



**OFFICE OF YOUTH PROGRAMS
Youth Innovation Grants**

Request for Applications (RFA)
RFA#: YIGP2016

RFA Release Date: December 6, 2016

Pre-Application Meeting

Date: December 12, 2016

Session: 2:00PM to 3:30 PM

Location: DOES Headquarters

4058 Minnesota Avenue, NE

Washington, DC 20019

Application Submission Deadline:
Friday, January 6, 2017, at 5:00pm EST

Applications shall be submitted electronically at oypgrants@dc.gov.

LATE, INCOMPLETE, and PAPER APPLICATIONS WILL NOT BE CONSIDERED

Request for Application

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LIST OF REQUIRED FORMS

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- ☐ **IRS Form W-9**
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See Section 5.2
- ☐ **Valid/Current DCRA Business License or license by applicable regulatory body**
See Section 5.3
- ☐ **Copy of most recent and complete set of audited financial statements**
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LIST OF REQUIRED SUPPORTING DOCUMENTS

- ☐ **Memorandum of Partnership Agreement or Understanding**
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Budget Narrative
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Organizational Chart
See Section 6.2
- ☐ _____
Key Staff Resumes or Brief Biographies
See Section 6.3
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Proof of Occupancy/Building Lease/Rental Agreement
(Note: Applicants planning to use a D.C. Public School (DCPS) building during the SYEP shall provide a signed approval letter and building use agreement from the DCPS, Office of Out-of-School Time. Similarly, if using a D.C. Parks and Recreation facility, appropriate written authority is required.)
See Section 6.4
- ☐ **Insurance Certificate**
See Section 6.5

Section A: APPLICATION STATEMENT OF WORK

A.1 PROGRAM SCOPE

The District of Columbia Department of Employment Services (DOES), Office of Youth Programs (OYP) is seeking qualified organizations to provide services to District youth through its Youth Innovation Grants Program (YIGP). The YIGP is funded by the Workforce Innovation Opportunity Act (WIOA), which became effective on July 1, 2015. The purpose of this program is to support the delivery of innovative workforce solutions that will drastically improve the opportunities for youth between the ages of 18-24 years to successfully enter and remain in the 21st Century Workforce.

DOES, Office of Youth Programs (OYP) will solicit grant applications to assist youth in obtaining high school credentials, entering post-secondary education programs, and obtaining post-secondary credentials to improve workforce opportunities.

Recipients of the Innovation/ Youth Grants will aid youth in placement and retention in employment, education, or training, in program skills gains and credential attainment.

Applicants will develop a model based upon a theory of action that is supported by a solid research basis with evidence of previous successes. The model should address at least one of the following elements:

1. Work experiences for youth through training and guidance in soft skills.
2. Training for youth in technical skills, or hard skills, needed for specific career pathways or work settings.
3. Development and maintenance of relationships with employers to promote youth employment opportunities.
4. Opportunities for youth entering post-secondary education programs and obtaining post-secondary credentials to enter the workforce based upon individual interests and skills.
5. Opportunities for Youth to understand business development processes that will aid in the launching of a small business.

OYP aims to fund integrated service models that embrace a holistic approach by addressing the educational, employment, and social service needs of youth participants.

Consequently, the goals are to provide:

- A. Youth who are interested in becoming business owners an opportunity to receive a holistic training program that assesses individual interests, mentoring and adult relationship building, and elimination of barriers that may keep them from becoming a business owner.
- B. Youth who need support engaging or reengaging in the post-secondary education arena with appropriate support. Successful models under this category may consider accelerated basic skills development, college cultural capital, strategic college visits, and

any research proven strategy to increase the likeliness of youth who enter and persist through college.

- C. Youth for training and exposure to emerging careers in Professional, Scientific, and Technical Services, Health Care and Social Assistance, Finance and Insurance, Public Administration, and Educational Services, Retail Trade and Manufacturing.

YIGP is intended to provide a significant number WIOA eligible youth between the ages of 18-24 with individualized educational and employment services. These services assist youth participants with earning their high school diploma or GED, and overcoming significant barriers to employment. Consequently, YIGP success is measured through the achievement of key benchmarks, including but not limited to (1) secondary school credential or GED attainment, (2) placement in full-time, unsubsidized employment, post-secondary education, or advanced training, and/or (3) retention in placement of employment, advanced training, or postsecondary education.

A.1.1 PERIOD OF PERFORMANCE

The period of performance shall be from January 1, 2017 through September 30, 2017. The 2016 Program Year will operate from the date of award through 6 months thereafter.

A.1.2 LOCATION REQUIREMENTS

For purposes of this RFA, all Applicants shall provide services in the District of Columbia. Each Applicant shall provide legal proof of ownership or occupancy of the site where the program will be held to prove that the Applicant is entitled to conduct the program in that space; please see section 6.3 of the online solicitation.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
- Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
- Signed approval letter and permit from the DC Department of Parks and Recreation; or
- Building lease or rental agreement that is current and valid.

