

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Services/ Economic Security Administration

RFA Appendices

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Appendix 1: DHS/ESA Grant General Terms and Conditions

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Grant General Terms & Conditions

1. This document

Each entity applying for the grant (Applicant) advertised in the Request for Applications (RFA), the successful Applicant (Grantee), and a subrecipient of funds under the grant provided in response to an application under the RFA (the Grant) is subject to and must comply with the following:

- a. The applicable general terms and conditions outlined in this Appendix – DHS/ESA Grant General Terms and Conditions (GT&C);
- b. The promises, certifications, assertions, and assurances made as part of the application in Appendix – DHS/ESA Grant Promises, Certifications, Assertions and Assurances (PCA); and
- c. The terms, conditions, or restrictions in the Grant award documents.

The Grantee must review the Grant award document for additional administrative and programmatic requirements.

2. Order of precedence

In the event of inconsistency among the provisions of the DHS/ESA grant documents governing the Grant, the inconsistency shall be resolved by giving precedence to the following documents, including their attachments, in the following order:

- a. The most recent written, DHS/ESA -approved amendment to the Grant Award Notice (GAN);
- b. The GAN;
- c. The DHS/ESA Request for Applications (RFA), including all appendices; and
- d. The Grantee's submitted proposal.

3. Communications with this agency

- a. Communications shall be directed to DHS/ESA offices, or DHS/ESA staff, as the RFA or Grant states.
- b. Reports and other submissions shall be directed to the Grant Administrator.
- c. If reports are electronically filed, any required signatures shall be reliably and clearly reproduced.
- d. The Grantee shall maintain electronic mail (“e-mail”) capabilities for communication with DHS/ESA.

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- e. A notice shall be deemed timely delivered to DHS/ESA only when written confirmation of receipt is provided by DHS/ESA.

4. Grant match: projection and documentation

When documentation of a grant match is required:

- a. In support of an application, the applicant must provide a basic budget that shows unit rates and quantities, as with hours worked, square feet used, or miles driven; and
- b. In support of an award, the Grantee must provide the following, which must be acceptable to DHS/ESA, unless DHS/ESA revises or waives the requirement in writing:
 - (1) Documentation for salary and items purchased in the same form as required in the Payment section of this document.

5. Communication of a material change

The Applicant and the Grantee shall advise DHS/ESA immediately orally and thereafter immediately in writing, if:

- a. A material condition of the Application or performance of the grant has changed. A material condition includes: the loss of a staff member proposed as a principal; the lack of funds to pay bills incurred for the grant's activities; the expenditure of granted funds for non-granted activities, materials, or supplies; or a change in the Applicant's governance; or
- b. The Grantee's insurance coverage has been reduced, or the Grantee has been notified of a cancellation in whole or in part of its insurance.

6. Compliance as a continuing condition of eligibility

The Applicant must continue to comply with these terms during the Grant period, if awarded a grant. If, as the Grantee, the Applicant fails to comply with the terms and conditions of this award, DHS/ESA may suspend, terminate, take other corrective action (including, but not limited to, recovery of funds provided under the Grant), or initiate dispute resolution.

7. Grant award contingent on available funding

The Grant award and the DHS/ESA distribution of funds pursuant to the Grant award are subject to the availability of funding from the sources identified in the RFA for the particular grant opportunity or project. The DHS/ESA ability to provide funds is, and shall remain subject to, the provisions of:

- a. The Federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351;

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- b. The District Anti-Deficiency Act, D.C. Official Code § 47- 355.01- 355.08; and
- c. Amendments to these statutes.

8. Bonding Requirements

A bond is not required of the Grantee unless DHS/ESA states the requirement in writing.

If DHS/ESA does require a bond, the Grantee, before accepting the grant, must secure the bond in an amount not less than the total amount of the funds awarded, against losses of money and other property:

- a. Caused by fraudulent or dishonest act, and
- b. Committed by an employee, board member, officer, partner, shareholder, trainee, or volunteer.

9. Grant period

The period of this Grant shall begin on the date given on a GAN. On and after the begin date, the RFA, the documents it incorporates, and the documents specified in Section 1 of this document apply to the Applicant as “Grantee.”

The period of the Grant shall end on the date stated in the GAN, unless DHS/ESA modifies the period in writing (“end date”).

10. Payment

- a. The Grantee will be reimbursed for work performed and expenses incurred.
- b. DHS/ESA will not reimburse the Grantee for grant-related expenditures made before the begin date.
- c. The Grantee may submit invoices for grant-related reimbursement when it chooses, but not later than September 30 for expenses incurred in the prior 365 days. The Grantee must use the DC Vendor Portal at www.vendorportal.dc.gov to submit invoices. To register for use of the portal, the Grantee must have a business license issued by the District Department of Consumer and Regulatory affairs. The Grantee must inform the agency’s point of contact any objections or limitations with the use of the portal prior to acceptance of the grant.
- d. The Grantee’s submittal must include a signed invoice, on organization letterhead, with federal tax identification number and supporting documentation. The submittal to DHS/ESA must include:

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- (1) For employee labor: For the relevant period, a payroll report, with information drawn from an official book or record, like a payroll register, official time sheet or time card/s, approved by a Grantee representative.
 - (2) For a contractor expenditure: Each expenditure must be supported by an invoice. In turn, each contractor invoice must rest on information drawn from an official book or record.
 - (3) For another expenditure: Each expenditure must be supported by an invoice or receipt.
- e. The Grantee must keep backup documentation to show:
- (1) For Grantee:
 - (a) For labor: the official books and records information showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet or time card/s);
 - (b) For non-labor: an invoice and receipt that identifies or describes the invoiced item, showing quantity, rate or price, and for a procured item, including a contractor and subgrantee invoice, proof of payment.
 - (2) For Grantee's contractor or subgrantee:
 - (a) For labor: the official books and records information showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet, or time card/s); and
 - (b) For a non-labor item: an invoice or receipt must identify or describe the invoiced item, showing quantity, rate or price, and for a procured item, proof of payment.
- f. In some circumstances **DHS**/ESA may require documents supporting an accounting entry before releasing payment. Such information may include:
- (1) General ledger screen shot or excerpt, showing paid bills or expenditures;
 - (2) Copy of a canceled check or a bank statement of an electronic transfer;
 - (3) Statement from contractor, subcontractor, or vendor that the bill has been paid; or
 - (4) Report of on-site inspection or audit.
- g. Under no circumstances will DHS/ESA provide a portion of grant funds for the Grantee's start-up costs, as an advance.

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- h. The sum of all monies paid to the Grantee pursuant to the grant award shall not exceed the total amount stated for the Grant.
- i. Notwithstanding the above, DHS/ESA may withhold payment if DHS/ESA determines that the Grantee has failed to comply with terms of the Grant.

