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DC Department of Employment Services

Division of State Initiatives

# **Integrated Education and Training**

## **Request For Applications (RFA)**

RFA No.: DOES-WRT-2019

RFA Release Date: July 16, 2019

### **Pre-Application Meeting**

Location: 4058 Minnesota Avenue, NE, Washington, DC 20019

Room: 5201

Date & Time: July 30, 2019 @ 11:00 am

*(Please email [OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov) if you will be attending the pre-application meeting.)*

## **Application Submission Deadline:**

**August 14, 2019 @ 2:00 pm**

*Applications shall be submitted via email to [ogagrants@dc.gov](mailto:ogagrants@dc.gov)*

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

**Table of Contents**

Table of Contents ..... 1

Section A: Funding Opportunity Description.....3

    Scope .....3

    Background .....3

    Integrated Education and Training Grant .....3

    Source of Grant Funding.....5

    Anticipated Number of Awards.....5

    Total Amount of Funding to be Awarded.....5

    Period of Performance .....5

    Location Requirements .....5

    Grant Making Authority.....5

Section B: General Provisions.....6

    Eligibility Information .....6

    Monitoring .....6

    Audits .....7

    Nondiscrimination in the Delivery of Services .....7

    Other Applicable Laws .....7

Section C: Application Format.....8

    Technical .....8

    Applicant Profile .....8

    Table of Contents .....8

    Application Summary .....8

    Program Narrative .....8

    Past Performance .....9

    Budget Narrative.....9

Section D: Program Narrative .....9

    Program Narrative (4 to 8 pages) .....9

    Organization Profile.....9

Participant Profile ..... 9

Program Description ..... 10

Section E: Application Review and Scoring..... 10

    Review Panel ..... 10

    Table 1: Technical Rating Scale..... 10

    Scoring Criteria ..... 11

Section F: Application Submission Information ..... 12

    How to Request an Application Package ..... 12

    Application Preparation ..... 12

    Submission Date and Time ..... 12

Section G: Award Administration Information ..... 12

    Award Notices ..... 12

    Appeal..... 13

    Grantee Program Compliance..... 13

    Grantee Reporting and Deliverables ..... 14

    Program Launch..... 14

    Grantee Payment.....15

    Anti-Deficiency Considerations .....15

Section H: Contacts.....15

Section I: Additional Documents Required for Submission.....15

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

### **Scope**

The District of Columbia Department of Employment Services (DOES), Division of State Initiatives (DSI) is seeking qualified organizations to provide integrated education and training services to District residents with barriers to employment that are enrolled in a DOES DSI program.

DOES is seeking organizations to deliver quality, structured and measurable training and supportive training services (i.e. intensive case management), basic skills training (i.e. math, reading or spoken English), as well as certification-based occupational skills training or non-credentialed industry-specific training. These services should help mitigate the effects of barriers to employment and successful program completion. Participants who are twenty years of age or older will be eligible to receive program services.

### **Background**

DOES DSI oversees programs designed to serve District residents experiencing multiple barriers to obtaining permanent employment. Barriers may include previous incarceration, history of homelessness or substance abuse, and/or educational deficiencies. DOES DSI' programs, which include Project Empowerment (PE), DC Career Connections (DCCC), Back 2 Work 50+ DC and the DC Jail Work Readiness Program, are designed according to the nationally recognized transitional jobs network program model. The programs provide job readiness and life skills training, short-term subsidized work experience, as well as ancillary services with the goal of providing program participants with the tools and experience necessary to obtain permanent, unsubsidized employment.

DOES DSI' transitional employment model has consistently proven effective; however, due to a lack of tangible skills, deficiencies in reading, math or spoken English and supportive services, many participants face great difficulty entering industries that require technical skills that are developed through formal integrated education and training. Understanding the limitations these places on participants, DOES DSI must continue sourcing integrated education and training providers equipped to deliver substantive training and supportive services to vulnerable populations.

### **Integrated Education and Training Grant**

#### Program Design Model

In addition to the core instructional programming which should be explained in the program narrative, the applicant should also include the following program elements in the service delivery model:

#### **1. Recruitment and Enrollment**

The grantees must recruit and enroll eligible DOES DSI participants through outreach efforts approved by DSI. The grantees will have the ability to interview and complete their own assessments; however, the interview format and questions must be approved by DOES DSI in advance of implementation.