The Applicant shall submit written notice of any site changes within 24 hours of the proposed change. Any site changes shall be approved by DOES, prior to the proposed change.

A.1.3 TOTAL AMOUNT OF FUNDING TO BE AWARDED

Pending the availability of funds, the total amount of funding that DOES anticipates to award is at in total \$600,000. Additional funds will be available for the payment of youth wages and/or stipends that will be paid separately from the grant award. The responses to this RFA shall be reasonable and appropriate based on the information provided within this RFA.

DOES anticipate making 10 awards that serve at least 20 participants not to exceed \$60,000 per successful application, based upon the availability of funding.

A.2 PROGRAM BACKGROUND

DOES is the agency whose mission is to plan, develop, and administer workforce development services to District of Columbia residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

Specifically, the mission of the DOES Office of Youth Programs is to prepare District youth for the workforce and to connect them to employment opportunities. DOES is dedicated to educating youth participants about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs. This is critically important. According to the Department of Labor, since the start of the recession, the gap between the youth unemployment rate and the national unemployment rate has widened.

The youth unemployment rate was 16.1 percent in April 2013 for those between the ages of 16 and 24, according to the Bureau of Labor Statistics. For youth ages 16 to 19, the seasonally-adjusted unemployment rate was 24.1 percent; and for those ages 20 to 24, it was 13.1 percent. In the District, unemployment rates among District youth exceeded the national average (14%). Unemployment among youth ages 16-24, 16-19, and 20-24, was 15.6, 34.0, and 13.7, respectively in 2013. According to the D.C. Office of Planning, there were 100,815 District residents under age 18 and 87,015 between ages 18 to 24. This reflects approximately 30 percent of the District's population. Consequently, there is a direct relationship between the District's future sustainability through reducing unemployment and increasing job growth and current rates of educational and vocational attainment and employment among youth.

DOES seeks to address these challenges through the Youth Innovation Grants by encouraging and supporting youth to gain both the educational credentials and occupational skills that will prepare them for the workforce. Providers will ensure that programming is tailored to the specific needs and interests of individual participants, and incorporate the elements and outcomes required by WIOA.

A.3 GENERAL PROGRAM REQUIREMENTS

A.3.1 The funds for the Youth Innovation Grants are made available through Federal Workforce Innovation Opportunity Act (WOIA) and local funds. Therefore, funding for grant awards is contingent on the availability of funds.

A.3.2 DOES maintains the right to issue grant awards via the "Workforce Job Development Grant-Making Authority Act of 2012." This RFA does not commit DOES to make any grant awards. DOES maintains the right to adjust the number of grant awards and amounts based on funding availability. DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.

A.3.3 ELIGIBILITY INFORMATION. Applications shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA. Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants shall be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. The provider may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants shall demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications.

All Applicants shall be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

A.3.4 MONITORING. Specific monitoring and progress report schedules will be established, agreed upon, and included in the Grant Agreement. DOES staff responsible for monitoring and evaluating the program may also make periodic scheduled and unscheduled visits to sites.

During such site visits, the provider is required to provide access to facilities, records, participants and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the provider's level of compliance with federal and/or District requirements and to identify specifically whether the provider's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

A.3.5 AUDITS. The provider shall maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DOES may have the Provider's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the provider by the District and an overpayment is found, the provider shall reimburse the District for said overpayment within 30 days, after written notification.

The provider shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

The provider shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the provider that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to providers' personnel for the purpose of interviews and discussions related to such documents.

A.3.6 NONDISCRIMINATION IN THE DELIVERY OF SERVICES. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

A.3.7 Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.

A.3.8 If awarded funding, Providers shall deliver Innovative Programs from January 1, 2017 thru September 30, 2017.

- A.3.9** Providers will be required to provide DC residents between the ages of 18 and 24 who have barriers to the career of choice with an innovative solution that will lead them into the workforce.
- A.3.10** Applicants are only allowed to submit one (1) proposal in response to this RFA. **Applications shall be submitted online via email by Friday, January 6, 2017 via the Grant Review Team Portal at oypgrants@dc.gov.**
- A.3.11** The proposed program shall be required to operate within the District of Columbia. Providers shall submit any changes to the proposed program location at least 24 hours (or one business day) in advance. All location changes shall be approved by DOES prior to the proposed relocation.
- A.3.12** The grant period will be for a period of nine (9) months from the date of execution of a Grant Agreement with the District.
- A.3.13** At the discretion of the District, a maximum of four (4) one-year option periods may be granted based on performance and the availability of funding. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year.
- A.3.14** During a grant posting, Applicants shall submit all questions via the “message board” of the online solicitation.
- A.3.15** Providers shall participate in all mandatory Youth Innovation Grant Program meetings and trainings required by OYP including Communities of Practice.

