DC Department of Employment Services
Division of State Initiatives

2022 Building Blocks DC Initiative

Request for Applications (RFA)

RFA No.: DOES-BBDC-2022
RFA Release Date: February 17, 2022

Pre-Application Meeting

Room: Virtual

Date & Time: March 2, 2022, at 11:00 am

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

Application Submission Deadline:

March 18, 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
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Section A: Funding Opportunity Description

Background

The District of Columbia 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, 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.

In addition to its core programming, DSI also provides workforce services and supports through special initiatives targeting specific populations and occupational areas. These initiatives incorporate employability development components along with other training and wraparound supports—promoting personal growth and enhanced stability, while preparing residents to secure and maintain employment.

One such initiative, Building Blocks DC (BBDC), was created by Mayor Muriel Bowser to engage residents at the highest risk of gun violence or seriously violent behavior and provide easy access to vital services and supports. Residents identified as at the highest risk of gun violence or seriously violent behavior are subsequently connected to trauma services, housing, job readiness training, employment, and other interventions focused on violence prevention.

As a BBDC partner, DSI will offer participants referred through BBDC, transitional employment services to include job readiness and life skills training, case management support, subsidized employment, job coaching and placement services. An additional component—Cognitive Behavioral Therapy (CBT)—will be incorporated as part of a 12-month Project Empowerment/CBT Pilot Project using CBT intervention to teach BBDC participants strategies to effectively manage risk factors and develop better social, emotional, and coping skills.

Scope

DSI is seeking an organization to:

- Provide evidenced-based CBT services to 150 diverse BBDC participants enrolled in Project Empowerment/CBT Pilot Project for 12 months.
- Provide twice-weekly CBT group intervention, during the four-week job readiness training (JRT) average cohorts of 15 individuals.
- Provide individual CBT intervention, as needed, during the four-week JRT.
- Provide on-going CBT group and individual support and intervention, during the Project Empowerment/CBT Pilot Project, including placement in transitional employment.
• Utilize a trauma-informed CBT framework in addressing the needs of BBDC participants enrolled in Project Empowerment/CBT Pilot Project
• Emphasize culturally competent service delivery.
• Incorporate data collection and analysis.

Grantee will be required to work closely with Project Empowerment/CBT Pilot Project staff to support participants in all phases of Project Empowerment/CBT Pilot Project. Grantee is expected to provide:

• Program Facilitators, tasked with conducting structured JRT classes for BBDC participants,
• Case Managers, tasked with coordinating participant activities and required supports, and
• Job Coaches, responsible for supporting participants once they are placed on transitional employment sites.

**Cognitive Behavioral Therapy Programming**

The program narrative should fully describe the proposed CBT program design which must be aligned with elements described in the background and scope and integrated into the Project Empowerment/CBT Pilot Project. Applicant should describe its experience in providing the modules identified in the attached “Cognitive Behavioral Interventions for Offenders – a comprehensive curriculum”. Grantee will be required to provide the modules outlined in the attached curriculum or provide an explanation for the change and an alternative module. Planned training modules should be described in detail with descriptions of each topic and expected outcome.

Along with core programming information, the applicant should include detailed information on the following program elements:

1. **Introductory Session/Pre-Program Engagement**

Grantees will conduct an introductory session with participants to discuss the goals of CBT, how group and individual sessions will be conducted, and get buy-in and commitment to CBT.

2. **Participant Data Collection**

Grantee will be required to track and document all CBT program activities.

3. **Pre- and Post-Assessment**

Grantee will be required to provide pre- and post-testing to assess participant outcomes. Collaboration with DSI is required when choosing/identifying the tool.
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.

- GRANTEES shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.

- GRANTEES will be required to participate in ongoing monitoring and evaluation activities led by a 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 Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.

- GRANTEES shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must include DOES branding 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, and meetings held by the Office of Grants Administration and Resource Allocation.

