

State of Rhode Island SNAP Outreach Plan

FINAL 8/16/23

1. Cover Page/Contact Information/Signatures

SNAP Annual Plan for Outreach

State: Rhode Island

State Agency: Department of Human Services, SNAP

Fiscal Year: FFY 2024 – First Year of a Three -Year Plan

Primary Contacts:

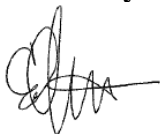
Name	Title	Phone	Email
Kimberly Brito	Director, DHS	401-462-0632	Kimberly.Brito@dhs.ri.gov
Marisa Petreccia	Deputy Director, DHS	401-462-8935	Marisa.Petreccia@dhs.ri.gov
Kim Rauch	Associate Director, Policy & Programs DHS	401-462-0138	Kimberly.Rauch@dhs.ri.gov
Bethany Caputo	SNAP Administrator	401-415-8432	Bethany.Caputo@dhs.ri.gov
Laurie R. Cote	Assistant Administrator Community & Planning Services	401-574-8259	Laurie.Cote@dhs.ri.gov

Certified By:

RI DHS Director, Kim Britto

Date

Certified By:



State Agency Fiscal Reviewer, Erica Norcini

Date

7/27/2023

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Acronyms

AARP	American Association of Retired Persons.
AACPS	Assistant Administrator Community & Planning Services (SNAP)
CAP	Corrective Action Plan
COA	Council on Aging
CoC	Continuum of Care
C4H (LIFESPAN)	Connect for Health/Lifespan (The Miriam Hospital)
CFR	Code of Federal Regulations (Title 7 -Agriculture)
COVID-19	2019 Novel Coronavirus Disease
CSEA	Center for Southeast Asians
CSFP	Commodity Supplemental Food Program
DHS	Department of Human Services
EITC	Earned Income Tax Credit
ERS	Economic Research Service USDA
FBO	Faith Based Organization
FF	Foster Forward
FFY	Federal Fiscal Year
FNS	Food and Nutrition Services
FPL	Federal Poverty Level
FSRI	Family Services of Rhode Island
FTE	Full Time Equivalent
GDP	Gross Domestic Product
HR	Human Resources
ICR	Indirect Cost Rate
IHE	Institutions of Higher Education
IRS	Internal Revenue Service
MLKCC	Martin Luther King Community Center
MOU	Memorandum of Understanding
MOW	Meals on Wheels
mRelief	Text “Food” or “Comida” to 74544
ONE NB	One Neighborhood Builders
RI	Rhode Island
RIABGC	Rhode Island Alliance of Boys & Girls Clubs
RICFB	Rhode Island Community Food Bank
RISAC	Rhode Island SNAP Advisory Committee
SNAP	Supplemental Nutrition Assistance Program
SOW	Summary of Work
SNAP	Supplemental Nutrition Assistance Program
SFY	State Fiscal Year
UWRI	United Way of Rhode Island (Focus I and Focus II)
US	United States
USDA	United States Department of Agriculture
60+	Sixty and Over

2. Statement of Need

SNAP — the nation’s first defense against hunger — is vital to participants’ food security, nutrition, and health, and to the economy. See: [The Case for Making SNAP Benefits Adequate: Reflections from Interviews with Older Adults - Food Research & Action Center \(frac.org\)](#). SNAP enhances food security which in turn enhances nutrition security. Poor nutrition is a leading cause of illness in the United States and is responsible for more than 600,000 deaths per year [USDA Actions on Nutrition Security | Food and Nutrition Service](#). Every community in the country is home to families who face hunger.... Hunger in African American, Latino, and Native American communities is higher because of systemic racial injustice. To achieve a hunger-free America, we must address the root causes of hunger and structural and systemic inequities [Feeding America.org/hunger-in-america](#).

To support food security and SNAP access, the Rhode Island Department of Human Services established a SNAP Outreach program that respects and celebrates inclusion, equity, and diversity. The program is available to all Rhode Island residents to help them learn about the availability, application process, eligibility requirements and benefits of SNAP leading to food security and better health outcomes. [https://www.cbpp.org/research/food-assistance/snap-is-linked-with-improved-health-outcomes-and-lower-health-care-costs#:~:text=Low%2Dincome%20adults%20participating%20in,disease%20\(over%20%24%2C100%20less\)](https://www.cbpp.org/research/food-assistance/snap-is-linked-with-improved-health-outcomes-and-lower-health-care-costs#:~:text=Low%2Dincome%20adults%20participating%20in,disease%20(over%20%24%2C100%20less)). The SNAP Outreach team’s motto is “We are here for you!” And their approach is “No wrong door!” For more details see <https://dhs.ri.gov/programs-and-services/supplemental-nutrition-assistance-program-snap/snap-outreach-toolkit>.

Current statistics, and the current state of food insecurity in Rhode Island, support ongoing SNAP Outreach activities. As was demonstrated during the onset of the pandemic, “the Supplemental Nutrition Assistance Program (SNAP) is the nation’s most important and effective anti-hunger program. Congress made many temporary improvements to SNAP during the COVID-19 pandemic to take advantage of the program’s ability to deliver benefits quickly in response to job and income losses, including authorizing emergency allotments and certain eligibility and administrative changes. In FFY23 however, the nation’s COVID-19 Public Health Emergency officially ended, and caused the discontinuance of additional SNAP benefits creating a benefit cliff. This is of particular significance because as of April 2022, about 40 states still issued emergency allotments, including Rhode Island...” (Rhode Island: Supplemental Nutrition Assistance Program, Center on Budget and Policy Priorities, April 25, 2022). See attachments Section 21 for complete article. So, when the public health emergency (PHE) started to unwind in Rhode Island there was, and continues to be, a growing need for SNAP Outreach contractors to expand their reach to help inform SNAP recipients of the impact of those changes and the availability (as applicable) of SNAP deductions to reduce countable income i.e., the medical deduction for those 60 and older, and those with disabling conditions, as well as, informing about additional changes in the Standard Utility Allowance (SUA), return to Able Bodied Adults Without Dependent Rules, SNAP benefit clock reset, SNAP income guidelines, and other changes related to the return to normal operations.

The US Census calculated the rate of SNAP participation in July 2022 as 12.9% of all RI residents (Rate calculated as number of SNAP participants per state divided by state population estimates from the U.S. Census, July 2022) <https://www.usnews.com/news/best-states/articles/food-stamp-benefits-by-state>. Currently, RI DHS statistics show that in FFY23 SNAP is helping 16% of Rhode Island’s state population (1 in 6) (Source: RI DHS Office of Performance Analytics & Continuous Improvement, April 1, 2023, Data pulled: 05:26 11:45 AM.) As such, this increase in SNAP participation demonstrates an ongoing need for SNAP outreach and SNAP benefits despite changes in the status of the PHE and a more stable economy.

Almost 52% of SNAP participants are families with children and almost 49% are families with members who have older adults or someone with a disabling condition (Rhode Island: Supplemental Nutrition Assistance Program, Center on Budget and Policy Priorities, February 13, 2023). See attachments Section 21 for complete article. In FFY24 Rhode Island’s SNAP Outreach program will continue to include a prevalent focus on Rhode

Island residents who are 60 and older and those with disabling conditions through an expanded for FFY24 SNAP Outreach partnership with United Way of Rhode Island (Focus II).

As the COVID-19 public health emergency unwinds, public assistance benefits decrease, and the implications of the crisis brought on by the COVID-19 pandemic continue to present, the Supplemental Nutrition Program (SNAP) will continue to be an important resource for individuals and families. Additionally, higher prices for goods and services continue to contribute to a record number of people in America choosing between having enough to eat or paying other bills. Given these circumstances, it is likely that economic recovery for families who historically struggle with food insecurity, will take years. Similarly, new studies indicate that recovery will be particularly challenging for those groups that have suffered disproportionate harm from COVID-19. [Hunger, Poverty, and Health Disparities During COVID-19 and the Federal Nutrition Programs' Role in an Equitable Recovery - Food Research & Action Center \(frac.org\)](#). For example: Black and Latino adults were more than twice as likely as white adults to report that their household did not get enough to eat. Adults who identify as American Indian, Alaska Native, Native Hawaiian, Pacific Islander, or as multiracial, taken together, were twice as likely as white adults to report that their household did not get enough to eat. See <https://www.cbpp.org/research/poverty-and-inequality/tracking-the-covid-19-economys-effects-on-food-housing-and> for more details. These disparities continue. SNAP Outreach is needed to enhance equity, inclusion, and access to SNAP (a safety net program) for all residents of the United States and Rhode Island.

Considerable time is still needed to determine how the pandemic, shipping crisis, and Russian-Ukraine war will impact this country's economy, rate of inflation, and the rate of food insecurity in America as the costs of goods i.e., food and services continue to be higher than pre-crisis rates. This is of particular concern when the average price of gas is near \$4.00 per gallon and the country's population is getting older, living on fixed incomes, and the American Association of Retired Persons (AARP) Foundation reports that nationally, ten million of those facing hunger every day are people fifty and older (aarpfoundation.org/food_security, May 2020. Vol.61.NO.4). "SNAP is a lifeline for millions of people, including the nearly 9 million older adult households participating in the program" (Food Research & Action Center, News Release, February 24, 2022).

To facilitate enhanced knowledge about SNAP and SNAP access FNS released FFY24 priority areas, on February 1st, 2023, to encourage States to target Supplemental Nutrition Assistance Program (SNAP) outreach activities to certain underrepresented or particularly vulnerable populations. Those priority areas include racial equity, students, immigrant and mixed status households, and other underserved communities i.e., rural households, LBGTQ+ individuals; older adults, veterans and supporting participants in the return to normal SNAP program operations (without COVID-19 Public Health Emergency flexibilities). Many programs within Rhode Island (RI), including the RI Department of Human Service (DHS) SNAP Outreach program are working to break down barriers to provide equitable SNAP access and up to date factual SNAP information with a focus on inclusivity and meeting people where they are.

Rhode Island's SNAP Outreach program strives to align with equitable access and to develop meaningful and necessary SNAP Outreach priorities to reach RI's most vulnerable and underserved. To accomplish this some community partners will continue to request feedback from SNAP constituents and applicants throughout FFY24. The "Constituent Voice" will be part of the Connect for Health bi-annual SNAP Outreach Newsletter during FFY24, ONE|NB will coordinate a panel of volunteer constituents who will be asked to share their experiences and insights with SNAP Outreach contracted Workgroup members regarding the SNAP Outreach process. These forums will be an opportunity to understand the constituent experience when navigating access to SNAP with support from SNAP Outreach providers, and the value of SNAP Outreach from the constituent's viewpoint. In this way, constituents will help SNAP Outreach community partners identify gaps and opportunities within SNAP Outreach for enhanced activities and customer service. Additionally, SNAP Outreach projects will learn how and where to enhance their SNAP Outreach project goals, activities, and best

practices while also identifying activities that are reasonable and necessary from the constituent's frame of reference and experiences while trying to navigate processes to access SNAP.

Similarly, SNAP Outreach projects will continue to help individuals learn about the availability, application process, eligibility requirements, and benefits of SNAP. They will also continue to assist in the completion of SNAP applications, recertifications, Interim Reports, or other documents tied to SNAP. They will continue to have the opportunity to attend the RI SNAP Advisory Committee (RISAC), which is comprised of advocates and community partners from across the State whose purpose is to discuss and identify ways to improve SNAP access and services (across demographics and sub-populations) by reducing barriers. In FFY24 attending RISAC meetings will continue for some SNAP Outreach projects to be voluntary albeit they may still provide information about their project's outcomes for some RISAC meetings. RISAC meetings have been identified by some community partners as more informational and that information can be shared via email allowing more time for SNAP Outreach community partners to implement federally approved, reasonable, allowable, and necessary SNAP Outreach activities.

Whereas, SNAP Outreach Workgroup meetings continue to be identified as "value added" hence, SNAP Outreach projects will be attending a minimum of ten (10) meetings during the FFY to receive technical support, assistance from each other, the Assistant Administrator, Community and Planning Services (RI DHS SNAP Outreach Coordinator) and identified value added guests i.e., the recently appointed SNAP Associate Director of Policy & Programs, FNS, volunteer constituents, USDA or other federal partners, community leaders.

A critical component to help reduce and eliminate food insecurity is an effective, focused, and targeted collaborative plan for SNAP Outreach, focused on the needs of constituents that includes activities targeted across demographic and ethnic groups i.e., USDA priority areas, implemented by a variety of community partners that inform and assist the most vulnerable food insecure Rhode Islanders. For example: in FFY24, six community partners have developed SNAP Outreach Work Plans with an emphasis on the needs of various disenfranchised sub-populations to include (but not limited to): students, immigrant communities and mixed status families, LGBTQ+ individuals, rural residents, those with transportation issues, those with limited English proficiency, various races: including black, Latino, indigenous residents; various ethnicities, exiting foster youth and their families, patients at medical facilities i.e., older people accessing medical attention; veterans, those who are housing insecure, the homeless, recipients who will hit a benefit cliff, and all projects serve food insecure people of all ages. Additionally, one community partner, United Way Rhode Island (UWRI), continues their expanded Focus II SNAP Outreach activities to include a robust and targeted project for older Rhode Islanders and those with disabling conditions (Focus II). In combination, SNAP outreach activities will be implemented across the State with inclusion and equity to inform Rhode Islanders about the availability, application process, eligibility requirements, and benefits of SNAP, while also providing opportunities for application, recertification, and benefit maintenance assistance in various languages and communities, to reduce barriers to SNAP participation. Similarly, all community partners are encouraged to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.

For successful implementation of federally approved SNAP Outreach work plan activities, ongoing discussion, collaboration, planning, and coordination will occur monthly (a minimum of ten monthly meetings anticipated for FFY24) at SNAP Outreach Work Group meetings facilitated by CSEA with input from RI DHS and co-facilitation anticipated by other SNAP Outreach projects as discussion points present throughout the FFY. The RI SNAP Outreach Workgroup has been designed to bring together SNAP Outreach contractors, State, and federal program managers in a collaborative effort to enhance informational activities, resolve gaps, find

opportunities for enhanced SNAP outreach activities to increase SNAP access and participation among eligible Rhode Islanders wishing to apply. To that end SNAP Outreach Workgroup Goals include (but are not limited to):

1. Act as a gathering point where public (RI DHS) and private sector SNAP Outreach representatives (contractors) meet on a regular basis to build ways to strengthen the SNAP Outreach program and learn from each other through discussion of policy or procedural issues, gaps, trends and opportunities for SNAP Outreach activities, best practices, and lessons learned.
2. Plan for SNAP Outreach activities for eligible Rhode Islanders and identified target populations, through the development of consistent outreach strategies, messages, and materials i.e., create and maintain a SNAP Outreach Contractors Toolkit.
3. Use available data and constituent feedback to find the gaps and opportunities for SNAP Outreach activities to increase and/or expand informational and supportive services to current and potential Rhode Island SNAP constituents.
4. To learn about and disseminate the most up-to-date information about the SNAP program, including new SNAP policies, procedures, constituent tools, administrative and legislative efforts that support SNAP access, and common trends across community partners.
5. The workgroup will act as an informational hub to assure that the needs of the constituent and contracted SNAP Outreach program stakeholders are reflected in Workgroup discussions and future SNAP Outreach activities.
6. To create and maintain a SNAP Outreach contracted community partner toolkit.
<https://drive.google.com/drive/folders/10VF3A-Zb5MbI8Sl6zi6ZM1tzuTiEPeBL> [drive.google.com]

In FFY24 representatives from twelve (12) SNAP outreach ventures embedded within six community organizations will be attending monthly Workgroup meetings. Representatives will be from: Center for Southeast Asians (CSEA), Genesis Center (GC), and One Neighborhood Builders (ONE|NB), United Way Rhode Island (UWRI) – Focus I: General Population/211 and Focus II: Senior & Disability Services; Connect for Health /Lifespan/The Miriam Hospital (TMH), and six clubs of the RI Alliance of Boys & Girls Clubs (RIABGC) i.e., East Providence (BGCEP), Providence (BGCPR), Newport (BGCNC), Northern Rhode Island (BGCNRI), Warwick (BGCW), and Pawtucket (BGCPAWT). All community organizations will be implementing federally approved, reasonable, allowable, and necessary SNAP outreach activities. Three of the six community partners Center for Southeast Asians (CSEA), Genesis Center, and One Neighborhood Builders (ONE|NB) will be in year four of their SNAP Outreach Project work. The three remaining community partners, (i.e., UWRI, TMH, RIABGC) will be implementing their third Federal Fiscal Year (FFY) of SNAP Outreach activities.

With ongoing technical support and assistance, the ongoing development of their knowledge, skills, abilities, and perspectives tied to SNAP from vast vantage points, future Work Group meetings will be more dynamic, focused on constituent needs, gaps, and opportunities for SNAP access, best practices to support increased SNAP outreach activity engagement and substantive tracking of program activities for increased outcomes. Work Group meetings will continue to provide a forum for contracted SNAP Outreach community partners to brainstorm and coordinate their activities, find opportunities for collaboration, learn about policy and process changes from RI DHS and FNS, learn best practices from each other, and to better understand the needs of constituents. These meetings will also be an opportunity to **learn how to break down myths that deter individuals** from considering SNAP as an opportunity to reduce their food insecurity.

Additionally, with the still illusive implications of COVID-19, the continued acceleration in the costs for goods and services, the diverse needs of a multiracial and underrepresented Rhode Island population require ongoing, planned, and coordinated SNAP outreach informational activities to inform the public of the availability, application process, eligibility requirements, benefits of SNAP, changes as a result of the unwinding of the Federal Public Health Emergency (PHE), and return to normal SNAP processes. The FFY24 RI SNAP Outreach plan also includes a variety of SNAP outreach activities to support benefit maintenance, i.e.,

assistance with SNAP recertification, the completion of interim reports, change reporting, EBT card replacement, understanding and responding to RI DHS notices, as well as other activities tied to SNAP. The plan also provides increased opportunity for application assistance and a proactive process for an ongoing dialogue between RI DHS, constituents, and contracted SNAP Outreach community partners.

SNAP remains a critical resource to support food security and access to SNAP remains a critical need in Rhode Island. Current trends demonstrate that charitable programs alone cannot adequately support those struggling with hunger. For example: statistics show that one (1) in eleven (11) people and one (1) in seven (7) children struggle with hunger in Rhode Island (<https://www.feedingamerica.org/hunger-in-america/rhode-island>). Charity alone will not meet all the needs of the food insecure in Rhode Island particularly for a State with 1,097,379 residents (2020 Decennial Census data) with a variety of races, ethnicities, and income levels. There are gaps and opportunities for SNAP Outreach to target the underserved, underrepresented and most disenfranchised Rhode Islanders (<https://www.census.gov/quickfacts/RI>).

Program informational activities, (SNAP outreach activities), are a critical tool to ensure vulnerable populations are aware of the availability, eligibility requirements, application procedures, and benefits of SNAP, so they can make an informed decision whether to apply. Similarly, SNAP Outreach projects are valued resources to assist in the completion of an application, to inform about the necessary steps to be completed to support a SNAP application or redetermination of eligibility, and to enhance access to SNAP. Similarly, SNAPOR partners will continue to communicate about important changes to the SNAP program. For example: the national termination of the COVID-19 public health emergency and the resulting changes as SNAP administrative processes and policy return to normal operations: mirroring those that occurred prior to the declaration of a Public Health Emergency (PHE) and the consequential benefit cliffs that have resulted for some SNAP constituents.

As of April 1, 2023, RI DHS reports the following SNAP Quarterly participation data for a population of 1,097,379 (Source: 2020 Decennial Census):

Total SNAP Recipients	141,168
Total SNAP Households	86,892
# of Recipients Age 60 and over	33,924
# of Recipients Age 60 and over w/Medical Deduction	14,113
# of Households with Age 60 and over Recipient	31,712
# of Recipients w/Disabling Condition	51,686
# of Recipients w/Disabling Condition & Medical Deduction	17,517
# of Recipients Age 0-17	44,282
# of Households w/Age 60 and over with Minor(s)(age 0-17)	460
Average SNAP Benefit per Household	\$316
Average SNAP Benefit per 60 and over Households	\$219
Average SNAP Benefit per Household with Minor(s) (age 0-17)	\$547
Total Households w/Benefits of \$50 or more	81,243
# of 60 and over Households w/Benefits of \$50.00 or more	28,021
# of Individuals in SNAP Households attending College	2,509

SNAP Individuals by Race (Statewide)

White	56,206
Unknown	45,701
Other	19,575
Black/African American	16,125
Asian	1,553
American Indian or Alaskan Native	1,038

Native Hawaiian	235
Other Pacific Islander	191
Chinese	110
Asian Indian	100
Filipino	107
Vietnamese	106
Korean	30
Indian	25
Guamanian or Chamorro	49
Samoan	9
Japanese	8

SNAP Individuals by Ethnicity

Unknown	48,080
Non-Hispanic	61,754
Hispanic	24,639
Puerto Rican	6,151
Mexican	433
Cuban	111

RI DHS Office of Performance Analytics & Continuous Improvement, April 1, 2023 Data pulled: 05:26 11:45 AM.)

Rhode Island’s SNAP program participation appears to have increased overall compared to data within last year’s (FFY23) SNAP Outreach Plan. Decreases are shown in blue above and highlight areas of need for ongoing support from SNAP Outreach. This includes SNAP outreach activities to support those 60 and older, those with disabling conditions, and students which are both underrepresented USDA priority populations. Additional, FNS priority areas include veterans, immigrant communities, mixed status households, black, Latinx, rural households, LGBTQ+ households, households with limited English proficiency, and others who may not be well-served due to language barriers, transportation issues, unfamiliarity with community support organizations, or their own need for specialized services.

To align with these priority areas, the FFY24 RI SNAP Outreach program continues to collaborate with UWRI/211 to expand targeted SNAP Outreach activities to older Rhode Island residents and those with disabling conditions. Similarly, the RIABGC is planning to target kinship households that consist of grandparents and their grandchildren (and other blood relative connections as applicable), and CSEA, GC, TMH, and ONE|NB will continue to serve all who enter their doors which includes elders and those with disabling conditions and other USDA priority populations. SNAP Outreach informational materials and activities will continue to expand, become more inclusive of others who identify outside popular norms and better represent Rhode Island’s diversity. Additionally, given the complexities associated with a lengthy application process incited the legislature to require RI DHS to simplify the application for older Rhode Island residents which was implemented during FFY23. This legislation created opportunities for the development of more SNAP informational tools geared to help older Rhode Islanders learn about the availability, application process, eligibility requirements, benefits of SNAP, the accessibility of community partners to assist with the completion of an application, and the opportunity to use out of pocket medical expenses to reduce countable income. This legislation demonstrates the ongoing need for innovative ways to provide SNAP access and to disseminate information about the availability of SNAP to help food insecure Rhode Island residents . Local community resources (SNAP Outreach partners) are a safety net that when coupled with a SNAP benefit, can positively impact health and healthier eating choices, reduce hunger, and facilitate better outcomes for children in schools and reduce medical costs associated with malnutrition.

As a result, Rhode Island will continue to benefit from a data-informed, focused statewide SNAP outreach initiative that utilizes various approaches and constituent feedback. RI will also, continue to benefit from the incorporation of technology as a means for Rhode Islanders to continue to know the status of their application and to send in documents to support an eligibility decision. Hence, RI will continue to benefit from the expertise and talents of a variety of local community partners with focused SNAP outreach activities to target various demographic, socio economic, ethnic, and geographic sectors i.e., USDA priority areas. The FFY24 RI State SNAP Outreach Plan targets all Rhode Islanders with special emphasis on Rhode Island’s older population, those with disabling conditions, indigenous people, students, those with medical needs, immigrant communities i.e., mixed status families, underserved and underrepresented RI residents, the very poor, homeless, LGBTQ+, veterans, those in remote areas of the State, those with transportation issues, and SNAP participants who have been impacted by the return to normal SNAP operations.

Emphasis on some populations is necessary to provide equal opportunity, enhance knowledge, and access to SNAP for all. For example: nationally, this country is getting older and Rhode Island, has a higher proportion of adults eighty-five (85) and older than any other state in the nation (Healthy Aging Data Reports.org, 2016). In 2018, more than 257,992 Rhode Island residents were age 60 or older—that’s approximately 24% of the population (Census 2018). By 2040, that figure is expected to rise. “By 2040, there will be a 100% increase in persons ages 74 to 84 and a 72% increase in persons age 85 and over. The latter age cohorts are more likely to need support services to help them to remain living in the community.” Hence, RI is moving into an era where messaging around the availability of SNAP across all programs, organizations, and technology is essential to inform Rhode Islanders so they can make an informed decision whether to apply and/or receive assistance when completing an application, recertification, or Interim Report. Therefore, all SNAPOR partners and in particular UWRI’s Senior and Disability Services team (Focus II) will continue to enhance access to Rhode Island residents 60 and older, and those with disabling conditions. These targeted initiatives, and all SNAP Outreach activities will continue to provide SNAP access where people congregate (meeting the individual where they are) and will continue a constituent/applicant centered approach.

In Summary, based on the statistics (highlighted above), when considering all demographic information including, but not limited to: age, race, ethnicity, medical necessity, income, socio economic statuses, and life circumstance, RI DHS has a responsibility to inform food insecure individuals about the availability, application process, eligibility requirements, changes resulting from the return to normal program operations without COVID-19 Federal PHE flexibilities, and the benefits of SNAP in a variety of ways. Program informational activities (SNAP Outreach) that inform low-income households can enhance the dialogue between RI DHS, community partners, and food insecure constituents. The primary purpose of SNAP Outreach is to help Rhode Islanders make an informed decision about SNAP participation. In FFY24 SNAPOR community partners plan to continue to seek feedback from constituents to help inform their activities, the State SNAP Outreach program regarding current best practices, gaps, and opportunities for meaningful change.

When SNAP is chosen and benefits received, food resources help support the well-being of Rhode Island’s community members. As Rhode Island continues to recover from COVID-19, the population continues to age and household incomes fluctuate, SNAP benefits will distinctively benefit low income, underrepresented, and underserved households, their communities, State, and local economies. Food security is impacted further by rising food costs, supply chain barriers, and crippling gas prices. Fortunately, SNAP has been demonstrated as a safety net program and economic stabilizer. “During an economic downturn, such as that spurred by COVID-19, when unemployment increased and wages fell, more individuals became eligible for SNAP and enrolled in the program. As SNAP participants spent this increased Federal assistance, income was generated for those involved in producing, transporting, and marketing the food and other goods purchased by SNAP recipients. The impact of this increased spending by SNAP households “multiplies” throughout the economy as the businesses supplying the food and other goods—and their employees—have additional funds to make purchases

of their own” (Source: Canning, P., Morrison, R.M, *Quantifying the Impact of SNAP Benefits on the U.S. Economy and Jobs*, July 2019).

For example: A United States Department of Agriculture (USDA) study conducted in 2019 found that \$1 in Supplemental Nutrition Assistance Program (SNAP) benefits generates \$1.54 in gross domestic product (GDP) (<https://www.ers.usda.gov/amber-waves/2019/july/quantifying-the-impact-of-snap-benefits-on-the-us-economy-and-jobs/> and <https://www.ers.usda.gov/webdocs/publications/93529/err-265.pdf?v=7262.1>.) concluded that “new research suggests that programs like SNAP, where Government spending goes to low-income households, have relatively high multipliers with values up to \$2 of economic activity per dollar spent.” See the report summary from the USDA Economic Research Service, July 2019 located at : https://www.ers.usda.gov/webdocs/publications/93529/err265_summary.pdf?v=7418.1. Due to increases in benefit issuances and the availability of P-EBT and emergency benefit allotments, the economic boost for Rhode Island for FFY22 (10/1/21 thru 09/30/22) SNAP disbursements totaled \$442,885,170 (Source: RI DHS Financial Management Unit, PIVOT tables, 6/5/23) which translates into an economic boost of \$885,770,340 which provides an economic boost to local Rhode Island (RI) economies.

Regardless of the multiplier, SNAP Outreach is needed to inform about policy changes, the return to normal operations after the end of the public health emergency, to assist under served, and underrepresented populations in accessing SNAP for better health outcomes and food security. It’s also necessary to provide equity, inclusion, and respect for the diversity of (all) Rhode Islanders seeking SNAP so they may receive the assistance they need to apply for and maintain eligibility. Ongoing challenges associated with: COVID-19 outbreaks, inflation, an aging RI population, language barriers, housing insecurity, recessions, business closings and sporadic situational events all impact food security. SNAP outreach is key to helping people learn about and access this national safety net program. The FFY24 RI State SNAP Outreach Plan is one tool focused on assisting Rhode Island residents in learning about the availability, application process, eligibility requirements, benefits of SNAP, to find assistance with applying for SNAP and maintaining their opportunity for ongoing SNAP access with support to navigate the processes and policies applicable to their specific situation or circumstances.

Please note: this plan does not include D-SNAP activities. It is assumed SNAP Outreach will continue to provide approved, reasonable, allowable, and necessary SNAP Outreach services during and immediately following a disaster. Hence, SNAP Outreach activities will remain similar during or in the wake of a disaster, until normal SNAP program operations resume. The location of those services may change to areas where a disaster occurs with prior FNS approval. As such, SNAP Outreach community partners will follow the same guidelines as normally required under current USDA/FNS State SNAP Outreach Program Guidance and FNS approved SNAP Outreach workplans. The SNAP Outreach team will however, during a disaster and under the direction of the RI DHS Assistant Administrator Community and Planning Services (AACPS), coordinate their SNAP outreach efforts to maximize support to disaster victims while performing federally approved SNAP Outreach activities.

3. Outreach Plan Summaries

Executive Summary:

The State of Rhode Island Department of Human Services hired an Assistant Administrator Community and Planning Services (AACPS) as a dedicated SNAP outreach coordinator in August of 2020. This position is paid through regular SNAP administration funds not SNAP Outreach funds and continues to be responsible for the administration and coordination of a multi-faceted SNAP Outreach program to help low-income Rhode Islanders learn about the availability, application process, eligibility requirements and benefits of SNAP. All activities within the FFY24 RI State SNAP Outreach Plan follow the July 2017, *USDA Supplemental Nutrition Assistance Program State SNAP Outreach Guidance* and incorporates USDA priority areas See Attachments, Section 11 for USDA memo. FFY24 is the first year of this multi-year plan.

All subrecipients/projects listed in this plan will operate under executed contract agreements with the State of Rhode Island to deliver SNAP outreach services. Therefore, funds held by a subrecipient/project are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by federal Food Nutrition Services (FNS). The State of Rhode Island does not compensate staff for outreach activities based on the number of people who apply for, receive, or inquire about SNAP or the number of people served.

Please note: For FFY24 many community partner work plan activities are similar to the previous FFY(s). That is largely due to the fact that best practices are being developed, trends are emerging, and partners are thinking ahead as they anticipate SNAP outreach activities. The RIABGC however, has also added the BGC Pawtucket and the RIABGC overall anticipates a robust focus on SNAP maintenance activities to support recertification, interim report, change reporting, assistance with understanding notices and other activities to reduce churn and support benefit maintenance. Similarly, Connect for Health/Lifespan (The Miriam Hospital) has added activities to support students at Institutions of Higher Education and LGBTQ+ households. Additionally, UWRI continues coordinate activities based on population trends, and will also include targeted activities for LGBTQ+ households, native Americans, Veterans in FFY24 along with their usual Focus areas. CSEA, Genesis Center and ONE|NB continue to target their general populations and also have included activities to support USDA priority groups as the opportunities present during the FFY. As such, projects will continue to finesse their internal tracking systems, plan, coordinate and implement proposed SNAP Outreach activities while simultaneously continuing to learn about SNAP policy and process changes, RI DHS systems and processes, and SNAP Outreach best practices. Hence, all partners for FFY24 will continue to learn about SNAP, each other, SNAP Outreach, gaps, and opportunities for SNAP Outreach within their catchment areas, coordinating internal and external SNAP Outreach activities to enhance and expand their SNAP outreach efforts, and are continuously enhancing their tracking systems documenting activities implemented, while learning which staff are necessary for successful implementation of their approved workplans.

During FFY24, Rhode Island’s SNAP Outreach program will have six (6) external partners. Under this plan, Rhode Island proposes a first-year glimpse of a three-year plan including FFY24 goals and expectations from six (6) community partner organizations: Center for Southeast Asians, One Neighborhood Builders, Genesis Center, Connect for Health (C4H (LIFESPAN))/Lifespan (The Miriam Hospital), United Way RI/211, and the RI Alliance of Boys and Girls Club (RIABGC). All community partner agencies/subrecipients will continue to have executed contract agreements with the Department of Human Services before they will be allowed to conduct federally approved, reasonable, allowable, and necessary SNAP outreach activities. All contracts and contract amendments are available for review upon request.

This plan is for year one (FFY24) of a three-year plan and includes a budget totaling \$2,259,358 (rounded to

the nearest whole dollar per FNS guidance) with 50% or \$1,129,679 dollars from anticipated federal SNAP reimbursement funds. This plan does not include in-kind contributions. No State general fund dollars are included in the non-federal share of funding, only \$1,129,678.86 (without rounding) in the form of expenditures of private discretionary funds available to six (6) subrecipients. Please see attached *FFY24 RI Statewide SNAP Outreach Project Summary* for the breakdown by project and for the statewide budget detail, staffing detail, and budget narrative. See Attachments, Sections fifteen (15) and eighteen (18).

