



DC Department of Employment Services Workforce and  
Federal Programs Bureau

**2024 HBCU Public Service Program -  
Apprenticeship Intermediary Grant  
Request for Applications (RFA)**

**RFA Release Date:**

February 5, 2024

**Pre-Application Conference**

**Virtual Platform:** Microsoft Teams

*Date:* February 20, 2024

*Time:* 11:00 a.m.

Attendance is highly encouraged.

*(Please email [ogagrants@dc.gov](mailto:ogagrants@dc.gov) if you will be attending the pre-application meeting to receive the meeting invite link)*

**Application Submission Deadline: March 6, 2024  
at 3:00 p.m. EST**

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

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

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

### ***Background***

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industry, career exploration, and academic enrichment through experiential, hands-on programs. DOES is committed to delivering services to District residents who are underemployed or unemployed as well as providing work readiness training that prepares residents to obtain careers in high-demand industries within the current labor market.

### **OAIT**

DOES, through its Office of Apprenticeship, Information, and Training (OAIT) is the State Apprenticeship Agency (SAA), which has oversight of the apprenticeship system in the District of Columbia. OAIT monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Apprenticeships combine on-the-job learning, with classroom-related instruction, teaching entry-level workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor-management groups. Apprenticeship sponsors also have eligibility requirements that vary and can include education and aptitude testing.

In an effort to empower the next generation of public servants, the District of Columbia launches the Historically Black College or University (HBCU) Public Service Program - a groundbreaking partnership with Howard University (HU) and the University of the District of Columbia (UDC). This dynamic alliance will create a seamless pipeline for HBCU graduates to enter public service roles, ensuring the DC government benefits from the brightest and most passionate talent.

Starting in 2024, the program will place 25 graduating seniors from HU and UDC in year-long apprenticeships within the District government agencies and DC Water. This immersive experience will combine full-time employment with on-the-job training, mentorship, and ongoing professional development. Participants will gain invaluable hands-on experience while receiving a competitive salary, benefits package, and paid time off. The Public Service Program apprentices will operate as a cohort and together they will have many opportunities to network, perform community service projects, and receive professional development. The program offers a diverse array of career paths, allowing participants to choose how they want to serve their community. Upon successful completion, graduates will have an opportunity for advancement within the DC government, playing a vital role in shaping the future of the city.

### ***Scope***

The District of Columbia Department of Employment Services (DOES) is issuing a Request for Applications (RFA) to find a District-based grantee to serve as an intermediary for the District's

HBCU Public Service Program. The RFA is centered around the selection of a grantee who will advance and support the operations of HBCU Public Service Program. The program intends to place HBCU graduates in public service, leveraging their skills and passion for the benefit of DC government agencies.

The program will operate from June 2024 to May 2025 and serve 25 college graduates.

### ***Target Population***

The primary focus of the program is on:

1. **Graduating Seniors from HU and UDC:** The program is tailored for 25 seniors who are at the cusp of completing their academic journey. These individuals represent a diverse, dynamic, and driven segment of the youth, poised to transition from academic life to professional public service.
2. **Aspiring Public Service Professionals:** The candidates are envisioned to be individuals with a keen interest in serving the community through public service. This includes a commitment to civic engagement, community development, and a desire to contribute positively to the functioning and enhancement of the District's government.

### **Primary Responsibilities of the Grantee**

The grantee will be responsible for:

1. **Professional Development and Support:** Crafting a comprehensive support package focusing on a calendar of professional development of program participants.
2. **Fiduciary Support:** Assist DOES as a fiduciary agent if applicable and/or support organizational capacity to deliver incentives and programmatic support to program participants.
3. **Apprenticeship Sponsor Support:** Assisting sponsor of the apprenticeship in developing apprenticeship standards, obtaining supportive services, enhancing the quality and effectiveness of the apprenticeships.
4. **Networking and Growth:** Identifying and collaborating with professional networks to foster growth and expand the network of program participants.
5. **Cohort Model Implementation:** Developing and implementing a cohort model that includes life skills and professional development activities for student participation throughout the apprenticeship term.
6. **Community Service and Leadership Development:** Coordinating community service and leadership development activities for students to engage in throughout the program.
7. **Special Events:** Enhancing the experience of the HBCU Public Service Cohort by planning special activities, events, and initiatives such as guest speaker series, networking events, mentorship opportunities, and progress ceremonies.

