

DC Department of Employment Services

Division of State Initiatives

Jobs First DC Pilot Program

Request for Applications (RFA)

RFA No.: DOES-JFDC-2022

RFA Release Date:

Wednesday, January 19, 2022

Pre-Application Meeting

Room: Virtual

Date & Time:

Wednesday, February 2, 2022 at 11:00 am

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

Application Submission Deadline:

Friday, February 18, 2022 at 5:00 pm

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

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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 provides a range of programs and services to jobseekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs. 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. Auxiliary aids and services are available upon request to persons with disabilities.

DOES, through its Division of State Initiatives (DSI), operates transitional employment programs targeting young adult and adult residents facing barriers to employment that preclude them from successfully navigating the job market without structured workforce development training and other ancillary supports. Through specialized programming beginning with a comprehensive skills assessment and evaluation of supportive services' needs, residents are guided through a process with the end goal being job readiness.

As the economy continues to rebound from the pandemic and opportunities for residents to connect with jobs offering livable wages increase, it is critical that the workforce system leverages its available resources to identify, serve, and prepare as many job seekers as possible. In supporting this effort, DSI is employing multiple operational strategies including establishment of a Jobs First DC Pilot Program to support the employability development of unemployed residents experiencing challenges in making viable connections to work.¹

The Jobs First DC Pilot Program has been created to engage the District's strong and active network of non-profit, community-based organizations doing vital front line work serving residents from all wards of the city. Eligible organizations must understand "work first" program strategies and have demonstrated experience in delivering job focused services and placing job seekers in positions they retain for at a minimum of twelve months.

Scope

DOES/DSI is seeking qualified non-profits organizations (with 501 (c) (3) status) to assist a minimum of 300 unemployed residents in securing and retaining gainful unsubsidized employment. Grantees will be responsible for outreach and recruitment--with the goal being identification of unemployed residents ready and able to engage in regular full-time employment; however, facing at least one or more of the following barriers:

- Lack of consistent work history

¹ This program is established pursuant to D.C. Code § 32-173.02. A review of this emergency legislation will be helpful.

- Criminal background
- Substance abuse history

Services offered under this model must be comprehensive in nature and include the following: skills and educational assessment; evaluation of personal/professional challenges; coordination of required supportive services; career counseling and guidance (around hiring industries); job search assistance including resume development, interview preparation/follow-up, assistance with application completion and submission, and job referrals; case management and coaching; follow up and job retention counseling. Grantee must also establish a retention bonus process whereby those placed in employment are awarded bonuses for remaining employed for specified periods of time

Services to be delivered should be outlined in individual employment plans guiding each job seeker through the preparation process.

In addition, to further enhance resident employability and job retention, grantees may offer digital literacy, financial and credit counseling—including establishing individual development accounts (IDAs) with savings matches, assistance in criminal record expungement, and establishment of and connection with a program alumni network.

Jobs First DC Pilot Program

The program narrative should fully describe the proposed program design which must be aligned with elements described in the scope plus include plans for incorporating Centers for Disease Control (CDC) COVID-19 protocols. Along with core programming information, the applicant should include detailed information on the following program elements:

1. Recruitment and Enrollment Strategies

Each grantee must recruit and enroll up to 150 eligible participants through community outreach and collaboration with organizations serving the target population. The grantee should provide detailed information on planned strategies to conduct recruitment in order to meet the enrollment target.

The Grantee will be required to complete a formal intake on each participant---- in compliance with DOES/DSI reporting/documentation protocols. The D.C. Networks case management system must be used by the Grantee to document all participant activities beginning with intake and ending with placement and retention in unsubsidized employment. System training will be required for all designated grantee staff and coordinated by DOES/DSI.

2. Orientation

Prior to the program start, grantees will conduct orientation sessions with prospective participants to provide a program overview and detailed expectations for successful completion. Information on program rules and regulations, participation/attendance and other requirements should be communicated.

