program funds are to be awarded to community-based organizations. To be eligible to participate in the process, an agency must be a 501(c)(3), tax-exempt organization incorporated for a purpose sufficiently broad enough to include providing services or other assistance to economically or socially disadvantaged persons.

E. OPEN COMPETITIVE PROCESS

This is a statewide, open, competitive process. All interested, eligible agencies are encouraged to apply. Prior receipt of a NOEP contract does not guarantee nor prohibit an award under this Request for Proposals. Each proposal will be reviewed and scored based on its own merit and contracts will be awarded in accordance with the award determination criteria as detailed in Section P of this RFP.

F. PROJECT REQUIREMENTS

All funded projects must meet each of the requirements listed in Appendix B. Submitting an application in response to this RFP attests that the bidding agency will adhere to all requirements for the duration of the contract. Failure to adhere to these requirements may result in contract termination.

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

All proposals must be for projects to be conducted at the local level. Statewide activities are not fundable.

For New York City (NYC): an eligible geographic area is 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). In addition, a NYC bidder may choose to target a specific population, e.g., immigrants, disabled, etc., within all of NYC or only a part of NYC. It is expected that several awards will be made in NYC serving various geographic areas and/or specific target populations.

For all counties outside of NYC: an eligible geographic area is defined as an entire county. Hunger Solutions New York will consider proposals to serve multiple counties (anticipated maximum of three counties) within a bidder's established regional service area. The bidder must have an office space which meets the specifications listed in Appendix B for each county it proposes to serve.

Hunger Solutions New York reserves the right to award a contract to serve all, or only a specific part, of an organization's proposed geographic service area. It is expected that, outside of New York City, only one contract will be awarded per service area (county). Hunger Solutions New York reserves the right to enter into a contract to fund more than one NOEP Coordinator position in a service area deemed by Hunger Solutions New York to have very high need and/or a high concentration of a specific target population(s).

H. NUMERICAL TARGETS

Every year, Hunger Solutions New York commits to achieving statewide NOEP numerical targets. The 2013-2014 numerical targets are listed below. Numerical targets are subject to change annually. Likewise, each organization awarded a contract through this RFP process will be required to commit to annual numerical targets that contribute to the attainment of the statewide targets; no subcontractor is solely responsible for accomplishing any of the statewide numerical targets. The collective work of the local NOEP subcontractors, performing the necessary program activities in their designated geographic area(s), is the result achieved for each of the statewide numerical targets.

The 2013-2014 statewide numerical targets of the NOEP include:

- Promote a positive perception of SNAP and disseminate SNAP eligibility information to potentially eligible individuals through at least **5** statewide outreach campaigns conducted at the local level by the NOEP subcontractors;
- Provide SNAP information directly to at least **134,500** individuals who may qualify for benefits;
- Provide SNAP prescreening services, application assistance, and referrals to SNAP and other government nutrition assistance programs to **48,500** households;
- Assist **24,150** households to complete the application process and receive SNAP benefits;
- Provide direct assistance to enable at least **2,125** households to continue to receive SNAP benefits;
- Educate **150** local agencies, including departments of local government and/or community organizations, about the benefits of collaboration with the NOEP;
- Reduce or resolve at least **150** local, systemic barriers to SNAP;
- Reduce or resolve at least **1** statewide SNAP barrier;
- Expand participation in the SFSP by increasing the number of SFSP sites in at least **3** areas and increasing awareness about the SFSP in at least **45** service areas;
- Expand participation in the SBP by increasing awareness about the SBP in at least **45** service areas; and
- Display and/or distribute materials developed by OTDA related to myBenefits.ny.gov to program participants.

I. DURATION OF CONTRACT PERIOD AND EXPECTED FUNDING LEVELS

As a result of this RFP, awards will be issued for a four-year cycle (July 1, 2014 – June 30, 2018). 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, 2014 with the potential for negotiated target and budget renewals for up to three additional years.

The average annual funding level for projects providing services in New York City and in Long Island is expected to be approximately \$70,000. The average annual funding level for services in a county in the rest of the state is expected to be approximately \$60,000. For organizations proposing to serve more than one county outside of New York City, the average annual funding level is expected to be approximately \$50,000 for each additional county to be served.

