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## Office of Workforce Development

### Adult Training Program

## Request For Applications (RFA)

RFA No.: DOES-OWD-Adult Training-2014

RFA Release Date: **November 22, 2013**

### Pre-Application Meeting

Attendance is highly encouraged.

*Date:* Thursday, January 9, 2014

*Time:* 1:00 p.m. to 3:00 p.m.

*Location:* DOES Headquarters

4058 Minnesota Avenue, NE, Community Room  
Washington, DC 20019

*RSVP:* [workforcegrants@dc.gov](mailto:workforcegrants@dc.gov)

**Application Submission Deadline:**  
**January 31, 2014 at 2:00 PM EST**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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## **Section A: Funding Opportunity Description**

### **Purpose and Goal**

The District of Columbia Department of Employment Services (DOES) Office of Workforce Development is seeking grant applications for high quality, structured, occupational training and/or postsecondary education focused workforce development programs as part of the 2014 *Adult Training Program* for District of Columbia (District) residents at least 18 years of age.

Through the *Adult Training Program*, we strive to provide District residents with:

1. Credit-bearing, high-demand occupational skills training;
2. Nationally recognized credentials; and
3. Academic courses which *may lead* to a postsecondary degree.

The *Adult Training Program's* goal is to assist participants in obtaining education and training that will lead to economic self-sufficiency and family-sustaining wages through achievement of key benchmarks including: placement in employment, advanced training, and postsecondary education.

Successful *Adult Training Program* outcomes include placement in, retention in, or completion of, postsecondary education, training, unsubsidized employment, or advancement along a career pathway, as evidenced by one or more of the following:

- a) The percentage of adult participants, with a goal of advanced education or training, who enter postsecondary education or occupational training;
- b) The percentage of adult participants, with a goal of advanced education or occupational training, who complete postsecondary education or occupational training; and
- c) The percentage of adult participants not employed at program entry, with an employment goal, who enter unsubsidized employment within 1 - 3 months after program exit.

This grant is intended to fund programs that will serve unemployed and underemployed adults, who are at least 18 years of age, with a high school diploma or equivalent, who may face barriers to successful employment and who are District residents.

### **Definitions**

- *Career Pathway* – An approach to connecting progressive levels of basic skill and postsecondary education, training, and support services in specific sectors or cross-sector occupations in a way that optimizes the progress and success of individuals in securing marketable credentials, family-supporting employment, and further education and employment opportunities. Career Pathways help employers meet their workforce needs and helps state and communities strengthen their workforces and economies.

- *Credential* – A nationally or locally recognized degree or certificate, which is awarded to formally acknowledge an individual’s attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. Work readiness certificates are not included in this definition. A credential is awarded in recognition of an individual’s attainment of technical or occupational skills by:
  - a) A state educational agency or a state agency responsible for administering vocational and technical education within a state.
  - b) An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
  - c) A professional, industry, employer organization, product manufacturer, or developer using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.
  - d) A registered apprenticeship program.
  - e) A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements, that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
  - f) A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
  - g) Job Corps centers that issue certificates.
  - h) Institutions of higher education which are formally controlled, or have been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.
- *Eligibility documentation* – the Grantee’s assessment records and any DOES-required documentation.
- *Target population* – unemployed and underemployed adults, who are at least 18 years of age, with a high school diploma or equivalent, who may face barriers to successful employment and who are District residents.
- *Underemployed* – Those in temporary, part-time, or unstable positions; those working in jobs without benefits; and those whose income does not suffice to meet the needs of their family.

## Requirements

1. Applicants shall propose a workforce development program that offers District residents the opportunity to obtain credentials and to receive exposure to a broad array of opportunities within high-demand industries and occupations.

2. Applicants may include in their budgets subsidies for transportation and emergency support as long as they also include a policy describing the disbursement of these funds.
3. All proposed programs shall deliver purposeful and developmentally appropriate workforce exploration and experience-based activities.
4. All proposed programs shall be held in the District of Columbia.
5. Applicants shall submit only one (1) proposal in response to this RFA.
6. Grantees will be required to deliver programming to multiple cohorts per year.
7. Applicants must be in full compliance with DC Official Code § 47-2862.

### **High-Demand Industries, Credentials and Occupations**

Grantees shall deliver training and/or educational programs that will prepare participants to enter a high-demand industry and occupation, as determined by appropriate labor market information.