The primary purpose of SNAP Outreach is to provide factual information about the availability, application process, eligibility requirements and benefits of SNAP. The primary services available by RI's SNAP Outreach community projects incorporate the primary activities with a key focus on providing one-on-one services to assist in the completion of a SNAP application, recertification, interim report, and to assist in the maintenance of SNAP benefits to reduce SNAP case closures and gaps in SNAP benefit access. Contracted SNAP outreach community projects will be utilizing a variety of reasonable, allowable, and necessary outreach strategies to target a culturally diversified population in Rhode Island. For example, the Center for Southeast Asians (CSEA) serves the state of RI, with the most critical target population being low-income nonparticipating individuals who are Cambodian, Hmong, Laotian and Vietnamese who may qualify for SNAP. They will also provide SNAP outreach services to other cultures including, but not limited to, a sizable Latinx community and new refugees from war-torn countries, such as Syria, Burma, Bhutan, Liberia, Nigeria, Afghanistan, and Ukraine.

Similarly, Genesis Center will also be targeting students and speakers of languages other than English, including current and future students and other clients of Genesis Center. Some of the clients at Genesis Center are Veterans. Genesis Center's service area is throughout Greater Providence, including Providence, Pawtucket, Central Falls, and Cranston. However, Genesis Center serves students throughout the State. Additionally, One Neighborhood Builders (ONE|NB) reconfigured their SNAP Outreach focus for FFY24 and will now provide targeted SNAP outreach services to tenants as they expand their housing initiatives. Services will be provided with a particular emphasis on providing bilingual SNAP information, application assistance, recertification and interim report support, and activities to support SNAP benefit maintenance to any Rhode Islander seeking their services i.e., Veterans, LGBTQ+ households, students, the homeless, immigrants, and mixed status families. SNAP Outreach services will continue to be provided by all SNAP Outreach community partners to anyone who may be taking part in SNAP who has questions or needs help understanding or responding to program notices or paperwork requirements i.e., recertifications, interim reports, change reports, requests for verification, and other paperwork tied to SNAP.

Although State SNAP Outreach plans do not have to be statewide and can target specific geographic locations or populations, as seen above, the goal for RI DHS is to include a variety of subrecipients to implement SNAP outreach activities that in aggregate cover the whole State and provide equity and inclusion for all Rhode Island residents. To that end, three community partners i.e., Connect for Health/Lifespan (The Miriam Hospital), United Way RI/211 and RI Alliance of Boys and Girls Club will continue to provide a broader statewide SNAP outreach presence to assist food insecure Rhode Islanders in learning about the availability, application process, eligibility requirements, and benefits of SNAP. Additionally, the RIABGC added a sixth club, BGC Pawtucket, to their SNAP Outreach workplan and now serves most of Rhode Island. They will also continue to provide application assistance and added activities to assist with recertification, interim reports, change reporting, and activities to support SNAP benefit maintenance. As a result, SNAP Outreach activities will continue to be prevalent in FFY24 with greater coverage of RI's geography, and more targeted SNAP outreach activities to support benefit maintenance, with respect for equity and inclusion of diversified populations.

Additionally, UWRI will continue to have two (2) focuses. Focus I will continue to target the general population via a call center and mobile Recreation Vehicle (RV) that meets people where they are in their local communities and Focus II will continue to target seniors and those with disabling conditions through The Point

call center, UWRI RV, home visits, face to face interactions, site visits at local organizations and events serving those sixty and older and those with disabling conditions, and has planned coordinated SNAP Outreach events. CSEA continues to serve anyone who enters their doors with a particular focus on the Southeast Asian Community and while serving a diversified clientele, CSEA continues to explore more diverse opportunities to enhance the equity and inclusivity of SNAP Outreach activities. See *Outreach Plan Summaries* and *Outreach Project Tables* within this plan for more details for all SNAP Outreach community organizations.

Please note: Foster Forward opted out of SNAP Outreach for FFY23 but continues to provide SNAP application support and factual SNAP information to foster youth and youth aging out of custody. The RI DHS SNAP Assistant Administrator: Community and Planning Services for SNAP Outreach and other RI DHS staff continue to provide resources and factual SNAP information to Foster Forward upon request. SNAP Outreach community partners also continue to be available to provide support to Foster Forward when needed. Similarly, the Martin Luther King Community Center continues to receive support from UWRI. Additionally, the nationally available SNAP “likely” eligibility screening tool developed by mRelief where those using a mobile device or computer may text “food” or “comida” to 74544 to learn about their likely eligibility for SNAP, will continue to be available to constituents and applicants, even though mRelief will not be involved in RI’s SNAP Outreach program in FFY24.

For FFY24, the most common SNAP Outreach strategies for SNAP Outreach projects include: A) face to face interactions i.e., office appointments, home visits and/or 1-1 extensive phone communications in towns throughout applicable service areas; B) informational videos and/or staffed booths or tables, at community events and via transportable means such as portable vans, buses; C) presentations at various events in person or online through meeting applications i.e., Zoom, Skype, Google Meet, Teams, etc. and at senior housing sites; D) direct mailings i.e., emails, newsletters, and informational mailings to potentially eligible SNAP residents; E) face to face out-posting within community catchment areas; F) informational postings on community partner websites; H) displays and distribution of SNAP informational materials in person, online, through websites, text, and social media postings i.e., Facebook, Twitter, LinkedIn, Instagram, etc. and I) other activities at brick and mortar sites and other accessible locations. These include but are not limited to: food shacks, food pantries, Giving Boxes, schools, food distribution events, low income housing facilities, BGC before school, after school, Summer camps and Summer events, Pride Events throughout Rhode Island, churches, supermarkets, hospital clinics, college campuses, Farmer’s Markets, holiday events, libraries, pop-up events throughout RI where SNAP Outreach may be conducted, community partner organizations not involved in SNAP outreach, and RI DHS office locations at the request of applicants/constituents (ongoing) or based on the current state at RI DHS office locations with prior FNS approval.

Items utilized for informational messaging about SNAP include (but are not limited to): SNAP posters, rack cards, brochures, articles within e-newsletters, social media, which are planned to be produced, uploaded, printed, and shared at community partner sites, local stores, libraries, town halls, churches, food pantries, food shelves, mobile facilities, websites, and other sites that serve low income, food insecure Rhode Island residents. All community partners are aware of the priority areas for SNAP Outreach (i.e., students, veterans, immigrant and mixed status households and other underserved communities, and older adults) and have developed activities that support inclusion and equity when targeting SNAP Outreach activities. All are aware of and implementing the USDA revised non-discrimination statement and the additional protected bases of sexual orientation and gender identity. Additionally, all SNAP Outreach sites will be messaging the availability of the medical deduction, to potentially increase SNAP benefits, when speaking with someone age sixty (60) and over or who presents as someone with a disabling condition. See *Outreach Project Tables* (Section 4) of this document for specific details by project.

Additionally, RI DHS will continue to work on the development of an updated RI DHS SNAP Outreach Toolkit <https://dhs.ri.gov/programs-and-services/supplemental-nutrition-assistance-program-snap/snap->

[outreach-toolkit](#) to continue to provide up to date SNAP informational materials to constituents, contracted community partners and the general public. All community partners will be distributing SNAP informational materials, vetted by RI DHS SNAP prior to distribution. CSEA will continue working with all SNAP Outreach community partner agencies during two SNAP Outreach Workgroup meetings in FFY24 to maintain, expand and explore SNAP informational materials for the SNAP Outreach Contractor Toolkit. See: [SNAP Outreach Toolkit - Google Drive](#). These two toolkits will continue to contain PDF informational SNAP flyers, posters, informational sheets, and SNAP related updates and tools to support RI SNAP outreach. See *Section 4, Project Tables* for specifics by project.

Similarly, all community SNAP Outreach projects are planning to create and distribute additional SNAP informational materials informing food insecure Rhode Islanders of the availability, application process, eligibility requirements and benefits of SNAP. All partners will vet their material with RI DHS SNAP program staff prior to distribution. The goal is for all SNAP outreach informational materials, prepared for and designed by contracted SNAP Outreach partners to be vetted by RI DHS. The overall goal for informational materials is for them to be designed specifically to offer accurate and descriptive information about the availability, application process, eligibility requirements, deductions, updates, and benefits of SNAP, so that interested Rhode Island residents can make an informed decision whether to apply. SNAP outreach materials and activities will not attempt to coerce, entice, or persuade someone to apply for SNAP benefits and as such, materials will not be promotional, but will be informational.

Overall, with the combined efforts of all SNAP outreach external projects, Rhode Island will see an increase in SNAP participation by food insecure Rhode Islanders, including but not limited to, the elderly (60 and older), those with disabling conditions, working poor, DCYF adults aging out, students, homeless, non-English speaking individuals and families, those with Limited English Proficiency (LEP), LGBTQ+ households, veterans, immigrants i.e., mixed status families, indigenous peoples, the underserved and underrepresented. Evaluation and monitoring of each project's progress will be conducted by RI DHS on a quarterly basis and include the review of subrecipient quarterly program reports (see Attachments: Section 10) and deliverables. These reports and the forms used to track outcomes are solely used for tracking within these contract agreements. The State of Rhode Island does not compensate community partners or staff based on the number of people who apply for, receive, or inquire about SNAP benefits.

Additionally, SNAP Outreach projects will be visited (in person or online) at least once during FFY24 by the SNAP Assistant Administrator responsible for the coordination and monitoring of SNAP Outreach. Minimally, the site visit will be conducted to: 1) monitor Civil Rights training and poster placement, 2) discuss best practices, 3) provide technical support and assistance, 4) break down myths and barriers to successful implementation of contract and work plan goals, 5) conduct transparent discussions about USDA SNAP State Outreach Plan Guidance (July 2017), 6) facilitate open communication and collaboration between RI DHS and all SNAP Outreach community partners, 7) disability access and 8) language access. Site visits provide opportunity for rapport building, technical support and assistance based off witnessed attributes or discrepancies, enhance success, future planning, collaboration, and encourage innovative strategies for increased access to SNAP in Rhode Island. Focused meetings such as these offer community partners a platform to share what's working, what's not and to explore solutions/resolutions to enhance customer service for SNAP applicants and constituents who seek out SNAP Outreach community organizations for support and assistance.

Site visits are also an effective process for determining current state, realizing gaps and opportunities for expanded outreach allowable, reasonable, and necessary activities and for encouraging ongoing collaboration and conversation to support value added opportunities for technical support and assistance. A shared face to face interaction feels more team oriented, implicitly values and respects partnership, and is perceived by SNAP outreach staff as a more collaborative approach to contract monitoring. The RI DHS Assistant Administrator

Community Planning Services will cover universal topics, common themes, and project specific nuances as applicable. Notes from the visits will be included in online SNAP Outreach contract folders and will be available to FNS upon request. See SNAP Outreach program monitoring form templates in Attachments, Section 9.

Each Project will also be responsible to provide RI DHS quarterly deliverables i.e., SNAP Outreach Program Reports, Direct Client Services Reports or equivalent documents with supporting back-up documents including samples of SNAP Outreach informational materials disseminated. See Attachments: Section 10, for samples of program reporting forms. Additionally, quarterly Financial Reports and Financial Requests, (Form FM-1) will also be required with supporting back-up documents for expenditure reimbursement demonstrating the subrecipient paid out 100% worth of services by line item of expenditure, prior to the Federal 50% reimbursement request being processed for payment. See Attachments, Section 12.

Additionally, all contracts have been procured through competitive bid procedures governed by State of Rhode Island procurement regulations and have been awarded as per RI DHS Risk assessment: Pre-Contract Uniform Grant Guidance Compliance protocols. This includes completion of a Financial Review, Program Review and Sub-Recipient versus Vendor Checklist (See Attachments, Section 7). A DHS Subrecipient Monitoring Protocol (see Attachments, Section 8) will also be utilized during the contract term. Additionally, when a subrecipient does not follow activities as outlined in the contract and/or falls out of compliance with the contract agreement the SNAP Assistant Administrator who coordinates SNAP Outreach and/or RI DHS Financial liaison will contact the partner and when applicable, complete a site visit (in person, online or over the phone) to discuss the discrepancy(s), provide technical assistance leading to a solution or resolution, and dependent upon the nature of the issue administer a Corrective Action Plan (CAP). In that instance, follow up occurs until the CAP has been successfully completed/fulfilled. Follow-up can be done in person, via meeting application or over the phone as dictated by the severity of the situation that prompted the CAP and current COVID-19 safety guidelines.

Finally, for FFY24 SNAP Outreach community partners have incorporated one or more of the USDA/FNS SNAP Outreach priority areas which include: students from institutions of higher education, veterans, older adults, immigrant and mixed status households, and other underserved communities defined as rural households, LGBTQ+ households, households with limited English proficiency, and others not well-served due to language barriers. The FFY24 all community partner SNAP Outreach workplans are fully funded by the community partners who volunteered to continue SNAP Outreach activities and does not include ARPA funds and community project workplans do not include the following unallowable activities or costs:

- Radio, television, and billboard advertisements.
- Any agreements with foreign governments designed to promote SNAP benefits and enrollment.
- Determining eligibility of a SNAP applicant.
- Activities related to authorizing retailers for EBT.
- Activities that solely benefit programs other than SNAP.
- Serving as an authorized representative for an applicant or participant.
- Transportation of clients to or from the local SNAP office.
- Recruitment activities, defined at [7 CFR 277.4\(b\)](#) as “activities designed to persuade an individual who has made an informed choice not to apply for food stamps to change his or her decision and apply.”

Additionally, SNAP outreach contractors are not altering a SNAP applicant or participant’s information when assisting them in the completion of an application, interim report, or recertification form. Similarly, SNAP outreach contractors are not conducting interviews or determining eligibility when assisting in the completion of an application or recertification form. The SNAP interview and certification/eligibility determination process

may only be performed by State agency employees and therefore, remain State merit system employee functions. See section 11(e)(6) of Food and Nutrition Act of 2008, as (7 USC 2020(e)(6)) and 7 CFR 272.4(a).

All SNAP Outreach community partners are aware of the afore mentioned criteria. Additionally, all community partners are aware that when at a DHS district office their role as a SNAP Outreach project is related to and must conform with approved SNAP Outreach activities as detailed in their FFY24 FNS approved SNAP Outreach work plan in order to receive anticipated 50% federal reimbursement. Similarly, projects are aware that prior FNS approval is required for any changes or additions to FFY24 work plan goals and will require an updated community partner budget, budget narrative, staffing detail and workplan including the anticipated changes for FNS to review prior to approval. That in turn will require an amended FFY RI State SNAP Outreach Plan for FNS review and prior approval with an approved and amended contract before activities may commence. In all instances, best practice is that SNAP Outreach activities focus on the constituent and applicant’s need for support or assistance tied back to SNAP.

Summary of Projects:

Outreach Plan Summaries FFY24				
<u>Project Number</u>	<u>Title</u>	<u>Geographic Area</u>	<u>Target Audience</u>	<u>Contractor (list grantor)</u>
1	Community Based Outreach	Statewide with a particular emphasis on the highest concentration of Southeast Asian communities located in Providence, Cranston, Warwick and Woonsocket, RI.	The most critical target population is low income, nonparticipating Rhode Islanders who are Cambodian, Hmong, Laotian and Vietnamese) who may qualify for SNAP, but services will also be provided to other cultures including a sizable Latinx community and new refugees from war-torn countries, such as Syria, Burma, Bhutan, Liberia, and Nigeria. Additionally, people who may be taking part in SNAP but have questions or need help understanding	Center for Southeast Asians (CSEA)

			or responding to program notices or paperwork requirements.	
2	Project # Held			
3	Community Based Outreach	Greater Providence, including Providence, Pawtucket, Central Falls, and Cranston. However, Genesis Center serves students from throughout the state.	The most critical target population is low income, nonparticipating Rhode Islanders, including current and future student and clients of the Genesis Center who may qualify for SNAP, but services also will be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. Speakers of languages other than English.	Genesis Center
4	Project # Held			
5	Community Based Outreach	Central Providence with a particular emphasis on providing bilingual SNAP informational and application assistance.	The most critical target population is low income, nonparticipating Rhode Islanders throughout Central Providence communities who may qualify for SNAP, but services will also be provided to people	One Neighborhood Builders (ONE NB)

			who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements.	
6	Project # Held			
7	Community Based Outreach	Statewide	The most critical target population is low income, nonparticipating Rhode Islanders who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. The Connect for Health program is part of the Community Health Institute, which is a department of Lifespan corporate and operates across all of the Lifespan affiliates. Connect for Health serves 4 primary clinics: Hasbro Pediatric Primary Care and Adolescent Clinics and Rhode Island Hospital's Center for Primary Care and Medicine Pediatrics Clinics.	Connect For Health (C4H (LIFESPAN))/Lifespan (The Miriam Hospital)

			<p>Additionally, we currently have pilot sites with Lifespan’s Systems of Care, Lifespan’s Cardiovascular Institute, and House of Hope – a community organization. Connect for Health and the Lifespan Community Health Institute live under the Lifespan umbrella (The Miriam Hospital), but the activities occur across affiliates. Lifespan services are offered statewide, and clientele are from across the State of RI.</p>	
8	Community Based Outreach	Statewide	<p>The most critical target population is low income, non-participating Rhode Islanders who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. All activities will minimally include four targeted activities during the</p>	United Way/211

			<p>contract term (one per quarter) for each of the following priority populations: Veterans, students, immigrant communities i.e., mixed status families and historically underserved and underrepresented communities, to include, but is not limited to, Latino and black adults (racial equity). Activities will also target those 60 and older and those with disabling conditions, as well as community partners and employer partners in a collaborative effort to achieve heightened SNAP informational messaging across demographics and geographic locations.</p>	
9	Community Based Outreach	Statewide	<p>The most critical target population is low income, nonparticipating Rhode Islanders who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or</p>	RI Alliance of Boys & Girls Clubs

			paperwork requirements. The Clubs will target families directly served, as well as non-Club member families at school-based and public housing sites and families served through broader community partnerships.	
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4. Outreach Project Details

Project Tables:

Copies of subrecipient contracts for each project are available upon request. Contracts are **not** incentive, or milestone based.

Project Number 1	Center for Southeast Asians (CSEA) – Community Based Outreach (All staff are bilingual/bicultural and a representation of underserved communities)
Goals	<p><u>General</u></p> <ul style="list-style-type: none"> • To continue to strengthen public awareness about the availability, application process, eligibility requirements and benefits of SNAP within the Southeast Asian demographic with historically underserved communities, to advance racial equity and reduce barriers to SNAP participation. • To continue to reduce food insecurity by increasing opportunities for application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP to include, but not limited to students, immigrant communities, immigrant communities with mixed status families, and other underserved communities. • Statewide SNAP participation in Rhode Island will exceed 150,000 individuals during FFY24. • At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be met by the end of the contract term. • To continue to strengthen SNAP Outreach activities for under- represented and underserved vulnerable populations. • Prior to application assistance, the subrecipient will inform the

constituent/applicant of the various options for application completion i.e., paper, in-person, name address and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details - [https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2(b)(1)) : sections (i)-(v).

- During the contract term, the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 and older or who presents as someone with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of change reporting.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will share SNAP student criteria including changes from Public Health Emergency (PHE) waivers and the impending end to the temporary student exemptions.
- To continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and to continue to conduct federally approved SNAP outreach activities at **pop up events** targeting underrepresented and underserved Rhode Island residents and USDA priority populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval.
- To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in 'op-in' for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Service Goals (unduplicated count)

The subrecipient will (minimally) fulfill the following during the contract term:

- 1500 households will be screened to determine their SNAP participation status.
- 500 households will be identified as not currently taking part in SNAP.
- 2500 households/clients will be provided SNAP information about the availability, application process, eligibility requirements and/or benefits of SNAP.
- 500 households will be assisted in the preparation of a SNAP Application.
- 350 households will be found eligible for SNAP.
- 500 households will be assisted with other aspects of their SNAP case (other than application assistance) i.e., completing an Interim report, recertification form, reporting changes, submitting documentation, understanding notices etc.
- 150 of the 500 assisted with an application will have web-based customer accounts.

Minimally, to support direct client service goals and outcomes, during the contract term CSEA SNAP Outreach staff will:

- Provide support to SNAP constituents and new applicants at DHS offices in Providence primarily or other DHS office locations that CSEA clientele frequent, during the first week of the month, or any other constituent/applicant high volume time that presents during the FFY. CSEA will minimally go to DHS office locations six (6) times during the FFY, for at least three hours in each instance in order to assist SNAP clients, at the client's request. Trained CSEA SNAP Outreach staff will be on site to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP, as well as to assist with the completion of SNAP applications, recertifications, interim reports, or other SNAP related paperwork or processes. In no case will it be a requirement for someone to meet with CSEA SNAP Outreach staff prior to applying for SNAP or prior to meeting with RI DHS staff or before starting the application process, which may begin with just name, address, and signature. CSEA will inform those they speak with about these details and that assistance from CSEA SNAP outreach staff is voluntary and that potential applicants/current constituents are allowed to file an application the same day with or without support from the subrecipient.
- Discuss in the native language of an applicant/constituent or seek translation services to do the same and will disseminate factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to Southeast Asians and their family caregivers i.e., those sixty and older, those with disabling conditions, those living in rural sections of RI, immigrant, mixed status households, students, and other Rhode Island minority and underserved communities.
- Ensure that CSEA service recipients including those who are not proficient

	<p>readers in English, or their native language can access SNAP benefits, CSEA’s multilingual staff will use their language interpretation skills to conduct in-person outreach and assistance with filling out SNAP application forms and other SNAP documents. This includes assisting clients in the completion and submittal of SNAP paper or on-line applications or helping them start the application process by submitting their name, address, and signature to RI DHS.</p> <ul style="list-style-type: none"> Operate a toll-free telephone hotline to answer questions about SNAP, which may include accessing read-only information from DHS’s eligibility system, and providing information regarding case status, application status, receipt of documentation, benefit amount, date, and case denial reason. 				
<p>Target audience</p>	<p>The most critical target population is low-income nonparticipating Rhode Islanders who are Cambodian, Hmong, Laotian and Vietnamese who may qualify for SNAP, but services will also be provided to other cultures including, but not limited to, a sizable Latinx community and new refugees from war-torn countries, such as Syria, Burma, Bhutan, Liberia, Nigeria, Afghanistan, and Ukraine, including the homeless, those with disabling conditions, those sixty and older, those living in rural sectors of the State, Students of Institutions of Higher Education, veterans, LGBTQ+ households, immigrant and mixed status households, households with limited English proficiency, those with transportation issues, and anyone unfamiliar with local organizations or the need for specialized services, and other underserved communities. Additionally, people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. The Subrecipient will focus on activities in the following service area: statewide with the highest concentration of Southeast Asians communities in Providence, Cranston, Warwick and Woonsocket, RI.</p>				
<p>Timeline</p>	<table border="1"> <tr> <td>Start</td> <td>10/1/2023</td> <td>End</td> <td>09/30/2024</td> </tr> </table>	Start	10/1/2023	End	09/30/2024
Start	10/1/2023	End	09/30/2024		
<p>Description of Activity</p>	<p><u>Service Delivery and Activities</u> CSEA must adhere to the following: <i>In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.</i></p> <p><i>This institution is an equal opportunity provider.</i></p> <p>As such, as a subrecipient of federal funds CSEA is responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and practices for persons with disabilities.</p>				

And when space allows the subrecipient must also include the USDA funding credit statement within all SNAP Outreach factual informational materials.

General

- The subrecipient shall minimally implement the following workplan.
- All activities will be implemented in person, over the phone, online through meeting apps, (i.e., but not limited to, Zoom, Skype, Google Meet, Teams), email, e-newsletters, or by other secure and confidential means following all USDA/FNS and State policies and procedures including State social distancing requirements or as specified below.
- All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State's SNAP Outreach Program Reporting format, minimally reporting on the type of activity, target audience for the activity, the location the activity occurred and the reach. Fillable program and financial forms will be sent to the subrecipient at the beginning of the contract period once USDA, FNS approves the State of Rhode Island's SNAP Outreach Plan.
- Additionally, RI DHS contract requirements require quarterly: financial reporting using the RI DHS SNAP Outreach Financial Summary Sheet and FM-1 invoice. Backup documentation to support payout of 100% worth of services will accompany the FM-1 and summary sheet as required for payment processing for anticipated 50% federal reimbursement.
- In situations where an event does not occur, CSEA shall implement a comparable activity targeting the same audience demographics, geographic area, and number reached. This activity may be substituted at the discretion of the subrecipient with prior State and Federal approval.
- Similarly, any substantial change in work plan activity also requires **prior** State and federal approval. Significant changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.
- CSEA will have content vetted by RI DHS prior to printing or dissemination of any new SNAP informational materials they produce.

- All printed informational materials CSEA creates will be added to the RI SNAPOR Workgroup Toolkit. Both the English and translated versions (as applicable).
- CSEA will screen potentially eligible clients for participation status; will assist in the completion of a SNAP application; and provide support as applicable through the application process, to help clients resolve any issues that occur that jeopardize SNAP benefit maintenance or benefit retention. To follow up with clients to learn about the application's outcome and to discuss barriers and the need for additional support tied to SNAP.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is age 60 or older or who presents with a disabling condition, the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of change reporting.
- To provide easily understood and handy materials to clients who may potentially be eligible for SNAP with the goal of increasing their knowledge of the program rules, eligibility requirements, application, interim report, recertification and change reporting processes, and the benefits of SNAP.
- The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), the benefit of changing EBT pins frequently, Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, new DHS processes (scanning centers), new tools to support SNAP access, changing EBT pins frequently, etc.
- Translation services will be completed in house whenever possible. Minimally, CSEA SNAP Outreach staff will produce SNAP informational materials, in languages they are fluent in, will complete SNAP Outreach activities and attend events as outlined in this workplan and approved by FNS using non-English speaking CSEA SNAP Outreach staff. To that end: CSEA SNAP Outreach staff will minimally continue to translate materials in the following languages: English, Spanish, Portuguese, Khmer, Thai, Laotian, Creole, Cantonese, and any other language a CSEA SNAP Outreach staff member speaks, writes, and or

reads fluently.

- As applicable, to provide direct client assistance that is COVID friendly and respects social distancing and the needs of constituents.
- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn about the availability, application process, eligibility requirements and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and receive assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T, other DHS programs, or referrals to other programs.

Direct Mail

Minimally, during the contract term:

- CSEA will provide factual SNAP information to participant families via two (2) agency mailings and share factual SNAP information about the availability, eligibility requirements, application procedures and benefits of SNAP. Minimally reaching 250 individuals with each mailing and 500 individuals during the FFY.
- Additionally, CSEA will incorporate SNAP factual information in a minimum of two (2) translated mailings during the contract term. Minimally reaching 250 individuals with each mailing or 500 individuals during the FFY. Mailings may be initiated by CSEA or in partnership with another organization within CSEA's catchment area. Direct mail may be in the form of a paper letter or notice or email directed to an individual, household or family. CSEA will track, document, and report these mailings and provide the required data points listed in the quarterly program report.

Presentations and Staffed Booths

Minimally, during the contract term CSEA shall:

- Conduct a minimum of 16 presentations (online or in person) for staff at agencies working with potentially eligible clients, social service staff to provide information about SNAP eligibility requirements, screening for participation status and the application process. During these presentations, CSEA staff shall distribute SNAP factual information in English and other languages for Southeast Asians (SEAs). All SNAP informational materials must be vetted by RI DHS prior to use or dissemination. Cumulatively, by the end of the contract term, CSEA shall reach a minimum of 400 individuals via presentations. CSEA shall track, document, provide copies of informational messages shared, and report their presentations activities on the quarterly program report for all approved, reasonable, allowable, and necessary SNAP outreach activities including all presentations tied back to SNAP.

- Conduct a minimum of sixteen (16) additional SNAP outreach activities (staffed booths or presentations) dependent upon forum/event type and target audience. Content will minimally include information about the availability, eligibility requirements, application process and benefits of SNAP, availability of CSEA SNAP Outreach designated staff to assist with the completion of an application, Interim Report, recertification, constituent's understanding of notices, and CSEA staff will assist in the process of change reporting etc. All sixteen additional activities will target underserved communities who may be hard to reach. Including: seniors, low-income working families, non-English speaking households, people with disabilities, rural residents of Rhode Island, LGBTQ+ households (in particular South East Asians and immigrants who may attend the Providence Pride venue), veterans, pre-release inmates at the Adult Correctional Institution, indigenous and native communities, foster families and DCYF youth about to age-out of care, post-secondary students, graduating high school seniors, immigrant households i.e., mixed status families, and/or the homeless. Locations for these activities include, but is not limited to: Providence, Cranston, Woonsocket, and Warwick. The minimum estimated reach for these activities during the contract term is 500 underserved individuals who are difficult to reach and /or identified as a priority population by USDA FNS.
- During the contract term CSEA will continue to minimally conduct at least sixteen (16) workshops (and strive for two (2) per month) for community organizations (online or in person). Content will focus on: various aspects of SNAP to include factual information about the availability, application process, eligibility requirements and benefits of SNAP. Content will be focused on the SNAP needs of the organization and target audience. These workshops will be targeting Cambodian, Hmong, Laotian, Vietnamese, and other ethnic minority communities, including RI's sizable Latinx community and new refugees from war-torn countries, such as Syria, Burma, Bhutan, Liberia, and Nigeria. Events include but are not limited to: cultural celebrations and events, Hmong Klans' family events, pop up celebrations and community events etc. The minimum estimated reach for these sixteen workshops is 200 individuals.

Note: Where a planned event is not attended by a CSEA Staff Member who is assigned to SNAP Outreach (as described above) another event/activity must be substituted for the same target audience, geographical area, and reach during the contract term. The substitution must meet USDA/FNS State SNAP Outreach Guidelines and prior State, and Federal approval is required when substitutions are anticipated to occur.

Displays and Distribution of Factual SNAP Information

Minimally, during the contract term:

- CSEA will ensure that its own staff and minimally sixteen (16) partner organizations can provide culturally and linguistically appropriate SNAP outreach informational materials to Southeast Asians (SEAs)

and other minority communities in RI. During the contract term CSEA will translate a minimum of eight (8) SNAP Outreach Informational items and disseminate 800 pieces to SEAs and other minority communities in Rhode Island. The subrecipient shall track, document and report where, when, what (Title, Format), and how many of these materials were distributed on the SNAP Outreach quarterly program report. Additionally, copies of each item will be attached to quarterly program reports. Informational items will be vetted by RI DHS staff, prior to dissemination, and copies will be added to the SNAP Outreach Toolkit CSEA maintains for the SNAPOR community partners involved in Workgroup.

- CSEA staff will support other community partners' efforts to develop culturally appropriate SNAP outreach informational materials and resources about the Supplemental Nutrition Assistance Program (SNAP). During the contract term CSEA will meet with a minimum of 40 community partners to discuss this opportunity and will minimally collaborate with at least twelve (12) during the contract term by providing translated documents, or by translating SNAP information in person or through referral for a CSEA staff to assist in the SNAP application process using a dialect not found at the referring agency/organization. The Estimated reach for the number of SEAs assisted during the contract term is 400. For printed materials, CSEA will have content vetted by RI DHS prior to dissemination. The subrecipient shall track, document and report where, when, what (title), and how many of these materials were distributed on the SNAP Outreach quarterly program report.
- CSEA will minimally design and produce six different messages for 500 culturally and linguistically appropriate flyers and 250 brochures that share factual SNAP information targeted to low-income Rhode Islanders and in particular Southeast Asians and other cultural minority communities at various pop-up and annually organized venues/community events including but not limited to: New Year Celebration, Water Festival Celebration, Cultural Family Celebration, etc. The estimated minimum reach is 9,000 individuals during the contract term. For printed materials, CSEA will have content vetted by RI DHS prior to dissemination. The subrecipient shall track, document and report where, when, by title(s) and reach (how many of these materials were distributed) on the SNAP Outreach quarterly program report.
- Across the catchment area, CSEA will provide factual SNAP information targeted to low-income Rhode Islanders and in particular, Southeast Asians and other cultural minority communities at various **meetings** including but not limited to: Daily Food Offering at various temples, cultural home health care meetings, community leaders meetings, etc. This type of cross messaging will minimally be done at least 10 times during the contract term. The estimated minimum reach is 500. The subrecipient shall track, document and report where, when,

what type of messages were shared on the SNAP Outreach quarterly program report.

- CSEA will produce and distribute at least eight (8) different messages of culturally appropriate bilingual SNAP informational materials to ensure that SNAP information is being communicated effectively, clearly, and accurately to all CSEA members and other service recipients, including those who are illiterate in their native language. The minimum estimated reach for these culturally appropriate bilingual SNAP informational materials is 1200. The subrecipient shall track, document and report where, when, and how many of these materials were distributed on the SNAP Outreach quarterly program report.

Note: These items will become part of the RI SNAP Outreach Toolkit and will be available to FNS and the general public upon completion and no later than by the end of FFY. The RI SNAP Outreach Toolkit is located at: <https://dhs.ri.gov/programs-and-services/supplemental-nutrition-assistance-program-snap/snap-outreach-toolkit>.