J. LETTER OF INTENT TO SUBMIT A PROPOSAL

A letter of intent to submit a proposal in response to this RFP should be **e-mailed, to the attention of Paige Cerulli, and received** by Hunger Solutions New York no later than **5:00 pm on Friday, August 9, 2013**. The letter of intent should be on the organization's letterhead and include organization name, physical address, name of Executive Director, and a brief statement of intent to apply for this RFP. If you do not submit a letter of intent by the due date, you may still be eligible to apply to this RFP.

Paige Cerulli
Executive Assistant
Hunger Solutions New York
Paige.Cerulli@HungerSolutionsNY.org

K. ASKING QUESTIONS ABOUT THIS RFP

All potential bidders will be allowed to ask Hunger Solutions New York questions about this RFP. In an effort to be fair and to provide all bidders access to the same information, the process for asking questions and posting responses will be as follows:

1. A webinar will be held on **Wednesday, August 14, 2013 at 1:00 pm** for all interested bidders. Bidders that do not have webinar capability can join the discussion via conference call. Participation in this webinar/conference call is not required. To participate in this webinar/conference call please send an e-mail to Paige.Cerulli@HungerSolutionsNY.org by **5:00 pm on Friday, August 9** indicating the e-mail address to which you would like a webinar/conference call invitation sent. The invitation will provide directions for both webinar and conference call participation.
2. Bidders may submit questions in writing by e-mail or fax to Hunger Solutions New York. The deadline for submitting questions is **5:00 pm on Friday, August 16, 2013**. However, bidders are encouraged to submit questions prior to the webinar

described above. Questions submitted before the webinar will be answered during the webinar.

Questions about the RFP may be asked during the webinar/conference call. Questions may not be conveyed by phone at any other time. Although answers to questions will be provided during the webinar/conference call, bidders are advised that the official answers to questions will be provided in writing and posted on the Hunger Solutions New York website as specified in Section L of this RFP.

Questions must be sent to:

Paige Cerulli
Executive Assistant
Hunger Solutions New York
Paige.Cerulli@HungerSolutionsNY.org
Fax: (518) 427-7992

Subject: NOEP RFP Q&A

L. ANSWERS TO QUESTIONS

Hunger Solutions New York will post by Friday, August 23, 2013 on the Hunger Solutions New York website at www.hungersolutionsny.org the official answers to all questions received by 5:00 PM on Friday, August 16, 2013. Answers to all questions answered on the webinar will also be posted.

M. SUBMITTING A PROPOSAL FOR FUNDING

To receive funds through this RFP, each bidder must submit a complete Proposal Package which shall consist of:

- A Letter of Intent (See Section J of this RFP);
- One original plus 5 copies (total of 6) of the **Proposal Coversheet & Proposal Checklist** (See Appendices C & D);
- One original plus 5 copies (total of 6) of the **Nutrition Outreach and Education Program Proposal Form** (See Appendix E); and
- One copy of each of the Required Attachments (See Section N of this RFP).

Responses to the Proposal Form questions should be entered onto the form, directly below each of the numbered questions. Bidders may retype the form and enter your answers or fill in your answers by downloading the Microsoft Word document from the Hunger Solutions New York website at www.hungersolutionsny.org. Bidders must abide by the per-section page limits provided on the Proposal Form. All responses must be single-spaced and provided in a font size of 12 with one inch margins. The completed Proposal Form must not exceed 10 pages for single-county or NYC proposals. For multi-

county proposals outside of NYC, up to four (4) pages per additional county are required as explained in the Proposal Form.