3. Service Delivery and Job Placement Assistance

The menu of services offered to participants must be based on assessment information gathered during the intake process. With a jobs first orientation, vital employability development services will be offered with streamlined connections to unsubsidized employment opportunities.

4. Post-Employment Follow-up and Retention Services

A critical program component is retaining employment for at least 12 months from the hiring date. The grantee should outline planned follow-up coaching strategies once jobs are secured along with a formal retention bonus process to reward participants who maintain employment for:

- Six months (180 days): \$250.00
- Twelve months (365 days): \$250.00

Desired Impact

1. Broadened outreach and engagement of District residents in need of support as they prepare to enter or reenter the workforce.
2. Increased access to workforce development resources by challenged populations including residents most impacted by the pandemic.
3. Retaining residents in gainful employment for extended periods (at a minimum of 12 months)—as part of viable career pathways.

General Requirements

- GRANTEE shall recruit and enroll 150 residents in workforce training.
- GRANTEE shall connect and place 65% of enrolled participants in unsubsidized jobs matching their skill set.
- 75% of residents enrolled in workforce training must successfully complete the program.
- GRANTEE shall conduct on the job follow-up coaching to ensure 70% of participants placed in jobs retain employment for a continuous 12-month period.
- GRANTEE shall provide retention bonuses for all those employed for 6 months and an additional bonus for remaining employed for a full year.
- GRANTEE shall provide monthly progress reports documenting the progress and attendance of all participants enrolled in the program.

- GRANTEE shall provide a program completion spreadsheet that documents participants who have satisfied all requirements for the program.
- 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.
- GRANTEE shall collect and report statistical information as requested by DOES, including specific services provided, and participation in workshops and other program activities.
- GRANTEE will be required to participate in ongoing monitoring and evaluation activities led by the DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEE shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to the DOES Language Access Coordinator on a quarterly basis. Grantee must also provide interpretation services and translation of vital documents to LEP/NEP customers.
- GRANTEE shall incorporate the provided logs, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

Reporting and Deliverables

All program reports and deliverables must be submitted to DOES per the schedule provided below.

Reporting

Items	Deliverables	Format and Method of Delivery	Due Date
Item 1	Monthly Status Report (OGARA)	Via email	Monthly by the 10th of the subsequent month
Item 2	Monthly Expenditure Report (OGARA)	Via email	Monthly by the 10th of the subsequent month
Item 3	LEP/NEP Report	Via email	Quarterly
Item 4	Close out Report	Via email	30 days after the grant end date

Deliverables

Items	Deliverables	Format and Method of Delivery	Due Date
Item 1	Program Timeline/Schedule	Via email	Prior to start of award
Item 2	Program Summary Narrative	Via email	Bi-Weekly
Item 3	Participant Orientation	Via email	Within two weeks of completing recruitment
Item 4	Enter all case status information in DC Network from intake to placement and job retention	VOS	On-going
Item 5	Ongoing case management, vocational counseling, and job placement	Via email	On-going

Item 6	Post-employment coaching and follow-up	----	Bi-Weekly after unsubsidized job is secured
Item 7	Status report on placements, starting wages, enrollment to employment time frame, employment milestones, participant wages at each milestone, total of retention bonuses issued, and total number of training outcome bonuses issued.	Via email	Every 6 weeks

Deliverables/Outcomes

- Enroll 150 residents in workforce training.
- Ensure that no less than 75% of residents enrolled in workforce training successfully complete the program.
- Place 65% of those successfully completing the program in unsubsidized jobs matching their skill sets.
- Conduct on the job follow-up/coaching to ensure 70% of participants retain employment for a continuous 12- month period.
- Provide retention bonuses for all those employed for 6 months and an additional bonus for remaining employed for a full year.
- Provide training outcome bonuses for those completing training, then securing employment and maintaining it for 6 months with an additional bonus for remaining employed for a year.

