



DC Department of Employment Services

Division of State Initiatives (DSI)

Transitional Residential Program

Request For Applications (RFA)

RFA No.: DOES-TRP-2017

RFA Release Date: August 11, 2017

Application Submission Deadline:

August 25, 2017 at 5:00 p.m. EST

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY TO OGAGrants@dc.gov

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Section A: Funding Opportunity Description

Scope

The District of Columbia Department of Employment Services (DOES) Office of Resource Allocation is seeking grant applications for high quality, structured, and established transitional housing models for DOES' Division of State Initiatives (DSI) transitional employment program (TEP) participants.

In order to provide short-term housing required to address the needs of participants, the District anticipates awarding 1 grant to an eligible applicant (see Section B for General Provisions). Based on availability, DOES may exercise option years. The following sections detail the components of a successful application.

Each application should include a 2-5 page program narrative (page count does not include the budget, budget attachments or program addendums).

Background

DOES is the agency whose mission is to plan, develop, and administer workforce development services that provide a pathway to the middle class for District of Columbia residents (District residents). DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeships, transitional employment, referral to supportive services and educational programs and unemployment insurance benefits.

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

One of the most, impactful factors on the ability for a resident to obtain, and maintain, sustainable employment is housing. Affordable housing has proven to be a significant barrier to securing and retaining gainful employment. With the intent of easing the burden of housing, DOES is making available local funds for development of short-term housing services for a Transitional Residential Program (TRP).

Transitional Residential Program Grant

The Department of Employment Services is requesting proposals to serve District residents through providing residences for a minimum of eight participants (four men and four women) for up to six months. The residences, at minimum, must be two, four unit dwellings, each with two bedrooms. The units will be separate based on the gender of the intended occupants; however, an equal number of units must be provided for men and women participants.

In addition to coordinating residence placement and managing the property (if applicable), the vendor will also be required to provide the following goods and services:

1. At least one (1) counselor to assist participants establish a housing transition plan and monitor progress towards housing stabilization
2. Monitor unit or premise cleanliness

3. Vendor must furnish units with essential furniture needed for standard living arrangements (i.e. bed, dresser, dining room table, sofa, etc.)

The program goal is to provide short-term housing while affording participants an opportunity to make significant financial gains that will put them on a path to obtain, and maintain, sustainable housing.

DOES will determine and refer participants from DSI to the awardee based on the below criteria:

1. TRP is specifically for “active” participants of DC Career Connections, Project Empowerment or Aspire to Entrepreneurship that have obtained unsubsidized employment.
2. Participants must currently be on unsubsidized employment earning wages for 80 hours of work from a verified employer. Participants must also maintain a 95% attendance rate or better on their work site and may only have up to one absence per month, unless unforeseen circumstances exist. Participants must submit paystubs verifying full-time employment at a legitimate establishment.
3. Participants must be currently identified as homeless, single adults (i.e. do not children or spouses).

Timeline

Participants are allowed to reside in the TRP units for six months. Once a list of eligible participants is created based on the criteria outlined in the grant description, DSI will refer candidates to the selected vendor. DSI will make all final resident selections. In the event that a participant’s tenure does not last the entire 6 months, DSI will refer another candidate to commence their residence tenure. Each room should be occupied throughout the entire period of performance, with the exception of time in between placement.

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 1 award. DOES, however reserves the right to make additional awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding that DOES anticipates to be available for award is \$250,000. Please see chart below for details:

Grant Name	Maximum Grant Award
Transitional Residential Program	\$250,000

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

Period of Performance

The Transitional Residential Program will operate from the date of award through 12 months thereafter.

Location Requirements

For the purpose of this RFA, all Applicants must provide services in the District of Columbia. Each Applicant must provide legal proof of ownership or occupancy of the site that will be used to house participants to prove that the Applicant is entitled to conduct the program in that space.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
- Building lease or rental agreement that is current and valid.

The Applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

Grant Making Authority

DOES maintains the right to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Funding for the award is contingent on availability of funds.

