Workforce and SNAP E&T Cohort
Request for Applications
Cohort 2: April 2022 – November 2022

APPLICATION DEADLINE: 11:59 p.m. EST Friday, March 18th, 2022

Background

In 2020 and 2021 USDA provided more than $6.7 million in SNAP E&T National Partnership Grants to help six national non-profit organizations expand program capacity to serve SNAP participants. These grants are intended to support new organizational capacity to provide to network members or affiliates training and other technical assistance so that network members or affiliates may become third-party SNAP E&T providers.

Due to the unique and wide-reaching nature of workforce development boards, there's a growing interest in aligning workforce programs and services with SNAP E&T. Thus, through the National Partnership Grant awarded by the USDA, the National Association of Workforce Boards (NAWB), in partnership with Seattle Jobs Initiative (SJI) and Third Sector Capital Partners (TSCP), will provide multi-faceted technical assistance to increase the number of workforce boards implementing SNAP E&T programs and services across the country.

We plan to do this through three main strategies, which include:

1. Technical assistance provided to the broader workforce system, through the co-creation of workshops and webinars with industry leaders.
2. The creation of relevant and accessible tools and resources made available for NAWB members and the broader workforce system.
3. Targeted technical assistance and coaching to a select number of workforce boards that participate in a seven-month cohort program.

The Cohort Program

NAWB is accepting applications for WDBs to participate in a seven-month cohort program tailored to WDBs that are interested in becoming new SNAP E&T third-party providers or intermediaries, or boards with new or recent SNAP E&T contracts who would like support in growing and improving their services.

The goals for this cohort program include:

- Support WDBs to develop goals and workplans in order to take concrete steps towards becoming SNAP E&T third-party providers or intermediaries
- help WDBs to plan and/or improve the quality of their programs and services by better tailoring services to individuals that have been historically underserved and those with higher barriers to employment

- help WDBs plan to partner more strategically, especially with more diverse community stakeholders (women-led orgs, refugee CBOs, BIPOC-led churches, etc.)

Benefits of participating in the Workforce and SNAP E&T cohort will include:

- Coaching and support with the process of becoming a SNAP E&T third-party provider or intermediary
- Access to coaching, tools, and resources covering the core components, processes, and best practices of SNAP E&T operations
- Information and best practices about SNAP E&T data requirements and using data to improve SNAP E&T programs
- Information and best practices for engaging and serving SNAP participants
- The opportunity to collaborate and share resources, tools, and information with other WDBs

Time Commitment

WDBs in the cohort will participate in a schedule of technical assistance activities, including:

- Monthly 90-minute webinars hosted by NAWB, Seattle Jobs Initiative, Third Sector Capital Partners and other WDBs and industry leaders
    - one webinar per month from April 2022 – November 2022
- Monthly coaching calls with assigned coaches familiar with WDB operations, SNAP E&T implementation, and other relevant experiences
    - minimum one 60-minute coaching call per month, April 2022 – November 2022 – an additional monthly coaching call may be scheduled by the WDB, if needed
- Workforce and SNAP E&T Institute, anticipated for June 2022 (virtual)
- Participation in feedback and reflection sessions, as requested

Please note that the time estimated for participation in the cohort does not include the additional time that WDBs may need to allocate towards pursuing status as a SNAP E&T third-party provider or intermediary, or plans to improve the quality of or expand services.

Primary Participant Requirement

- At least one member of the WDB should be assigned as the primary contact and the primary participant for the cohort program activities. Primary contacts/participants should participate in all sessions and coaching calls. Secondary contacts and participants are also encouraged.

Application, Eligibility & Selection

NAWB invites WDBs that are interested in, and dedicated to, pursing SNAP E&T third-party provider or intermediary status (or boards interested in expanding and improving their SNAP E&T services) to apply to participate in the cohort.

NAWB will select up to twenty WDBs to join the cohort based on the following criteria:

- Demonstration of commitment, capacity, and readiness towards taking concrete steps toward becoming a SNAP E&T third-party provider or intermediary (and/or, expanding and improving current SNAP E&T programs and services)
- Internal support and capacity for administrative responsibilities of SNAP E&T
- Demonstrated commitment to quality and equity through program services, strategic plans/initiatives, and continuous improvement processes

Tools for Assessing Readiness

To ensure that cohort participants fully understand the process, requirements, and commitment of the SNAP E&T cohort and the process of becoming a SNAP E&T partner, we strongly encourage all applicants either attend or view the recordings of the two informational sessions listed below. We also encourage applicants to complete the self-assessment to determine readiness.

If you have more questions or need help deciding if your organization is ready to participate, we recommend you to participate in a 30-60 minute coaching call with a member of our project team. You can arrange a call by contacting Nyzuria Conner at connern@nawb.org.