DOES developed an index to identify high-demand occupations in the District, which incorporates the projected 10-year percent change in employment, median annual wage in 2011, and the projected 10-year amount of annual total openings. Using this methodology, along with considering the education and experience necessary for entering occupations, DOES was able to identify the most suitable high-demand occupations for District residents. The following matrix details the results of this analysis:

<b>Industry</b>	<b>Occupations*</b>
Business, Management & Administration	Financial analysts; public relations specialists; market research analysts and marketing specialists; administrative services managers; bookkeeping, accounting, and auditing clerks
Government, Public Administration & Human Services	Educational, vocational and school counselors; elementary school teachers; social and human service assistants; social and community service managers; child, family, and school social workers
Health Care	Home health aides; medical secretaries; medical assistants; licensed practical and licensed vocational nurses; registered nurses; nursing aides; pharmacy technicians; radiologic technologists and technicians
Examples of Health Care Credentials: home health aides; medical assistant; nursing aide; direct support professionals; radiologic technicians	
Hospitality & Tourism	Meeting and convention planners; cooks; hotel and resort desk clerks; sales managers; customer service representatives
Information Technology	Software developers; database administrators; computer software engineers; computer systems analysts; computer hardware engineers; computer programmers
Examples of Information Technology Credentials: A+ certification; certified information system security professional (CISSP); information security specialist certification program; Microsoft certified desktop technician certification (MCDST); CompTIA A+; CompTIA A+/Network+; CompTIA Security+; CompTIA Combination A+/Network+/ITILv3F; Cisco Certified Network Associate (CCNA); Microsoft certified solutions associate (MCSA); Information Technology Infrastructure Library (ITIL); Cisco Certified Inter-Network Expert (CCIA); PC Specialist Plus; Certified Ethical Hacker (CEH); Certified Hacking Forensic Investigator (CHFI); Oracle 11g Database Administration	
Marketing, Sales & Service	Sales managers; market research analysts and marketing specialists; customer service representatives; marketing managers; retail salespersons; hairdressers, hairstylists, and cosmetologists
Law, Public Safety, Corrections & Security	Paralegals and legal assistants; security guards; detectives and criminal investigators; correctional officers

\*Academic courses which *may lead* up to a postsecondary degree

Additional industries, credentials, and/or occupations not listed in the table above may be considered if Applicants demonstrate for each:

- The existence of current or prospective local job opportunities that can lead to careers with family-sustaining wages. This can be demonstrated through the use of labor market data, employer attestations on availability of job opportunities, or other tools;
- The credentials and skills that participants will attain through participation in the program, and how such credentials will prepare graduates for entry into and success in the target industry or occupation;
- The position(s) graduates would be eligible to pursue following completion of the program, and the wages of these positions; and
- The Career Pathways that graduates could pursue in the industry over time.

## **Background**

DOES' mission is to plan, develop, and administer workforce development services for District 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.

As of July 2013, there are more than 30,000 unemployed District residents.<sup>1</sup> Moreover, as of June 2013, the unemployment rates in Wards 7 and 8 are estimated to be 14.8 percent and 22.2 percent, respectively, compared to the District's not-seasonally adjusted unemployment rate of 8.9 percent.<sup>2</sup> The mission of the DOES Office of Workforce Development is to promote the development of workforce skills and credentials to ensure that District residents are able to succeed in today's labor market, to provide job seekers with the supports needed to secure the opportunity for professional success, and to ensure that District businesses have access to a skilled workforce that is poised and prepared to meet current and future needs.

DOES is dedicated to educating its customers about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs.

This grant opportunity is intended to address the skills gap between the District's employers and job seekers. Applicants should propose programs that provide participants with academic instruction, applied technical training, and opportunities for career entry and advancement. Through postsecondary education and/or rigorous occupational skills training, participants will be equipped with the competencies, work ethic, and confidence necessary to pursue fulfilling careers in a high-demand industry as defined in this RFA.

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<sup>1</sup> "District of Columbia Labor Force, Employment, and Unemployment".

[http://does.dc.gov/sites/default/files/dc/sites/does/page\\_content/attachments/July2013\\_DCCarea\\_EmplStatus.pdf](http://does.dc.gov/sites/default/files/dc/sites/does/page_content/attachments/July2013_DCCarea_EmplStatus.pdf)

<sup>2</sup> "DC Ward Data".