A.4 SPECIFIC PROGRAM REQUIREMENTS

A.4.1 ELIGIBILITY REQUIREMENTS FOR “YOUTH INNOVATION GRANT PROGRAMS”

The Workforce Innovation Opportunity Act, Section 129(a)(1)(B) defines eligible “Out of School Youth”, according to the following:

- Out-of-school youth must be aged 16-24,
- not attending any school, and meet one or more additional conditions, which could include:
 - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter;
 - holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner;
 - subject to the juvenile or adult justice system;
 - homeless,
 - runaway,
 - in foster care or aged out of the foster care system,
 - eligible for assistance under Section 477, Social Security Act, or
 - in out-of-home placement;

- pregnant or parenting;
- an individual with a disability;
- low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment

A.4.1.2 CORE PROGRAM COMPONENTS

In accordance with WIOA, providers shall provide Out of school activities and programs to eligible youth consisting of the following core components:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include, but are not limited to:
 - summer employment opportunities and other employment opportunities available throughout the school year;
 - pre-apprenticeship programs;
 - internships and job shadowing; and
 - on-the-job training opportunities;
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and

14. Activities that help youth prepare for and transition to postsecondary education and training.

A.4.1.3 PROGRAM DESIGN

YIGP shall operate in accordance with the program design model for the designated period of performance. The program design model must include a period of recruitment and enrollment, orientation services, and internship placement and support. Upon completing their internships, participants would be placed in education, advanced training, or a job. Follow-up support services would continue for a minimum of 9 months.

1. Service Levels

The provider will provide services to 20-30 eligible youth annually between January and September 2017. All youth participants who complete the innovative program shall receive follow-up services.

2. Required Program Elements

The Provider shall include the following program elements:

- **Recruitment and Enrollment**

Prior to the beginning of the innovative program, the provider must recruit and enroll WIOA eligible candidates who meet the criteria in section A.4.1.2 above. Providers should recruit youth participants through street outreach, paid peer-recruiters, and innovative strategies involving District government agencies. Community-based organizations (CBO), including faith-based organizations, should also be involved. All recruitment and enrollment efforts should be solidified no later than February 15, 2017 such that youth participants can receive timely orientation.

Providers shall also have an information and referral system available for those youth who are not accepted into the program; directing them to other educational, health, or social services, as appropriate.

- **Orientation Services (Phase I)**

Prior to participation in the training program, providers must ensure a youth participant orientation, self-interest assessment (which may be a writing sample as a part of the application), and preparation for job training. During this time, providers shall assess participants' employability skills and social service needs, develop an ISS for each participant, provide training and workshops to prepare youth to enter their internship placements, and identify an appropriate internship

placement for each participant.

- **Case Management and Support (Phase II)**

Upon completion of the orientation phase, providers shall begin the case management support beginning no later than February 1, 2017. DOES OYP encourages providers to develop a variety of ways to provide, at a minimum, the weekly touch points to review the youth's Individualized Service Strategy (ISS) Plan.

Case Management weekly touch should include, but is not limited to:

1. Review goals and action items outlined in the ISS;
2. Reviewing progress and support needed to continue in employment training or work experience;
3. Find solutions necessary to help the participants meet the individual goals where barriers may exist;
4. Perform other duties, as appropriate.

During non-training hours, providers will have the responsibility for providing support services to youth participants in the program by providing a weekly touch point. In addition to the weekly touch point, the provider must provide a monthly seminar that leads to the attainment of a Leadership Development or Work-Readiness Certificate that is nationally recognized.

After the completion of the innovative experience, providers shall ensure appropriate preparation leading to youth participant's placement in unsubsidized employment, an institution of higher education or an advanced training program, or the start of a new business. A youth participant may, however, accept placement in a job or educational or training program prior to the end of Phase II.

- **Follow-up Services (Phase III)**

Providers shall provide participants who complete their program with at least nine months of follow-up services. Follow-up services would be rich enough to provide the necessary support to enable youth participants to obtain and retain employment, resume their education, or solidify contacts that support their newly created business. Providers shall serve as resources to identify and address issues that arise for youth participants, employers, and educators in those placement settings. In addition, Providers shall assist with promotions and additional job placements as needed, help youth pursue their educational goals, and counsel youth in long-term education and career planning. Providers shall report on the follow-up services that participants receive and their results.

- **Minimum Staffing Requirements**

Providers shall have adequate staffing to implement and sustain the proposed program. At a minimum, providers shall identify staff to perform the following key functions: recruitment, job development, case management, retention, education, and data entry.