#### **2. Orientation Services**

Prior to participants starting the program, training providers must ensure participants participate in an orientation that delivers key information and prepares participants for the

upcoming training. During the orientation the following must be provided:

- a. (Pre) Administration of a basic skills assessment
- b. Assessment of the participants' employability skills and social service needs
- c. Training or workshops that outline expectations for what each participant will receive through the proposed training program.

### **3. Case Management and Support**

Upon completion of the orientation, the grantee shall begin case management services. The grantee to provide at a minimum, a bi-weekly case management touch point. The bi-weekly touch point should include:

- Review of participant progress and support needed to continue in employment training;
- Creation of solutions/work plans to help the participants meet their individual goals where barriers may exist;
- Perform other duties, as appropriate.

### **4. Post Training Completion Assessment**

For participants that successfully complete the training program, the following must be conducted during an exit interview:

- Administration of a basic skills assessment test (measure improvements from the 1<sup>st</sup> test);
- Assessment of participant's employability skills and social service needs (measure improvements from the 1<sup>st</sup> test).

### **5. Job Placement**

The grantee shall facilitate job placement of 65% of participants that successfully complete training.

### **6. Minimum Staffing Requirements**

Throughout period of performance the grantee must maintain minimum staffing requirements. Staffing requirements to facilitate services must be outlined in submitted proposal.

### **7. Branding/Marketing**

Grantees 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.

### Outcomes

1. 75% of participants enrolled into the integrated education and training program must successfully complete the program.
2. 65% of successful participants must be placed in a job in the industry related to the field of study.
3. Where applicable, 70% certification attainment rate for participants.

### Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, the grantee shall not assign or otherwise transfer any rights, duties, obligations or interest in the agreement or arising hereunder to any person, entity or entities whatsoever without the prior written consent of DOES.

### **Source of Grant Funding**

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon 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 make at least 1 grant award. DOES, however reserves the right to make additional awards or no awards pending availability of funds.

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

The total amount of funding available for award is up to \$800,000. One or more awards may be issued.

### **Period of Performance**

The "Integrated Education and Training Grant" will operate for 1 year from the date of award.

### **Location Requirements**

For the purpose of this RFA, **all applicants must currently hold office space in the District of Columbia and be able to provide program services in the District of Columbia.** Each applicant must provide legal proof of ownership or occupancy of the site that will be used to the proposed program.

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 host the program proposed by the applicant;
- 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. DOES must approve any site changes, 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. The following are DOES' rights and responsibilities:

- 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. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making policies or any applicable federal regulation or requirement.
- Right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- Right to 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 proposed program.
- Right to 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.
- Right to use past performance data in determining an award, if an applicant was awarded a previous grant by DOES.

## **Section B: General Provisions**

### **Eligibility Information**

Organizations that are eligible to apply for this grant include the following:

- 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.

In addition, 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.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

### **Monitoring**

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

During site visits, the Grantee is required to provide access to facilities, records, 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 receipt 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 thirty 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 grant, 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.

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.

### **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.

## **Section C: Application Format**

### **Technical**

The application should be double-spaced pages, typed in 12 point Times New Roman font with 1-inch margins.

### **Applicant Profile**

Each application must include an Application Profile, which identifies the applicant organization type, program service area and the amount of the funds requested.

### **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**

Each application must include an Application Summary that summarizes 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 F. 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 providing the proposed program. Also include a description of your organization's experience in successfully providing workforce training and support services to diverse populations with barriers to employment.

## 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 and does not count against the page limit outlined for the program narrative. For all applicants requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives must include timelines for expenditure of funds. For applicants that request capacity-building funds, applicants should note in their budget narrative their understanding that program-funding award is contingent upon DOES confirming completion of the capacity-building activities.

Budget narratives must detail how funds will be expended towards the program performance outcomes, as outlined in the program narrative. 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. All budget narratives must identify the average cost per participant.

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

## Section D: Program Narrative

### Program Narrative (4 to 8 pages)

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

- 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 program to the targeted population with barriers to employment.

#### Participant Profile

- Describe the number of participants your organization will serve under this grant for the period of performance.
- Describe how your programming is designed to provide quality workforce training and supportive services to participants who face barriers to employment that meet the requirements of this RFA.
- Describe the anticipated challenges and the strategies to overcome anticipated challenges working with the targeted population.

### Program Description

- Identify and describe how your organization will deliver the proposed program. (See Section A). Describe how your organization has historically provided workforce training programming or supportive services.
- Describe how your organization will meet the performance outcomes outlined in this RFA. What specific activities, strategies and projects will participants be engaged in throughout the proposed program.
- Detail specific timeline, topics, and potential partnerships you will use to carry out the proposed program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the proposed program, please describe how these sites will be acquired and utilized.

