

**Appendix 3 – Proposal Submission Template**  
**FY22 DC SNAP Employment and Training Program**  
**RFA # SNAP E&T-2022-01**

**Note:** Applicants should use this template to enter details of their response to the RFA, consistent with instructions in Section 4.2 of the RFA.

**(a) Applicant Overview**

**Name of Organization:** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**City:** [Click here to enter text.](#)

**State:** [Click here to enter text.](#)

**Zip:** [Click here to enter text.](#)

**Ward (if applicable):** [Click here to enter text.](#)

**Website:** [Click here to enter text.](#)

**Federal Employer Identification Number (FEIN):** [Click here to enter text.](#)

**DUNS Number:** [Click here to enter text.](#)

**Contact Name:** [Click here to enter text.](#)

**Title:** [Click here to enter text.](#)

**Phone number:** [Click here to enter text.](#)

**Email:** [Click here to enter text.](#)

**Organizational Type.** Please indicate your organizational type:

- ☐ -Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations
- ☐ -Faith-based organizations
- ☐ -Universities/educational institutions
- ☐ -Private Enterprises

**Amount of Funding Requested:** [Click here to enter text.](#)

(Must match amount in Appendix 4 – SNAP E&T Applicant Budget – FY 2022, cell E25.)

**Number of Participants to Enroll:** [Click here to enter text.](#)

(Must match amount in Appendix 4 – SNAP E&T Applicant Budget – FY 2022, cell B2 and other application narrative; and represent the number of eligible SNAP E&T participants you plan to enroll in project services after completion of intake and screening activities.)

**(b) Applicant Details**

**Organization:** [enter text](#)

**Key Personnel:** [enter text](#)

**Partners:** [enter text](#)

**(c) Project Overview**

**Project Summary:** [enter text](#)

**Purpose and Objectives:** [enter text](#)

**Target Population:** enter text

**Location(s) of Project Services:** enter text

**SNAP E&T Components Offered:** Please indicate which SNAP E&T Components your project proposes to offer to participants. Please check all that apply and refer to Section 2 of the RFA for additional details on Components.

*Non-Education, Non-Work Components*

- ☐ JST - Job Search Training
- ☐ JR - Job Retention
- ☐ SET - Self-Employment Training

*Education Components*

- ☐ EPB - Educational Program, Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
- ☐ EPC - Educational Program, Career and/or Technical Education Programs or Other Vocational Training
- ☐ EPEL - Educational Program, English Language Acquisition
- ☐ EPIE - Educational Program, Integrated Education and Training or Bridge Programs
- ☐ EPWRT - Educational Program, Work Readiness Training
- ☐ EPO - Educational Program, Other (Postsecondary Academic Credit/ Associate's)

*Work Experience Components*

- ☐ WBLI – Work-based learning, Internship
- ☐ WBLI-SUB - Work-based learning, Subsidized Internship
- ☐ WBLOJT - Work-based learning, On-the-Job Training
- ☐ WBLOJT-SUB - Work-based learning, Subsidized On-the-Job Training
- ☐ WBLPA - Work-based learning, Pre-Apprenticeship/Apprenticeship
- ☐ WBLPA-SUB - Work-based learning, Subsidized Pre-Apprenticeship/Apprenticeship
- ☐ WBLTJ - Work-based learning, Transitional Jobs
- ☐ WBLTJ-SUB - Work-based learning, Subsidized Transitional Jobs
- ☐ WBLO - Work-based learning, Other Work-Based Learning
- ☐ WBLO-SUB - Work-based learning, Other Subsidized Work-Based Learning (Customized Training)

*Case Management*

- ☐ Case Management (not a Component but must be provided to all participants in addition to other Components, either through grantee or SNAP E&T staff)

**(d) Project Description**

**Project Activities Narrative** (this should be the longest section of the application and cover all elements of Section 2 of the RFA not included in tables and lists below): enter text

**Project Activities Tables:*****Education and Vocational Training and Self Employment Training Component  
Services Details (if applicable)***

If the project proposes to offer services under any of the Education Components and/or Self Employment Training (SET, EPB, EPC, EPEL, EPIE, EPWRT, or EPO - these should be checked above if so), complete one of the tables below for each distinct course proposed for funding through the SNAP E&T program in this table (copy and paste in additional tables as needed). Please attach a current or proposed academic enrollment calendar that indicates class start and end dates for each proposed course, if applicable.

