



DC Department of Employment Services  
Workforce Development Bureau

**2019 In-School Youth Innovation Grant**  
**Request for Applications (RFA)**

RFA No.: DOES-Youth Innovation-2019

RFA Release Date:  
Wednesday, April 23, 2019

**Pre-Application Conference**

Department of Employment Services  
4058 Minnesota Avenue NE  
Washington, DC 20019

*Date:* Thursday, May 2, 2019  
*Time:* 11:00 a.m. to 12:30 p.m.  
Attendance is highly encouraged.

Please confirm attendance at: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

Applicant must submit Letter of Intent to apply no later than  
Friday, May 3, 2019 at 5:00 PM via Grants Management System

**Application Submission Deadline:**  
**Monday, May 22, 2019 at 5:00 p.m. EST**

***Applications shall be submitted electronically through the Grants  
Management Portal, click here: [Grants Management System](#)***

Paper applications will not be accepted.

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

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## Section A: Funding Opportunity Description

**Scope**

The District of Columbia Department of Employment Services (DOES), Office of Youth Programs (OYP) is seeking qualified organizations to provide services to District youth through its Youth Innovation Grants Program (YIGP). The YIGP is a locally funded program. Although this program is not funded federally, it will operate under the Workforce Innovation Opportunity Act (WIOA) guidelines.

The purpose of this program is to support innovative workforce-related programs aimed at:

- the attainment of a secondary school diploma or its recognized equivalent;
- entry into postsecondary education;
- career readiness for teens and young adult participants that leads to a nationally recognized credential, i.e. Work Keys;
- remedial services that lead to a measurable skills gain, i.e., CASAS;
- paid and unpaid internships or job shadowing in an emerging career pathway;
- other innovative solutions that have been shown to drastically improve opportunities and academic outcomes for In-School Youth (ISY) and young adults between the ages of 14- to 21-years-old that lead to the obtainment of a credential, employment, or documented measurable skills;
- providing guidance, supportive services and educational financial literacy to engage youth that are currently enrolled in school
- assisting potential first time college students with pre-college preparation from college exploration to college/financial aid application submission, including SAT/ACT Prep and Testing, FASFA, DC Tag etc.; and
- exposure to educational and career opportunities in the following fields:
  - Science, Technology, Engineering, Arts & Mathematics (STEAM)
  - Civil & Public Engagement
  - Business Administration & Entrepreneurship

This RFA solicits grant applications from eligible organizations to assist youth with completing their High School Diploma, while providing support structures to minimize the effects of WIOA identified barriers.

Recipients of the YIGP will aid youth in the three outcomes: (1) In-Program Skills Gain (2) High-School Diploma/GED and (3) Two Professional Recommendation Letters. Recipients will choose from either the 14-17 age demographic and/or 18-21 age demographic. If both age demographics are chosen, separate training areas must be outlined.

Applicants will develop a model based on YIGP logic model listed below:

1. Three phases: Summer Work Experience, Academic Exploration and Preparation, and Internship
2. Assessment of youth to determine progression and academic advancement
3. Awareness and guidance on college applications and scholarships
4. Pathways which lead to post-secondary enrollment at an accredited trade/vocational school, community college, college and/or university

In order to expand innovative programming and meet the demands of District residents, DOES anticipates awarding up to three (3) grants to eligible and successful applicants (see Section B General Provisions). Based on fund availability, DOES may exercise option years. The following sections detail the components of a successful application.

Each application should include a program narrative including the budget, budget attachments or program addendums. The application should include assurances that all WIOA regulations and data collection methods (federal, state, and local) will be adhered to. Additionally, all awardee programming must be DOES branded and in accordance with DOES standards. All applications should be submitted to the Grants Management System by Monday, May 22, 2019 at 5:00 pm.

## **Background**

The YIGP is designed to assist in-school District residents ages 14-21 by combining guidance, supportive services, educational financial literacy and pre-college preparation to minimize the effects of barriers that deter or prevent attainment of a high school diploma or equivalent, acceptance and enrollment into a Post-Secondary Institution or unsubsidized employment.