- CSEA will continue to maintain and update an online SNAP Outreach contractor's toolkit accessible to SNAP Outreach contractors, to use with constituents, and the public. To accomplish this CSEA will utilize at least one SNAP Outreach Workgroup meeting in FFY24 quarter one (1) and one SNAP Outreach Workgroup meeting in FFY24 quarter three (3) to review toolbox content (using materials from all SNAP Outreach contractors) and other meetings may occur for toolbox maintenance.
- CSEA will convene statewide SNAP Outreach Workgroup Meetings for Contracted Community Partners minimally ten (10) times during the FFY with support from the Rhode Island Department of Human Services and may coordinate with other SNAPOR contractors for assistance. The Workgroup is an opportunity for training and peer learning to facilitate and increase SNAP participation among eligible Rhode Islanders with a focus on creating equity and inclusion. CSEA will plan, coordinate, facilitate, and participate in the statewide SNAP Outreach Workgroup meetings. CSEA has the option to use a rotational schedule so that interested SNAPOR contractors may also contribute to an agenda, create a Power Point, coordinate, and facilitate meetings. The CSEA SNAP Outreach lead will be the main point of contact assuring meetings occur 10 times during the FFY, ensures minutes will be taken, attendance documented, will coordinate with the RI DHS Assistant Administrator: Community & Planning Services monthly to discuss and finalize a SNAP Outreach value added meeting agenda. The CSEA SNAPOR lead will convene and facilitate the meeting. Meetings may convene by telephone, online meeting application, and/or in-person. In person is encouraged by RI DHS with the option to attend via phone or Teams as an adjunct. CSEA will work in collaboration with other SNAP Outreach

contractors and the RI DHS Assistant Administrator, Community and Planning Services staff, or other RI DHS staff for content ideas. CSEA will list meeting dates and attach informational content (agenda) covered on the quarterly SNAP Outreach program report “Other” section. Meeting minutes will be taken and shared with RI DHS with quarterly deliverables. Attendance sheets will also be shared with RI DHS within 10 days after the meeting has ended. Additionally, CSEA will utilize at least part of these meetings to update and maintain the SNAPOR Toolkit for SNAP Outreach community partners who are contracted for FFY24 SNAP Outreach federally approved SNAPOR activities.

Other

Additionally, during the contract term CSEA will:

- Maintain a website and social media presence to disseminate up-to-date SNAP information. The website will have four (4) different messages during the contract term and have a minimum of 1000 views, shares, or clicks per month during the contract term. Social media (i.e., but not limited to, Facebook, CSEA website, LinkedIn, Instagram, and twitter) will share those same messages. The subrecipient shall provide a copy of the messages, track, document, and report where and when SNAP messages were distributed and provide metrics for number of individuals reached i.e., clicks, shares, views etc. All information will be reported to RI DHS quarterly, using the SNAP Outreach quarterly program report format. Screen shots of the SNAP informational messages from all venues will be included as attachments or screen shots in the quarterly report or at time of dissemination and no later than by the end of the FFY.
- All SNAP Outreach staff, and their supervisors shall complete a Civil Rights policy training session designed by the USDA or State, as required annually by USDA. The training will last less than two hours, and individuals will be able to complete it online through a meeting application. The training will be completed by June 30th and the attendance sheet(s) will be submitted no later than July 30th. The attendance sheet(s) must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from the contract and federal funds. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; CSEA will submit additional sign-in sheet(s) to the State supporting staff attendance with 4th quarter deliverables.
- CSEA will have representation at the SNAP Advisory Committee at least three times during the contract term. The Subrecipient shall record meeting participation in the “Other” section of the SNAP Outreach quarterly program report. Attendance may be done in person, by telephone or online meeting application. RI SNAP Advisory Committee (RISAC) meetings which occur every other month, on the second

Monday of the month.

- The subrecipient will minimally cross message factual SNAP information within other meetings and events at least 25 times during the FFY, as they come up and will minimally share and participate with other organizations to continue to share collateral SNAP outreach informational materials. These materials will be created by the subrecipient with the expressed purpose for inclusion in other organizations e-newsletters, constituent correspondence, webpages, social media sites etc. This will occur when the subrecipient is invited to do so. The subrecipient will track, document, and report quarterly on the quantity and type of cross messaging opportunities and resources shared following providing the data points within the RI DHS Program Report (Form B) or equivalent. New informational items will be vetted through RI DHS prior to distribution.
- The subrecipient will provide complete and timely (on or before the due date), quarterly program reports that will describe in specific and quantifiable terms subrecipient progress, to date, regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the contract and corresponding FFY RI State SNAP Outreach Plan, and USDA/FNS State SNAP Outreach Plan Guidance.
- The subrecipient will provide complete and timely (on or before the due date), quarterly financial reports that will justify the amounts expended (i.e., 100% worth of services), show the subrecipient share paid for each cost category and the 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter's deliverables. The State will review quarterly financial reports in comparison to quarterly program reports monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl, USDA/FNS State SNAP Outreach Plan Guidance, progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, and Federally approved FFY24 RI State SNAP Outreach Plan.
- CSEA shall accept additional SNAP training that may be required by the State and USDA/FNS during the term of the contract and State SNAP Outreach Plan approval period.
- Because the subrecipient has its own website, the subrecipient will participate in State initiatives to improve consistency, in how public and private agencies in RI are using their websites to convey factual SNAP information. As such CSEA will get all factual SNAP messages intended for their website, vetted prior to

	<p>dissemination. Additionally, CSEA will incorporate on their website where SNAP Outreach information is contained: the USDA Funding Credit Statement, a Direct Link to a USDA compliant Nondiscrimination Statement (NDS), embed the NDS in their website, and display the Equal Opportunity Statement.</p> <ul style="list-style-type: none"> • Additionally, all SNAP informational materials will be vetted by RI DHS during the development phase and prior to printing and dissemination. • CSEA will implement a SNAP Outreach Constituent Survey to learn from SNAP constituents/applicants about current gaps and opportunities for SNAP Outreach activities. SNAP Outreach Constituent Surveys will be designed and used to enhance subrecipient SNAP Outreach activities already approved by FNS <u>and</u> the survey may be completed as part of the planning for meaningful future SNAP Outreach activities. Any subrecipient SNAP Outreach Constituent Survey must be vetted by the State prior to implementation. The results of any constituent survey will be available to the State and FNS upon request. Any substantial change in SNAP Outreach activities based off the recommendations from a subrecipient constituent survey will be approved by the State and FNS <u>prior</u> to implementation.
Subrecipient	Center for Southeast Asians (CSEA)
Tax ID of Subrecipient	22-2914654
Role of the Subrecipient	Direct service provider with potential and current SNAP recipients
Role of State agency	To administer and monitor subrecipient progress.
State/ Subrecipient funding source	CSEA private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/></p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<ul style="list-style-type: none"> • The state will minimally conduct one site visit and/or activity visit (online or in person) during FFY24 and will conduct additional on-site, or online meetings i.e., Microsoft Teams or phone conference reviews if performance levels appear to differ significantly from those expected for the contract terms or at any time the State deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol, as part of technical support or assistance or as needed for a corrective action plan. As applicable, COVID -19 social distancing practices will be followed.

	<ul style="list-style-type: none"> • The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category, and the anticipated 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter’s deliverables. The State will review quarterly financial reports in comparison to quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management, progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved FFY24 RI State SNAP Outreach Plan. • The subrecipient will provide on or before the due date, quarterly program, and financial reports with back up that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the work plan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the contract, CFR 2 Uniform Guidance, SNAP State Outreach Plan Guidance, current USDA and Food and Nutrition Service (FNS) guidance, and applicable federally approved FFY24 RI State SNAP Outreach Plan. • The subrecipient will complete a (bulleted) Final Narrative and submit it with fourth quarter deliverables. The Final Narrative will include: Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. RI DHS will continue to provide the template for this (bulleted) report. • Program evaluation will not be able to assess all the people reached by SNAP Outreach activities implemented by CSEA were certified or denied for SNAP benefits. Only a sample will be done as specified in the bullet below. The current evaluation process requires the subrecipient to take a sample and assess how many people who were reached by SNAP outreach activities and or assisted with completion of a SNAP application by the subrecipient were certified or denied for SNAP benefits. Therefore, the subrecipient will determine the outcomes of at least seventy (70) referrals made by the subrecipient to SNAP during contract term. The subrecipient will share the results of the <i>Referral Outcome Survey</i> with the DHS, State of Rhode Island when requested and no later than, at time of 4th quarter deliverables.
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Project Number 2	No project assigned to this number - Holding Number
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Project Number 3	Genesis Center - Community Based Outreach
Goals	<p><u>General</u></p> <ul style="list-style-type: none"> ● To continue to strengthen the target population’s awareness and knowledge of the availability, application process, eligibility requirements and benefits of SNAP. ● To continue to provide SNAP Outreach services to Rhode Islanders who are part of an underrepresented or particularly vulnerable population i.e., but not limited to: students, veterans, immigrants i.e., mixed status families, those with disabling conditions, older Rhode Islanders. ● To continue to serve all underserved communities interested in SNAP, advancing racial equity while reducing barriers to SNAP participation through federally approved, reasonable, allowable, and necessary SNAP Outreach activities. ● To reduce food insecurity by increasing opportunities for application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP. ● Statewide SNAP participation in will exceed 150,000 individuals during FFY24. ● At least 80% of the quantified targets and 80% of the direct service targets will be met during this contract term. ● To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State’s current SNAP outreach partners. ● As applicable, to continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and to continue to conduct federally approved SNAP outreach activities at pop up events targeting underrepresented and underserved Rhode Island residents and USDA priority and underserved populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, homeless, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval. ● The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules),

the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, new tools to support SNAP access, the benefit of changing EBT pins frequently, etc.

- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 years and older or who presents as someone with a disabling condition, the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of reporting a change to RI DHS.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will share SNAP student criteria including changes from Public Health Emergency (PHE) waivers and the impending end to the temporary student exemptions.
- Events where potential and potentially eligible post-secondary students are present Genesis Center staff will discuss student SNAP eligibility requirements and disseminate the DHS SNAP College Outreach Flyer. Reaching a minimum of 150 students during the contract term. See attachments.
- Prior to application assistance, the subrecipient will inform the constituent/applicant of the various options for application completion i.e., paper, in-person, name, address and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details - [https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2(b)(1)) : Sections (i)-(v).
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in 'op-in' for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Services

During the contract term (unduplicated counts):

- 1,500 households will be screened to determine SNAP participation status.

	<ul style="list-style-type: none"> • 1,125 will be identified as not taking part in SNAP. • 2,000 households will be provided factual SNAP information. • 350 households Genesis Center staff will assist in the preparation of a SNAP application. • 25% or 87 of SNAP applications Genesis Center staff assisted with will be filed electronically on the RI DHS Customer Portal at the constituent/applicant’s discretion. • 15% or 53 (in addition to the above) of those assisted with a SNAP application (not through the customer portal) by Genesis Center staff will be assisted in creating an account on the RI DHS Customer Portal at the constituent/applicant’s discretion. • 65 households will be assisted in SNAP Outreach activities (other than application assistance) to support continued eligibility i.e., assistance with completion of Interim Reports, Recertifications, reporting changes & providing documentation. • 800 Individuals will attend SNAP presentations conducted by Genesis Center staff. • 50 individuals will request further information via the web page. 				
Target audience	<p>The most critical target population is low-income nonparticipating Rhode Islanders, including current and future students and clients of the Genesis Center who may qualify for SNAP, but services also will be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. Speakers of languages other than English.</p> <p>The subrecipient will focus on activities in the following service area: Greater Providence, including Providence, Pawtucket, Central Falls, and Cranston. However, Genesis Center serves students from throughout the state.</p>				
Timeline	<table border="1"> <tr> <td>Start</td> <td>10/1/2023</td> <td>End</td> <td>09/30/2024</td> </tr> </table>	Start	10/1/2023	End	09/30/2024
Start	10/1/2023	End	09/30/2024		
Description of Activity	<p><i>Provide a description of the activity and how it will be implemented.</i></p> <p><u>Service Delivery and Activities:</u> <i>Genesis Center must continue the following;</i></p> <p><i>In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.</i></p> <p><i>This institution is an equal opportunity provider.</i></p> <p>As such, as a subrecipient of federal funds Genesis Center is responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and</p>				

practices for persons with disabilities.

And when space allows the subrecipient must also include the USDA funding credit statement within all SNAP Outreach factual informational materials.

General

- The subrecipient shall implement the following workplan.
- Genesis Center will implement all activities in person, over the phone, online through meeting apps, (i.e., Zoom, Skype, Google Meet), via social media, Genesis Center website, email, and e-newsletters, or by other secure and confidential means following all USDA/FNS and State policies and procedures including State social distancing requirements.
- In situations where an event does not occur, Genesis Center shall implement a comparable activity targeting the same audience demographics, in the same geographic area, and with the same number reached. As applicable, Genesis Center will acquire prior State and Federal approval when substituting one activity for another.
- Any substantial change in work plan activity requires **prior** State and federal approval. Significant/substantial changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.
- All activities will be tracked, documented, and reported as required by State and Federal guidelines i.e., RI DHS contract requirements that require quarterly program and financial reporting.
- Review clients' circumstances through a basic questionnaire to identify households that may qualify for SNAP but are not currently taking part in the program.
- Facilitate SNAP participation by informing Rhode Island residents about the availability, application process, eligibility requirements and benefits of SNAP.
- Help clients fill out and submit SNAP paper or on-line applications and assist with other documents necessary for ongoing participation (i.e., but

not limited to: Interim Reports, recertifications, change notices, EBT Card replacement, verification requests, etc.

- Conduct outreach activities to inform people about SNAP participation and about the availability of the subrecipient to help people learn about or apply for the program.
- The subrecipient shall accept SNAP training that may be required by the State during the term of this Grant and, at a minimum, will comply with the USDA annual civil rights training requirement cited below in this section.

Direct Service Other

Minimally, during the contract term:

- 200 Individuals at Genesis Center's free income tax preparation program (VITA- Volunteer Income Tax Assistance) will be informed of the availability of SNAP benefits during tax season that runs February through April. Of the 200 VITA participants informed, 30 will be assisted with the completion of a SNAP application.
- 65 individuals will be assisted by the subrecipient with the SNAP renewal (recertification), interim report, reporting changes & providing documentation during the contract term.
- Genesis Center will continue to provide support to SNAP constituents and new applicants at DHS offices in Providence, six (6) times during the contract term during the first week of the month for at least three hours in each instance in order to assist with the high volume of constituents visiting the sites. Trained Genesis SNAP Outreach staff will be on site to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP, as well as assist with the completion of SNAP applications, recertifications, or other SNAP related paperwork or processes, at the client's request. In no case will it be a requirement for someone to meet with Genesis Center SNAP Outreach staff prior to applying for SNAP or prior to meeting with RI DHS staff or before starting the application process, which may begin with just their name, address, and signature. Assistance from Genesis Center SNAP outreach staff is voluntary and potential applicants/current constituents will still be allowed to file an application the same day with or without support from the subrecipient. As a part of sharing factual SNAP information, SNAP outreach staff will inform the client of these details.

Direct Mail:

Minimally, during the contract term:

- 1,000 emails will be sent to clients, mainly current and former students of Genesis Center. Genesis Center has moved away from sending traditional mailings. In addition, they will use their networks to create more exposure

and reach additional individuals through email.

Presentations & Staffed Booths

Minimally, during the contract term:

- Thirty (30) SNAP informational classroom sessions will occur at Genesis Center targeting Genesis Center students from our English for Speakers of Other Languages (ESOL) classes, workforce classes, and families from our Early Learning Center. Each SNAP informational session will minimally last 30 minutes.
- Ten (10) SNAP informational tabling sessions will occur at Genesis Center and in the community minimally at: Providence Public Library, Providence Community Libraries, West End Community Center, Dorcas International Institute, and Providence Public Schools. Please Note: Genesis Center will coordinate their activities after communication with the RIABGC so no duplication of effort occurs.
- Genesis staff will minimally cross message factual SNAP information about the availability, application process, eligibility requirements, benefits of SNAP, Genesis Center's planned and in process SNAP Outreach activities at fifteen (15) community meetings and conferences which will include (but is not limited to): Whole Family Approach to Jobs, RI SNAP Advisory Committee meetings, the RI Workforce Alliance, and other partnerships as they present i.e., information sharing sessions with other providers with a focus on the availability of SNAP Outreach at Genesis Center i.e., Genesis Center's role in helping individuals learn about the availability, application process, eligibility requirements and benefit of SNAP. Genesis Center's role to assist people with the completion of SNAP applications, Interim Reports, Recertifications, change reporting and understanding and responding to SNAP notices and requests for SNAP benefit maintenance. During the FFY as the work progresses, opportunities will be identified, and SNAP Outreach quarterly program reports will document these activities.
- Genesis Center will not bill for activities that benefit the SNAP E&T, SNAP-ED, or other DHS programs and will only bill to SNAP Outreach expenses incurred for activities that support federally approved, reasonable, allowable, and necessary SNAP Outreach activities.

Displays & Distributions of Factual SNAP Informational Materials

The subrecipient will minimally distribute the following during the contract term:

- 2000 culturally and linguistically appropriate SNAP informational materials to the greater Providence community.

and

- 50 factual SNAP informational posters will be distributed throughout the

catchment area.

- 1000 factual SNAP informational flyers will be distributed through Genesis Center, local libraries, recreation centers, restaurants and markets targeting the working poor and older population. Genesis Center staff will return to locations at least twice during the contract term to replenish SNAP informational materials.
- All SNAP informational material content will be vetted through RI DHS program staff prior to distribution.
- Genesis Center shall track, document and report: the date(s) of distribution, the name of the sites, the number, and types of sites they visit; the number and type of SNAP informational materials left at each location, and the sites that declined to participate. Additionally, all activities and SNAP informational material distributed will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program report. In instances where materials are new, a sample (screen shot or copy) of the material will be included with the quarterly program report as an attachment.
- Specific sites Genesis Center shall target during the contract term to distribute SNAP informational materials will minimally include, but is not limited to: Providence Public Library, Providence Community Libraries, and West End Community Center.
- 500 people will visit Genesis Center's SNAP Outreach Website during the contract term. This will be maintained on Genesis Center's web page and will include basic information about the availability, application process, eligibility requirements, and benefits of SNAP, as well as contact information for the Financial Opportunity Center and a user-friendly online appointment request form. The website will be reviewed at least once quarterly by Genesis Center Staff and updated at least four (4) times (once per quarter) during the contract term with a new SNAP outreach message. The website will contain a link to the RI DHS online SNAP application portal (RIBridges). All website SNAP content will be vetted through the RI DHS SNAP program staff. Minimally, this website will have a Google translate function embedded into the page to promote equitable and inclusive communication about SNAP.
- The availability of Genesis Center's SNAP Outreach services will be promoted on Genesis Center social media platforms to include but not limited to: Facebook, Instagram, and interested parties will be linked back to the Genesis Center's SNAP webpage. Views, clicks and shares will be tracked, documented, and reported quarterly to RI DHS via the SNAP Outreach quarterly program report. Estimated minimum reach is a combined 500 views, clicks, shares across non website platforms during the contract term.
- Genesis Center Staff will cross message factual SNAP information about

the availability, application process, eligibility requirements, benefits of SNAP and Genesis Center's planned and in process SNAP Outreach activities with a minimum of ten (10) collateral contacts. This may occur with SNAP informational materials they create or are invited to contribute too. Genesis Center will, but is not limited to, collaborating with: RI Workforce Alliance, GWB Education & Employment Advisory Council, RI Works Advisory Council, RI SNAP Advisory Committee meetings, and other committee and partnership meetings in which they participate. Cross messaging activities will be tracked, documented, and reported to RI DHS quarterly. Estimated minimum reach is 500 food insecure individuals who could benefit from SNAP, their caregivers, or others who may know someone who could benefit from SNAP.

Other

Additionally, during the contract term:

- All Genesis Center SNAP Outreach staff and their supervisors shall complete annual civil rights policy training session designed by the State, or USDA and required annually by the USDA. The training will last less than two-hours and attendees will be able to complete it through an online meeting application. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from the federal government for SNAP Outreach approved reasonable, allowable, and necessary activities. The attendance sheet(s) must be signed by the Executive Director or designee attesting to the fact all staff listed took the required annual Civil Rights training. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take annual Civil Rights training by the end of the 4th quarter; Genesis Center shall submit additional sign in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
- Each quarter: Genesis Center staff shall participate in the statewide SNAP workgroup, attending at least two (2) of its meetings each quarter (minimally attending ten (10) meetings during the contract term). Attendance may be completed by telephone, online meeting application, or in-person. Attendance in person is encouraged Genesis Center will document their attendance in the "other" section of the quarterly SNAP Outreach program report.
- In addition, during the contract term Genesis Center will partner with CSEA and facilitate at least one meeting of the SNAP Workgroup and assist in the planning, coordination, agenda creation, possible speakers, and other meeting activities as applicable.
- During the contract term, someone from Genesis Center involved in the SNAP Outreach Program may be asked to attend one or more RI SNAP Advisory Committee (RISAC) meetings which occur every other month,

on the second Monday of the month solely to provide information about Genesis Center SNAP Outreach activities. If no information has been requested the subrecipient is not obligated to attend the meeting. The expectation is that someone would attend only to share the SNAP Outreach information requested. If no one is available to attend, the Genesis Center SNAP Outreach lead would minimally provide the information to the RI SNAP Assistant Administrator: Community & Planning Services or designee so the requested information may be shared at the RISAC meeting. Attendance at RISAC is not mandatory during the FFY but is encouraged based on the agenda and anticipated value added to support FNS approved, reasonable, allowable, and necessary SNAP Outreach activities. Time spent in attendance, preparing, and/or reporting out on SNAP Outreach activities or providing feedback, options and opportunities related to SNAP Outreach activities is also encouraged.

- As this RI SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn about the availability, application process, eligibility requirements and benefits of SNAP i.e., factual SNAP information and, if interested, receive assistance with applying for SNAP and/or completing paper work or responding to verification requests to support maintaining SNAP benefits: program and financial reports must omit services not eligible for funding: such as activities for SNAP-ED (nutrition education), SNAP E&T, other DHS programs, or referrals to other programs.
- The subrecipient may only bill for activities that support approved, reasonable, allowable, and necessary SNAP Outreach activities as outlined in the FFY24 approved workplan.
- The subrecipient may implement a SNAP Outreach Constituent Survey to learn from SNAP constituents/applicants about current gaps and opportunities for SNAP Outreach activities. SNAP Outreach Constituent Surveys will be designed and used to enhance subrecipient SNAP Outreach activities already approved by FNS and the survey may be completed as part of the planning for meaningful future SNAP Outreach activities. Any subrecipient SNAP Outreach Constituent Survey must be vetted by the State and approved by FNS prior to implementation. The results of any constituent survey will be available to the State and FNS upon request. Any substantial change in SNAP Outreach activities based off the recommendations from a subrecipient constituent survey will be approved by the State and FNS prior to implementation.

Subrecipient	Genesis Center
Tax ID of Subrecipient	22-3001721
Role of the Subrecipient	Direct Service Provider with potential and current SNAP recipients.

Role of State agency	Administrator
State/ Subrecipient funding source	Genesis Center private funds and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> • The subrecipient will provide quarterly program reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the work plan. The State will review quarterly reports for progress and subrecipient compliance with USDA/FNS State outreach Plan Guidance, the terms of the contract and federally approved FFY24 RI State Outreach Plan. • The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category, and the anticipated 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter’s deliverables. The State will review quarterly financial reports in comparison to quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management, progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved FFY24 RI State SNAP Outreach Plan. • The subrecipient will provide on or before the due date, quarterly program, and financial reports with back up that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the work plan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the contract, CFR 2 Uniform Guidance, SNAP State Outreach Plan Guidance, current USDA and Food and Nutrition Service (FNS) guidance, and applicable federally approved FFY24 RI State SNAP Outreach Plan. • The state will minimally conduct one site visit and/or activity visit (online or in person) during FFY24 and will conduct additional on-site, or online meetings i.e., Microsoft Teams or phone conference reviews if performance levels appear to differ significantly from those expected for

	<p>the contract terms or at any time the State deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol, as part of technical support or assistance or as needed for a corrective action plan. As applicable, COVID -19 social distancing practices will be followed.</p> <ul style="list-style-type: none"> • The subrecipient will complete a (bulleted) Final Narrative and submit it with fourth quarter deliverables. The Final Narrative will include Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. RI DHS will continue to provide the template for this (bulleted) report. • The current evaluation process will require the subrecipient to take a sample and assess, to the extent feasible, how many people reached by the outreach activities were certified or denied for SNAP benefits. The subrecipient will report these findings to the State. The subrecipient will determine the outcomes of at least sixty-five (65) referrals made to SNAP during the contract term and will report the outcomes of the survey. A Referral Outcome Form or its equivalent will be used by Genesis Center to track the outcomes of sixty-five (65) SNAP applications that the subrecipient assisted in the completion of during the contract term.
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Project Number 4	No project assigned to this number - Holding Number
Project Number 5	One Neighborhood Builders (ONE NB) - Community Based Outreach
Goals	<p><u>General</u></p> <ul style="list-style-type: none"> • To continue to strengthen public awareness of SNAP i.e., the availability, application process, eligibility requirements and benefits of SNAP. • To continue to provide SNAP Outreach services to Rhode Islanders who are part of an underrepresented or particularly vulnerable population i.e., but not limited to: students, Veterans, immigrants (including mixed status families), individuals with disabling conditions, constituents experiencing homelessness, and older Rhode Islanders. • To continue to serve all underserved communities interested in SNAP, advancing racial equity while reducing barriers to SNAP participation through federally approved, reasonable, allowable, and necessary SNAP Outreach activities. • To reduce food insecurity by increasing opportunities for application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP. • Statewide SNAP participation in will exceed 150,000 individuals during FFY24. • To meet at least 80% of the quantified targets and 80% of the direct service targets

will be met during this contract term.

- Will assist interested constituents with applications through the customer portal, with a goal of teaching applicants/constituents how to use the portal to learn about their case status and to apply.
- To align with equitable access and to develop meaningful and necessary SNAP Outreach priorities, ONE|NB will be requesting feedback from SNAP constituents and applicants throughout Fiscal Year 2024.
- The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, new processes (scanning centers), and new tools to support SNAP access, the benefit of changing EBT pins frequently, etc.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 years and older or who presents as someone with a disabling condition, the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of reporting a change to RI DHS.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will share SNAP student criteria including changes from Public Health Emergency (PHE) waivers and the impending end to the temporary student exemptions.
- To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.
- Prior to application assistance, the subrecipient will continue to inform the constituent/applicant of the various options for application completion i.e., paper, in-person, name address and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details - <https://www.ecfr.gov/title-7/subtitle->

[B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](#) : sections (i)-(v).

- As applicable, continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and as available, to continue to conduct federally approved SNAP outreach activities at **pop up events** targeting underrepresented and underserved Rhode Island residents and USDA priority and underserved populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, homeless, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval.
- Any substantial change in work plan activity requires **prior** State and federal approval. Significant/substantial changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.
- To continue to screen potentially eligible clients for participation status, to assist in the completion of a SNAP application, recertification or other paperwork tied to SNAP, to provide support as applicable through the application process, recertification process and/or Interim Report process and to help clients resolve any issues that occur that jeopardize SNAP benefit maintenance or benefit retention. To follow up with clients to learn about the application, recertification and/or interim report outcome and to discuss resolution to barriers tied to SNAP and as applicable coordinate additional support.
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in ‘op-in’ for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Services

Minimally, during the contract term (unduplicated counts):

- 4,000 individuals will be provided factual SNAP information by the subrecipient,

about the availability, application process, eligibility requirements, and benefits of SNAP.

- 500 households will be screened by the subrecipient, to determine SNAP participation status.
- 300 households of the 500 will be assisted with the completion of a SNAP application by the subrecipient via the customer portal based on applicant preference (this is to track customer portal use. These HHLDs will be included in the data above for applications, recertifications, other SNAPOR activities).
- 400 of the 500 will be identified as not taking part in SNAP.
- 300 households will be assisted in SNAP Outreach activities (other than application assistance) to support continued eligibility i.e. (but not limited to), assistance with completion of Interim Reports, recertifications, reporting changes, EBT card replacement, understanding SNAP notices, interview support, providing documentation etc. as requested.
- 1,000 callers will be assisted by the subrecipient on a dedicated Resident Services phone line for ONE|NB tenants. This line will be receiving calls for some time from residents who have worked with CHWs for recertifications, and other activities tied to SNAP benefit maintenance. We anticipate internal referrals to other ONE|NB staff. Such as, the Project Manager who will be working on all Health Equity Zone related things which will continue to be open to Central Providence residents in general.

Note: Resident Service Coordinators (were Certified Community Health Workers) will continue to provide basic information about the availability, application process, eligibility requirements, and benefits of SNAP; pre-screen potential applicants for SNAP participation status; or recertification i.e., as applicable delivery of the forms and verification documents to a SNAP office location; and CHWs will continue to answer questions about the Supplemental Nutrition Assistance Program (SNAP). CHWs primarily work with residents and households on a one-on-one basis. At times, CHWs will hold resident meetings in ONE|NB affordable housing locations for individuals to learn about SNAP with their peers. At individual or small group meetings, CHWs will review frequently asked questions and share information about the benefits of participating in SNAP. Application assistance may also be included at the request of participants in these sessions. CHWs will communicate to clients that ONE|NB cannot process their application but can provide application assistance and then help them send in/submit their application to RI DHS. Pending COVID-19 restrictions, some presentations may be given virtually.

- 200 households of the 1000 who will be assisted by the subrecipient in the preparation of a SNAP application i.e., online through customer portal, paper, in person, or by providing RI DHS name, address & signature at the applicant's discretion.
- Additionally, the SNAP Outreach Team/Community Health Workers will travel to local food pantries, human service organizations, community dinners, and other

locations to conduct outreach activities. The CHWs will share information about the availability, application process, eligibility requirements and benefits of SNAP, ONE|NB SNAP outreach services and assist individuals with completing SNAP applications, verification requests, change reporting to RI DHS, Interim Reports, and renewals/recertifications.

- Additionally, as ONE|NB SNAP Outreach staff are available, and to support FFY24 direct client service goals and outcomes (listed above) - during the contract term ONE|NB SNAP Outreach staff will:

Provide support to SNAP constituents and new applicants at DHS offices in Providence primarily or other DHS office locations that ONE|NB clientele frequent, during the first week of the month, or any other constituent/applicant high volume time that presents during the FFY. ONE|NB will, as available, go to DHS office locations during the FFY, for at least three hours in each instance in order to assist SNAP clients, who request assistance or support. When this occurs trained ONE|NB SNAP Outreach staff will be on site to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP, as well as to assist with the completion of SNAP applications, recertifications, interim reports, or other SNAP related paperwork or processes. ONE|NB staff assigned to go to a RI DHS office will be bi-lingual. In no case will it be a requirement for someone to meet with ONE|NB SNAP Outreach staff prior to applying for SNAP or prior to meeting with RI DHS staff or before starting the application process, which may begin with just name, address, and signature. ONE|NB will inform those they speak with about these details and that assistance from ONE|NB SNAP outreach staff is voluntary and that potential applicants/current constituents are allowed to file an application the same day with or without support from the subrecipient.

Target audience

The most critical target population is low-income non-participating Rhode Islanders throughout Central Providence communities who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements.

ONE|NB will focus activities in the following service area: Central Providence, with a particular emphasis on ONE|NB Tenants and providing bilingual SNAP informational materials.

Timeline

Start	10/1/2023	End	09/30/2024
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Description of Activity

Provide a description of the activity and how it will be implemented.

Service Delivery and Activities:
ONE|NB must continue the following;

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or

retaliation for prior civil rights activity.

This institution is an equal opportunity provider.

As such, as a subrecipient of federal funds Genesis Center is responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and practices for persons with disabilities.

And when space allows the subrecipient must also include the USDA funding credit statement within all SNAP Outreach factual informational materials.

Minimally, during the contract term:

- The subrecipient shall implement the following workplan including:
 - 1,000 low-income tenants at ONE|NB affordable housing locations will be assisted by a Resident Service Manager, Housing Service Manager, or one of two (2) Resident Service Coordinators during the FFY on a one-to-one basis. ONE Neighborhood Builders projects an increase in the number of low-income tenant, and permanent supportive housing tenants.
 - Project Manager, Housing Service Manager, Resident Service Manager, Policy and Research Manager, will hold a minimum of 50 resident and community meetings at ONE|NB affordable housing locations, community organization convenings, for individuals to learn about SNAP eligibility. They will incorporate SNAP Outreach Material at equity discussions and meetings. They will distribute and update material for community event tabling, and collaborative meetings (see below for more details). ONE|NB will track and report the details, outcomes and reach for these activities to RI DHS as part of quarterly deliverables.
 - ONE|NB Resident Service Coordinator will communicate to clients that ONE|NB cannot process their application but can provide application assistance and help them send in or submit their application to RI DHS. Pending COVID-19 restrictions, some communications/presentations may be given virtually.
 - Additionally, the SNAP Outreach Team will share information about availability, application process, eligibility requirements, and benefits of SNAP. Resident Service Coordinators will assist low-income tenants in completing applications, verification requests, change reporting to RI DHS, Interim Reports, and renewal/recertification paperwork.
 - ONE|NB will implement all activities in person, over the phone, online through meeting apps, (i.e., Zoom, Skype, Google Meet), via social media, the ONE|NB website, email, and e-newsletters, E-Z Texting a platform utilized by ONE|NB to send out mass texts to constituents, and/or tenants or by other secure and confidential means following all United States Department of Agriculture Food and Nutrition Services (USDA-FNS) State policies and procedures, including State social-distancing requirements.