11. Unethical conduct

- a. The Applicant/Grantee shall avoid unethical conduct with respect to securing and administering granted funds, with ethical conduct to be measured generally against the provisions of the District Ethics Manual (most recent edition as of the time the grant is awarded), found at www.bega.dc.gov, under the heading for documents.
- b. In particular, the Grantee shall avoid:
 - (1) Apparent and actual conflicts of interest;
 - (2) Contributing to a violation of the District's restrictions on gifts to District personnel; and
 - (3) Contributing to a violation of the two-year ban on District personnel taking certain actions regarding a "particular matter" described in the District Ethics Manual.
- c. No Applicant/Grantee shall employ or retain a person or selling agency to solicit or secure the Grant, a payment under it, or an amendment, upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. Except, an applicant or grantee may condition its compensation for a bona fide employee on grant-related job performance and may retain an attorney for compensation permitted by the District's Rules of Professional Conduct.
- d. Except as may be allowed under the District Ethics Manual for items that are unsolicited and of nominal value, with respect to grant funds, the Grantee and Grantee's employees, officers, or agents shall not solicit or accept a gift, gratuity, favor, or anything of monetary value, from: a contractor, subcontractor, vendor, party to a related agreement, or a beneficiary of the Grant.
- e. If the Grantee is a natural person, he or she shall not participate in the selection, award, or administration of funds from the Grant if that would create a real or apparent conflict of interest. This prohibition also applies to a Grantee's employee, officer, or agent. An example of a conflict would be when the Grantee decides to employ, or buy from, a person or entity in which he or she, or a member of his or her immediate family, including a domestic partner, has an employment or financial interest.

12. Grant purchases, including equipment, exceeding \$5,000 per unit cost

- a. The Grantee shall not purchase with grant funds equipment or supplies exceeding \$5,000 per unit cost ("Big Grant Purchase") without this agency's written agreement.

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- b. For each Big Grant Purchase, the Grantee shall give advance written notice to this agency to allow DHS/ESA to approve or disallow the purchase.
- c. Identification of a Big Grant Purchase in a DHS/ESA -approved proposal constitutes approval of the Big Grant Purchase. If a Big Grant Purchase is not identified in a DHS/ESA -approved proposal, advance notice shall be given four (4) weeks in advance of the commitment to purchase. DHS/ESA may waive this time period in writing, for good cause.
- d. For all Big Grant Purchases, the Grantee shall maintain an inventory record (“Big Grant Purchase Inventory”) showing:
 - (1) Purchase price;
 - (2) Grant number;
 - (3) Name of item;
 - (4) Manufacturer's name;
 - (5) Serial number (if applicable);
 - (6) Acquisition history (purchase order, invoice, packing slip);
 - (7) Guarantee or warranty lapse date;
 - (8) Storage location;
 - (9) Unit price; and
 - (10) Additional costs, if any, for transportation, installation, and taxes, each as a separate item.
- e. The Big Grant Purchase Inventory shall be updated annually, or at the grant end date, whichever occurs first.
- f. DHS/ESA may inspect and reclaim all or part of the inventoried equipment within 12 weeks of the grant end date.
- g. Warranties for Big Grant Purchases are governed by the provisions for purchases of materials and labor with an aggregate value of over \$5,000 as set forth in the Contracts, subcontracts, or subgrants section of this document.

13. Modifications of the grant, including extensions and increases

The terms and conditions of the grant may be modified only upon the prior written approval of DHS/ESA. The modification shall take the form of an amendment to the GAN.

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- a. Through an amendment, DHS/ESA may increase or reduce the grant amount, change scope, and/or extend or reduce the grant period.
- b. If DHS/ESA notifies the Grantee that a funding increase or an extension of the grant period is available, the Grantee must apply for the increase or extension in writing according to the terms of the DHS/ESA notification. Typically, DHS/ESA requires an application to extend a grant period eight (8) weeks in advance of the grant's then-current end date. The application must justify the amendment, and include a description of proposed changes to scope, performance schedule, description of proposed outcomes, and budget.

14. Contracts, subcontracts, or subgrants

- a. Nothing in the GAN shall be construed to create a contractual relationship between DHS/ESA and Grantee's contractor, subcontractor, subgrantee, or vendor.
- b. Any Grant-related work and/or activity that is contracted, subcontracted, or subgranted is subject to applicable District law and review and approval by DHS/ESA. The Grantee shall give DHS/ESA advance notice of contracts, subcontracts, and subgrants enough time to allow DHS/ESA to determine whether its approval is needed, and, if so, whether approval must come before the Grantee's execution of the contract, subcontract, or subgrant.
- c. The Grantee's contract, subcontract, or subgrant shall specify that the contractor, subcontractor, or subgrantee, and its contractors, subcontractors, or subgrantees, shall be subject to the conditions and prohibitions of the GAN.
- d. Warranties for labor and materials shall be obtained for purchases of materials and labor having an aggregate value of over \$5,000. These warranties shall be for at least two (2) years. DHS/ESA may waive this requirement in writing for demonstration or research grants.
- e. If the Grantee, its contractors, subcontractors, or subgrantees disturbs work guaranteed under another District contract or grant, the Grantee shall be responsible to restore the disturbed work to a condition comparable to its original condition and warranty such restored work, or alternatively to pay the District for the damage.
- f. No Grantee shall use grant funds to procure services or materials from a vendor, contractor, or subcontractor that is suspended or debarred by the District or the federal government.

15. Establishing and managing subawards

If the Grant authorizes or provides for subawards, the Grantee, as a pass-through entity, must:

- a. Ensure that all subaward agreements are in writing and address all elements for subaward agreements identified in the RFA and GAN.

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- b. Ensure that the subawardees are aware that they are subject to all applicable terms, conditions, and requirements of the RFA, GAN, and appendices.
- c. Establish and follow a system for monitoring subawardee performance that includes elements required by the RFA, GAN, and appendices and report the results of the monitoring in required performance reports.
- d. Establish and maintain an accounting system that ensures compliance with the maximum funding limitation established in the GAN and with the requirements for payment of costs under the Grant. This includes establishment of written procedures for determining that subaward costs are allowable under the GAN, and may provide for determinations on a pre-award basis, through ongoing monitoring of costs that subgrantees incur, or a combination of both approaches, provided the Grantee documents its determinations.

16. Entry onto a project site

The Grantee shall provide the District with access to the project site(s) and to books and records for the funded project. The Grantee also shall secure from the relevant property owner permission in writing for DHS/ESA or its designee to access a project site/s at reasonable times to inspect the work performed by the Grantee, its contractor, subcontractor, subgrantee, or vendor. The Grantee shall obtain the written consent in advance of performing the work.

17. Facilities controlled by the Grantee

- a. If a facility controlled by the Grantee is used during the performance of projects under the grant, it shall meet all applicable federal, state, and local regulations for the intended use. Such a facility includes an office, training room, storage yard, or staging area.
- b. With respect to such a facility, the Grantee shall identify an emergency site facility to finish the activities of the Grant if the primary facility becomes unavailable for use due to a catastrophic event.
- c. Each facility controlled by the Grantee that is used for activities under the Grant shall be accessible to mobility-limited persons consistent with the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.*, and the Americans with Disabilities Act, 42 U.S.C. § 12101 *et seq.* This means that if a facility is not required to be modified under either Act, the Grantee need not modify it, but DHS/ESA will require the Grantee to explain how it will seek to accommodate mobility-limited persons.