### **Additional Responsibilities**

- Support other functions within the HBCU Apprenticeship Program such as student recruitment, applicant screening, and ongoing participant support.
- Facilitate connections between program participants and other businesses/entities related to their professional growth and development.
- Conduct information and technical assistance sessions focusing on Diversity, Equity, and Inclusion.

The selected grantee should achieve the following:

The intermediary of the HBCU Public Service Program plays a crucial role in facilitating and enhancing the experience of the apprentices within the HBCU Public Service Program. The benefits that the intermediary needs to achieve for the apprentices encompass a range of professional, educational, and personal development aspects:

1. **Professional Development and Support:** The intermediary should ensure that the apprentices receive comprehensive professional development opportunities. This includes career guidance, skill enhancement workshops, and mentorship programs that align with their career aspirations in public service.
2. **Network Expansion and Community Engagement:** Facilitating opportunities for apprentices to build professional networks is key. This involves connecting them with industry professionals, organizing networking events, and encouraging participation in community service projects, which not only expand their professional contacts but also enhance their community involvement and civic engagement.
3. **Supplemental Work Readiness Training:** The intermediary must ensure that apprentices receive structured, practical training that complements their apprenticeship learning. This training should be tailored to provide hands-on experience in various aspects of public service and their professional career.
4. **Access to Supportive Services:** Providing apprentices with access to supportive services, including incentives, counseling, financial advice, and health and wellness programs, is crucial. These services aim to address any challenges they might face during their apprenticeship and support their overall well-being.
5. **Cohort Model Implementation:** Implementing a cohort model that enables apprentices to learn and grow together, fostering a sense of community and collaborative learning. This involves organizing group activities, workshops, and discussions that encourage peer learning and support.
6. **Diversity, Equity, and Inclusion Initiatives:** The intermediary is responsible for ensuring that the apprenticeship program is inclusive and accessible to a diverse group of participants. This involves implementing strategies to promote diversity, equity, and inclusion within the program and addressing any related challenges that apprentices may face.
7. **Continuous Feedback and Improvement:** Gathering feedback from apprentices to continuously improve the program is essential. This includes regular check-ins, surveys, and forums for apprentices to voice their concerns and suggestions, ensuring that the program remains responsive to their needs.

**The following tasks shall be performed by the GRANTEE:**

- GRANTEE shall serve all students participating in the HBCU Public Service Program as specified in this RFA.
- GRANTEE is solely responsible for program implementation.
- GRANTEE shall create and operate a year-long calendar of activities to supplement program participants' professional and personal growth.

- GRANTEE shall conduct an orientation session on or before the first day of the scheduled start date of each program or cohort of the program ensuring all program activities, deadlines, expectations, policies, and procedures are outlined for all assigned participants.
- GRANTEE shall attend an orientation with DOES Office of Apprenticeship staff and successfully pass a site visit prior to the outlined start date and before services begin for participants. All orientation dates and site visits will be scheduled by the Office of Apprenticeship.
- GRANTEE shall provide participants with a menu of supportive services related to their ability to attend and complete their apprenticeship program.
- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, and requests held by the Office of Grants Administration and Resource Allocation, and by the Office of Apprenticeship Information and Training (OAIT).
- GRANTEE shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program-specific related activities.
- GRANTEE shall 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.
- GRANTEE shall collect data regarding contacts with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator and program Point-of-Contact on a quarterly basis.
- GRANTEE shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator and program Point-of-Contact on a quarterly basis.
- 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.
- GRANTEE shall provide case management to all program participants to identify any issues that could prohibit program completion.
- GRANTEE shall provide a Close-Out Report of all program activities at the conclusion of the performance period. No later than 30 days after the end of the performance period.
- GRANTEE shall be prepared and flexible to offer services virtually and/or in person given the status of the District of Columbia and DOES.
- GRANTEE shall host a graduation ceremony for participants upon completion of the cohort.