- In situations where an event does not occur, ONE|NB shall implement a comparable activity targeting the same audience demographics, in the same geographic area, and with the same number reached. ONE|NB will acquire prior State and Federal approval when substituting one activity for another.
- All activities will be tracked, documented, and reported as required by State and Federal guidelines, i.e., RI DHS contract requirements that require quarterly program and financial reporting. The State will provide program and financial reporting forms once the SNAP Outreach Plan has been approved by USDA-FNS and contracts are executed.
- ONE|NB will inform the SNAP constituent/applicant of the SNAP online application process and will assist in its use whenever the SNAP constituent/applicant requests this method or whenever feasible given the client's request and preferences. When used ONE|NB will capture the metrics of its use of online applications in the quarterly SNAP Outreach program report Form B "Other" section or on Form "A" - Direct Client Services.
- ONE|NB will maintain up-to-date information about SNAP Outreach efforts and will provide factual SNAP information about the availability, application process, eligibility requirements, and benefits of SNAP to food-insecure Rhode Islanders on the ONE|NB organizational website.
- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn the availability, application process, eligibility requirements and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T, other DHS programs, or referrals to other programs. Additionally, any activities not approved by USDA/FNS and not listed in a contract, may not be billed against a SNAP Outreach contract.
- All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State's SNAP Outreach Program Reporting format or its equivalent. The state will provide fillable program and financial forms to the subrecipient at the beginning of the contract period once USDA, FNS approves the State of Rhode Island's SNAP Outreach Plan and RI DHS SNAP Outreach contracts have been executed. Additionally, RI DHS contract requirements require quarterly financial reporting.

General

Minimally, during the contract term:

- ONE|NB CHW/SNAP outreach workers will review clients' circumstances to identify households that may qualify for SNAP but are not currently taking part in the program.
- ONE|NB will facilitate SNAP participation by informing clients about the

availability, application process, eligibility requirements and benefits of SNAP and/or helping them with the application process or other documentation required for participation.

- ONE|NB will help clients fill out and submit SNAP paper or on-line applications.
- ONE|NB will conduct other SNAP outreach activities to inform people about the benefits of SNAP participation and about the availability of the subrecipient to help people learn about and/or apply for the program.
- The subrecipient is expected to coordinate its activities with other SNAP Outreach agencies and groups serving low-income Rhode Islanders while avoiding duplications of effort.
- The subrecipient shall accept SNAP training that may be required by the federal government or State during the term of this contract and, at a minimum, will comply with the USDA annual Civil Rights training requirement cited below in this section.
- The subrecipient will comply with current federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies. As such, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity and will maintain compliant utilization of the Nondiscrimination Statement and USDA Funding Credit Statement ongoing for all SNAP outreach informational materials online or paper. Using: <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-snap-fdpir> and <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> and [https://fns-prod.azureedge.us/sites/default/files/resource-files/SNAP-Logo-Guidance\(5.14.2021\).pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/SNAP-Logo-Guidance(5.14.2021).pdf) as the basis. In short: This institution is an equal opportunity provider.
- During the contract term, when someone is age 18-49 the subrecipient will provide factual SNAP information about the rules for Able Bodied Adults Without Dependent (ABAWD) so that applicants and recipients are aware of the time limited SNAP eligibility criteria and of when the ABAWD clock resets.

Direct Mail

Minimally, during the contract term ONE|NB will:

- Mail two sets of factual SNAP informational packets to two (2) separate groups of 2,000 households during the contract term, to reach a total of 4,000 households during the FFY. The packets will be vetted by RI DHS and will be sent to low-income clients who may be eligible for SNAP. The target geographies include the 02908 and 02909 ZIP codes which include Providence, North Providence.
- Twice during the contract term, ONE|NB shall use mail, email, text message, or social media platforms to send SNAP informational resources and links to reach

7,000 households in the catchment area of 02907, 02908 and 02909 ZIP codes, informing them about the availability, application process, eligibility requirements, and benefits of SNAP. About 50% of the residents of these ZIP codes are Hispanic/Latinx residents.

Presentations & Staffed Booths

Minimally, during the contract term ONE|NB will:

- Organize and participate in 40 public meetings/events. These will include community meetings and meetings at ONE|NB residences throughout the catchment area. ONE|NB outreach workers shall present SNAP informational materials and answer questions related to SNAP. ONE|NB will also leverage or partner with other community-based organizations and events in the community to share factual SNAP information. These activities will produce a minimum estimated reach of up to 3,000 individuals during the contract term.
- In situations where an event does not occur, ONE|NB, with prior State and Federal approval, will implement an activity targeting the same audience demographics in the same geographic area and with the same number reached.

Displays & Distributions of Factual SNAP Informational Materials

During the contract term, ONE|NB will minimally:

- Display 500 informational SNAP posters with tear-off contact information at local retailers, food shelves, churches, and other public places. At least 100 of these shall be displayed in offices or facilities not managed by ONE|NB.
- Distribute at least 1000 SNAP rack cards, brochures, or other informational items at ONE|NB offices, outpost sites, exhibits, and public events. Minimally, 100 of these will be targeted to Veterans. All informational SNAP materials will be vetted by RI DHS prior to distribution.
- Create a wide range of SNAP informational materials and disseminate up to 5,000 pieces. Materials will address broad-based SNAP questions and will offer guidance and information geared to specific populations, such as immigrants, mixed status families, LGBTQ+, working families or Veterans. During the contract term, ONE|NB will minimally seek to provide 10 different informational items, including:
 - Answers to frequently asked questions
 - Information about the application process
 - Community updates regarding new SNAP policy changes
 - Community resources and contacts
 - Information about the benefits of program participation
 - Information on replacing EBT cards
 - SNAP use at farmers' markets
 - SNAP and unemployment
 - SNAP facts by population
 - Flyer describing LIHEAP for SNAP recipients

All materials will minimally be available in English and Spanish. Other languages will

be available upon request. All informational SNAP materials will be vetted by RI DHS prior to distribution. ONE|NB will report quarterly on the quantity and type of resources shared, capturing the estimated reach, target audience and event/location where materials are distributed/shared. Copies of all SNAP informational materials will be attached to quarterly program reports. Some SNAP informational materials will also be posted online by ONE|NB staff, on a biweekly basis including Frequently Asked Questions, SNAP facts, and downloadable flyers. Clicks, like, shares will be reported quarterly by item for each item distributed with the name of the social media used. Materials will be updated on the website as needed and at least twice (2x) during the FFY.

- Direct SNAP outreach workers will collaborate with the two RI Food Bank pantries in their catchment area throughout the FFY to help them access SNAP informational resources minimally including 200 SNAP rack cards/flyers and 200 posters. ONE|NB will report quarterly on partnerships with food distribution centers including the quantity and type of resources shared. New SNAP informational items will be vetted through RI DHS prior to distribution.
- Involve five (5) faith-based organizations (FBOs) in its SNAP outreach activities during the contract term. ONE|NB will place SNAP posters on FBO community activity boards (physical and online) or at FBOs with programs that assist low-income clients. ONE|NB shall distribute 200 posters during the contract term. All informational SNAP posters will be vetted by RI DHS prior to distribution.
- For all materials distributed, including social media posts, ONE|NB will track by quarter: document type/content, and report on the number and types of sites visited, the number and type of SNAP informational materials left at each location, and which sites declined to participate. All metrics will minimally follow the requirements on the RI DHS SNAP Outreach quarterly program report (Form B).
- Ensure that factual SNAP information is shared collaboratively at fifty (50) non-ONE|NB meetings and events in the catchment area, as they arise, and include details about such events when applicable, in shared SNAP materials, that are created both internally and collaboratively with other entities. ONE|NB anticipates distribution to be minimally 250 SNAP flyers during the contract term. ONE|NB will report quarterly on the quantity and type of resources shared. New informational items will be vetted through RI DHS prior to distribution.

SNAP Outreach Targeted to Non-English-Speaking Audiences:

- When necessary, ONE|NB will hire professional translators to assist with non-English speaking households with SNAP applications. ONE|NB's three Community Health Workers, the CHW Supervisor, and Community Organizer, who will fulfill the majority of all SNAP outreach activities, are all bi-lingual (Spanish). As referenced above ONE|NB makes written factual SNAP informational materials available in Spanish and multiple languages that meet the needs of the community. All informational items will be vetted by RI DHS prior to distribution and once approved for dissemination, the subrecipient will send an approved copy to CSEA to include in the SNAPOR Workgroup Toolkit.

Other

Minimally, during the contract term:

- All ONE|NB SNAP outreach staff and their supervisors shall complete a Civil Rights policy training session designed by the State or USDA. Civil Rights training is required annually by the USDA. The training will last less than two-hours and attendees will be able to complete it through an online meeting application. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th of the same FFY. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from the federal government for SNAP Outreach approved reasonable, allowable, and necessary activities. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; ONE|NB shall submit additional Civil Rights sign in sheet(s) to the State documenting attendance with 4th quarter deliverables.
- Each quarter: at least one lead staff person for the SNAP Outreach project from ONE|NB shall participate in the statewide SNAP Outreach workgroup meeting, attending at least two (2) of its meetings each quarter (minimally attending ten (10) meetings during the contract term). Attendance may be completed by telephone, online meeting application, or in-person. Attendance in person is encouraged ONE|NB will document their attendance in the “other” section of the quarterly SNAP Outreach program report.
- ONE|NB will coordinate at least one panel of volunteer constituents by the end of FFY24 quarter three (June 30th), who will be asked to share their experiences and insights at a SNAP Outreach Workgroup Meeting for Contracted Community Partners regarding the SNAP Outreach process, at least once during FFY24. This will be an opportunity to understand the constituent experience and the value of SNAP Outreach from the constituents’ viewpoint. It will help identify gaps and opportunities within SNAP Outreach for enhanced activities to broaden inclusion and equity within the SNAP Outreach Program and to enhance customer service. Additionally, SNAP Outreach projects will learn how and where to enhance their SNAP Outreach project goals, activities, and best practices while identifying what activities are reasonable and necessary from the constituents’ frame of reference given the current state in Rhode Island.
- During the contract term, someone from ONE|NB involved in the SNAP Outreach Program may be asked to attend one or more RI SNAP Advisory Committee (RISAC) meetings which occur every other month, on the second Monday of the month solely to provide information about ONE|NB SNAP Outreach activities and outcome measures. If no information is requested, the subrecipient is not obligated to attend the meeting. The expectation is that someone would attend only to share the SNAP Outreach information requested. If no one is available to attend, the ONE|NB SNAP

Outreach lead would minimally provide the information to the RI SNAP Assistant Administrator: Community & Planning Services or designee so the requested information may be shared at the RISAC meeting. Attendance at RISAC is not mandatory during FFY24 but is encouraged based on the agenda and anticipated value added to support FNS approved, reasonable, allowable, and necessary SNAP Outreach activities. Time spent in attendance, preparing, and/or reporting out on SNAP Outreach activities or providing feedback, options and opportunities related to SNAP Outreach activities is invoiceable under SNAP Outreach and encouraged.

- ONE|NB will display a link to a SNAP resource page on its website, which will also post contact information for SNAP Outreach workers available through ONE|NB's dedicated line for CHWs. This page and content will be updated quarterly. Staff will also share SNAP information via social media, including Facebook, Twitter, and Instagram. ONE|NB will develop a system to track, document, and report these activities on the SNAP Outreach quarterly program report. During the FFY24 contract term, ONE|NB will minimally have four (4) different SNAP informational messages shared across social media during the contract term. Screen shots for all new SNAP informational materials will be attached to quarterly program reports. Views, clicks, and shares will be reported as applicable on the SNAP Outreach quarterly program report, Form B. Estimated reach for the contract term is 4,000 clicks, likes, or shares.
- As this RI SNAP Outreach Plan is exclusively to help food-insecure Rhode Islanders learn about factual SNAP information and, if interested, receive assistance with applying for SNAP and maintaining SNAP benefits, program and financial reports must omit services not eligible for funding, such as activities for nutrition education i.e., SNAP-ED, SNAP E&T, other DHS programs, or referrals to other programs.
- SNAP outreach activities will be coded by ONE|NB staff as outlined on the SNAP Outreach Staffing Detail and approved by supervisors for reporting and tracking of actual staff time spent on approved, reasonable, allowable, and necessary SNAP Outreach activities. Time and effort forms are available and must be used or an equivalent tool in the absence of an internal positive time reporting system. ONE|NB will provide individual staff hours calculated daily, by month and by quarter with each quarterly report. This follows the requirements as set forth in the FNS approved Time and Effort form. See Attachments, Section 10.
- The subrecipient may implement a SNAP Outreach Constituent Survey to learn from SNAP constituents/applicants about current gaps and opportunities for SNAP Outreach activities. SNAP Outreach Constituent Surveys will be designed and used to enhance subrecipient SNAP Outreach activities already approved by FNS and the survey may be completed as part of the planning for meaningful future SNAP Outreach activities. Any subrecipient SNAP Outreach Constituent Survey must be vetted by the State and approved by FNS prior to implementation. The results of any constituent survey will be available to the State and FNS upon request. Any substantial change in SNAP Outreach activities based off the recommendations from a subrecipient constituent survey will be approved by the State and FNS prior to implementation.

	<ul style="list-style-type: none"> The subrecipient will cross message factual SNAP information within other meetings and events as they come up and participate in with other organizations to share collateral SNAP outreach informational materials the subrecipient creates internally for inclusion in another organization’s e-newsletters, constituent correspondence, webpages, social media sites, etc., when invited to do so. The subrecipient will report quarterly on these activities and include the quantity and type of resources shared. New informational items will be vetted through RI DHS. Minimally, this activity will be completed 25 times during the contract term.
Subrecipient	One Neighborhood Builders (ONE NB)
Tax ID of Subrecipient	22-3010422
Role of the Subrecipient	Direct Service Provider with potential and current SNAP recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	ONE NB Private Cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No X <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> The subrecipient will provide quarterly program and financial reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan. The State will review quarterly reports for progress and subrecipient compliance with the terms of the contract and the FFY federally approved RI State SNAP Outreach Plan, USDA/FNS State Outreach Plan Guidance and CFR policies tied to Federal funding and SNAP. The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category, and the anticipated 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter’s deliverables. The State will review quarterly financial reports in comparison to quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management, progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved FFY24 RI State SNAP Outreach Plan.

- The state will minimally conduct one site visit and/or event visit (in person, online meeting application or phone call) during the FFY and will conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the contract term or at any time the state deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol. During this meeting and others ONE|NB staff will meet with the RI DHS to discuss collaboration, data-informed service delivery, gaps, and opportunities including SNAP Outreach opportunities to Hispanic and non-English-speaking audiences.
- The subrecipient will complete a (bulleted) Final Narrative and submit it with fourth quarter deliverables. The Final Narrative will include Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. RI DHS will continue to provide the template for this (bulleted) report.
- During the contract term, the ONE|NB SNAP Outreach Team will evaluate their system to follow up with clients for application outcomes. ONE|NB will use the RI Referral Outcome Survey template manually or as an online computer-based tracking tool to capture outcomes as listed below. See attachments, Section 10.
- The current evaluation process will require the subrecipient to take a sample and assess how many people reached by ONE|NB outreach activities were certified or denied for SNAP benefits. The subrecipient will report these findings to the State during the fourth quarter of the contract term. The report will minimally determine the outcomes of at least 100 referrals made by the subrecipient to RI DHS for SNAP during the contract term and will report the outcomes for those individuals. The subrecipient will share the results of the *Referral Outcome Survey* with RI DHS, at the time of 4th quarter deliverables are due.

Project Number 6

No Project Assigned to this Project Number - Holding #

Project Number 7

Connect for Health (C4H)/Lifespan (The Miriam Hospital) - Community Based Outreach

Goals

General

- To strengthen public awareness of SNAP i.e., the availability, application process, eligibility requirements and benefits of SNAP.
- To reduce food insecurity by increasing opportunities for application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP.
- Statewide SNAP participation in Rhode Island will exceed 150,000 individuals during FFY24.
- To provide easily understood and handy materials to clients who may potentially be eligible for SNAP with the goal of increasing their knowledge of the program rules, eligibility requirements, application, interim report, recertification and change

reporting processes, and the benefits of SNAP.

- The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, process changes (scanning centers), and new tools to support SNAP access, changing EBT pins frequently, etc.
- To screen potentially eligible clients for participation status, to assist in the completion of a SNAP application and to provide support as applicable through the application process, to help clients resolve any issues that occur that jeopardize SNAP benefit maintenance or benefit retention. To follow up with clients to learn about the application's outcome and to discuss barriers and the need for additional support.
- At least 80% of the quantified targets and 80% of the direct service targets will be met during this contract term.
- Assist clients in the completion of SNAP paper, on-line applications or starting the application process with name, address, and signature.
- Prior to application assistance, the subrecipient will inform the constituent/applicant of the various options for application completion i.e., paper, in-person, name address and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details - [https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2(b)(1)) : sections (i)-(v).
- To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in 'op-in' for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Services

Minimally, the subrecipient will fulfill the following during the contract term:

- 2,000 households will be screened to determine SNAP participation status.

- 2,000 households will be provided factual SNAP information.
- 1,000 will be identified as not taking part in SNAP.
- 500 households will be assisted with creating a customer portal account and how to use the portal.
- 300 households the subrecipient will assist in the preparation of a SNAP application.
- 25% or 75 of applications the subrecipient assists with will be completed through the customer portal at the discretion of the applicant after **all** methods to apply have been shared by the SNAP Outreach subrecipient.
- 25% **or 75** of the HHLDS assisted in the completion of an application by the subrecipient will be assisted in setting up a customer portal account only (without application assistance via customer portal). This is a choice made by the constituent/applicant. The subrecipient will solely, provide (factual) information about the customer portal process and potential benefits of having a customer portal account as it relates to SNAP.
- 400 households will be assisted in SNAP Outreach activities (other than application assistance) to support continued eligibility to include but not limited to: assistance with completion of Interim Reports, Recertifications, reporting changes & providing documentation to RI DHS.

Target audience

The most critical target population is low income, non-participating Rhode Islanders, including current Connect for Health (C4H, Lifespan) patients who may qualify for SNAP. Services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements i.e., recertifications, interim reports, change reporting.

Connect for Health serves 4 primary clinics: Hasbro Children’s Hospital Pediatric Primary Care and Adolescent Healthcare Clinics, and Rhode Island Hospital’s Center for Primary Care and Medicine Pediatrics Clinics. Additionally, C4H serves a subset of patients from Lifespan’s Systems of Care, Lifespan’s Cardiovascular Institute, and House of Hope— a community organization. C4H and the Lifespan Community Health Institute are entities under the Lifespan umbrella. Lifespan services are offered statewide, and clientele are from across the State of RI.

Connect for Health will focus on activities in the following service area: Greater Providence, including Providence, Pawtucket, Central Falls, and Cranston. However, services are available for anyone who is screened by or enrolls in Connect for Health and is a resident of the state of Rhode Island.

Connect for Health acknowledges that immigrant and mixed status households, and other underserved communities including rural households, LGBTQ+ households, households with limited English proficiency and others may not be well-served by existing outreach partners due to language barriers, transportation issues, unfamiliarity with the organizations, or need for specialized services. Therefore, Connect for Health pledges to work towards eliminating those barriers by targeting students at the campuses from which we recruit Connect for Health Advocates including Brown University, Providence College, and Rhode Island College, as well as within our Adolescent Healthcare Clinic. All of these are located within Providence, Rhode Island.

The Adolescent Healthcare Clinic boasts a specialized Gender Clinic within its scope of services, through which we hope to target and embrace the LGBTQ+ patient base as well as through LGBTQ+ groups and organizations within the colleges listed above and from our own C4H Advocate cohort.

NOTE: Factual SNAP informational resources will be provided to **internal** Lifespan and affiliate providers (stakeholders) including but not limited to doctors, social workers, medical students, case workers, and community health workers along with information about C4H (Lifespan) SNAP Outreach activities so referrals may be made to C4H (Lifespan) staff for potentially SNAP eligible and interested patients.

Timeline	Start	10/1/23	End	09/30/24
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Description of Activity *Provide a description of the activity and how it will be implemented.*

Service Delivery and Activities:

The subrecipient must adhere to the following:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

This institution is an equal opportunity provider.

As such, subrecipients of federal funds are responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and practices for persons with disabilities.

And when space allows the subrecipient must also include the USDA funding credit statement within all SNAP Outreach factual informational materials.

General

- The subrecipient shall implement the following workplan.
- All activities will be implemented in person, over the phone, online through meeting apps, (i.e., but not limited to: Zoom, Skype, Google Meet, Teams, Survey Monkey), email, and e-newsletters, or by other secure and confidential means following all USDA/FNS and State policies and procedures including State social distancing requirements or as specified below. All activities and outcomes will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program report.
- In situations where an event does not occur, Connect for Health (Lifespan) will implement a comparable activity targeting the same audience demographics, in the same geographic area, and with the same number reached. Connect for Health will

acquire prior State and Federal approval when substituting one activity for another.

- Similarly, any substantial change in work plan activity also requires **prior** State and federal approval. Significant changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.
- C4H (Lifespan) will have content vetted by RI DHS for accuracy prior to dissemination of any SNAP informational materials they intend to use for SNAP Outreach and all C4H (Lifespan) creates to fulfill approved, reasonable, allowable, and necessary SNAP Outreach activities. If materials were received from RI DHS, they do not require additional approval and may be used upon receipt, as long as, the materials are not altered.
- All activities will be tracked, documented, and reported as required by State and Federal guidelines i.e., RI DHS contract requirements that require quarterly program and financial reporting. In addition, Connect for Health has a detailed tracking system for all SNAP related referrals within our tracking and resource platform– Unite Us. All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State’s SNAP Outreach Program Reporting forms or an equivalent document. Fillable program forms will be sent to the subrecipient at the beginning of the contract period once USDA/FNS approves the State of Rhode Island’s SNAP Outreach Plan.
- Additionally, RI DHS contract requirements require quarterly financial reporting using the RI DHS SNAP Outreach Financial Summary Sheet and FM-1 invoice with backup documentation to support 100% of all cost categories (Worth of Service) and a corresponding break down of the subrecipient share (50%) and anticipated 50% federal reimbursement amount for each cost category.
- Provide factual SNAP information about the availability, application process eligibility requirements and benefits of SNAP to C4H/Lifespan (The Miriam Hospital) patients **and** students at Institutions of Higher Education (IHE) e.g., Providence College, Rhode Island College, and Brown University. This will include students and patients who belong to the LGBTQ+ community. This may also include assistance with SNAP benefit maintenance i.e., assistance with the completion of recertification forms, Interim Reports, understanding SNAP notices, setting up a customer portal account, EBT card replacement, etc.
- Continue to review clients' circumstances through a basic eligibility questionnaire to identify households that may qualify for SNAP but are not currently taking part in the program. Changes to the content of the questionnaire will be vetted by RI DHS for

content accuracy and compliance with the utilization of a non-discrimination statement and funding statement.

- To continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and as applicable, to conduct federally approved SNAP outreach activities at **pop up events** targeting underrepresented and underserved Rhode Island residents and USDA priority and underserved populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, homeless, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval.
- Conduct SNAP Outreach activities to inform people about the availability of the subrecipient to help people learn about, apply for, and assist with understanding and completing other SNAP documents.
- When applicable, advantageous to constituents, and non-duplicative, Connect for Health/Lifespan is expected to coordinate its SNAP Outreach activities with other SNAP outreach community partner agencies and groups serving low income, Rhode Islanders e.g., Institutions of Higher Education as detailed above and organizations embracing the LGBTQ+ population.
- Connect for Health shall have SNAP Outreach staff attend at least two (2) meetings per quarter and ten (10) meetings per FFY at statewide SNAP Outreach contractor Workgroup meetings. Attendance is encouraged in person but may be done by telephone, or online meeting application.
- Connect for Health will accept SNAP training that may be required by the State or USDA during the contract term or that is value-added to SNAPOR staff during the FFY.
- All activity outcomes, whether successful or not, will be documented quarterly on Forms A & B of the RI DHS SNAP Outreach program report (Excel or Word format).
- During the contract term, the subrecipient will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 and older or who presents as someone with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of change reporting.
- During the contract term the subrecipient will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will

share SNAP student criteria including changes from Public Health Emergency (PHE) waivers and the impending end to the temporary student exemptions.

- The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, new processes (scanning centers), and new tools to support SNAP access , changing EBT pins frequently, etc.
- Connect for Health will provide SNAP Outreach services in a socially just manner recognizing and supporting diversity, equity, inclusion, of all Lifespan (The Miriam Hospital) patients and Institutes of Higher Education (IHE) students and LGBTQ+ individuals.
- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn the availability, application process, eligibility requirements, and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T, other DHS programs, or referrals to other programs. Additionally, any activities not approved by USDA/FNS and not listed in an approved SNAP Outreach workplan or a contract may not be billed against a SNAP Outreach contract.

Presentations & Staffed Booths

Minimally, during the contract term at least:

- 800 Individuals will attend SNAP presentations conducted by Connect for Health; this number includes Lifespan patients and providers, as well as SNAP informational sessions to educate Connect for Health (Lifespan) specialists, and internal and external community partners. These presentations will be provided at Connect for Health (Lifespan) Team Development meetings, within Connect for Health (Lifespan) Group Follow-Up meetings, during Connect for Health (Lifespan) one-on-ones with our specialists, during team meetings at Lifespan as well as outside of the Lifespan campus. This information will be given to our providers and team members to help inform SNAP eligible families and individuals about the availability, application process, eligibility requirements, benefits of SNAP and of the C4H's availability for SNAP outreach assistance. Minimally, Connect for Health will complete thirty (30) presentations during FFY 2024, estimated to reach 800 individuals. Minimally, ten (10) of these presentations during FFY24 will be targeted to LGBTQ+ communities and student populations.

Direct Mail:

During the contract term the subrecipient will minimally distribute:

- 3,000 factual SNAP related materials via mail or email via closing letters and other outreach correspondences sent directly to constituents and potential applicants from Connect for Health (Lifespan) by the end of the contract term. Estimated reach: 3,000 individuals.

Displays & Distributions of Factual SNAP Informational Materials

During the contract term the subrecipient will minimally distribute:

- 1,000 SNAP informational flyers throughout Lifespan clinics including at the Connect for Health (Lifespan) desks, in clinic waiting rooms, and in patient rooms throughout various Lifespan clinics.
- Provide factual SNAP information about the availability, application process, eligibility requirements, and benefits of SNAP to C4H/Lifespan (The Miriam Hospital) patients and students at Providence College, Rhode Island College, and Brown University. This will include students and patients who belong to the LGBTQ+ community. Estimated reach for all informational materials shared: 2,000 individuals.
- Minimally, 4 Civil Rights Posters will be displayed in common areas where patients may congregate while awaiting C4H (Lifespan)/TMH assistance. Additionally, when activities occur outside C4H/Lifespan (TMH) brick and mortar sites, SNAP outreach staff will minimally take a laminated And Justice for All poster with them, so that constituents/applicants may become aware of their civil rights and how to file a complaint.
- All new SNAP informational material content will be vetted by RI DHS staff prior to distribution. All materials, if edited or changed after the initial vetting process will also be vetted again for accuracy by RI DHS staff prior to distribution.
- Connect for Health (Lifespan) will track, document and report on the number and types of sites they visit, the number and type of SNAP informational materials left at each location, and the sites that decline to participate. Additionally, all activities and SNAP informational material will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program report. In instances where SNAP informational materials are newly designed or messaging is changed, a sample (screen shot, PDF or scanned copy) of the material will be included in the quarterly program report as an attachment. Minimally, during the contract term SNAP Outreach staff will visit thirty (30) patient clinics and community sites throughout the catchment area.
- 250 times during the contract term, Connect for Health (Lifespan) will cross message factual SNAP information within other departmental/organizational meetings and within collateral materials they create or are invited to contribute to with other community organizations and within other committees and partnership meetings they participate in. This will also include LGBTQ+ and IHE departmental/organizational meetings. The estimated reach for cross messaging is 1,000 participants.

Outreach Targeting Immigrant and Mixed Status Households, and Other Underserved Communities

- Connect for Health (Lifespan) places a high value on being able to serve the most vulnerable populations. A challenge that we identify often within community organizations is the lack of availability of interpretation services. Connect for Health hosts a translator line that is used whenever clients are non-English speaking or do not feel completely comfortable communicating in English. This interpreter line will be utilized to communicate with clients during SNAP Outreach approved reasonable, allowable, and necessary activities. It will be used to help potential SNAP applicants and constituents obtain vital documents for their SNAP application as well as to assist when filling out the SNAP application, re-certifying for SNAP, or providing factual SNAP information. In addition, Connect for Health's staff is a diverse group; our current team fluently speaks a total of twenty-nine (29) different languages and dialects. Connect for Health recruits diverse, culturally competent, and multilingual staff at each recruiting session (3 times per year). Connect for Health also consistently trains staff on best practice in providing culturally competent care.
- Connect for Health will run patient reports to identify Hispanic and other non-English speaking audiences with whom to implement SNAP outreach activities, share factual SNAP information, and assist with SNAP enrollment and identify assistance areas. This information will be shared with RI DHS at the end of Quarter four (4), within the final narrative as a "Promising Practice" with "Lessons Learned" and anticipated next steps.

SNAP Outreach Work at Farmers Market Locations

- No activities planned for FFY 2024.

Other

- During the grant term, all SNAP Outreach staff and their supervisors shall complete a civil rights policy training session designed by the State, or USDA and required annually by the USDA. The training will last up to two-hours and attendees will be able to complete it through an online meeting application. The training will be completed by June 30th and the attendance sheet will be submitted with third quarter deliverables and no later than July 30th. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or in whole with funds from the federal government for SNAP Outreach approved reasonable, allowable, and necessary activities. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; the subrecipient shall submit additional sign in sheet(s) to the State supporting their attendance with 4th quarter deliverables. Staff participation will be documented on the quarterly SNAP Outreach program report, under "Other".
- During the contract term: Connect for Health staff will continue to assist the RI DHS SNAP Outreach program lead in editing, re-recording sections, recreating, or editing slides and the implementation of a the annually required USDA approved Civil Rights training which is targeted to SNAP Outreach community partners and includes

SNAP Outreach best practices. The training will continue to be used with C4H (Lifespan) SNAP Outreach staff, their supervisors and other SNAP Outreach contractors. C4H (Lifespan) SNAP Outreach designated staff will work with the RI DHS SNAP Outreach program lead, to ensure the training continues to be up to date and in compliance with current FFY USDA rules and regulations, USDA/FNS State SNAP Outreach Guidance and the principles of diversity, inclusion, and equity. Connect for Health staff will also coordinate with the RI DHS SNAP Outreach program lead on the status of the content of this training every 6 months i.e., at the end of every FFY (August or September) and in April each year to ensure that their SNAP Outreach staff and the training remain up to date and in compliance so that it is readily available to C4H staff throughout the FFY. C4H (Lifespan) SNAP Outreach staff participation will be documented on the quarterly SNAP Outreach program report, under “Other”.

- During the contract term: Connect for Health staff will continue the implementation, updating, and data evaluation of Connect for Health’s (Lifespan) TMH SNAP Outreach Constituent survey. This will likely continue to be via Google Form or Survey Monkey. Anonymous outcomes will be available and shared with Connect for Health clients, as well as, the general public, who may access SNAP. Format: There will continue to be short answer topics in the survey. The goal continues to be to use the survey to determine if the activities provided through SNAP Outreach effectively assist the constituent with learning about the availability, application process, eligibility requirements, and benefits of SNAP in a comprehensive and supportive manner. Additionally, feedback will continue to be requested to see where SNAP Outreach community partners may provide additional support or assistance to support access to SNAP and SNAP benefit maintenance. This will help to inform SNAP outreach staff and potentially the RI DHS SNAP administration of ways to better serve SNAP constituents. Staff administrative duties with the survey will be documented on the quarterly SNAP Outreach program report, under “Other.” Copies of the survey and anonymous results will be maintained by Connect for Health (C4H) and shared upon request with State and Federal stakeholders. Outcomes of the survey will, however, also be compiled and reported once during the FFY as part of the C4H SNAP Outreach Final Narrative.
- In FFY24 Connect for Health plans to translate and issue the constituent survey in other languages beyond our current top two languages spoken by our patient population (English and Spanish). After English, and Spanish, we anticipate broadening the reach of the survey by translating it into Portuguese, Cape Verdean Creole, and Khmer. Connect for Health will assess Lifespan data in FFY24 to determine if those are still the top languages needed for translation and commits to minimally translate the survey into three additional languages in FFY24.
- Each quarter: Connect for Health will have at least one SNAP Outreach staff member participate in the statewide SNAP workgroup meeting, attending at least two meetings each quarter and minimally attending 10 Workgroup meetings annually. It is encouraged that at least two C4H staff attend each meeting as it is anticipated that there will be three team leads working on C4H/Lifespan (The Miriam) SNAP Outreach goals. Attendance may be completed by telephone, online meeting

application, or in-person (in person is encouraged). Staff participation will be documented on the quarterly SNAP Outreach program report, under “Other.”

