



---

DC Department of Employment Services

Office of Youth Programs

# **PYAP Innovation Grants Program- Post-Secondary Education**

**Request for Applications (RFA)**

RFA No.: DOES-OYP-Innovation-2019-A

RFA Release Date:

Monday, November 26, 2018 5:00 PM

**Pre-Application Conference**

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

*Date:* Wednesday, December 5, 2018

*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, December 7, 2018 at 12:00 PM via Grants Management System

**Application Submission Deadline:**

**Monday, January 7<sup>th</sup>, 2019 at 12:00 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**

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

    Scope ..... 3

    Background ..... 3

    PYAP Innovation Grants – Post Secondary (Program Design, Outcomes, & Deliverables) .... 5

    Program Design ..... 5

    Anticipated Number of Awards ..... 8

**Total Amount of Funding to be Awarded** ..... 8

    Period of Performance..... 8

    Location Requirements..... 8

    Grant Making Authority ..... 8

**Section B: General Provisions** ..... 9

    Eligibility Information..... 9

    Evaluation Criteria ..... 9

    Monitoring ..... 10

    Audits ..... 10

    Nondiscrimination in the Delivery of Services ..... 10

    Other Applicable Laws..... 11

    Eligibility Requirements for Participation in PYAP Innovation Grants Program ..... 11

    Core Program Components..... 12

**Section C: Application Format** ..... 12

    Technical..... 12

    Applicant Profile ..... 12

    Application Summary..... 12

    Program Narrative ..... 12

    Past Performance..... 13

    Itemized Budget and Budget Narrative..... 13

**Section D: Program Narrative** ..... 13

    Program Narrative..... 13

Organization Profile ..... 13

Participant Profile ..... 14

Program Description ..... 14

**Section E: Application Review and Scoring**..... 14

Review Panel ..... 14

Table 1: Technical Rating Scale..... 15

Scoring Criteria ..... 15

Organization Profile ..... 15

Participant Profile ..... 16

Program Description ..... 16

**Section F: Application Submission Information**..... 18

How to Request an Application Package ..... 18

Application Preparation ..... 18

Submission Date and Time..... 18

**Section G: Award Administration Information**..... 18

Award Notices ..... 18

Appeal ..... 19

Grantee Program Compliance ..... 20

Program Launch..... 20

Grantee Payment ..... 20

Anti-Deficiency Considerations..... 21

Section H: Contacts..... 21

LaShaun Basil ..... 21

Section I: List of Attachments ..... 21

## **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 Pathways for Young Adults Program (PYAP) – Innovation Grants Program Opportunity. The PYAP Innovation Grants Program is funded by the Workforce Innovation and Opportunity Act (WIOA), which became effective on July 1, 2015.

The purpose of this PYAP Innovation Grants Program is to support the delivery of innovative workforce services that will drastically improve the opportunities in Post-Secondary Education for youth between the ages of 18-24. Youth must be a recipient of a high school diploma or GED and not currently enrolled in school. The Post-Secondary Education pathway under PYAP Innovation Grants Program will provide the educational fundamentals around pre-college preparation, re-engagement with college, educational financial literacy and enrollment in a Post-Secondary Institution.

DOES OYP will solicit grant applications from eligible organizations to assist youth with entering into a Post-Secondary Institution, while providing support structures to minimize the effects of WIOA identified barriers.

Recipients of the PYAP Innovation Grants Program will aid youth in at least one of the two outcomes: (1) In-Program Skills Gain or (2) Enrollment into a Post-Secondary Institution.

Applicants will develop a model based on PYAP Innovation Grants Program logic model listed below:

1. Three phases(s): College Exploration and Preparation, College Financial Preparation and Acceptance and Enrollment into a Post-Secondary Institution
2. Assessment of youth to determine pre-college preparation plans: New students enrolling in Post-Secondary Institutions for the first time and/or re-engaging youth to return to Post-Secondary Institutions after an identified gap in educational plans
3. Awareness and guidance on college applications and scholarships
4. 85% of youth participants receiving a DOES approved in-program skills gain
5. 75% of youth enrolling into a Post-Secondary Institution by Fall 2019

The Office of Youth Program (OYP) aims to fund integrated service models that explore pathways which lead to post-secondary enrollment at an accredited trade/vocational school, community college, college and/or university.

### **Background**

The PYAP Innovation Grants Program is designed to assist out-of-school and out-of-work District residents ages 18-24 by combining guidance, supportive services, educational financial literacy and pre-college preparation to minimize the effects of barriers that deter or prevent acceptance and enrollment into a Post-Secondary Institution.

## 1. Goal of the Project

- Provide guidance, supportive services and educational financial literacy to reengage youth that have dropped out of Post-Secondary Education. Assist potential first time college students with pre-college preparation from college exploration to college/financial aid application submission. (SAT/ACT Prep and Testing, FASFA, DC Tag etc.) Acceptance and Enrollment into a Post-Secondary Institution.
- Exposure to international educational options.