## GRANTEE Reporting, Deliverables and Outcomes

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

### Reporting

The GRANTEE shall provide the following reports to the Department of Employment Services

Reporting Requirements	Method of	Frequency
Monthly Activity Report and Case Notes. Documentation includes but not limited to: <ul style="list-style-type: none"> <li>Schedule of activities that occurred for the month and attendance.</li> <li>Case notes for each student including details on supportive services administered.</li> </ul>	Via email/hard copy	Monthly by the 10 <sup>th</sup>
Monthly Activity Calendar	Via email	Monthly by the 10 <sup>th</sup> for the next month
Expenditure Report	Via email	Monthly by the 10 <sup>th</sup>
Language Access Report	Via email	Quarterly
Close Out Report and Completion Spreadsheet that documents all participants who have satisfied all requirements of the program	Via email	30 days after the completion of the program

### Deliverables

Listed in the chart below are the projected deliverables for the grant period. The GRANTEE will be responsible for achieving the metric set forth in the “Deliverables” column.

Deliverables	Quantity	Method of	Due Date
Cohort must start at the beginning of June 2024	-	-	June 2024
Project Plan – Plan of wrap around activities, professional development activities, and special events/initiatives the program plans to provide across the apprenticeship year.	1	Via email/ Hard Copy	Upon Award
Close-out Report	1	Via email	30 days after the end of the program



Deliverables	Quantity	Method of	Due Date
Completion Spreadsheet		Via email	Within 10 Days Of Completion Of Program

### ***Outcomes***

The grantee will be responsible for achieving the outcomes set forth in the “Target” column:

Outco	Target
Students participating in 100 hours of professional development activities and initiatives detailed	90%
Connection of participating students to professional networks and organizations	100%
Attendance Rate in workshops	90%
Execution of special events and initiatives	Once a month

### ***Rights and Responsibilities:***

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, GRANTEES shall not assign or otherwise transfer any rights, duties, obligations, or interest in the Notice of Grant Award (NOGA) or arising hereunto to any person, entity, or entity 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 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 and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, NOGA, and included in the Grantee’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 at least one award in the specified category provided. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and the quality and quantity of applications.

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

The total amount of funds DOES anticipates being available for award is at least \$150,000. DOES reserves the right to award partial amounts of funding based on the quality and quantity of application received.

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

***Period of Performance***

The 2024 HBCU Public Service Program Apprenticeship Intermediary will operate from the date of award through May 2025. DOES reserves the sole right to exercise up to three option years beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the GRANTEE. The funding amount for the option year will be determined by DOES and all terms and requirements of the original grant will apply unless modified by DOES.

***Location Requirements***

For the purpose of this RFA, all Applicants shall 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.

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)
- 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***

Workforce Innovation and Opportunity Act (WIOA) 29 USC § 3174 and 20 CFR § 665.210.

**Rights and Responsibilities of DOES**

- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency 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.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

- The Agency 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.
- The Agency 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.
- The Agency 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.
- The Agency may use past performance data in determining an award if an applicant was awarded a previous grant by DOES.

## **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.

- Non-profit, community, or faith-based organizations;
- Private, for-profit service providers
- 

Applicants shall 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 and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

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 the 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 are 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.

Any reports generated are the sole property of DOES. GRANTEES shall receive prior written permission from DOES, in order to use or disclose any report or its contents.

### *Audits*

GRANTEE shall 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.

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.

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 intrafamily 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.

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

The following sections detail the components of a successful application.