- **Outcomes, Data Collection, and Statistical Reporting**

The provider's performance shall be evaluated according to attainment of the following milestones and outcomes:

Milestones:

- Enrollment of all cohort participants into the case management services and participating in an orientation no later than February 15, 2017.
- Successful completion of Innovative Program by at least 95 percent of enrolled participants
- Attainment of Leadership Development or Workforce Readiness Nationally Recognized Credential for all participants no later than June 30, 2017.

Outcomes:

- Placement of at least 95 percent of enrolled participants in post-secondary education, or occupational skills training program, or unsubsidized employment or the creation of a business.
- Retention of at least 60 percent of enrolled participants in an approved placement during the third quarter after program completion

The provider shall collect and report statistical information as requested by DOES, including individual-level data on enrollment participant demographics, specific services provided, and client participation/attendance in internships and workshops. In addition, the provider would report outcomes including data on internship placements, permanent placements, and participant retention.

Providers will be required to participate in ongoing monitoring and evaluation activities led DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. In the event of an evaluation using an experimental design, providers may be required to alter their recruitment practices to ensure random assignment of potential participants to a group that is enrolled in the program intervention or a control group that is not. Providers may also be required to submit client-level and program data over and above DOES requirements.

In accordance with WIOA, and the OYP, providers shall also ensure that program design include the following:

1. Objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
2. Service strategies for each participant that are directly linked to 1 or more of the indicators of performance described WIOA Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and
3. Ensure the educational participants are provided
 - a. activities leading to the attainment of a secondary school diploma or its recognized equivalent;
 - b. a recognized postsecondary credential; preparation for postsecondary educational and training opportunities;
 - c. strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
 - d. preparation for unsubsidized employment opportunities, in appropriate cases; and
 - e. effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets

A.4.2 APPLICANT PROGRAM DELIVERY REQUIREMENTS

A.4.2.1 RECRUITMENT, REGISTRATION, REFERRAL, AND ORIENTATION

1. The provider shall and implement an effective outreach and recruitment plan to identify and register eligible youth. Outreach and recruitment shall include, but is not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and communicating with community organizations regarding recruitment efforts. Effective outreach should include recruitment efforts at places where youth traditionally congregate such as parks, music and sporting events, and movie lines, as well as the use of innovative strategies such as posting program information on social networking websites. The provider shall register all participants and determine eligibility solely according to the eligibility criteria stipulated in WIOA.

2. DOES will offer support in conducting outreach and recruitment. DOES will also make program referrals of eligible youth participants and will assist in establishing connections with partner agencies such as OSSE, DHS, and CFSA.
3. The provider shall maintain participant files that include documentation of eligibility for each participant enrolled in the program.
4. Providers will be responsible for supporting youth in the collection of eligibility documents and for their timely submission to DOES.

A.4.2.2 ASSESSMENT, DEVELOPMENT OF INDIVIDUAL SERVICE STRATEGIES, AND CASE MANAGEMENT

1. Once a youth participant has been deemed eligible to participate by DOES, the provider will be required to conduct the intake process to include conducting intake interviews and hosting probationary period orientations.
2. Providers will be required to conduct the initial objective assessment of youth participants and to conduct basic skills assessments throughout the duration of the program.
3. As part of enrollment, the provider shall assess each participant to determine academic and occupational skills, work experience, assets, interests, and supportive service needs.
4. Assessments shall occur throughout the program at appropriate intervals in order to document participant progress.
5. Comprehensive case management includes the development of Individual Service Strategies (ISS), follow-up services, case note updates, and on-going file maintenance.
6. The ISS the youth participant shall identify both short-term and long-term education and career goals. Participants assessed as basic skills deficient shall be offered basic skills remediation as part of their individual service strategies.
7. Case managers shall document whether or not goals have been met. The youth participant shall receive a copy of his or her individual service strategy.
8. Case managers shall coordinate services and information to prepare participants for post-secondary educational opportunities, academic and occupational learning, and employment opportunities, as appropriate.

A.4.2.3 EDUCATIONAL SERVICES

1. Educational activities shall enhance youth participants' basic educational skills in literacy and math, help youth participants achieve a high school diploma or GED, and encourage youth participants to pursue post-secondary education.
2. The educational component shall be tailored to meet each participant's needs and may include basic skills training, GED preparation, tutoring, study skills training, and alternative learning methods, such as project-based and computer-assisted learning.
3. Educational opportunities shall be intertwined with employment services that address work readiness and career exploration and provide employment opportunities through activities such as job shadowing, internships, etc.

4. Educational activities shall be flexible to enable youth to participate while working, for example, through evening classes.
5. The message that college is an achievable goal shall be woven throughout the program and underscored by program offerings, which could include college application and financial aid workshops, college tours, and college speakers.
6. Alternative secondary school services shall be made available to participants, as appropriate.