- During the contract term, someone from C4H/Lifespan/TMH involved in the SNAP Outreach Program may be asked to attend one or more RI SNAP Advisory Committee (RISAC) meetings which occur every other month, on the second Monday of the month, solely to provide information about C4H/Lifespan/TMH SNAP Outreach activities. If no information has been requested the subrecipient is not obligated to attend the meeting. The expectation is that someone from C4H would attend upon request, only to share requested SNAP Outreach information. If no one is available to attend, the main C4H SNAP Outreach lead would minimally provide the information to the RI SNAP Assistant Administrator: Community & Planning Services or designee so the requested information may be shared at the RISAC meeting. Attendance at RISAC is not mandatory during FFY24 but is encouraged based on the agenda and anticipated value added to support FNS approved, reasonable, allowable, and necessary SNAP Outreach activities. Time spent in attendance, preparing for, and/or reporting out on SNAP Outreach activities or providing feedback, options, and opportunities related to SNAP Outreach activities, is invoiceable time. Participation is encouraged.
- Connect for Health (Lifespan) will continue to provide culturally competent, inclusive, diverse, and equitable services by continuing to have access to translation and interpretation services for anyone non-English speaking and will continue to provide reasonable accommodations for persons with disabling conditions, and convey messages of equal opportunity, and the nondiscrimination statement in all photographic or pictorial SNAP Outreach program information.
- The subrecipient shall accept additional SNAP training that may be required by the State during the term of the contract, and FFY24 RI State SNAP Outreach Plan approval period. C4H (Lifespan)/TMH is also aware that they may request training from RI DHS as needed to enhance the knowledge of SNAPOR staff and their supervisors to support SNAP Outreach activities and the training of staff from other organizations to help spread the word about SNAP and to increase access.

Subrecipient	Connect for Health/Lifespan (The Miriam Hospital)
Tax ID of Subrecipient	05-0258905
Role of the Subrecipient	Direct Service Provider with potential and current SNAP recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	Connect for Health/Lifespan (The Miriam Hospital) private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes X No <i>If Yes, in what capacity?</i>

For twenty-two (22) weeks out of the calendar year, Connect for Health (Lifespan) is staffed by undergraduate and graduate level student **volunteers** (specialists). This time **will not** be counted toward invoicing for actual time spent on SNAP Outreach activities and **will not** be used to leverage anticipated 50% federal reimbursement.

The remaining thirty (30) weeks are what Lifespan considers a “gap period”, meaning students are in reading periods, exam weeks, or not enrolled in school (the end of November to the beginning of February (winter gap), the beginning of April to the end of August (summer gap) which is when they are reimbursed by Lifespan for their work as consultants. C4H (Lifespan) will not seek 50% reimbursement for individuals who are not in receipt of actual paid time dedicated to approved, reasonable, allowable, and necessary SNAP Outreach activities.

Connect for Health (Lifespan) will be conducting and recording SNAP Outreach activities year-round but will only be requesting 50% federal reimbursement for eligible students during the “gap period” (30 weeks when Lifespan pays these students as staff) and only for approved reasonable, allowable, and necessary SNAP outreach activities. See staffing Detail for more details. The 22 weeks of volunteerism will not be billed to SNAP Outreach as no wages are given to student volunteers during that time.

Evaluation

Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.

- Connect for Health (Lifespan) will provide RI DHS quarterly SNAP Outreach program reports or an equivalent report using the same data points from an internal system that will describe in specific and quantifiable terms, by quarter, subrecipient progress to date regarding each activity in the work plan. For example: a similar tool may be created using C4H’s (Lifespan) current data and performance management platform-Unite Us, which allows the subrecipient to track how many patients were screened for SNAP interest, participation status and how many patients were able to successfully enroll or re-enroll, were provided SNAP information necessary for them to move forward independently with enrolling in SNAP, and how many were assisted with a SNAP application. The report will document all activities of the team who will be assisting patients in the four (4) primary clinics that Connect for Health (Lifespan) supports – the Rhode Island Hospital Center for Primary Care and Medicine Pediatrics Clinics, and the Hasbro Children’s Hospital Pediatric Primary Care and Adolescent Healthcare Clinics, and will additionally include data for activities targeted to: Connect for Health (Lifespan) partners with non-clinical staff (e.g., case managers, community health workers) as well as clinical providers (e.g., doctors, social workers, medical students) to generate Connect for Health (Lifespan) referrals. Program forms will also include activities and data related to LGBTQ+ individuals and student populations at targeted IHEs.
- Similarly, Connect for Health (Lifespan) will track actual student time spent on SNAP Outreach approved reasonable, allowable, and necessary SNAP Outreach activities in a live Google Document – one tracking sheet will contain volunteer time and another will contain paid/billable time for each SNAP Outreach paid staff member - by day, month, and quarter and any additional equivalent data points off

the Federally approved Time and Effort form. Connect for Health (Lifespan) program coordinators will also document their actual time spent on SNAP Outreach activities i.e., outreach to patients, networking with community organizations, and Lifespan providers through the same tracking device. Only paid staff time for those positions as listed on the FFY24 C4H Lifespan (The Miriam Hospital) staffing detail, spent on federally approved reasonable, allowable, and necessary SNAP Outreach activities will be deemed billable time and used to leverage 50% federal reimbursement.

- Similarly, staff listed on the FFY24 *Contractual Staff (Student) Staffing Detail* will also track actual time spent on federally approved, reasonable, allowable, and necessary SNAP outreach activities. Tracking will be by day, month, and quarter.
- The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category, and the anticipated 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter's deliverables. The State will review quarterly financial reports in comparison to quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including [eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management](#), progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved FFY24 RI State SNAP Outreach Plan.
- The State will review quarterly program and financial reports for progress and subrecipient compliance with the terms of the contract, federally approved reasonable, allowable, and necessary SNAP Outreach activities, CFR 2 Uniform Guidance, and the FFY24 RI State SNAP Outreach Plan.
- The State will minimally conduct one site visit and/or event visit (online or in person) during FFY24 and will conduct additional on-site, online meetings i.e., Microsoft Teams, or phone conference reviews if performance levels appear to differ significantly from those expected for the contract terms or at any time the State deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol and corrective action protocol. As applicable, COVID -19 social distancing practices will be followed.
- The subrecipient will complete a (bulleted) Final Narrative and submit it with fourth quarter deliverables. The Final Narrative will include Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. RI DHS will continue to provide the template for this (bulleted) report.
- Program evaluation will not be able to assess all the people reached by SNAP Outreach activities implemented by C4H (Lifespan) who were certified or denied

for SNAP benefits. Only a sample will be completed. The current evaluation process minimally requires the subrecipient to take a sample and assess how many people who were reached by SNAP outreach activities and or assisted with completion of a SNAP application by the subrecipient and were certified or denied for SNAP benefits. Therefore, the subrecipient will determine the outcomes of at least seventy (70) referrals made by the subrecipient to SNAP during contract term. The subrecipient will share the results of the *Referral Outcome Survey* with the DHS, State of Rhode Island at time of 4th quarter deliverables.

Project Number 8

United Way of Rhode Island - Community Based Outreach

Goals

FFY24 includes two distinct SNAP Outreach focus areas within UWRI

Focus I - General Population/211

Focus II - Senior & Disability Services/The Point

Focus I and Focus II - General Goals

- To increase awareness and knowledge of the availability, application process, eligibility requirements and benefits of SNAP for all residents of Rhode Island, including extensive targeted activities for seniors (60 and older) and those with disabling conditions. This may also include informing those who are sixty and older, their caregivers, and those with a disabling condition about a simplified application to apply for SNAP and about the SNAP medical deduction.
- To reduce food insecurity by increasing opportunities for application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP i.e., focused SNAP Outreach activities that target seniors (60 and older) and those with disabling conditions.
- Statewide SNAP participation in Rhode Island, will exceed 150,000 individuals during FFY24. To that end, UWRI Senior and Disability Services proposes to complete 600 web based and paper applications; screen 12,000 individuals for SNAP and will reach close to 70,000 with SNAP information during FFY24.
- To provide easily understood and handy materials to clients who may potentially be eligible for SNAP with the goal of increasing their knowledge of program rules, SNAP participating store locations in their area, eligibility requirements, application, interim report, recertification and change reporting processes, and the benefits of SNAP.
- The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, new tools to support SNAP access, changing EBT pins frequently, etc.

- To screen potentially eligible clients for participation status, to assist in the completion of a SNAP application and to provide support as applicable through the application process and in certain cases will deliver the application directly to RI DHS offices for processing.
- To help clients resolve any issues that may occur that jeopardize RI DHS's ability to process eligibility related to a SNAP application, recertification, or interim report, to support applicant/constituents trying to access SNAP or for benefit maintenance or benefit retention.
- To follow up with clients to learn about the application's outcome, to discuss barriers, and the need for additional support with SNAP, using a No Wrong Door Approach.
- To provide direct client assistance that is COVID friendly, understanding of everyone's situation and trauma history. Respects social distancing and the needs of United Way RI constituents including respectful consideration for the needs of those sixty and older and those with disabling conditions.
- At least 80% of the quantified targets and at least 80% of the direct client service caseload targets will be reached during the contract term.
- Prior to application assistance, the subrecipient will inform the constituent/applicant of the various options for application completion i.e., paper, in-person, name address and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details - [https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2(b)(1)) : sections (i)-(v).
- To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in 'op-in' for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Services Focus I and Focus II:

All goals are unduplicated numbers each focus area will track their outcomes.

The subrecipient (combined) will minimally fulfill the following during the contract term:

- 4500 households will be screened to determine their SNAP participation status. Screening will be available at direct outreach events, via appointments, walk-in services, and by telephone.
- 2100 of the 4500 households will be Seniors (60 and older) or those with disabling conditions.

- 2250 of the 4500 households screened for #1 above, will be identified as not currently taking part in SNAP.
- 1050 of the 2250 households will be seniors (60 and older) or those with disabling conditions
- 2250 households/clients will be provided factual SNAP information to facilitate participation in SNAP.
- 1050 of the 2250 households provided factual SNAP information will be seniors (60 and older), or those with a disabling condition.
- 2250 households will be assisted by the subrecipient in the completion of a SNAP application.
- 1050 of the 2250 households assisted by the subrecipient in the completion of a SNAP application will be seniors (60 and older), or those with a disabling condition.
- 1200 of the 2250 households assisted by the sub recipient in the completion of an application will be found eligible for SNAP.
- 600 of the 1200 households assisted by the subrecipient in the completion of an application who are found eligible for SNAP will be seniors (60 and older), or those with a disabling condition.
- 3100 households United Way RI (UWRI) SNAP outreach staff will assist with other activities that support SNAP benefit maintenance i.e., (but not limited to) change reporting, assisting with the completion of interim reports, recertification, understanding SNAP notices, etc.
- 2100 of the 3100 households assisted by United Way RI (UWRI) with activities that support SNAP benefit maintenance i.e., (but not limited to) change reporting, assisting with the completion of an interim report, recertification, understanding notices, obtaining documentation etc. will be those 60 and older and those with disabling conditions.
- Ongoing The subrecipient (UWRI – Focus I and Focus II) will inform constituents about the availability and functions of the customer portal and assist the constituent/applicant via the customer portal, at the constituent/ applicant’s discretion.

Target audience

The most critical target population is low income non-participating Rhode Islanders who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. All activities will minimally include targeted activities during the contract term for each of the following priority populations: Veterans, students, immigrant communities i.e., mixed status families and historically underserved communities, to include, but is not limited to, Latino, black, Asian and indigenous peoples (racial equity), and the homeless. Activities will also target seniors (60 and older) and those with disabling conditions (i.e., adults and families with a disabled child). The subrecipient (Focus I and Focus II) will seek to include activities for LGBTQ+ households, those in rural areas of RI, those with transportation issues, those with Limited English Proficiency/Non-English Speaking, those

unfamiliar with organizations or in need of specialized services during the FFY. Activities will also target community partners and employer partners in a collaborative effort to achieve heightened SNAP informational messaging across demographics and geographic locations.

The subrecipient UWRI will conduct SNAP Outreach activities in the following service area: Rhode Island – Statewide **and** activities targeting Seniors or those with disabling conditions will have a primary focus in Providence, Pawtucket, Central Falls, Woonsocket, Newport, Warick, and Westerly.

Timeline	Start	10/1/2023	End	09/30/2024

Description of Activity	<i>Provide a description of the activity and how it will be implemented.</i>			
	<p><u>UWRI Service Delivery and Activities (Focus I and Focus II):</u></p> <p>The subrecipient (UWRI - Focus I and Focus II) must adhere to the following:</p> <p><i>In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.</i></p> <p><i>This institution is an equal opportunity provider.</i></p> <p>As such, as a subrecipient of federal funds UWRI (Focus I and Focus II) is responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and practices for persons with disabilities.</p> <p>And when space allows include the USDA Funding Credit Statement within all SNAP Outreach informational materials.</p> <ul style="list-style-type: none"> • The subrecipient shall implement the following workplan. Activities may be performed in person, over the phone, online through meeting apps to include but is not limited to: ZOOM, Skype, Microsoft Teams, via social media i.e., Twitter, Face Book, Instagram, YouTube, organizational websites, email, e-newsletters, organizational bulletins etc. or other confidential means and as specified below. • Comparable activities (same target audience, geographic area, and reach) may be substituted at the discretion of the subrecipient with prior Federal and State approval. • Similarly, any substantial change in work plan activity also requires prior State and federal approval. Significant changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be 			

submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.

- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn the availability, application process, eligibility requirements and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T or referrals to other programs. Additionally, any activities not approved by USDA/FNS and not listed in a contract, may not be billed against a SNAP Outreach contract.
- All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State's SNAP Outreach Program Reporting format. SNAP Outreach program reports will be provided by RI DHS at beginning of the contract term. The subrecipient may use those forms or a RI DHS SNAP Outreach approved equivalent. Fillable program and financial forms will be sent to the subrecipient at the beginning of the contract period once USDA, FNS approves the State of Rhode Island's SNAP Outreach Plan. Additionally, RI DHS contract requirements require quarterly financial reporting.
- The subrecipient will plan, implement, track, document, and report on all activities on the quarterly program report including event location, SNAP information materials shared, number of SNAP applications completed, and reach (number of participants at an event or as defined on the RI DHS SNAP Outreach Program Report).
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 years and older or who presents as someone with a disabling condition, the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of reporting a change to RI DHS.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will share SNAP student criteria including changes from Public Health Emergency (PHE) waivers, the impending end to the temporary student exemptions, changes in Able Bodied Adults Without Dependent (ABAWD) eligibility criteria, ABAWD clock reset, the benefit of changing EBT pins frequently, RI DHS office changes, new process changes (scanning centers), and tools to support SNAP access etc.

- To continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and to continue to conduct federally approved SNAP outreach activities at **pop up events** targeting underrepresented and underserved Rhode Island residents and USDA priority and underserved populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, homeless, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval.
- UWRI may implement a SNAP Outreach Constituent Survey to learn from SNAP constituents/applicants about current gaps and opportunities for SNAP Outreach activities. SNAP Outreach Constituent Surveys will be designed and used to enhance subrecipient SNAP Outreach activities already approved by FNS and the survey may be completed as part of the planning for meaningful future SNAP Outreach activities. Any subrecipient SNAP Outreach Constituent Survey must be vetted by the State and approved by FNS prior to implementation. The results of any constituent survey will be available to the State and FNS upon request. Any substantial change in SNAP Outreach activities based off the recommendations from a subrecipient constituent survey will be approved by the State and FNS prior to implementation.

Focus I – 211 General Population

Minimally, the subrecipient will include four (4) targeted activities during the contract term (one per quarter) for each of the following priority populations: Veterans, students, immigrant communities i.e., mixed status families and non-white adults (racial equity) during the implementation of the following SNAP Outreach activities.

- United Way RI/211 (Focus I) will dedicate a phone line for callers to access the SNAP 211 Resource Specialist directly. Calls will route to the SNAP Resource Specialist's cell phone when they are out in the field conducting SNAP Outreach activities.
- Minimally, during the contract term: one (1) **dedicated** SNAP 211 Resource Specialist will be hired and retained throughout the project period to answer all SNAP related phone calls, assist clients during office hours at the United Way of Rhode Island office, at 50 Valley Street, in Providence, RI 02909, when they are not actively attending an outreach event. Direct client services may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means following all USDA/FNS policies and procedures. Minimally, office hours will be held when requested by potential or current SNAP constituents and as needed for accommodations for disabling conditions or those with mobility or other concerns where an office setting provides the safety necessary for a positive experience.

Direct Mail

Minimally, during the contract term:

- United Way RI/211 (Focus I) shall mail 200 factual SNAP informational packets

to low-income clients who may be eligible for SNAP. United Way shall reach at least fifty (50) households in each of the 1st and 2nd quarters and fifty (50) households in each of the 3rd and 4th quarters.

Presentations & Staffed Booths

Minimally, during the contract term:

- United Way RI/211 (Focus I) shall participate at twenty (20) public events per month throughout the catchment area, and United Way RI/211 (Focus I) SNAP outreach workers shall present SNAP informational materials and answer questions related to SNAP.
- Minimally, United Way RI/211 (Focus I) shall host 120 various tabling events, community engagement activities, and disseminate SNAP informational materials at a variety of locations. With COVID-19 social distancing restrictions still prevalent and not knowing the full plan for RI's lifting of those restrictions, anticipated events will need to be fluid, allowing for opportunities to arise organically. United Way RI/211 (Focus I) will contact RI DHS regarding added events as they present themselves. Opportunities are anticipated to arise as various events are scheduled, such as Water Fire, Roger Williams Zoo, and various seasonal festivals and events across the state.
- SNAP application forms shall be available and clients, at their discretion may utilize the RV workspace to complete applications or recertification, scan documents, print documents or if preferred appointments may be scheduled at the United Way RI/211 (Focus I) offices at 50 Valley Street, Providence, RI 02909, as requested.

United Way RI/211 (Focus I) anticipates a similar monthly schedule of community sites (as listed below) to be visited in FFY24:

DATE	TIME IN	TIME OUT	ORGANIZATION	TYPE	ADDRESS	CITY/TOWN	ZIP
4/1/2023	9:00	4:00	Human Service Career Fair	TABLE	350 Eddy St.	Providence	0290
4/3/2023	8:30	11:30	Cranston Public Library	RV	140 Sockanossett Crs	Cranston	0290
4/3/2023	5:00	8:00	Energy Expo	TABLE	52 Broad St.	Cumberland	0280
4/3/2023	12:00	3:00	CCAP Cranston	RV	311 Doric Ave	Cranston	0290
4/4/2023	8:30	11:30	Narragansett Ind. Health Ctr	RV	51 Old Mill Rd	Charlestown	0280
4/4/2023	8:00	10:00	Open Table Resource Fair	TABLE	1520 Broad St.	Providence	0290
4/5/2023	8:30	11:30	Good Neighbors	RV	55 Turner Ave	E. Prov	0290
4/6/2023	8:00	11:30	DHS Providence	RV	1 Reservoir Ave	Providence	0290
4/6/2023	12:20	3:30	Prov Pub. Library	RV	150 Empire St	Providence	0290
4/7/2023	8:30	11:30	East Bay Food Pantry	RV	532 Wood st	Bristol	0280
4/10/2023	8:30	11:30	Warwick Library	RV	600 Sandy Lane	Warwick	0280
4/10/2023	12:30	3:30	Richmond Town Hall	RV	5 Richmond Tnhse Rd	Richmond	0280
4/11/2023	8:30	11:30	CTC Woonsocket	RV	1625 Diamond HI Rd	Woonsocket	0280
4/11/2023	12:00	3:00	Landmark Medical Ctr	RV	115 Cass Ave	Woonsocket	0280
4/12/2023	8:00	11:30	Open table/Counseling Ctr.	RV	1520 Broad St.	Providence	0290
4/13/2023	8:30	11:30	SER Jobs	RV	100 East Ave	Pawtucket	0280
4/14/2023	8:30	11:30	Christ Church Ministries	RV	1025 Main St.	E. Greenwich	0280
4/14/2023	12:30	3:30	Johnnycake Center	RV	22 Kersey Rd	S. Kingstown	0280
4/15/2023	8:30	2:00	Cambodian NewYear festival	RV	2870 Plainfield Pike	Johnston	0290
4/17/2023	8:30	11:30	St John the Baptist	TABLE	69 Quincy Ave	Pawtucket	0280
4/18/2023	8:30	11:30	Bally's Twin River Resort	RV	100 Twin River Rd	Lincoln	0280
4/19/2023	8:30	11:30	Johnnycake Center	RV	23 Industrial Rd	Westerly	0280
4/19/2023	12:30	3:30	Exeter Library	RV	773 Ten Rod Rd	Exeter	0280
4/20/2023	8:00	11:30	Dorcas International	RV	220 Elmwood Ave	Providence	0290
4/21/2023	8:00	11:30	McAuley House	RV	622 Elmwood Ave	Providence	0290
4/24/2023	8:00	11:30	CTC Providence	RV	66 Pavillion Ave	Providence	0290
4/25/2023	8:00	11:30	Olneyville Food Ctr.	RV	261 Manton Ave	Providence	0290
4/26/2023	8:30	11:30	St Edward Food & Wellness	RV	1001 Branch Ave	Providence	0290
4/26/2023	12:00	3:00	OSCIL	RV	1944 Warwick Ave	Warwick	0280
4/27/2023	1:00	6:00	Energy Expo	TABLE	145 Washington St	W. Warwick	0280
4/28/2023	8:00	11:00	Camp St Ministries	RV	190 Camp St.	Providence	0290
4/28/2023	12:00	3:00	West Bay CAP	TABLE	487 Jefferson blvd	Warwick	0280
4/30/2023	8:00	2:00	Autism Walk	RV	Goddard Park	Warwick	0280

- Minimally, the subrecipient will include four (4) targeted activities during the contract term (one per quarter) for each of the following priority populations: Veterans, students, immigrant communities i.e., mixed status families and non-white adults (racial equity) during the implementation of the following SNAP Outreach activities.
- United Way RI/211 will dedicate a phone line for callers to access the SNAP 211 Resource Specialist directly. Calls will route to the SNAP Resource Specialist's cell phone when they are out in the field conducting SNAP Outreach activities.
- Minimally, during the contract term: one (1) *dedicated* SNAP 211 Resource Specialist will be hired and retained throughout the project period to answer all SNAP related phone calls, assist clients during office hours at the United Way of Rhode Island office, at 50 Valley Street, in Providence, RI 02909, when they are not actively attending an outreach event. Direct client services may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means following all USDA/FNS policies and procedures. Minimally, office hours will be held when requested by potential or current SNAP constituents and as needed for accommodations for disabling conditions or those with mobility or other concerns where an office setting provides the safety

necessary for a positive experience.

Direct Mail

Minimally, during the contract term:

- United Way RI/211 shall mail 200 factual SNAP informational packets to low-income clients who may be eligible for SNAP. United Way shall reach at least fifty (50) households in each of the 1st and 2nd quarters and fifty (50) households in each of the 3rd and 4th quarters.

Presentations & Staffed Booths

Minimally, during the contract term:

- United Way RI/211 shall participate at twenty (20) public events per month throughout the catchment area, and United Way RI/211 SNAP outreach workers shall present SNAP informational materials and answer questions related to SNAP.
- Minimally, United Way RI/211 shall host 120 various tabling events, community engagement activities, and disseminate SNAP informational materials at a variety of other locations. With COVID-19 social distancing restrictions still prevalent and not knowing the full plan for RI's lifting of those restrictions, anticipated events will need to be fluid, allowing for opportunities to arise organically. United Way RI/211 will contact RI DHS regarding added events as they present themselves. Opportunities are anticipated to arise as various events are scheduled, such as Water Fire, Roger Williams Zoo, and various seasonal festivals and events across the state.
- SNAP application forms shall be available and clients, at their discretion may utilize the RV workspace to complete applications or recertification, scan documents, print documents or if preferred appointments may be scheduled at the United Way RI/211 offices at 50 Valley Street, Providence, RI 02909, as requested.
- United Way RI/211 (Focus 1) anticipates a similar monthly schedule of community sites (as listed below) to be visited in FFY24:

DATE	TIME IN	TIME OUT	ORGANIZATION	TYPE	ADDRESS	CITY/TOWN	ZIP	DAY
5/2/2022	9:00	11:30	Cranston Public Library	RV	140 SOKANOSSET CRSRD	CRANSTON	2920	1ST MO
5/2/2022	12:00	2:30	CCAP Cranston	RV	311 Doric Ave	Cranston	2920	1st Mon
5/3/2022	9:00	12:00	DHS Providence	RV	206 Elmwood Ave	Providence	2907	1st Tues
5/3/2022	12:30	2:30	Olneyville Food Ctr.	RV	261 Manton Ave	Providence	2909	1st Tues
5/4/2022	9:00	11:30	DHS Pawtucket	RV	249 Roosevelt Ave	Pawtucket	2860	1ST Wed
5/4/2022	9:00	2:30	Exeter Library	RV	773 Ten Rod Rd	Exeter	2822	1st Wed
5/5/2022	1:30	3:00	Narragansett Tribe	RV	4533 SOUTH COUNTY TRAIL	CHARLSTOWN	2813	1ST thu
5/6/2022	9:00	11:30	East Bay Food Pantry	RV	532 wood st	Bristol	2809	1st Fri.
5/9/2022	9:00	12:00	Warwick Library	RV	600 Sandy Lane	Warwick	2889	2nd Mo
5/9/2022	12:30	2:30	DHS Warwick	RV	195 Buttonswood ave	Warwick	2886	2nd Mo
5/10/2022	9:00	12:00	Discovery House	RV	1625 Diamond HI Rd	Woonsocket	2895	2nd Tue
5/10/2022	12:00	2:30	Landmark Medical Ctr	RV	115 Cass Ave	Woonsocket	2895	2nd Tue
5/11/2022	9:00	11:30	Good Neighbor	RV	55 Turner Ave	E.Prov	2915	2nd We
5/12/2022	9:00	11:30	Open table/Counseling Ctr	RV	1520 Broad St.	Providence	2905	2nd Thu
5/13/2022	9:00	12:00	Christ Church	RV	1025 Main St	E.Prov	2818	2nd Fri
5/16/2022	9:00	12:00	St John the Baptist	RV	69 Quincy Ave	Pawtucket	2860	3rd Mor
5/17/2022	9:00	11:30	Open Doors	RV	485 Plainfield St	Providence	2909	3rd Tue:
5/17/2022	12:00	2:30	Olneyville Food Ctr.	RV	261 Manton Ave	Providence	2909	3rd Tue:
5/18/2022	9:00	11:30	Johnnycake Center	RV	23 Industrial Rd	Westerly	2891	3rd Wec
5/18/2022	12:30	2:30	Johnnycake Center	RV	1231 S. Kingstown	S. Kingstown	2879	3rd Wec
5/19/2022	9:00	12:00	Higher Ground	RV	220 Prairie ave	Providence	2907	3rd Thu
5/20/2022	9:00	12:00	McAuley House	RV	622 Elmwood Ave	Providence	2907	3rd Fri.
5/22/2022	12:30	3:00	westbay Community Actio	RV	487 Jefferson blvd	Warwick	2886	4th Fri
5/23/2022	9:00	12:00	Discovery House	RV	66 Pavillion Ave	Providence	2905	4th Mor
5/24/2022	9:00	12:00	Olneyville Food Ctr.	RV	261 Manton Ave	Providence	2909	4th Tue:
5/25/2022	12:00	2:30	OSCIL	RV	1944 Warwick Ave	Warwick	2889	Last We
5/27/2022	9:00	12:00	Camp St Ministries	RV	190 Camp St.	Providence	2840	4th Fri

***DHS Sites may vary dependent upon constituent/applicant or State need. The overall goal is to meet residents where they are congregating and available.*

- During the contract term, United Way RI/211 (Focus I) staff shall (minimally) conduct monthly visits at senior housing sites such as Huntington Towers in Providence, Foster Senior Center, and MLK Center in Newport, senior commodity distribution sites, or other places that cater to older Rhode Islanders, to expand SNAP Outreach activities to this underserved population. In situations where a site visit cannot occur, United Way of Rhode Island shall implement a comparable activity to reach the same population and site, providing the same factual SNAP information and opportunity for follow up.
- To enhance support for those 60 and older and those who present as someone with a disabling condition, the subrecipient (Focus I) will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 and older or who presents as someone with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of change reporting
- In situations where an event does not occur, United Way RI/211 (Focus I) shall implement an activity targeting the same audience demographics, in the same geographic area, and with the same anticipated reached. Prior State and Federal approval is required when substituting one activity for another. Note: Changes in the schedule may occur based on the current state of RI SNAP access, constituent need, or as opportunities present themselves throughout the FFY. Similarly, if Focus I and Focus II SNAPOR staff are using the RV while at the same site,

Focus II staff will focus on the 60 and older population, and those presenting with a disabling condition. Focus I will focus on others not seeking service from Focus II. Each team will capture reach and will provide assurances that no duplication of effort occurred.

Displays & Distribution of Factual SNAP Informational Materials

Minimally, during the contract term United Way RI/211 (Focus I) will:

- Distribute SNAP informational items that contain basic information about the availability, application process, eligibility requirements, and benefits of SNAP.
- United Way RI/211 (Focus I) shall distribute at least 300 SNAP rack cards, brochures, flyers, or other informational items at United Way of Rhode Island offices at 50 Valley Street, Providence, RI, Food pantries such as East Bay Food Pantry, Bread of Life, Olneyville Food Center, and McAuley House, and public events such as Water Fire, Rally for Recovery, Back to School Celebrations, National Night Out, Pride Events, etc.
- United Way RI/211 (Focus I) Island shall distribute SNAP informational items that contain basic information about the availability, application process, eligibility requirements, and benefits of SNAP and minimally involve 25 faith-based organizations (FBOs) in its SNAP outreach during the contract term in a variety of ways, such as Christ Church Ministry, Camp Street Ministry, St. John the Baptist and St. Edward Food and Wellness. Minimally, 25 posters will be distributed at FBOs during the contract term. Poster placement will be tracked, documented, and reported on the SNAP Outreach Quarterly Program Report.
- Additionally, during the contract term, United Way RI/211 (Focus I) SNAP Outreach staff shall distribute a minimum of 50 SNAP posters, created and vetted by RI DHS, throughout the catchment area to health and wellness sites such as (but not limited to) CVS, Landmark Medical Center and St. Edwards Food and Wellness. United Way RI/211 (Focus I) shall track sites visited and the number of posters given to each site. When a site declines to participate, United Way of Rhode Island shall document the same. All outcomes will be reported and submitted to RI DHS, on the quarterly program report.

SNAP Outreach Targeted to Non-English Speaking Audiences

Minimally, during the contract term:

- United Way RI/211 (Focus I) will continue to utilize external service providers like Tele-language Services for over-the-phone language interpretation as needed. United Way of Rhode Island will make written SNAP factual informational materials available in Spanish, English, and Portuguese. SNAP informational materials obtained from RI DHS are available for use in English and have been translated into in Spanish and Portuguese. If United Way RI/211 creates its own informational messaging, all content will be vetted by RI DHS prior to production and dissemination.

OUTREACH TARGETED TO VETERAN AUDIENCES:

Minimally, during the contract term:

United Way RI/211 (Focus I) will continue to engage the state's office of Veteran's Services (VETS) as community partners. This work includes bringing staff from the VETS office to scheduled outreach events to provide information and assistance to veterans. United Way RI/211 (Focus I) will also work with VETS to determine appropriate outreach locations. Currently, United Way RI/211 (Focus I) attends the Veteran sponsored Water Fire event in Providence. United Way of Rhode Island will make written SNAP factual informational materials available in Spanish, English, and Portuguese. SNAP informational materials obtained from RI DHS are available for use and have been translated into in Spanish, Portuguese, and English.

TARGETED OUTREACH TO RURAL AREAS:

During the contract term United Way of Rhode Island/211 (Focus I) has existing relationships with the towns of Exeter and Richmond. United Way will build upon these relationships to provide monthly SNAP outreach to residents and will provide factual information about the availability, application process, eligibility requirements and benefits of SNAP. Application assistance, assistance with understanding SNAP notices, providing answers to questions related to SNAP will be available.

RI SNAP Outreach to Farm to Family Participants

Minimally, during the contract term United Way RI/211 (Focus I) will continue to:

- Create relationships with five (5) Farmer's Markets throughout Rhode Island including (but not limited to) Central Falls, and Mt. Hope in Bristol. United Way RI/211 (Focus I) SNAP Outreach workers will screen attendees for SNAP participation. Those who are not currently enrolled in SNAP shall be given an opportunity to learn about the availability, application process, eligibility requirements and benefits of SNAP.
- SNAP application forms shall be available and clients, at their discretion may utilize the RV workspace to complete applications or recertification, scan documents, print documents, or if preferred, appointments may be scheduled at the United Way/211 offices at 50 Valley Street, Providence, RI 02909, as requested.

OTHER(Focus I) Activities:

- During the contract term United Way RI/211 (Focus I) SNAP Outreach staff will attend other trainings as required by RI DHS i.e., SNAP eligibility training, application portal training and others as applicable.
- Each quarter: Minimally, the lead United Way RI/211 (Focus I) SNAP Outreach staff shall participate in the statewide SNAP workgroup meeting, attending at least ten meetings during the FFY and minimally two (2) of meetings each quarter. Attendance may be done by telephone, online meeting application, in-person, or by other electronic means. Training dates and times will be tracked and recorded quarterly, in the "Other" section of the SNAP Outreach Quarterly Program Report.