18. Safe work environment

The Grantee, and its contractors, subcontractors, or subgrantees, shall provide a safe work environment for work on DHS/ESA -funded projects. The Grantee shall provide a procedure for reporting unsafe working conditions and addressing reports made. If the Grantee, contractor, subcontractor, or subgrantee receives an allegation of an unsafe working condition or practice or has a safety incident, the pertinent party shall investigate the reported unsafe condition or

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practice and take appropriate action to address the situation in a timely manner. The incident and response shall be described in the Grantee's next grant report.

19. Unusual incident reporting

The Grantee shall report each unusual incident involving or affecting performance of the Grant to the Grant Administrator within twenty-four (24) hours of the incident or of the Grantee's learning of the incident. The initial report may be oral or in writing (typically by e-mail). The Grantee shall, within five (5) days of the incident, communicate in writing to the Grant Administrator a full description of the incident and any response(s) taken or to be taken in response to the incident.

An unusual incident is an event or occurrence significantly different from routine or established procedure that affects or may affect performance of the Grant. Examples include, but are not limited to, an injury, a traffic accident, a theft, or the firing or resignation of a principal staff member or contractor identified in the Application.

20. Termination

The Grant, and the offer of the Grant, shall be subject to termination by DHS/ESA:

- a. At any time, in whole or in part, for the convenience of the Government should DHS/ESA determine that such termination is in the best interest of the public or the Government;
- b. Immediately for:
 - (1) Lack of funding;
 - (2) Failure of the Grantee to follow District or applicable federal law, including statutes, rules and regulations;
 - (3) Failure of the Grantee to carry out a grant remediation plan ordered by DHS/ESA;
 - (4) An ethics violation involving the grant, pursuant to the ethical standards in the most recent version of the District Ethics Manual, published by the District's Board of Ethics and Government Accountability (bega.dc.gov), as of the date that the GAN was sent;
 - (5) Cessation of insurance coverage without replacement of similar coverage; or
 - (6) Fraud, waste or abuse.
- c. After the Grantee has acknowledged or otherwise signified receipt of the Grant, fourteen (14) calendar days after the Grantee receives from DHS/ESA written notice of termination due to:
 - (1) *Force majeure*, as defined and described below; or

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- (2) Cause, as defined and described below.

21. Termination for *force majeure* or cause

- a. For *force majeure* DHS/ESA may terminate the grant and the Grantee may seek certain reimbursement, as described in this section.
- b. For cause DHS/ESA may terminate the grant, but the Grantee may not receive the reimbursement allowed for termination on the basis of *force majeure*.
- c. Cause and *force majeure* defined:
 - (1) Cause is a basis for the agency's termination of the grant, when DHS/ESA determines that the Grantee has:
 - (a) Failed to achieve the intended outputs within the time frame that has been approved;
 - (b) Performed incompetently, recklessly, or unlawfully.
 - (2) *Force majeure* is a condition or occurrence which provides a valid excuse to failure to perform within the time frame of the grant, an unexpected and disruptive event which DHS/ESA determines could not have reasonably been anticipated or controlled, and includes:
 - (a) Timely applying for a government permit or approval but not timely receiving same from the government agency;
 - (b) A change in applicable law;
 - (c) An unforeseen weather event;
 - (d) Organized labor strike or slowdown; and
 - (e) Refusal of a necessary third party to approve, agree, or participate, following the Grantee's reasonable attempts to secure same.
- d. The Grantee may not invoke *force majeure* as an excuse for poor planning, failure to accommodate foreseeable delays by suppliers, or the Grantee's failure to manage its own resources.
- e. For *force majeure*, the Grantee may seek reimbursement for otherwise-reimbursable expenditures incurred up to the date of termination, as well as reasonable costs incurred for demobilization.

22. Unspent funds

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Funds provided under this Grant, but not spent to fulfill the terms of the Grant, shall be returned immediately to DHS/ESA upon completion of all work required under the Grant, termination of the Grant, or the Grant end date, whichever is earliest.

23. Grant fiscal performance review and remediation plan

- a. After eight (8) weeks of the Grantee's grant performance, DHS/ESA may perform a complete grant fiscal compliance review to determine patterns and rates of expenditures.
- b. If DHS/ESA identifies deficiencies, DHS/ESA may require that the Grantee undertake a grant remediation plan to improve and correct fiscal problems. Grant remediation may include:
 - (1) Repayment of Grant funds;
 - (2) Reduction in the Grant award; and
 - (3) Reallocation of Grant funds.

24. Accounting and audits

- a. The Grantee shall maintain an accounting system that:
 - (1) Conforms to generally accepted accounting principles;
 - (2) Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and
 - (3) Allows for the identification and review of documents supporting an accounting entry.
- b. The Grantee shall assist, and shall require that its contractors, subcontractors, and subgrantees assist, in the inspection and provision of financial records relevant to the Grant, including financial statements and tax returns. The Grantee shall seek such assistance from each vendor of a Big Grant Purchase.
- c. At any time before final payment on this Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, and for three (3) years thereafter, the District shall have the right to audit the Grantee, its contractors, subcontractors, or subgrantees. The District may, during this period, seek to audit vendors of Big Grant Purchases. If federal funds have been granted or subgranted, a federal agency may undertake such audits. The Grantee shall assist the District in obtaining the cooperation of its contractors, subcontractors, subgrantees, and vendors in such audits.

If federal funds have been included in the DHS/ESA Grant to the Grantee, and the Grantee spends over the following amounts of federal funds, from all sources, the Grantee shall obtain an independent audit of program expenditures in accordance with federal rules:

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- (1) If the Grantee's fiscal year that started after 12/26/14, for an aggregate of federal funds spent of \$750,000 or more (including this Grant) in its own fiscal year, the Grantee shall obtain an independent audit of program expenditures in accordance with 2 CFR Part 200, Subpart F.
 - (2) In any event, the Grantee of federal funds shall comply with all applicable federal regulations contained in 2 CFR Part 200.
 - (3) A copy of the audit findings and the audit report shall be submitted to the Grant Administrator no later than thirty (30) days from the issuance of the audit findings.
- d. If a federal agency undertakes an audit of the Grantee in connection with the Grant, the Grantee shall make available to DHS/ESA all information that the audit requires, including information from its contractors, subcontractors, subgrantees, and, as practicable, vendors.
 - e. The Grantee shall, upon DHS/ESA request, repay to DHS/ESA a reimbursed expenditure that DHS/ESA has disallowed after an audit.

25. Document retention for three years

- a. For three (3) years after the final DHS/ESA payment of the Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, the Grantee must maintain complete documentation of the Grant activities, including financial records and other documents supporting accounting entries. Upon request by DHS/ESA, the Grantee must be able to produce for review the documentation, including for DHS/ESA audit or, if applicable, federal audit.
- b. The Grantee must produce these materials for review, permit review of them, and respond promptly to questions regarding them, upon request by this agency or an auditor's request.
- c. If a claim, litigation, or audit is filed or commenced before the expiration of the three-year period, the documentation retention period shall be tolled, and documentation must be preserved until the claim, litigation, or audit has been finally resolved.
- d. The Grantee shall secure the agreement to the provisions of this section in writing from a person that this appendix subjects to an audit requirement.

