



# Q&A - COMMUNITY OUTREACH LEADERS GRANT

Information Session | March 13, 2024

[Link to meeting recording](#) and [link to meeting slides](#)

## Outreach program

### **What training will OFJ provide for community leaders?**

OFJ will provide training and information on all applicable programs (SNAP, HIP, DUF, Summer Eats), explaining what they are and how they work. If there are other areas that grantees need support on and that OFJ can help with, we can discuss training around those topics too.

### **Does the Community Outreach Leader grant program include OFJ's Farmers Market Coupon Program?**

No, the outreach in this program is focused on government nutrition assistance programs. These programs are underutilized, unlike the Farmers Market Coupon program which is highly used. Outreach leaders can still share about the Coupon program and other food access programs too, but they are not the focus of the grant.

### **Are state-level farmers market coupon programs, WIC, or senior coupons programs that community leaders should do outreach for?**

No, those programs are not the focus of the Community Outreach Leaders program, but if grantees want to include them in their outreach, they can.

## Hiring community leaders

### **Do grantees create job posts for the community outreach leader position(s) or will OFJ provide a list of collaborators?**

It is up to the grantee to recruit, identify, and hire community outreach leaders. OFJ does not have the community outreach leaders identified.

### **Would it be allowable to train up an existing employee—who doesn't necessarily do food-related outreach in their current role—to become community outreach leaders? (As in, compensate their training and outreach)**

Yes, but organizations would need to come up with a system to track employee time spent directly on food/nutrition assistance program outreach.



## **Compensating community leaders**

**Can community leaders be paid on a stipend? (rather than being put on an organization's payroll?)**

Yes, organizations can decide how to structure payments for community leaders.

**Is there a recommended or standard salary range for this role?**

Yes, OFJ recommends compensating outreach leaders at the liveable wage level, but it is up to the grantee to decide which metric they want to use for that. The [City of Boston calculates the liveable wage as \\$17.55](#) per hour. Another example is the [MIT Living Wage calculator](#) which was at \$22.59/hr at the creation of this grant, but has now risen to \$30.04 (as of February 14, 2024).

**Can community outreach leaders be paid using prepaid debit cards?**

No, funds cannot be used to purchase gift cards.

## **Fund uses**

**Is there a general rule that gift cards can not be purchased, or is that restriction on certain gift card uses?**

City operating dollars can NOT be used for gift cards (and this grant is supported by City operating dollars).

**Do all grant funds need to be used by the end of November?**

Yes.

## **Evaluation and reporting**

**What is the required reporting frequency?**

The specific reporting frequency is to be determined. What we do know is that the funds will be disbursed in two payments and that we will ask for some reporting before we allocate the second/final payment. So there will likely be some reporting midway and reporting at the end of the program.

**What is the threshold for what is considered progress?**

There is no threshold. The hope is to better understand the impact of this body of work collectively overall across the City, rather than measuring the progress of any particular grantee.