A.4.2.4 EMPLOYMENT SERVICES

1. Occupational skills attained shall conform to standards developed or endorsed by employers and shall result in the attainment of a recognized degree or certificate.
2. Activities shall include paid and unpaid work experiences, such as internships and job shadowing, work readiness and employment training, and career development.
3. To the extent possible, youth participants' work experiences shall help them understand the connection between further education and long-term career advancement.
4. The provider shall provide work readiness training. The skills taught shall include, but are not limited to, self-awareness, personal health, improvement of self-image, knowledge of personal strengths and values, world-of-work awareness, labor market knowledge, job search techniques, and positive work habits, attitudes, and behavior.

A.4.2.5 STRATEGIC COLLABORATIONS

1. The provider shall develop a strategic collaborations with employers, labor unions, or advanced occupational training programs within the same industry sector(s) or occupational cluster(s) as the selected occupational training, post-secondary educational institution, or organization providing supportive services.
2. Strategic collaborators shall provide at least two of the following:
 - informing the content of the training or educational services
 - providing direct services or employment/educational opportunities for participants during the program
 - assisting with or offering post-program placements that shall count as WIOA outcomes
 - providing supportive services

A.4.2.6 LEADERSHIP DEVELOPMENT AND/OR WORKFORCE READINESS CERTIFICATION.

1. The provider shall provide activities that develop the leadership and/or workforce readiness skills of all participants.
2. Activities shall include, but not be limited to, exposure to post-secondary educational opportunities, community and service learning projects, peer-centered activities, organizational and teamwork training, training in decision-making, citizenship training, and life skills training.

3. The Leadership Development or Workforce Readiness Program must lead to a nationally recognizable certificate.
4. The Provider may supply a stipend for completion of the certification.

A.4.2.8 SUPPORTIVE SERVICES, GUIDANCE AND COUNSELING, AND MENTORING

1. Supportive services shall be offered to participants who need them. Supportive services shall include, but are not limited to, linkages to community services; assistance with finances, transportation, childcare, dependent care, and housing; referrals to medical services; and assistance with uniforms and other appropriate work attire and work tools.
2. The provider shall provide guidance and counseling to all youth participants, including substance abuse treatment and counseling, as needed.
3. The provider shall offer individualized support to youth participants through adult mentoring relationships, during both program participation and follow-up, for a period of not fewer than nine (9) months.

A.4.2.9 FOLLOW-UP SERVICES

1. The provider shall provide youth participants with at least three (3) months of follow-up support after program exit.
2. The provider shall serve as a resource to identify and address challenges that arise for youth participants in employment and educational placements. The Provider shall maintain at least monthly contact with the youth participant and shall work closely with youth participants' employers and schools to assist participants in achieving career and educational goals.
3. The provider shall assist youth with additional job placements and promotions as needed, help youth realize their educational goals, and counsel youth in long-term education and career planning.
4. DOES and the provider work collaboratively to ensure a successful exit is completed and captured in the Virtual One-Stop System.
5. The provider shall document and report on the follow-up services that youth participants receive and their results.
6. At least 10 percent of the program budget shall be allocated to providing follow-up services.

A.4.2.10 PARTICIPANT RETENTION SERVICES

1. The provider shall describe its strategy to retain youth until successful completion of program activities.
2. The provider may offer modest incentives, including weekly stipends, transportation allowances, cash achievement awards, tickets to special events, merchandise, or gift certificates from local merchants.

A.5 PROVIDER PAYMENTS

Youth Innovation Grant Program providers will invoice monthly based on the receipt, acceptance, and approval of invoices that comply with the requirements and timelines listed below.

CLN 1: Base Payment (25% of Total Award)

- a. Staff timesheets
- b. Site visit
- c. Staff clearances.

CLN 2: 25% of total Grant Award

- a. Approved WIOA documentation
- b. Approved YIGP documentation
- c. Approved Monthly Participant Case Notes

CLN 3: 25% of total Grant Award

- a. Approved Monthly Participant Case Notes
- b. Monthly Report
- c. Evidence of Leadership or Workforce Readiness Certificate

CLN 4: 25% of total Grant Award

- a. Approved Monthly Participant Case Notes
- b. Monthly Report
- c. Evidence of Leadership or Workforce Readiness Certificate
- d. Final Report
- e. Follow Up

If the Provider(s) does not comply with the provisions of the grant agreement, regulations, and terms and conditions, then the grant agreement may be terminated in whole or in part for default or convenience. *(See to the District's Standard Grant Provision referenced in Section 3.1 of the eSource/online application)*

Section B: APPLICATION SUBMISSION

The length of the application is limited to 15 double-spaced pages, typed in 12 point Times New Roman font with 1 inch margins. The 15-page limit EXCLUDES attachments.

B.1 APPLICATION FORMAT

B.1.1 APPLICANT PROFILE. Each application shall include an Applicant Profile, which identifies the Applicant, type of organization, program service area, and the amount of funds requested.