[http://does.dc.gov/sites/default/files/dc/sites/does/page\\_content/attachments/DC%20Ward%20Data%20June13-May13-June12.pdf](http://does.dc.gov/sites/default/files/dc/sites/does/page_content/attachments/DC%20Ward%20Data%20June13-May13-June12.pdf)

## **Source of Grant Funding**

The funds are made available through District appropriations. Funding for grant awards is contingent on availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission. DOES may suspend, amend, modify, or terminate an outstanding RFA, pursuant to its own grant-making authority and policies or any applicable local or federal regulation or requirement.

## **Anticipated Number of Awards**

DOES anticipates awarding up to 10 grants. DOES reserves the right to award additional grants pending availability of funds.

## **Total Amount of Funding to be Awarded**

Pending the availability of funds, the total amount of funding that DOES anticipates will be available for award is approximately \$5,000,000.00. The responses to this RFA must be reasonable and appropriate, based on the information provided within this RFA.

## **Period of Performance**

The 2014 *Adult Training Program* will operate from the date of award through 12 months thereafter. Grantees will be required to deliver programming to multiple cohorts during this period. Each cohort will engage in a combination of postsecondary academic instruction and/or occupational skills training, which includes the following components:

**Component A:** Occupational Training – This component will vary in duration and include rigorous and structured occupational skills training in preparation for the appropriate credentialing process. All required materials and fees for credential preparation and receipt must be provided by the Grantee.

**Component B:** Postsecondary Education – This component will also vary in duration, depending upon specific program requirements.

DOES may extend the term of this grant for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Grantee before the expiration of the grant, provided that DOES shall give the Grantee preliminary written notice of its intent to extend at least 30 days before the grant expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of an option. The Grantee may waive the 30-day preliminary notice requirement by providing a written waiver to the Grant Officer, prior to the expiration of the Grant.

## **Location Requirements**

All Applicants shall provide services in the District. 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; this must be attached to the application as Attachment N.

Adequate proof of ownership or occupancy that may be submitted as Attachment N 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 Department of Parks and Recreation; or
- Building lease or rental agreement that is current and valid.

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

## **Grant-Making Authority**

DOES maintains the right to award grants via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts, based on funding availability. Funding for the award is contingent on availability of funds.

## **Section B: General Provisions**

### **Eligibility Information**

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered non-responsive 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 must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Grantee may charge to the grant only those costs that are consistent with the allowable cost provisions of the respective grant, including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications. The relevant eligibility documents that must be attached to the application are: *(Please note this is not an all-inclusive list of the required attachments)*

- Attachment I -- IRS Form W-9 (signed and dated);
- Attachment J -- RESERVED (Applicants are not required to submit);
- Attachment K -- RESERVED (Applicants are not required to submit)
- Attachment O -- Valid and current license conferred by DCRA (General Business License or Charitable Solicitation License);
- Attachment P -- Documentation proving IRS tax status (e.g., 501(c)(3) determination letter); and
- Attachment Q -- The Applicant shall provide a copy of the organization's most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, copies of current and previous years' budgets, an income

statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years prior to the date of the grant application.

All Applicants must 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.

### **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 Grantee 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 Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

### **Audits**

The Grantee must maintain and provide documentation related to this program for three (3) years after submission of the final payment. At any time before final payment and for three (3) years thereafter, DOES may have the Grantee'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 Grantee by the District and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

The Grantee 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 DOES pursuant to this RFA.

The Grantee 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 Grantee 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 Grantees' personnel for the purpose of interviews and discussions related to such documents.

### **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.

## **Section C: Application Format**

### **Technical**

The length of the application is limited to 25 double-spaced pages, typed in 12 point Times New Roman font with 1 inch margins. The 25-page limit EXCLUDES Attachments A-Q.

### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, program service area, and the amount of funds requested. The Applicant Profile (Attachment A) must be the cover page of the entire application.

### **Table of Contents**

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

### **Application Summary (Not to exceed 1 page)**

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

### **Program Narrative (Not to exceed 25 pages)**

The Applicant must provide a full description of how the program will be conducted by responding to the application requirements in Section D. The three (3) main components of the program narrative are:

- Organization Profile
- Participant Profile
- Program Description

### **Required Attachments**

Attachments A-Q are required. These attachments are excluded from the 25-page limit.

