**Office of Youth Programs
Summer Youth Employment Program 2014**

Request for Applications (RFA)
RFA#: Doc 146614

"WORK EXPERIENCE FOR YOUTH AGES 16-17"

RFA Release Date: March 7, 2014

Pre-Application Meetings
Attendance is highly encouraged.

Date: Friday, March 14, 2014
Session 1:   10:00am to 12:00pm
Session 2:   6:00pm to 8:00pm
Location: DOES Headquarters
4058 Minnesota Avenue, NE
Washington, DC 20019

RSVP for Pre-Application Meeting at: **summerjobs@dc.gov**

Application Submission Deadline:
March 28, 2014 (2:00pm EST)

Applications must be submitted electronically via the District ARIBA eSourcing Module.
Contact doesgrants@dc.gov for an invitation to the online solicitation event.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Request for Application
(The sections listed on this page refer to the corresponding eSource/Online Application Location)

LIST OF REQUIRED FORMS

(The sections listed on this page refer to the corresponding eSource/Online Application Location)

☐ **Statement of Certification**
See Section 4.1

☐ **Non-Disclosure Agreement**
See Section 4.2

☐ **List of Partners and Affiliations**
See Section 4.4

☐ **List of Other Funding Sources**
See Section 4.5

☐ **Staffing Plan**
See Section 4.6

☐ **IRS Form W-9**
See Section 5.1

☐ **Documentation proving IRS tax status (e.g. 501(c)(3) determination letter**
See Section 5.2

☐ **Valid/Current DCRA Business License or license by applicable regulatory body**
See Section 5.3

☐ **Copy of most recent and complete set of audited financial statements**
See Section 5.4

LIST OF REQUIRED SUPPORTING DOCUMENTS

☐ **Memorandum of Partnership Agreement or Understanding**
See Section 5.5

☐ **Budget Narrative**
See Section 6.1

☐ **Organizational Chart**
See Section 6.2

☐ **Key Staff Resumes or Brief Biographies**
See Section 6.3

☐ **Proof of Occupancy/Building Lease/Rental Agreement**
(Note: Applicants planning to use a D.C. Public School (DCPS) building during the SYEP must provide a signed approval letter and building use agreement from the DCPS, Office of Out-of-School Time. Similarly, if using a D.C. Parks and Recreation facility, appropriate written authority is required.)
See Section 6.4

☐ **Insurance Certificate**
See Section 6.5

Section A: APPLICATION STATEMENT OF WORK

A.1   PROGRAM SCOPE

The District of Columbia Department of Employment Services (DOES), Office of Youth Programs (OYP) seeks qualified Applicants to provide high quality, structured, work readiness and workforce development programs for D.C. youth participants between the ages of 16 and 17, as a part of Mayor Vincent C. Gray's *2014 One City Summer Youth Employment Program (SYEP)*. All activities should provide purposeful and developmentally appropriate employment and career exploration opportunities. Applicants should employ a positive youth development philosophy in their approach and program design. Positive youth development is a process through which young people acquire the cognitive socio-emotional skills and abilities to build the competencies necessary to successfully navigate life.

A.1.1   Period of Performance

The period of performance shall be from the date of award through August 31, 2014.

A.1.2   Total Amount of Funding to be Awarded

DOES anticipates a total of **$480,000.00** to be available for this award pending availability of funds. The total proposed budget per application must not exceed **$32,000.00** based on the established maximum rate of **$400.00** per participant. Moreover, it is required that each Grantee serve a *minimum of 25 participants and a maximum of 80 participants*. Participants to be served under this RFA will be 16 and 17 years of age.

A.2   PROGRAM BACKGROUND

The goal of SYEP is to provide District youth, ages 14 to 21, with enriching and constructive summer work experiences through subsidized placements in the private and public sectors. DOES strives to provide young people with the opportunities to:

- Earn money and gain meaningful work experiences;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's work environment;
- Gain exposure to various exciting career industries;
- Interact with professionals in a positive work environment; and
- Stimulate entrepreneurial thinking that will possibly one day create jobs that contribute to their communities.

Although SYEP is a short-term work readiness, employment, and training program, the goal is to introduce youth to employers who will positively impact their futures. Employers in Washington, D.C. make this annual program possible by serving as host employers and providing structured, work readiness job opportunities for youth during the summer.

A.3   GENERAL PROGRAM REQUIREMENTS

A.3.1   The funds for SYEP are made available through District of Columbia appropriations. Funding for grant awards is contingent on the availability of funds.

A.3.2   This RFA does not commit DOES to make any grant awards. DOES maintains the right to adjust the number of grant awards and amounts based on funding availability. 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.

A.3.3   Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.

A.3.4   If awarded funding, Grantees shall deliver SYEP programming **from June 30, 2014 through August 8, 2014**.

A.3.5   Grantees shall provide a total of 25 hours of contact per week to youth participants. This is based on an average of five (5) days per week, with a minimum of five (5) hours of contact per day, per participant.

