

## **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 from outreach services to provide direct outreach services and application assistance to individuals and families residing in Hawaii who are potentially eligible for SNAP. This may qualify the non-profit organization to be included in the State Outreach Plan grant application. A contract may be awarded if the State Outreach Plan is approved and funded as provided in the SNAP State Outreach Plan Guidance and in keeping with Sec 104, Public Law 104-193, HAR §3-143-614.

### **Description of Service:**

Outreach activities involve conducting SNAP program informational activities to inform potentially eligible individuals and households about the program's availability, eligibility requirements, application procedures and benefits. The target population includes but is not limited to: families with minor children; non-U.S. citizen households with U.S. citizen children; unemployed or under-employed households; households with member(s) who are disabled, elderly, immobile; veterans; households that reside in rural areas. The provider will also conduct pre-screening for SNAP eligibility; provide assistance in completing the application, including delivery to the local SNAP office; assist with obtaining application verification documents; provide other program access activities, such as reminder calls to enrolled clients regarding their recertification responsibilities. For this service, DHS is requesting information from qualifying organizations concerning programs that meet the requirements specified in the SNAP State Outreach Plan Guidance at the following web site:

[https://fns-prod.azureedge.net/sites/default/files/snap/Outreach\\_Plan\\_Guidance.pdf](https://fns-prod.azureedge.net/sites/default/files/snap/Outreach_Plan_Guidance.pdf)

### **Information Requested:**

Qualified non-profit organizations 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. (Template, Section 2)

- Provide a description of the activities and how they will be implemented. (Template, Section 3)
- Contingency Plan: Provide a contingency plan to describe how activities will be conducted should the government restrict group activities and face-to-face interactions if the COVID-19 pandemic continues or escalates.
- 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. (Template, Section 8)

#### **Criteria for Agency Selection:**

This request is for organizations that meet the following qualifications:

- Non-profit as defined by the tax code.
- Long standing Hawaii based community service providers with at least 5 years of experience in providing services to needy individuals and families.
- Provider may service one or more islands, but must have an onsite provider for each island that they chose to service.
- Provider must have its own funding source. Reimbursement funding is equal to fifty percent (50%) of the amount the provider spends from other non-federal source funds on allowable costs related to the SNAP Outreach Program. The provider must bill the State agency according to the terms of the contract and FNS will reimburse 50 percent (50%) 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. Federal reimbursement is subject to the approval and availability of Federal Funds.

#### **Date and Location of RFI meeting:**

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

Responses to this RFI or questions concerning it should be emailed to John Kapanui at: [jkapanui@dhs.hawaii.gov](mailto:jkapanui@dhs.hawaii.gov) or faxed to (808) 586-5744 attn: John Kapanui.

**Deadline:** The Information Requested should be postmarked or delivered no later than

4:30 p.m., Hawaii Standard Time, on June 30, 2020 to:  
Department of Human Services  
Benefit, Employment and Support Services Division  
Princess Kamamalu Building  
1010 Richards Street, Suite 512  
Honolulu, Hawaii 96813  
Attn: John Kapanui

Proposals may also be e-mailed to: [jkapanui@dhs.hawaii.gov](mailto:jkapanui@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. A contract may be negotiated pursuant to approval of the State Outreach Plan.

  
Pankaj Bhanot  
Director