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DC Department of Employment Services  
Workforce & Federal Programs

**2022 Intermediary Initiative Grant**

**Request for Applications (RFA)**

RFA No.: DOES-IIG-2022

RFA Release Date:

**Thursday, March 3, 2022**

**Pre-Application Meeting**

**Room:** Virtual

**Date:**

**Friday, March 18, 2022**

*(Please email [OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov) if you will be attending the pre-application meeting.)*

**Application Submission Deadline:**

**Friday, April 1, 2022**

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

Paper applications will not be accepted.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

*This American Job Center program solicitation is partially funded (70%) by the Employment and Training Administration of the U.S. Department of Labor as part of an Adult WIOA (\$4,211,055) and Dislocated Worker WIOA (\$10,070,193) award totaling \$14,281,248 with the District of Columbia supporting 30%.*

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## Section A: Funding Opportunity Description

### Background

The Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services to persons with disabilities. DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industry, career exploration, and academic enrichment through experiential, hands-on programs. DOES is committed to delivering services to District residents who are underemployed or unemployed as well as work readiness training to prepare them for the expectations of the workplace.

DOES seeks to foster economic development and growth in the District of Columbia by providing workforce development services, bringing together employers and job seekers, compensating eligible unemployed and injured workers, and promoting safe and healthy workplaces.

### Scope

DOES is seeking grant applications for high quality, structured, and innovative workforce development programs as a part of the Workforce Development Bureau Intermediate Initiatives. In order to expand innovative programming and meet the demands of District residents, the District anticipates awarding at least one grant under this solicitation. Based on availability of funding and Grantee satisfactory performance, DOES may exercise option years. The following sections detail the components of a successful application.

The development of new program offerings can be difficult to accomplish when solely leveraging WIOA formula funding, thus DOES is making available local funds to allow for program development. The descriptions listed below details the services required for this grant opportunity. Preference will be given to grant applicants that connect to and leverage existing initiatives and the framework of the DC WIOA State Plan and the WIOA statute, as referenced in each respective grant description.

### Workforce Intermediate Initiatives:

DOES is requesting applications for innovative ways to serve Adults and Dislocated Workers as they transition into the workforce, specifically in one or more of the District's six high demand industries, construction, infrastructure (transportation, energy utilities, and energy efficient technologies), hospitality, law enforcement, healthcare, and information technology (IT). Program services in these high demand areas are to encompass **at least one (1)** of the three (3) intermediate categories listed below:

## WORKFORCE INTERMEDIARY INITIATIVES CATEGORIES

Workforce and Federal Programs is seeking credential based offerings. A credential is when a participant enrolls in an education or training program and attains a recognized postsecondary credential. A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees.

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment. The grantee shall provide training that will lead to an industry recognized credential obtained by the participant.

### (1) ADULT ENTREPRENEURSHIP

**For the purposes of this RFA, DOES will only consider proposals that address the following:**

- A. Entrepreneurial Skills Training opportunities that at a minimum provide the basics of starting and operating a small business and must develop the skills associated with entrepreneurship, including, but are not limited to:
  - Taking initiative
  - Creatively seek out and identifying business opportunities
  - Developing budgets and forecasting resource needs
  - Understanding various options for acquiring capital and the trade-offs associated with each option; and
  - Communicating effective and market oneself and one's ideas.
- B. Training approaches **must include**, but are not limited to:
  - Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide individuals through the development of a business plan and also may include simulations of business start-up and operation.
  - Enterprise development which provides supports and services that incubate and help individuals develop their own business. Enterprise development program go beyond entrepreneurship education by helping youth access small loans or grants

that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.

- Experiential programs that provide individuals with experiences in the day-to-day operation of a business. These programs may involve the development of a participant-run business that individuals people participating in the program work in and manage or they may facilitate placement in apprentice or internship positions with entrepreneurs in the community.

### C. Obtainment of a D.C. Business License

## GENERAL GUIDELINES

WIOA funding cannot be used for business start-up costs according to the provisions of WIOA Law Section 181. Start-up costs associated with entrepreneur training would also fall under this prohibition.