- Attachments A-I
  - Forms that the Applicant must complete and submit
  - Forms are included in this RFA
- Attachments L-Q: Applicant must submit copies of the documentation

## **Section D: Program Narrative**

### **Program Narrative (Not to exceed 25 pages)**

This section clearly describes the Applicant's proposed program in detail. Please include each of the following:

#### **Organization Profile**

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff). Describe the experience the organization and staff have to deliver the proposed programs.
- Describe how the organization will meet the requirements of this grant in terms of preparing participants for entry into a high-demand industry and occupation.
- Describe how the organization has been successful in training adults in the past. Please provide the percentage of prior participants who have successfully completed the relevant credentialing exam, their placement rate, and their retention rate.
- Describe how the organization will provide the fiscal, human, and material resources necessary to manage and staff the program.
- Identify qualified/experienced staff to perform key responsibilities (Program Administration, Recruitment/Retention, Intake/Assessment/Goal Setting, Instruction, and Data Management).
- Describe how the organization will provide ancillary services and/or link participants to social services that address their individual needs and eliminate barriers that may impede their ability to attain goals while enrolled in the program.

#### **Participant Profile**

- Describe the number of adults the organization will serve under this grant for the year (this should include the total number of adults to be served each cohort and the number of cohorts to be served in one year).
- Describe how the programming is designed to provide quality occupational skills training and/or postsecondary education that will lead to Career Pathways.
- Describe the experience working with the target population (unemployed and underemployed District adults at least 18 years of age with a high school diploma or equivalent who may face barriers to successful employment). Describe the anticipated challenges and the strategies to overcome them.

#### **Program Description**

- Describe which occupational training and/or educational courses the program will include. Describe how the organization has historically provided programming

within the applicable industry sector and describe the past performance with regard to preparing participants for the successful completion of the appropriate credentialing exam, placing participants in employment, and ensuring their retention.

- Describe how the proposed program will: (1) Support individuals in obtaining industry-recognized credentials or degrees to retain and/or advance employment; (2) Provide on-going support to individuals who are already employed and/or who are engaged in an educational path; and (3) Identify post-training career or education pathways and define a strategy to continue on that pathway.
- Describe how the program will reach out to potential program participants.
- Describe how the program will assess eligible program participants. Describe which types of assessments will be used.
- Describe the means by which the organization will collect and maintain eligibility documentation. For purposes of this RFA, “eligibility documentation” includes both the Grantee’s assessment records and any DOES-required documentation.
- Identify any credentials that participants may receive through the program that will enable them to more readily advance into Career Pathways following graduation.
- Describe any existing or planned partnerships with organizations that will assist with the attainment of the relevant credential.
- Describe the role(s) participants have had in contributing to the design or content of the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized.
- Describe current relationships with employers within the appropriate industries looking to hire this population. If no current relationships exist, describe the approach to creating, building, and maintaining these forecasted relationships. Include which employers would be contacted and the plan to engage them within the program design.
- Describe partnerships. Each partner must sign a Memorandum of Agreement or a partnership agreement that contains a detailed explanation about the roles and responsibilities of the partner agencies in working with the Applicant agency to achieve program goals. The majority of the partnerships listed should be existing partnerships.
- Provide a ***1-page proposed timeline or schedule with the start and end date of each cohort that details*** the weekly schedule of programming, noting breaks for holidays, etc. (The more detailed the schedule, the easier it will be for reviewers to evaluate and objectively score the program).

## **Section E: Application Review and Scoring**

### **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.

### **Scoring Criteria**

The review panel will review all responsive 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 20 points
- Participant Profile 20 points
- Program Description 40 points
- Budget and Budget Narrative 20 points