## **Program Requirements**

### **Program Structure**

#### Phase I: Summer Work-Experience

- Problem solving training
- Work-Readiness training; Basic Skills training to ensure soft skills are obtained by the youth
- A minimum 2 weeks job shadowing in an emerging career pathway
- Obtain Work Readiness Credential (ex. Work-Keys)

| All youth required to attend mandatory workshops. A minimum of four months should be allotted for this phase of the program.

#### Phase II: Academic Exploration and Preparation

- College Exploration: DMV College Fair Tour
- Bi-Weekly Academic Updates
- CASAS (14-15)
- Test Preparation: ACT/SAT (16-17)
- Tutoring

Grantee must provide tutoring to assist with areas of study that are identified as areas of challenge during the bi-weekly academic updates. These should be in concert with the ISS plan and the participant's in-school courses. A maximum of four (4) months will be allotted for this phase.

### Phase III: Internship

- Spring 2020
- paid and unpaid internships or job shadowing in an emerging career pathway, and
- other innovative solutions that have been shown to drastically improve opportunities and academic outcomes for In-School Youth (ISY) and young adults between the ages of 14- to 21-years-old that lead to the obtainment of a credential, employment, or documented measurable skills.

All internships partnerships should have commitment letters submitted to demonstrate partnership and alignment with the proposed program. A maximum of eight (8) weeks will be allotted for this phase.

### **Program Design**

YIGP shall operate in accordance with the program design model for the designated period of performance. The program design model must include a period of recruitment and enrollment, orientation services, and program delivery and support and follow-up services.

#### **1. Service Levels**

The Grantee will provide services to 25 eligible youth between the grant award date and June 1, 2020. Grantee is expected to provide direct services and follow up services for one year, after the completion of participation in Grantee's program.

#### **2. Required Program Elements**

The applicant shall include the following program elements:

- **Recruitment and Enrollment**

The Grantee must recruit and enroll eligible candidates who meet the criteria stated above. Grantee should recruit youth participants through outreach, social media and innovative strategies involving District government agencies, community-based organizations (CBO), and faith-based organizations. All recruitment and enrollment efforts should be solidified no later than 30 calendar days after the award date such that youth participants can receive timely orientation. Grantees have the ability to interview and complete their own assessments.

- **Orientation Services**

Prior to participation in the YIGP, Grantee must ensure that youth participate in an orientation that prepares them for the upcoming training. During the orientation phrase, the following must be provided:

- Administration of a DOES approved skills based assessment that identifies academic abilities.
- Assessment of the participants' employability skills and social service needs.

- Development of an Individual Service Strategy (ISS) for each participant.
- Training or workshops that outline expectations for what each participant will receive through the proposed training program.

- **Case Management and Support**

Upon completion of the orientation, Grantees shall begin the case management services. DOES OYP encourages Grantees to develop a variety of ways to provide, at a minimum, a bi-weekly touch point to review the youth's ISS and progress.

Case Management, at a minimum, bi-weekly touch point should include:

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

- **Program Completion**

After the completion of the program, Grantees shall help participants attain an in program skills gain and/or credential.

- **Follow-up Services**

Grantees shall provide participants who complete their program with one year of follow-up services. Grantee is required to continue to provide the participant with supportive services to enable the participants to attain a high school diploma or equivalent, enroll in a Post-Secondary Institution or find and retain unsubsidized employment. Grantees shall serve as resources to identify and address issues that arise for youth participants.

- **Minimum Staffing Requirements**

Grantees shall have adequate staffing defined as one (1) instructor for every twenty-five (25) youth participants to implement and sustain the proposed program. At a minimum, Grantees shall identify staff to perform the following key functions: recruitment, job development, case management, retention, education, follow-up services, and data entry.

### **3. Outcomes, Data Collection, and Statistical Reporting**

The Grantee's performance shall be evaluated according to attainment of the following:

- Enrollment of all cohort participants into the case management services and participation in an orientation no later than 30 calendar days after the award date.
- Successful completion of summer experience, HS completion/college

- prep, and internship.
- 85% of all participants will attain a DOES approved measurable skills gain after completion of Phase I and II. Refer to Program Structure in Section A.
- 75% of all participants will receive, Work Keys or nationally recognized credential, High School Diploma/equivalent, unsubsidized employment or acceptance into post-secondary institution after completion of Phase III. Refer to Program Structure in Section A.