N. REQUIRED ATTACHMENTS

One (1) copy of each of the following must be included with the Proposal Package:

1. An organizational chart that shows where this project will fit into the organization's structure, including how project staff will be supervised. Remember that NOEP requires at least one full-time staff person devoted to providing all NOEP-funded activities in each county in the proposed service area
2. A copy of the IRS letter that grants 501(c)(3) status to the organization
3. A list of the organization's current board members
4. A completed Contractor Information Form (see Appendix F)
5. Completed Equal Employment Opportunity (EEO) and Minority and Women-Owned Business (M/WBE) Participation Forms (see Appendix G)
6. A copy of the organization's most recently completed fiscal audit, including audited financial statements and the A-133 audit report, if applicable

O. PROPOSAL DUE DATE

Completed proposal packages must be received at the Hunger Solutions New York offices by **5:00 p.m. on Tuesday, September 10, 2013**. No faxed or e-mailed proposal packages will be accepted. Proposal packages should be mailed or hand-delivered to:

**NOEP RFP/Allocations Committee
Hunger Solutions New York, Inc.
14 Computer Dr. East, 2nd Floor
Albany, NY 12205**

Hunger Solutions New York is not responsible for lost or late deliveries. It is the responsibility of the bidder to ensure the proposal is received by Hunger Solutions New York on time.

P. PROPOSAL PRESCREENING

Hunger Solutions New York staff will prescreen all proposals for completeness (as defined in Section M & N of this RFP) and eligibility [501(c)(3) status]. Failure to include all required information and documents may result in the deduction of points in the scoring or in the rejection of the proposal.

Although some priority will be given to areas of highest need in NYS, it is clear that every area of NYS has a need for NOEP services. Proposals to serve designated high-need areas, as well as areas designated as lower-need, are encouraged.

In order to meet the statutory requirement that NOEP serve high-need areas, “high need” points will be determined for each county in the state. In accordance with legislative direction, the most recently available data for each of the criteria listed below is analyzed to determine high need. During the proposal prescreening process, the high need points assigned to each county will be applied to all proposals to serve that county. The high-need criteria are:

- Fifty percent or more of those potentially eligible are not participating in SNAP;
- Twenty-five percent or more of children are eligible for free or reduced price meals within the school lunch program;
- Infant mortality or morbidity rates;
- Economic indicators including, but not limited to, the unemployment rate, prevailing wages, and recent loss of job base;
- High concentration of at risk populations; and
- Unavailability of food assistance programs in the area because of lack of provider participation or knowledge about the existence of such programs.

Q. SCORING

Up to 100 points will be awarded for each proposal scored in response to this RFP. The scores to be awarded for each section are noted on the Proposal Form (See Appendix E). In addition, each county’s high need points, as described in Section P of this RFP, will be assigned to each proposal to serve that county.

Multi-county proposals will receive a separate score for each county in the proposal. Bidders that submit proposals for multiple counties may be awarded a contract for one or more counties, but may not be awarded a contract for others.

R. REFERENCE CHECKS

Fiscal and program performance reference checks will be conducted for agencies under consideration for a contract.

S. AWARD DETERMINATIONS

Award determinations will be based on:

- The proposal’s score, including high need points assigned based on county need;
- Geographic distribution of projects among New York City, and metropolitan and rural areas in the rest of the state; and
- Reference checks.

T. TERMS AND CONDITIONS GOVERNING THIS RFP.

Hunger Solutions New York reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in this RFP. Hunger Solutions New York reserves the right to amend, modify or withdraw this RFP. 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. Hunger Solutions New York reserves the right to request and consider additional information from any bidder beyond that presented in the initial proposal. This RFP does not commit Hunger Solutions New York, Inc. to award any contracts, to pay the costs incurred in the preparation of a response to the RFP, or to procure or contract for services. The award of a contract, if any, may be made in reliance on additional information requested.

APPENDIX A

ACTIVITIES ALLOWABLE

Using FEDERAL/STATE SNAP Outreach Funds

Federal/State SNAP Outreach Funds allow for the execution of the activities listed below. Hunger Solutions New York will not provide Nutrition Outreach and Education Program agencies with reimbursement for any costs for activities that do not appear on this list, unless special permission has been granted by Hunger Solutions New York.