A.3.6   Applicants are only allowed to submit one (1) proposal in response to this RFA. **Applications must be submitted online by March 28, 2014, via the District's ARIBA eSourcing Module.**

A.3.7   The proposed program shall be required to operate within the District of Columbia. Grantees must submit any changes to the proposed program location at least 24 hours (or one business day) in advance. All location changes must be approved by DOES prior to the proposed relocation.

A.3.8   The ratio of adult supervision to participants shall be one (1) adult supervisor for every 12 youth participants. In the case of a classroom setting, the ratio may be one (1) adult supervisor for every 25 youth participants. *(Note: an adult is defined as a person that is at least 21 years of age, who works for the Grantee, and who has passed the specified Metropolitan Washington Police Department (MPD) criminal background check and other required DOES employee selection criteria.)*

A.3.9   Grantees shall certify weekly participant time and attendance via the DOES electronic time management system; complete paper timesheets for all participants on a bi-weekly basis; complete and submit a participant package for all participants; complete participant evaluations; and provide at least one nomination for outstanding youth.

A.3.10 During a grant posting, Applicants shall submit all questions via the "message board" of the online solicitation.

A.3.11 Grantees shall participate in all mandatory SYEP meetings and trainings.

A.4   SPECIFIC PROGRAM REQUIREMENTS

A.4.1   Growth Industry Sector Programming

Selected programs must ensure that participants receive problems to solve or projects to complete within the context of an industry sector after learning about that industry. Applicants are required to identify their programming as one of the following four (4) growth industry sectors: (1) Agricultural/Environmental Information; (2) Technology/Telecommunications; (3) Media/Publications/Entertainment; or (4) Business/Professional Services:

A.4.1.1 Agricultural/Environmental – Programs submitting applications in this category are encouraged to educate young people on the state of our environment, the relationship to the environment, food and water supplies, workforce theories and practices that are considered "environmentally friendly," and potential related career choices. A few examples of project-based learning experiences within this category include:

- Analyzing the soil and cultivating a community garden;
- Performing an environmental analysis of a local stream or river;
- Conducting a weatherization or insulation project; or
- Designing and building a playground for a housing community or school.

A.4.1.2 Information Technology/Telecommunications – Programs submitting applications in this category are encouraged to educate young people on the uses of computer hardware, software, and other forms of technology and emphasize the increasing reliance societies place on technology utilization, show participants how technology is being applied to perform work in new, effective, and efficient ways, and introduce potential related career choices. A few examples of project-based learning experiences within this category include:

- Designing a web site;
- Creating a technology assistance program; or
- Building and exhibiting robotic, electrical, or technological products.

A.4.1.3 Media/Publications/Communications/Entertainment – Programs submitting applications in this category are encouraged to educate young people on the exploration of the technical aspects of media production, arts management, and developmental processes of the arts, artistic techniques, and applications of the particular genre. A few examples of project-based learning experiences within this category include:

- Producing a documentary or video production;
- Producing a community newsletter; or
- Planning and executing a production around a particular neighborhood or youth issue.

A.4.1.4 Business/Professional Services – Programs submitting applications in this category are encouraged to educate young people on navigating organizational cultures, working effectively

with groups of co-workers and individuals in management positions, meeting expectations of the work place environment, and acquiring skills that are critical to completing assignments and potential related career choices. A few examples of project-based learning experiences within this category include:

- Operating a small service business;
- Simulating a brokerage or investment firm by managing a hypothetical stock portfolio; or
- Producing a small business expo or marketing plan competition.

A.4.2 Project-Based Learning Components

Project-based learning engages and motivates participants in active learning processes by using real problems, materials, and tasks to produce outcomes:

A.4.2.1 Employability Skills Training and Work Readiness Training – All SYEP programs shall include the following:

- **Employability Skills Training –** The program shall provide employability skills training required for entry into the world of work. For youth, this refers to: occupational information; values clarification and personal development; and career search, including preparation of resumes and job applications, interview techniques, job search tips, and appropriate follow up. Additionally, the training should encompass life skills such as telephone etiquette; use of public transportation to commute to work; budgeting and financing; time management, including timely arrival at work and prompt notification to supervisor if absent from work; how to dress for various occupations; and mock interviews.

- **Work Readiness Training –** The program shall provide training to develop "non-technical" skills, abilities, and traits required to function in a specific employment environment, including at minimum: delivering information or services to customers and co-workers, working effectively as a member of a team, learning or acquiring the technical skills required to perform tasks, inspiring confidence of supervisors and management, and understanding and adapting to the cultural norms of the workplace.

A.4.2.2 Specific Project-Based Learning Components – In addition to the requirements listed in *Section A.4.2.1*, Applicants shall deliver one of the three project-based learning components listed below as a part of their SYEP programming:

- **Academic Enrichment –** The program shall provide academic remediation and/or basic skills training encompassing study and test taking skills and skills essential to successful school performance.