**Table 2: Scoring Criteria**

ITEM	SCORING CRITERIA	Pts.
1	<p><b>Organization Profile</b></p> <ul style="list-style-type: none"> <li>• The extent to which the Applicant has stated the mission of the organization.</li> <li>• The extent to which the Applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the Applicant has demonstrated that the staff is well-equipped with the skills necessary to effectively deliver the proposed program.</li> <li>• The extent to which the Applicant has demonstrated experience in the field of adult workforce development.</li> <li>• The extent to which the Applicant has described how the organization is capable of meeting the requirements of this grant in terms of creating a substantive workforce experience for participants.</li> <li>• The extent to which the Applicant has demonstrated past success of preparation of participants for successful completion of pertinent exams; placement of participants in employment; and retention of employment by participants.</li> <li>• The extent to which the Applicant has provided the percentage of prior participants who have successfully completed pertinent exams, the placement rate of prior participants, and the retention rate of prior participants.</li> </ul>	20
2	<p><b>Participant Profile</b></p> <ul style="list-style-type: none"> <li>• The extent to which the Applicant has described the number of adults to be served under the grant and the total number of cohorts to be served.</li> <li>• The extent to which the Applicant has described how the proposed programming is designed to provide quality, advanced skills and training.</li> <li>• The extent to which the Applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	20
3	<p><b>Program Description</b></p> <ul style="list-style-type: none"> <li>• The extent to which the Applicant has described the proposed program.</li> <li>• The extent to which the Applicant has described how the organization has historically provided programming in the relevant industry and described its ability to prepare participants for the successful completion of the credentialing exam, place participants in employment, and ensure their retention.</li> <li>• The extent to which the Applicant has identified and described an occupational skills or postsecondary education training component that will be delivered via the program and the extent to which the Applicant has described the ability to deliver programming within this area.</li> </ul>	40

	<ul style="list-style-type: none"> <li>• The extent to which the Applicant has described current relationships with employers looking to hire this population within the appropriate industry. If no current relationships exist, the extent to which the Applicant describes the approach to creating, building, and maintaining these forecasted relationships.</li> <li>• The extent to which the Applicant has described how the programming will deliver job training and/or work experience to assist individuals in gaining skills and competencies to retain and/or advance employment; support individuals in obtaining industry-recognized credentials or degrees to retain and/or advance employment; provide on-going support to individuals who are already employed and/or who are engaged in an educational path; and identify post-training career or education pathways and define a strategy to continue on that pathway.</li> <li>• The extent to which the Applicant has described the role(s) participants have had in contributing to the design or content of the program.</li> <li>• The extent to which the Applicant has provided a description of proposed sites where program activities will be carried out. Applicant must specify if sites have been secured at the time of submission of the application.</li> <li>• If additional sites will be used for field trips or other enrichment activities, the extent to which the Applicant has described how these sites will be acquired and utilized.</li> <li>• The extent to which the Applicant has provided a clear, detailed, 1-page proposed timeline or schedule of the program for each cohort.</li> </ul>	
	Program Budget	
	<ul style="list-style-type: none"> <li>• The extent to which the Applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the Applicant has allocated the funds (i.e., per class and per participant cost).</li> </ul>	20
<b>TOTAL POINTS</b>		100

## **Section F: Application Submission Information**

### **How to Request an Application Package**

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application packages can also be found at: <http://does.dc.gov/page/does-grants>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

### **Application Preparation**

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.

### **Submission Date and Time**

In order to be considered for funding, complete applications must be received no later than **January 31, 2014, 2:00 p.m. EST**. Applications received after 2:00 p.m. EST on January 31, 2014 will not be considered for funding.

**Three hard copies and one (1) electronic copy** (only flash drive or compact disc will be accepted) must be submitted. Applications will not be considered for funding if the Applicant fails to submit the required number of copies and/or electronic copy in the form of a flash drive or compact disc.

Applications that are mailed in advance must be sent via Certified Mail and received by 2:00 p.m. on January 31, 2014. Mailed applications must be sent to:

DOES Grants Office  
ATTN: Jerome A. Johnson  
Associate Director of Grants and Procurement  
Department of Employment Services  
4058 Minnesota Avenue, NW Suite 5000  
Washington, DC 20019

Applications may be hand delivered by submitting the complete application at the main lobby of DOES Headquarters, located at 4058 Minnesota Avenue, N.E., Washington, DC 20019, on January 31, 2014 from 10:00 a.m. – 2:00 p.m. The Applicant must complete a DOES Acknowledgement of Receipt Form that will serve as verification of submission date and time. Applications delivered by a courier service will not receive a DOES Acknowledgement of Receipt Form.

No incomplete, faxed, e-mailed, or late applications will be considered. Supplements, deletions, or changes to the application will not be accepted after submission. Applications that do not follow the required format will not be reviewed.

## **Section G: Award Administration Information**

### **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 Grantee and DOES will occur shortly after the Grant Agreement is fully executed.