|  |   |
|--|---|
| <b>Program Name or Course of Study</b>   | <a href="#">Click here to enter text.</a> |
| <b>Component</b> (e.g. EPC)  | <a href="#">Click here to enter text.</a> |
| <b>Credentials or Other Skills or Literacy Gains for Completers</b>  | <a href="#">Click here to enter text.</a> |
| <b>Prerequisites for Participation/ Limitations</b> (e.g. educational attainment, CASAS scores, other)             | <a href="#">Click here to enter text.</a> |
| <b>Program Time Length</b> (number of weeks or months – if varying provide range)                                  | <a href="#">Click here to enter text.</a> |
| <b>Participant Time Commitment</b> (average hours per week – if varying provide range)                             | <a href="#">Click here to enter text.</a> |
| <b>Target Sector(s) and Occupation(s) for Job Placements or Business Starts</b>                                    | <a href="#">Click here to enter text.</a> |
| <b>Projected Entry-Level Wages for Job Placements</b>  | <a href="#">Click here to enter text.</a> |
| <b>Next Steps on Career Pathway</b> (e.g. additional course, internship, promotion potential from entry-level job) | <a href="#">Click here to enter text.</a> |

## ***(2) Work Experience (if applicable)***

If the project proposes to offer services under the Work Experience SNAP E&T Components (WBLI, WBLI-SUB, WBLOJT, WBLOJT-SUB, WBLPA, WBLPA-SUB, WBLTJ, WBLTJ-SUB, WBLO, WBLO-SUB - should be checked above if so), complete one of the tables below for each distinct work experience opportunity proposed for funding through the SNAP E&T program in this table (copy and paste in additional tables as needed).

|   |   |
|---|---|
| <b>Program Name or Description</b>  | <a href="#">Click here to enter text.</a> |
| <b>Component</b> (e.g. WBLI)  | <a href="#">Click here to enter text.</a> |
| <b>Prerequisites for Participation/ Limitations</b> (e.g. training completion, educational attainment, other)                     | <a href="#">Click here to enter text.</a> |
| <b>Experience Time Length</b> (number of weeks or months – if varying provide range)  | <a href="#">Click here to enter text.</a> |
| <b>Participant Time Commitment</b> (average hours per week – if varying provide range)  | <a href="#">Click here to enter text.</a> |
| <b>Participant Wage or Stipend Amount</b> (if applicable, this can only be supported using SNAP E&T funds in eligible Components) | <a href="#">Click here to enter text.</a> |
| <b>Target Sector(s) and Occupation(s) for Permanent Unsubsidized Job Placements</b>   | <a href="#">Click here to enter text.</a> |
| <b>Projected Entry-Level Wages for Permanent Unsubsidized Job Placements</b>  | <a href="#">Click here to enter text.</a> |
| <b>Current and/or Proposed Employer Partners Providing Experiences</b>  | <a href="#">Click here to enter text.</a> |
| <b>Next Steps on Career Pathway</b> (e.g. additional course, internship, promotion potential from entry-level job)                | <a href="#">Click here to enter text.</a> |

|  |  |
|--|--|
| <p><b>Subsidized Employment – Additional Details*:</b> If proposing to use SNAP E&amp;T funds to subsidize wages or stipends, provide:</p> <ul style="list-style-type: none"> <li>• Number of hours of paid activities per month</li> <li>• Maximum monthly stipend or wage</li> <li>• Time length of proposed wage or stipend subsidy (in weeks or months)</li> <li>• Reason for subsidy and proposed process to transition to unsubsidized employment</li> </ul> | <p><a href="#">Click here to enter text.</a></p> |
|--|--|

\* All subsidized employment program models supported through SNAP E&T funds must be approved by USDA-FNS, and wages must stop being subsidized through the program as soon as an individual loses SNAP benefits (which may occur with \$1,500 or more in monthly earnings, or about 100 hours of work at the District's minimum wage of \$15 per hour; though precise maximum incomes for SNAP eligibility may vary based on individual circumstances). Projects may be selected for funding overall but have subsidized employment plans disapproved if additional USDA-FNS reviews do not result in approval.

### **Project Activities Lists:**

#### ***Job Search Training and Job Retention Component Services Details (if applicable)***

If the project proposes to offer services under Job Search Training (JST) and/or Job Retention (JR) SNAP E&T Components (these should be checked above if so), check each of the following activities that will be offered to participants through project services. If an applicant proposes not to provide JST and/or JR, they should include a description of how they propose to work with DHS/ESA SNAP E&T staff to ensure these services are received by all participants, which would need to include intake and assessment through program staff and assignment to a Vocational Development Specialist.