The application should include a program narrative explaining your program model, a budget and specific plan detailing the transition process from the pre-apprenticeship program to placement into a registered apprenticeship program. The application should consist of assurances that all Workforce Innovation and Opportunity Act (WIOA) regulations and data collection methods (federal, state, and local) will be adhered to. All participants enrolled under these grants will be subject to standard performance reporting. Additionally, all funded programming must be DOES branded and in accordance with DOES standards.

### ***Applicant Profile***

The application shall include an Applicant Profile, which identifies the applicant type of organization, program service area and the amount of funds requested.

### ***Application Summary***

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

### ***Program Narrative***

Applicant shall 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***

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit three (3) past performance forms – using the provided template. If the applicant has received a contract/grant from DOES within the past three years, you must submit at least one “Past Performance Form” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed forms, the most points an applicant can receive in this category is “9” out of the 15 available points.

### ***Itemized Budget and Budget Narrative***

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant. Applicants are allowed to charge the federal de-Minimis indirect cost rate of 10%. If applicant is 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 shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall 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 shall identify the average cost per participant.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs (10% of total Direct Costs)

**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 the applicant clearly describes the proposed program in detail and includes each of the following:

#### *Organization Profile*

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff).
- Describe your organization's staffing capacity and experience to meet the specific requirements outlined in the intermediary category you are applying for.
- Describe the organizational plan or strategy that will be used to measure and evaluate effectiveness of the program.

#### *Participant Profile*

- Describe the category and number of participants your organization will serve under this grant.
- Describe how programming is designed to provide quality service outlined within this RFA.
- Describe the experience working with the targeted population.
- Describe the anticipated challenges and the strategies to overcome them.

#### *Program Description*

- Identify and describe how the organization will deliver the desired service.
- Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. This includes providing a detailed calendar of professional development, leadership, and special initiatives the program cohort will participate in.
- Describe the training curriculum and classes the organization intends to use within the proposed program and detail your experience in administering such programs.

- Describe what incentives the organization may provide to participants to further support their success in the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the 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 (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, and social services planning and implementation. The review panelist 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

ITE	SCORING CRITERIA	Pts.
1	<b>Organization Profile</b>	10
	<ul style="list-style-type: none"> <li>• State the mission of the organization.</li> <li>• Describe the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• Describe your organization’s staffing capacity and experience to meet the specific requirements outlined in the intermediary category you are applying for.</li> <li>• Describe the organizational plan or strategy that will be used to measure and evaluate effectiveness of the program.</li> </ul>	
2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• Describe the category and number of participants your organization will serve under this grant.</li> <li>• Describe how programming is designed to provide quality service outlined within this RFA.</li> <li>• Describe the experience working with the targeted population.</li> <li>• Describe the anticipated challenges and the strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services.</li> <li>• Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. This includes providing a detailed calendar of professional development, leadership, and special initiatives the program cohort will participate in.</li> <li>• Describe the training curriculum and classes the organization intends to use within the proposed program and detail their experience in administering such programs.</li> <li>• Describe what incentives the grantee may provide to participants to further support their success in the program.</li> <li>• Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.</li> </ul>	
4	<b>Past Performance</b>	15
	<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 and other reviews/documentation 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>	15
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>
- <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 – <https://jlweb.co/prod1/portal/portal.jsp?c=66176630&p=66183389&g=66183409>

**Proposals submitted after 3:00 pm on March 6, 2024 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 shall successfully complete the following:

- Pre-site monitoring visit

- DOES Pre-Orientation Meeting
- OAIT Host Employer Orientation
- OAIT Timekeeper Training (if applicable)
- DOES Pre-Site Monitoring Visit
- Background Check
- Security Awareness Training
- Verification of Insurance as needed by the District Office of Risk Management

### ***Program Launch***

Before GRANTEE can begin programming, they shall receive official documentation from the Office of Grants Administration and Resource Allocation and the Office of Apprenticeship, Information and Training.