Reporting and Deliverables

All program reports, deliverables and outcomes for the target groups are described below and should be submitted to DOES in accordance with the timeline below.
### Reporting

<table>
<thead>
<tr>
<th>Items</th>
<th>Deliverables</th>
<th>Format and Method of Delivery</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Program Timeline/Schedule</td>
<td>Via email</td>
<td>Submitted with Application Packet</td>
</tr>
<tr>
<td>Item 2</td>
<td>Program Summary Narrative</td>
<td>Via email</td>
<td>Bi-Weekly</td>
</tr>
<tr>
<td>Item 3</td>
<td>Status Report on Progress</td>
<td>Via email</td>
<td>Monthly by the 10th</td>
</tr>
<tr>
<td>Item 4</td>
<td>Monthly Status Report (OGARA)</td>
<td>Via email</td>
<td>Monthly by the 10th of the Subsequent Month</td>
</tr>
<tr>
<td>Item 5</td>
<td>Monthly Expenditure Report (OGARA)</td>
<td>Via email</td>
<td>Monthly by the 10th of the Subsequent Month</td>
</tr>
<tr>
<td>Item 6</td>
<td>Language Access Report</td>
<td>Via email</td>
<td>Quarterly</td>
</tr>
<tr>
<td></td>
<td>Close-Out Report</td>
<td>Via email</td>
<td>30 days after the period of performance ends</td>
</tr>
</tbody>
</table>

### Deliverables

<table>
<thead>
<tr>
<th>Items</th>
<th>Deliverables</th>
<th>Format and Method of Delivery</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Group orientation sessions –covering program goals and expectations</td>
<td>In-Person</td>
<td>First day of each cohort</td>
</tr>
<tr>
<td>Item 2</td>
<td>Individual evaluation sessions –before group sessions</td>
<td>In-Person</td>
<td>First week of each cohort</td>
</tr>
<tr>
<td>Item 3</td>
<td>Pre and post participant assessment</td>
<td>In-Person</td>
<td>Pre-assessment: First week of each cohort Pre-assessment: Within two weeks of cohort closing</td>
</tr>
</tbody>
</table>
All reports and deliverables must be submitted per the schedule provided above.

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.

**Program Launch**

Before grantee can begin the period of service, they must receive official documentation from “The Office of Grants Administration

**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**

Funds are made available through local grant dollars. Funding for grant awards is contingent upon the 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 quality of submissions. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant’s submission.

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

DOES intends to grant at least one (1) award not to exceed $200,000. 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 CBT Program will operate from the date of award through twelve-months thereafter. DOES reserves the right to exercise a single option year beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the GRANTEE. The funding amount for the option year will be determined by DOES and all terms and requirements of the original grant will apply unless modified by DOES.

**Location Requirements**

For the purpose of this RFA, applicants will provide direct service in the Division of State Initiatives (DSI) program classrooms. Services must be delivered in compliance with CDC COVID-19 guidelines.

There may be instance where the direct services will be conducted at the grantee’s office space. Therefore, **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 right to issue CBT program grant awards via the Grant Making Authority Act of 2012. DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability 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 deemed eligible to apply for this grant must:

- Employ practitioners/clinicians certified and experienced in the delivery of CBT with the referenced population.
- Be fully qualified to provide CBT to the target population
- Have experience in providing CBT services to communities impacted by poverty, trauma, and violence
- Be proficient in collecting and analyzing data to assess CBT performance measures
- Have a current DC Business License or a Certificate of Good Standing.

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 monitoring reports generated are the sole property of DOES. GRANTEE must receive prior written permission from DOES, in order to use or disclose any monitoring 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.

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, and Mayor’s Orders, as may be amended from time to time, including the following.

- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Clean Air Act (Subgrants over $100,000) 42 USC § 7401 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 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.
• Mayor’s Order 2021-099 Section IV-COVID-19 Vaccination Certification.
• Mayor’s Order 2021-109 – COVID-19 Vaccination Requirement.

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

The 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 D. 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 C”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment C” 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 C” 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
- Travel
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

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

**Note:** 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 qualifications and licenses of staff to be assigned to the project
- Describe the experience your organization has in providing Cognitive Behavioral Therapy services to communities impacted by trauma, poverty, and violence.