**Deliverables**

Grantee must provide the deliverables listed below.

<b>Items</b>	<b>Deliverables</b>	<b>Quantity</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
Item 1	Provider Overall FY Plan	1	With all necessary attachments (i.e Calendar etc.) Via email/Hard copy	Two week from the date of Application
Item 2	Invoice	1	Via E-Invoicing System	Monthly
Item 3	Timesheets/ Attendance/ Updates Program	1	Via email	Weekly
Item 4	Certification & Placement Reports	1	Via email	Monthly
Item 5	Monthly Report and Case Notes	1	Via email or System	Monthly
Item 6	Participant Evaluations	2	Via email/Hard copy	Mid and Final
Item 7	Monthly Expenditure Report	1	Via email	Monthly

The Grantee shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and client participation in workshops and other program specific related activities.

Grantee will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies. In the event of an evaluation using an experimental design, Grantees may be required to alter their recruitment practices to ensure random assignment of potential participants to a group that is enrolled in the program intervention or a control group. Grantees may also be required to submit client-level and program data over and above DOES requirements.

Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.



Collect data regarding the translation of all vital documents and the use of interpretation services to DOES' Language Access Coordinator on a quarterly basis.

All Grantees are required to attend and comply with all DOES meetings including monthly Community of Practice meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocations.

### **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.

### **Anticipated Number of Awards**

DOES intends to grant up to three (3) awards. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quality of submissions.

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

The total amount of funding that DOES anticipates to be available for award is \$150,000. Each applicant must address how it will serve twenty (25) youth. Each applicant can apply for a maximum of \$50,000.00. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

### **Period of Performance**

The In- School Youth Innovation Grants Program will operate from the date of award through June 1, 2020.

### **Location Requirements**

For the purpose of this RFA, all Applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy.

### **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 and the quality of submissions. Funding for the award is contingent on availability of funds. The following are the DOES rights and responsibilities:

- DOES reserves the right to accept or deny any or all applications if DOES determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.

- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- 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.
- DOES may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOES may use past performance data in determining an award, if an applicant provides past performance data, as a part of the application, or if an applicant was awarded a previous grant by DOES or any other District of Columbia agency.

## **Section B: General Provisions**

### **Eligibility Information - Applicants**

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-profits 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 Applicant 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 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.

Grantee shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.

Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.

### **Evaluation Criteria**

Proposals will be evaluated pursuant to minimum experience and requirement of proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES may request further information from applicants before making a final decision.

### **Monitoring**

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program, and may also make periodic scheduled and unscheduled visits to worksite locations.

During 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 years after submission of the final payment. At any time before final payment and three 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 the District has made all payments to the Grantee 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 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, marital status, personal appearance, sexual orientation,

gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

All funded entities, or contractors hired by the DOES to carry out services, programs, or activities directly to the public are required to: a) collect data regarding contact with Limited English Proficient (LEP) or Non-English Proficient (NEP) customers and report this data to DOES on a quarterly basis, b) provide oral interpretation services, c) translate vital documents, and d) train personnel on all compliance requirements outlined in District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.

### **Other Applicable Laws**

The Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- 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, 5 U.S.C. § 7321 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, 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 First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

### **Eligibility Requirements for Participation in the In School Youth Innovation Grants Program**

The Workforce Innovation Opportunity Act, Section 129(a) (1) (B) defines eligible

- In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
  - Basic skills deficient

- English language learner
- an offender
- homeless, runaway, in foster care or aged out of the foster care system
- pregnant or parenting
- an individual with a disability
- person who requires additional assistance to enter or complete an educational program or to secure and hold employment

### **Core Program Components**

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

- 1) tutoring,
- 2) alternative secondary school services,
- 3) paid and unpaid work experiences,
- 4) occupational skill training,
- 5) education offered concurrently with workforce preparation and training,
- 6) leadership development opportunities,
- 7) supportive services,
- 8) adult mentoring,
- 9) follow-up services,
- 10) comprehensive guidance and counseling,
- 11) financial literacy education,
- 12) entrepreneurial skills training,
- 13) services that provide labor market and employment information,
- 14) Post-secondary education and training preparation activities.

