

District of Columbia



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

FY24 DC SNAP Employment and Training Program  
RFA # SNAP E&T-2024-01

**Publication Date:** 5/12/2023

**Application Deadline:** 6/14/2023 at 5:00 p.m.

**Government of the District of Columbia  
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# **N O T I C E**

**PRE-APPLICATION CONFERENCE**

**ATTENDANCE RECOMMENDED**

**WHEN: Wednesday, May 31, 2023**

**TIME: 1:00 p.m. – 3:00 p.m.**

**WHERE: Microsoft Teams**

**If you plan on attending as recommended, you must register by sending an email to [snaget.rfa@dc.gov](mailto:snaget.rfa@dc.gov) by 12:00 noon on Friday, May 26, 2023. Details on how to join the webinar will be provided after registering.**

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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Human Services, Economic Security Administration (DHS/ESA), seeks eligible entities to provide employment and training services to low-income District residents through the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program. DHS serves as the lead agency in the District of Columbia for the SNAP E&T program, as authorized by the Food and Nutrition Act of 2008 (Pub. L. No 110-246, §6(d)(4); 7 U.S.C. §2015(d)(4)). The SNAP E&T program is funded and administered federally through the U.S. Department of Agriculture – Food and Nutrition Service (USDA-FNS). The SNAP E&T program assists SNAP recipients in achieving their career goals by providing participants with a broad range of services focused on their interests and needs. DHS/ESA seeks proposals from eligible entities to provide one or more of the following categories of services to SNAP recipients: (1) education and vocational training, (2) work experience (3) self-employment training, (4) job search training, and (5) job retention. Providers will also be responsible for ensuring that all program participants receive case management services. The Division of Customer Workforce Employment and Training of DHS/ESA will administer this RFA on behalf of the Agency.

### **1.2 Purpose of the Grants**

The purpose of these grants is to advance DHS's mission to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. The SNAP E&T program contributes to DHS's mission by helping program participants enter into and progress along a career pathway and receive the supports needed to achieve their goals. Grants awarded through this RFA allow the SNAP E&T program to provide a broad range of employment and training services that align with these objectives through a variety of high-quality providers. They also allow DHS/ESA to reach more SNAP recipients who could benefit from program services.

### **1.3 Source of Funds**

The source of funds for the grant(s) is the federal USDA-FNS SNAP E&T 50 Percent Reimbursement (7 U.S.C. 2025(h)(3)). The project period is one year, covering fiscal year (FY) 2024 from October 1, 2023 - September 30, 2024. There is the option of up to three additional years for a total of four years, pending the availability of funds and DHS/ESA's determination that the grantee's performance has been of a high quality.

This is a cost-reimbursable grant funding opportunity that only covers a portion of total program costs. Each applicant must propose a program budget to serve SNAP E&T participants that includes other nonfederal funds covering 60% of their proposed budget,

with SNAP E&T grant funds awarded covering the remaining 40% (with the exception of eligible participant reimbursement costs and subsidized employment wages or stipends, which are funded at 50% of total costs by SNAP E&T grant funds). USDA-FNS reimburses DHS/ESA for 50% of all eligible program costs, and DHS/ESA retains 10% of all allowable non-participant reimbursement costs to support program administration. The entire cost of allowable expenditures must be borne initially by the grantee and can then be reimbursed by DHS/ESA after receipt of appropriate documentation of allowable expenditures.

The total amount of funding available through this RFA is not predetermined, but is instead contingent upon the amount of eligible program costs proposed to and approved by USDA-FNS for reimbursement in the District’s FY 2024 SNAP E&T State Plan (total costs submitted are informed by the results of this RFA process). DHS/ESA expects to make multiple awards in amounts to be determined by approved budgets submitted by selected applicants in response to this RFA. Award totals must be approved by both DHS/ESA and USDA-FNS and are subject to availability of federal funds, documentation that required nonfederal funds necessary to leverage federal funds are in place, and documentation that all costs proposed are allowable and reasonable.

**1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded a grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

**1.5 Projects and Funds Available**

This agency seeks applications for:

Project Name	Project Amount
FY24 DC SNAP Employment and Training Program	Amount not predetermined. See section 1.3 “Source of Funds” for more information.

**1.6 Eligibility**

All the checked institutions below may apply for these grants:

- ✓ Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;

- ✓ Faith-based organizations;
- ✓ Universities/educational institutions; and
- ✓ Private Enterprise.

Applications are requested from organizations that have demonstrated experience with and knowledge of effective workforce development and/or supportive services strategies that can help SNAP recipients advance towards their career goals. Applications are encouraged from collaborations of eligible organizations, provided that a lead organization is clearly identified. Applications are also encouraged from organizations proposing projects that plan to deliver at least some services remotely, in order to better assist participants that may benefit from the convenience of reduced travel and/or the need to practice social distancing due to COVID-19 and/or other health considerations. Applicants must have a physical location in the District for delivery of services, with the following exceptions:

- Applicants that have physical locations in close proximity to the District for delivery of services may be considered if they clearly specify plans and funding for District SNAP recipients to travel to all required project services at no cost.
- Applicants proposing to offer all services remotely, including through online instruction, may be considered, provided that the Applicant: (1) clearly specifies plans and funding for District SNAP recipients to access the technology needed to participate in services; and (2) clearly specifies plans for participants to access case management services within or in close proximity to the District.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DHS/ESA in writing of this change in material conditions.

## **1.7 Definitions**

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

### **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DHS/ESA at its sole discretion.

### **1.9 Grant Monitoring**

In its sole discretion, DHS/ESA will use several methods to monitor the grant, including monthly financial reports, the collection of performance data and site visits. Representatives from DHS/ESA may make periodic scheduled and unscheduled visits to project sites throughout the fiscal year. During such visits, the grantee is required to provide such access to its facilities, records, participants and staff as may be necessary for monitoring purposes. Each grant is subject to an audit. At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

### **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

The RFA repeats DHS's general authority to make grants.