All ownership and control of all deliverables. GRANTEE must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Rights and Responsibilities:

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations, or interest in the Notice of Grant Award (NOGA) or arising hereunto to any person, or entity whatsoever without the prior written consent of DOES.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant

award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, NOGA, and included in the Grantee'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 at least two (2) awards not to exceed \$250,000 each. 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 \$500,000.

Period of Performance

The "Jobs First DC Pilot Program grant" will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to three 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 **Applicants must currently hold office space in the District of Columbia and be able to provide program services in the District of Columbia**. The on-site location **must** observe Centers for Disease Control (CDC) guidelines for social distancing and sanitation. Each applicant must provide legal proof of ownership or occupancy of the site that will be used for the proposed program.

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

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

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

Grant Making Authority

DOES maintains the 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

Organizations that are eligible to apply for this grant include the following:

- Non-profit, community, or faith-based organizations,

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.

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

Applicant must meet all insurance requirements stipulated by the District of Columbia, Office of Risk Management.

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, 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 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.

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.

Audits

GRANTEE must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have 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, GRANTEE shall reimburse the District for said overpayment within thirty days, after written notification.

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.

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, source of income, status as a victim of an intrafamily offense, and place of residence or business, 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 as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Non-Profit Reimbursement Fairness Act of 2019
- Stevens Amendment - Further Consolidated Appropriations Act, 2020, at cite P.L. 116-94, Division A, Title V, Section 505.

Section C : Application Format

Applicant Profile

The application must include an Application Profile, which identifies the applicant's 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

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

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant. Applicants are allowed to charge the federal de-Minimis indirect cost rate of 10%.

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

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment

- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Food for staff or participants 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 in delivering the proposed workforce services.

Participant Profile

- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with unemployed residents experiencing challenges.
- Describe in detail the anticipated challenges and strategies to address them.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. Detail the specific activities, strategies, and projects participants will be engaged in throughout the program.

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 development, programming challenged populations, evaluation of past performance, and program 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 25 points
- Program Description 45 points
- Past Performance 10 points
- Budget and Budget Narrative 10 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10

	<ul style="list-style-type: none"> • 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. 	
2	Participant Profile	25
	<ul style="list-style-type: none"> • Describe how your programming is designed to provide quality service outlined within this RFA. • Describe your experience working with unemployed residents experiencing job challenges. • Describe the anticipated challenges and the strategies to overcome them. 	
3	Program Description	45
	<ul style="list-style-type: none"> • Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services. • Describe how your organization will meet the performance deliverables outlined in this RFA. Detail the specific activities, strategies, and projects participants will be engaged in throughout the program. 	
4	Past Performance	10
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • 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. • The extent to which the applicant has provided prior program evaluations (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA. 	
5	Budget and Budget Narrative	10
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov

- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

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

Submission Date and Time

In order to be considered for funding, complete applications, and attachments (**see section I**) must be received electronically via [Grants Management System](#) no later than Friday, **February 18, 2022 at 5:00pm. EST**. Applications received after **5:00 p.m. EST on Friday, February 16, 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 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, submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Award Selection". Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

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

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

Grantee Program Compliance

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

- DOES Orientation Meeting
- All DOES mandatory meetings

Program Launch

Before the GRANTEE can begin programming, they must receive official documentation from "The Office of Grants Administration and Resource Allocation".

Grantee Payment

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
35%	40%	25%

PAYMENT #1 –Base Amount (35%)

- Orientation
- Pre-Program Site Visit
- Mandatory pre-program trainings (VOS, Personal Identifiable Information Training)

PAYMENT #2 – (40%)

Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee. This will be a monthly reimbursable amount after the base payment has been expended.

PAYMENT #3 – (25%)

The remaining 25% of the grant award will be awarded when a minimum of 65% of program completers are placed in unsubsidized employment. The maximum billable amount for Payment#3 is \$62,500.

If the GRANTEE does 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

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

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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-Disclosure Document
- Disclosure Document
- Past Performance

Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business License
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate (within 30 days)