

ARLINGTON COUNTY

FY 2024 FOOD SECURITY MINI-GRANTS PROGRAM GRANT AGREEMENT

This is a Grant Agreement (“Agreement”) by and between the County Board of Arlington County, Virginia, (“County”) and _____, a 501(c) nonprofit organization located in _____ (“Grantee”). The County and Grantee are collectively “the Parties.”

1. BACKGROUND

- a. The Arlington County Food Security Mini Grants Program (“Grant Program”) provides financial assistance to support implementation of the County’s Food Security Strategic Plan, which was published in October 2022.
- b. The County allocated \$150,000 in one-time funding to support this Grant Program as a part of the FY 2024 budget process.
- c. Grantee is a tax-exempt nonprofit under Section 501(c)(3) of the Internal Revenue Code or a faith-based organization. Grantee’s mission is _____.
- d. Grantee has been awarded a total of \$ _____ to support its implementation of this/these projects: _____.

2. CORE TERMS

- a. Grant Terms. To receive funds, Grantee must have signed this Agreement and submitted the attached financial form (Exhibit A) and Project Scope (Exhibit B).
- b. Grant Period. This Agreement will take effect on the date of full execution and terminate on June 30, 2024, (“Grant Period”) unless the County grants an extension.
- c. Grant Use. The grant funds must be used to implement the project described in the Project Scope. All expenditures must be in accordance with the line-item budget Grantee submitted with its grant application.

3. INVOICES & SUPPORTING DOCUMENTATION

Grantee must submit quarterly reimbursement invoices for the preceding quarter by April 15, 2024, and July 8, 2024, to the Project Officer, who will either approve the invoice or require corrections. Reimbursement invoices must be accompanied by supporting documents, such as general ledger reports and expense invoices that demonstrate the full amount being invoiced. Invoices must include an invoice date, an invoice number, the organization’s address, Purchasing Authority (provided by the County) and Purchase Order number (provided by the County).

4. REPORTING

Grantee must submit two quarterly reports using the attached Grant Report form (Exhibit C) at the mid-point and end of the Grant Period. These reports must be submitted by April 15, 2024, and July 15, 2024.

5. GRANT ADMINISTRATION

- a. Funds Management. Grantee will manage the grant funds in accordance with applicable law and the provisions of this Agreement. Expenditures must be (i) reasonable for the goods and services purchased, (ii) incurred during the Grant Period, and (iii) satisfactorily recorded with supporting documentation.
- b. Changed Circumstances. Grantee will notify the County immediately if Grantee determines in good faith that, because of a change in circumstances, it is no longer

possible to complete the project for which the grant funds were awarded. In that case, and in cases where a portion of the grant remains unspent or unallocated upon completion of the Grant Period, the County may extend the Grant Period or request the return of unexpended funds.

- c. Suspension or Termination. The County may terminate this Agreement if it determines that Grantee has materially failed to comply with the Agreement's terms, including, but not limited to, ineffective or improper use of funds or submission of materially incorrect or incomplete reports. Grantee will be required to return all or part of the awarded grant funds, as determined by the County.

In addition, this Agreement may also be terminated for convenience by either the County Board or Grantee, in whole or in part, upon written notification, setting forth the reasons and conditions for such termination, including the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the County Board determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the County Board may terminate the award in its entirety.

6. COMMUNICATION; RECORDS

- a. Notices, Demands, and Communications between the Parties. Formal notices, demands, and communications between the Parties shall be given by (i) personal service; (ii) reputable document delivery service, such as Federal Express, with a receipt showing date and time of delivery; or (iii) certified or first-class United States mail, postage prepaid, with a receipt showing date and time of delivery.

To the County: Arlington County
Department of Human Services
2100 Washington Blvd, 1st Floor
Arlington, Virginia 22204
Attn: Stephanie Hopkins
Food Security Coordinator
shopkins@arlingtonva.us
703-228-1065

With Copies to: Arlington County
Office of the County Attorney
2100 Clarendon Blvd, Suite 403
Arlington, Virginia 22201
Attn: County Attorney

To Grantee: NAME
 ADDRESS
 Attn: POINT OF CONTACT
 Email: EMAIL

Written notices, demands, and communications shall be sent in the same manner to other addresses that any party designates in writing.

- b. Recordkeeping. Grantee will maintain records in a manner that will provide the County with sufficient detail to review receipts and expenditures related to the Grant.

Grantee will make all records available for review by the County upon reasonable notice during the Grant Period and for five years after the termination or expiration of this Agreement.

