



DC Department of Employment Services

Division of State Initiative

Innovative & Integrated Services – Soft Skills Pilot Grant

Request For Applications (RFA)

RFA No.: DOES-SSP-2018

RFA Release Date: March 29, 2018

Pre-Application Meeting

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

Room: 4202

Date & Time: April 9th, 2018 1:00 pm

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:

Friday, April 13th, 2018 at 2:00 p.m. EST

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY TO
OGAGrants@dc.gov**

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Section A: Funding Opportunity Description

Scope

The Department of Employment Services (DOES) Division of State Initiatives (DSI) is seeking grant applications for organizations to provide professional drama based psychotherapy, life skills training and creative expression to foster interpersonal growth and healthy lifestyles to address trauma and unproductive behavior's. The grantee should have more than five years of experience working with at risk youth and adult returning citizens. The workshops are not only to place youth and adults on the path to personal growth, career development, behavioural and attitudinal change; but to give participants the encouragement as well as the empowerment to believe in themselves, to discuss their hopes, fears, and dreams.

The grantee must have specialized knowledge and experience in group engagement and teaching around all facets of workforce development with a focus on strategic thinking, networking, conflict resolution, professional interpersonal skills and life skills training.

Background

The D.C. Department of Employment Services (DOES) fosters and promotes the welfare of job seekers and wage earners by improving their working conditions, advancing opportunities for employment, helping employers find employees, and tracking changes in employment and other national economic measures impacting the District of Columbia.

As the state labor agency, DOES has oversight responsibility for a multitude of federally and locally funded programs supporting District residents and those residing in the Washington Metropolitan Region. Multiple employment and training programs are administered by DOES including those under the Division of State Initiatives (DSI)---which has oversight responsibility for the Transitional Employment Program (Project Empowerment), DC Career Connections (DCCC), Alternate Pathways to Employment, the ASPIRE Entrepreneurship Program, the Senior Community Service Employment Program (SCSEP), the Court Diversion Program, the D.C. Jail Work Readiness Program and other projects serving targeted populations.

Innovative & Integrated Services – Soft Skills Pilot Grant

The grantee identified is to assume the facilitation of drama psychotherapy workshops to be held in Job Readiness Training (JRT). They must have working knowledge of the District's young adult population from ages 20-24, the districts adult returning citizens population from ages 25 to 54, be well versed in Workforce Development with a minimum of 5 years' experience in training, coaching, facilitating a job readiness curriculum to disconnected young adults and returning citizens. More importantly, the selected grantee must have a proven track record in providing individualized wraparound services; and a demonstrated ability to connect young adults and adult returning citizens with the multitude of support needed to ensure successful/ongoing engagement in the planned continuum of the curriculum and workforce development services.

The grantee will be expected to work a schedule of alternating days, either Monday and Wednesday or Tuesday and Thursday between the hours of 9am-5pm, to fulfill the requested workshop expectations. Some flexibility for scheduling is important based on planning around special events, holidays and/or other group activities. (There will not be opportunities for overtime pay.)

Grantee shall be able to start working the first Monday of a new Job Readiness Cohort after the award. The specific dates will be given by program management and/or point of contact.

The Grantee shall perform the following tasks in order to achieve the objectives specified in this solicitation.

1. Conduct six (6) two-hour drama based therapy workshops per week (3 workshops per day, twice a week). Each workshop shall accommodate 20-30 participants and transpire on Mondays and Wednesdays or Tuesdays and Thursdays.
2. Adhere to operational policies and procedures implemented by the District Government regarding Agency personnel and contracted service providers, as applicable;
3. Grantee needs to conduct assessments of each customer in each cohort prior to developing the drama based workshops. The assessment should encompass ability to resolve conflict, comprehension of respecting authority in the workplace, protocol for time and attendance matters and preparation for work.
4. Submit a service report to include, but not be limited to the services provided, dates of trainings sessions, participant assessment results, recommendations and exit survey.
5. Grantee shall ensure each participant completes a participant exit survey at the end of each cohort services consisting of questions requesting their opinions and feedback of the training; specifically regarding their level of understanding, relatability to the sessions, influence and impact going forward.
6. Responsible for developing and presenting with a workforce preparation curriculum—documented instructional experience in delivery of current workforce development information to target populations.
7. Responsible for delivering information professionally and effectively so as to meet desired goals in relation to participant job readiness and preparation for timely connections to the workforce.
8. Responsible for facilitating participant engagement sessions for groups of disconnected (currently unemployed and not in school) young adults and adult returning citizens.
9. Responsible for providing focused instruction and guidance on a full range of work preparations strategies and engaging group participants through interactive instruction.
10. Responsible for documenting participant progress for each scheduled cohort.
11. Responsible for holding scheduled progress sessions with designated DSI staff.
12. 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.
13. Grantee shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to the DOES Language

Rights and Responsibilities

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

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

Anticipated Number of Awards

DOES intends to grant up to one award. DOES, however reserves the right to make additional awards or no awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates to be available for award is \$50,000.

Period of Performance

The "Innovative & Integrated Services – Soft Skills Pilot" will operate from the date of award through 12 months thereafter. Dependent upon the performance of the grantee, DOES may exercise option year(s) up to four years.

Grant Making Authority

DOES maintains the rights 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. The criteria are as follows:

1. Applicants must be responsible organizations, possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Also have experience working with government agencies or other Human Services entities.