### **Appeal**

An Applicant may appeal the responsiveness determination only to the DOES Office of Equal Opportunity. Appeals must 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: [doesgrants-appeals@dc.gov](mailto:doesgrants-appeals@dc.gov). Appeals of the responsiveness determination must 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 must 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.

## **Grantee Program Compliance**

Prior to the start of the program, Grantees must successfully complete the following:

- DOES site visit inspection;
- DOES Supervisor Orientation;
- All DOES mandatory meetings (e.g., Enrollment/Participant Certification Process, Invoices 101, How To Modify Your Grant's Budget, Outcomes and Deliverables, etc.)
- Non-Disclosure Agreements for each staff person and volunteer working on grant; and
- Proof of Insurance.

## **Grantee Reporting and Deliverables**

The required program deliverables for each participant are described below and should be submitted on or before the end of the third phase of each cohort.

1. **Program Timeline/Schedule of Occupational Training** – Grantees must complete and submit a final program timeline/schedule for each cohort 15 days prior to the start of the cohort.
2. **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the program that consists of the following:
  - a. A cover letter and a resume describing training and work that was performed in the program;
  - b. A reference letter, if a participant's performance was deserving of a reference; and
  - c. A completed DOES-approved Performance Evaluation at the conclusion of the training and/or postsecondary education program for each participant.

All program deliverables must be submitted per the schedule provided above, and final program deliverables must be submitted to DOES no later than the end of third phase of each cohort.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

## Monthly Reporting

The monthly report will consist of quantitative information, including the following:

Interim program reviews that assess the program on a monthly basis to evaluate the status and make recommendations to the program. This information will enable DOES to evaluate whether Grantees are likely to meet the outcomes and deliverables; and

Interim participant reviews that assess the progress that participants are making toward outcome measures. This information will enable DOES to evaluate whether Grantees are likely to meet outcome measures and identify any technical assistance requirements for Grantees that appear to be at risk of failing to meet these measures.

## Quarterly Reporting

The quarterly report will consist of a narrative describing the Grantee's activities, achievements, and challenges over the preceding quarter and should reflect any lessons learned by the Grantee during the course of program implementation. The report should also identify any modifications to service delivery based on those lessons. The quarterly narrative must cover the topics outlined below.

- Description of the Grantee's significant accomplishments during the quarter.
- Description of the challenges encountered during the quarter: programmatic, administrative, and fiscal, including technical assistance requests. Includes description of corrective attempts to resolve challenges and indicate if technical assistance is necessary.
- Description of the program activities provided during the quarter.
- Brief description of activities planned for next quarter and how those activities will help participants advance in the program.
- Description of staff development, including the skills and knowledge attained for career advancement during the quarter.
- Description of how all partnerships are being developed and strengthened to improve services as well as employment and post-graduation opportunities for participants.
- A **final** Financial Report comparing budgeted spending to actual spending by line item should be attached to the last Quarterly Report.
- The due dates for these reports will be listed in Notice of Grant Award (NOGA).

## Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below, each representing a specific percentage of the total grant amount:

<b>PAYMENT #1 – Base Amount</b>	<b>PAYMENT #2 – Certification Completion</b>	<b>PAYMENT #3 – Program Retention</b>
40%	40%	20%

**PAYMENT #1 – Base Amount:** Grantees 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 40% of the total grant award to be paid in 12 equal installments over the full grant year. The base amount applies to the total number of cohorts indicated in the program proposal. This means a total of 12 invoices will be submitted throughout the grant period. Grantees will be expected to be in full compliance with all program rules and expectations in order to be approved for payment for services. Please see Attachment 1 for more information.

**PAYMENT #2 – Credentialing Completion:** At the end of the Occupational Training or Postsecondary Educational phase of the program for each cohort, Grantees may invoice for this payment. The credentialing completion amount is equal to 40% of the total grant award. Please see Attachment 1 for more information.

Also, the Grantee must provide documentation that the training took place. This will include attendance records for each training session to document attendance and/or credentials showing the participant completed all required elements of the training. Attendance sheets must include the Name of Trainee, Signature of the Trainee, the Signature of the Trainer, and Date and Hours of Training.