B.1.2 TABLE OF CONTENTS. Each application shall include a Table of Contents. The Table of Contents shall list major sections of the application with a quick reference page indexing those sections.

B.1.2 APPLICATION SUMMARY (Not to exceed 1 page). Each application shall include an

Application Summary. This section of the application shall summarize the major components of the application.

B.2 PROGRAM NARRATIVE

B.2.1 The Applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section A. ***Please see sections A4.1.1 through A4.1.4.***

The four (4) main components of the program narrative are:

- Recruitment and Enrollment
- Orientation Services
- Case Management Support
- Follow-Up Services

B.2.2 The Program Narrative shall not exceed twenty-five (25) pages. This page limit does NOT include the required forms or supporting documents.

B.2.3 ORGANIZATION PROFILE. The information in the organization profile should include:

- State the mission of your organization.
- Description of organization’s history (year founded and by whom) and its size (budget and staff).
- Description of the organization’s staff experience in providing employment and educational services to in-youth, aged 18-24.
- Description of how your organization will meet the requirements of this grant in terms of creating integrated, substantive, and holistic innovative training programs that address the educational, employment, and social service programs to meet the needs of out of school youth aged 18-24.

B.2.4 PARTICIPANT PROFILE. The information in the participant profile should include the following:

- Description of the number of youth the organization proposes to serve under this grant for the year.
- Description of the organization’s programming and how it is designed to provide employment and educational services to out of school youth, aged 18-24.
- Describe the anticipated challenges your organization previously encountered while providing educational and employment services to “out of school” youth, and the strategies applied to successfully address them.
- Description of organization’s experience in successfully providing employment and educational services to out of school youth, aged 18-24.

B.2.5 PROGRAM DESCRIPTION. The information in the program description should include the following:

1. Program Focus

- Description of the occupation for which training will be provided and demonstrate the prospects for employment and job advancement in that occupation.

2. Strategic Collaboration

- Description of the strategic collaborator(s) that will participate in the organization's "out of school youth" program(s).
- Description of how the strategic collaboration will contribute to the program by providing two or more of the following services:
 - Informing the content of the training or educational services.
 - Providing direct services or employment or educational opportunities for participants during the program
 - Assisting with or offering post-program placements that shall count as WIOA outcomes

3. Target Population

- Identification of Ward(s) in which services will be provided.
- Description of target population(s) to be served and the characteristics of each target population that will satisfy WIOA eligibility requirements.
- Description of the strengths and needs of each target population to be served.

4. Duration of Services

- Demonstrate that participants will receive up to nine (6) months of program services and three (3) months of follow-up services.

5. Provider and Staff Qualifications

- Description of the number of salaried, and non-salaried, if any, staff positions that will be utilized to provide the program and demonstrate that staff are qualified to provide proposed services.

6. Program Facility

- Description and location of the proposed program facility and the Ward(s) in which services will be provided.
- Description of proposed program facility and how it is appropriate in size and design to accommodate all program activities.
- Demonstrate that the building and space in which staff and students are housed and all facilities and equipment therein meet the local fire, health, and safety standards.
- Demonstrate that the facility will meet ADA standards or that alternative measures will make program activities accessible to persons with disabilities.
- Demonstrate that the facility will be easily accessible by public transportation.

7. Subcontracted Services

- Description of collaboration and/or subcontracting with other entities and, how staff and resources from all of the participating organizations will be coordinated.

B.3 Specific Program Requirements

See Sections A4.1.1 through A.4.1.4

B.4 PROGRAM BUDGET

B.4.1 Itemized Budget – Applicants shall provide a detailed, itemized budget which lists all projected expenses for the proposed program.

B.4.2 Budget Narrative – Applicants should also provide a narrative which clearly explains the expense items listed in its proposed budget.

Section C: APPLICATION REVIEW AND SCORING

C.1 REVIEW PANEL

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

C.2 SCORING CRITERIA

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the

specific scoring criteria outlined in Table 2, based on a 100-point scale.

- | | |
|---------------------------------|-----------|
| • Organization Profile | 10 points |
| • Participant Profile | 10 points |
| • Program Description | 20 points |
| • Specific Program Requirements | 40 points |
| • Budget and Budget Narrative | 20 points |