26. Attribution of funding

- a. When communicating in writing (including in signage, on garments, and electronically) about the activity or project which the Grant funds, the Grantee must identify publicly the support of DHS/ESA. The Grantee shall include a DHS/ESA logo, which DHS/ESA will provide.

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- b. The Grantee shall follow DHS/ESA Sign Design Guidelines and Publication Design Guidelines.
- c. If federal or other funds have been subgranted, and if DHS/ESA requests, the Grantee must similarly acknowledge the funds' source.

27. Rights in data and other information

- a. DHS/ESA retains ownership of all information produced pursuant to this Grant, including data regarding persons surveyed, interviewed, and/or counted, and any information regarding to whom services or things were provided.
- b. To ensure the protection of persons' confidentiality and compliance with District law and policies regarding confidentiality, the Grantee may not publish scientific or technical articles based on these data and/or information without the agency's prior written consent.
- c. DHS/ESA is, for federal funding, subject to certain information restrictions, and may require that the Grantee give notice to, and request a decision from, the federal funder.
- d. DHS/ESA will not unreasonably withhold consent to a request by the Grantee for a nonexclusive license to use aggregated, non-confidential data, including for publication in professional and scientific journals and at professional meetings.
- e. The documents for this Grant are public documents and may be disclosed under the District's Freedom of Information Act, D.C. Official Code §§ 2-531-40. DHS/ESA shall have the right to disclose to a third party the identity of a person providing a service or good under this Grant and the terms of insurance obtained pursuant to this Grant.
- f. The Grant may involve activities in which confidential information is provided to the Grantee. DHS/ESA may also advise the Grantee in writing as to the content and nature of confidential information. When the Grantee uses or has access to confidential information, it shall treat the information as follows:
 - (1) The Grantee shall use confidential information only to the extent required to accomplish the purposes of this Grant.
 - (2) The Grantee shall not disclose confidential information to others without the express written permission of DHS/ESA. Exception: The Grantee may disclose confidential information to its contractors or subgrantees who have agreed in writing to be bound by the disclosure limitations in this section.
 - (3) To be considered confidential information subject to the disclosure limitations in this section, the agency's orally provided information shall be identified as confidential at the time of disclosure, summarized in writing and the summary delivered within thirty (30) days of disclosure.

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- (4) Confidential information shall not pass in ownership to the Grantee. The furnishing of confidential information does not constitute a license to the Grantee to use the information for purposes beyond the activities of this Grant.
- (5) After being requested by DHS/ESA to destroy confidential information, the Grantee shall return or destroy it within seven (7) days. Destruction shall be verified by the Grantee in writing by a duly authorized officer or manager. Confidential information that is not returned or destroyed shall remain subject to the confidentiality obligations set forth in this section.
- (6) The confidential information shall not be copied or reproduced at any time without the prior written consent of DHS/ESA, except for distribution to employees or contractors in accordance with, and subject to, the provisions of this section.
- (7) The requirements of this section shall continue past the term of this Grant.
- (8) The Grantee shall secure from contractors and subgrantees the agreement, in writing, to be bound by this section if they use or have access to confidential information.
- (9) Confidential information shall include, but not be limited to: Homeowner names, phone numbers, social security numbers, financial information, and home security arrangements.

28. Indemnification

Unless prohibited by law, the Grantee shall indemnify, defend, and hold harmless the District of Columbia and its officers, agents, and employees from any and all claims that are in any way connected to the grant. Unless prohibited by law, the Grantee shall require its principal contractors, subcontractors, subgrantees, and/or, if practicable, vendors for this Grant to do the same.

29. Insurance

Unless DHS/ESA waives insurance requirements in writing, the following are conditions to receipt of funds under the Grant:

- a. Except as provided below, the Grantee shall obtain the following minimum insurance coverages and keep such insurance coverage in force throughout the grant period:
 - (1) Commercial General Liability Insurance: one million dollars (\$1,000,000) limit per occurrence, and two million dollars (\$2,000,000) aggregate, with the District added as additional insured;
 - (2) Automobile Liability Insurance: one million dollars (\$1,000,000) per occurrence combined single unit;

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- (3) Workers' Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability of at least:
 - (a) One hundred thousand dollars (\$100,000) per accident for injury;
 - (b) Five hundred thousand dollars (\$500,000) per employee for disease; and
 - (c) Five hundred thousand dollars (\$500,000) policy limit for disease;
 - (4) Umbrella/Excess Liability Insurance: two million dollars (\$2,000,000) limit per occurrence; and
 - (5) Professional Liability Insurance: two million dollars (\$2,000,000) limit per claim;
 - (6) When District property or a District facility is used, crime insurance (third party indemnity) to cover the dishonest acts of employees of the Grantee, its contractors, subcontractors, and subgrantees that result in loss to the District; and
 - (7) Sexual/Physical Abuse and Molestation insurance if minors are involved in the services provided, and no other policy covers the matter, in the amount of one million dollars (\$1 million) per occurrence and two million dollars (\$2 million) aggregate, with the District as an additional insured.
- b. For each project conducted on federal property, in addition to the coverages in paragraph "a." of this section:
- (1) The Grantee and its subgrantees must procure public and employee liability insurance from responsible companies with a minimum limitation to be the greater of:
 - (a) One million dollars (\$1,000,000) per person for any one claim, and an aggregate limit of three million dollars (\$3,000,000) for any number of claims arising from any one incident; or
 - (b) The minimum required by law, if any;
 - (2) The United States of America must be named as an additional insured on each such policy;
 - (3) Each such policy shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles thereunder; and
 - (4) Each such policy shall be obtained by the insured, be for the account of the insured, and be at the insured's sole risk.
- c. Each insurance policy obtained by the Grantee shall:

Grant General Terms & Conditions

- (1) Be written with a company licensed by (a) the state in which the Grantee's principal offices are located and qualified to write insurance policies in the District of Columbia, or (b) the District of Columbia;
 - (2) Provide for at least thirty (30) days' written notice to DHS/ESA prior to termination or material alteration; and
 - (3) Be written by a company that is financially responsible, with either an A.M. Best Company financial strength and financial size category rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.
- d. The Grantee shall require each Grant-related contractor, subcontractor, or subgrantee, to carry the Grant-related insurance required herein, or the Grantee may, at its option, provide the coverage for the entity.
- e. Unless otherwise prohibited by law, each policy (excluding otherwise applicable Workers' Compensation or Professional Liability) shall:
- (1) Name the District as an additional insured with respect to work or services performed under the grant or subgrant;
 - (2) Provide that the insurance coverage provided thereunder will be primary and noncontributory with any other applicable insurance; and
 - (3) Contain a waiver of subrogation in favor of the District of Columbia.
- f. The Grantee may submit a Certificate of Insurance giving evidence of the required coverage either before or after the date of the GAN, but DHS/ESA must receive it before DHS/ESA makes a payment of Grant funds.
- g. The requirements of this section shall not apply to a government agency that provides one of the following:
- (1) For an agency of the District of Columbia, a written statement that the agency complies with the intent of the paragraph by requiring insurance for all activities not carried out by District employees; and
 - (2) For a non-District government agency, a written statement (a) that the agency is self-insured, (b) that the self-insurance is primary and non-contributory with any other insurance maintained by the District of Columbia, and (c) identifying the self-insurance fund.