In order to expand innovative programming and meet the demands of District residents, DOES anticipates awarding up to two (2) 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 12:00 pm on **Monday, January 7<sup>th</sup>, 2019**.

## 2. Program Structure

### Phase I: College Exploration and Preparation

- College Exploration: DMV College Fair Tour
- Test Preparation: ACT/ SAT

All required materials and fees for certification preparation and receipt must be provided by the Grantee. A maximum of twelve (12) weeks will be allotted for this phase

### Phase II: College Financial Preparation

- Educational Financial Literacy: FAFSA, DC Tag and DC CAP
- College Application Submission, Application Waivers
- Exposure to Funding Possibilities: Scholarship Application Submission

All required materials and fees for college financial preparation and receipt must be provided by the Grantee. A minimum of four (4) weeks should be allotted for this phase of the program.

### Phase III: Enrollment into Post-Secondary Institution

- College Acceptance (Fall 2019)
- Enrollment and class schedule into a Post-Secondary Institution (Fall 2019)
- Graduation/Ceremony
- Scholarship Awards (Optional)

All required materials and fees for post-secondary enrollment and receipt must be provided by the Grantee. A maximum of twelve (12) weeks will be allotted for this phase.

## **PYAP Innovation Grants – Post Secondary (Program Design, Outcomes, & Deliverables)**

### **Program Design**

PYAP Innovation Grants Program 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**

If two (2) grants are awarded, the Grantee will provide services to 19 eligible youth annually between the grant award date and September 30, 2019. This will allow applicants to provide direct services and follow up services for 1 year by Grantee after the completion of participation.

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

The applicant shall include the following program elements:

- **Recruitment and Enrollment**

The Grantee must recruit and enroll WIOA eligible candidates who meet the criteria stated above. Providers 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 February 11, 2019 or 30 calendar days after the award date such that youth participants can receive timely orientation. Providers have the ability to interview and complete their own assessments. Please see Attachment B for the DOES Certification Process.

- **Orientation Services**

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

- Administration of a skills based assessment of their choice that identifies academic abilities.
- Assessment of the participants' employability skills and social service needs,
- Development of an Individual Service Strategy 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 Individualized Service Strategy (ISS) Plan 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.

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

- **Follow-up Services**

Providers shall provide participants who complete their program with 1 year of follow-up services. Follow-up services would be rich enough to provide the necessary support to enable youth participants to sustain a livable wage. Providers shall serve as resources to identify and address issues that arise for youth participants.

- **Minimum Staffing Requirements**

Providers shall have adequate staffing defined as 1 instructor for every 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, and data entry.

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

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

**Milestones:**

- Enrollment of all cohort participants into the case management services and participation in an orientation no later than February 11, 2019 or 30 calendar days after the award date.
- Successful completion of SAT/ACT, college and scholarship applications.

**Outcomes:**

- 75% of all participants will be accepted and enrolled into a Post-Secondary Intuition after completion of Phase III. Refer to Program Structure in Section A.
- 85% of all participants will attain an In-Program Skills Gain after

completion of Phase I and II. Refer to Program Structure in Section A.

#### 4. Deliverables

In addition to the milestones and outcomes, the Grantee must provide monthly deliverables. Please see the list of deliverables 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.)	DOA
Item 2	Invoice	1	Via email/Hard copy	Monthly
Item 3	Timesheets/Attendance/ Program Updates	1	Via email	Weekly
Item 4	Certification Reports/ Program Report	1	Via email	As achieved/ 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

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.

Providers 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 that is not. Providers 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.

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.



All Grantees are required to co-enroll all youth into Marion Barry Summer Youth Employment Program (MBSYEP) adhering to all timelines for this program unless youth entered unsubsidized employment where as supporting documentation will be required to validate youth unsubsidized employment participation.

### **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 grant up to two (2) 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 \$187,500. Each applicant must address how it will serve nineteen (19) youth. Each applicant can apply for a maximum of \$93,750. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

### **Period of Performance**

The PYAP Innovation Grants Program will operate from the date of award through September 30, 2019.

### **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.

### **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-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 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 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.

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.

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

Below is a list of criteria defining eligibility to apply for the grants detailed in Section A.

### **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 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 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 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.

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 PYAP Innovation Grants Program**

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

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

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

*Please note that WIOA defines Out of School Youth at 16-24, however PYAP-IG program will serve youth 18-24.*

### **Core Program Components**

In accordance with WIOA, Grantees shall provide out-of-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 goals and explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted., 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.

The itemized budget can include the following items:

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

*Please 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 post-secondary education that follows the three phases. Refer to Program Structure.
4. Description of the organization's staff experience in providing entrepreneurial and/or post-secondary services to youth, aged 18-24.

### **Participant Profile**

1. Description of the organization's experience training out of school youth ages 18-24 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 PYAP Innovation Grants Program.
4. 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.
5. Description of the organization's programming and how it is designed to provide services to out-of-school youth, aged 18-24, in the three distinct phases.
6. Describe the anticipated challenges your organization previously encountered while providing services in the three phases for out- of-school youth, aged 18-24, and the strategies applied to successfully address them.
7. Description of organization's experience in successfully providing services to out of school youth, aged 18-24, 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. Detail a plan to offer special incentives for performance based upon your program model.
4. 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?
5. 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.