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	ORGANIZATION PROFILE	10
	<ul style="list-style-type: none"> • The extent to which Applicant has stated the mission of your organization. • The extent to which Applicant has described the organization’s history (year founded and by whom) and its size (budget and staff). • The extent to which Applicant has described the organization’s staff experience in providing employment and educational services to out of school youth, aged 18-24. • The extent to which Applicant has described how your organization will meet the requirements of this grant in terms of creating integrated, substantive, and holistic “out of school” programs that meet the educational, employment, and social service needs of youth aged 18-24. • The extent to which Applicant has described how the organization has successfully provided employment and educational services to out of school youth, aged 18-24. • The extent to which Applicant has described the organization’s internal monitoring system and how it effectively assures quality and the identification of program, personnel, and fiscal issues. In addition, describe the corrective action procedures. 	
2	PARTICIPANT PROFILE	10
	<ul style="list-style-type: none"> • The extent to which Applicant has described the number of youth the organization proposes to serve under this grant for the year. • The extent to which Applicant has described the organization’s programming and how it is designed to provide employment and educational services to out of school youth, aged 18-24; specifically, any of the following applicable criteria: • The extent to which Applicant has described the organization’s experience in providing services to the target population (out of school youth between the ages of 18-24). • The extent to which Applicant has described the anticipated challenges your organization previously encountered while providing educational and employment services to “out of school” youth, and the strategies applied to successfully address them. • The extent to which Applicant has described the organization’s experience in successfully providing employment and educational services to out-of-school youth, aged 18-24. 	
3	PROGRAM DESCRIPTION	20
	<ol style="list-style-type: none"> 1. Program Focus <ul style="list-style-type: none"> • The extent to which Applicant has described the occupation for which training will be provided and demonstrate the prospects for employment and job advancement in that occupation. 2. Strategic Collaboration <ul style="list-style-type: none"> • The extent to which Applicant has described the strategic collaborator(s) that will participate in the organization’s “out of school youth program(s). • The extent to which Applicant has described how the strategic collaboration will contribute to the program by providing two or more of the following 	

ITEM	SCORING CRITERIA	Pts.
	<p>services:</p> <ul style="list-style-type: none"> ○ Informing the content of the training or educational services. ○ Providing direct services or employment or educational opportunities for participants during the program ○ Assisting with or offering post-program placements that shall count as WIOA outcomes <p>3. Target Population</p> <ul style="list-style-type: none"> • The extent to which Applicant has identified the Ward(s) in which services will be provided. • The extent to which Applicant has described the target population(s) to be served and the characteristics of each target population that will satisfy WIOA eligibility requirements. • The extent to which Applicant has described the strengths and needs of each target population to be served. <p>4. Duration of Services</p> <ul style="list-style-type: none"> • The extent to which Applicant has demonstrated that participants will receive up to three (6) months of program services and three (3) months of follow-up services. <p>5. Provider and Staff Qualifications</p> <ul style="list-style-type: none"> • The extent to which Applicant has described the number of salaried, and non-salaried, if any, staff positions that will be utilized to provide the program and demonstrate that staff are qualified to provide proposed services. <p>6. Program Facility</p> <ul style="list-style-type: none"> • The extent to which Applicant has described the proposed program facility and the location of services in the Ward(s) in which services will be provided. • The extent to which Applicant has described proposed program facility and how it is appropriate in size and design to accommodate all program activities. • The extent to which Applicant has demonstrated that the building and space in which staff and students are housed and all facilities and equipment therein meet the local fire, health, and safety standards. • The extent to which Applicant has demonstrated that the facility will meet ADA standards or that alternative measures will make program activities accessible to persons with disabilities. • The extent to which Applicant has demonstrated that the facility will be easily accessible by public transportation. <p>8. Subcontracted Services</p> <ul style="list-style-type: none"> • The extent to which Applicant has described collaborations and/or subcontracting with other entities and, how staff and resources from all of the participating organizations will be coordinated. 	
	SPECIFIC PROGRAM REQUIREMENTS	
	<p>7. Program Design</p> <ul style="list-style-type: none"> • The extent to which Applicant has described the overall design of the 	40 Pts

ITEM	SCORING CRITERIA	Pts.
	<p>proposed program as required in Sections A4.1.1 through A4.1.4.</p> <ul style="list-style-type: none"> • The extent to which Applicant has described how it will recruit and enroll eligible WIOA participants. • The extent to which the Applicant has describe how carryout an orientation program prior to the start of the innovative training program to articulate program expectations to each participant. • The extent to which the Applicant has outline a plan to provide case management support for each participant. • The extent to which the provider will provide each participant with a weekly touch point and monthly seminar that leads to attainment of a national recognized certificate. • The extent to which Applicant shall ensure appropriate preparation leading to youth participant’s placement in unsubsidized employment, an institution of higher education or an advanced training program, or the start of a new business. • The extent to which Applicant shall provide participants who complete their program with at least three (3) months of follow-up services. 	
4	BUDGET AND BUDGET NARRATIVE	20
	<ul style="list-style-type: none"> • The extent to which the Applicant provides a clear explanation of how the budget amount is derived. • The extent to which the Applicant has allocated the funds (i.e., per service and per participant cost). 	
TOTAL POINTS		100

C.3 HOW TO APPLY

The RFA is posted on the following websites:

- <http://does.dc.gov/page/does-grants>
- <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

If the RFA cannot be accessed at the above websites, then Applicants may contact the Office of Youth Programs at 202-698-3942 or via email at OYPGrants@dc.gov.