**Participant Profile**

- Describe how your programming is designed to provide effective CBT services as outlined in this RFA.
- Describe your experience working with unemployed residents experiencing challenges.
• Describe your active community partnerships with organizations supporting communities impacted by poverty, trauma, and violence.
• 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 in detail all components of the evidence-based CBT curriculum to be utilized.
• Describe how your organization has historically provided evidence-based CBT services to communities impacted by poverty, trauma, and violence.
• Describe how your organization will provide a hybrid or virtual training model should it be required. Describe your COVID procedures and protocols for in person training and how software will be made accessible to program participants.
• Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid in person models.
• 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

<table>
<thead>
<tr>
<th>Numeric Rating</th>
<th>Adjective</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>Marginally meets minimum requirements; major deficiencies which may be correctable</td>
</tr>
<tr>
<td>2</td>
<td>Minimally Acceptable</td>
<td>Marginally meets minimum requirements; minor deficiencies which may be correctable</td>
</tr>
<tr>
<td>3</td>
<td>Acceptable</td>
<td>Meets requirements; no deficiencies</td>
</tr>
</tbody>
</table>
The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

**Scoring Criteria**

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- **Organization Profile** 10 points
- **Participant Profile** 25 points
- **Program Description** 45 points
- **Past Performance** 10 points
- **Budget and Budget Narrative** 10 points

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SCORING CRITERIA</th>
<th>Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Organization Profile</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• State the mission of your organization.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• Describe the history of your organization (year founded and by whom) and its size (budget and staff).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Describe the qualifications and licensing of staff to be assigned to the project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Describe the experience your organization has in providing cognitive behavioral therapy services to communities impacted by trauma, poverty, and violence</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Participant Profile</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Describe how your programming is designed to provide effective CBT services as outlined in this RFA.</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>• Describe your experience working with unemployed residents experiencing challenges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Describe your active community partnerships with organizations supporting communities impacted by poverty, trauma, and violence</td>
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</tr>
<tr>
<td></td>
<td>• Describe in detail the anticipated challenges and strategies to address them</td>
<td></td>
</tr>
</tbody>
</table>
### Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe in detail all components of the evidence-based CBT curriculum to be utilized. Describe how your organization has historically provided evidence-based CBT services to communities impacted by poverty, trauma, and violence.
- Describe how your organization will provide a hybrid or virtual training model should it be required. Describe your COVID procedures and protocols for in-person training and how software will be made accessible to program participants.
- Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid in-person models.
- 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.

### Past Performance

- The extent to which the applicant has provided prior performance data that highlights 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 C) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA.

### Budget and Budget Narrative

- The extent to which the applicant provides a clear explanation of how the budget amount is derived.
- The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).

### Section F: Application Submission Information

**How to Request an Application Package**

- [https://does.dc.gov/page/grant-opportunities](https://does.dc.gov/page/grant-opportunities)

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 March 18, 2022 at 5:00pm. EST. Applications received after 5:00 p.m. EST on March 18, 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 GRANTEEES 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 On-site visit
- DOES Orientation
- Virtual One Stop Training (VOS) (If applicable)
- Personal identifiable Information Training
- 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.

<table>
<thead>
<tr>
<th>PAYMENT #1 - Base Amount</th>
<th>PAYMENT #2</th>
<th>PAYMENT #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>40%</td>
<td>25%</td>
</tr>
</tbody>
</table>

PAYMENT #1 – Base Amount (35%)

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

- Orientation
- 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 will be awarded on a per participant engagement rate.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Payment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT Program</td>
<td>• Successful fulfillment of stated payment requirements</td>
</tr>
<tr>
<td></td>
<td>• Supporting expenditure documentation</td>
</tr>
<tr>
<td></td>
<td>• Invoice</td>
</tr>
</tbody>
</table>

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

Please direct questions about this grant to:
Demetries M. Saunders
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-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
- Resumes of key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- Proof of Occupancy
- Current Clean Hands Certificate (mytax.dc.gov)