

## **SNAP Outreach RFP Questions & Answers**

**Updated 4/24/2025**

**Q: Will project 4 funds be available?**

A: Project 4 is related to the current contract and will not be in FY26-27 grant contract. The new RFP includes federal and state funding.

**Q: Are there page limits, font size and spacing requirements for the application?**

A: There is no page limit as long as response includes proposal content requirements. There are no spacing and font size requirements.

**Q: Should the submission be combined into one PDF document?**

A: Yes, however proposal components must be labeled as specified in section 3.1 of the RFP.

**Q: If an organization is applying to provide both SNAP Outreach & Education Services and Statewide Network Service, does that organization need to submit two completely separate applications, including all of the required statements and forms in both applications?**

A: Yes, separate application and all forms and statements are required for each scope of work.

**Q: Are there any MN counties that will not have returning SNAP outreach grantees in FY26, creating a gap in service? If so, which ones?**

A: We are unable to respond to this question until final selections are made for this RFP.

**Q: If applying for the statewide network phone line, how many statewide calls might we expect?**

A: Estimated number of calls could be over 1,000 a month which can change based on other variables.

**Q: If awarded county outreach support and statewide support grants, how does reporting work for each of the grants? Would separate quarterly reports be required if an organization was awarded under both service categories?**

A: There are two areas of work with the first called SNAP Outreach Program Information and Application Assistance and the second is called Statewide Outreach Network Provider. Only one responder will be selected as the Statewide Outreach Network Provider. If an agency is selected to do both areas of work, they will have two complete two separate reports.

**Q: Would the statewide phone number that is currently being used 1-888-711-1151, go to the new grantee of the Network grant? Or would the new grantee use their own number?**

A: The agency selected for Statewide Outreach Network Provider will be responsible to provide their own phone number and system.

**Q: Is there a writable version of the RFP so we can fill-out Appendix A, B and C?**

A: See attachments for editable versions.

**Q: Is the budget template available in Excel format?**

A: See attachment for Excel version.

**Q: Is it possible for one organization to be awarded both SNAP outreach and education assistance funds for county-level work and also be chosen as the statewide outreach network provider?**

A: One responder may be selected to do both scope of work.

**Q: I cannot find SNAP application or budget template like 2022 application cycle.**

A: Reference section 3.2 Detail of Proposal Components and it will specify which Appendix to use.

**Q: Are we supposed to fill it out on this attachment or is there an actual application document?**

A: Reference section 3.2 Detail of Proposal Components and it will specify which Appendix to use. See attachments for editable version.

**Q: I think using another program, like we normally do, works but it says “In-kind cannot be used as the non-federal share” and this is normally called “in-kind” because there isn’t any cash applied to the SNAP program.**

**And then the budget has the Total Program Cost and then Federal Funding Request so we are a bit confused on this part.**

A: To clarify, in-kind donation refers to the value of volunteer time or other non-billable goods or services and is unallowable for this grant.

Total program cost is the amount needed to run the program. Grantees are required to have funds to cover the entire program cost budgeted. SNAP Outreach grant reimburses up to 50% of total program cost and 75% for Tribal Nations.

**Q: Will the budget documents be provided in a format we can type into or do we create a format similar to what you have in Appendix B and Appendix C?**

A: Reference section 3.2 Detail of Proposal Components where it specifies which Appendix to use. See attachments for editable version.

**Q: In reading the RFP, it's still a little unclear how the state matching funds work. How should applicants determine the amount of state match to request? Is there a cap or formula we should follow—for example, can state funds only be used for up to 20% of the required non-federal match? Or should returning grantees base their request on a percentage of what was awarded in the previous year?**

A: There is no cap or formula and responder can ask for the amount they need. However, the amount of state funding award will depend on 1) available funding, 2) the number of Successful Responders approved for federal funding, 3) number of Successful Responders, and 4) each Successful Responder's project activities and work plan.

**Q: Is there an Excel version of the budget template available or should we create our own using the table in Appendix C or from previous grant years?**

A: Reference section 3.2 Detail of Proposal Components where it specifies which Appendix to use. See attachments for editable version.

**Q: Do non-federal funding sources need to be secured at the time of application submission, or can they be listed as pending based on past funding history?**

For example, if the XYZ Family Foundation has consistently awarded us \$25,000 annually for SNAP Outreach, but their current application cycle hasn't opened yet and we don't have a formal commitment, can we still list them as a pending source with an anticipated award date?

A: Non-federal funding sources that are listed in application can be pending but must be secured by October 1<sup>st</sup>.