### **(2) WORK READINESS - DIGITAL LITERACY CREDENTIAL**

The goal of this grant opportunity is to support effective programs that enhance foundational digital literacy skills for job seekers in their local community. Foundational digital skills are necessary in carrying out job tasks and are becoming a main function of many jobs. Digital literacy skills promote problem-solving and critical thinking skills necessary to effectively navigate most platforms used in the job search process and in the workplace. Acquiring these skills will prepare today's job seekers and employees for success in the 21st century labor market.

As job recruitment and placement methods have changed over the years, the need for digital literacy has increased. Many employment opportunities are now posted online or require an individual to upload or submit a resume via email. Tasks like these require an individual to have fundamental digital literacy skills and often require an individual to have an online presence where their professional profile can be viewed through networking sites. Beyond improved job search capabilities and greater access to employment postings, digital literacy skills are necessary in securing and maintaining jobs and careers offering family-sustaining wages. In order to ensure equitable access to employment, it is necessary to increase digital literacy particularly in communities in need.

### **For the purposes of this RFA, DOES will only consider proposals that address the following:**

At minimum programs must include all items in A-C. Programs should teach individuals to effectively and accurately seek and consider information sources, learn their origins and how the information is presented, biased vs unbiased reporting, how to weigh conflicting information and consider possible causes of it, and to become a more savvy and informed job applicant and citizen.

- A. Digital literacy programming where job seekers can gain practical job search and employability skills to help them succeed in the workforce. Classes should focus on one or more of the following topics:
  - Digital Fundamentals: Digital literacy skills beginning with foundational technology skills, such as typing, computer basics, internet browsing, and use of business applications.

- Digital Job Seeking: Digital literacy skills that teach individuals how to successfully create and save résumés, apply for jobs, navigate job boards, and track online applications.
- Digital Citizenship: Digital literacy through the promotion of digital citizenship, the responsible use of technology and etiquette pertaining to an online presence. These courses should teach individuals how to create an online presence safely and responsibly for the purposes of professional networking and development and promote an understanding of the implications of digital footprints.
- Digital Navigation: Digital literacy through the development of discerning observational skills and the ability to effectively analyze incoming information.

B. Programs must include pre and post evaluations, that will be provided by the Department of Employment Services, to assess individualized skill gains and assess program efficacy.

C. IC3 Digital Literacy Certification

### (3) CONNECT DC:

This grant provides an opportunity for applicants to support the District's efforts to expand American Job Center services to hard to serve and/or special populations including dislocated workers, homeless citizens, returning citizens, minorities, women, veterans, citizens with disabilities, and citizens with limited or no English proficiency. DOES is requesting proposals for funds dedicated to identifying and assessing residents for WIOA Adult/Dislocated Worker eligibility.

The proposal will provide:

1. An educational assessment which must be the CASAS or TABE test and an approved occupational interest assessment to determine the pathway.
2. Pre WIOA eligibility determination based on the DOES WIOA Adult/Dislocated Worker eligibility checklist, and submission of all required documents.
3. Applicants must provide proof of experience in this specific service delivery. Successful Applicants, under this category, will be subject to initiative specific goals and objectives to measure the effectiveness of the services delivered. A successful application must contain the following components.
  - *Outreach and Marketing*: The Applicant must explain how outreach will be conducted to market available services, ensuring that all marketing efforts are in line with DOES branding standards and requirements.
  - *Number to be Served*: The Applicant must detail the number of total projected referrals and demographics by category to be served, through the grant.
  - *Other Services*: The Applicant must describe the services that will be provided prior to the referral process including assistance with registration in the DC Networks system.

- *Sustainability*: The Applicant must demonstrate that the key elements of the grant, as well as the partnerships established during the grant, are sustainable after grant funds cease, with DOES having the opportunity to assume all partnership agreements created, through the grant.

### **Program Requirements**

- One week after the beginning of enrollment into the program, Grantees shall provide an initial assessment report documenting the capability of each participant's ability to comprehend the curriculum and complete the program.
- Grantees shall provide monthly progress reports documenting the progress as well as all attendance sheets documenting attendance of all participants enrolled in the program.
- At the end of the program, Grantees shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.
- Where applicable, the grantee shall help facilitate the scheduling, registering and taking of all applicable certification/licensing exams which are applicable to the course being taught. Grantees shall provide a spreadsheet documenting all participants engaged in certification and licensing exams which should include status of pass or fail.