- United Way of Rhode Island/211 (Focus I) staff shall participate in the statewide Rhode Island SNAP Advisory Committee meeting, minimally attending three (3) meetings during the contract term. RISAC meetings occur on the third Monday of the second month and once quarterly. During the contract term (if applicable) at least one meeting must be attended in person. Otherwise, attendance may be done by telephone, online, or in-person. Meeting dates and times will be tracked and recorded quarterly, in the "Other" section of the SNAP Outreach Quarterly Program Report.
- Whenever possible, United Way of Rhode Island SNAP Outreach workers shall utilize the SNAP online application process for SNAP applications. And whenever a SNAP Online application cannot be done United Way of RI/211 will assist potential and current constituents in the completion of a paper application. United Way/ 211 SNAP Outreach team staff will have laptops, portable scanners, and portable printers available at all outreach visits.
- During the contract term, United Way RI/211 (Focus I) shall (minimally) conduct and coordinate monthly visits in collaboration with the Martin Luther King Center in Newport, and sites where indigenous people, veterans, blacks, Latina, and other under served Rhode Island residents congregate, i.e., RI DHS office locations and other places that cater to food insecure Rhode Islanders. In situations where a site visit cannot occur, the subrecipient shall implement a comparable activity to reach the same population, while providing the same factual SNAP information, and opportunity for follow up.
- United Way RI/211 (Focus I) staff shall establish and implement one new reasonable, allowable, and necessary SNAP outreach activity to reach food insecure Rhode Islanders during the contract term.
- All SNAP meetings, trainings attended, and SNAP Outreach activities performed, shall be documented, and reported on the quarterly SNAP Outreach Program Report or an equivalent report using the same data points from an internal system that will describe in specific and quantifiable terms, by quarter, subrecipient progress to date regarding each activity conducted and in the work plan.
- Additionally, all activities and SNAP informational material will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program report. In instances where SNAP informational materials are newly designed or messaging is changed, a sample (screen shot, PDF or scanned copy) of the material will be included in the quarterly report as an attachment. SNAP Outreach Program Report forms and format supplied by RI DHS.
- Maintain a SNAP Outreach informational page and by FFY24 Q3 add new information on our website (www.unitedwayri.org) to support dissemination of SNAP factual information across various venues and to help interested RI Islanders reach out to UWRI/211 SNAP Outreach staff to address questions and receive application assistance, assistance with IRs, recertifications, change reporting etc. The United Way RI/211 (Focus I) website content will be approved by RI DHS prior to dissemination. United Way RI/211 (Focus I) will track progress on this website and demonstrate reach on the quarterly program report based on available data sets i.e., clicks, views, shares, or other metrics.
- Produce a minimum of 4 social media messages (1 per quarter) and disseminate

them to all United Way RI/211 (Focus I) followers across our various platforms – Twitter, Facebook, LinkedIn, & Instagram. United Way RI/211 (Focus I) will track likes, clicks, shares and other data sets as applicable to each venue to demonstrate reach on the quarterly SNAP Outreach program report.

- Throughout the contract term and catchment area: United Way RI/211 (Focus I) shall cross message SNAP factual information with community organizations who serve low-income Rhode Islanders and other organizations or groups at United Way RI/211's discretion that may support or assist low-income food insecure Rhode Islanders. This activity shall be tracked, documented, and reported quarterly to RI DHS SNAP Outreach Program staff on the quarterly SNAP Outreach Program report. During the contract term United Way RI/211 (Focus I) will cross message factual SNAP information, at 50 external sites/events not already accounted for above.

UWRI Focus 2 – Senior & Disability Services

Service Delivery and Activities

All activities shall focus on those 60 and older and those who present as someone with a disabling condition:

- The subrecipient (UWRI - Focus II) Senior and Disability Services SNAP Outreach Team shall minimally implement the following work plan.
- Minimum of 250 activities in person,
- Minimum of 600 over the phone
- Minimum of two informational sessions per month, total of 24 sessions online through meeting apps to include but not limited to: Teams, Zoom, Google meets, Facebook Live.
- Activities may also include, but are not limited to: Skype, via social media i.e., Twitter, Facebook, Instagram, WhatsApp YouTube, organizational websites, email, e-newsletters, organizational bulletins etc. or other confidential means.
- May also include comparable Activities with prior State and Federal approval given the current state of RI and the ever evolving and pop-up venues in RI.
- Walk-in screenings – a minimum of 20 walk in beneficiaries will receive screening
- 10 (ten) Office hours at partner locations such as senior centers, public housing sites, community agencies, community centers, fairs, and store front locations. Also café locations, such Dunkin Donuts and other locally owned café's where older Rhode Islanders and those with disabling conditions may congregate.
- Minimally, UWRI (Focus II) will spend an average of four (4) hours a week at RI DHS office locations to provide SNAP outreach direct service to SNAP constituents and new applicants who are 60 and older or who present as someone with a disabling condition. Trained UWRI (Focus II) SNAP Outreach staff will be on site to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP, as well as assist with the completion of SNAP applications, recertifications, or other SNAP related paperwork or processes, at the client's request. In no case will it be a requirement for someone to meet with UWRI (Focus II) SNAP Outreach staff prior to applying for SNAP or

prior to meeting with RI DHS staff or before starting the application process, which may begin with just their name, address, and signature. Assistance from UWRI (Focus II) SNAP Outreach staff is voluntary and potential applicants/current constituents will still be allowed to file an application the same day with or without support from the subrecipient. As a part of sharing factual SNAP information, UWRI (Focus II) SNAP Outreach staff will inform the client of these details.

- United Way Senior & Disabilities proposes to have no less than 24 events per contract term to target seniors, adults with disabilities, caregivers, families with children with special needs, Veterans, students, immigrant communities, mixed status families, Black, Indigenous and People of Color (BIPOC) communities
- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn the availability, application process, eligibility requirements and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T or referrals to other programs. Additionally, any activities not approved by USDA/FNS and not listed in a contract, may not be billed against a SNAP Outreach contract, or reimbursed with anticipated 50% federal reimbursement funds.
- All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State's SNAP Outreach Program Reporting format. SNAP Outreach program reports will be provided by RI DHS at beginning of the contract term. The subrecipient may use those forms or a RI DHS SNAP Outreach approved equivalent. Fillable program and financial forms will be sent to the subrecipient at the beginning of the contract period once USDA, FNS approves the State of Rhode Island's SNAP Outreach Plan. Additionally, RI DHS contract requirements require quarterly financial reporting.
- Minimally, during the contract term (Focus II) will have: one (1) *dedicated* Senior & Disability Services SNAP 211 Resource Specialist and four (4) support team members who will be hired and/or retained throughout the project period to answer all SNAP related phone calls, assist clients during office hours at the United Way of Rhode Island office, at 50 Valley Street, in Providence, RI 02909, when they are not actively attending an outreach event or conducting home visits. Direct client services may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means following all USDA/FNS policies and procedures. Minimally, office hours will be held when requested by potential or current SNAP constituents and as needed for accommodations for disabling conditions or those with mobility or other concerns where an office setting provides the safety necessary for a positive experience.
- Office Hours will be from 8:00am to 4:00pm Monday to Friday and Saturday between 8:30 AM and 5PM by appointment only. Services will be available at SNAP outreach events and off site (not at 50 Valley Street, Providence) locations.
- United Way RI-Senior & Disabilities will dedicate a phone line for callers to access the SNAP options counselors directly. Calls will route to the SNAP

Resource Specialist who will be located at the UWRI main office at 50 Valley Street, Providence, and who is scheduled to cover walk-ins and office activities.

Direct Mail

Minimally, during the contract term:

- United Way RI-Senior & Disabilities Services shall mail 550 factual SNAP informational packets to low-income clients who may be eligible for SNAP. United Way shall reach at least sixty (60) households in each of the 1st and 2nd quarters and sixty (60) households in each of the 3rd and 4th quarters. Anticipated reach for the FFY is 240.

Presentations & Staffed Booths

Minimally, during the contract term:

- United Way-Senior & Disabilities Services (Focus II) shall participate at a minimum of twenty-five (25) public events per month, 300 annually, throughout the catchment area, and United Way RI/Senior & Disabilities SNAP outreach workers shall present SNAP informational materials and answer questions related to SNAP.
- Minimally, United Way RI – Senior & Disabilities Services (Focus II) shall participate in over 300 various tabling events, community engagement activities, Fairs and Festivals and disseminate SNAP informational materials at a variety of other locations. Not knowing if COVID-19 social distancing restrictions may be required again, anticipated events will need to be fluid, allowing for opportunities to arise organically. United Way RI/Senior Disabilities will contact RI DHS regarding added events as they present themselves. Opportunities are anticipated to arise as various events are scheduled and are anticipated to include, but are not limited to: Water Fire, Roger Williams Zoo, Slater Park in Pawtucket, YMCA locations, Goddard Park and various seasonal festivals and events across the state.
- During the contract term, United Way of RI - Senior & Disabilities staff (Focus II) shall (minimally) coordinate with Focus I and conduct monthly visits at senior housing sites such as Huntington Towers in Providence, Foster Senior Center, and in collaboration with the MLK Center in Newport, Warwick Housing, Central Falls Housing senior commodity distribution sites, or other places that cater to older and disabled Rhode Islanders in an effort to expand SNAP Outreach in their catchment area. In situations where a site visit cannot occur, United Way of RI - Senior & Disabilities shall implement a comparable method to reach the same population and site, while providing the same factual SNAP information, and opportunity for follow up.
- SNAP application forms shall be made available (paper and customer portal). Clients, at their discretion may utilize the RV workspace and available office space locations to complete applications, recertifications or other documents tied to SNAP, scan documents, print documents or if preferred, appointments may be scheduled at the United Way/Senior & Disabilities offices at 50 Valley Street, Providence, RI 02909, as requested.

- United Way RI/Senior & Disabilities (Focus II) will plan, coordinate, implement, track document, and report on all activities on the quarterly program report including event location, SNAP information materials shared, number of SNAP applications completed, and reach (number of participants at an event or as defined on the RI DHS SNAP Outreach Program Report).
- United Way RI/Senior & Disabilities (Focus II) anticipates the following monthly schedule of community sites to be visited. Note: additional events will be added as they pop up throughout the FFY:

ORGANIZATION	TYPE	CITY/TOWN	Frequency
GOOD NEIGHBOR	Partnership with 211 RV	E. PROVIDENCE	Monthly Event
PROVIDENCE PUBLIC LIBRARY	Partnership with 211 RV	PROVIDENCE	Monthly Event
DEPT OF HUMAN SERVICES	Office Hours on Location	PROVIDENCE	Bi Weekly Event
EAST BAY FOOD PANTRY	Partnership with 211 RV	CRANSTON	Monthly Event
CRANSTON PUBLIC LIBRARY	Partnership with 211 RV	CRANSTON	Monthly Event
SENIOR HOUSING	Office Hours on Location	CENTRAL FALLS	Monthly Event
NARRAGANSETT INDIAN HEALTH CENTER	Partnership with 211 RV	CHARLESTOWN	Monthly Event
SER JOBS	Partnership with 211 RV	PAWTUCKET	Monthly Event
United Way Office	Office Hours on Location	PROVIDENCE	Monthly Event
Dominica Manor	Office Hours on Location	PROVIDENCE	Monthly Event
OPEN TABLE/COUNSELING CENTER	Partnership with 211 RV	PROVIDENCE	Monthly Event
Dexter Manor	Office Hours on Location	PROVIDENCE	Monthly Event
UNITED WAY OF RI - POINT	Office Hours on Location	PROVIDENCE	Monthly Event
CHRIST CHURCH MINISTRIES	Partnership with 211 RV	E. GREENWICH	Monthly Event
JONNYCAKE CENTER	Partnership with 211 RV	S. KINGSTOWN	Monthly Event
WARWICK LIBRARY	Partnership with 211 RV	WARWICK	Monthly Event
JONNYCAKE CENTER	Partnership with 211 RV	WESTERLY	Monthly Event
EXETER LIBRARY	Partnership with 211 RV	EXETER	Monthly Event
DORCAS INTERNATIONAL	Partnership with 211 RV	PROVIDENCE	Monthly Event
MCAULEY HOUSE	Partnership with 211 RV	PROVIDENCE	Monthly Event
ST. PATRICK'S DAY PARADE	Partnership with 211 RV	PROVIDENCE	Yearly Event
Town of Richmond	Partnership with 211 RV	RICHMOND	Monthly Event
ST. JOHN THE BAPTIST FOOD PANTRY	Partnership with 211 RV	PAWTUCKET	Monthly Event
UNITED WAY OF RI - 211/POINT	Office Hours on Location	PROVIDENCE	Monthly Event
BALLY'S TWIN RIVER RESORT	Partnership with 211 RV	LINCOLN	Monthly Event
ST. EDWARD'S FOOD & WELLNESS	Partnership with 211 RV	PROVIDENCE	Monthly Event
CAMP STREET MINISTRIES	Partnership with 211 RV	PROVIDENCE	Monthly Event
CTC PROVIDENCE	Partnership with 211 RV	PROVIDENCE	Monthly Event
Olneyville Food Center	STAFFED TABLE	PROVIDENCE	Monthly Event
OLNEYVILLE FOOD CENTER	Partnership with 211 RV	PROVIDENCE	Monthly Event
OSCIL	Partnership with 211 RV	WARWICK	Monthly Event
Carroll Towers	STAFFED TABLE	PROVIDENCE	Monthly Event
UNITED WAY OF RI - POINT	STAFFED TABLE	PROVIDENCE	Yearly Event
The Autism Project	Partnership with 211 RV	Warwick	Yearly Event
Elder Minority Task Force	Enrollment Event	EAST PROVIDENCE	Yearly Event
Warwick School Department	Resource Day	Warwick	Monthly Event
East Bay Community Action	Office Hours on Location	EAST PROVIDENCE	Monthly Event
Leon Matheu Senior Center	Office Hours on Location	PAWTUCKET	Monthly Event
Aging Well and Jamestown Senior Center	Office Hours on Location	Jamestown	Monthly Event
Jewish Collaborative Services	Office Hours on Location	Providence	Monthly Event
Pawtucket Housing Authority	Office Hours on Location	PAWTUCKET	Monthly Event
St Martin de Porres	Staffed Table	Warwick	Yearly Event
Black Lives Matter	Presentation	Pawtucket	Yearly Event
The Village Common	Presentation	Providence	Yearly Event
Codding Court - Providence Housing Authc	Office Hours on Location	Providence	Monthly Event
Kennedy Manor	Office Hours on Location	Pawtucket	Monthly Event
Saint Germain Manor	Office Hours on Location	Pawtucket	Monthly Event
Kinship Group - Foster Parents	Web Presentation		Yearly Event
988	Web Presentation		Monthly Event
CareLink	Web Presentation		Yearly Event
Rally for Recovery	Partnership with 211 RV	Providence	Yearly Event
Aging Well - Woonsocket	Office Hours on Location	Woonsocket	Monthly Event
Veterans Waterfire Event	Partnership with 211 RV	Providence	Yearly Event
401 Gives Day	Tabled Event	Providence	Yearly Event
Latino Specific organization Events (Domi	Festivals	Providence	Yearly Event
Davinci Center	Office Hours on Location	Providence	Bi Weekly Event
Center for South East Asians	Office Hours on Location	Providence	Yearly Event
Back to School	Tabled Event	Providence	Yearly Event

In situations where an event does not occur, United Way RI/Senior & Disabilities (Focus II) shall implement an activity targeting the same audience demographics, in the same geographic area, and with the same anticipated number reached. Prior State and Federal approval are required when substituting one activity for another.

Displays & Distribution of Factual SNAP Informational Materials

Minimally, during the contract term United Way RI/Senior & Disabilities (Focus II) will:

- Distribute SNAP informational items that contain basic information about the availability, application process, eligibility requirements, and benefits of SNAP.
- Distribute at least 1000 SNAP rack cards, brochures, flyers, or other informational items at:
 - United Way of Rhode Island offices - 50 Valley Street, Providence,
 - RI, Food pantries such as East Bay Food Pantry, Bread of Life, Olneyville Food Center, and McAuley House,
 - Higher Ground International,
 - Center for Southeast Asians (as requested for the older and disability population, while maintaining compliance with nonduplicative activities);
 - Public events such as Water Fire, Rally for Recovery, Back to School Celebrations, National Night Out, Latino festivals, Kids fairs, senior fairs, bowling alleys' events , senior centers, LGBTQ+ Pride events, and other.
- United Way RI/Senior & Disabilities (Focus II) shall distribute SNAP informational items that contain basic information about the availability, application process, eligibility requirements, and benefits of SNAP and minimally involve thirty (30) faith-based organizations (FBOs) in its SNAP outreach during the contract term in a variety of ways, such as Christ Church Ministry, Camp Street Ministry, St. John the Baptist and St. Edward Food and Wellness. Minimally, thirty (30) posters will be distributed at diverse locations during the contract term and include FBOs. Poster placement will be tracked, documented, and reported on the SNAP Outreach Quarterly Program Report.
- Additionally, during the contract term, United Way RI/ Senior & Disabilities (Focus II) SNAP Outreach staff shall distribute a minimum of twenty-five (25) SNAP posters per month, 300 a year, created and vetted by RI DHS. These will be distributed throughout the catchment area at health and wellness sites, including but not limited to: CVS, Landmark Medical Center and St. Edwards Food and Wellness, United Way, Clinica Esperanza, Providence Health Centers etc. United Way –Senior & Disabilities shall track sites visited and the number of posters given to each site. When a site declines to participate, United Way of Rhode Island shall document the same. All outcomes will be reported and submitted to RI DHS as required on the quarterly program report.
- Maintain a SNAP outreach informational page during the contract term on the tab for The Point (Focus II) located on the UWRI website (www.unitedwayri.org) to support dissemination of SNAP factual information across various venues and to help interested RI Islanders reach out to United Way of RI - Senior & Disabilities

SNAP Outreach staff to address questions and receive application assistance, assistance with interim reports, recertification, change reporting etc. The United Way of RI - Senior & Disabilities page on the UWRI website will be maintained and any new content will be approved by RI DHS prior to dissemination. United Way of RI - Senior & Disabilities 211 will track progress on this website and demonstrate reach on the quarterly program report based on available data sets i.e., clicks, views, shares, or other metrics.

- Produce a minimum of twelve (12) social media messages (1 per month) and disseminate them to all United Way of RI - Senior & Disabilities (Focus II) followers across various platforms to include but not limited to: Twitter, Facebook, LinkedIn, & Instagram. United Way of RI - Senior & Disabilities will track likes, clicks, shares and other data sets as applicable to each venue to demonstrate reach on the quarterly SNAP Outreach program report.
- Throughout the contract term and catchment area: United Way of RI - Senior & Disabilities (Focus II) shall cross message SNAP factual information with community organizations who serve low-income Rhode Islanders and other organizations or groups at United Way of RI - Senior & Disabilities discretion that may support or assist low-income food insecure Rhode Islanders. This activity shall be tracked, documented, and reported quarterly to RI DHS SNAP Outreach Program staff on the quarterly SNAP Outreach Program report. During the contract term United Way of RI - Senior & Disabilities will cross message factual SNAP information, at 50 external sites/events not already accounted for above.
- During the contract term the subrecipient will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders. When a person is age 60 and older or presents with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Recertification or as part of change reporting.

SNAP Outreach Targeted to Non-English-Speaking Audiences

Minimally, during the contract term United Way of RI - Senior & Disabilities Services (Focus II) will continue to:

- Utilize bilingual staff for SNAP Outreach activities. Note: all SNAP outreach staff is bilingual in English and Spanish and external service providers like Language Line Services for over-the-phone and in person language interpretation will be used as needed.
- Make written SNAP factual informational materials available in Spanish, English, and Portuguese. SNAP informational materials obtained from RI DHS are available for use in English and have been translated into in Spanish and Portuguese. If United Way of RI - Senior & Disabilities creates its own informational messaging, all content will be vetted by RI DHS prior to production and dissemination.

RI SNAP Outreach to Farm to Family Participants

During the contract term United Way of RI - Senior & Disabilities (Focus II) will:

- Create and maintain relationships with five (5) Farmer's Markets throughout Rhode Island including Warwick, Central Falls, Providence, Westerly and Mt. Hope in Bristol. United Way of RI - Senior & Disabilities SNAP Outreach workers will screen attendees for SNAP participation. Those who are not currently enrolled in SNAP shall be given an opportunity to learn about the availability, application process, eligibility requirements and benefits of SNAP.
- Make SNAP application forms available, and clients, at their discretion may utilize the RV workspace, local office space or outreach table to complete applications or recertification, scan documents, print documents, or if preferred, appointments may be scheduled at the United Way of RI - Senior & Disabilities offices at 50 Valley Street, Providence, RI 02909, as requested.

Other (Focus I: 211 and Focus II: Senior & Disabilities Services) Activities

Minimally, during the contract term the subrecipient (Focus I and Focus II staff) will complete the following:

- All United Way of RI SNAP Outreach staff and their supervisors shall complete a Civil Rights policy training session designed by the USDA/FNS or RI DHS and required annually by USDA. The training shall last less than two hours, and these individuals shall be able to complete it online through a meeting application. The training shall be completed by, and the attendance sheet will be submitted with third-quarter deliverables. The attendance sheet must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from this Contract. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take Civil Rights training by the end of the 4th quarter; United Way of Rhode Island shall submit additional sign-in sheet(s) to the State supporting their attendance with 4th quarter deliverables.
- Each quarter, United Way of RI - Senior & Disabilities SNAP Outreach staff **and** 211 SNAP Outreach staff shall have representation from their team at, and participate in the statewide SNAP workgroup meetings, sending one representative from each focused team, attending at least two (2) of its meetings each quarter **and** ten (10) meetings during the FFY. Attendance may be done by telephone, online meeting application, in-person, or by other electronic means. Meeting dates and times will be tracked and recorded quarterly, in the "Other" section of the SNAP Outreach Quarterly Program Report.
- During the contract term, someone from United Way of RI - Senior & Disabilities staff **and** someone from UWRI/211 involved in the SNAP Outreach Program **may be** asked to attend one or more RI SNAP Advisory Committee (RISAC) meetings which occur every other month, on the second Monday of the month to provide information about United Way of RI - Senior & Disabilities SNAP Outreach activities **and** UWRI/211 general population SNAP Outreach activities. If no information is requested by RI DHS, **UWRI Focus II** is not obligated to attend the meeting. The **minimum** expectation is that someone from

each focus (Senior & Disabilities Services and 211/general population) would attend only to share the SNAP Outreach information **when** requested. If no one is available to attend, the subrecipient's SNAP Outreach lead for **each focus** (I & II) would minimally provide the information to the RI SNAP Assistant Administrator: Community & Planning Services or designee so the requested information may be shared at the RISAC meeting. Attendance at RISAC is not mandatory **for UWRI Focus II** during FFY24 but is encouraged based on the agenda and anticipated value added to support FNS approved, reasonable, allowable, and necessary SNAP Outreach activities. **UWRI Focus I must attend as detailed in their workplan as shown above.** Time spent in attendance, preparing for, and/or reporting out on SNAP Outreach activities, providing insight, feedback, options, and opportunities related to SNAP and SNAP Outreach activities is also encouraged. Meeting dates and times will be tracked and recorded quarterly, in the "Other" section of the SNAP Outreach Quarterly Program Report.

- Whenever possible, United Way of RI - Senior & Disabilities SNAP Outreach workers **and** UWRI/211 SNAP Outreach workers shall utilize the SNAP online application process for SNAP applications. And whenever a SNAP Online application cannot be completed, subrecipient SNAP Outreach staff will assist potential and current constituents in the completion of a paper application or will help them start the process by submitting a request for an application to RI DHS with name, address, and signature. Subrecipient SNAP Outreach staff will have laptops, portable scanners, and portable printers available at all SNAP outreach events, presentations, and/or organizational site visits.
- While Focus II is targeted to seniors (60 and older) and those with disabling conditions **all subrecipient SNAP Outreach staff** (from Focus I and Focus II) will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders **and** when a person is age 60 and older or presents with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, recertification, interim report, or as part of change reporting.
- The subrecipient (Focus I and Focus II) is expected to coordinate SNAP Outreach activities with other SNAP outreach agencies and groups (internally and externally) serving low-income Rhode Islanders and serving underserved SNAP outreach priority populations i.e., students, veterans, Immigrant, mixed status households, rural households, LGBTQ+ households, households with limited English proficiency, those with language barriers; transportation issues; unfamiliarity with community organizations or the need for specialized services, and those specializing in services targeted to older adults, and those with disabling conditions.
- The subrecipient (Focus I and Focus II) shall accept additional SNAP training that may be required by the State or FNS during the term of the contract and RI State SNAP Outreach Plan approval period.

- If the subrecipient (UWRI - Focus I and Focus II) has its own website each Focus will add factual SNAP Information throughout the FFY onto their prospective pages and the subrecipient will participate in any State initiative to improve consistency in how public and private agencies in RI are using their websites to convey factual SNAP information to the public.
- Note: all SNAP informational materials will be vetted by RI DHS for content prior to printing and distribution. All SNAP informational materials distributed will be tracked, documented, and reported along with a copy attached to the quarterly program reports. All **new** documents even though vetted, shall be submitted with the quarterly Program Report to RI DHS throughout the contract term. Items previously sent in, do not have to be sent in again, unless content has changed.
- All meetings & trainings attended, and SNAP Outreach activities performed, shall be documented, and reported on the quarterly SNAP Outreach Program Report or an equivalent report using the same data points that will describe in specific and quantifiable terms, by quarter, subrecipient progress to date regarding each activity conducted and in the work plan.
- Additionally, all activities and SNAP informational material will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program report. In instances where SNAP informational materials are newly designed or messaging is changed, a sample (screen shot, PDF or scanned copy) of the material will be included in the quarterly report as an attachment. SNAP Outreach Program Report forms and format supplied by RI DHS.
- Prior State and Federal approval would be required for any substantial change in the workplan. Significant changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.

Subrecipient	United Way of Rhode Island
Tax ID of Subrecipient	05-0276059
Role of the Subrecipient	Direct Service Provider with potential and current SNAP recipients.
Role of State agency	Administrator
State/ Subrecipient	United Way RI private cash and anticipated 50% reimbursement from the federal government.

funding source	
Volunteers	<p><i>Are volunteers involved in this activity:</i> Yes No X</p> <p><i>If Yes, in what capacity?</i></p>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> • The State will minimally conduct one site visit with each Focus (two site visits at UWRI) during the FFY. The site visits will include UWRI SNAPOR staff who are responsible for invoices and program activities tied to SNAP Outreach. The State will conduct additional on-site or phone conference call reviews if performance levels appear to differ significantly from those expected for the contract term or at any time the State deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol. • The subrecipient (UWRI) will provide quarterly financial reports that combine expenditures for Focus I and Focus II and will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the workplan using the RI DHS Program report or an approved equivalent tool. The State will review quarterly reports for progress and subrecipient compliance with the terms of the contract and FNS approved RI State SNAP Outreach Plan. Focus I and Focus II may submit separate program reports (Form A and Form B). • The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category (50%) and the 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter’s deliverables. The State will review quarterly financial reports in comparison to back up documentation and quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management, progress and equitable financial expenditures within the terms of the RI DHS SNAPOR contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved RI State SNAP Outreach Plan. • United Way RI (Focus I and Focus II separately) will complete a (bulleted) Final Narrative and submit them (two separate Narratives) with fourth quarter deliverables. The Final Narratives will include: Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. RI DHS will provide the template for this (bulleted) report. • To support Direct Service outcome measures, the subrecipient will use a Referral Outcome Survey or another approved tool to track outcomes.

Project Number 9	RI Alliance Boys & Girls Club (RIABGC) - Community Based Outreach
Goals	<p><u>General</u></p> <ul style="list-style-type: none"> ● To continue to strengthen public awareness of SNAP, i.e., the availability, application process, eligibility requirements, and benefits of SNAP. ● To continue to reduce food insecurity by increasing opportunities for SNAP application assistance and other activities tied to SNAP to support SNAP benefit maintenance so that interested and eligible Rhode Islanders have access to SNAP. ● Statewide SNAP participation in Rhode Island will exceed 150,000 individuals during FFY24. ● At least 80% of the quantified targets and 80% of the direct service targets will be met by the end of this contract term. ● To continue to provide SNAP informational materials about the availability, application process, eligibility requirements and benefits of SNAP to clients who may be potentially eligible for SNAP and to continue to conduct federally approved SNAP outreach activities at pop up events targeting underrepresented and underserved Rhode Island residents and USDA priority and underserved populations: students of Institutes of Higher Education, Veterans, immigrant and mixed status families, rural households, homeless, LGBTQ+ households, households with limited English proficiency, others with language barriers, transportation issues, unfamiliarity with the organizations or the need for specialized services; older adults, and individuals with disabling conditions with prior State and Federal approval. ● The subrecipient will continue to share SNAP information with applicants and recipients when changes occur i.e., when SNAP policy and process changes, RI systems or process changes (scanning centers) that may impact a SNAP applicant or participant. This may include but is not limited to sharing information about changes tied to SNAP including but not limited to the impact of the end of the public health emergency (i.e., discontinuance of emergency allotments and discontinuance of the expansion of student rules), the impact of a natural disaster, communicating information about post-pandemic operations, post pandemic student rules, changes with income guidelines (desk review), Able Bodied Adults Without Dependents (ABAWD) rules, criteria and clock reset, RI DHS office changes, changes to DHS processes (scanning centers), and new tools to support SNAP access, changing EBT pins frequently, etc. ● To follow up with clients to learn about the SNAP application’s outcome, to discuss barriers and the need for additional support to access an application eligibility decision. ● To provide direct client assistance that is COVID friendly, respects social distancing and the needs of RIABGC constituents who could benefit from SNAP and have made an informed decision to apply. ● Prior to application assistance, the subrecipient will inform the constituent/applicant of the various options for application completion i.e., paper, in-person, name address

and signature, and customer portal (online application), so the applicant/constituent may make an informed decision about which method they wish to use. See CFR for more details- [https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2\(b\)\(1\)](https://www.ecfr.gov/title-7/subtitle-B/chapter-II/subchapter-C/part-273/subpart-A/section-273.2#p-273.2(b)(1)) :sections (i)-(v).

- To provide easily understood and handy factual SNAP informational materials to clients who may potentially be eligible for SNAP to inform about the availability, application process, eligibility requirements and benefits of SNAP i.e., change processing, process for interim reports, recertification, SNAP changes in program rules as the public health emergency criteria ends and SNAP return to normal rules and processes.
- To screen potentially eligible clients for participation status, to assist in the completion of a SNAP application, recertification or other paperwork tied to SNAP, to provide support as applicable through the application process, recertification process and/or Interim Report process and to help clients resolve any issues that occur that jeopardize SNAP benefit maintenance or benefit retention. To follow up with clients to learn about the application, recertification and/or interim report outcome and to discuss resolution to barriers tied to SNAP and as applicable coordinate additional support i.e., assistance with a recertification, interim report, reporting changes, understanding notices, EBT card replacement, or any other activity tied to SNAP.
- To continue to collaborate with partners serving SNAP households who are not contracted with the State SNAP Outreach program or connected to the State's current SNAP outreach partners.
- The subrecipient will continue to expand efforts to inform Rhode Island residents about the availability of SNAP related technology and will minimally assist interested Rhode Island residents with setup and use of the RI DHS customer portal, mobile app, assist in 'op-in' for text/proactive communication, and any other technology tied to SNAP access. In cases where more than one program is being assisted with, costs must be allocated across all programs, as technology applications may be tied to more than one State or Federal program.

Direct Client Services (unduplicated count)

During the contract term RIABGC participating SNAP Outreach clubs will minimally complete the following:

- 5000 households will receive factual SNAP information about the availability, application process, eligibility requirements, and benefits of SNAP, SNAP policy, SNAP program, or other updates tied to SNAP.
- 4,000 households will be screened to determine their RI SNAP participation status.
- 1,500 of the 4,000 households screened for participation status (#1 above), will be identified as not currently taking part in RI SNAP.
- 4000 households/clients will be provided one-on-one SNAP factual information

(verbal and/or written materials).

- 650 of the 1,500 households (in #3 above), the Subrecipient will assist in the completion of a SNAP application and at the discretion of the applicant assist with SNAP applications filed electronically on the RI DHS Customer Portal
- 250 of those assisted with a SNAP application (not through the Customer Portal) the subrecipient will assist in creating a RI DHS Customer Portal account at the discretion of the subrecipient/applicant.
- 2000 households will be assisted by the subrecipient with SNAP Outreach activities (other than application assistance) to support continued eligibility, and access to SNAP including but not limited to assistance with: Interim Reports, Recertifications, reporting changes, providing documentation, understanding and or responding to SNAP notices, EBT card replacement, understanding ABAWD criteria, other activities tied to SNAP, and policy or process changes impacting ongoing eligibility criteria Etc.

Target audience

The most critical target population is low income RIABGC nonparticipating current and new applicants who may qualify for SNAP, but services will also be provided to people who may be taking part in SNAP but have questions or need help understanding or responding to program notices or paperwork requirements. Core groups anticipated to be served across the six participating clubs include: families with children, military families, veterans and veteran families, members of the LGBTQ+ community, those age 60 and older, kinship (grand families), rural residents, those with transportation issues, homeless, immigrant and mixed status families, teens transitioning from high school, and those living with a disability. The Clubs will target the families they directly serve as well as non-member families at its school-based and public housing sites, and families served through broader community outreach and partnerships, including but not limited to, through Health Equity Zone partnership referrals, in conjunction with Mentor Rhode Island, its local prevention coalitions, through the Newport partnership for families, through Working Cities partner agencies, through public library partners, and the police athletic leagues.

The subrecipient will focus on activities in the following service area: Statewide.

Timeline

Start	10/1/2023	End	09/30/2024
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Description of Activity

Provide a description of the activity and how it will be implemented.

Service Delivery and Activities:

The subrecipient must adhere to the following:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

This institution is an equal opportunity provider.

