DC Department of Employment Services
Office of Youth Programs

Program Evaluation Services – Marion Barry Youth Leadership Institute

Request For Applications (RFA)
RFA No.: MBYLIEVAL2018
RFA Release Date: August 23, 2017

Request for Application (RFA) Release Date: August 23, 2017

Notice of Intent to Apply Due: August 28, 2017
(please email your intent to apply to oypgrants@dc.gov: include Organization Name, Point of Contact, and Contact Information)

Application Conference Webinar: August 31, 2017

Application Submission Deadline:

September 15, 2017 at 5:00 p.m. EST

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY to oypgrants@dc.gov
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Section A: Funding Opportunity Description

Scope

The District of Columbia Department of Employment Services, Office of Youth Programs is seeking researcher(s) to evaluate the implementation and outcomes of the Marion Barry Youth Leadership Institute program. The scope of the project includes conducting a program evaluation, analysis of outcomes, recommendations and implementation plan. The following components should be included in the

1. Evaluation of program through engagement with participants, providers, and other key stakeholders of the programs.
2. Collect quantitative and qualitative data as it relates to the program;
3. Provide in depth data analysis
4. If required, obtain Institutional Review Board Approval to conduct research with human subjects;
5. Develop reports to report on status of project (monthly)

Goals of the Project:

1. Create a culture of educational attainment and youth engagement with participants
2. Respond efficiently, and in a student-centered, research-informed manner to barriers that impact youth participation and strong program implementation
3. Evaluate the efforts of the community-based service providers and youth service providers in accessing the students;
4. Make policy recommendations

In order to expand innovative programming and meet the demands of District residents, the District anticipates awarding up to 2 grants to eligible and successful applicants (see Section B 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 1-3 page program narrative (page count does not include the budget, budget attachments or program addendums). The application should include assurances that all WIOA regulations and data collection methods (federal, state, and local) will be adhered to. Additionally, all awardee programming must be DOES branded and in accordance with DOES standards. All applications should be submitted to oypgrants@dc.gov by 5:00 pm on September 15, 2017.
**Background**

DOES wants to eliminate barriers for the hard to serve population and to foster economic development and growth in the District of Columbia.

The Marion Barry Youth Leadership Institute (MBYLI) was founded in 1979 as a year-round program to train District of Columbia youth in the concepts of leadership and self-development. The MBYLI training model emphasizes practical, hands-on experience and a holistic approach to developing leaders for the 21st century. Each year, 150 young people participate in the year-round program and 350 youth participate in the Summer Training Program. Thousands of DC youth have received leadership training to date. Members of the Institute come from a wide cross-section of ethnic, cultural, and economic backgrounds, reflective of the general population of the city. Leadership development training begins for members of the Institute at age 14, and generally concludes at age 17, when they are ready for college or other post-secondary opportunities. The Institute is strongly supported by its Alumni Association, an auxiliary group which meets regularly to generate support for the Institute.

Youth leaders are active in a variety of programs and special projects that allow them to demonstrate their acquired skills. These activities include:

- MBYLI Youth Government – a replication of the District Government
- Overnight residential training on local college campuses and local camp sites
- Serving as hosts to youth visiting the Nation's Capital from cities across the United States and from countries around the world.
- Developing and publishing a MBYLI newsletter
- Hosting an annual public speaking competition for youth
- Hosting an annual Community Awards Banquet
- Performing community service work
- Sponsoring issues forums with local government officials and prominent industry professionals

**Source of Grant Funding**

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

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

**Anticipated Number of Awards**

DOES intends to grant up to two awards. DOES, however reserves the right to make additional award pending availability of funds.

**Total Amount of Funding to be Awarded**

The total amount of funding that DOES anticipates will be available for award is $100,000. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.
Period of Performance

The Youth Program Evaluation Services Grants will operate from the date of award through September 30, 2018.

Location Requirements

For the purpose of this RFA, all Applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia.

Grant Making Authority

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

Section B: General Provisions

Eligibility Information

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Organizations that are eligible to apply for this grant include public and private non-profits and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Grantee may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties’ lists.
Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.