### **General Requirements**

- GRANTEE shall ensure that each employee and contractor who provides goods or performs services in person in District of Columbia facilities or worksites, or who have in-person contact with other persons in order to complete their work under the grant has been either: (i) fully vaccinated against COVID-19, or (ii) if granted one of the exemptions identified in Section III of Mayor's Order 2021-099 by grantee, are undergoing weekly COVID-19 testing and only reporting to the workplace when such test result is negative, and (iii) are wearing masks while working.
- GRANTEE shall comply with all CDC COVID-19 guidelines.
- GRANTEE shall be responsible for ensuring compliance with Mayor's Order 2021-099 by their employees and contractors, and failure to do so may result in adverse consequences, including termination of the NOGA.
- 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.

- GRANTEES shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.
- GRANTEES shall provide instruction in a virtual or blended learning model (part-time virtual and part-time in-person) when applicable, due to the impact of COVID-19. Grantee shall provide DOES with an outline of their virtual/blended curriculum to comply with the District/CDC mandates for managing the spread of COVID-19.
- GRANTEES will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEES shall collect data regarding contact with persons with Limited English Proficient (LEP) and Non-English Proficient (NEP) and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEES shall provide interpretation services and translation of vital documents for persons with LEP/NEP. All translated materials must have DOES brand and be reported to DOES’ Language Access Coordinator on a quarterly basis.
- 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.
- GRANTEES shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

**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***

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Monthly Program Report <ul style="list-style-type: none"> <li>• Program Narrative</li> <li>• Performance Report</li> </ul>	1	Via email	Monthly by the 5th of the subsequent month

	<ul style="list-style-type: none"> <li>• Enrollee Roster</li> <li>• Case Notes</li> </ul>			
Item 2	Attendance Sheets	1	Via email	Weekly/Friday by 5:00pm
Item 3	Monthly Status Report (OGARA)			Monthly by the 10th of the subsequent month
Item 4	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 5	Close out/Final Report	1	Via email	30 days after grant end date
Item 6	LEP/NEP Report	1	Via email	Quarterly

### *Deliverables*

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Work Plan	1	Via email	Two weeks after Award
Item 2	Invoices	1	Via Vendor Portal	Monthly
Item 3	Credential Documentation: Certification (Credential Attainment) Pre and Post Test Assessment (Measurable Skills Gain)	1	Via email	As Achieved/Monthly by 5 <sup>th</sup> of the Month

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 is the sole owner of and controls all deliverables, reports, data, information, process, procedure, or product by, for or from this grant award. The GRANTEE must receive written permission from DOES to use or distribute any deliverable, report, data, information, process, procedure, or product by, for or from this grant award, prior to the proposed use or distribution

### **Source of Grant Funding**

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the quality of the applications. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the applications.

Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DOES approved application, and the Notice of Grant Agreement (NOGA), if awarded.

### **Anticipated Number of Awards**

DOES intends to issue multiple awards. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

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

The total amount of funding DOES anticipates being available for award is up to \$200,000.

### **Period of Performance**

The “Intermediary Initiative Grant” grant will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to four additional years beyond the original period of performance if funding is available in the designated option year and the GRANTEE has met the performance requirements of the grant.

### **Location Requirements**

For the purpose of this RFA, all Applications shall provide services in the District of Columbia. Each Application shall provide legal proof of ownership or occupancy of the site where the program will be held 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 District of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
- The signed approval letter and building use agreement from the DC Public Schools Office of Out-Of-School time;
- The signed approval letter and a permit from the DC Department of Parks and Recreation;  
or
- Building lease or rental agreement that is current and valid.

The Applicant shall submit written notice of any site changes within 24 hours of the proposed change. Any site changes shall be approved by DOES, prior to the proposed change.

### **Grant Making Authority**

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

### **Rights and Responsibilities of DOES**

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant's proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- 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 or responding to this RFA are the applicant's sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOES may use past performance data in determining an award if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

## **Section B: General Provisions**

### **Eligibility Information**

The eligibility criteria are as follows:

Applicants shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility 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-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, and faith-based organizations
- Community colleges or other post-secondary 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 shall be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. The provider 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.