30. Special provisions for certain programs or projects

Special provisions are written into the Request for Applications.

31. Requests for reconsideration of certain decisions

Grant General Terms & Conditions

In certain limited circumstances DHS/ESA provides the following procedure for an applicant to seek review or reconsideration of a grant-making decision:

Request for reconsideration

- a. When the Department decides to award a grant to a successful applicant, it will notify in writing each applicant whose application was not selected for award. At the Department's discretion this notification may include a statement regarding eligibility, a reviewer's evaluation and comments, or a summary. It will not identify a reviewer or provide the contents of an application. Written notification may be made electronically, typically by email.
- b. If an unsuccessful applicant wishes to better understand the decision regarding an offered grant, the applicant may ask the Department's Grants Division for further information. The Department may meet with the applicant, explain the decision, and may provide reviewer evaluation, comment, or a summary.
- c. If an unsuccessful applicant wishes the Department to reconsider the decision, the applicant must file a "Request for Reconsideration" in writing within seven (7) days of the date of the Department's notification. The filing should be addressed to the Department Director.
- d. A written request may be made electronically, typically by email to the published email address for the grant competition. The Department encourages electronic communication.
- e. A Request for Reconsideration must include a concise statement of the reason(s) for the request and include all documentation and other evidence supporting the request.
- f. A request must identify the reasons for reconsideration and provide supporting evidence, or it will be denied.

Department response

- a. A change to the award decision will be made only because of fraud, a criminal act, or a material error in the determination of eligibility.
- b. The Department Director, or designee, will consider the Request for Reconsideration and the evidence provided.
- c. Ordinarily a decision will be issued within seven (7) days, except the Director may extend that time, and will notify the requestor in writing of an extension.
- d. The Director may halt the award of the grant while the Request for Reconsideration is pending.
- e. After reconsideration, the Director will inform the requestor in writing of the determination.

Grant General Terms & Conditions

- f. If the Director determines that a valid basis for a change to the award exists, the Director may:
- (1) Reopen the grant application process, in whole or in part;
 - (2) Revise or revoke an award; or
 - (3) Take other appropriate action to address an error.

Effect of the award

Unless the Department states otherwise in writing, either (a) seven (7) days after a grant's announcement, or (b) upon affirmation of a grant after considering a request for reconsideration, an award of the grant constitutes final Department action on the grant.

Appendix 2 – DHS/ESA Grant Promises, Certifications, Assertions, and Assurances

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III. SIGNATURE AND CERTIFICATION OF THE APPLICANT 8

 On behalf of Applicant: 8

DHS Grant Promises, Certifications, Assertions, and Assurances

An Applicant must agree in writing, by signature below, to comply with the following promises, certifications, assertions, and assurances, made in support of the grant application.

I. MEANING OF SIGNATURE ON THE PCA

1. This Appendix – DHS/ESA Grant Promises, Certifications, Assertions, and Assurances (PCA) contains terms that apply to: the undersigned Applicant (Applicant) and its application (Application) and, upon award of the grant applied for (Grant), to the successful applicant (Grantee). This PCA is incorporated into the Request for Applications (RFA) and each Grant Award Notice. The Applicant signifies its agreement to the PCA terms by signing below in the Signature and Certification of the Applicant section.

2. The Applicant, either personally if a natural person or through an authorized representative if a legal entity, must read the terms of this PCA, state that the terms are understood, and agree to them.

3. Specifically, the Applicant is:

- a. Giving the stated assurances;
- b. Asserting facts as true and accurate;
- c. Certifying or promising as stated;
- d. Agreeing to comply with the terms, as stated, for purposes of the Application and throughout the period of the Grant; and
- e. Agreeing that the statutes, rules, regulations, and industry practices stated, apply, and promising to comply with them, as applicable.

II. SPECIFIC ASSURANCES

As the Applicant, or the duly authorized representative of the Applicant, I certify that:

A. True statements

All communications to this agency have been and will continue to be truthful. For statements regarding matters for which the Applicant lacks direct personal knowledge, the Applicant has undertaken a reasonable inquiry to determine if any and all such statements at the time they are made are true and correct.

B. Resources and record

The Applicant has or will have during the entirety of the grant period:

DHS Grant Promises, Certifications, Assertions, and Assurances

- a. The financial resources and technical expertise necessary to perform all activities required by and identified in the Application, project proposal and grant, or the ability to obtain such resource or expertise in advance of performing the proposed matters;
- b. The ability to comply with the proposed delivery or performance schedule, taking into consideration all other existing and reasonably expected organizational commitments;
- c. A satisfactory record performing activities similar to those proposed or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, the skills and resources necessary to perform as proposed; and
- d. A record of integrity and business ethics.

C. Tax status/organizational form

If it applied for the grant as a nonprofit organization, the Applicant will maintain its tax status as a nonprofit organization during the grant period.

D. Obligations to the District/good standing

The Applicant, at the time of filing of the Application, is current on all obligations outstanding to the District, including all District departments or agencies, and will stay current on such obligations during the period of the grant. The Applicant shall at all times have and maintain a valid District business license, and if requested by this agency, shall provide an updated Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs or its successor.

E. Not suspended or debarred

1. None of the identified persons or entities is:
 - a. Proposed for debarment or is presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions; or
 - b. Proposed for debarment or presently debarred as a result of an action by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or another District contract regulating agency.
2. The identified persons or entities are:
 - a. The Applicant, its subsidiaries, or affiliates;

DHS Grant Promises, Certifications, Assertions, and Assurances

- b. An officer of Applicant;
- c. A member of the Applicant's governing board; and
- d. A Grant-related:
 - (1) Vendor;
 - (2) Contractor; or
 - (3) Subcontractor.

F. Criminal charges or investigations, or other legal proceedings

1. Within the three (3) years immediately preceding the date of the application, neither the Applicant nor any of its officers, partners, principals, members, associates, or key employees, has:

- a. With respect to criminal matters:
 - (1) Been indicted or had charges brought against them (if still pending); and/or
 - (2) Been convicted of:
 - (a) A crime or offense arising directly or indirectly from the conduct of the applicant's organization; or
 - (b) A crime or offense involving financial misconduct or fraud; or
- b. With respect to services by the organization, been subject to legal proceedings.

(Note: For the purpose of this section, "member" means a decision-maker of an organization, not a natural person or entity who just pays dues, and "associate" means a direct supplier of a business service pursuant to the grant.)

2. If the Applicant cannot certify that one or more assertions in paragraph 1 of this section are true and correct, the Applicant has attached to this PCA a statement explaining for each assertion that is not true (a) why the assertion is not true and correct and (b) why each such matter is relevant, or not, to the Application or Grant. The attached statement shall be treated as incorporated into the PCA.

G. Taxes due and related liabilities

The Applicant will, upon award of the Grant and with respect to payments made under the Grant:

DHS Grant Promises, Certifications, Assertions, and Assurances

- a. Be solely responsible for taxes owed, if any, to a taxing authority, whether federal, state or local;
- b. Defend, indemnify and hold harmless the District with respect to liability to a taxing authority, whether federal, state or local; and
- c. Ensure that each of its contractors, subcontractors, and subgrantees agree to and/or understands that, with respect to payments under the Grant, they are also subject to the tax-related requirements of this section, including agreeing to defend, indemnify, and hold harmless the District with respect to liability to any taxing authority, whether federal, state or local.