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

**Qualifications**

Qualifications include:

- Ph.D. or Doctorate in social sciences or related field preferred, or Master’s degree with commensurate
- Quantitative skills and at least 3-5 years’ experience in program evaluation.
- Minimum of three to five years demonstrated technical experience in education, at-risk youth
- Demonstrated experience with evaluating similar types of programs. Demonstrated experience with publishing and presenting research findings or in-progress

**Requirements of Selected Applicant**

Selected applicant(s) will be required to develop work plans describing anticipated tasks and priorities, a logic model and a budget. The selected applicant(s) will be expected to budget their time and keep within the work plan budget. Approval is required prior to work outside of the scope of work plan.

**Evaluation Criteria**

Proposals will be evaluated pursuant to minimum experience and requirement of proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES may request further information from an applicant(s) before making a final decision.

**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 the 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:

5. Workforce Innovation and Opportunity Act of 2014

Section C: Application Format

Technical

The application should be 2-5 pages, double-spaced, 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. The program budget narratives must include timelines for expenditure of funds.

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 WIOA formula funds dedicated towards participants, administrative efforts, or other regularly occurring activities.

Section D: Program Narrative

Program Narrative

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

Organization Profile

- 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 evaluation.
- Describe how your organization will meet the specific requirements of the evaluation based upon the program description.

Participant Profile

- Description of the organization’s experience evaluating youth development programs.
• Describe the staffing capacity to conduct gold standard research including past projects that have been conducted by this organization.

Program Description

• Describe the research design and methods (including but not limited to, data collection, sampling, data analysis, and instrumentation) that will be carried out for this program evaluation.
• Detail process and plan for attaining Institutional Review Board approval.
• Detail a year-long timeline that will be carried out for the program evaluation such that results can provide feedback for development of next year’s programming.
• Describe the plan to consider the narratives of multiple stakeholder in conducting the program evaluation.

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

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

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SCORING CRITERIA</th>
<th>Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Profile</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1 | • 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 program evaluation.  
• The extent to which the Applicant has described how the organization will meet the specific requirements of the evaluation based upon the specific program requirements. | 20 |
| **Participant Profile** | | |
| 2 | • The extent to which the applicant has described the organization’s experience evaluating youth development programs using sound research practices.  
• The extent to which the applicant has described the staffing capacity to conduct gold standard research including past projects that have been conducted by this organization. | 20 |
| **Program Description** | | |
| 3 | • The extent to which the Applicant has describe the research design and methods (including but not limited to, data collection, sampling, data analysis, and instrumentation) that will be carried out for this program evaluation.  
• The extent to which the Applicant has detailed a process and plan for attaining Institutional Review Board approval.  
• The extent to which the Applicant has detail a year-long timeline that will be carried out for the program evaluation such that results can provide feedback for development of next year’s programming.  
• The extent to which the applicant has described the plan to consider the narratives of multiple stakeholder in conducting the program evaluation. | 40 |
| **Budget and Budget Narrative** | | |
| | • 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 to carry-out the proposal. | 20 |
| **TOTAL POINTS** | | 100 |

### Section F: Application Submission Information

**How to Request an Application Package**

- Application package can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: oypgrants@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 oypgrants@dc.gov no later than September 15, 2017, 5:00 p.m. EST. Applications received after 5:00 p.m. EST on September 15, 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. 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 Onsite Meeting to Detail Goals of Evaluation;
- 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

1. **Program Timeline/Schedule of Evaluation Process** – Grantees must complete and submit a final program timeline/schedule to DOES leadership for approval prior to the start of program evaluation.

2. **Program Evaluation Progress Report** – Grantees must complete and submit a monthly progress report including a status of the evaluation and any preliminary findings that may arise.

3. **Monthly Status Meeting** – Grantees must establish a monthly schedule to brief DOES leadership on the Monthly progress report submission and be prepared to address any questions that result from progress report.

4. **Other Deliverables Included in Program Timeline** – Grantees must provide DOES leadership with other deliverables that may arise throughout the duration of the grant.

All program 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:

<table>
<thead>
<tr>
<th>PAYMENT #1 - Base Amount</th>
<th>PAYMENT #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**PAYMENT #1 – Base Amount:** Grantees that successfully complete the initial approval of the project plan by DOES staff will be eligible to submit an invoice for the Base Amount.

**PAYMENT #2 –** Grantees that successfully fulfill the remaining requirements of the grant will be eligible to submit an invoice for the remaining funding.

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

Deborah Ali
Deborah.ali3@dc.gov
Section I: List of Attachments

- 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)