- ❑ Placing SNAP literature in soup kitchens, food pantries, shelters and other community locations.
- ❑ Staffing booths at fairs or other places to provide SNAP information or to answer SNAP questions.
- ❑ Visiting senior centers, WIC clinics, union halls, etc. to explain SNAP rules.
- ❑ Conducting SNAP workshops for members of community organizations and reimbursing mileage for trainer to go to such workshops.
- ❑ Visiting homes in impoverished neighborhoods and places where homeless or other low-income persons are known to gather, to provide SNAP information.
- ❑ Prescreening individuals for potential SNAP eligibility.
- ❑ Helping people fill out the SNAP application and obtain verification information, including providing translation services as necessary.
- ❑ Advertising SNAP and outreach services in local newspapers, newsletters, etc. and producing and placing SNAP radio and TV spots with review and approval from Hunger Solutions New York.
- ❑ Developing, producing, and distributing SNAP posters, brochures, and other written materials with review and approval from Hunger Solutions New York.
- ❑ Documenting local problems affecting SNAP operations or outreach outcomes.
- ❑ Meeting with local social services staff to discuss SNAP outreach activities and their impact on SNAP participation.
- ❑ Meeting with local social services staff to discuss barriers to participation in SNAP.
- ❑ Accompanying applicants to SNAP office to assist with the application process, including providing translation services as necessary.
- ❑ Attending Hunger Solutions New York-sponsored meetings.

ACTIVITIES ALLOWABLE ***only* using STATE-ONLY funds**

State-only funds allow for the execution of the activities listed below. However, Nutrition Outreach and Education Program agencies/subcontractors should keep in mind that State-only funds represent only a very small portion of NOEP funding. Hunger Solutions New York will not provide reimbursement for any activities that do not appear on this list, unless special permission has been granted by Hunger Solutions New York.

- ❑ All activities allowed with federal/state funds.
- ❑ Providing transportation services to SNAP certification and issuance offices.
- ❑ Assisting applicants at local SNAP offices during the certification interview by providing support and helping to explain complicated terms.
- ❑ Distribution of information that promotes, and helps citizens decide their views about, other federal nutrition assistance programs, such as the: School Breakfast Program (SBP), National School Lunch Program (NSLP), Summer Food Service Program (SFSP), Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and the Child and Adult Care Food Program (CACFP), etc.
- ❑ Negotiations with school board members, administrators and faculty to implement a SBP, SFSP, or other federal nutrition assistance program.
- ❑ Negotiation with eligible sponsors to convince them to operate a SFSP.
- ❑ Assisting potential SFSP sponsors to complete the application and develop a plan for implementation of the program.
- ❑ Organizing parent and community groups in support of implementing a SBP or SFSP.
- ❑ Distributing literature about the SBP or SFSP through various locations in the community.
- ❑ Staffing booths at fairs, etc. to provide information and answer questions about the SBP or SFSP.
- ❑ Conducting SBP or SFSP workshops.
- ❑ Advertising the SBP or SFSP in local newspapers, newsletters and other logical locations.
- ❑ Producing/distributing SBP or SFSP posters/brochures.
- ❑ Producing SBP or SFSP radio and TV spots to be used as PSAs or paid ads.

ACTIVITIES NOT ALLOWED with ANY NOEP Funding Source

Hunger Solutions New York will not reimburse Nutrition Outreach and Education Program agencies/subcontractors for any of the activities appearing on the list below. NOTE: This list is not all-inclusive, and agencies should contact Hunger Solutions New York for guidance on any activities not specifically authorized on these pages.

- ❑ Acting as an authorized representative for applying and/or receiving SNAP benefits at issuance, or food purchasing.
- ❑ Recruiting individuals to participate in SNAP. Recruitment activities are those activities designed to persuade an individual who has made an informed choice not to apply for SNAP to change his/her decision.
- ❑ Lobbying to influence state or federal legislation.
- ❑ Serving as a member of a not-for-profit Board of Directors or Trade Association.
- ❑ Conducting activities that are not included in the work plan without advance written approval of Hunger Solutions New York.
- ❑ Assisting in the processing and reviewing of applications to determine eligibility for SNAP and/or the benefit levels individuals will receive as distinct from prescreening and determining potential eligibility and assisting in the preparation of an application.
- ❑ Statewide activities.
- ❑ Distribution of information on a food program that urges citizens or elected officials to vote in a certain way. (Grass roots lobbying)
- ❑ Assisting in the actual operation of a government nutrition assistance program.
- ❑ Distributing outreach materials that specifically refer to an elected public official.