H. Conflicts of interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest, or personal gain during the period of the Grant.

I. Books and records

1. The Applicant will give DHS/ESA, or its designee, timely access to, and the right to examine all, records, books, papers, or documents related to, the Grant.
2. The Applicant will continue or establish a proper accounting system in accordance with generally accepted accounting standards or DHS/ESA directives.

J. Property owner permission

The Applicant hereby gives permission, and will secure, in advance of work to be performed by the Applicant as Grantee, its contractors, its subcontractors, subgrantees, or its relevant vendors, permission in writing from relevant property owners, for DHS/ESA, or its designee, to access project sites at reasonable times to inspect work performed under the Grant.

K. Termination/new grantee

As a condition of acceptance of the Grant, the Applicant agrees that:

- a. It will cooperate to enable a smooth transition to another grantee if:
 - (1) DHS/ESA determines that the grant period will end without the grant activities having been completed;
 - (2) DHS/ESA so notifies the Applicant; and
 - (3) DHS/ESA identifies as successor another grantee or DHS/ESA staff to finish the activities.

DHS Grant Promises, Certifications, Assertions, and Assurances

- b. The Applicant's cooperation will include:
 - (1) Identification, and offer to transfer ownership, of Big Purchase Equipment as defined in RFA Appendix 1 – General Terms and Conditions (GT&C); and
 - (2) Preparation of a transition plan for DHS/ESA review, by a DHS/ESA-specified date, prior to the grant period end date.

L. Compliance with laws

1. The Applicant will comply with all applicable District and federal statutes and regulations, as amended, including:

- a. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*);
- b. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. § 701 *et seq.*);
- c. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*);
- d. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*);
- e. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (26 U.S.C. § 651 *et seq.*);
- f. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951);
- g. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat. 56 (29 U.S.C. § 201);
- h. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*);
- i. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. § 621 *et seq.*);
- j. Military Selective Service Act of 1948; ch. 625, 62 Stat. 604 (50 U.S.C. § 3801 *et seq.*);
- k. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235 (20 U.S.C. § 1001);

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- l. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. § 1101);
- m. Executive Order 12459 (Debarment, Suspension and Exclusion);
- n. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*);
- o. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*). Specifically, the Grantee shall no later than 30 calendar days after the date of the Grant Award notice (unless a longer period is agreed to in writing):
 - (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - (2) Establish a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - (3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
- p. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR § 34.20;
- q. District of Columbia Human Rights Act of 1977, effective Dec. 13, 1977 (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*), including its prohibitions on sexual harassment, consistent with 4 DCMR 11 *et seq.*;
- r. Title VI of the Civil Rights Act of 1964;
- s. District of Columbia Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*);
- t. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. § 1352); and

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- u. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*). In accordance with this act, any person who may, pursuant to the grant, potentially work directly with any child (an individual younger than age 13), or any youth (an individual from age 13 through age 17) shall complete a background check that meets the requirements of the District's Department of Human Resources.
 - v. Youth Bullying Prevention Act of 2012, effective Sept. 14, 2012 (D.C. Law 19-167; D.C. Official Code § 2-1535.01 *et seq.*). In accordance with this act, any grantee or contractor of the grantee that, on behalf of the District government or through District funding, provides services, activities, or privileges to youth (an individual age 21 or younger) must adopt and enforce a bullying prevention policy that meets the requirements of the act.
2. The Applicant will comply with all applicable District and federal environmental standards that may be prescribed, as amended.

M. Compliance with general terms

The Applicant will comply with Appendix 1 - GT&C and understands that those terms and conditions are incorporated in the RFA.

III. SIGNATURE AND CERTIFICATION OF THE APPLICANT

On behalf of Applicant:

1. I am authorized to submit this application and, if DHS/ESA requests, to negotiate with DHS/ESA on behalf of the organization or person identified below (the Applicant). The assertions, assurance, representations, and promises, of the application are true and correct, to the best of my knowledge, information, and belief. If a statement in this PCA would not be true and correct without explanation, I attach an explanation and treat it as incorporated in the cited PCA section.
2. I have read the RFA, including the incorporated Appendix 1 – GT&C and Appendix 2 - PCA. I understand that the terms of the RFA are also incorporated by reference in each subsequent notice or amendment of a grant.
3. I understand this PCA and agree, assure, and promise as stated in each of the assertions, promises, certifications, and assurances of the document.
4. I agree, assure, and promise to DHS/ESA, and if the funding for the grant for which the Applicant applies comes from another funder, including the U.S. Government or a nonprofit organization, I agree, promise, and assure to such funder as well.

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5. I understand that the truth and accuracy of my assertions, agreements, assurances, and promises are a condition of Applicant's securing the grant applied for.

6. I assert, represent, agree, assure, and promise, to the foregoing as though sworn under oath. If barred by faith or custom from swearing under oath, I attest to the truth of the foregoing statements and representations and my organization's intent and promise to observe them. I understand that the making of a false certification can result in the termination of this grant, and that the willful making of a false certification is punishable by criminal penalties, pursuant to D.C. Official Code § 22-2405.

Date:

Signature

Name:

Title:

Email:

Phone:

Applicant's Name:

Applicant's Address:

(A copy of the PCA table of contents page and the final two pages, signed, are to be provided to DHS/ESA.)

**Appendix 3 – Proposal Submission Template
DC SNAP Employment and Training Program
RFA # SNAP E&T-2024-01**

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: _____
Address: _____
City: _____
State: _____
Zip: _____
Ward (if applicable): _____
Website: _____
Federal Employer Identification Number (FEIN): _____
DUNS Number: _____
Contact Name: _____
Title: _____
Phone number: _____
Email: _____

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

Number of Participants to Enroll: _____
(Must match amount in Appendix 4 – SNAP E&T Applicant Budget, 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: _____
Key Personnel: _____
Partners: _____

(c) Project Overview

Project Summary: _____
Purpose and Objectives: _____

Target Population: _____

Location(s) of Project Services: _____

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):

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.

Program Name or Course of Study	
Component (e.g. EPC)	
Credentials or Other Skills or Literacy Gains for Completers	
Prerequisites for Participation/ Limitations (e.g. educational attainment, CASAS scores, other)	
Program Time Length (number of weeks or months – if varying provide range)	
Participant Time Commitment (average hours per week – if varying provide range)	
Target Sector(s) and Occupation(s) for Job Placements or Business Starts	
Projected Entry-Level Wages for Job Placements	

Next Steps on Career Pathway (e.g. additional course, internship, promotion potential from entry-level job)	
--	--

(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).

