

**INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES**

**Suspense**

**Subject:** REQUEST FOR APPROVAL TO PUBLISH  
REQUEST FOR INFORMATION (RFI) FOR  
SNAP OUTREACH

**Originator:** P. Higa / 6-5722

To: DIR

From: A-BESSDA

Date: 05/23/16

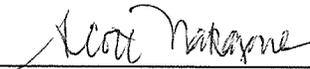
Memo No. 1

For Information and Action:

SNAP would like to invite non-profit agencies to participate in the SNAP Outreach Plan to increase statewide SNAP participation through a non-competitive procurement process. An Exemption From Chapter 103F, HRS has been approved by SPO. An RFI will be posted to solicit qualifying organizations to submit information regarding their proposals to conduct eligible outreach services. Any organization will be invited to participate in this 50% federal reimbursement program as long as they meet requirements provided in the USDA, FNS Outreach Plan Guidance and are able to fund the State's share of the 50% match.

General funds in the amount of \$400,000 have been appropriated for SNAP outreach for FY 2017. SNAP intends to continue funding five (5) existing agencies totaling \$250,000 since they have already built an infrastructure for outreach. The difference of \$150,000 will be made available for this RFI.

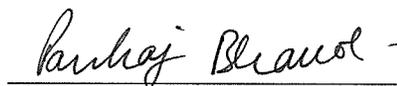
Your approval to proceed with publication of the attached RFI announcement is requested.



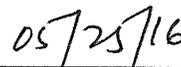
A-BESSDA

Attachments

Approved  Yes  No



Director



Date

## **DEPARTMENT OF HUMAN SERVICES REQUEST FOR INFORMATION**

The Department of Human Services (DHS), Benefit Employment and Support Services Division (BESSD), Supplemental Nutrition Assistance Program (SNAP), will be submitting a grant application in the form of an Outreach Plan for the State of Hawaii with the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). DHS seeks information on outreach services to be provided to potentially eligible SNAP applicants in the State of Hawaii. This may qualify the applicant to be included in the State Outreach Plan grant application that may result in a contract with the provider if the State Outreach Plan is approved and funded as provided in the SNAP State Outreach Plan Guidance and in keeping with Section 104, Public Law 104-193, HAR §3-143-614.

### **Description of Service:**

Outreach activities involve conducting SNAP program informational activities to inform low income households about the program's availability, eligibility requirements, and application procedures. The target population includes, but is not limited to, young families, U.S. citizen children of legal permanent residents/immigrants, individuals and households that are unemployed or under-employed, disabled, elderly. The provider will also conduct pre-screening for SNAP eligibility. For this service, DHS is requesting information concerning programs that meet the requirements specified in the SNAP State Outreach Plan Guidance at the following web site: <http://www.fns.usda.gov/snap/outreach/guidance/stateplan.htm>.

### **Information Requested:**

Interested parties should submit information in the following format using the FNS Outreach Plan template which can be found at the above web site.

- Name of organization/agency
- Address
- Name of contact person
- Contact information: phone number/email address
- Provide a concise description of the need for project. Include data such as trends in SNAP participation, incidence of hunger, and food insecurity. Include source and date of the data. Additional data such as demand for emergency food providers, poverty rates, unemployment rates or other similar information may also be provided to support need.
- Provide a description of the activities and how they will be implemented.
- Outreach Project Details: Provide details on the outreach project including goals, timelines, and role of contractor and partners and evaluation plans (Template, Section 4).
- Outreach Project Staffing Summary: Provide a listing of paid staff that will be working on the outreach project. Include the title of each employee and the amount of time spent on outreach (Template, Section 5).

- Outreach Project Budget Details and Narrative: Provide both a line item budget and budget narrative for the project. The budget narrative shall describe how the figures in the line item budget were calculated in simple terms and provide a justification as to why each is needed. The budget narrative should be detailed enough to provide justification for all items on the line budget (Template, Section 6).
- Assurances: Provide documentation that an authorized representative understands key outreach plan obligations. Also, assure that budget amounts claimed are not federally funded and that new funding sources from FNS will not supplant any existing outreach programs.

**Criteria for Agency Selection:**

This request is for agencies and organizations that meet the following qualifications:

- Non-profit as defined by the tax code.
- Longstanding Hawaii based community service providers with at least 5 years of experience in providing services to needy singles and families.
- Provider may service one or more islands, but must have an onsite provider for each island that they choose to service.
- Agency must have its own funding source. SNAP Outreach is a reimbursement program in which the State agency will pay approved administrative costs that have been determined to be reasonable and necessary for the outreach project. The contractor must bill the State agency according to the terms of the contract and FNS will reimburse 50 percent to the State outlay. These federal matching funds are only available to states that have an approved Outreach Plan (Section 16 of the Food and Nutrition Act of 2008).
- State funds may be available to supplement some Agency expenses.

**Date and Location of RFI meeting:**

An RFI meeting is not planned as part of this RFI.

Contact Person: Responses to this RFI or questions concerning it should be addressed to Sandi Leong at the address provided below. Comments may also be faxed to (808) 586-5180 attn: Sandi Leong or submitted by e-mail to the following address: [sandrleong@dhs.hawaii.gov](mailto:sandrleong@dhs.hawaii.gov).

**Deadline:** The Information Requested should be postmarked or delivered **no later than 4:30 p.m.**, Hawaii Standard Time, on **June 30, 2016** to:

Department of Human Services  
Benefit, Employment, and Support Services Division  
The Block Honolulu  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813  
Attn: Sandi Leong

Proposals may also be e-mailed to: [sandrleong@dhs.hawaii.gov](mailto:sandrleong@dhs.hawaii.gov)

Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

Proposals should be no more than 3 pages, excluding the detailed budget and templates.

Participation in this RFI is required for any non-profit agency that wishes to be included in the State SNAP Outreach Plan as a potential provider of SNAP Outreach services, which may result in a contract with the provider if the State outreach plan is approved.



Rachael Wong, DrPH  
Director