APPENDIX B

REQUIREMENTS FOR ALL NOEP PROJECTS

Hunger Solutions New York has established the following requirements (based upon federal, state, and/or Hunger Solutions New York policies) that all funded projects must meet. Failure to do so, throughout the contract term, may result in delay, corrective actions, or contract termination.

1. Sign a contract with Hunger Solutions New York within 30 days of its receipt.
2. Hire qualified staff within 30 days of the start date of the contract.
3. Hire at least one full-time person, solely devoted to providing all NOEP-funded activities, in each service area.
4. Meet all approved numerical targets.
5. Submit completed program reports and other required documents by due dates, and on the forms and in the manner prescribed by Hunger Solutions New York.
6. Submit completed fiscal reports with the required documentation by due dates, and on the forms and in the manner prescribed by Hunger Solutions New York.
7. Submit M/WBE and EEO forms on a quarterly basis. It is required that all organizations selected for a contract complete these forms in the manner prescribed by Hunger Solutions New York.
8. Spend down all grant funds by June 30th.
9. Ensure that NOEP funds are not comingled with any other funds from other sources, including other nutrition program or outreach funds.
10. An organization which has other SNAP outreach, client assistance, and/or application assistance funding must ensure to the satisfaction of Hunger Solutions New York that the programs are managed and reported separately.
11. All NOEP subcontractors are required to submit annual audits of their financial statements by an independent auditor. Additionally, all subcontractors must adhere to OMB Circular A-133 requirements. NOEP can be charged its proportional share of the costs of the audits.
12. Ensure all staff working on NOEP (program and fiscal) has regular, consistent internet access.

13. Provide staff funded full-time by NOEP with a cell phone, portable scanner, portable printer, laptop, and other equipment as needed. The laptop must meet the specifications listed below.
 - a. Capable of accessing wireless networks (WLAN 802.11 b/g/n card) and Ethernet (10/100 wired connection)
 - b. Microsoft Office 2007 or greater
 - c. Webcam (built-in or connected through an available USB port)
 - d. Capable of running Internet Explorer 9, Google Chrome, Firefox v. 17, or Safari 6(NOTE: Staff must have the necessary computer access and skills to utilize program resources and satisfy web-based reporting requirements).
14. 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 confidential prescreening and application assistance.
15. Ensure all 100% NOEP-funded staff have unrestricted communication with their Hunger Solutions New York NOEP Contract Manager and the SNAP Technical Assistance Specialist.
16. Within 7 calendar days of a vacancy in the full-time NOEP Coordinator position, the organization must provide the NOEP Contract Manager with a plan to cover the position's responsibilities until the vacancy is filled, including the recruiting and selection time frame.
17. The NOEP Coordinator(s) will work with all clients from all backgrounds, including cultural and language differences.
18. Attend at least two statewide NOEP meetings annually in Albany, all appropriate regional meetings, and all required trainings sponsored by Hunger Solutions New York.
19. Provide outreach and direct client services in all of the predominant languages in the service area(s). When submitting outreach materials to Hunger Solutions New York for approval, an English translation must accompany the non-English outreach material.
20. Have all materials produced through these funds approved by Hunger Solutions New York prior to production.
21. In order to ensure timeliness, consistency, and meet NOEP outreach criteria, subcontractors will need to make an exception to their internal communications/outreach development and approval process for NOEP.
22. Include a statement of credit for funding on all materials developed/produced by the project. The statement will be provided by Hunger Solutions New York.

23. Comply with USDA Civil Rights Guidelines, including placing a non-discrimination statement on all materials developed/produced by the project.
24. Comply with federal drug-free work place rules.
25. Comply with federal requirements regarding environmental tobacco smoke.
26. Comply with federal requirements concerning disclosure of lobbying activities.