### **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, and Assurances" ("PCA"), is incorporated by reference in this RFA.

### **1.12 DHS's Authority to Make Grants**

DHS has grant-making authority under:

- 1 DCMR §§ 5000, et seq. (Subgrants to Private and Public Agencies).
- Food and Nutrition Act of 2008 (Pub. L. No 110-246, §6(d)(4); 7 U.S.C. §2015(d)(4).



### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. PROJECTS PROPOSED FOR GRANT FUNDING**

### **2.1 Summary: Project Overview and Available Funds**

#### **(a) Project Name**

DC SNAP Employment and Training Program

#### **(b) Introduction**

SNAP E&T is a federal program administered through USDA-FNS that is designed to help SNAP recipients gain skills, training, or work experience to increase their ability to obtain regular employment that leads to economic self-sufficiency. USDA-FNS provides funding annually to States to operate the SNAP E&T program. States have considerable flexibility to determine which SNAP participants to serve, which specific services to offer, and their network of providers and partners. See <https://www.fns.usda.gov/snap/et> for more details on federal administration of the SNAP E&T program.

The District's SNAP E&T program, administered by DHS/ESA, assists SNAP recipients in achieving their career goals by providing participants with a broad range of services focused on their interests and needs. The program is completely voluntary, and participants receive reimbursements for eligible transportation, childcare, and other expenses related to participation. Services are currently provided both in-house and through subgrants to 21 community-based organizations and government entities. Participants may begin services through engagement with DHS/ESA and be referred to program grantees when their services are aligned with a participant's interests and needs, or they may be recruited directly into grantee programs.

The objectives of this project are to help DHS/ESA increase the number of high-quality providers that are serving the District's SNAP E&T participants. This allows DHS/ESA to provide a broader range of employment and training services that meet the career interests and needs of participants, serve more participants, and improve their employment prospects through alignment with the hiring needs of area employers.

#### **(c) Project Period**

A project starts on the date of DHS/ESA's Notice of Grant Award to a successful applicant. The project should be completed by September 30, 2024. This period can be extended, and additional funding provided, depending upon the performance of the grantee and the availability of funds.

#### **(d) Available Funding**

This is a cost-reimbursable grant funding opportunity that only covers a portion of total program costs. Each applicant must propose a program budget to serve SNAP E&T participants that includes other nonfederal funds covering 60% of their proposed budget, with SNAP E&T grant funds awarded covering the remaining 40% (with the exception of eligible participant reimbursement costs and subsidized employment wages or stipends, which are funded at 50% of total costs by SNAP E&T grant funds). The entire cost of allowable expenditures must be borne initially by the grantee and can then be reimbursed by DHS/ESA after receipt of appropriate documentation of allowable expenditures.

The total amount of funding available through this RFA is not predetermined but is instead contingent upon the amount of eligible program costs proposed to and approved by USDA-FNS for reimbursement in the District's FY 2024 SNAP E&T State Plan (total costs submitted are informed by the results of this RFA process). DHS/ESA expects to make multiple awards in amounts to be determined by approved budgets submitted by selected applicants in response to this RFA. Award totals must be approved by both DHS/ESA and USDA-FNS and are subject to availability of federal funds, documentation that required nonfederal funds necessary to leverage federal funds are in place, and documentation that all costs proposed are allowable and reasonable.

## **2.2 Project Description**

#### **(a) Target Population**

Applicants must propose projects that serve individuals that are eligible for SNAP E&T services, which consist of SNAP recipients who reside in the District who are age 16 and up and who are not receiving benefits through the TANF program. Since the program is voluntary, eligible SNAP recipients may choose to participate or disengage from the program at any time without impacting their receipt of SNAP benefits. There are over 138,000 SNAP recipients in the District in a given month, about 50,000 of which are categorized as "Work Registrants" – individuals that are age 16 – 59 and generally able to work. The SNAP E&T program only serves about 2,000 participants annually. DHS/ESA is focused on increasing participation levels, particularly among Work Registrants.

SNAP recipients have a variety of different backgrounds and experiences but are generally residing in families that have gross incomes that are less than 130% of the federal poverty level. Many SNAP E&T participants face significant barriers to employment, including challenges such as low levels of educational attainment, a limited employment history, housing instability, and previous incarceration. Projects may or may not choose to focus on specific subgroups of SNAP recipients, such as returning citizens, youth, or individuals experiencing homelessness. Applicants should clearly describe their proposed target population and describe why their project is well designed to help the population succeed in their career goals.

**(b) Allowable Program Services**

DHS/ESA is seeking to offer individualized service delivery to all SNAP E&T participants through comprehensive case management and services that fall under one or more of the eligible categories in the table below, designated as “Components” by USDA-FNS. Components are grouped under three categories: Non-Education, Non-Work; Education; and Work Experience – as detailed by the following table:

Acronym	SNAP E&T Component	Component Definition
<i>Non-Education, Non-Work Components</i>		
JST	Job Search Training	Component activities consist of employability assessments; training in techniques to increase employability such as interviewing, resume development, and job application techniques; job placement services; other direct trainings or support activities, including educational programs, that can expand the job search abilities or employability of participants. Participants in this Component must be actively seeking employment and receiving sustained support from provider staff.
JR <sup>1</sup>	Job Retention	Component activities consist of coaching, communication, training, or other services designed to ensure job retention after a participant has obtained employment; as well as assisting participants in obtaining eligible participant supports that are likely to improve retention outcomes. Services must be provided for a period of not less than 30 days but not more than 90 days (though providers may use their own resources to support ongoing retention services and other supports). This Component can only be entered after a participant becomes employed and exits all other SNAP E&T Components, and cannot be the first Component an individual participates in. If an individual is employed but still receiving SNAP benefits and still pursuing other types of training or job placements, they are not considered to be in the Job Retention Component.
SET	Self-Employment Training	Component activities include training designed to increase the self-sufficiency of recipients through self-employment, including programs that provide instruction for self-employment ventures. This includes entrepreneurship programs, assistance with the development of business plans, access to financing, and other supports to start a new business. This Component should only be used for programs where the primary outcome goal for participants is starting their own business rather than moving into employment.