2. The Grantee shall have a background in Clinical Psychology and have correlating clinical licensures and/or certifications
3. 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.
4. Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.
5. Must be able to do business in Washington, DC.
6. If an organization currently has an active grant under Strategic Innovative Grant they are not eligible to apply for this grant opportunity.
7. Provide three (3) references with contact information (name, email and telephone number) for projects similar in size and scope.
8. Working knowledge of HIPPA rules and regulations. Grantee shall demonstrate the ability to maintain the confidentiality of client information, and providers shall adhere to all Federal and local laws related to confidentiality (HIPPA). Client information shall be shared with the District upon the request.

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;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Monitoring

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

During site visits, the Grantee is required to provide access to facilities, records, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

The Grantee must maintain and provide documentation related to this program for three years after 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 thirty days, after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this 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.

Other Applicable Laws

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.

- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

Section C: Application Format

Technical

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

Applicant Profile

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

Table of Contents

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

Applicant 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 F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

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

- Experience on similar projects with the past five (5) years.

- References – a minimum of three from past projects.

Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. For all applicants requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives must include timelines for expenditure of funds. For applicants that request capacity-building funds, applicants should note in their budget narrative their understanding that program-funding award is contingent upon DOES confirming completion of the capacity-building activities.

Budget narratives must detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives must identify the average cost per participant.

Section D: Program Narrative

Program Narrative (2 to 5 pages)

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

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff).
- Described how your organization will meet the specific requirements of the data matching requirements outlined within the scope.

Participant Profile

- Described the organization's experience matching data employer and employee data for job placement.
- Describe the staffing capacity to carry out the requirements and eliminating chance of errors.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA.
- Describe how the organization will provide a final version of the data-matching file to DOES.
- Describe how the organization will send placement information to each participant

- identifying their placement based upon language and branding provided by DOES.
- Describe how it will send each employer a list of participants who will be employed at their sites along with the role/type of work participants has been hired.
- Describe how it will build an escalation process to be followed in an unlikely event of error so that employees and participants will know how to resolve their problem.

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific

scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> The extent to which the applicant has stated the mission of the organization. The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed strategic category. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> The extent to which the applicant has described the number of participants to be served under the grant. The extent to which the applicant has described how the proposed programming is designed to provide quality services to participants. The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> The extent to which the applicant has described their proposed program. The extent to which the vendor has provided a timetable/outline for the delivery of services. The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant. 	
4	Past Performance	15
	<ul style="list-style-type: none"> The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA. The extent to which the applicant has provided prior program evaluations that highlight prior success in accomplishing the goals outlined in the RFA. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The extent to which the applicant has allocated the funds (i.e., per group – employees employers and residents). 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: 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 and attachments (**see section I**) must be received electronically via ogagrants@dc.gov no later than **April 13th, 2018 at 2:00pm EST**. Applications received after **2:00 p.m. EST on April 13th, 2018** **will not** be considered for funding.

All applications and attachments (**see section I**) must be submitted as **one PDF file**. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted it will not be considered.

Section G: Award Administration Information

Award Notices

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director or designee. The Grant Agreement will be sent to the applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the grant agreement.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov 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 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 Orientation
- All mandatory meetings held by DOES

Grantee Reporting and Deliverables

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

Reporting and Deliverables

Reports		Frequency
Provide Drama Based Therapy training for DSI participants	Classroom Format	Every Three Weeks
Submit Service Reports to Department of Employment Services Program Management	Email and Hard Copy	Every Monday after a graduation cohort
Conduct Participant Assessments to analyze barriers to employment	Email and Hard Copy	Every 3 weeks at the beginning of a cohort
Provide Participant Survey	<i>Scan PDF/Email</i>	Every 3 weeks at the end of a cohort
Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals.	<i>Email</i>	Quarterly

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

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Program Launch

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

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. The vendor shall furnish invoices once per month for the preceding month. Invoice should reflect hours billed per staff person.

If the Grantee does not comply with the Grant Agreement, applicable federal and District laws and regulations, then the Grant Agreement may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Anthony Gamblin
Grant Specialist
OGAGrants@dc.gov

Section I: Additional Documents Required for Submission

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- General Application
- Statement of Certification
- Non-Closure Document
- Disclosure Document

Documents to be provided by applicant

- Current Business License
- IRS W-9 Form
- IRS Tax Certification
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart

Section J: Reference Materials Attached

- Attachment 1

Attachment 1 - Definitions

1. **Psychotherapy** - is the use of psychological methods, particularly when based on regular personal interaction, to help a person change and overcome problems in desired ways. Psychotherapy aims to improve an individual's well-being and mental health, to resolve or mitigate troublesome behaviors, beliefs, compulsions, thoughts, or emotions, and to improve relationships and social skills. Certain psychotherapies are considered evidence-based for treating some diagnosed mental disorders.
2. **Drama Based Therapy** - Drama therapy is active and experiential. This approach can provide the context for participants to tell their stories, set goals and solve problems, express feelings, or achieve catharsis. Through drama, the depth and breadth of inner experience can be actively explored and interpersonal relationship skills can be enhanced. Participants can expand their repertoire of dramatic roles to find that their own life roles have been strengthened.
3. **Clinical Psychology** - Clinical psychology is the psychological specialty that provides continuing and comprehensive mental and behavioral health care for individuals and families; consultation to agencies and communities; training, education and supervision; and research-based practice.
4. **At Risk Youth** - An at-risk youth is one who is less likely to transition into adulthood successfully. Success is frequently defined as the ability to avoid crime, achieve academic success, and become financially independent.
5. **Returning Citizens** - Formerly incarcerated individuals who are in transition to their community after they are released.