FREQUENTLY ASKED QUESTIONS FOR:
SNAP-Ed Community Partnership Funding

Q: What can the funding be used for?

A: There are two resources that will help you understand the possibilities and limitations of this RFP, which can be found on our website at http://z.umn.edu/communitypartnership
   1. SNAP-Ed Community Partnership Funding Examples
   2. FY2016 SNAP-Ed Guidance document - “Examples of Allowable and Unallowable Costs” (pp.70-75)

Q: Is match funding required for this opportunity?

A: No. There is no State or non-Federal match required for this funding.

Q: Where can I find information about Extension SNAP-Ed staff?

A: Contact information for SNAP-Ed Educators and SNAP-Ed Regional Coordinators can be found here: http://www.extension.umn.edu/family/health-and-nutrition/partner-with-us/snap-ed/
   Contact information for Health and Nutrition Extension Educators can be found here: http://www.extension.umn.edu/family/health-and-nutrition/about/extension-educators/

Q: Should we discuss our ideas with Extension SNAP-Ed staff before we submit our proposal?

A: Yes! We strongly encourage you to reach out to the SNAP-Ed staff in your region as you are developing your idea. If you need assistance connecting with SNAP-Ed staff in your region, please contact Jackie Billhymer, Project Coordinator (billh002@umn.edu, 314-402-1103).

Q: Can projects incorporate policy, system, or environmental (PSE) changes, or do they have to incorporate all three approaches?

A: Projects must include policy, system, OR environmental change work but they don’t have to include all three approaches. Projects must incorporate at least two levels from the Spectrum of Prevention and at least one of those levels must involve PSE changes (levels 4, 5, or 6 - fostering coalitions and networks, changing organizational practices, or influencing policy and legislation).
Q: Is it necessary to develop new policy, system, and environmental (PSE) changes or can the funding be used to support existing PSE changes that have occurred through other initiatives but may need education and other environmental supports to continue?

A: If PSE changes are continuing to develop and this funding can support those changes that are impacting Minnesotans with limited financial resources, it would be allowable.

Q: Do projects need to reach or impact a minimum number of participants?

A: No but projects that can be replicated and will continue beyond the scope of this funding will be given preference. Since Minnesota has varying population sizes throughout the state, projects can be defined within a neighborhood, small town, city, county, region, or statewide.

Q: Who is choosing the projects that will be funded?

A: The project briefs will be reviewed by SNAP-Ed Extension staff including SNAP-Ed Regional Coordinators, Extension Educators, and other leadership staff. The full project proposals will be reviewed by a committee of staff from the University of Minnesota Extension, Minnesota Department of Health, and Minnesota Department of Human Services. The evaluation criteria for the full proposal is included in the RFP.

Q: Should Extension SNAP-Ed staff time be included in the budget?

A: No. Extension SNAP-Ed staff time should not be included in the budget.

Q: Can this funding be used to expand the work being done on a State Health Improvement Program (SHIP) project?

A: Yes. We encourage collaboration between SHIP and SNAP-Ed projects. However, projects must serve SNAP participants, low-income individuals eligible to participate in SNAP and other means-tested Federal assistance programs, and/or individuals residing in communities with a significant low-income population. “Low-income” means living at or below 185 percent of the federal poverty guidelines. The recognition of the low-income focus for this funding must be addressed in your proposal.

Q: Can the funding be used for construction or improvement of a physical space?

A: No. SNAP-Ed funding cannot be used for infrastructure or capital improvements (e.g. the building or improvements of a physical space).
Q: Can the funding be used for incentive programs that reward SNAP recipients for purchasing fruits and vegetables?

A: No. SNAP-Ed funding cannot be used for incentives or rewards. The funding can be used to promote an incentive program or increase access to healthy food but not for the actual incentive dollars.

Q: How much overhead or indirect costs are allowable?

A: It depends. Including indirect costs in your budget is optional. If an indirect cost rate is used, it must be determined through an indirect cost plan. For more information, please see the SNAP-Ed Guidance FY2016, pp. 81-83 here: http://snap.nal.usda.gov/snap/Guidance/FinalFY2016SNAP-EdGuidance.pdf

Q: In the budget, what is the difference between “Equipment and Supplies (non-capital)” and “Capital Equipment/Expenditure?”

A: “Capital Equipment” includes equipment valued at more than $5,000 per item and requires prior approval by USDA Food and Nutrition Service. For the purposes of this funding opportunity, it’s unlikely that capital equipment expenditures would be approved by USDA Food and Nutrition Service. “Equipment and Supplies (non-capital)” includes supplies and equipment valued at less than $5,000 per item. These items don’t require prior approval by USDA Food and Nutrition Service. However, whatever is proposed in the budget must be reasonable and necessary and accompanied by a proposal that outlines the benefit to families with limited financial resources.

*The questions below were added after the August 10th webinar*

Q: Can food be provided for participants to take home either as groceries or as a meal using SNAP-Ed funds?

A: Providing groceries, meal sized portions or complete meal service is unallowable. However, the cost of food for recipe/taste testing purposes and food samples associated with educational lessons are allowable costs.

Q: How much detail is needed in the budget narrative and will a justification of the budget items be required?

A: In addition to the budget template in the RFP, the budget narrative should include a brief description of how you arrived at the different expenses, as well as identification of at least one individual who will manage the project and their FTE status. Additionally, a budget justification template will be provided to applicants before the full proposal submission is due on August 24th, 2015.

Q: What should be included in the collaboration plan?
A: The collaboration plan should include a vision for how applicants plan to partner with SNAP-Ed staff and other listed partners throughout the duration of the project. This includes elaborating on what you have done previously and what you plan to do moving forward in your partnerships.

**Q: Can SNAP-Ed funds be used to pay for Cooking Matters classes?**

A: Because SNAP-Ed funds cannot be used to pay for take-home groceries, it is unallowable to pay for Cooking Matters classes with these funds.

**Q: Are subcontractors of the SNAP-Ed funds allowed to subcontract with other organizations?**

A: Yes, it is allowable. It is important to consider that subcontracts of the original funding received would have to be approved by the USDA and that it is the applicant’s responsibility to keep track of the spending in any subcontracts with other partners.