<sup>1</sup> Job Retention cannot be offered as a standalone service, but must instead be offered in addition to at least one other Component above.

<b>Acronym</b>	<b>SNAP E&amp;T Component</b>	<b>Component Definition</b>
<i>Education Components</i>		
EPB	Educational Program, Basic Education and/or Foundational Skills Instruction	Component activities include adult basic education, basic literacy, instruction leading to high school equivalency (including GED or high school diploma), and developmental or remedial education. Participants must be adults or out-of-school youth aged 16 and older that are re-engaging in their education to improve their employability. Participants may already have attained high school equivalency if they are otherwise basic skills deficient or need instruction to meet the Educational Functional Level (EFL) requirements of another employment-focused program.
EPC	Educ. Program, Career and/or Technical Education Programs or Other Vocational Training	Component activities include career and/or technical education programs or vocational training. Programs operating under this component must provide participants with access to industry-recognized credentials, certifications, and/or licensure designed to move participants into employment, with a direct link to the local labor market. Programs operating under this component should not include basic education instruction or credentials or lead to a post-secondary degree (see other Components for those circumstances).
EPEL	Educational Program, English Language Acquisition	Component activities include English Language Acquisition or instruction for English learners (ELs) designed to improve their English language skills and improve their employability.
EPIE	Educational Program, Integrated Education and Training or Bridge Programs	Component activities consist of a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. Component activities should include a combination of activities falling under both the EPB and EPC Components.
EPWRT	Educational Program, Work Readiness Training	Component activities include work readiness or soft skills training that is designed to move participants into employment, with a direct link to the local labor market; but that does not provide participants with access to industry-recognized credentials, certifications, and/or licensure. This Component excludes activities offered under the Job Search Training Component. Activities should be focused on meeting the documented needs of employers.
EPO	Educational Program – Other	Component activities include educational programs that provide postsecondary academic credit and can lead to an Associates degree in a field with a direct link to employment, with a direct link to the local labor market. Note that academic programs that are not designed to lead directly into employment and those at the Bachelors degree level and above are not eligible for inclusion in SNAP E&T.

<b>Acronym</b>	<b>SNAP E&amp;T Component</b>	<b>Component Definition</b>
<i>Work Experience Components*</i>		
WBLI	Work-based learning, Internship	Component activities include paid or unpaid internships or externships that provide participants with relevant experience to enter into permanent employment opportunities in a related field. If opportunities are paid, individuals may be compensated via wages or a stipend.
WBLI-SUB^	Work-based learning, Internship, Subsidized by E&T	Component activities include paid internships or externships that provide participants with relevant experience to enter into permanent employment opportunities in a related field, and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLOJT	Work-based learning, On-the-job Training	Component activities include on-the-job training experiences where participants have an opportunity to be trained, receive mentorship, and be permanently hired as they become fully proficient in a particular skillset or job function.
WBLOJT-SUB^	Work-based learning, On-the-job Training, Subsidized by E&T	Component activities include on-the-job training experiences where participants have an opportunity to be trained, receive mentorship, and be permanently hired as they become fully proficient in a particular skillset or job function; and where wages are subsidized through SNAP E&T program funds.
WBLPA	Work-based learning, Pre-apprenticeship/ Apprenticeship	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government, or active participation in a pre-apprenticeship program that is designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid or unpaid and any compensation may be through wages or stipends.
WBLPA-SUB^	Work-based learning, Pre-apprenticeship/ Apprenticeship, Subsidized by E&T	Component activities consist of active participation in a Registered Apprenticeship program authorized by the District or a federal or state government, or active participation in a pre-apprenticeship program that is designed to prepare individuals to enter and succeed in a Registered Apprenticeship program; and where wages are subsidized through SNAP E&T program funds. Apprentices must be paid based on their approved wage progression, but pre-apprentices may be paid through wages or stipends.
WBLTJ	Work based learning, Transitional Jobs	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace. Individuals may be compensated via wages or a stipend.

Acronym	SNAP E&T Component	Component Definition
<i>Work Experience Components (cont.)*</i>		
WBLTJ-SUB <sup>^</sup>	Work based learning, Transitional Jobs, Subsidized by E&T	Component activities consist of participation in transitional jobs, defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace; and where wages are subsidized through SNAP E&T program funds. Individuals may be compensated via wages or a stipend.
WBLO	Work-based learning- Other, State must provide description	Other Work-based Learning activities include customized training and work experience activities that are tailored to the needs of one or more employers, include real world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Activities may be paid or unpaid, and individuals may be compensated via wages or a stipend.
WBLO-SUB <sup>^</sup>	Work-based learning- Other, Subsidized by E&T	Other Work-based Learning activities include customized training and work experience activities that are tailored to the needs of one or more employers, include real world work settings or simulated work environments, and foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction; and where wages are subsidized through SNAP E&T program funds. These activities must emphasize employer engagement, include specific training objectives, and lead to regular employment. Individuals may be compensated via wages or a stipend.

\* Work Experience Components include programs designed to improve individuals’ employability through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment, including subsidized employment and apprenticeships. A SNAP E&T Work Experience Component activity must (1) not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program; and (2) provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and consistent with other laws such as the Fair Labor Standards Act. Work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

<sup>^</sup>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.

Case Management - All SNAP E&T participants must also receive case management services to be considered program participants. Case Management is set of activities that aim to deliver a more comprehensive set of services to achieve positive outcomes for the participant with an emphasis on coordination of services to address an individual's complex needs. Key Case Management activities include an in-depth assessment of a participant's situation, defining their long-term and short-term goals, assisting them in developing detailed and individualized action plans to achieve their goals, and coordinating applicable services to ensure that they are making progress according to the action plan.