APPENDIX C
NUTRITION OUTREACH AND EDUCATION PROGRAM
PROPOSAL COVERSHEET

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **PROPOSAL NUMBER:** _____

RECEIVED BY: _____ **AREA:** _____

MISSING INFO: _____

AGENCY/ORGANIZATION: _____

ADDRESS: _____ FEDERAL TAX ID #: _____

AGENCY PHONE NUMBER: _____ AGENCY FAX : _____

PERSON TO CONTACT REGARDING PROPOSAL: _____

E-MAIL OF PROPOSAL CONTACT PERSON: _____

EXECUTIVE DIRECTOR: _____

FISCAL DIRECTOR: _____

ORGANIZATION'S WEBSITE: _____

TOTAL BUDGET REQUEST: _____

ATTACHED AUDIT DATE: _____

A – 133 AUDIT: YES / NO (please circle one)

PROPOSED GEOGRAPHIC AREA(S): _____

(Your proposed geographic area can be a single county, multiple counties, all of New York City, select New York City Borough(s), or distinct areas in New York City)

TARGET POPULATION(S): _____

Provide the names and contact information of all current funding sources of \$50,000.00 or more. Attach a separate sheet of paper if necessary. (NOTE: These organizations may be contacted as a reference regarding your organization's fiscal and program performance.) _____

I, the undersigned, certify that the information provided in this document is, to the best of my knowledge, true and correct.

SIGNATURE OF EXECUTIVE

DIRECTOR: _____ DATE: _____

APPENDIX D

PROPOSAL CHECKLIST

Completed Proposal Checklist To Be Included with Application Package

(PLEASE DO NOT SUBMIT BINDERS, ALL COPIES SHOULD BE STAPLED AND IN THE ORDER LISTED BELOW)

☐ PROPOSAL COVERSHEET & CHECKLIST (Original + 5 copies)

☐ PROPOSAL FORM (Original + 5 copies)

REQUIRED ATTACHMENTS (1 Copy with Original Cover Sheet and Proposal)

☐ Current Organizational Chart

☐ IRS letter granting 501(c)(3) status

☐ List of Board Members

☐ Contractor Information Form

☐ Equal Employment Opportunity (EEO) and Minority and Women-Owned Business (M/WBE) Participation Forms

☐ Most recently completed fiscal audit, including the A-133 report (if applicable)

Attached Audit Date: _____

A - 133 Audit: YES ☐ NO ☐

*Please be sure to include all items requested on the proposal checklist. Failure to include all required information and documents may result in the rejection of the proposal or deduction of points in the scoring.

APPENDIX E

NUTRITION OUTREACH AND EDUCATION PROGRAM FOR CONTRACT CYCLE 2014-2018

PROPOSAL FORM

ORGANIZATION NAME: _____

ORGANIZATION'S MISSION STATEMENT:

PROPOSED GEOGRAPHIC AREA(S):

(Your proposed geographic area can be a single county, multiple counties, all of New York City, select New York City Borough(s), or distinct areas in New York City)

***All responses must be single-spaced and provided in a font size of 12 with one inch margins**

A. Organizational Overview and Capacity (2 pages maximum) – 20 points:

1. Provide a brief overview of your organization. (1 pt.)
2. Describe the population(s) you serve and the programs/services you provide. (1 pt.)
3. Explain how your organization keeps up-to-date on the populations in your community and their changing needs. (1 pt.)
4. Describe the methods you currently use to let the community and potential clients know about your services. (1 pt.)
5. Describe your organization's experience with determining whether households may be eligible for state or federal programs. (3 pts.)
6. Describe how your organization tracks clients and obtains follow-up information on their progress. (3 pts.)
7. Explain how your organization measures and evaluates success. (3 pts.)
8. Explain your organization's experience operating a performance-based contract in which you are required to achieve numerical targets. Give an example of such a contract, specifically stating your organization's target number(s) and number(s) achieved for each target. (4 pts.)
9. Explain how you provide services (information, education, programs) about the importance of healthy eating to your clients. (3 pts.)

B. Administrative Capacity (1 page maximum) – 10 points:

1. Provide descriptions of administrative staff responsibilities for carrying out the specifics of your NOEP contract. (2 pts.)
2. Describe how supervision will be structured and how the Supervisor will ensure that the assigned NOEP Contract Manager and the SNAP Technical Assistance Specialist will have open communication and full access to the NOEP Coordinator(s) to assess the progress of the contract, provide guidance on outreach, and review reports. (4 pts.)
3. Describe your organization's ability to operate the program and provide client assistance in the event of a vacancy in the 100% NOEP-funded position. Describe the expected timeline for filling the vacancy and how your organization will provide coverage and operate NOEP? (4 pts.)