**PAYMENT #3 – Program Retention:** At the end of the Occupational Training or Postsecondary Educational phase of the program, each participant shall continue to be case managed for a minimum of eight (8) weeks. At the end of this Retention period and after submission of all required reports and the Participant Package described in Section G of the RFA, Grantees may invoice for this payment. This payment represents 20% of the total grant award divided by the total number of participants. Please see Attachment 1 for more information.

If the Grantee 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.

During the cost review process, DOES will not remove any disallowed costs included in the application. However, during the award process and award negotiations, if it is determined ineligible costs were included in the application, those costs will not be included in the award.

### **Anti-Deficiency Considerations**

The Grantee must 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.

## **Section H:           Contacts**

### **Grant Monitor**

To be determined in Notice of Grant Award  
Program Monitor, Office of Workforce Development  
Department of Employment Services  
[workforcegrants@dc.gov](mailto:workforcegrants@dc.gov)

### **Grant Program Manager**

Vanessa Weatherington  
Program Manager, Office of Workforce Development  
Department of Employment Services  
[vanessa.weatherington@dc.gov](mailto:vanessa.weatherington@dc.gov)

### **Grants Officer**

Jerome A. Johnson  
Associate Director of Grants and Procurement  
Department of Employment Services  
[doesgrants@dc.gov](mailto:doesgrants@dc.gov)

## LIST OF ATTACHMENTS

- **Attachment 1** – Explanation of Payment Structure

### Required Forms (forms attached)

- **Attachment A** – Applicant Profile
- **Attachment B** – Statement of Certification
- **Attachment C** – Non-Disclosure Agreement
- **Attachment D** – Budget Narrative
- **Attachment E** – Itemized Budget
- **Attachment F** – List of Partners and Affiliations
- **Attachment G** – List of Other Funding Sources
- **Attachment H** – Staffing Plan

**\*\*Note\*\***

All documents and templates must be clearly labeled according to the list on this page. Attachment letter must be visible on **top right**.

### Eligibility Documentation

- **Attachment I** – IRS Form W-9 must be signed and dated
- **Attachment J** – RESERVED (Applicants are not required to submit for this RFA)

### Required Supporting Documentation (no templates; Applicant must provide copy of documents)

- **Attachment K** – RESERVED (Applicants are not required to submit for this RFA)
- **Attachment L** – Applicant's Current Organizational Chart
- **Attachment M** – Packet for each staff person working on grant that includes:
  - Resume; brief biography; and description of staff person's role in project.
- **Attachment N** – Proof of Occupancy must be at least one of the items listed below:
  - Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA). If conducting an in-home program, the Applicant must provide the HOP;
  - 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.

### Eligibility Documentation (no template; Applicant must provide copy of documents)

- **Attachment O** – Valid and current license conferred by DCRA or applicable regulatory body to conduct business in the District (e.g., Basic Business License or Charitable Solicitation License)
- **Attachment P** – Documentation proving IRS tax status (e.g., 501(c)(3) letter)
- **Attachment Q** – Audit: The Applicant shall provide a copy of the organization's most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
- **Attachment R** – Partnership Memorandum of Agreements or a Partnership Agreement (signed by each partner). This document must contain a detailed explanation about the roles and responsibilities of the partner agencies in working with the Applicant agency to achieve program goals.

**Attachment A**

**APPLICANT PROFILE**

Applicant Organization Name: \_\_\_\_\_

Federal Employer Identification Number (Organization Tax ID Number): \_\_\_\_\_

Total Amount of Funds Requested: \_\_\_\_\_

Number of Participants to be Served: \_\_\_\_\_

Contact Person for Administrative Matters: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Telephone of Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Proposed Site Address: \_\_\_\_\_

\_\_\_\_\_

Proposed Site Location Ward: 1 2 3 4 5 6 7 8 (please circle one)

Applicant's Authorized Representative	
Authorized Rep Name:	
Title of Authorized Rep:	
Email:	
Telephone:	

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Attachment B**

**STATEMENT OF CERTIFICATION**

The Applicant is required to disclose, in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates, or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of
  - (a) any crime or offense arising directly or indirectly from the conduct of the Applicant or the Applicant's organization, or
  - (b) any crime or offense involving financial misconduct or fraud, or
  - (c) any crime or offense involving a minor
- Been the subject of legal proceeding arising directly from the provision of services by the organization
- Been listed on the Child Protection Register (CPR) as a "substantiated" case

If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-87, A-102, A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of federal funds for this federally-assisted program.