- ☐ Career counseling services
- ☐ Employability assessments
- ☐ Life skills/work readiness/professional skills development
- ☐ Resume building
- ☐ Connections to internships, externships, on-the-job training, transitional employment opportunities
- ☐ Mock interviewing
- ☐ Job matching
- ☐ Job development/job placement
- ☐ Job application completion assistance
- ☐ Post-placement follow-up services (Job Retention)

- ☐ Coordination for alumnae peer support networks
- ☐ Basic computer literacy
- ☐ Other (describe)

### *Case Management Services Details (if applicable)*

If the project proposes to offer Case Management services (should be checked above if so), check each of the following activities that will be offered to participants through project services. If an applicant proposes not to provide case management, they should include a description of how they propose to work with DHS/ESA SNAP E&T staff to ensure these services are received by all participants, which would need to include intake and assessment through program staff and assignment to a Vocational Development Specialist. Note that intake assessments and individualized action plans are required for all funded projects, so not included specifically below.

- ☐ Coordination in accessing other service providers
- ☐ Addressing family stabilization issues (two-generational approach)
- ☐ Tutoring
- ☐ Mentoring
- ☐ Mental health services (cannot be supported through SNAP E&T funds)
- ☐ Substance abuse counseling (cannot be supported through SNAP E&T funds)
- ☐ Drug testing (eligible for SNAP E&T participant reimbursement funding)
- ☐ Licensing and bonding fees for work (eligible for SNAP E&T participant reimbursement funding)
- ☐ Health care (cannot be supported through SNAP E&T funds in most cases)
- ☐ Stipends (cannot be supported through SNAP E&T funds)
- ☐ Child care assistance (eligible for SNAP E&T participant reimbursement funding)
- ☐ Driver's license obtainment or driving record remediation
- ☐ Transportation assistance (eligible for SNAP E&T participant reimbursement funding)
- ☐ Legal assistance (eligible for SNAP E&T participant reimbursement funding)
- ☐ Criminal record mitigation/ expungement
- ☐ Housing assistance
- ☐ Assistance for individuals with disabilities
- ☐ Assistance with work-related expenses (uniforms, supplies, tools, etc.; eligible for SNAP E&T participant reimbursement funding)
- ☐ Financial counseling (assistance with financial aid, other tax assistance, or debt removal)
- ☐ Other (describe)

**Project Outputs Narrative:** enter text

- **Number of SNAP E&T participants to enroll:** Click here to enter text. (Must match amount in Appendix 4 – SNAP E&T Applicant Budget – FY 2022, cell B2 and other application narrative.)
- **Projected number of SNAP E&T participants successfully completing project activities:** Click here to enter text.
- **Projected number of SNAP E&T participants receiving industry-recognized credentials and/or other documented skills gains:** Click here to enter text.

- **Projected number of SNAP E&T participants completing work experience activities** (if applicable). [Click here to enter text.](#)
- **Other Proposed Outputs** (if applicable): [enter text](#)

**Project Outcomes Narrative:** [enter text](#)

- **Projected number of SNAP E&T participants to gain unsubsidized employment within 6 months of exiting SNAP E&T program services:** [Click here to enter text.](#)
- **Projected Median wages of employed project participants:** [Click here to enter text.](#)
- **Other Proposed Outputs** (if applicable): [enter text](#)

**Measurement of Project Success:** [enter text](#)

**Project Budget** (high level narrative summary only, use Appendix 4 for details): [enter text](#)

#### **(d) Scoring Criteria Narrative**

**Criterion 1:** Proposed project activities are consistent with requirements in Section 2 of the RFA. The proposed activities and work plan are feasible for completion during fiscal year 2022; including factoring in possible ongoing social distancing limitations due to the COVID-19 health emergency. (15 points)

**Criterion 1 Narrative:** [enter text](#)

**Criterion 2:** The proposed project is informed by and responsive to employer hiring needs. The applicant is able to clearly identify employer partners and their role in project work. The applicant demonstrates an understanding of labor market information related to their proposed job placement sectors and occupations and has accounted for the potential economic impact of the COVID-19 health emergency in designing program services. (15 points)

**Criterion 2 Narrative:** [enter text](#)

**Criterion 2 List:** Please indicate how area employers in the proposed project's targeted sectors and occupations contribute to project services.

