



Office of Youth Programs

YouthTech 2014

Request For Applications (RFA)

RFA No.: DOC139339

RFA Release Date: January 17, 2014

Pre-Application Meeting

Attendance is highly encouraged.

Date: January 22, 2014

Time: 10:00 a.m. to 12:00 p.m.

Location: DOES Headquarters

4058 Minnesota Avenue, NE, Suite 2310

Washington, DC 20019

RSVP: youthjobs@dc.gov

**Application Submission Deadline:
February 3, 2014 at 2:00 p.m. EST**

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY

Section A: Funding Opportunity Description

Scope

The District of Columbia Department of Employment Services (DOES) Office of Youth Programs is seeking grant applications for high quality, structured, information technology (IT) focused workforce development programs as part of the 2014 *YouthTech* Program for out-of-school DC residents between the ages of 16 and 24 who are no longer attending secondary or postsecondary school.

Through *YouthTech*, we strive to provide young people with the opportunity to:

1. Gain a nationally recognized credential in the IT field;
2. Learn and develop the skills, attitudes, and technical abilities needed to maintain employment within the IT industry and be successful;
3. Gain exposure and hands-on training while working with dynamic professionals; and
4. Receive a letter of recommendation to support the youth's job search efforts and assist with transition into full-time employment in the IT industry.

Applicants should propose a technology workforce development program to offer District youth the opportunity to obtain the Comp TIA A+ Certification and to receive exposure to a broad array of opportunities within the IT industry. In order to obtain the Comp TIA A+ Certification, applicants must pass both the Comp TIA A+ Essentials and Comp TIA A+ Practical Application exam. The program should include intensive training that will result in each youth participant receiving Comp TIA A+ Certification and being able to demonstrate competency as a computer technician. Additionally, each participant should be exposed to leading IT projects in the enterprise environment, including specialized software systems, telecommunications, web development, hardware installation, help desk functions, mobile site and application development, and other enterprise IT functions.

Applicants are expected to implement an engaging program that will challenge youth participants to think critically and prepare them for a successful career in the IT industry. Applicants will be expected to plan a minimum of six (6) special events and guided activities during the work readiness phase of the program that will facilitate exposure to the IT industry, connect youth to unique learning opportunities, and introduce them to IT professionals. Additionally, applicants will be required to identify a 12-week subsidized internship opportunity for each participant. The 12-week internship experience should allow the participant to explore the proposed specialized fields of IT, and the applicant is expected to propose a structure for on-going support, mentoring, and professional development throughout the internship period.

All proposed programs must deliver a variety of purposeful and developmentally appropriate workforce exploration and experience-based activities. Applicants must employ the youth development philosophy in their approach and program design. Youth Development is a process in which all youth seek ways to meet their basic physical and social needs and to build

competencies (knowledge and skills) necessary to succeed in adolescence and adulthood. All proposed programs must be held in the District of Columbia.

Applicants may submit only one (1) proposal in response to this RFA. Grantees will be required to deliver programming for up to two (2) cohorts per year. Cohorts must consist of a minimum of 15 participants with a maximum of 25 participants. Applicants should propose to serve a minimum of 30 participants and a maximum of 50 participants throughout the grant period. Grantees are expected to provide services at least four (4) days per week with a minimum of 25 hours of contact per week per participant. At the discretion of DOES, a maximum of three (3) 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.

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 done by providing programs that are developed to prepare youth for the real world by showing them how to generate wealth and effectively manage it, how to create jobs which make their communities more robust, and how to apply entrepreneurial thinking to the workplace. Youth participants put these lessons into action and learn the value of contributing to their communities.

DOES seeks to provide a grant opportunity to address the increased demand for technology professionals. Applicants should propose programs that provide youth with academic instruction, applied technical training, and career exploration. Through academic study, as well as, participation in competitive events and community-based outreach activities, youth can be equipped with the technical skills, work ethic, and confidence necessary to pursue post-secondary education or directly enter the high-tech workforce.

Source of Grant Funding

The funds are made available through District of Columbia 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 or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

Anticipated Number of Awards

DOES intends to award at least one (1) grant. DOES reserves the right to make additional awards 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 \$1,000,000.00. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

Period of Performance

The 2014 *YouthTech* Program will operate from the date of award through 12 months thereafter. Grantees will be expected to operate up to two (2) cohorts of participants during this period. Each cohort will engage in a total of 28 weeks of instruction, training, and subsidized internship experience which includes three (3) program phases:

- **Phase I:** Occupational Training – This 10-week phase will include intense occupational skills training in preparation for the CompTIA A+ Certification and structured activities designed to provide high-level exposure to the IT industry. All required materials and fees for certification preparation and receipt must be provided by the Grantee.
- **Phase II:** Work Readiness Training – This 6-week phase will include work readiness training (Grantees are only required to execute structured career exploration activities for one (1) day per week during this phase of the program to be offered in conjunction with DOES' planned Work Readiness workshops to be held four (4) days per week).
- **Phase III:** Internship Experience – This 12-week phase will require all Grantees to serve as mentors or guides assisting the participants with maintaining solid working relationships with internship employers. Grantees are expected to develop and secure internship experiences for participants (these cannot include District government agencies without prior approval from the DOES Office of Youth Programs).