All SNAP E&T participants must be assessed before being placed into a SNAP E&T Component. Applicants may propose the type of assessment that is most appropriate for their proposed service delivery strategy, but assessments should address career interests, existing skills and strengths, work readiness, and additional supports that may be needed – including for items such as physical and mental health, childcare, housing, additional academic supports, and other basic needs. An action plan must be created for each participant based on the results of their assessment that is specific to their identified interests and needs. This plan should inform the range of SNAP E&T Component services and case management services offered. Referrals to external organizations should be made as appropriate, including referrals to DHS/ESA SNAP E&T program staff. Applicants should clearly describe their assessment strategy and related follow-up plans post-assessment, including proposed referral partners.

Applicants that do not propose to provide their own case management services should describe how they plan to work with DHS/ESA SNAP E&T program staff to help coordinate the delivery of those services for participants that they recruit into their programs; including the provision of more comprehensive assessments that may assist individuals in receiving case management and other Component services not offered through the proposed project. DHS/ESA encourages a strengths-based assessment model that helps participants build on existing assets, as well as a two-generational approach to serving participants that not only includes an emphasis on employment, but also focuses attention on addressing the needs of the family as a whole.

Participant Reimbursements – SNAP E&T participants must be reimbursed for all expenses that are reasonable, necessary, and directly related to participation in a SNAP E&T Component. Participant reimbursements that are allowable include, but are not limited to:

- Dependent care costs - Note that these services are generally accessed through DHS's Division of Child Care Services and may be approved for anyone participating in SNAP E&T activities at least 20 hours per week (or participating in some combination of work and SNAP E&T). Applicants do not need to factor these costs into budgets unless they are providing their own services, though they should ensure they have processes in place to make sure these services are accessible to their participants.
- Transportation expenses to and from SNAP E&T Component activities, and job and interview sites – Note that these services are generally provided by the SNAP E&T program through the issuance of Washington Metropolitan Area Transit Authority Smart Trip cards for distribution to SNAP E&T participants as allowable. The SNAP E&T

program distributes cards to grantees to distribute to their participants when eligible, following DHS/ESA protocols. Applicants do not need to factor these costs into their program budgets unless they are providing additional transportation services, though they should ensure they have processes in place to make sure these services are accessible to their participants.

- Clothing, personal safety items, tools or uniforms, or personal safety items to participate in a SNAP E&T component or to be used for a job
- Licensing and bonding fees for work
- Pre-employment requirements such as drug testing, finger printing, or health screenings
- Testing fees
- Application fees for employment, including application fees required to apply for entry into apprenticeship programs
- Tuition and course registration fees
- Books or training manuals
- Eye or dental care (only if reasonable and necessary for participation in a SNAP E&T component, only minor work allowed)
- Legal services
- Laptops or other technology needed to participate in Components or employment (technology may be loaned out during participation or purchased for participants)
- Internet access – including through home service or mobile wi-fi hotspot

Applicants may propose to provide eligible services in any combination of one or more of the Components detailed above (though Job Retention cannot be the only Component offered). They should also propose to provide eligible participant reimbursements consistent with the supports needed for participants to succeed in their project activities. All participants must also receive case management services in addition to participating in at least one Component to be considered active in the program. DHS/ESA SNAP E&T program staff provide services within the Job Search Training and Job Retention Components, as well as case management, though most program grantees provide these services for their participants directly. If an applicant proposes not to provide Job Search Training, Job Retention, and/or case management services, 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.

### **(c) Additional Project Requirements**

In addition to operating eligible program Component activities noted above, project proposals must also incorporate the following additional requirements:



## (1) Recruitment of Eligible Participants and Acceptance of Referrals

Funded SNAP E&T projects may enroll eligible participants through one of two methods: (1) acceptance of referrals from SNAP E&T staff and (2) direct recruitment by the grantee of eligible participants, with SNAP E&T verification of eligibility. DHS/ESA SNAP E&T program staff will refer participants to SNAP E&T grantee providers solely based on participants' interest and staff determination that grantee services will help a participant achieve their career goals. Accordingly, DHS/ESA SNAP E&T program staff cannot commit to providing a specific number of referrals to grantees. Funded providers assume responsibility for serving the proposed number of participants in their response to this RFA regardless of the number of participant referrals made by DHS/ESA. Applicants should assume that they will need to actively recruit most, or even all, of their planned program participants. All SNAP E&T participants must have their eligibility for SNAP E&T services verified by DHS/ESA before services funded by a SNAP E&T grant may begin.

SNAP E&T grantees must commit to accepting referrals from DHS/ESA SNAP E&T program staff, provided that referred participants meet program entry criteria shared in advance with DHS/ESA and that the provider has not already exceeded the total number of SNAP E&T participants they committed to serving for the fiscal year. If for any reason a participant is unable to receive services, DHS/ESA must be notified, in writing documenting the reason. Selected applicants will receive additional policy guidance on DHS/ESA referral and eligibility check processes.

## (2) Participant Tracking

Funded SNAP E&T projects must track the progress of SNAP E&T participants, including through the use of electronic templates provided by DHS/ESA. Applicants must be able to consistently track, and report detailed information on all participants and related financial transactions and program activities to effectively operate a SNAP E&T project and ensure compliance with federal and District laws and policies. Files must be maintained for all SNAP E&T participants. Files can be kept in paper or electronic formats consistent with the applicants' current tracking procedures but must include the following:

- Intake and assessment – Must have copies of all intake documentation provided and completed by the participant. It must show evidence that an assessment process was completed with the participant to determine the most appropriate service. It should contain a copy of the action plan.
- Eligibility verification – Must contain evidence that the participant's eligibility was checked through ESA and confirmed prior to the start of SNAP E&T billable services. Eligibility verification is required on a monthly basis, and ineligible participants must be exited from SNAP E&T-funded services.