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 housing services and meeting the needs of the target population.

- All housing units must be located in the District of Columbia
- Housing units must meet the minimum space and furniture requirements outlined in the grant description
- Condition of housing must meet all DC Municipal Regulations regarding housing, safety or other relevant codes

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 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 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 but are not limited to:

1. Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, D.C. Official Code § 2-219.01 et seq.
2. Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
3. Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
4. Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 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

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 participants, 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). Describe the experience your organization and staff have to deliver the proposed program.

Participant Profile

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

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. What specific activities, strategies, and projects will participants be engaged in throughout 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, 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 20 points
- Participant Profile 20 points
- Program Description 40 points
- Budget and Budget Narrative 20 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	20
	<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. • The extent to which the Applicant has demonstrated experience working with youth, dislocated workers, homeless citizens, returning citizens, minorities, women, veterans, citizens with disabilities, or with citizens with limited English proficiency. • 	
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 residential services and support services, 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 <ul style="list-style-type: none"> The extent to which the Applicant has described their proposed program. The extent to which the Applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal. The extent to which the Applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant. 	40
	Budget and Budget Narrative	
	<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 class and per participant cost). 	20
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- 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 must be received electronically via ogagrants@dc.gov no later than **August 25, 2017, 5:00 p.m. EST**. Applications received after 5:00 p.m. EST on August 25, 2017 will not be considered for funding.

All applications and attachments 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

An Applicant may appeal the responsiveness determination only to the DOES Office of Grants Administration. Appeals must be in writing and addressed to: DOES Office of Grants Administration, 4058 Minnesota Avenue NE, Suite 3700, Washington DC 20019. Appeals may also be submitted via email to ogagrants@dc.gov with the subject heading "appeal of grant decision". Appeals of the responsiveness determination must be received by the DOES Office of Grants Administration within two (2) business days of the responsiveness determination notice.

In order to ensure a fair and equitable appeals process to all Applicants, it is imperative that Applicants communicate solely with the DOES Office of Equal Opportunity regarding an appeal of the responsiveness determination. Program staff cannot issue a decision regarding the appeal of a responsiveness determination. 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 submitted application will not be considered during the appeal process, unless specifically requested by the DOES Office of Grants Administration. The DOES Office of Grants Administration may coordinate a meeting to address the appeal. The Office of Grants Administration will issue a written appeal decision. The decision of the Office of Grants Administration may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, Grantees must successfully complete the following:

- DOES technical site visit inspection;
- DOES Supervisor Orientation;

- All DOES mandatory meetings;.

Grantee Reporting and Deliverables

The required program deliverables for each participant are described below and should be submitted in accordance with the timeline below

Reporting

1. **Bi-weekly Progress Report** – Grantees must complete and submit a bi-weekly progress report including a status of participants' progress towards obtaining sustainable housing.
2. **Staff timesheet** – Timesheets of staff providing services related to the Transitional Residential Program must be submitted on a bi-weekly basis.

Deliverable

3. **Transition Plan** – All participants must have a detailed and thorough transition plan that is collaboratively designed prior to their exit from the program.

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. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 - Base Amount	PAYMENT #2
50%	50%

PAYMENT #1 – Base Amount: Grantees that successfully complete the pre-program site visit and attend the mandatory pre-program training and orientation will be eligible to submit an invoice for the Base Amount to fund 6 months of residency for the initial participants

PAYMENT #2 – Grantees that meet the below listed deliverables will be eligible to submit an invoice for Payment #2 at the 6 month program milestone

1. Meet deliverable to collaboratively design detailed and thorough transition plans with all participants
2. Submittal of all progress reports and timesheets in accordance with the bi-weekly timeline

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

David Lloyd
david.lloyd@dc.gov

Section I: List of Attachments

- General Application
- Current Business License
- IRS W-9 Form
- IRS Tax Certification
- Itemized Budget
- Proof Occupancy
- Insurance Certificate
- Statement of Certification (See Attached)
- Non-Closure Document (See Attached)
- Disclosure Document (See Attached)