Specialized Industry Learning Component

Grantees must deliver a minimum of one (1) of the nine (9) specialized industry learning components as part of the proposed program. Specialized learning engages participants in active learning processes by exposing them to the highest demand occupations in the Information Technology field.

Grantees must choose at least one the following specialized industry learning components:

1. Mobile Applications Development
2. Health Information Technology

3. Windows Administration
4. Cloud Design/Architecture
5. Network Administration/Engineering
6. Data Warehouse and Security
7. User Experience (UX) Design
8. Network Engineering
9. Web Development

Location Requirements

For the purpose of this RFA, all Applicants must provide services in the District of Columbia. Each Applicant must 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 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 issue grant awards 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 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 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 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 must demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications. *Please see Section 5.4 of the online solicitation for required attachments.*

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 3 years after submission of the final payment. At any time before final payment and 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 the District pursuant to this solicitation.

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.

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. ***Please section 4.1 of the online solicitation.***

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. ***Please see section 3.2 of the online solicitation.***

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. ***Please see section 3.1 of the online solicitation.***

Program Narrative (Not to exceed 25 pages)

The Applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section D. ***Please see section 3.2 of the online solicitation.*** The 3 main components of the program narrative are:

- Organization Profile
- Participant Profile
- Program Description

Section D: Program Narrative

Program Narrative (Not to exceed 25 pages)

This section is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have to deliver the proposed programs.
- Describe how your organization will meet the requirements of this grant in terms of creating a substantive technology workforce exploration experience for participating youth.
- Describe how your organization has been successful training youth in the past. Please provide the percentage of prior participants who have successfully completed the exam, their placement rate, and their retention rate.

Participant Profile

- Describe the number of youth your organization will serve under this grant for the year (this should include the total number of youth to be served each cohort and the number of cohorts to be served in one year).
- Describe how your programming is designed to provide quality information technology occupational training and exposure to the world of work.
- Describe your experience working with the target population (out-of-school youth between the ages of 16-24). Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Describe how your organization has historically provided programming within the information technology industry sector and describe your ability to prepare participants for the successful completion of the certification exam, place students in internships, and ensure their retention.
- Describe which specialized learning component your program will include. Describe how your organization is equipped to deliver programming in this area.
- Describe how your programming will supply youth with innovative learning and work experiences in the information technology sector and how it prepares them for the technology workforce. Include specific activities, strategies, and projects that youth will engage in throughout the program.
- Describe any existing or planned partnerships with organizations that will assist with the attainment of the CompTIA A+ Certification and the 6 career exploration activities.

- Describe the role youth have had in contributing to the design or content of your 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 your current relationships with internship employers looking to hire this population within the technology industry. If no current relationships exist, describe your approach to creating, building, and maintaining these forecasted relationships. Include which internship employers would be contacted and the plan to engage them within your program model.
- Provide a ***1-page proposed timeline or schedule with the start and end date of each 28-week cohort that details*** the weekly schedule of programming, noting breaks for holidays, etc. (Again, the more detailed you can be in your schedule the easier it will be for reviewers to evaluate and objectively score your 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 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 style="background-color: #e0e0e0; margin: 0;">Organization Profile</p> <ul style="list-style-type: none"> The extent to which the Applicant has stated the mission of the organization. The extent to which the Applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). The extent to which the Applicant has demonstrated that their staff is well-equipped with the skills necessary to effectively deliver the proposed program. The extent to which the Applicant has demonstrated experience in the field of youth development. 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 exploration experience for participating youth. The extent to which the Applicant has demonstrated past success of (1) preparation of participants for successful completion of the exam; (2) placement of participants in internships or employment; and (3) retention of employment by participants. The extent to which the Applicant has provided the percentage of prior participants who have successfully completed the exam, their placement rate, and their retention rate. 	20
2	<p style="background-color: #e0e0e0; margin: 0;">Participant Profile</p> <ul style="list-style-type: none"> The extent to which the Applicant has described the number of youth to be served under the grant and the total number of cohorts to be held. The extent to which the Applicant has described how the proposed programming is designed to provide quality high-tech advanced skills and training. The extent to which the Applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	20
3	<p style="background-color: #e0e0e0; margin: 0;">Program Description</p> <ul style="list-style-type: none"> The extent to which the Applicant has described their proposed program. The extent to which the Applicant has described how the organization has historically provided programming in the information technology industry and described its ability to prepare participants for the successful completion of the certification exam, place students in internships, and ensure their retention. The extent to which the Applicant has identified and described a minimum of one (1) specialized industry learning component that will be delivered via the program and the extent to which the applicant has described their ability to deliver programming within this area. 	40