**We hereby attest the following:**

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements.
2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete, and current at all times; and we give DOES or the District of Columbia, through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant.
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. (This statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid all taxes due to the District of Columbia or is in compliance with any payment agreement with OTR).

4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail.
5. We are not proposed for debarment or 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 and are not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating agency.
6. We have the financial resources and technical expertise necessary for the completion of the program. In addition, we have the equipment and sites adequate to perform the grant or subgrant, or the ability to obtain them.
7. We have the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments.
8. We have a satisfactory record performing similar activities as detailed in the award or we can establish that we have the skills and resources necessary to provide the programming described in the grant.
9. We have a satisfactory record of integrity and business ethics.
10. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the programming described in the grant, or the ability to obtain them.
11. We are in compliance with the applicable District licensing and tax laws and regulations;
12. We are in compliance with provisions of the Drug-Free Workplace Act.
13. We meet all other qualifications and eligibility criteria necessary to receive a grant award under applicable laws and regulations.
14. We agree to indemnify, defend, and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors, or omissions of any person and for any costs or expenses incurred by the Government of the District of Columbia on account of any claim therefore, except where such indemnification is prohibited by law.
15. We will ensure that the sites under our organization's ownership, lease, or supervision, which shall be utilized in providing the programming, are compliant with all District statutes, codes, and regulations.

16. We possess legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of our governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
17. We will comply with provisions of federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. (5 USC 1501, et. seq.).
18. We will comply with the minimum wage and maximum hours provisions of the federal Fair Labor Standards Act, if applicable.
19. We will comply with all requirements imposed by the federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
20. We will comply with the provisions of the Code of Federal Regulations Title 28, Chapter 1: Part 22 – Confidentiality of Identifiable Research and Statistical Information; Part 42 – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures; Part 66 – Uniform Administrative Requirements for Grants and Cooperative.
21. We will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.
22. We and all contractors will comply with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
23. In the event a federal or State court or federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of grant funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
24. We understand that DOES may conduct pre-award, on-site visits to verify information submitted in the application and to determine if the Applicant's sites are appropriate for the programming intended.
25. The Grantee shall comply with all the applicable District and federal statutes and regulations as may be amended from time to time including:
  - The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
  - Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
  - The Hatch Act, 7 U.S.C. § 361a et seq.
  - The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
  - The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
  - The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.

- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, D.C. Official Code § 2-219.01 et seq.
- Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431)

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control. It shall be the responsibility of the Applicant to ensure compliance.

### **Acknowledgement of Authorized Representative**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant will comply with the above Certifications, Licenses, and Assurances and that everything included in this application is true and accurate.

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Typed/Printed Authorized Representative and Title

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Signature of Authorized Representative

**Attachment C**

**NON-DISCLOSURE AGREEMENT**

DOES records and any information gathered therefrom are strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of information. Specifically, the Applicant must agree to the following conditions:

- Participant records shall be kept confidential and shall not be open to public inspection nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was received.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Official Code § 16-2336).
- I understand that if my organization is selected as a Grantee, then each staff person and volunteer who will be working on the program must submit a signed non-disclosure agreement, after award but prior to engaging in work.

Certified By:

\_\_\_\_\_  
Applicant's Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant's Authorized Representative's Signature

\_\_\_\_\_  
Date

**Attachment D**

**BUDGET NARRATIVE**

The Budget Narrative must include an explanation for each of the budget line items. For each line item, include a brief explanation of how the budget amount was derived. Information should contain sufficient detail to provide the review panel with an understanding of how the requested budget amounts were determined.

**Attachment E**

<b>ITEMIZED BUDGET</b>	
Item Description	Amount
Staff Salaries (Total must be from Total on Staffing – Plan Attachment H)	\$
Fringe (include rate here: _____ %)	\$
Travel	\$
Phone	\$
Equipment	\$
Supplies	\$
Printing	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
Total Direct Costs	\$
Indirect Costs (may not exceed 15% of direct costs of grant funds requested)	\$
Grand Total of Direct and Indirect Costs	\$





**Attachment H**

STAFFING PLAN					
Name	Position Title	Filled/Vacant	Annual Salary	% of Effort on this Grant	Amount to be paid via this Grant
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
Total Salaries (Amount must be included in Itemized Budget - Attachment E)					\$