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Other eligibility criteria include:

- Demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- Working knowledge of federal (including WIOA) and local laws, rules, regulations, policies and guidance that restrict data collection/disclosure
- Occupational training providers must be approved by the Higher Education Licensure Commission to operate in the District of Columbia

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

### **Monitoring**

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

During technical/virtual site visits, GRANTEES are required to provide access to facilities, records, youths, 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 GRANTEES' level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEES' operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

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

GRANTEE shall, at the request of the District government, provide to the District government a certification of its compliance with Mayor's Order 2021-99 for in person or hybrid services.

### **Audits**

GRANTEES 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 GRANTEES' 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 GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEES 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.

GRANTEES 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.

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

### **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 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**

GRANTEE shall comply with all applicable District and federal statutes and regulations and Mayor's Order, as may be amended from time to time, including the below.

- 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.
- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR § 680.450 and 20 CFR § 680.460
- DC District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Mayor’s Order 2021-99

## **Section C: Application Format**

### **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.

### **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**

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

All applicants must submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment B” for all such completed contracts/grants.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, your score on this measure will reflect this lack of past performance documentation.

### **Itemized Budget and 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. Budget narratives must detail how funds will be expended towards the program.

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.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

*Please see Attachment A for definitions of budget items listed above.*

**Food for staff or youth enrolled in the program is not an allowable expense under this grant.**

## **Section D: Program Narrative**

### **Program Narrative**

This section applies to each of the strategic categories and is where 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.
- Describe how your programming is designed to provide high quality structured workforce development training responsive to 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 high quality, structured workforce development training responsive to the requirements outlined in this RFA. (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 youth be engaged in throughout the program.
- Please identify and describe how your organization will deliver virtual training models. Describe your COVID procedures and protocols for training and how software or training materials will be made accessible to program participants virtually. Please provide a list of the technology required for training participants to be referred for participation in your training program(s) and how many referrals you can accept for distance learning; Please detail your process to transition from one model to another based on District re-opening status.
- 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 individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, 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"> <li>• The extent to which the applicant has stated the mission of the organization.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated the experience of the staff to effectively deliver the proposed program.</li> </ul>	
2	Participant Profile	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described the number of participants that will be served under this grant.</li> <li>• The extent to which the applicant has described how their programming is designed to provide high quality structured workforce development training responsive to this RFA.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	Program Description	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has identified and described how the organization will deliver the high quality, structured workforce development training in responsive to this RFA. (See Section A). Describe how your organization has historically provided programming or services.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The extent to which the applicant describes 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.</li> <li>• The extent to which the applicant has provided a description of the virtual platform where program activities will be carried out.</li> <li>• The extent to which the applicant has provided a description of proposed sites where program activities will be conducted.</li> </ul>	
4	Past Performance	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided similar services to the District of Columbia.</li> </ul>	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).</li> </ul>	
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](http://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](mailto:ogagrants@dc.gov)

### Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

### Submission Date and Time

In order to be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grants Management System](#) no later than, **Friday, April 1, 2022 at 5:00pm. EST.** Applications received after 5:00 p.m. EST on, **April 1, 2022 will not** be considered for funding.

## Section G: Award Administration Information

### Award Notices

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

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

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

### Appeal

#### Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

#### Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and 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.

**GRANTEES’ Program Compliance**

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

- DOES technical/virtual site visit
- DOES Orientation
- All DOES mandatory meetings.

**Program Launch**

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

**GRANTEES Payments**

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2	Payment #3
15%	50%	35%

**Payment #1: – Base Amount:**

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

- Orientation

- Pre-Program Site Visit
- Mandatory Pre-Program Trainings

**Payment #2:**

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

**Payment #3**

This payment will be issued out on a per participant basis as documented by submission of an original copy of the earned credential in the indicated industry or documentation showing fulltime unsubsidized employment. The per-participant cost will be outlined in the NOGA.

If GRANTEES do not comply with the NOGA, applicable federal and District laws and regulations, the NOGA 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**

GRANTEES 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**

LaShaun N. Basil

[OGAGRANTS@DC.GOV](mailto: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**

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance

**Documents to be provided by applicant**

- IRS W-9 Form
- IRS Tax Status Certification
- Valid DC Business License
- Higher Education Licensure (Credential Training Only)
- Clean Hands Certificate (Within 30days)
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)