Program Name or Description	
Component (e.g. WBLI)	
Prerequisites for Participation/ Limitations (e.g. training completion, educational attainment, other)	
Experience Time Length (number of weeks or months – if varying provide range)	
Participant Time Commitment (average hours per week – if varying provide range)	
Participant Wage or Stipend Amount (if applicable, this can only be supported using SNAP E&T funds in eligible Components)	
Target Sector(s) and Occupation(s) for Permanent Unsubsidized Job Placements	

Projected Entry-Level Wages for Permanent Unsubsidized Job Placements	
Current and/or Proposed Employer Partners Providing Experiences	
Next Steps on Career Pathway (e.g. additional course, internship, promotion potential from entry-level job)	
Subsidized Employment – Additional Details* : If proposing to use SNAP E&T funds to subsidize wages or stipends, provide: <ul style="list-style-type: none"> • Number of hours of paid activities per month • Maximum monthly stipend or wage • Time length of proposed wage or stipend subsidy (in weeks or months) • Reason for subsidy and proposed process to transition to unsubsidized employment 	

* 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: _____

- **Number of SNAP E&T participants to enroll:** _____ (Must match amount in Appendix 4 – SNAP E&T Applicant Budget, cell B2 and other application narrative.)
- **Projected number of SNAP E&T participants successfully completing project activities:** _____
- **Projected number of SNAP E&T participants receiving industry-recognized credentials and/or other documented skills gains:** _____
- **Projected number of SNAP E&T participants completing work experience activities (if applicable).** _____
- **Other Proposed Outputs (if applicable):** _____

Project Outcomes Narrative: _____

- **Projected number of SNAP E&T participants to gain unsubsidized employment within 6 months of exiting SNAP E&T program services:** _____
- **Projected Median wages of employed project participants:** _____
- **Other Proposed Outputs (if applicable):** _____

Measurement of Project Success: _____

Project Budget (high level narrative summary only, use Appendix 4 for details):

(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 2024. (15 points)

Criterion 1 Narrative:

Criterion 2: The proposed project is informed by and responsive to employer hiring needs. The applicant can 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 points)

Criterion 2 Narrative:

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)

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:

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:

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: _____

Funding Source(s): _____

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

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:

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:

Criterion 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 points)

Criterion 7 Narrative:

(e) Work Plan

Work Plan Narrative:

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):

Application Checklist

<p>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.</p>		
1.	Is the applying organization eligible for funding from DHS/ESA according to section 1.6 of the RFA?	
2.	REQUIRED ATTACHMENT: Completed Appendix 3 – Proposal Submission Template that adheres to requirements and instructions in Section 4 of the RFA	
3.	REQUIRED ATTACHMENT: Completed Appendix 4 – SNAP E&T Applicant Budget that adheres to instructions provided in Appendix 5 – SNAP E&T Applicant Budget Instructions	
4.	REQUIRED ATTACHMENT: Signed Appendix 2 -DHS/ESA Promises, Certifications, Assertions, and Assurances	
5.	REQUIRED ATTACHMENT: Certificate of Good Standing that reflects a date within 6 months of the deadline date (including for applicant and any partners)	
6.	REQUIRED ATTACHMENT: IRS W-9 Tax Form	
7.	REQUIRED ATTACHMENT: Applicant’s current fiscal year budget	
8.	REQUIRED ATTACHMENT: Applicant’s most recent audited financial statements	
9.	OPTIONAL ATTACHMENT: 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)	

Appendix 4 - SNAP E&T Applicant Budget - FY 2022

Applicant Name		Date				
Proposed Number of Participants to Serve						
Operating Budget Line Items	Cost Rates (enter where applicable)	Total Grant Costs and Distributions			List all eligible non-federal funding sources that are included in budget.	Budget Narrative
		Total (eligible Non-Federal funds plus reimbursable grant award)	Funds from Other Non-Federal Sources (must equal 60% of total, 50% for Participant Reimbursement Costs and Subsidized Wages/ Stipends)	Reimbursable Grant Award (must equal 40% of total, 50% for Participant Reimbursement Costs and Subsidized Wages/ Stipends)		
I. Direct Costs:						
a) Salary/Wages		\$ -	\$ -	\$ -		
b) Fringe Benefits* - Approved Fringe Benefit Rate Used (%):	0.00%	\$ -	\$ -	\$ -		
c) Contractual Costs (Admin Only)		\$ -	\$ -	\$ -		
d) Non-capital Equipment and Supplies		\$ -	\$ -	\$ -		
e) Materials		\$ -	\$ -	\$ -		
f) Travel		\$ -	\$ -	\$ -		
g) Building/Space		\$ -	\$ -	\$ -		
h) Equipment & Other Capital Expenditures		\$ -	\$ -	\$ -		
Total Direct Costs		\$ -	\$ -	\$ -		
II. Indirect Costs:						
Indirect Costs* - Approved Indirect Cost Rate Used (%):	0.00%	\$ -	\$ -	\$ -		
III. Subsidized Employment Costs (if applicable)						
Subsidized Wages/ Stipends		\$ -	\$ -	\$ -		
Total Administrative Cost (Total of items I, II, and III)		\$ -	\$ -	\$ -		
IV. Participant Reimbursement:						
a) Dependent Care (including contractual costs)		\$ -	\$ -	\$ -		
b1) Transportation (including contractual costs)		\$ -	\$ -	\$ -		
b2) Other Costs (including contractual costs, participant stipends and wages ineligible for inclusion)		\$ -	\$ -	\$ -		
Total Participant Reimbursement Costs		\$ -	\$ -	\$ -		
Total Costs		\$ -	\$ -	\$ -		
Total Costs Per Participant		#DIV/0!	#DIV/0!	#DIV/0!		

* Attach an approval letter from the cognizant federal agency identifying the rate being used if applicable. Indirect costs are capped at 12 percent unless a federally approved rate can be documented at a higher level.

Appendix 5 – SNAP E&T Applicant Budget Instructions

All District of Columbia Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program grant applicants must submit an Operating Budget and accompanying Budget Narrative using the Appendix 4 – SNAP E&T Applicant Budget Excel file template. Please use the following instructions in completing these items:

General Instructions for Completing Operating Budget and Budget Narrative (Excel Template)

- Note that data should only be added to white/ unshaded cells in columns B – G, including corresponding narrative content explaining all numerical content entered in column G. These cells are the only information needed to populate each applicant’s budget, as formulas are included that will automatically calculate necessary data in other fields. All white/ unshaded cells must be populated.
- Additional attachments may be submitted to provide additional supporting calculations or narrative content that does not easily fit in the template provided.
- Fill in the Applicant Name and Date fields in row 1.
- Fill in the proposed number of participants to serve in row 2. This number should reflect applicant capacity to effectively recruit a majority of proposed participants while also accommodating referrals from SNAP E&T program staff, as well as overall capacity. Per participant costs must be deemed reasonable given proposed services and outcomes, and failure to meet participant goals may adversely impact future funding.
- Use the table below to complete the remainder of the SNAP E&T Applicant Operating Budget and Budget Narrative.
- Any costs that are shared across multiple programs (i.e. not 100 percent focused on activities serving SNAP E&T participants) should be allocated proportionally, with the proportion clearly noted in the Budget Narrative. For example, if a contract with a third party pays for course instructors that will be working with 100 students, but only 50 of those students will be eligible SNAP recipients participating in a course funded under this grant – only 50 percent of the contract amount may be applied to your SNAP E&T grant.