- Participant progress – Must contain participant progress information which includes: the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, participant disposition (for example, completion of Component, job placement information, wage rate and benefits).
- Reporting – Awardees are responsible for regular reports on SNAP E&T program participants’ activities and performance measures using templates provided by DHS/ESA and following the agency’s reporting requirements and timelines.
- Financial Reporting – Awardees must submit narrative/financial expenditure reports to DHS/ESA for reimbursement, along with documentation of expenditures, using templates provided by DHS/ESA and following the agency’s reporting requirements and timelines.
- Final Report – Awardees must submit to SNAP E&T/ESA a final report summarizing the program’s outcomes and impact.

(3) Alignment with Hiring Opportunities, Career Pathways, and Workforce System Connections

Consistent with the purpose of these grants, applicants must propose projects that provide meaningful connections to work opportunities. Proposed projects should be informed by and responsive to employer hiring needs. Applicants should demonstrate a strong understanding of employer hiring needs through their project design and choice of sectors and occupations to focus on in achieving job placement outcomes. This understanding may be obtained through direct relationships and feedback loops with area employers and analyses of labor market data, including data available through DC Networks at <https://www.dcnetworks.org/vosnet/Default.aspx>. Applicants are encouraged to focus on opportunities highlighted in the DC Workforce Investment Council’s High Demand Sectors and Occupations List, available at <https://dcworks.dc.gov/page/demand-occupation-list>. Sectors designated as “high-demand” consist of: (1) Business and Information Technology; (2) Construction; (3) Healthcare; (4) Hospitality; (5) Security and Law; (6) Infrastructure and (7) Transportation/ Logistics. However, recognizing that the COVID-19 health emergency has rapidly changed the outlook for many areas of the local economy, applicants should also factor in real time data and direct input from employers to inform proposed project services design.

DHS/ESA is focused on a career pathways approach to workforce development, which connects progressive levels of education, training, support services, and credentials for specific occupations in a way that optimizes the progress and success of individuals with varying levels of abilities and needs. The approach works with individuals on long-term planning related to their occupational goals and attainment of self-sufficiency and assists them in meeting financial and family needs while progressing towards those goals. Career pathways strategies help individuals earn stackable and marketable credentials,

engage in further education and employment, and achieve economic success. See <https://osse.dc.gov/careerpathwaysdc> for more resources on career pathways in the District. Applicants are encouraged to implement a career pathways approach into their project plans and should describe how their proposed services could help SNAP E&T participants advance towards their longer-term goals.

The SNAP E&T program is part of the broader workforce development system in the District, with services funded through the program representing a small portion of overall employment and training service options. DHS/ESA is working to ensure alignment and coordination between program services and broader systems offerings. Applicants are encouraged to review the District's Workforce Innovation Opportunity Act (WIOA) State Plan at <https://dcworks.dc.gov/publication/dc-wioa-unified-state-plan> to learn more about the District's workforce system structure, vision, and goals. Applicant are encouraged to highlight how their proposed services and external partnerships can contribute to broader systems alignment and ensuring that SNAP E&T recipients can access the full range of services in the community that may meet their needs.

#### **(d) Project Limitations for SNAP E&T Funding**

The SNAP E&T program has several important limitations on the use of funds that applicants should keep in mind when deciding whether to submit an application and what expenses to propose in budgets. The following types of projects and/or funding requests are ineligible for consideration:

- Projects cannot propose to use federal funds or local funds that originate from a federal source as leverage for SNAP E&T grant reimbursements. Non-federal funds used to leverage reimbursements also cannot be used to meet the matching or reimbursement requirements of another federal program.
- Applicants proposing to use SNAP E&T funds for services under an education and vocational training Component may not receive funding to support educational activities and expenses that are universally free and open to all District residents (entitlements), which USDA-FNS considers to be supplanting other funds. For example, most basic education services provided through the District's adult charter schools would not be eligible since they are free and available to all District residents by law.
  - However, SNAP E&T funds may be used to pay for education and vocational training Component activities at community-based organizations as long as they are not part of an entitlement program. For example, if a community-based organization offers adult basic education and relies on charitable donations or grants to fund these activities, SNAP E&T funds may be used to pay for SNAP E&T participants in the services this organization offers. However, the community-based organization would need to figure out the per student cost of its educational activity

charged to other funding sources and allocate costs to the SNAP E&T program accordingly.

- Projects with education services that are considered entitlements, and thus not eligible for reimbursement, may still apply for SNAP E&T funds for other eligible services to the extent that their costs exceed the normal cost of services provided to persons not participating in the SNAP E&T program. For example, if SNAP E&T participants receive enhanced career guidance or case management services that are not being provided to non-SNAP E&T participants as an entitlement, then those costs could be eligible for reimbursement.
  - Student-paid tuition cannot be used as a match for SNAP E&T funds.
  - If an education provider proposes to use SNAP E&T funds to offset tuition costs, they must attempt to secure other federal assistance (not including loans) such as the Pell Grant, and document that such funds are not available before requesting SNAP E&T reimbursements.
- Projects that consist of services that are already available to SNAP recipients through the District's Workforce Innovation and Opportunity Act (WIOA) investments (generally those that are federally funded and accessible through the District's American Job Centers) are not eligible for SNAP E&T funding in order to avoid duplication of effort and ensure federal compliance. However, if project services proposed for SNAP E&T participants are substantively different than those provided through WIOA funding and/or more directly accessible to SNAP recipients, the project is eligible for funding consideration. Note that since WIOA funds are federal, they can never be used as leverage for SNAP E&T funding.

**(e) Project Outputs**

The project's proposed outputs must include the following:

- Number of SNAP E&T participants to enroll. Enrollment is defined as an individual completing intake and screening activities, choosing to enroll in project services based on intake and screening, and actively starting to participate in project services.
- Projected number of SNAP E&T participants successfully completing project activities. This output is defined as a count of enrolled participants that complete all project activities defined in their action plan, excluding final job placement and job retention services.
- Projected number of SNAP E&T participants receiving industry-recognized credentials and/or other documented skills gains. This output is defined as a count of enrolled participants that receive industry-recognized credentials that are offered to participants as part of project activities; or who otherwise achieve documented skills gains that may include a certificate of completion in an employer-informed training program, improvements in Educational Functioning

Level, or attainment of an academic credential or degree (including a high school diploma or GED). Specific industry-recognized credentials offered and/or documented skills gains methods should be described by the applicant, including a breakdown of projections by each credential or skills gain method planned if more than one will be offered.