7. COMPLIANCE

- a. General Compliance. Grantee will conduct, control, manage, and monitor human services activities in compliance with all applicable ethical, legal, regulatory, and safety requirements, including applicable state, local, institutional, and school district standards. Grantee will obtain and maintain any necessary approvals before conducting the applicable activity.
- b. Non-Discrimination. Grantee will not discriminate against any individual with regard to employment or participation or in any other manner for reasons of race, color, religion, gender or gender identification, sexual identity, pregnancy, childbirth or related medical conditions, national origin, age, marital status, disability, or any other characteristic that is protected by local, state, or federal law.

8. GENERAL PROVISIONS

- a. Entire Agreement; Amendment. This Agreement constitutes the entire agreement among the parties as to the Grant Program and may not be amended or modified, except in writing signed by both Parties.
- b. Assignment. Grantee may not assign or transfer any of its rights or obligations under this Agreement without the County's prior written approval. This Agreement will bind and benefit any permitted successors and assigns.
- c. Third-Party Beneficiaries. This Agreement is for the exclusive benefit of the Grantee and the County, and not for the benefit of any third party, including, without limitation, any partner, employee, or volunteer of Grantee.
- d. Governing Laws; Venue. This Agreement is made and is intended to be performed in Arlington County, Virginia, and shall be construed and enforced by the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of Arlington County, Virginia, or in the United States District Court for the Eastern District of Virginia, and not in any other court.
- e. Severability. Each provision of this Agreement is to be interpreted in a way that is enforceable under applicable law. If any provision is held unenforceable, the rest of the Agreement will remain in effect.
- f. Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and not for or against any Party by reason of the authorship or any other rule of construction that might apply. The section headings are for purpose of convenience only and shall not be construed to limit or extend the meaning of this Agreement.
- g. Non-Liability of Officials, Employees, and Agents. No member, official, employee, or agent of the County Board shall be personally liable to Grantee in the event of any default or breach by the County for any amount that may become due to Grantee or its successors or assigns under the terms of this Agreement.
- h. Force Majeure. No Party will be held responsible for failing to perform its responsibilities under this Agreement if the failure results from any act of nature, public health emergency, or other cause that is beyond the reasonable control of the Party and that makes performance impossible or illegal.

- i. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall be one and the same instrument. A facsimile, .pdf copy or other electronic signature (e.g., DocuSign) of this Agreement, is an enforceable, original agreement for all purposes.
- j. Dispute Resolution. If an issue regarding or arising under this Agreement cannot be resolved by the parties, the issue will be brought to the County Manager for a final decision.

In witness thereof, the County and Grantee have caused this Agreement to be executed by the following duly authorized officials.

By: _____

Date

COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

By: _____

Mark, Schwartz, County Manager

Date

Exhibit B



Food Security Mini-Grant Project Scope

*If Grantee has multiple projects, each project scope will be listed below.

Organization Name	Click or tap here to enter text.
Number of Projects Funded	<input type="checkbox"/> 1 project <input type="checkbox"/> 2 projects <input type="checkbox"/> 3 projects
Project Name	Click or tap here to enter text.
Award Amount	Click or tap here to enter text.
Project Summary	Click or tap here to enter text.
Strategic Plan Item(s)	Click or tap here to enter text.
SMART Goal	Click or tap here to enter text.
Intended Project Impact	Click or tap here to enter text.

Exhibit C



Food Security Mini-Grant Quarterly Report

*If Grantee has multiple projects, each project report will be listed below.

Organization Name	Click or tap here to enter text.
Number of Projects Funded	<input type="checkbox"/> 1 project <input type="checkbox"/> 2 projects <input type="checkbox"/> 3 projects
Report Timing <i>(select one)</i>	<input type="checkbox"/> Mid-Grant Report (January – March 2024) <input type="checkbox"/> Final Report (April – June 2024)

Project Name	Click or tap here to enter text.
Strategic Plan Item(s)	Click or tap here to enter text.

Quarterly Financial Report					
	BUDGET	January-March Actuals	April-June Actuals	TOTAL	BALANCE
PERSONNEL					
Salaries	\$				
Benefits	\$				
NON-PERSONNEL					
Professional or Contracted Services	\$				
Travel & Transportation	\$				
Supplies & Equipment	\$				
Direct Client Expenses	\$				
Communication & Marketing	\$				
Other	\$				
Overhead	\$				
GRAND TOTAL	\$				

**Project
Accomplishments**

Click or tap here to enter text.

SMART Goal

Click or tap here to enter text.

**Progress Towards
Achieving SMART Goal**

Click or tap here to enter text.

Project Impact to date
*(Specific information
needed dependent on
project scope)*

Click or tap here to enter text.