## **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 post-secondary education, 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 10 points
- Participant Profile 10 points
- Program Description 40 points
- Past Performance 20 points
- Budget and Budget Narrative 20 points

**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 post-secondary education that follows the three phases. Refer to Program Structure.
4. Description of the organization's staff experience in providing entrepreneurial and/or post-secondary services to youth, aged 18-24.

### **Participant Profile**

1. Description of the organization's experience training out of school youth ages 18-24 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 eliminate barriers.
3. Description of the organizations strategic partners that strengthen the program to carry out programmatic goals of the PYAP Innovation Grants Program.
4. 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.
5. Description of the organization's programming and how it is designed to provide services to out-of-school youth, aged 18-24, in the three distinct phases.
6. Describe the anticipated challenges your organization previously encountered while providing services in the three phases for out- of-school youth and the strategies applied to successfully address them.
7. Description of organization's experience in successfully providing services to out of school youth, aged 18-24, 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. Detail a plan to offer special incentives for performance based upon your program model.
4. 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.
5. 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.

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	<p><b>Organization Profile</b></p> <ul style="list-style-type: none"> <li>• The extent to which the Applicant has stated the mission of the organization.</li> <li>• The extent to which the Applicant has described the history of 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>• The extent to which the Applicant has described how your organization will meet the specific requirements of post-secondary education that follows the three phases. Refer to Program Structure.</li> <li>• The extent to which the Applicant has described the organization’s staff experience in providing entrepreneurial and/or post-secondary services to youth, aged 18-24.</li> </ul>	10
2	<p><b>Participant Profile</b></p> <ul style="list-style-type: none"> <li>• The extent to which the applicant has described the organization’s experience training out of school youth ages 18-24 with the components of the three phases listed in the Program Structure.</li> <li>• The extent to which the applicant has described the staffing capacity to carry out the phases, and required supports to eliminate barriers.</li> <li>• The extent to which the applicant has described the organizations strategic partners that strengthen the program to carry out programmatic goals of the PYAP Innovation Grants Program.</li> <li>• The extent to which the applicant has described 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>• The extent to which the applicant has described the organization’s programming and how it is designed to provide services to out-of-school youth, aged 18-24, in the three distinct phases.</li> <li>• The extent to which the applicant has described the anticipated challenges your organization previously encountered while providing services in the three phases for out- of-school youth and the strategies applied to successfully address them.</li> </ul>	10
3	<p><b>Program Description</b></p> <ul style="list-style-type: none"> <li>• The extent to which the applicant has detailed how they will administer an assessment that will document strengths and weaknesses of each youth’s academic skills and abilities.</li> <li>• The extent to which the applicant has detailed specific timeline, topics, and potential partnerships you will use to carry out your program model.</li> <li>• The extent to which the applicant has detailed a plan to offer special incentives for performance based upon your program model.</li> <li>• The extent to which the applicant has described how their 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>• The extent to which the applicant has provided 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.</li> </ul>	40

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>	
5	Budget and Budget Narrative	20
	<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>	
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](#).

Proposals submitted after 12:00 PM on **Monday, January 7<sup>th</sup>, 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 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 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 Onsite Meeting to Detail Goals of Evaluation;
- All DOES mandatory meetings;

### **Program Launch**

Before Grantee can begin programming they must receive official documentation from DOES OYP.

### **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:

#### **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

#### **Payment 2: College Exploration and Preparation (20%)**

This payment is based on a per participant cost of \$986.84. The maximum amount that can be invoiced for this phase is \$18,750.

Payment 2 is contingent on successful completion of the following:

- Sign-in sheets for participants that attended DMV college tour
- Confirmation of appointment from college tour
- ACT/SAT scores and registration

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate is \$986.84.

**Payment 3: College Financial Preparation (20%)**

This payment is based on a per participant cost of \$986.84. The maximum amount that can be invoiced for this phase is \$18,750.

Payment 3 is contingent on successful completion of the following:

- Confirmation of participants submission of DC Tag, DC Cap, FAFSA or award letters,
- Application waivers (if applicable)
- Scholarship awards (if applicable)

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate is \$986.84.

**Payment 4: Post-Secondary Institution (20%)**

This payment is based on a per participant cost of \$986.84. The maximum amount that can be invoiced for this phase is \$18,750.

Payment 4 is contingent on successful completion of the following:

- Acceptance letters and Fall 2019 schedule
- Graduation/ Ceremony
- Certificate of completion of program

Please note if full service level is not achieved, payment per phase will be adjusted on a cost per participant rate is \$986.84.

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

**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
- Documentation proving IRS tax status (e.g. 501(c)(3) determination letter)
- Valid/Current Business License or license by applicable regulatory body
- Current Clean Hands Certificate (Must be within 1 month of application submission date)
- List of Organizational Board Includes Members and Positions
- Proof Occupancy
- Insurance Certificate
- Resumes of Key Personnel