- Projected number of SNAP E&T participants completing work experience activities (if applicable). This includes any proposed project activity that falls under the Work Experience Component described above in Section 2.2(b) in this RFA. Specific work experience options should be described by the applicant, including a breakdown of projections by each type of work experience planned if more than one will be offered.

Applicants are encouraged to propose additional outputs consistent with the scope and goals of their proposed project.

**(f) Project Outcomes**

The project's proposed outcomes must include the following:

- Projected number of SNAP E&T participants to gain unsubsidized employment within 6 months of exiting SNAP E&T program services. If the project proposes multiple types of services aimed at placements into different types of employment opportunities, a breakdown should be provided of projected employment outcomes by service type.
- Projected Median wages of employed project participants. If the project proposes multiple types of services aimed at placements into different types of employment opportunities, a breakdown should be provided of projected median wages by service type.

Applicants are encouraged to propose additional outcomes consistent with the scope and goals of their proposed project.

**(g) Deliverables**

Awarded grantees will be responsible for submitting the following deliverables to DHS/ESA:

- All Participant Tracking requirements noted in Section 2.2(C)(3) above;
- A copy of the participant assessment and action plan templates used for the project;
- A copy of the curriculum and timing of project education and training offerings, including advanced notices on recruitment for specific training cohorts;

- Any additional documents that will aid in demonstrating the impact of your project.

**(h) Proposal Scoring**

All proposals will be scored according to the criteria below:

<b>Scoring Criteria</b>	<b>Points</b>
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 2024.	15
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.	15
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
4. The applicant has demonstrated experience in successfully achieving proposed outcomes as evidenced by information provided on previous related projects.	10
5. The application demonstrates an understanding of the target population's needs and cultural competence in serving a diverse range of participants.	15
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
7. The applicant's Appendix 4 – SNAP E&T Applicant Budget 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
<b>GRAND TOTAL</b>	<b>100</b>

## SECTION 3. SUBMISSION OF APPLICATION

### 3.1 RFA Release Date

The release date of this RFA is May 15, 2023.

A public information session will be held on Wednesday, May 31, 2023, from 1:00 p.m. – 3:00 p.m. If you plan on attending as recommended, you must register at [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov) by 12:00 noon on Friday, May 26, 2023. Details on how to join the information session will be provided after registering.

### 3.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA and all appendices at <https://dhs.dc.gov/page/supplemental-nutrition-assistance-employment-and-training-program-snap-et> or by requesting a copy via e-mail to [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov) with “Request copy of SNAP E&T RFA” in the subject line.

### 3.3 Applications: When, What, and Where

**When:** All applications must be received by 5:00 p.m. on June 14, 2023.

Applications will be dated and recorded as “received” pending review by DHS/ESA for completeness. DHS/ESA considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** The contents of the Application are specified in Section 4. Each applicant must submit one electronic copy via e-mail to [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov). DHS/ESA will not receive paper or faxed copies. If attachments are too large to submit via one e-mail, multiple e-mails may be sent to account for the full application and attachments. If any attachments cannot be sent via e-mail, please request a link to a secure online folder where files may be uploaded by e-mailing [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov).

### 3.4 Award Announcement

DHS/ESA expects to notify each Applicant in writing of its award status within two to eight weeks after the application due date.

### 3.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant’s responsibility to stay up to date on the status and requirements of the grant for which it is applying.

DHS/ESA welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov) with “RE: SNAP E&T-2024-01” in the subject line.

DHS/ESA will publish updates and Questions and Answers (Q&A) regarding the RFA at <https://dhs.dc.gov/page/supplemental-nutrition-assistance-employment-and-training-program-snap-et>.

The cut-off date for receipt of any questions is one week prior to the application deadline.

### **3.6 DHS/ESA Contacts**

DHS can be contacted about this RFA (use the RFA’s short name and number whenever possible) by emailing [snapet.rfa@dc.gov](mailto:snapet.rfa@dc.gov) with “RE: SNAP E&T-2024-01” in the subject line.

## **SECTION 4. APPLICATION CONTENT**

### **4.1 Format**

Proposals must be submitted by completing a copy of Appendix 3 – Proposal Submission Template and Appendix 4 – SNAP E&T Applicant Budget. Completed Appendix 3 – Proposal Submission Template documents submissions are limited to 10 pages using an 11 point or larger font. Content in tables and lists included in the template do not count towards the page limit. Additional budget tables, flowcharts, photographs, work plans, and other supporting documentation may be attached in addition to the project description.

### **4.2 Proposal Content**

The required proposal content for responsive applications to this RFA is described below and included in Appendix 3 – Proposal Submission Template. Applicants should carefully follow the instructions in this section in developing their application content.

#### **(a) Applicant Overview**

Include the information requested in the template on your organization, point of contact, organization type, total amount of funding you are applying for, and proposed number of participants to enroll. The funding amount requested and number of participants to enroll must match the corresponding values in cells E25 and B2 of your Appendix 4 – SNAP E&T Applicant Budget document respectively.

#### **(b) Applicant Details**

##### **(1) Organization**



Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

(2) Key personnel

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Partners

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) for any partners that would receive a subgrant of more than 20% of the total grant if funding is awarded.

**(c) Project Overview**

(1) Project Summary

Provide a brief one paragraph summary that explains the project.

(2) Purpose and Objectives

State how this project will benefit SNAP E&T participants and the specific objectives this project will achieve.