### ***GRANTEE Payment***

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

#### **Payment 1: Base Payment (50%)**

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

- Orientation
- Pre-Program Site Visit
- Mandatory Pre-Program Trainings (if applicable)
- Virtual One Stop (VOS) Training (if applicable)
- Security Awareness Training (PII) (if applicable)

#### **Payment 2: (50%)**

This payment will be issued on a monthly cost reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and documentation provided by the GRANTEE. Submission of monthly program report & monthly expenditure report required with invoice. Actual monthly amount will be outlined in the NOGA.

### ***Anti-Deficiency Considerations***

The GRANTEE shall 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-(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**

Demetries M. Saunders  
[OGAGrants@dc.gov](mailto:OGAGrants@dc.gov)

**Section I: List of Attachments**

The following documents are also required to be included in the grant submission. An application without the below documents will be deemed non-responsive and will not be eligible for award.

**Documents provided by DOES**

- Statement of Certification
- Non-Disclosure Agreement
- Disclosure
- Past Performance Forms

**Documents to be provided by Applicant**

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business License
- Itemized Budget
- Insurance Certificate
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Proof of Occupancy
- Resumes of Key Personnel
- Current Clean Hands Certificate – Last 30 Days ([mytax.dc.gov](https://mytax.dc.gov))

## DEFINITIONS

**Apprentice** – means a worker at least 16 years of age, except where a higher minimum age standards in otherwise fixed by law, who is employed to learn an apprentice-able occupation as provided in section 1104 under standards of apprenticeship fulfilling the requirements of selection 1105 of this chapter.

**Apprenticeship Program** – means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required under 29 CFR parts 29 and 30, and DC Apprenticeship Agency Rules and Regulations and DC State Plan, including such matters as the requirement for written apprenticeship agreement.

**Completion Rate** – means the percentage of an apprenticeship cohort who receives a certificate of apprenticeship completion within 1 year of the projected completion date. An apprenticeship cohort is the group of individual apprentices registered to a specific program during a 1-year time frame, except that a cohort does not include the apprentices whose apprenticeship agreement has been cancelled during the probationary period.

**D.C. Apprenticeship Act** – means the District of Columbia Apprenticeship Act of 1946, as amended, the Official Code Title 32, Section 1401-1413-1431.

**Director** – means the Director of the District of Columbia Department of Employment Services or any person designated by the Director to supervise the administrator of the provision of the Act.

**Sponsor** – means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

**State Office** - means for the purpose of referencing federal regulations on apprenticeship the District of Columbia, Office of Apprenticeship, Information and Training of the Department of Employment Services, which shall be the point of contact for the District's Registration Agency.

**State Apprenticeship Agency** – means the Registration Agency (District of Columbia Office of Apprenticeship, Information and Training within the Department of Employment Services) which shall have the responsibility and accountability for apprenticeship within the District and is recognized by the U.S. Department of Labor, Office of Apprenticeship with the authority to register and oversee apprenticeship programs and agreements for federal purposes.

**State Apprenticeship Council** – means the DC Apprenticeship Council, which is a regulatory entity consisting of eleven members, who are appointed by the Mayor of the District of Columbia and confirmed by the Council of the District of Columbia. The DC Apprenticeship Council shall have the authority to approve apprenticeship programs subject to the District government mandatory apprenticeship law, for projects that receive funds from the District of Columbia, or funds or resources which, in accordance with federal grant or otherwise, the District of Columbia government administers, including contracts, grants, loans, tax abatements or exemptions, land transfers, land disposition and development agreements, tax increment financing, or any combination thereof.

**Technical Assistance** – means guidance provided by the Registration Agency staff in the development, revision, amendment, or processing of potential or current program sponsor's Standards of Apprenticeship, Apprenticeship Agreements, or advice or consultation with a program sponsor to

further compliance with these rules or guidance from the Office of Apprenticeship to a State Apprenticeship Agency on how to remedy non-conformity with this part.

**Transfer** – means a shift of apprenticeship registration from one program to another or from one employer within a program to another employer within the same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

**Underserved** – means persons adversely affected by persistent poverty, discrimination or inequality including.