Info Sessions Slides and Recordings: https://www.nawb.org/initiatives/snapet#SNAPETEvents

Self-Assessment: (attached)

Application Instructions

Applications should be submitted to online application form by 11:59 p.m. EST Friday, March 18th, 2022.

In response to this RFA, **NAWB will only accept applications from WDBs.**

Each application should address the workforce development board's commitment, capacity, and readiness to pursue and integrate SNAP E&T programs and services.

Please be prepared to provide short answers for the following questions:

1. Why are you interested in engaging in SNAP E&T and what would you hope to gain by participating in the SNAP E&T cohort? (i.e. what are your goals?)

2. What efforts has your WDB already undertaken (or plan to take) towards integrating SNAP E&T?

3. Does your WDB have the internal support and capacity for administrative responsibilities of SNAP E&T, as well as the capacity to participate in the cohort program? Please explain current capacity or plans to support the work. More information can be found in the RFA and in the SNAP E&T 101 webinar.

4. Do you have access to non-federal funds to invest in programs geared towards low-income participants? If you do not currently have access, do you have plans to access non-federal funds? Please explain. (Note: if your SNAP E&T goals do include securing 50% SNAP E&T reimbursement funding, you will not need non-federal funds. If this is the case, you may answer "N/A")

5. Tell us about your current partnerships with other organizations, included but not limited to your state human services agency and/or local provider partners that serve low-income participants?

6. How would you describe your organization's capacity to use data to inform service quality improvements (e.g. making service modifications, reducing outcome disparities, analyzing data across programs / services)?

Letter of Support
To assess organizational commitment, we ask that you submit a letter of support from your organization's director or workforce development board leadership, speaking to the organization's commitment, capacity and readiness for pursuing SNAP E&T and participating in the Workforce and SNAP E&T Community of Practice. Please ensure that the letter is dated, signed, and in PDF format.

Application Status
Applicants will be notified of the status of their applications by the week of April 4, 2022. The first cohort session is scheduled to take place the week of April 25th. Details will be shared with cohort members.

Application Checklist

	Complete
SNAP E&T 101 Informational Sessions (strongly encouraged)	
Q&A Session (optional) – register here	
Readiness Self-Assessment (strongly encouraged)	
Online Application – (required)	
Letter of Support (required)	

LINK TO ONLINE APPLICATION FORM

Questions and Contact
For more information about the cohort, the RFA, or the Workforce & SNAP E&T Community of Practice in general, contact Nyzuria Conner at connern@nawb.org.

Additional Resources

- **Workforce and SNAP E&T Community of Practice Webpage**: Webpage
- **FAQ about SNAP E&T**: Webpage
- **Webinars**: all slides and recordings can be accessed here: https://www.nawb.org/initiatives/snapet#SNAPETEvents
    - SNAP E&T 101, Pt 1 An Introduction to SNAP E&T and the Community of Practice
    - SNAP E&T 101, Pt 2, What to Expect in the SNAP E&T Cohort
    - SNAP E&T Cohort Q&A

Disclaimer
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Readiness to Participate in NAWB NTPG Cohort
Self-Assessment for WDBs

This brief *self-assessment* was developed to assist Workforce Development Boards (WDBs) interested in joining the training cohort of NAWB's SNAP E&T National Training Partnership Grant project to determine their readiness to participate.

To be considered "ready" for cohort participation, WDBs should be able to demonstrate more than an interest in learning about SNAP E&T, but also a commitment and ability to take concrete steps toward one or more of the following goals: becoming a contracted provider of E&T services, acting as an intermediary assisting the State SNAP agency to administer E&T, and/or working to better align WIOA and E&T services in their localities to improve services to participants of both programs.

A concrete step is one that is tangible and measurable and could include developing a written strategy or plan for SNAP E&T that the WDB will carry out, holding formal conversations with a State SNAP agency about E&T partnership, identifying potential non-federal revenue resources that could provide the WDB with the ability to secure E&T reimbursement funding, and so on.

A WDB that can answer "Yes" to each of the following questions meets the qualification of readiness for cohort participation

	Yes/No	Notes or Questions
1. Can your WDB commit to attending all the cohort group sessions (anticipated to be 7 x 90-minutes) and monthly coaching meetings (anticipated to be 7 x 60-minutes)?		
2. Can your WDB commit to building a team of staff that will, as appropriate, participate in group and coaching sessions and/or will work to help meet your goals for SNAP E&T? For example, staff teams might include a mix of program, policy, fiscal, and contracting staff, depending on your objectives for the project.		
3. Based on your WDB's current capacity, strategic goals, and leadership commitment, as well as your current understanding of SNAP E&T, do you believe your goal(s) for SNAP E&T are achievable?		
4. Based on your WDB's current capacity, strategic goals, and leadership commitment, as well as your current understanding of SNAP E&T, do you believe you will be able to complete one or more concrete steps toward your SNAP E&T goal(s) as a result of your participation in this cohort?		