(3) Target Population

Identify the target population for your project services, including any special populations or areas of the District your project is proposing to serve. The project must serve SNAP recipients who are age 16 and up and who are not receiving benefits through the TANF program; but applicants may or may not choose to focus on specific groups of SNAP recipients, such as returning citizens, youth, or individuals experiencing homelessness.

(4) Location(s) of Project Services

Identify the physical location(s) where project services will be accessible to SNAP E&T participants, including a description of any remote services and methods participants will use to access those services. See Section 1.6 Eligibility for details on physical and remote service delivery location requirements.

(5) Project Components and Services

Services offered through the SNAP E&T program must fall under an eligible SNAP E&T “Component”, as defined by USDA-FNS. A SNAP E&T Component is an eligible service, activity, or program category designated by USDA for the SNAP E&T program. Allowable SNAP E&T Components for the District’s SNAP E&T program are listed and defined in Section 2.2(b) of this document and listed again in Appendix 3 where information is requested.

All participants must also receive case management services in addition to participating in at least one Component to be considered active in the program. SNAP E&T program staff provide services within the Job Search Training (JST) and Job Retention (JR) Components and case management, though most program grantees provide these services for their participants.

The proposal should indicate which SNAP E&T Components are offered. If an applicant proposes not to provide the JST or JR Components and/or case management, they should include a description of how they propose to work with 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.

**(d) Project Description**

(1) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

*Activities* are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support an occupational training initiative targeting a specific occupation or group of occupations. This activity will yield a quantifiable output. Narrative content should include descriptions related to the specific services to be provided and indicate which services and activities, if any, are subcontracted. This narrative should also address how proposed activities will be accomplished. All project activities requirements specified in Section 2 of this RFA should be accounted for in the activity’s narrative, including through the completion of tables and lists included in Appendix 3 – Proposal Submission Template.

An *output* is a short-term result achieved as a result of an activity. For example, at the end of the project period, X number of individuals that participated in training completed project activities

and/or earned an industry-recognized credential. This quantifiable output will yield various project outcomes. All project output requirements specified in Section 2 of this RFA should be accounted for, consistent with fields included in the Appendix 3 – Proposal Submission Template. Narrative content should provide a rationale for the output figures projected, including accounting for likely attrition and factoring in the applicant’s experience executing similar projects previously.

A **project outcome** is a medium to long-term result that occurs and/or continues after the project ends. For example, at the end of the project period, X number of individuals participating in project activities would gain unsubsidized employment. All project outcome requirements specified in Section 2 of this RFA should be accounted for, consistent with fields included in Appendix 3 – Proposal Submission Template. Narrative content should provide a rationale for the outcome figures projected, including accounting for likely attrition and factoring in the applicant’s experience executing similar projects previously.

## (2) Measurement of Project Success

Provide quantifiable measurements. For example, an occupational training project might measure the percentage of all enrolled participants that complete training, receive an industry-recognized credential, participate in an internship, gain unsubsidized employment, and/or retain employment. Application content should define what a successful project would look like.

## (3) Project Budget

Applicants should provide a high-level narrative summary of their project budget in this Project Budget section of their application and enter their proposed detailed budget information and corresponding budget narrative into the template provided in Appendix 4 – SNAP E&T Applicant Budget. Detailed instructions on how to complete the template in Appendix 4 are provided in Appendix 5 – SNAP E&T Applicant Budget Instructions. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.” An optional Appendix 6 – SNAP E&T Grantee Transportation Budget should also be completed if an applicant is requesting additional transportation resources for their participants through DHS/ESA.

This is a cost-reimbursable grant funding opportunity that only covers a portion of total program costs. Each applicant must propose a program budget to serve SNAP E&T participants that includes other nonfederal funds covering 60% of their proposed budget, with SNAP E&T grant funds awarded covering the remaining 40% (with the exception of eligible participant reimbursement costs and subsidized employment wages or stipends, which are funded at 50% of total costs by SNAP E&T grant funds). The entire cost of allowable expenditures must be borne initially by the grantee and can then be reimbursed by DHS/ESA after receipt of appropriate documentation of allowable expenditures.

This Project Budget section of the completed Appendix 3 – Proposal Submission Template should include two key figures that match your completed Appendix 4 – SNAP E&T Applicant Budget document: the total project cost (cell C25) and total award request (cell E25). The Project Budget section should also describe the organization’s ability to operate on a reimbursable basis, as well as a description of whether the organization has access to three (3) months of operating capital to cover the costs of this program for SNAP E&T participants. The applicant must verify that all costs in the budget are allowable.

Regulations at 7 C.F.R. §273.7 and in Circulars A-21 and A-87 (relocated at 2 C.F.R. §225.55) specify unallowable uses of federal funds. The Food and Nutrition Act of 2008 limits the scope of allowable SNAP E&T services (7 U.S.C. §2015 (d)(4)(B)). Regulations at 7 C.F.R. §273.7 further specify allowable and unallowable uses of SNAP E&T funds.

#### Allowable Costs

In order for costs to be allowable, they must be attributable to the support of eligible SNAP E&T program participants that are actively engaged in at least one eligible SNAP E&T “Component”, as defined by USDA-FNS. A SNAP E&T Component is an eligible service, activity, or program category designated by USDA for the SNAP E&T program. Funds may be used for outreach, planning, implementation, and operation of these Components. Funds may also be used for case management activities and the provision of participant reimbursements. Further definitions of eligible SNAP E&T Components, case management services, and participant reimbursements are provided in Section 2 of this RFA.

All reimbursable costs must be reasonable and necessary to operate a SNAP E&T Component. Additionally, costs charged to the SNAP E&T program must be consistent with how other Federal, State and local grants are charged. If the applicant charges other grants for these services, SNAP E&T must be charged consistently with how other grants are charged. SNAP E&T cannot be charged more (or less) than how other grants are charged.