C. Scenarios (2 pages maximum) – 10 points:

1. Explain how your organization would assist a displaced family of four who walk into your office with less than \$100 in their pocket. Explain how you would determine the family's needs and describe the resources or referrals you would recommend and why you would recommend them. (4 pts.)
2. Describe how your NOEP project would approach the following scenario: You are in charge of an outreach campaign targeting working families with children in your proposed service area. Describe the major media outlets (newspaper, tv, radio, etc.) and local networks (food pantries, schools, etc.) specific to your proposed service area that you will utilize to reach your target audience. Explain your campaign approach and why you chose certain media and networks to reach your target audience. (3 pts.)
3. Seniors are an underserved population in all service areas. Identify what community-based organization(s) you would work with to better serve this population, how you would establish and/or maintain the(se) relationship(s) over time, and how you would tailor your NOEP effort to better assist a senior client. (3 pts.)

Instructions for responses to Sections D, E and F.

For NYC-based applicants, you need to respond to each question only once and ensure that your responses cover the entire area you are proposing to serve.

For all applicants outside of the 5 boroughs/counties of NYC, you must respond with a separate, complete set of responses for each of the counties you are proposing to serve.

D. SNAP Knowledge and Experience (1 page maximum) – 10 points:

1. Describe what your organization currently does to help eligible households access SNAP in the proposed service area. If you are a current NOEP subcontractor, please include information about your organization's efforts in addition to NOEP, if applicable. (2 pts.)

2. Explain why potentially eligible households do not participate in SNAP in the proposed service area. (4 pts.)
3. Describe the underserved populations in the proposed service area that do not currently participate and explain why you believe these populations are underserved. (4 pts.)

E. Operating Plan (2 pages maximum) – 20 points:

1. Describe how the NOEP Coordinator will maintain a daily physical presence and appropriate office space in the service area. (2 pts.)
2. Describe how your organization will design a program that determines eligibility for SNAP throughout the proposed geographic area(s). (4 pts.)
3. Describe how your organization will ensure that NOEP services are known in all parts of the service area. (4 pts.)
4. What target population(s) do you propose to serve through the NOEP (e.g., all low-income households, seniors, working poor, disabled, homeless, non-English speaking households, etc.)? Please explain why you have chosen this population(s) and why you believe your organization is well qualified to successfully provide NOEP services to the population(s). (4 pts.)
5. Describe the skills and qualities of the person you will assign to the 100% NOEP-funded position and why these skills and qualities are well suited to successfully carry out NOEP work. (4 pts.)
6. Describe how your organization will ensure that translation services will be available to assist clients who speak a language other than the NOEP Coordinator's. (2 pts.)

F. Connections within the Proposed Service Area (1 page maximum) – 10 points:

1. Describe the collaborative relationships your organization has with the other agencies, groups or individuals in the service area and how these relationships will add value to, or collaborate with, your NOEP project. (3 pts.)
2. Describe how your NOEP effort will establish and maintain an effective referral system to and from your organization and other collaborators. (3 pts.)
3. Describe how the NOEP Coordinator will establish and/or maintain a working relationship with the LDSS/HRA Center(s). If possible, attach a letter of support from the LDSS/HRA Center, describing how the LDSS/HRA Center(s) will support your NOEP effort. (4 pts.)

G. Fiscal and Budget (1 page maximum) – 20 points:

1. Describe your organization's experience with reimbursement-based vouchering. (4 pts.)
2. Discuss your organization's ability, if necessary, to operate the program during a delay in availability of reimbursement. (4 pts.)
3. On the budget form provided, develop your proposed, all-inclusive budget for implementing your NOEP project. Be sure to include any in-kind costs that will be covered by your organization.

Provide an explanation for how you will spend the money allocated to each budget line you plan to use on the budget form. For each shared cost (only a portion of the cost is charged to NOEP) describe the method used to calculate the cost share for NOEP. (12 pts.)