As such, subrecipients of federal funds are responsible to have access to translation services, sign language interpreters, and physically accessible sites (facilities and buildings) to allow for meaningful access to SNAP outreach activities. This includes providing reasonable, timely, appropriate, competent/qualified, accurate, and effective language services to individuals with Limited English Proficiency (LEP) and reasonable modifications in policies and practices for persons with disabilities.

And when space allows the subrecipient must also include the USDA funding credit statement within all SNAP Outreach factual informational materials.

General

- The subrecipient shall implement the following workplan. Activities may be performed in person, over the phone, online through meeting apps i.e., ZOOM, Skype, Microsoft Teams, via social media i.e., Twitter, Facebook, Instagram, ClassDojo, YouTube, organizational Boys & Girls Club websites (x6), email, e-newsletters, organizational bulletins etc. or by other secure and confidential means following all USDA/FNS policies and procedures and as specified below.
- When planned activities are cancelled or postponed, or coverage not available, comparable activities (with the same target audience, geographic area, and reach) may be substituted at the discretion of the subrecipient with prior Federal and State approval.
- Any substantial change in a work plan activity requires prior State and federal approval. Significant changes include: 1) Major changes in components (e.g., adding, deleting, or modifying a component); 2) Significant changes in State policy (e.g., major changes to State outreach rules); 3) Requests for additional 50 percent Federal reimbursement funds; or 4) Changes in the location of approved activities or in the community partners conducting the work. Plan revisions must be submitted to the FNS Regional Office prior to implementation of the planned activities. Amendments to approved outreach plans must be submitted for Federal approval before any reimbursement for these expenditures may be drawn down. A revised RI DHS contract and/or amendment would need to be executed before implementation. Additionally, an amended FFY24 RI State SNAP Outreach Plan would need to be federally approved and include those changes.

- All SNAP Outreach activities, listed below, will be tracked, documented, and reported to RI DHS quarterly using the State’s SNAP Outreach Program Reporting format. Fillable program and financial forms will be sent to the subrecipient at the beginning of the contract period once USDA, FNS approves the State of Rhode Island’s SNAP Outreach Plan. Additionally, RI DHS contract requirements require quarterly financial reporting.
- As the RI Statewide SNAP Outreach Plan is exclusively to help food insecure Rhode Islanders learn the availability, application process, eligibility requirements and benefits of SNAP, and if interested, receive assistance completing an application for SNAP and assistance with maintaining SNAP benefits: program and financial reports must omit services not eligible for funding, such as activities for nutrition education (SNAP-ED), SNAP E&T or referrals to other programs. Additionally, only activities approved by USDA/FNS and listed in the FFY24 federally approved SNAP Outreach Workplan and the corresponding RI DHS contract or RI DHS contract amendment, may be billed against a SNAP Outreach contract.
- All required SNAP Outreach meetings and trainings attended, and SNAP Outreach activities performed, shall be tracked, documented, and reported on the SNAP Outreach quarterly program report. And at time of submittal to RI DHS for the FFY fourth quarter, the entire FFY’s activities will be documented on the FFY SNAP Outreach Program Reporting Forms. Form and format supplied by RI DHS at the beginning of the contract term. An equivalent tool with the same data points and directions in an Excel or another format is acceptable.
- During the contract term the subrecipient will continue to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person is 60 years and older or who presents as someone with a disabling condition, the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim report, Recertification or as part of reporting a change to RI DHS.
- During the contract term the subrecipient will provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders and when a person may be a student or a potential student of an Institution of Higher Education (IHE) the subrecipient will share SNAP student criteria including changes from Public Health Emergency (PHE) waivers and the impending end to the temporary student exemptions.

Direct Service Details:

In FFY24 Six (6) participating member Clubs of the Rhode Island Alliance of Boys & Girls Clubs (RIABGC) i.e., Boys & Girls Club of East Providence (BGCEP), Boys & Girls Club of Providence (BGCPR), Boys & Girls Club of Newport County (BGCNC), Boys & Girls Club of Northern Rhode Island (BGCNRI), Boys & Girls Club of Warwick (BGCW), and the Boys & Girls Club of Pawtucket (BGCPawt), will minimally conduct the following direct service activities during the contract term and track outcomes:

- All participating Club member households will be screened for SNAP participation status at enrollment. Clubs will minimally add a question regarding SNAP enrollment to current membership applications, and using the income data provided by the families, will screen for potential SNAP eligibility and for current SNAP participation status. Clubs will also add questions on their enrollment forms and/or ask questions and provide assistance related to SNAP benefit maintenance, SNAP recertifications and/or Interim Reports etc.. They will also advise “We’re Here to Help” and advise on SNAP Outreach activities they can assist with, such as: process for reporting changes, answering questions related to SNAP, EBT card replacement, answering SNAP related questions etc. to enhance SNAP benefit retention, access, and to help reduce churn.
- Clubs are responsible to track outcomes and Clubs will use a paper Referral Outcome Survey provided by RI DHS or an approved (by RI DHS) equivalent tool created by the subrecipient collecting the same data points, in an EXCEL or similar format on a shared drive for all Clubs to add and track SNAP household data. This information will minimally be shared quarterly with RI DHS through quarterly program reporting and no later than the due date for the FFY’s fourth quarter deliverables. Estimated reach during the contract term is: 4000 SNAP households will be screened for participation status. RIABGC will report data required on the Referral Outcome Survey Tool for 4000 households.
- All Club member households and/or members of the community who request assistance with SNAP will be provided with translation/interpretation services in a timely fashion with a contracted language service provider, BGC multilingual staff or through partnerships with community organizations with bi-lingual staff.
- At each local participating Boys and Girls Club, trained SNAP outreach staff (as outlined on the SNAP Outreach Staffing Detail) will share information about the availability, application process, eligibility requirements and benefits of SNAP, minimally reaching 5000 individuals.
- For those interested in applying for SNAP, SNAP application assistance will be provided at various locations and events throughout the catchment areas of the six participating RIABGCs to support customer needs. SNAP application assistance may occur face to face, through online meeting applications, over the phone or via other secure and confidential methods based on customer need and preference. Estimated reach for application assistance during the contract term: 650
- For those SNAP households interested in receiving assistance with a SNAP recertification, Interim Report, change report, or other paperwork or activity tied to SNAP benefit retention assistance will be provided at various locations and events throughout the catchment areas of the six participating RIABGCs to support customer needs. Assistance may occur face to face, through online meeting applications, over the phone or via other secure and confidential methods based on customer need and preference. Anticipated reach for SNAP retention assistance during the contract term is 2000 households.

- During the contract term all six participating Clubs will follow up with identified potentially eligible and interested families by phone or email to set up in-person assistance meetings, after making initial contact at staffed booths at community information events, minimally including Parent Teachers Organization (PTO) meetings, school celebrations, sporting and athletic events, community fairs and local Farmers Markets. For more anticipated ideas, see chart below in *Presentations & Staffed Booths*.
- SNAP outreach workers shall be available to assist clients at the BGCs of East Providence, Newport, Providence, Northern Rhode Island, Warwick, and Pawtucket from 10 am – 6 pm daily to assist interested families in activities tied to SNAP to include but not limited to completing SNAP applications, recertifications, interim reports, reporting changes, to answer questions related to SNAP, to inform about the return to normal operations after the Public Health Emergency waivers ended etc., and to assist with and to follow up with successfully enrolled families throughout their eligibility period to enhance opportunities for benefit retention and to reduce churn. This may occur face to face, over the phone, through online meeting apps, or by other secure and confidential means following all USDA/FNS policies and procedures.
- Minimally, 6 times during the contract term, RIABGC SNAPOR staff will provide support to SNAP constituents and new SNAP applicants at DHS offices in their catchment area during the first week of the month, or any other constituent/applicant high volume time, for at least three hours in each instance. Trained RIABGC SNAP Outreach staff will be on site to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP, as well as to assist with the completion of SNAP applications, recertifications, or other SNAP related paperwork or processes, at the request of the client. In no case will it be a requirement for someone to meet with RIABGC SNAP Outreach staff prior to applying for SNAP or prior to meeting with RI DHS staff or before starting the application process. RIABGC SNAP outreach staff will inform those they speak with of these facts. Similarly, they will also share that assistance from RIABGC SNAP outreach staff is voluntary and potential applicants/current constituents are still allowed to file an application the same day with or without support from the subrecipient. RIABGC anticipate that minimally this activity will be provided by the Newport, Providence, and Northern Rhode Island Boys & Girls Clubs during the FFY. Other clubs (Pawtucket, Warwick, East Providence) may become engaged in this activity as the need arises and RIABGC staff are available.

Direct Mail

Minimally during the contract term Five Clubs, as specified above, shall:

- Collaborate and mail (USPS) targeted SNAP informational materials to low-income clients who may be eligible for SNAP but may not otherwise be reached through email or social media posts, twice per year in the first and third quarters, reaching at least twenty-nine hundred (2,900) households throughout the contract term. The mailing will target families who might not use technology such as those age 60 and up and/or others with other accessibility needs. The information packets will be developed by the lead agency outreach coordinator in conjunction

with the lead agency administrative assistant and will be printed and delivered to each Club. The lead agency Executive Director will coordinate the scheduling and implementation of this mailing in conjunction with the directors of the subcontracted Clubs during scheduled monthly meetings to ensure compliance and sufficient tracking. Tracking data will be aggregated by the lead agency for DHS reporting. The break down for mailings is as follows:

<u>Club</u>	<u>Reach</u>
BGC Warwick	300 households
BGC Providence	750 households
BGC NRI	600 households
BGC Newport	375 households
BGC East Providence	375 households
BGC Pawtucket	500 households

- Include, minimally, twice during the contract term, in the 2nd and 4th quarters, SNAP information in RI Boys and Girls Club USPS mailings, Club Newsletters, email blasts, and E-club newsletters. Content will minimally include factual SNAP information about the availability, application process, eligibility requirements and/or benefits of SNAP and update readers on SNAP changes. The lead RIABGC SNAPOR coordinator will facilitate the scheduling and implementation of this mailing in conjunction with the directors of the subcontracted Clubs during scheduled monthly meetings to ensure compliance and sufficient tracking. Tracking data will be aggregated by the lead agency for DHS reporting. Minimally, but not limited to the schedule listed below (some clubs may send more or less materials dependent upon caseload size), the following clubs are anticipated to send 12,100 general informational materials through USPS mailings, Club Newsletters, email blasts, and E-club newsletters during the contract term as follows:

Club	Reach	Total in Contract term
BGC Warwick	350 HHLDS each Q2 & Q4	700 items
BGC Providence	1,800 HHLDS each Q2 & Q4	3,600 items
BGC NRI	900 HHLDS each Q2 & Q4	1,800 items
BGC Newport	350 HHLDS each Q2 & Q4	700 items
BGC East Providence	350 HHLDS each Q2 & Q4	700 items
BGC Pawtucket	2300 HHLDS each Q2 & Q4	4,600 items

Estimated max reach for these informational materials is: 12,100

Displays and Distribution of Factual SNAP Information

During the contract term and during each quarter RI Alliance of Boys and Girls Clubs will distribute SNAP informational items (i.e. social media posts, small posters, flyers, brochures, pamphlets, etc.) that contain basic information about the availability, application process, eligibility requirements, and benefits of SNAP. In aggregate, minimal estimated reach from all six clubs in FFY24 will be: 6000

Minimally, during the contract term:

- 120 informational posters will be distributed by the Clubs during the contract term.

Disbursement will be tracked, documented, and reported on the SNAP Outreach Quarterly Program Report. Places not interested in displaying posters will also be tracked so gaps and opportunities for future SNAP outreach activities may be planned.

- Clubs will distribute SNAP informational materials (flyers, brochures, etc.) throughout the service area (as specified above). Materials will contain information about the availability of SNAP. RIABGC will distribute SNAP informational materials to local schools, public libraries, and other community sites that target potentially eligible individuals and families, including local pediatric offices, local food pantries, local orthodontists, convenience stores, supermarkets, community recreation centers, public libraries, at the local chambers of commerce, local giving boxes, food pantries, food shelves, at city recreation departments, at local housing authority properties, military bases, at local sports/athletic fields, and playgrounds, health and dental clinics, FFY24 Pride Events throughout RI, and other locations as opportunities arise throughout the FFY. Estimated Reach for this activity is: 1800
- RI Alliance of Boys and Girls Clubs will add SNAP factual information on its participating affiliate websites: <https://epbgc.org>, <https://www.bgcnewport.org>, <https://bgcprov.org>, <https://www.bgenri.org>, <https://bgcpawt.org> and <https://www.wbgclubs.org> and will change the message minimally 4 times during the contract term and once per quarter (in addition to the messages they may incorporate from social media posts). Each affiliate Boys & Girls Club will also include a link to a downloadable SNAP application on their websites. Views, clicks, shares and a copy of each message will be tracked, documented, and reported on the SNAP Outreach quarterly program report. Estimated Reach for FFY24 is: 6000

Presentations & Staffed Booths

Minimally during the contract term:

- The BGCS of East Providence, Newport, Providence, Warwick, Northern Rhode Island, and Pawtucket will have tabletop displays with SNAP eligibility information (or a virtual information booth if public health needs dictate) at all Club public events, including program events, sports tournaments, and parent information nights. These displays shall be staffed by a SNAP Outreach staff member who is able to provide factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP. Minimally, Clubs anticipate attending the following events during the contract term (**see next page**):

Club	Event Name	Town/City	Est. Reach
All Clubs	Thanksgiving Turkey Distribution Events	East Providence, Newport, Warwick, Providence, Cumberland, Woonsocket, Pawtucket	1,300 Families

All Clubs	Holiday Parties (Winter Holidays, Thanksgiving, Year end events)	East Providence, Newport, Warwick, Providence, Cumberland, Woonsocket, Pawtucket	650 Families
East Providence	Hennessey Program Celebrations (3 times FY 24)	East Providence	85 families
East Providence	Martin Middle School Program Celebrations	East Providence	200 families
East Providence	Hennessey Program Celebrations (3 times FY 24)	East Providence	85 families
Providence	Quarterly Career Fairs	Providence	200 families
Providence	Swim meets/Athletic Events (6 events in FY 24)	Providence	250 families
Providence	Coat Drive (December)	Providence	100 families
Northern Rhode Island	Monthly information table at Saturday Athletic Events	Cumberland	250 families
Northern Rhode Island	Monthly Food Distribution Events	Woonsocket and Cumberland	250 families
Northern Rhode Island	Weekly Food Pantry Distribution	Woonsocket	150 families
Pawtucket	Back to School Event	Pawtucket	85 families
Pawtucket	Backpack Distribution	Pawtucket	150 families
Pawtucket	Halloween Celebration	Pawtucket	500 families
Pawtucket	Pawtucket School Department fall open houses	Pawtucket	200 families
Pawtucket	Thanksgiving Dinner	Pawtucket	250 families
Pawtucket	Family Pool Parties	Pawtucket	200 families
Pawtucket	Adopt a Family	Pawtucket	100 families

Pawtucket	Talent Shows	Pawtucket	150 families
Pawtucket	Lynch Tournament	Pawtucket	250 families
Pawtucket	Shark A-Thon	Pawtucket	100 families
Pawtucket	Swim Senior Celebration	Pawtucket	100 families
Pawtucket	Camp Ramsbottom Sneak Peek Saturdays	Pawtucket	75 families
Pawtucket	Camp Drive	Pawtucket	175 families
Pawtucket 1	OST End of Year Celebration	Pawtucket	150 families

- The six (6) SNAP outreach participating BGCs i.e., East Providence, Newport, Providence, Warwick, Northern Rhode Island, and Pawtucket will include factual SNAP information about the availability, application process, eligibility requirements, benefits of SNAP and other information tied to SNAP i.e., information about services BGCs offer to support recertification, Interim Reports, change reporting, SNAP benefit maintenance, the availability of SNAP related programs like Eat Well Be Well, SNAP-ED, SNAP E&T etc. at staffed display booths during public events. This includes but is not limited to, PTO/PTA meetings, school events, family nights, and events coordinated with other community organizations as they become available throughout the FFY. Community partners that do not wish to host SNAP Outreach activities will also be tracked for gaps in planning, opportunities for cross messaging, and to improve outcomes and best practices moving forward. We expect that in FFY24, public health will continue to allow these events to be in-person. Minimally, Clubs anticipate attending the following events in FFY24:

Club	Event Name	Town/City	Est. Reach
East Providence	Hennessey School Year-End Celebration	East Providence	285 families
East Providence	EP High School Eighth Grade Transitions Fair	East Providence	300 families
East Providence	Martin Middle School Parent Orientation Night	East Providence	200 families
East Providence	PTA Meetings (All elementary schools)	East Providence	150 families
East Providence	Heritage Days Festival	East Providence	250 families

East Providence	Outreach at East Providence Library (2 events in FY 24)	East Providence	50 families
East Providence	EP Summer Block Parties	East Providence	300 families
East Providence	Outreach at East Providence Housing Authority (2 events in FY 24)	East Providence	150 families
Pawtucket	Outreach at Public Housing Authority-Glaego Court and Prospect Heights (4 events each site in FY 24).	Pawtucket	250 families
Warwick	PTO (all elementary schools)	Warwick	250 families
Warwick	Warwick Mall Recruitment Days	Warwick	150 families
Providence	PTO (all elementary schools)	Providence	150 families
Northern Rhode Island	Food Distribution Events	Cumberland, RI	100 families
Newport	PTO (all elementary schools)	Newport	75 families
Newport	PTO (all elementary schools)	Middletown	50 families
Newport	PTO (all elementary schools)	South Kingstown	35 families
Newport	Florence Gray Outreach Center Events (4 events in FY)	Newport	50 families
Newport	Newport Recreation Department Athletic events (six per FY)	Newport	50 families
Newport	Middletown Recreation Department Athletic Events	Middletown	30 families
Newport	South Kingstown Recreation Department Athletic Events	South Kingstown	25 families
Newport	Naval Base Outreach events	Newport	50 families

Newport	Tiverton Housing Authority Outreach Events	Tiverton	100 families
Newport	North Kingstown Housing Authority Outreach Events	North Kingstown	80 families
Newport	Portsmouth Housing Authority Outreach Events	Portsmouth	80 families

Any anticipated event that gets cancelled or cannot be attended, will be replaced with another event in the same community, with the same target audience and anticipated reach. All changes will require prior State and Federal approval.

Other

During the FFY the subrecipient will fulfill the following:

- All RI SNAP outreach staff and their supervisors shall complete the annual Civil Rights policy training session designed by the State or USDA/FNS within the first ninety 90 days of the FFY24 contract period, and as required annually by USDA. The training shall last less than two hours and subrecipient attendees shall be able to complete it electronically or through an online meeting application. Minimally, the training shall be completed during FFY24 and no later than June 30th, with attendance sheets submitted with third-quarter deliverables and no later than July 30th. The attendance sheets must be filled out correctly, including the names and job titles of all employees who are paid in part or whole with funds from the federal government and through the FFY24 SNAP outreach contract. If there are subsequent staff changes in the 4th quarter, the new staff are also required to take annual Civil Rights training by the end of the 4th quarter; Boys & Girls Clubs of Warwick shall submit additional sign-in sheet(s) to the State, documenting staff attendance for FFY24 with 4th quarter deliverables.
- RI Alliance of Boys & Girls Clubs (all six) shall minimally send one steward from each of the six participating clubs each month to participate in statewide SNAP Workgroup meetings attending at least two of its meetings each quarter and ten (10) during the FFY. The RIABGC will coordinate attendance so that someone from the RIABGCs staff involved in SNAP Outreach, attends all meetings during the FFY. The RIABGC lead will share best practices and information obtained from meetings across all SNAP Outreach staff at the six participating clubs for consistency. Dependent upon COVID-19 social distancing restrictions, meetings will be in person or online through an online meeting application (TEAMS, ZOOM, etc.) or both. Attendance is encouraged for in person meetings, however, all meetings will have an online meeting application or telephone call-in process available. The subrecipient will track attendance for all six clubs on the Quarterly Program Report (Form B) in the “Other” section. Similarly, dependent upon the agenda and value-added (based off of the proposed content), more SNAPOR staff may attend Workgroup meetings at the discretion of the subrecipient, based on the criteria detailed above.

- All six (6) participating Clubs will send at least one (1) SNAP Outreach staff to internal RIABGC SNAP Outreach Work Group Meetings hosted by the SNAP Outreach Coordinator. Frequency of meetings will be determined during the contract period. Minimally, each club will attend six (6) meetings for the contract year. This will allow SNAP Outreach Coordinator to check in, assist with other Clubs' efforts, strategize tracking (all activities) for better outcome measures, activities performed, to provide technical support or assistance, and to find gaps and opportunities, etc. Meetings will be held in person and/or with the option to join virtually (Teams, Zoom, etc.)
- Whenever possible, when a constituent/applicant decides to do so, RI Alliance of Boys and Girls Clubs will utilize the SNAP online application process for SNAP applications. And whenever a SNAP online application cannot be done, Clubs will assist potential and current constituents in the completion of a paper application. Applications completed will be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program Reporting Form A or an equivalent tool.
- The subrecipient will inform about the availability and benefits of the RI DHS customer portal and also assist constituents/applicants in creating a customer portal account at the client's discretion. Customer portal accounts the subrecipient assists in the creation of, will also be tracked, documented, and reported to RI DHS quarterly on the SNAP Outreach Program Reporting A or an equivalent tool.
- Similarly, during the contract term the subrecipient will share factual SNAP information about the availability, application process, eligibility requirements and benefits of SNAP to food insecure Rhode Islanders, and when a person is 60 and older or who presents as someone with a disabling condition the subrecipient will share detailed information about the SNAP medical deduction so that an informed decision may occur whether to provide medical expenses with an application, Interim Report, recertification, or as part of change reporting. Club staff will share information about the SNAP medical deduction ongoing. See Attachments, Section 4 for copy of flyer. Minimum reach: 250 older Rhode islanders who will be targeted by looking at grandparent family systems through RIABGC.
- Ongoing throughout the contract term and formally once by the end of Quarter 2, the RI Alliance of Boys & Girls Clubs will assess internal systems for the planning, coordination, tracking, documenting, backup for program reports, and reporting of activities tied back to the FFY federally approved Work Plan for SNAP Outreach.
- Similarly, the Executive Director and Financial Manager will assess internal systems for financial tracking i.e., positive time reporting of actual time spent on federally approved SNAP Outreach activities, cost category source documents and processes for tracking other actual costs incurred tied back to SNAP Outreach activities, and back up documents for financial reports, true up etc. to support financial tracking and deliverables. RIABGC will continue to incorporate the required RI DHS SNAP Outreach Summary Sheet and FM-1 Invoicing Excel with all financial reporting and will provide updates on staff changes as they occur and no later than 10 days after occurrence. Both the program and financial process teams must add an admin note in the "Other" section of the FFY Quarterly Program Report Form B demonstrating this activity has been completed by the end

of quarter 2.

- During the contract term, one person will be identified as the RIABGC program liaison and will be responsible to coordinate all federally approved, reasonable, allowable, and necessary SNAP Outreach activities and will be the program contact responsible for all reports and deliverables to RI DHS by the due dates. That person will also be the main contact for any communications from RI DHS to the Alliance and will be identified within the contract. Similarly, a financial contact will also be identified and listed in the contract with a backup person to be cc'd on all correspondences and in case of staff changes, vacations, or periods of extended leave.
- Throughout the FFY and catchment area serviced by all six participating SNAP Outreach clubs: RI Alliance Boys and Girls Club staff shall cross message SNAP factual information with community organizations who serve low-income Rhode Islanders, and other organizations, or groups that may support or assist low-income food insecure Rhode Islanders. For all six clubs this activity shall be tracked, documented, and reported quarterly to RI DHS SNAP Outreach Program staff on the RIABGC quarterly SNAP Outreach Program Report. During the contract the Alliance will cross message SNAP factual information at an additional 50 external reasonable, allowable, and necessary pop-up sites/events/meetings not already accounted for above. Estimated reach for cross messaging at these 50 additional activities during the contract term is 1,250.
- The lead SNAP Outreach RIABGC liaison will produce a minimum of four (4) new social media messages (1 per quarter) and disseminate them to all six participating Clubs to share with followers across various platforms to include but not limited to - Twitter, Facebook, LinkedIn, & Instagram, and will incorporate these messages on club websites. The RI Alliance of Boys and Girls Clubs will track likes, clicks, shares and other data sets as applicable to each venue to demonstrate reach on the quarterly SNAP Outreach program report. Estimated reach for SNAP informational social media messages is 6,000 for the FFY.
- RI Alliance of Boys & Girls Clubs shall participate in the statewide Rhode Island SNAP Advisory Committee (RISAC) meeting, minimally sending one steward to attend all RISAC meetings during the FFY. Each steward will then share relevant SNAP information to all six SNAP Outreach participating clubs. RISAC meetings occur the second Monday of the second month in a quarter. During the contract term (if applicable and social distancing restrictions lift), at least one meeting must be attended in person by each club during the FFY. Otherwise, attendance may be done by telephone, online, or in-person. Time spent in attendance, preparing for, and/or reporting out on SNAP Outreach activities, providing feedback, options and opportunities related to SNAP Outreach activities is also encouraged. Attendance will be tracked on the Quarterly Program report in the "other section."
- The subrecipient shall accept additional SNAP training that may be required by the State and USDA during the term of the contract and SNAP State Outreach Plan approval period. Attendance shall be documented in the "other" section of the SNAP Outreach quarterly program report Form B. The lead SNAP Outreach

	<p>liaison will document train the trainer sessions as applicable.</p> <ul style="list-style-type: none"> The subrecipient’s participating clubs have their own websites, as such the six clubs that are involved in the SNAP Outreach contract, will participate in any State initiative to improve consistency in how public and private agencies in RI are using their websites to convey factual SNAP information to the public. Additionally, all SNAP informational materials will be vetted by RI DHS during the development phase for content accuracy, prior to printing and dissemination. <ul style="list-style-type: none"> RIABGC will implement by the end of the end of the 2nd quarter of FFY24, a SNAP Outreach Constituent Survey to learn from SNAP constituents/applicants about current gaps and opportunities for SNAP Outreach activities at participating SNAP Outreach clubs. SNAP Outreach Constituent Surveys will be designed and used to enhance subrecipient SNAP Outreach activities already approved by FNS and the survey may be completed as part of the planning for meaningful FFY24 and future SNAP Outreach activities. Any subrecipient SNAP Outreach Constituent Survey must be vetted by the State and the activity approved by FNS prior to implementation. The results of the constituent survey will be available to the State and FNS upon request and as part of fourth quarter deliverables. Any substantial change in SNAP Outreach activities based off the recommendations from a subrecipient constituent survey will be approved by the State and FNS prior to implementation.
Subrecipient	RI Alliance of Boys and Girls Clubs
Tax ID of Subrecipient	05-0271882
Role of the Subrecipient	Direct Service Provider with potential and current SNAP recipients.
Role of State agency	Administrator
State/ Subrecipient funding source	RIABGC private cash and anticipated 50% reimbursement from the federal government.
Volunteers	<i>Are volunteers involved in this activity:</i> Yes No <input checked="" type="checkbox"/> <i>If Yes, in what capacity?</i>
Evaluation	<p><i>Explain how the project will be evaluated. Include your data collection and analysis plan. Note if your evaluation will be able to assess how many people reached by the outreach activities were certified or denied for SNAP benefits.</i></p> <ul style="list-style-type: none"> The subrecipient will provide quarterly program and financial reports that will describe in specific and quantifiable terms subrecipient progress to date regarding each activity in the approved workplan and any pop-up activities tied to SNAP and SNAP priority populations. And will have available for review throughout the FFY and will save all backup to support program and financial reports i.e., backup for time and effort (i.e., calendars etc. that show how actual time was tracked and documented for time and effort reports, how event/activity data was tracked) for a

minimum of three years after the end of the corresponding FFY. The State will review quarterly reports for progress, subrecipient compliance with the terms of the SNAP Outreach contract, CFR2 Uniform Guidance, USDA/FNS State Outreach Plan Guidance, and the approved FFY24 State Outreach Plan.

- The subrecipient will provide quarterly financial reports that will justify the amounts expended (100% worth of services), show the subrecipient share for each cost category, and the anticipated 50% federal reimbursement request. Additionally, a narrative justification of how the cost categories were calculated and backup documentation will be included with each quarter's deliverables, including all backup to support indirect costs during the FFY. The State will review quarterly financial reports in comparison to quarterly program reports, monitoring for FNS compliance with CFR2 Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl [ecfr.gov], including eCFR :: 2 CFR Part 25 -- Universal Identifier and System for Award Management, progress and equitable financial expenditures within the terms of the RI DHS SNAP Outreach contract, FNS approved invoicing methods, USDA/FNS State Outreach Plan Guidance, and Federally approved RI State SNAP Outreach Plan.
- The State will minimally conduct one site visit at each of the (6) participating clubs involved in SNAP Outreach. Minimally, three (3) Clubs will have a face-to-face site visit during the FFY and the remaining three clubs will have a site visit over Teams. The following year: those that had an in-person site visit in the prior FFY will minimally, have a site visit conducted over Teams and those that had a site visit over Teams will have in person site visits conducted by the RI DHS Assistant Administrator Community and Planning Services a.k.a. the RI State SNAP Outreach Coordinator. No matter the method: all clubs will have a site visit each year. The state will conduct additional on-site, Teams meetings, or phone conference call reviews if performance levels appear to differ significantly from those expected for the contract term or at any time the State deems appropriate and within the guidelines of the RI DHS Subrecipient Monitoring Protocol or when a corrective action protocol is implemented.
- Program evaluation will not be able to assess all the people reached by SNAP Outreach activities implemented by RIABGC who were certified or denied for SNAP benefits. Therefore, only a sample of those assisted with activities tied to SNAP by the six participating SNAP Outreach BGCs will be completed. The current evaluation process minimally requires the subrecipient to take a sample and assess how many people who were reached by SNAP Outreach activities and or assisted in the completion of a SNAP application by the subrecipient and were certified or denied for SNAP benefits. Therefore, the subrecipient will minimally determine the outcomes of 300 households that the subrecipient assisted with activities tied to SNAP during the contract term. Which means that for the RIABGC each participating club will minimally follow up with 50 households of those assisted with a SNAP application or recertification during the contract term. The subrecipient will share the results of their follow-up with RI DHS at the time of 4th quarter deliverables. This may be done on the Referral Outcome Survey (Reporting Form D) or an equivalent tool in another format (Excel) that has been approved by RI DHS.

- The subrecipient will complete a (bulleted) Final Narrative and submit it with fourth quarter deliverables. The Final Narrative will include common themes regarding the information and data compiled from all six participating clubs regarding their: Accomplishments, Major Challenges and Solutions Developed, Evaluation Methodology and findings; Promising Practices & Lessons Learned. Additionally, each participating club’s Final Narrative will be provided to RI DHS with fourth quarter deliverables. RI DHS will continue to provide the template for this (bulleted) report.

5. Outreach Project Staffing Details

Project Staffing Tables:

Statewide there are six SNAP Outreach community partners and one hundred fifteen (115) community partner staff, making up 24.045 Full Time Equivalent (FTE) contributing 48,844.90 hours to FNS approved, reasonable, allowable, and necessary SNAP outreach activities as part of the FFY24 Rhode Island State SNAP Outreach Plan (see chart below). Some positions may work more hours than anticipated, some may work less hours than anticipated and shown on the staffing detail. In any situation, contractors will not exceed the federally approved total amount for staffing costs or for their FFY24 RI SNAP Outreach budget. Discrepancies or changes in staffing will be shared by the community partner to RI DHS and the State will share these changes with FNS when notified.

Additionally, The Miriam Hospital anticipates six (6) contractual consultants will also contribute an additional 3600 hours or 1.73077 FTE to approved SNAP outreach activities during FFY24. In total from all staff as mentioned above, RI will benefit from an anticipated 52,444.90 hours dedicated to SNAP Outreach approved activities from 120 staff working at six community partner agencies making up 25.7758 FTE. See attached *FFY24 RI Statewide SNAP Outreach Project Summary* for each project’s staffing detail and a complete breakdown by project of position titles, FTE, salary, outreach salary, benefit rate, outreach benefits, hours, and a combined grand total by position for outreach salary and benefit rates. An additional tab has been added to demonstrate the six contractual student consultant positions as outlined in C4H Lifespan (The Miriam Hospital’s) SNAP Outreach workplan. All projects have included descriptions of the tasks/duties for positions working on SNAP outreach in their Budget Narratives. See Attachments, Section 18 for Budget narratives. Each project’s staffing detail lists only positions participating in time studies or positive reporting of actual time spent on SNAP Outreach federally approved, reasonable, allowable, and necessary activities.

FFY24 RI Statewide SNAP Outreach Staffing Table

Please note the table *Section 5: FFY24 RI Statewide SNAP Outreach Staffing Detail* (below) does **not** include the six contractual student consultant positions from C4H Lifespan (The Miriam Hospital) mentioned above, or the RI DHS Assistant Administrator: Community and Planning Services (AACPS) position which is one (1) FTE dedicated to SNAP Outreach within RI DHS with 1820 hours annually to support the success of the RI SNAP Outreach Program. Combined then the grand total of all hours tied to the FFY24 RI State SNAP Outreach Plan is anticipated at 54,260.90 and equals 26.7758 FTE. Additionally, the RI DHS AACPS position provides ongoing technical support and assistance to all staff positions listed below.