#### Non-allowable Costs

Unallowable costs include:

- In-kind services
- Costs already designated as a match for another federal program or for another SNAP E&T grantee
- Provision of mental health, drug or alcohol treatment and rehabilitation programs.
- Services (including tuition and academic fees) above what are already charged to the public.
- Meals or refreshments

- Bad debt expenses
- Political contributions
- Fines and penalties for failure to comply with Federal, State or Local laws
- Legislative expenses
- Losses not covered by insurance
- Cost of construction or purchase of facilities or buildings
- Sectarian worship or proselytization
- Promotional items and memorabilia

Unallowable participant reimbursement costs include:

- Living stipends or wages (unless provided as part of an eligible subsidized employment activity in an eligible Component approved by USDA-FNS)
- Vehicle purchases
- Automobile insurance
- Student loans
- Relocation expenses
- Union dues

DHS/ESA will require documentation for grant payments, and the entire grant will be subject to audit.

**(d) Scoring Criteria Narrative**

Section 2.2(h) describes the scoring criteria that will be used by the selection panel to evaluate applications submitted in response to this RFA. Appendix 3 – Proposal Submission Template includes prompts to provide additional information related to each scoring criterion if applicable. Applicants should briefly elaborate on content provided in other areas of the application in this section to summarize how their proposed project satisfies each criterion.

**(e) Work Plan**

The application must include a proposed work plan that describes the timeline for project implementation.

**4.3 Required Documents**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DHS/ESA may classify the grant application as “received” but not “filed,” as specified in Section 3.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DHS/ESA may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

**(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DHS/ESA requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application's submission.

**(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e., is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. DHS/ESA requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

**(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DHS/ESA defines "current" to mean that the document was completed within the same calendar year as that of the application date.

**(d) Applicant's Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(e) Applicant's Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(f) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

**(g) System for Award Management (SAM) with federal government**

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DHS/ESA.

**(h) Partner Documents**

The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) and documentation of the partner's tax-exempt status.

## **SECTION 5. Review Panel and Application Scoring**

### **5.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score, and rank each Applicant's proposal.

The panel will recommend the top scorer(s) for award of the grant or may choose to not recommend any awardee if no applications of sufficient quality are received.

Review panels vary in size, but typically are made up of three to five people. Whenever practicable, each panel will include at least one person from outside of DHS/ESA.

### **5.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 2.2(h) for scoring criteria.

### **5.3 Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on DHS/ESA. The final decision on awards rests solely with DHS/ESA. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/ESA shall decide which applicants to award funds and the amounts to be funded.

## **SECTION 6. GRANTEE DOCUMENT REQUIREMENTS**

### **6.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents:

#### **Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DHS/ESA will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

#### **(a) Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DHS/ESA of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

## **SECTION 7. FILING REQUIREMENTS GENERAL PROVISIONS**

### **7.1 Reporting Requirements**

The grantee must submit the following reports as a condition of continuing eligibility for funding. Awardees must be able and willing to participate in evaluations.

#### **(a) Monthly Status and Expenditure Reports**

DHS/ESA will provide templates for monthly reporting, including required reports on participant tracking and performance, narrative reports, and expenditure reports used in invoicing. These reports will be due on the tenth business day after the completion of each reporting month. Awardees must submit all required reports each month for payment of invoices.

#### **(b) Final Report**

DHS/ESA will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project



outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

## **7.2 Reimbursement of Project Expenditures and Disbursement of Funds**

This is a cost-reimbursable grant funding opportunity that only covers a portion of total program costs. Each applicant must propose a program budget to serve SNAP E&T participants that includes other nonfederal funds covering 60% of their proposed budget, with SNAP E&T grant funds awarded covering the remaining 40% (with the exception of eligible participant reimbursement costs and subsidized employment wages or stipends, which are funded at 50% of total costs by SNAP E&T grant funds). The entire cost of allowable expenditures must be borne initially by the grantee and can then be reimbursed by DHS/ESA after receipt of appropriate documentation of allowable expenditures.

DHS/ESA will not reimburse the Grantee for any work undertaken before DHS/ESA notifies the recipient of the final award of the grant. DHS/ESA will reimburse the Grantee only for expenditures incurred to perform work under the grant.

DHS/ESA operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DHS/ESA may make electronic payments in lieu of mailing checks. DHS/ESA generally pays grant invoices 30 days after DHS/ESA receives them.

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Complete the version of this checklist that is included at the end of Appendix 3 – Proposal Submission Template when submitting your completed application.</p>		
1.	Is the applying organization eligible for funding from DHS/ESA according to section 1.6 of the RFA?	
2.	<b>REQUIRED ATTACHMENT:</b> Completed Appendix 3 – Proposal Submission Template that adheres to requirements and instructions in Section 4 of the RFA	
3.	<b>REQUIRED ATTACHMENT:</b> Completed Appendix 4 – SNAP E&T Applicant Budget that adheres to instructions provided in Appendix 5 – SNAP E&T Applicant Budget Instructions	
4.	<b>REQUIRED ATTACHMENT:</b> Signed Appendix 2 -DHS/ESA Promises, Certifications, Assertions, and Assurances	
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)	
6.	<b>REQUIRED ATTACHMENT:</b> IRS W-9 Tax Form	
7.	<b>REQUIRED ATTACHMENT:</b> Applicant’s current fiscal year budget	
8.	<b>REQUIRED ATTACHMENT:</b> Applicant’s most recent audited financial statements	
9.	<b>OPTIONAL ATTACHMENT:</b> Completed Appendix 6 – SNAP E&T Transportation Budget	
10.	Separation of Duties Policy (may be a separate attachment or statement included in Appendix 3 – Proposal Submission Template)	
11.	Is the applicant registered in the System for Award Management (SAM)?	
12.	Resumes for key project personnel (optional attachment if biographies provided in narrative)	
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)	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Proposal Submission Template

Appendix 4 – SNAP E&T Applicant Budget

Appendix 5 – SNAP E&T Applicant Budget Instructions

Appendix 6 – SNAP E&T Transportation Budget

Note: All appendices are posted separately to <https://dhs.dc.gov/page/supplemental-nutrition-assistance-employment-and-training-program-snap-et>.