The following budget form does not apply to the page limit.

PROPOSED BUDGET FORM

The budget must be inclusive of all costs for a one year period. For details on the allowable costs within the categories, see the descriptions provided.

BUDGET ITEM			TOTAL COST IN WHOLE \$'S
PERSONNEL COSTS (Salary for at least 1 full-time employee and portion of project supervisor's salary devoted to NOEP services)			
FRINGE BENEFITS			
TRAVEL (includes travel necessary to implement project, including cost for each 100% NOEP-funded staff member to attend two, three-day meetings in Albany)			
COMMUNICATIONS (local and long distance charges, cell phone and internet; no installation charges)			
MATERIALS/SUPPLIES (needed to implement project; equipment with a unit cost of not greater than \$499.) PORTABLE COMPUTER (purchase cost of one portable computer for each 100% NOEP-funded staff member - must meet defined specifications - See Appendix B)			_____
PRINTING (in-house and other administrative printing/copying costs)			
OUTREACH (for all types of outreach)			
POSTAGE (for mailing costs necessary to implement project)			
OVERHEAD (limited to 10%) (project overhead, including either federally-approved indirect rate or itemized salaries/fringe of fiscal staff and support staff, space costs, audit costs, etc.)			
TOTAL			

APPENDIX F

CONTRACTOR INFORMATION

1. Incorporated Agency Name:

2. Street Address:

City, State, Zip Code:

County:

3. Vouchering Mailing Address:

City, State, Zip Code:

County:

4. Agency & Program Contact:

Title:

Phone #:

Fax #:

Email Address:

Mailing Address:

Fiscal Contact:

Title:

Phone #:

Fax #:

Email Address:

Mailing Address:

5. Federal Employer Identification #:

State Registered Charitable Organization #:

Municipality # (if applicable):

Optional:

Community District(s):

Federal Congressional District(s):

State Senate District(s):

State Assembly District(s):

6. Organization Information

For statistical purposes, indicate yes or no for *each* of the following items as it relates to your organization. See the instructions for definitions. LEAVE NO BLANKS.

Non-Profit Organization	Yes	No	Women-Owned Business	Yes	No
Minority Business	Yes	No	Municipality	Yes	No
Small Business	Yes	No			

7. Non-Discrimination/Sectarian Organization Compliance Justification

a. According to your Certificate of Incorporation, are your organization's purposes sectarian? (For example, are you a corporation organized under the religious corporation law or a corporation that has a corporate purpose to serve a particular religious group or promoting the doctrine of a particular religion in general?)	Yes	No
b. Are any of the proposed services in your project sectarian in nature?		
c. Does your organization have as its goal the furthering of any sectarian purpose?		
d. Are the services to be provided by sectarian staff?		
e. Are services being delivered in a building owned by a sectarian organization?		
If no, proceed to letter (f.). If yes, are services educational in nature?		
f. Will the proposed services be provided on the basis of race, religion, color or national origin?		
g. If the contract is with a sectarian organization, is the amount and comprehensiveness of the surveillance necessary to insure the contract does not foster or inhibit religion greater than the contract necessary to administer a similar contract with a non-sectarian agency?		

If any of the above answers are Yes, please justify the recommendation for funding below:

8. List of Authorized Signatories

List all individuals who are authorized by the Board of Directors to sign this contract and related documents on behalf of the organization. *Should any individual be added to or removed from the list, inform Hunger Solutions New York in writing immediately.*

Name (Printed)	Title
Signature _____	
Restrictions _____	

Name (Printed)	Title
Signature _____	
Restrictions _____	

Name _____ (Printed)	Title _____
Signature _____	
Restrictions _____	

The individuals listed above are authorized to sign on behalf of the sub-contractor in all matters regarding the Agreement with Hunger Solutions New York except where restrictions are shown. The recipient certifies that to the best of his/her knowledge and belief the information in the proposal/contract is true and correct. The recipient certifies that he/she has reviewed the proposal/contract, understands the terms, and agrees to be bound by the same.

(Signature of Official Authorized to Sign for Applicant) (Printed Name) (Date)