All attachments shall be submitted as a pdf file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

C.4 PROPOSAL SUBMISSION

Proposals shall be fully submitted using the email address OYPGrants@dc.gov. Proposals submitted after 5PM on January 6, 2017 will not be considered.

C.5 APPLICATION PROCESS

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.

C.6 SUBMISSION DATE AND TIME

In order to be considered for funding, complete applications shall be submitted via email no later than Friday, January 6, 2017, at 5:00pm EST.

Section D: Department of Employment Services Contacts

D.1 Award Administration Information

D.1.1 Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director. The Grant Agreement will be sent to the Applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date, and a meeting between the Provider and DOES will occur shortly after the Grant Agreement is fully executed.

D.1.2 Appeal

An Applicant may appeal the responsiveness determination only to the DOES Office of Equal Opportunity. Appeals shall be in writing and addressed to: DOES Office of Equal Opportunity, 4058 Minnesota Avenue NE, Suite 5800, Washington DC 20019. Appeals may also be submitted via email to: oyprgrants@dc.gov. Appeals of the responsiveness determination shall be received by the DOES Office of Equal Opportunity within two (2) business days of the responsiveness determination notice.

In order to ensure a fair and equitable appeals process to all Applicants, it is imperative that Applicants communicate solely with the DOES Office of Equal Opportunity regarding an appeal of the responsiveness determination. Program staff cannot issue a decision regarding the appeal of a responsiveness determination. If an Applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the Applicant may be precluded from consideration for future grant opportunities.

Appeals shall contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the submitted application will not be considered during the appeal process, unless

specifically requested by the DOES Office of Equal Opportunity. The DOES Office of Equal Opportunity may coordinate a meeting to address the appeal. The Office of Equal Opportunity will issue a written appeal decision. The decision of the Office of Equal Opportunity may only be overturned by the DOES Director.

D.1.3 Provider Program Compliance

Youth participants will be assigned to Providers by DOES only. DOES shall approve any termination or removal of youth participants. Providers will not be permitted to screen, interview, or select participants for their awarded programs.

Prior to the start of the program, Providers shall successfully complete the following:

1. DOES site visit inspection;
2. Criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program for every employee working with youth. DOES will provide these clearances free of charge. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance;
3. DOES Supervisor Orientation;
4. All DOES mandatory meetings;
5. Non-Disclosure Agreements for each staff person and volunteer working on grant; and
6. Proof of Insurance.

D.1.5 Provider Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are four (4) payment that will take place and they listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 – Base Payment	PAYMENT #2 – Approved Documentation and Initial Services	PAYMENT #3 – Continued Case Management	PAYMENT #4 – Final Case Management, Credential, & Followup
25	25%	25%	20%

CLN 1: Base Payment (25% of Total Award)

- d. Staff timesheets
- e. Site visit
- f. Staff clearances.

CLN 2: 25% of total Grant Award

- d. Approved WIOA documentation
- e. Approved YIGP documentation
- f. Approved Monthly Participant Case Notes

CLN 3: 25% of total Grant Award

- d. Approved Monthly Participant Case Notes
- e. Monthly Report
- f. Evidence of Leadership or Workforce Readiness Certificate

CLN 4: 25% of total Grant Award

- f. Approved Monthly Participant Case Notes
- g. Monthly Report
- h. Evidence of Leadership or Workforce Readiness Certificate
- i. Final Report
- j. Follow Up

- **PAYMENT #1 – Base Amount:** Providers that successfully complete the pre-program site visit and attend the mandatory pre-program training and orientation will be eligible to begin submitting invoices for the Base Amount. The base amount is equal to 25% of the total grant award. Providers will be expected to be in full compliance with all program rules and expectations in order to be approved for payment for services.
- **PAYMENT #2 –**Providers that successfully enroll the stated number of participants, began case management, and Grant documentation can submit invoices for the 2nd payment equal to 25% of the total grant award.
- **PAYMENT #3 – Monthly Case Management:** Providers that continue to successfully manage participant and provide support services may invoice for the third payment equal to 25% the total amount of the grant.
- **PAYMENT #4 – Credential Attainment:** Providers may invoice for continued case management, completion of the leadership development of national workforce readiness credential, and follow up services equal to 25% of the total grant award amount.

If the Provider does not comply with the Grant Agreement, applicable federal and District laws and regulations, then the Grant Agreement may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

D.1.6 Anti-Deficiency Considerations

The Provider shall acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

D.2 GRANTS OFFICER

LaShaun Basil
Department of Employment Services
Email: lashaun.basil@dc.gov