### **Section C: Application Format**

#### **Technical**

Applications shall be submitted electronically through the Grants Management Portal at Grants Management System.

#### **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.

#### **Application Summary**

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

## **Program Narrative**

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

- Organizational Profile
- Participant Profile
- Program Description

## **Past Performance**

Please provide any prior awarded contract or grant, evaluations and/or data that would highlight your organizations past performance and capability of successfully completing the stated program requirements.

## **Itemized Budget and Budget Narrative**

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

*Please see Attachment A for definitions of budget items listed above.*

**Food for staff or participants enrolled in the program is not an allowable expense under this grant.**

## **Section D: Program Narrative**

### **Program Narrative**

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

**Organization Profile**

1. State the mission of your organization.
2. 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 services.
3. Describe how your organization will meet the specific requirements of the three phases in at least one (1) of the following career fields: Science, Technology, Engineering, Arts & Mathematics (STEAM), Civil & Public Engagement, Business Administration & Entrepreneurship services for youth, aged 14-21. Refer to Program Structure.
4. Description of the organization's staff experience in implementing the three phases in at least one (1) of the following career fields: Science, Technology, Engineering, Arts & Mathematics (STEAM), Civil & Public Engagement, Business Administration & Entrepreneurship services for youth, aged 14-21.

**Participant Profile**

1. Description of the organization's experience training in-school youth ages 14-21 with the components of the three phases listed in the Program Structure.
2. Describe the staffing capacity to carry out the phases, and required supports to minimize the effects of barriers.
3. Description of the organizations strategic partners that strengthen the program to carry out programmatic goals of the In School Youth Innovation Grants Program.
4. Description of the organization's programming and how it is designed to provide services to in-school youth, aged 14-21, in the three distinct phases.
5. Describe the anticipated challenges your organization previously encountered while providing services in the three phases for in-school youth, aged 14-21, and the strategies applied to successfully address them.
6. Description of organization's experience in successfully providing services to in-school youth, aged 14-21, in these three distinct phases.

**Program Description**

1. Detail how you will administer an assessment that will document strengths and weaknesses of each youth's academic skills and abilities.
2. Detail specific timeline, topics, and potential partnerships you will use to carry out your program model.
3. Provide a description of which age demographic and career field that you will use to carry out the program model.
4. Detail a plan to offer special incentives for performance based upon your program model.
5. Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program?
6. 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.
7. Provide a description of your plan to recruit program participants that meet the specified demographics.

**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 of program components and past performance, 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 10 points
- Participant Profile 10 points
- Program Description 40 points
- Past Performance 20 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>• State the mission of your organization.</li> <li>• 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 services.</li> <li>• Describe how your organization will meet the specific requirements of the three phase in at least one (1) of the following career fields: Science, Technology, Engineering, Arts &amp; Mathematics (STEAM), Civil &amp; Public Engagement, Business Administration &amp; Entrepreneurship services for youth, aged 14-21. Refer to Program Structure.</li> <li>• Description of the organization’s staff experience in implementing the three phases in at least one (1) of the following career fields: Science, Technology, Engineering, Arts &amp; Mathematics (STEAM), Civil &amp; Public Engagement, Business Administration &amp; Entrepreneurship services for youth, aged 14-21.</li> </ul>	10
2	<p><b>Participant Profile</b></p> <ul style="list-style-type: none"> <li>• Description of the organization’s experience training out of school youth ages 14-21 with the components of the three phases listed in the Program Structure.</li> <li>• Describe the staffing capacity to carry out the phases and required supports to eliminate barriers.</li> <li>• Description of the organizations strategic partners that strengthen the program to carry out programmatic goals of the YIGP.</li> <li>• Description of the organizations partnerships to provide youth with an international educational traveling experience that exposes youth to global issues; promote mutual understanding, leadership development and an opportunity to experience other educational programs.</li> <li>• Description of the organization’s programming and how it is designed to provide services to in-school youth, aged 14-21, in the three distinct phases.</li> <li>• Describe the anticipated challenges your organization previously encountered while providing services in the three phases for in-school youth and the strategies applied to successfully address them.</li> <li>• Description of organization’s experience in successfully providing services to out of school youth, aged 14-21, in these three distinct phases.</li> </ul>	10
3	<p><b>Program Description</b></p> <ul style="list-style-type: none"> <li>• Detail how you will administer an assessment that will document strengths and weaknesses of each youth’s academic skills and abilities.</li> <li>• Detail specific timeline, topics, and potential partnerships you will use to carry out your program model.</li> <li>• Provide a description of which age demographic and career field that you will use to carry out the program model.</li> <li>• Detail a plan to offer special incentives for performance based upon your program model.</li> <li>• Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program?</li> <li>• Provide a description of proposed sites where program activities will be conducted. If</li> </ul>	40