Operating Budget and Budget Narrative Instructions by Item

Item	Operating Budget Instructions	Budget Narrative Instructions
I. Direct Costs:		
a) Salary/Wages	Enter total of all proposed salaries and wages for all project staff, weighted by time spent on the project (see examples under Budget Narrative Instructions in next column), in cell C6, along with corresponding narrative content in cell G6.	Each staff position should be described in FTE and time spent on the project. Example: E&T Program Manager $\$60,000 \times .50 \text{ FTE} = \$30,000$ 5 E&T Counselors $\$25,000 \times 1.00 \text{ FTEs} \times 5 = \$125,000$
b) Fringe Benefits Approved Fringe Benefit Rate Used _____%	Enter a proposed fringe benefits rate in cell B7 that reflects guidance provided in the Budget Narrative Instructions column, along with corresponding narrative content in cell G7. A Total Fringe Benefits amount will automatically be populated in cell C7 based on the total in cell C6 and fringe benefit rate entered.	If charging fringe benefits to the E&T program, provide a justification for the proposed rate – which may be a federally approved fringe rate, or a rate used organization-wide to provide benefits to staff. If using a federally approved rate, attach an approval letter from the cognizant federal agency identifying the rate being used. If using another rate, provide a justification for the amount and description of benefits covered through this cost.
c) Contractual Costs	Enter total of all proposed contractual services (e.g. consulting services) costs in cell C8, along with corresponding narrative content in cell G8.	Briefly summarize the cost and services that will be provided by each relevant contract; along with portions allocated to the SNAP E&T program.
d) Non-capital Equipment and Supplies	Enter total of all proposed non-capital equipment and supplies costs in cell C9, along with corresponding narrative content in cell G9.	Describe non-capital equipment and supplies to be purchased with E&T funds. Examples of non-capital equipment include minor office equipment such as file cabinets and printers. Examples of supplies include basic office supplies such as paper and pens.
e) Materials	Enter total of all proposed materials costs in cell C10, along with corresponding narrative content in cell G10.	Describe materials to be purchased with E&T funds. Examples of materials include educational materials such as workbooks.

f) Travel	Enter total of all proposed staff travel and professional development costs in cell C11, along with corresponding narrative content in cell G11.	Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.
g) Building/Space	Enter total of all proposed building/ space costs in cell C12, such as rent for facilities used to serve participants, along with corresponding narrative content in cell G12.	If charging building space to the E&T program, describe the method used to calculate space value.
h) Equipment & Other Capital Expenditures	Enter total of all proposed equipment and other capital expenditures in cell C13, along with corresponding narrative content in cell G13.	Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant.
II. Indirect Costs:		
	Enter a proposed indirect cost in cell B16 that reflects guidance provided in the Budget Narrative Instructions column. Multiply this rate by the total of the Direct Costs it is being charged against (which may vary by applicant – see guidance in Budget Narrative Instructions column) and enter that total in cell C16, along with corresponding narrative content in cell G16.	Indirect costs (also called overhead costs) are the expense of allowable activities that support the E&T program but are not charged directly to the program. Indirect costs should be described through a brief narrative, including which direct costs the rate is being charged against (e.g. Salaries and Fringe Benefits), and reflect reasonable costs relative to proposed services. Indirect costs are capped at 12 percent unless a federally approved rate can be documented at a higher level. If using a federally approved rate, attach an approval letter from the cognizant federal agency identifying the rate being used and allocation base. If using another rate, provide a justification for the amount and description of items covered through this cost.

III. Subsidized Employment Costs:	Note that Subsidized Employment Costs are reimbursed through grants at a 50% rate rather than 40%, as no administrative fees are charged by the District on these amounts. Supporting narrative should reflect this difference.	
Subsidized Wages/ Stipends	Enter total of all proposed subsidized wages/ stipends planned within eligible Component activities in cell C18, along with corresponding narrative content in cell G18.	Specify proposed budgets for proposed eligible subsidized employment wages or stipends, along with a description and justification for proposed costs. Additional details on subsidized employment plans must also be included where requested in Appendix 3 – Proposal Submission Template. 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). Projects may be selected for funding overall but have subsidized employment plans disapproved if additional USDA-FNS reviews do not result in approval.
IV. Participant Reimbursements	Note that Participant Reimbursements are reimbursed through grants at a 50% rate rather than 40%, as no administrative fees are charged by the District on these amounts. Supporting narrative should reflect this difference.	
a) Dependent Care	Enter total of all proposed dependent care costs in cell C21, along with corresponding narrative content in cell G21.	Specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant and based on local market rate surveys. Note that in most cases this support is coordinated for participants through DHS's Child Care Services Division and grantees will not have a cost to enter for this category.
b1) Transportation	Enter total of all proposed transportation-related participant reimbursement costs in cell C22, along with corresponding narrative content in cell G22.	Specify proposed budget for transportation-related reimbursements that includes a per participant amount, along with a brief description. Note that these services are generally provided by the SNAP E&T program through the issuance of Washington Metropolitan Area Transit Authority SmarTrip 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 budgets in Appendix 4 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.

		Applicants should complete the separate Appendix 6 – SNAP E&T Grantee Transportation Budget template if they plan to request WMATA SmarTrip cards through DHS/ESA.
b2) Other Costs	Enter total of all proposed other participant reimbursement costs in cell C23, along with corresponding narrative content in cell G23. Eligible items for reimbursement may include tools, uniforms, and/or equipment needed to participate in employment-related activities; as well as fees for licensing and testing.	Specify proposed budgets for each additional type of eligible participant reimbursement, along with a brief description.
Other Funding Sources		
	Enter list of all eligible non-federal funding sources that are included in budget in cell F25.	Applicants must provide additional details on the sources and amounts of eligible non-federal funds they are including in their overall budget to receive matching funds through the SNAP E&T program. All sources should be briefly described, including whether they are provided by the DC Government, philanthropy, or another non-federal funder. If funds used in this budget are provided by another SNAP E&T grantee, further assurances that funding is not also included for matching in their budget must be provided. Note that the DC Department of Employment Services, Mayor’s Office on Returning Citizen Affairs, and Office of Neighborhood Safety and Engagement are all SNAP E&T subgrantees.

Appendix 6 - SNAP E&T Transportation Budget - FY 2022

(Optional - Complete only if requesting WMATA SmartTrip cards for proposed participants through DHS/ESA)

Applicant Name				
Proposed Number of Participants to Serve				
SNAP E&T Grantee Budget for WMATA SmartTrip Card Transportation Reimbursements provided through DHS - please complete boxes shaded in white only, gray boxes include formulas. Note that no leverage is needed to receive transportation assistance. No funding is provided to selected providers through this process, rather WMATA SmartTrip cards are provided that must then be distributed directly to eligible participants.				Narrative - Briefly Describe transportation needs for each program offered, including length of program, number of days of in-person participation, and projected needs for job placement, retention, and case management activities.
	Number of Participants	Average WMATA SmartTrip Card Transportation Benefit per Participant	Total WMATA SmartTrip Card Transportation Cost	
I. Grantee Program (list each separately if multiple - e.g. Building Maintenance, Home Health Aid, etc.):				
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Total for All Programs	0	#DIV/0!	\$0.00	