Section 5: FFY24 RI Statewide SNAP Outreach Staffing Detail							
		(a)	(b)	(c=axb)	(d)	(e=cxd)	(f=c+e)
Staff Person Title	Initials of Staff Person	FTE Outreach	Full Annual Salary	Outreach Salary	Benefits Rate	Outreach Benefits	Total
Project #1 CSEA							
Executive Director	CC	0.30000	\$292,136.00	\$87,640.80	0.24740	\$21,682.33	\$109,323.13
Director of Programs	LD	0.50000	\$89,888.00	\$44,944.00	0.24740	\$11,119.15	\$56,063.15
Community Health Worker	MK	1.00000	\$44,520.00	\$44,520.00	0.24740	\$11,014.25	\$55,534.25
Program Manager	MG	1.00000	\$47,859.00	\$47,859.00	0.24740	\$11,840.32	\$59,699.32
Community Health Worker	LM	1.00000	\$45,198.00	\$45,198.00	0.24740	\$11,181.99	\$56,379.99
Bookkeeper	EC	0.35000	\$89,326.00	\$31,264.10	0.24740	\$7,734.74	\$38,998.84
Receptionist / Program Coordinator	TS	0.30000	\$34,967.00	\$10,490.10	0.24740	\$2,595.25	\$13,085.35
Project #2 Not in Use							
Project #3 Genesis Center							
Director of Strategic Advancement	MKH	0.03000	68000.00	2040.00	0.23000	\$469.20	\$2,509.20
FOC Director	CA	0.25000	70000.00	17500.00	0.31000	\$5,425.00	\$22,925.00
Communications Associate	HT	0.05000	55000.00	2750.00	0.23000	\$632.50	\$3,382.50
Income Supports Specialist	GM	0.30000	47000.00	14100.00	0.17000	\$2,397.00	\$16,497.00
Income Supports Specialist	NP	0.15000	45000.00	6750.00	0.22000	\$1,485.00	\$8,235.00
Career and Retention Coach	AJ	0.15000	45000.00	6750.00	0.22000	\$1,485.00	\$8,235.00
Enrollment Assistant	YL	0.07500	33800.00	2535.00	0.23000	\$583.05	\$3,118.05
Enrollment Assistant	MB	0.07500	40000.00	3000.00	0.22000	\$660.00	\$3,660.00
Enrollment Assistant	NC	0.07500	35000.00	2625.00	0.25000	\$656.25	\$3,281.25
Enrollment Assistant	FA	0.07500	35000.00	2625.00	0.22000	\$577.50	\$3,202.50
Enrollment Coordinator	CC	0.10000	57000.00	5700.00	0.23000	\$1,311.00	\$7,011.00
Data Coordinator	GV	0.05000	45000.00	2250.00	0.19000	\$427.50	\$2,677.50

Project #4 Not In Use							
Project #5 ONE NB							
Director of Resident Services	KZ	0.30000	\$78,000.00	\$23,400.00	0.25000	\$5,850.00	\$29,250.00
Project Manager	MN	0.30000	\$65,000.00	\$19,500.00	0.25000	\$4,875.00	\$24,375.00
Communications Manager	SI	0.15000	\$60,000.00	\$9,000.00	0.25000	\$2,250.00	\$11,250.00
Special Projects Manager	AS	0.15000	\$57,000.00	\$8,550.00	0.25000	\$2,137.50	\$10,687.50
Housing Program Manager, CCHW	DHG	0.30000	\$58,000.00	\$17,400.00	0.25000	\$4,350.00	\$21,750.00
Community Health Worker - Resident Service Coordinator	MS	0.50000	\$50,000.00	\$25,000.00	0.25000	\$6,250.00	\$31,250.00
Community Health Worker - Resident Service Coordinator	CH	0.50000	\$50,000.00	\$25,000.00	0.25000	\$6,250.00	\$31,250.00
Controller	JR	0.25000	\$78,000.00	\$19,500.00	0.25000	\$4,875.00	\$24,375.00
Resident Services Manager, CCHW	WS	0.50000	\$55,500.00	\$27,750.00	0.25000	\$6,937.50	\$34,687.50
Project #6 Not In Use							
Project #7 Connect for Health- Lifespan/The Miriam Hospital							
Vice President	CBF	0.05000	\$222,480.00	\$11,124.00	0.243	\$2,703.13	\$13,827.13
Director, LCHI	TBD	0.10000	\$123,600.00	\$12,360.00	0.243	\$3,003.48	\$15,363.48
Project Coordinator	MW	0.60000	\$61,786.81	\$37,072.09	0.243	\$9,008.52	\$46,080.60
Program Coordinator Peds	TBD	0.15000	\$64,920.29	\$9,738.04	0.243	\$2,366.34	\$12,104.39
Program Coordinator Adult	TBD	0.15000	\$64,920.29	\$9,738.04	0.243	\$2,366.34	\$12,104.39
SNAP Community Health Worker	TBD	1.00000	\$49,275.20	\$49,275.20	0.243	\$11,973.87	\$61,249.07
Administrative Assistant	RZ	0.05000	\$79,183.10	\$3,959.16	0.243	\$962.07	\$4,921.23
Project #8 United Way Rhode Island (UWRI)							
Community Outreach Coordinator (COC)	JG	0.67000	\$58,300.00	\$39,061.00	0.35000	\$13,671.35	\$52,732.35
Community Outreach Coordinator	JC	0.67000	\$51,675.00	\$34,622.25	0.35000	\$12,117.79	\$46,740.04
211 Director	CS	0.10000	\$88,818.00	\$8,881.80	0.35000	\$3,108.63	\$11,990.43
Person Centered Outreach Coordinator (PCOC)	MC	0.50000	\$53,742.00	\$26,871.00	0.35000	\$9,404.85	\$36,275.85
Person Centered Outreach Coordinator	TBD	0.50000	\$53,742.00	\$26,871.00	0.35000	\$9,404.85	\$36,275.85
Person Centered Outreach Coordinator	RO	0.50000	\$53,742.00	\$26,871.00	0.35000	\$9,404.85	\$36,275.85
My Options Advisor (MOA)	MP	0.20000	\$67,410.00	\$13,482.00	0.35000	\$4,718.70	\$18,200.70
My Options Advisor	WH	0.20000	\$67,565.00	\$13,513.00	0.35000	\$4,729.55	\$18,242.55
Person Centered Resource Specialist (PCRS)	PM	0.80000	\$45,474.00	\$36,379.20	0.35000	\$12,732.72	\$49,111.92
Outreach Staff	RC	0.06000	\$56,832.00	\$3,409.92	0.35000	\$1,193.47	\$4,603.39
Director Seniors & Disabilities	CA	0.20000	\$105,403.00	\$21,080.60	0.35000	\$7,378.21	\$28,458.81
Grants Account Manager (UWRI)	KT	0.07000	\$81,286.00	\$5,690.02	0.35000	\$1,991.51	\$7,681.53
Controller (UWRI)	DK	0.07000	\$115,937.00	\$8,115.59	0.35000	\$2,840.46	\$10,956.05
Project #9 RI Alliance of Boys & Girls Clubs (RIABGC)							
Executive Assistant	BGCW CM	0.20000	37000.00	7400.00	0.07650	\$566.10	\$7,966.10
Director of Operations	BGCW MR	0.20000	66494.22	13298.84	0.07650	\$1,017.36	\$14,316.21
Open Door Director -Oakland Beach	BGCW RF	0.20000	45000.00	9000.00	0.07650	\$688.50	\$9,688.50
Open Door Director -Cooper	BGCW RC	0.20000	45000.00	9000.00	0.07650	\$688.50	\$9,688.50
Associate Executive Director	BGCW KK	0.20000	84245.00	16849.00	0.07650	\$1,288.95	\$18,137.95
Sports Director	BGCW RH	0.20000	45000.00	9000.00	0.07650	\$688.50	\$9,688.50
Music Director - Cooper	BGCW MM	0.20000	45000.00	9000.00	0.07650	\$688.50	\$9,688.50
CEO	BGCW LD	0.20000	106996.24	21399.25	0.07650	\$1,637.04	\$23,036.29

Administrative Assistant	BGCNRI PL	0.10000	\$46,500.00	\$4,650.00	0.07650	\$355.73	\$5,005.73
Director of Community and Family Engagement	BGCNRI MK	0.50000	\$57,000.00	\$28,500.00	0.07650	\$2,180.25	\$30,680.25
Childcare Site Administrator	BGCNRI CT	0.10000	\$40,000.00	\$4,000.00	0.07650	\$306.00	\$4,306.00
Site Administrator	BGCNRI SC	0.10000	\$40,000.00	\$4,000.00	0.07650	\$306.00	\$4,306.00
Youth Development Professional	BGCNRI BD	0.15000	\$25,000.00	\$3,750.00	0.07650	\$286.88	\$4,036.88
Youth Development Professional/Desk	BGCNRI MT	0.15000	\$20,000.00	\$3,000.00	0.07650	\$229.50	\$3,229.50
Youth Development Professional/Desk	BGCNRI KH	0.15000	\$20,000.00	\$3,000.00	0.07650	\$229.50	\$3,229.50
President & CEO	BGCNRI GR	0.05000	\$140,000.00	\$7,000.00	0.07650	\$535.50	\$7,535.50
Director of Operations for Childcare & Strategic Partnerships-War	BGCPPr MS	0.10000	89137.00	8913.70	0.10650	\$949.31	\$9,863.01
Program Manager at Wanskuck Clubhouse	BGCPPr JS	0.05000	49613.00	2480.65	0.25670	\$636.78	\$3,117.43
Area Director-Housing Units/Manton Site Supervisor	BGCPPr SP	0.05000	38000.00	1900.00	0.19830	\$376.77	\$2,276.77
Branch Manager Southside/Director of Operations-Education	BGCPPr MB	0.05000	80000.00	4000.00	0.17810	\$712.40	\$4,712.40
Shift Supervisor 1 - Southside Clubhouse	BGCPPr KD	0.05000	39520.00	1976.00	0.15150	\$299.36	\$2,275.36
Shift Supervisor 2 - Southside Clubhouse	BGCPPr SO	0.05000	41600.00	2080.00	0.19860	\$413.09	\$2,493.09
Shift Supervisor - Hartford Park /Interim Site Supervisor	BGCPPr JB	0.05000	43680.00	2184.00	0.26990	\$589.46	\$2,773.46
Site Supervisor - Hartford Park	BGCPPr TBD	0.05000	49645.00	2482.25	0.26990	\$669.96	\$3,152.21
Shift Supervisor - Wanskuck Clubhouse	BGCPPr TBD	0.05000	49645.00	2482.25	0.26990	\$669.96	\$3,152.21
Branch Manager-Fox Point	BGCPPr SS	0.15000	57881.00	8682.15	0.20730	\$1,799.81	\$10,481.96
Director of Teen Initiatives	BGCPPr TBD	0.10000	70000.00	7000.00	0.17530	\$1,227.10	\$8,227.10
Grants Manager	BGCPPr EF	0.10000	66000.00	5600.00	0.22900	\$1,282.40	\$6,882.40
Program Assistant - Roger Williams	BGCPPr TBD	0.05000	9880.00	494.00	0.10150	\$50.14	\$544.14
Program Assistant - Dr. Jorge Alvarez High School	BGCPPr TBD	0.05000	6760.00	676.00	0.10150	\$68.61	\$744.61
Fox Point Front Desk Clerk	BGCPPr TBD	0.10000	39999.96	4000.00	0.41070	\$1,642.80	\$5,642.79
Southside Front Desk Clerk	BGCPPr TBD	0.10000	69510.00	6951.00	0.41070	\$2,854.78	\$9,805.78
Wanskuck Front Desk Clerk	BGCPPr TBD	0.10000	69510.00	6951.00	0.41070	\$2,854.78	\$9,805.78
CEO	BGCPPr ND	0.05000	180000.00	9000.00	0.07650	\$688.50	\$9,688.50
Director of Operations and Member Experience	BGCNC RO	0.15000	69615.00	10442.25	0.07650	\$798.83	\$11,241.08
Front office Administrator and Facilities Manager	BGCNC JB	0.20000	52350.00	10470.00	0.07650	\$800.96	\$11,270.96
Executive Assistant and General Office Manager	BGCNC LW	0.02500	60000.00	1500.00	0.07650	\$114.75	\$1,614.75
Family and Outreach Coordinator	BGCNC CT	0.50000	38765.00	19382.50	0.07650	\$1,482.76	\$20,865.26
Marketing and Development Manager	BGCNC CC	0.15000	55650.00	8347.50	0.07650	\$638.58	\$8,986.08
Assistant Executive Director	BGCNC JT	0.05000	104000.00	5200.00	0.07650	\$397.80	\$5,597.80
Executive Director	BGCNC JP	0.02500	170000.00	4250.00	0.07650	\$325.13	\$4,575.13
SNAP Coordinator	BGCEP KJ	1.00000	41500.16	41500.16	0.31650	\$13,134.80	\$54,634.96
Childcare Director	BGCEP ZH	0.05000	59499.96	2975.00	0.07650	\$227.59	\$3,202.59
Director of Community Outreach	BGCEP DR	0.05000	60838.96	3041.95	0.07650	\$232.71	\$3,274.66
21st CCLC Director	BGCEP CL	0.05000	65000.00	3250.00	0.07650	\$248.63	\$3,498.63
Director of Education	BGCEP HF	0.05000	56778.54	2838.93	0.07650	\$217.18	\$3,056.10
Administrative Assistant	BGCEP LD	0.07500	37837.80	2837.84	0.07650	\$217.09	\$3,054.93
Membership Coordinator	BGCEP AW	0.15000	41277.60	6191.64	0.07650	\$473.66	\$6,665.30
Associate Director	BGCEP MD	0.20000	92245.66	18449.13	0.07650	\$1,411.36	\$19,860.49
Executive Director	BGCEP EG	0.10000	153700.04	15370.00	0.07650	\$1,175.81	\$16,545.81
CEO	BGCPawt JH	0.05000	\$ 168,400.00	\$ 8,420.00	0.07650	\$ 644.13	\$ 9,064.13
Finance Director	BGCPawt RC	0.05000	\$ 109,200.00	\$ 5,460.00	0.07650	\$ 417.69	\$ 5,877.69
Director of Development & Communications	BGCPawt AG	0.05000	\$ 95,400.00	\$ 4,770.00	0.07650	\$ 364.91	\$ 5,134.91
Marketing & Corporate Giving Manager	BGCPawt AG	0.10000	\$ 56,700.00	\$ 5,670.00	0.07650	\$ 433.76	\$ 6,103.76
Grants & Development Manager	BGCPawt AA	0.05000	\$ 53,000.00	\$ 2,650.00	0.07650	\$ 202.73	\$ 2,852.73
Office Manager	BGCPawt AR	0.05000	\$ 32,750.00	\$ 1,637.50	0.07650	\$ 125.27	\$ 1,762.77
Director of Operations	BGCPawt CF	0.10000	\$ 90,800.00	\$ 9,080.00	0.07650	\$ 694.62	\$ 9,774.62
Director of Pre-Teen Programs	BGCPawt SM	0.10000	\$ 61,600.00	\$ 6,160.00	0.07650	\$ 471.24	\$ 6,631.24
Pre-Teen Program Coordinator	BGCPawt SD	0.10000	\$ 46,800.00	\$ 4,680.00	0.07650	\$ 358.02	\$ 5,038.02
Teen Program Manager	BGCPawt JM	0.10000	\$ 43,775.00	\$ 4,377.50	0.07650	\$ 334.88	\$ 4,712.38
Member Billing & Data Entry Manager	BGCPawt MM	0.15000	\$ 46,150.00	\$ 6,922.50	0.07650	\$ 529.57	\$ 7,452.07
Data Entry Specialist	BGCPawt LC	0.25000	\$ 21,750.00	\$ 5,437.50	0.07650	\$ 415.97	\$ 5,853.47
Receptionist - Pre-Teen Program (Afternoon)	BGCPawt GB	0.15000	\$ 27,000.00	\$ 4,050.00	0.07650	\$ 309.83	\$ 4,359.83
Receptionist - Teen Program	BGCPawt KR	0.10000	\$ 23,400.00	\$ 2,340.00	0.07650	\$ 179.01	\$ 2,519.01
Director of Teen Programs	BGCPawt OPEN	0.10000	\$ 56,600.00	\$ 5,660.00	0.07650	\$ 432.99	\$ 6,092.99
Receptionist - Pre-Teen Program (Morning)	BGCPawt DV	0.10000	\$ 17,300.00	\$ 1,730.00	0.07650	\$ 132.35	\$ 1,862.35
	Bodies	115	24.04500				\$1,739,103.99

Variance: CSEA rounded down salary and fringe by two cents to keep their budget within a certain cost point. Hence, while the table above transparently shows \$1,739,103.99 for anticipated salaries and fringe to support

FFY24 RI State SNAP Outreach activities, the grand total budgeted for this line item is actually \$1,739,103.97 to support RI's SNAP Outreach Plan.

Note: Projects #2, #4 and #6 are vacant for FFY24. For complete project details for the six (6) community partner organizations participating in SNAP Outreach- See attached Excel Workbook: FFY24 RI Statewide SNAP Outreach Project Summary - See Attachments, Section 15.

6. Outreach Project Budget Details and Narratives

Outreach Project Budget Details

Each project has their own Budget Detail and corresponding Budget Narrative. All subrecipients/projects listed in the plan operate under executed contract agreements with the State of Rhode Island to deliver federally approved SNAP outreach services. Therefore, funds held by a subrecipient are not considered private cash and need not be "donated" to the State agency to be expended for SNAP purposes or reimbursed by FNS. Contracts are not incentive, or milestone based. RI DHS does not compensate based on the number of people who apply for, receive, or inquiry about SNAP. Please see Attachments, Section 15, for Excel Workbook: *FFY24 RI Statewide SNAP Outreach Project Summary* for all project Budget Details, Staffing Details and Budget Narratives. Additionally, for FNS convenience, project Budget Narratives are also in Attachments, Section 18.

Project Budget Narrative/Justification Overview:

Any dollar amounts identified in the project budget narratives and in this plan reflect the total amount budgeted for FFY24 and anticipates a 50% reimbursement from the federal government. The RI state plan budget is for the first year (FFY24) of a three-year SNAP Outreach Plan and does not include in-kind contributions. The plan excludes any costs or activity related to the use of billboards or paid television or radio ads, or any marketing activity that would otherwise include any persuasive messaging which is prohibited by FNS. This plan provides budget data for the first year (FFY24) of a three-year plan, because the availability of nonfederal reimbursement funds, or how costs may be apportioned among line items, cannot be predicted years in advance.

Private cash will be provided in the form of subrecipient expenditures made from nonfederal funding Sources for allowable SNAP outreach activities and services. Additionally, some community partners private dollars will be from non-federal foundations, fund raising initiatives used to generate private cash donations, third party endowments, grants from non-federal charitable trusts, non-federal cash reserves, non-SNAP or federal related fee-for-services, non-SNAP related fee-for-services and other unrestricted funding not already allocated to another State or Federal program. Contract agreements for agencies using private funds require them to separately report expenditures of private and public funds to assure that the private funds are: (1) verifiable; (2) not contributed to another federally assisted program; (3) necessary and reasonable for the accomplishment of program objectives; (4) charges that would be allowable; 5) in the approved contract budget; and (6) not paid for by the federal government under any other assistance agreements. See Attachments, Section 12 for an example of the form SNAP Outreach will use for this purpose.

Shared Costs: Costs shared by different programs (e.g., space, administrative support, telephone, liability insurance etc.) are budgeted in accordance with subrecipient cost allocation plans that are subject to review by state auditors and FNS upon request. Allocation processes differ among subrecipients. See each community partners budget narrative for specifics by SNAP Outreach project.

All six (6) projects chose the direct costs, as defined in 2 CFR Part 200.413, that they could identify specifically with a particular final cost object (SNAP outreach). These costs include but are not limited to: staff salaries and benefits of employees for the actual time devoted and identified specifically to SNAP outreach; cost of materials obtained, consumed, or expended specifically for the intended purpose of SNAP outreach; equipment

and other approved capital expenditures; and travel expenses incurred specifically to carry out SNAP outreach activities.

Therefore, all projects, that used a direct cost line-item cost allocation method used one of the three approved cost allocation methods i.e., 1) FTE or number of staff allocation whereby the FTE of SNAP Outreach staff is divided by the calculated FTE of all staff or 2) case count (denominator – all cases handled by all programs, numerator – outreach cases) and/or 3) square footage of building space, based off pages 28-30, July 2017, USDA SNAP State Outreach Guidance.

For Indirect Costs, C4H (LIFESPAN)/Lifespan (The Miriam Hospital) has a federally approved Hospital Rate Agreement to allocate indirect costs. The remaining five (5) organizations never had a federally approved indirect cost rate agreement and chose de minimis (10%) with a base of allowable Modified Total Direct Costs (MTDC). Some also, allocate space/utility costs according to the percentage of square footage as shown on pages 28 - 30, of the July 2017, USDA, Food and Nutrition Service SNAP State Outreach Plan guidance. All projects using de minimis are aware that “as described in §200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate.” Please see individual project budgets and budget narratives embedded within the Excel workbook entitled: *FFY24 RI Statewide SNAP Outreach Project Summary* for the exact details by project. See Attachments, Section 15, and Section 18.

Please note: the same allocation methods apply to both budget builds and invoicing.

Budget Narrative Justification by Project

Please see individual project budgets and budget narratives embedded within the Excel workbook entitled: *FFY24 RI Statewide SNAP Outreach Project Summary* for the exact details by project. All projects operate under executed contract agreements with RI DHS to implement federally approved reasonable, allowable, and necessary SNAP outreach activities. Therefore, funds held by a subrecipient are not considered private cash and need not be “donated” to the State agency to be expended for SNAP purposes or reimbursed by FNS. Contract agreements are available for FNS review upon request. See Attachments, Section 18 for community partner budget narratives and Section 15 for the afore mentioned Excel workbook with all budget details and staffing details tied to the FFY24 RI State SNAP Outreach Plan.

7. Statewide SNAP Outreach Budget Summary:

In an effort, to support the health, well-being and safety of food insecure Rhode Islanders and immigrant communities, RI DHS has created and continues partnerships with six (6) community partners with a FFY24 SNAP Statewide Outreach Budget of \$2,259,357.71 which is rounded to the nearest whole dollar per FNS guidance and totals \$2,259,358 and includes anticipated 50% reimbursement of \$1,129,679 from the federal government. The budget does not incorporate any public in-kind monies. Private funding totaling (without rounding) \$1,129,678.86 is contributed to the SNAP Outreach Plan by six (6) community partners (projects): CSEA, Genesis Center, One Neighborhood Builders, Connect for Health/Lifespan (The Miriam Hospital), United Way RI and the RI Alliance of Boys and Girls Clubs. See individual budget details from each project for specific line item and budget amounts. No State general funds or ARPA funds were used to support the FFY24 RI State SNAP Outreach Plan or community partner budgets. All community partners have active UEI and SAM.Gov registrations.

This plan is for one year and the specific Statewide line-item details are noted in the *RI Statewide Budget Narrative*. See attachments, Section 18 for complete copy and for copies of the budget narratives for the six

partners involved in RI's FFY24 RI SNAP Outreach plan. Additionally, *budget* details by project are also within the attached *FFY24 RI Statewide SNAP Outreach Project Summary*. See Attachments, Section 15.

Please Note: All subrecipients/projects listed in the plan operate under executed contract agreements with the State of Rhode Island to deliver federally approved SNAP Outreach reasonable, allowable, and necessary activities and services. Therefore, funds held by a subrecipient/project are not considered private cash and need not be "donated" to the State agency to be expended for SNAP purposes or reimbursed by FNS.

For FFY24 only one project, Connect for Health (C4H (LIFESPAN))/Lifespan (The Miriam Hospital), has a federally approved indirect cost rate agreement. See Attachments, Section 16 for a copy. All other projects i.e., CSEA, Genesis Center, ONE|NB, United Way RI/211 and the RI Alliance of Boys and Girls Clubs, having never had a federally approved indirect cost rate agreement prior, continue to utilize the de minimis (10%) method for indirect costs. The use of de minimis continues to be used with a base of Modified Total Direct Cost (MTDC) as per the definition found at [Electronic Code of Federal Regulations \(eCFR\)](#) [linkprotect.cudasvc.com] which states: *Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

Additionally, each agency must follow the federal cost principles, found at 2 CFR 200 Subpart D, and refer to the Appendices III to IX to Part 200 for additional information and guidance on the relevant indirect cost plan for their specific category of agency. For the six (6) community partners engaged in SNAP outreach activities in FFY24, Appendix IV is the most relevant as it relates to Nonprofit Organizations.

Subsequently, if a community partner has opted to use de minimis based off MTDC they have added those details in their Budget Narrative (see Attachments, Section 18 for individual project Budget Narrative). Additionally, the tab labeled *Statewide Budget Narrative* in the *FFY24 RI Statewide SNAP Outreach Project Summary* also shows individual project calculations on the corresponding Budget Detail (see Attachments, Section 15). All documents are attached for FNS review and approval. The State will continue to monitor from the source to the request for payment for all cost categories and as per FNS guidance (see Attachments: Section 2) since de minimis is based on the reported direct costs, the backup documentation of indirect costs is the same as backup documentation for direct costs. Backup for 100% of all costs incurred tied back to SNAP Outreach are requested for all cost categories **prior** to processing invoices for anticipated 50% federal reimbursement.

FFY24 RI Statewide SNAP Outreach Budget:

Please note this is embedded within the attached Excel Workbook: FFY24 RI Statewide SNAP Outreach Project Summary under tab FFY24 RI Statewide Budget Detail. The RI Statewide SNAP Outreach Budget Grand Total Reflects: six (6) partners for FFY24. They include: CSEA, Genesis Center, ONE|NB, Connect for Health/Lifespan (The Miriam Hospital), United Way RI, and the RI Alliance of Boys and Girls Clubs i.e., Providence, East providence, Warwick, Northern RI, Pawtucket, and Newport..

FFY24 RI State SNAP Outreach Budget Detail

FFY24 SNAPOR Projects CSEA, Genesis Center, ONE NB, Lifespan/TM/H, UWRI, RIABGC	Non-Federal Funds				Federal	Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total Non-Federal		
Expenses:						
(g) Personnel (Salary & Benefits)	\$0.00	\$0.00	\$869,551.98	\$869,551.98	\$869,551.98	\$1,739,103.97
Other Direct Costs						
(h) Copying/Printing/Materials	\$0.00	\$0.00	\$26,197.54	\$26,197.54	\$26,197.54	\$52,395.08
(i) Internet/Telephone	\$0.00	\$0.00	\$9,444.58	\$9,444.58	\$9,444.58	\$18,889.16
(j) Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(k) Supplies and Non Capital Expenditures	\$0.00	\$0.00	\$2,642.000	\$2,642.00	\$2,642.00	\$5,284.00
(l) Building/Space	\$0.00	\$0.00	\$28,102.490	\$28,102.49	\$28,102.49	\$56,204.98
(m) Other (Admin, Audit)	\$0.00	\$0.00	\$11,436.160	\$11,436.16	\$11,436.16	\$22,872.32
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$0.00	\$0.00	\$77,822.770	\$77,822.77	\$77,822.77	\$155,645.54
Travel						
(o) Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(p) Local	\$0.00	\$0.00	\$9,926.375	\$9,926.38	\$9,926.38	\$19,852.75
(q=o+p) Subtotal Travel	\$0.00	\$0.00	\$9,926.375	\$9,926.38	\$9,926.38	\$19,852.75
(r) Contractual	\$0.00	\$0.00	\$46,910.000	\$46,910.00	\$46,910.00	\$93,820.00
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$0.00	\$0.00	\$1,004,211.129	\$1,004,211.13	\$1,004,211.13	\$2,008,422.26
(t = indirect cost rate x s) Indirect Costs *	\$0.00	\$0.00	\$125,467.73	\$125,467.73	\$125,467.73	\$250,935.45
(u=s+t) TOTAL	\$0.00	\$0.00	\$1,129,678.86	\$1,129,678.86	\$1,129,678.86	\$2,259,357.71
					Federal Budget	\$2,259,358
					50% Reimbursement	\$1,129,678.86

8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
✓	The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients.
✓	The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
✓	Outreach activities are targeted to those potentially eligible for benefits.
✓	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
N/A	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
✓	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
✓	Contracts are procured through competitive bid procedures governed by State procurement regulations.
✓	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
✓	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
✓	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the State agency director (or Commissioner) and financial representative(s) certify that the above assurances are met.

9. Attachments

1. FNS-366A (Budget Projection) – To be submitted upon completion and certification by the State of Rhode Island’s Department of Human Services Finance Department.

2. FNS Response De Minimis



EXTERNAL _ RE_
Feedback Requester



FNS & De Minimis
backup.msg



RE_ Feedback
required yet again -

3. RI SNAP Participation Snapshot



RISAC Advance
Data 5-2023.pdf

4. Sample “Draft” SNAP Flyers



SNAP Info
FlyerV3.pdf



PRIDE social media
post (5).pdf



Medical Deduction
Flyer RIABGC.pdf

<https://drive.google.com/drive/folders/10VF3A-Zb5MbI8SI6zi6ZM1tzuTiEPeBL> [drive.google.com]

<https://dhs.ri.gov/programs-and-services/supplemental-nutrition-assistance-program-snap/snap-outreach-toolkit>

5. Sample “DRAFT” Outreach Poster



SNAP Info Poster
size 18X24.pdf

6. Sample of Medical Deduction Flyer



SNAP Medical
Deduction Flyer 4.2.



Medical Deduction
Flyer RIABGC.pdf

7. Subrecipient Monitoring Tools Pre-Award Latest Versions



SubrecipientContra
ctorDeterminationTc



Risk Assessment
03.13.23 Program Rev



Risk Assessment
03.13.23 Financial ReVendor



Sub-recipient vs
Fillable PDF 0.



Sub-recipient vs
Vendor Guidelines f

8. Subrecipient Monitoring RI DHS (General) Process Latest version



DHS SR
PROCESS.docx



DHS SR
PROCESS.docx

9. SNAP Outreach General Contract Monitoring Form Templates



RI SNAP Outreach
General Contract Monitoring Form



FFY23 Site Checklist
SNAPOR 7.10.23.doc

10. Samples of RI SNAP Outreach Program Reporting (monitoring) Forms: used for tracking within a contract agreement. Contract payments are NOT requested or invoiced based on program outcome measures.



RI SNAP Outreach
Form B.docx



Referral Outcome
Survey Form.docx



Final Narrative
SNAP Outreach.doc



Time and Effort
Form C.xlsx



Civil Rights Sign In
Form.docx

11. SNAP Outreach Priority Areas Defined

<https://www.fns.usda.gov/snap/outreach>

12. Financial Report to Monitor Subrecipient Share of Expenditures



DHS FM-1 Form DE
MINIMNIS SNAP Outreach



DHS FM-1 Form NO
ICR SNAP Outreach



DHS FM-1 Form Fed
App ICR SNAP Outreach

13. Sample: Financial Reporting Form: Cost Allocation FTE Cost Allocation Method (used w/FM-1 and Financial Report as applicable)



FFY22 FTE Cost
allocation Journal.xlsx

14. FFY24 Checks and Balances Sheet



FFY24 SNAPOR
Checks.Balances 7.11

15. Excel Workbook: FFY24 RI Statewide SNAP Outreach Project Summary



FFY24 RI Statewide
SNAP Outreach Project Summary

16. Federally Approved Indirect Cost Rate Agreements



C4H The Miriam
Hospital Indirect Co

17. SNAP Outreach Student Flyer and Student Related Flyer



DHS SNAP College
Outreach Flyer Marc



SNAP Young Adults
brochure 2.2021fina

18. RI State SNAP Outreach Budget Narrative



FFY24 RI State
SNAPOR BUDGET NA

Budget Narratives for Community Projects



FFY24 SNAPOR
21-01 A3 BN CSEA 6.



FFY24 SNAPOR
21.03 A3 BN GC.pdf



FFY24 ONENB
SNAPOR 21.05 A3 BN



FFY24 SNAPOR
22.07#2 BN TMH.pd



TMH FY19 ICR
Agreement Dated 02



FFY24 SNAPOR
22.08 A2 BN UWRI 6.



FFY24 SNAPOR
22-09 A2 BN RIABGC

19. FNS letter to support SNAPOR 21.03 A#3 Budget Narrative (Building Space and Indirect Costs).



FTE cost alloc
shelter approved as

20. C4H – SNAP Outreach Constituent Survey

English: <https://www.surveymonkey.com/r/C4HSurveyEnglish> [nam02.safelinks.protection.outlook.com]
[nam02.safelinks.protection.outlook.com]

Spanish: <https://es.surveymonkey.com/r/C4HSurveySpanish> [nam02.safelinks.protection.outlook.com]
[nam02.safelinks.protection.outlook.com]

21. Article: Center on Budget and Policy Priorities



2.13.23
snap_factsheet_rhor

22. Article: SNAP Is Linked With Improved Health Outcomes and Lower Health Care Costs

[https://www.cbpp.org/research/food-assistance/snap-is-linked-with-improved-health-outcomes-and-lower-health-care-costs#:~:text=Low%2Dincome%20adults%20participating%20in,disease%20\(over%20%24%2C100%20less\)](https://www.cbpp.org/research/food-assistance/snap-is-linked-with-improved-health-outcomes-and-lower-health-care-costs#:~:text=Low%2Dincome%20adults%20participating%20in,disease%20(over%20%24%2C100%20less))