	<p>additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized.</p> <ul style="list-style-type: none"> <li>• Provide a description of your plan to recruit program participants that meet the specified demographics.</li> </ul>	
4	Past Performance	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA.</li> </ul>	
	Budget and Budget Narrative	
5	<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 to carry-out the proposal.</li> </ul>	20
TOTAL POINTS		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> and <https://does.dc.gov/page/grant-opportunities>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [OGAGrants@dc.gov](mailto:OGAGrants@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 electronically via [Grants Management System](#) by Monday, May 22, 2019 at 5:00pm.

Proposals submitted after 5:00 pm on **Monday, May 22, 2019** will not be considered.

**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 that 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 NOGA 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 NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

## **Appeal**

### Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

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 original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Award Selection". Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, 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 grant award selection. The appeal process will consider the submitted application and the

Grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel 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 Pre-Orientation Meeting
- DOES Pre-Site Monitoring Visit
- DOES Onsite Meeting to detail Goals of Evaluation

### **Program Launch**

Before Grantee can begin programming they must receive official documentation from the Office of Grants Administration and Resource Allocation and the Office of Youth Programs.

### **Grantee Payment**

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

#### **Payment 1: Base Payment: (40%)**

The base payment is contingent on successful completion of the following:

- Orientation
- Site Visit
- Virtual One Stop (VOS) Training
- Personal Identifiable Information (PII) Training
- Federal Tax Information (FTI) Training

Base payment is made based on the service level of 25. If the grantee fails to meet the required service level, DOES reserves the right to adjust the payment based on the actual number of enrolled participants.

#### **Payment 2: Summer Work Experience (20%)**

This payment is based on a per participant cost of \$400.00. The maximum amount that can be invoiced for this phase is \$10,000.

Payment 2 is contingent on successful completion of the following:

- Summer Work Experience

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate of \$400.00.

**Payment 3: Exploration & Internship (20%)**

This payment is based on a per participant cost of \$400.00. The maximum amount that can be invoiced for this phase is \$10,000.

Payment 3 is contingent on successful completion of the following:

- Academic Exploration & Preparation
- Internship

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate of \$400.00.

**Payment 4: Outcomes (20%)**

This payment is based on a per participant cost of \$400.00. The maximum amount that can be invoiced for this phase is \$10,000.

Payment 4 is contingent on successful completion of the following:

- Certificate of completion of nationally recognized credentials and/or unsubsidized employment placement, college acceptance letter or High School diploma/equivalent

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate of \$400.00.

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the NOGA 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**

LaShaun Basil  
[OGAGrants@dc.gov](mailto:OGAGrants@dc.gov)

**Section I: List of Attachments**

LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:

- Statement of Certification (DOES Will Provide)
- Non-Disclosure Agreement (DOES Will Provide)
- Master Supplier Form Package (DOES Will Provide)
- Copy of most recent and complete set of audited financial statements or clean-hands certification. (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational 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.)
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Documentation proving IRS tax status (e.g. 501(c)(3) determination letter)
- Current DC Business License
- IRS W-9
- Current Clean Hands Certificate (Must be within one month of application submission date)
- List of Organizational Board Includes Members and Positions
- Proof Occupancy
- Insurance Certificate
- Resumes of Key Personnel