### Section E: Application Review and Scoring

#### Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience, past performance and expertise in workforce and business development, data analysis, evaluation, and planning and implementation of similar programming. 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 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	<b>Organization Profile</b>	10
	<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 their 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 working with the targeted population.</li> </ul>	
2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described the number of participants to be served under the grant.</li> <li>• The extent to which the applicant has described the program design and its effectiveness in addressing the barriers faced by the targeted population.</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>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program and how they will meet the outlined outcomes.</li> <li>• The extent to which the applicant has provided a description of sites where proposed program activities will be carried out. Applicants must specify if sites have been secured at the time of this application.</li> <li>• The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the proposed program during the period of performance of the grant.</li> </ul>	
4	<b>Past Performance</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided data that highlights prior success in accomplishing the performance outcomes outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations that highlight prior success in accomplishing the performance outcomes outlined in the RFA.</li> <li>• The extent to which the applicant has demonstrated experience in successfully providing workforce training and supportive services to diverse populations with barriers to employment.</li> </ul>	

ITEM	SCORING CRITERIA	Pts.
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> <li>The extent to which the applicant provides a clear explanation of how the budget amount is derived and will contribute to the successful administering of the grant.</li> <li>The extent to which the applicant has allocated the funds (i.e., per group – employees, employers and participants).</li> </ul>	
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>
- Application packages can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then applicants may request the application via email from [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 via email to [ogagrants@dc.gov](mailto:ogagrants@dc.gov).

Proposals submitted after **August 14, 2019 at 2:00 pm** 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 proposed 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 or designee. 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. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated performance outcomes and deliverables outlined in this RFA. More specifics on the “minimum level of effort” will be specified in the grant agreement.

## **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 technical site visit inspection;

- DOES Supervisor Orientation;
- All DOES mandatory meetings.

**Grantee Reporting and Deliverables**

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

**Reporting**

Reports Required	Frequency/Due Date
Program Timeline/Schedule	Prior to start of the award
Timesheets/Attendance Forms	Weekly
Participant Case Notes	Monthly
Participant Evaluations	Half way through period of performance and at the grant close.
Pre-Assessment Basic Skills Test	Upon participant entering the program
Post-Assessment Basic Skills Test	Upon participant program completion
Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals.	Quarterly
Collect and report data on translation of all vital documents for limited or non-English proficient (LEP/NEP) individuals.	Quarterly

**Deliverable(s)**

1. Orientation for program participants completed within 2 weeks of completion of recruitment activities
2. Case Management Services (ongoing)

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant performance period.

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.

**Program Launch**

Before grantee can begin programming they must receive official documentation from “The Office of Grants Administration”.



**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:

<b>PAYMENT #1 - Base Amount</b>	<b>PAYMENT #2 (Monthly Reimbursement)</b>	<b>PAYMENT #3 (Per participant placement rate)</b>
25%	30%	45%

**PAYMENT #1 – Base Amount:** Grantees that successfully complete the pre-program sit visit, attend the mandatory pre-program trainings (VOS, Personal Identifiable Information Training, & Federal Tax Information Training) and orientation will be eligible to submit an invoice for the base payment amount.

**PAYMENT #2** – Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee. This will be a monthly reimbursable amount after the base payment has been expended.

**PAYMENT #3** – A minimum of 65% of program completers must be placed into a job by the grantee or through a partner organization. There will be a per participant placement rate determined by the number of participants being served by the grantee.

<b>Grant</b>	<b>Payment Requirement</b>
Integrated Education and Training	<ul style="list-style-type: none"> <li>• Successful fulfillment of stated payment requirements</li> <li>• Supporting expenditure documentation</li> <li>• Invoice</li> </ul>

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**

Anthony Gamblin  
[OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov)

**Section I: Additional Documents Required for Submission**

An application must contain the below required documents to be deemed responsive and eligible for review for grant award.



**Documents provided by DOES**

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Master Supplier Form Package

**Documents to be provided by applicant**

- Current D.C. Business License
- IRS W-9 Form
- IRS Tax Certification
- Itemized Budget
- Proof of District Occupancy
- Insurance Certificate **Note:** As determined by the DC Office of Risk Management applicants may need to increase or procure additional insurance
- Staffing Plan
- Resumes for key and essential staff
- List of Partners and Affiliations
- Current Clean Hands Certificate