- ☐ Hire graduates
- ☐ Provide information on hiring needs
- ☐ Assist with and/or provide input on curriculum
- ☐ Serve on industry advisory or programmatic boards
- ☐ Provide instruction or in-kind instructors
- ☐ Provide job shadowing, mentoring, or internship opportunities
- ☐ Provide materials, equipment, meeting space, or other in-kind resources
- ☐ Make financial contributions
- ☐ Offer tuition reimbursement or other benefits that facilitate training and education
- ☐ Other (please describe) [Click here to enter text.](#)

**Criterion 3:** Proposed outputs and outcomes are realistic based on described project activities, and likely to have a strong positive impact on SNAP E&T participants' career prospects. (15 points)

**Criterion 3 Narrative:** [enter text](#)

**Criterion 4:** The applicant has demonstrated experience in successfully achieving proposed outcomes as evidenced by information provided on previous related projects. (10 points)

**Criterion 4 Narrative:** [enter text](#)

**Criterion 4 Table:** If the project services included in this application are currently being offered, or have previously been offered, by the applicant, please provide the following performance data requested below for the most recent twelve (12) month period for which data is available (to the extent data is available):

**Year:** [Click here to enter text.](#)

**Funding Source(s):** [Click here to enter text.](#)

| Course/ Program Name                      | Number of participants enrolled           | Number of participants who completed program | Number of individuals participating in the program who obtained unsubsidized full-time, permanent employment | Average wage at job placement in employment for all individuals participating in the program |
|---|---|--|--|--|
| <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a>    | <a href="#">Click here to enter text.</a>  | <a href="#">Click here to enter text.</a>  |
| <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a>    | <a href="#">Click here to enter text.</a>  | <a href="#">Click here to enter text.</a>  |
| <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a> | <a href="#">Click here to enter text.</a>    | <a href="#">Click here to enter text.</a>  | <a href="#">Click here to enter text.</a>  |

**Criterion 5:** The application demonstrates an understanding of the target population's needs and cultural competence in serving a diverse range of participants. (15 points)

**Criterion 5 Narrative:** [enter text](#)

**Criterion 6:** The application demonstrates the staff and systems capacity to track required data, maintain records, track participant progress, and provide appropriate documentation of all program expenses. (15 points)

**Criterion 6 Narrative:** [enter text](#)

**Criterion 7:** The applicant's Appendix 4 – SNAP E&T Applicant Budget – FY 2022 document is complete and provides adequate justification for the costs associated with each line item. This includes clear documentation that other non-federal funding sources are available to support the portion of total program costs that are not supported through SNAP E&T funding. Costs for line items and overall costs per participant seem reasonable based on the scope of services provided through this project. (15 points)

**Criterion 7 Narrative:** [enter text](#)

#### (e) Work Plan

**Work Plan Narrative:** [enter text](#)



### Other Project Narrative Content

**Applicants may add any additional narrative content needed here** (please include headings and references to any relevant sections of the application): **enter text**

## Application Checklist

|   |   |            |
|---|---|------------|
| Instructions for applicants: Ensure that the answers to all the questions below are answered and all required attachments are included with your submitted application. In the column to the right, indicate Yes, No, or NA for not applicable. |   |            |
| 1.  | Is the applying organization eligible for funding from DHS/ESA according to section 1.6 of the RFA?   | enter text |
| 2.  | <b>REQUIRED ATTACHMENT:</b> Completed Appendix 3 – Proposal Submission Template that adheres to requirements and instructions in Section 4 of the RFA                               | enter text |
| 3.  | <b>REQUIRED ATTACHMENT:</b> Completed Appendix 4 – SNAP E&T Applicant Budget – FY 2022 that adheres to instructions provided in Appendix 5 – SNAP E&T Applicant Budget Instructions | enter text |
| 4.  | <b>REQUIRED ATTACHMENT:</b> Signed Appendix 2 -DHS/ESA Promises, Certifications, Assertions, and Assurances   | enter text |
| 5.  | <b>REQUIRED ATTACHMENT:</b> Certificate of Good Standing that reflects a date within 6 months of the deadline date (including for applicant and any partners)                       | enter text |
| 6.  | <b>REQUIRED ATTACHMENT:</b> IRS W-9 Tax Form  | enter text |
| 7.  | <b>REQUIRED ATTACHMENT:</b> Applicant's current fiscal year budget  | enter text |
| 8.  | <b>REQUIRED ATTACHMENT:</b> Applicant's most recent audited financial statements  | enter text |
| 9.  | <b>OPTIONAL ATTACHMENT:</b> Completed Appendix 6 – SNAP E&T Transportation Budget – FY 2022   | enter text |
| 10.   | Separation of Duties Policy (may be a separate attachment or statement included in Appendix 3 – Proposal Submission Template)   | enter text |
| 11.   | Is the applicant registered in the System for Award Management (SAM)?   | enter text |
| 12.   | Resumes for key project personnel (optional attachment if biographies provided in narrative)  | enter text |
| 13.   | Letter(s) of support from proposed partners (attachment if applicable)  |            |
| 14.   | Copy of approval letter from the cognizant federal agency confirming fringe benefit and/or indirect cost rates used (attachment if applicable)                                      | enter text |