- **Career Exploration and Awareness –** The program shall include in-depth exposure to career options through site tours, job shadowing, career talks, and employer-sponsored interactive activities. In addition, career exploration may include studying opportunities

in particular fields to identify potential careers, writing individual learning plans targeted to potential career paths, or reviewing labor market information.

- **Leadership Skills** – The program shall provide activities that promote positive social behavior and skills, decision making, teamwork, and activities such as: exposure to postsecondary education opportunities; community and service learning projects; peer-centered activities, including mentoring and tutoring, organization, and teamwork; conflict resolution; and decision making, including determining priorities and diversity training.

A.5   GRANTEE PAYMENTS

DOES plans to provide three (3) payments to SYEP Grantees based on the receipt, acceptance, and approval of invoices that comply with the requirements and timelines listed below:

PAYMENT #1: Upon completion of host agreement, site visit, clearances, training, and orientation as required before the start of the program, Grantees will receive a payment of 20% of the total grant award.

PAYMENT #2: Upon receipt of all participant time sheets to date, and successful completion of site visit #2, Grantees will receive a payment of 40% of the total grant award.

PAYMENT #3: Upon receipt, acceptance, and approval of proper invoices and completion of all program requirements, Grantees will receive the final payment of 40% of the total grant award.

If the Grantee(s) does not comply with the provisions of the grant agreement, regulations, and terms and conditions, then the grant agreement may be terminated in whole or in part for default or convenience. *(See to the District's Standard Grant Provision referenced in Section 3.1 of the eSource/online application)*

Section B: APPLICATION SUBMISSION

All RFA submissions should be double spaced, typed in 12 point font (Arial or Times Roman) with 1.0 inch margins.

B.1   EXECUTIVE SUMMARY

B.1.1   Each application shall include an Executive Summary which provides an overview of the key points of the application; identifies the name and address of the organization, including ward; the type of organization; and the amount of funds requested.

B.1.2   The Executive Summary shall be limited to one (1) page.

B.2   PROGRAM NARRATIVE

B.2.1   The Applicant shall use the Program Narrative to describe the proposed program in detail. The Program Narrative shall describe, at a minimum, the following:

- Organization's mission;
- Capabilities statement;
- Staff experience delivering proposed programing;
- Description of the target population and number of youth to be served;
- How the program will achieve DOES/SYEP goals (*See Section A.2);*
- Identification of the proposed project-based learning components (*See Section A.4.2);*
- Organization's past performance related to the target population;
- Detailed description of the proposed program; and
- Detailed program timeline (*See Section B.2.4).*

B.2.2   The Program Narrative shall not exceed twenty-five (25) pages. This page limit does NOT include the required forms or supporting documents.

B.2.3   Applicants shall include a one-page **Program Timeline**, including a detailed weekly schedule to account for the 29 days of programming and an overview of the SYEP program schedule, denoting breaks for holidays, etc.

B.3   PROGRAM BUDGET

B.3.1   **Itemized Budget** – Applicants must provide a detailed, itemized budget which lists all projected expenses for the proposed program. *(See Section 4.3 of the online solicitation)*

B.3.2   **Budget Narrative** – Applicants should also provide a narrative which clearly explains the expense items listed in its proposed budget. *(See Section 6.1 of the online solicitation)*

Section C: APPLICATION REVIEW AND SCORING

C.1   REVIEW PANEL

An Evaluation Panel will be composed of at least three (3) individuals who have been selected for their unique experiences and expertise in workforce development. The panel will review, score, and rank each application using the Technical Rating Scale shown in Table 1 against the established Scoring Criteria listed 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.

C.2   SCORING CRITERIA

The Evaluation Panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will then be evaluated strictly in accordance with the requirements stated in this RFA. Each evaluator will independently review and objectively assign a rating using Table #1 to each of the criterion in Table #2.

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 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 determined as 4/5 times 40 equals 32 points.

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	**Methodology** The Evaluation Panel will assess the proposed approach, timeline, adherence to the program requirements set forth in Section B of this RFA, and the Applicant's ability to successfully deliver the proposed program. In addition, the Evaluation Panel will measure the Applicant's technical and programmatic approach to achieve maximum opportunity with minimal risk.	40
2	**Workforce Development** The Evaluation Panel will assess the potential of the application to expose participants to career pathways and provide positive involvement with tangible outcomes for youth participants upon completion of the SYEP. Additionally, the Evaluation Panel will assess the extent to which the proposed programming supports the goals and mission of DOES and the SYEP.	30
3	**Past Performance** The Evaluation Panel will assess whether the Applicant demonstrates past success providing services to the target population and/or providing similar positive youth development programming.	20
4	**Innovation** The Evaluation Panel will assess the extent to which the Applicant demonstrates a creative approach to its SYEP program activities.	10
TOTAL POINTS		**100**

Section D: Department of Employment Services Contacts

D.1 GRANTS OFFICER
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