	<ul style="list-style-type: none"> • The extent to which the Applicant has described current relationships with employers looking to hire this population within the technology industry. If no current relationships exist, the extent to which the Applicant describes their approach to creating, building, and maintaining these forecasted relationships. • The extent to which the Applicant has described how their programming will supply youth with innovative learning and internship experiences in the information technology sector and how it prepares them for the technology workforce. • The extent to which the Applicant has described the role(s) youth have had in contributing to the design or content of the program. • The extent to which the Applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal. • 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. • The extent to which the Applicant has provided a clear, detailed, 1-page proposed timeline or schedule of the 28-week program for each cohort. 	
Budget and Budget Narrative		
	<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 class and per participant cost). 	20
TOTAL POINTS		100

Section F: Application Submission Information

How to Apply

The RFA is posted on the following websites:

- <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- <http://does.dc.gov/page/does-grants>
- <http://app.ocp.dc.gov/RUI/information/scf/SolNumRespond.asp> /“Electronic Opportunities”

If the RFA cannot be accessed at the above websites, then Applicants may contact the Office of Contracting and Procurement Customer Contact Center at 202-274-7277 or the DOES Grants Office at 202-671-1900 or via email at doesgrants@dc.gov.

This RFA will be conducted electronically using the District’s ARIBA E-Sourcing system. To be considered, an Applicant must submit the application and required attachments via the ARIBA E-Sourcing system before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals may not be accepted, without prior written approval from DOES.

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.

The Applicant shall submit the following attachments in its electronic submittal via Sections 4 and 5 of the ARIBA E-Sourcing system (Please note that each attachment is limited to a maximum size of 25 MB):

Proposal Submission

Proposals must be fully uploaded into the District's ARIBA E-Sourcing system no later than the closing date and time. The system will not allow late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time.

It is solely the Applicant’s responsibility to ensure that it begins the application upload process in sufficient time to get the application and attachment(s) uploaded into the District's ARIBA E-Sourcing system before the closing time. **(PLEASE NOTE: DO NOT USE MICROSOFT INTERNET EXPLORER VERSION 9 TO UPLOAD THE ATTACHMENTS).**

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 submitted via ARIBA ESourcing no later than **February 3, 2014, 2:00 p.m. EST.**

ONLY APPLICATIONS SUBMITTED VIA THE ARIBA ESOURCING MODULE WILL BE CONSIDERED FOR AWARD, UNLESS PRIOR WRITTEN EXCPETION HAS BEEN MADE BY DOES.

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: brandon.wyatt@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

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

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

- DOES site visit inspection;
- 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;
- DOES Supervisor Orientation;
- All DOES mandatory meetings;
- DOES-approved orientation plan for all assigned youth participants. The DOES-approved orientation will be held the first day of the 28-week program for each cohort.
- 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 28-week cohort 15 days prior to the start of the cohort.
2. **Program Progress Report** – Grantees must complete and submit a weekly progress report including a status of program and participants' progress through the occupational training phase. The weekly progress report is due Wednesday by noon of the following week.
3. **Electronic Time and Attendance Reporting** – Grantees must enter time for participants electronically on a weekly basis on Fridays by 3:00 p.m. EST, throughout the 28-week program.

4. **Paper Time Sheet Reporting** – Grantees must complete timesheets for all participants on a bi-weekly basis on Fridays by 3:00 p.m. EST, throughout the 28-week program.
5. **Letter of Commitment** – Grantees must provide a letter of partnership demonstrating committed 12-week internship placements for assigned participants within 15 days of the start date of the 12-week Internship Experience.
6. **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the 28-week program that consists of the following:
 - a. A cover letter and a resume describing training and work that was performed in the 28-week program;
 - b. A reference letter, if a participant’s performance was deserving of a reference;
 - c. A completed DOES-approved Performance Evaluation at the conclusion of the 28-week program for each participant; and
 - d. All completed paper timesheets for each participant for the 28-week program.

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.

Grantee Payment

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

PAYMENT #1 - Base Amount	PAYMENT #2 - Certification Completion	PAYMENT #3 – Work Readiness and Internship Placement	PAYMENT #4 - Program Retention
40%	20%	20%	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. **Grantees may invoice for a maximum of 50% of the Base Payment at this time. The remaining 50% of the base amount will be paid in 11 equal installments over the**

full grant year. The base amount applies to the total number of cohorts indicated in the program proposal. Grantees 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 – Certification Completion: At the end of the 10-week Occupational Training phase of the program for each cohort, Grantees may invoice for this payment. The certification completion amount is equal to 20% of the total grant award.

PAYMENT #3 – Work Readiness and Internship Placement: At the end of the 6-week Work Readiness phase of the program and after DOES has received, accepted, and approved the participants' placement in the 12-week Internship Experience phase, Grantees may invoice for this payment. This payment is equal to 20% of the total grant award.

PAYMENT #4 – Program Retention: At the end of the 12-week Internship Experience phase of the program 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 youth participants.

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.

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 Youth Programs
Department of Employment Services

Grant Program Manager

Kristina Savoy
Program Manager, Office of Youth Programs
Department of Employment Services
Kristina.Savoy2@dc.gov

Grants Officer

Jerome Johnson
Associate Director for Grants and Procurement
Department of Employment Services
doesgrants@dc.gov