



DC Department of Employment Services
Workforce Development Bureau

**2023 Workforce Expansion Grant Initiative:
Teacher Externship in Apprenticeship**
Request for Applications (RFA)

RFA No.: DOES-Workforce Expansion Initiative – Teacher Externship 2023

RFA Release Date:
November 14, 2022

Pre-Application Conference

DATE: November 28, 2022
TIME: 11:00 a.m. to 12:30 p.m.
Attendance is highly encouraged.

Please confirm attendance at: ogagrants@dc.gov

Application Submission Deadline:
December 13, 2022 at 3:00 p.m. EST

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

PAPER, LATE, OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

This grant is funded by 100% of federal funds from the U.S. Department of Labor

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Section A: Funding Opportunity Description

Background

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industries, 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, through the Office of Apprenticeship, Information, and Training (OAIT) is the State Apprenticeship Agency (SAA), which has oversight of the apprenticeship system in the District of Columbia. OAIT monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Apprenticeships combine on-the-job learning, with classroom-related instruction, teaching entry-level workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor-management groups. Apprenticeship sponsors also have eligibility requirements that vary and can include education and aptitude testing.

Sponsors are required to ensure their programs are comprised of the five basic components:

- 1) Employer involvement;
- 2) Structured on-the-job learning;
- 3) Job-related technical instruction;
- 4) Rewards for skill gain; and,
- 5) Nationally-recognized occupational credential.

Registered Apprenticeship Programs (RAPs) are proven models of apprenticeship that have been validated by U.S. Department of Labor (DOL) or the SSA, offering workers paid relevant workplace experiences and enable employers to access a workforce while developing their skilled future talent immediately. RAPs are proven solutions for businesses to recruit, train, and retain highly skilled workers. The RAP opportunities create a viable and sustainable career pathway to the middle class for Washingtonians.

DOES recognizes that Registered Apprenticeship Programs is the way to build and maintain career pathways for all the District's jobseekers and the District's businesses seeking workers. DOES also understands that connecting the untapped talent and skill sets of young district residents to apprenticeship ensures that the District remains open for business for years to come. Preparing students for the future workforce is a tremendous responsibility being placed upon our teachers. In order to connect classroom content to real-world context, educators need to

experience and understand how apprenticeship is an emerging post-secondary pathway to our city's most in demand jobs. DOES aspires to engage apprenticeship sponsors and/or educator training partners to create apprenticeship externship programs that help teachers gain first-hand knowledge of how apprenticeship works and prepares the students they come into contact with daily for the future workforce.

For District residents, apprenticeships are attractive because they are motivating, practical, and affordable. For many jobseekers, it is motivating to learn by doing, particularly for those who perform better in work-based settings than in purely school-based ones. In stark contrast to the typical part-time job, some jobseekers like the direct, practical connection between what they are learning in the classroom and what they are doing on the job. Apprenticeships also provide youth with an affordable way to achieve a positive post-secondary outcome avoiding amassing student debt.

Through funding from the District's allocation of Federal American Rescue Plan Act (ARPA) and local funding focused building local apprenticeship awareness, DOES OAIT seeks proposals for teacher/educator externship programs that strengthens relationships with local school districts and connects educators with a 6-8 week first-hand training experience in the world of apprenticeship. Programs should operate within the summer months and expose educators on how apprenticeship supports students to develop in-demand academic and technical skills for today's workforce.

Scope

DOES OAIT continuously explores innovative practices to connect District youth with occupations in industries experiencing talent shortages and hiring gaps. Apprenticeship has a lengthy track record of successfully training and educating jobseekers to develop workplace knowledge and skill sets in multiple skilled trade sectors including but not limited to: construction, information technology, hospitality and health care. A population the District would like to better connect to the benefits of apprenticeship is District youth with career-focused goals upon graduation. However, despite the success of apprenticeship programs to fill talent pipelines in the areas most in-demand sectors, it remains a post-secondary option many youth are unaware of – particularly when compared to college and traditional employment.

Understanding the educator's position in supporting youth to develop their post-secondary plan, DOES seeks to receive proposals from recognized apprenticeship sponsors and/or educator training programs to develop relationships with DCPS educators and support these educators with information, observation, and exploration into the apprenticeship industry through summer based externship experiences. Programs should be 6-8 weeks in length and include the following components:

- **Infuse Real-World Relevance:** creating a program that allows educators to experience firsthand the skills, knowledge, and technologies expected of students as they enter the apprenticeships.
- **Addressing Student Needs:** foster relationships with local educators to understand the needs of career-minded students and educating educators on how apprenticeship offers effective solutions to meet these needs.

- Foster Multi-Disciplinary Connections: explore curriculum, spaces, processes and/or systems that help students to make connections between academic and technical information.
- Increase Career Related Learning: expose educators to various apprenticeable careers within the industry, in order to engage students in the skills needed to succeed in apprenticeship and help students identify career opportunities available within current District registered apprenticeship programs.

The proposed program should ensure that participating educators have the opportunity to receive the following benefits:

- Gain an understanding of the skills needed in today's workplace through apprenticeship.
- Develop personal connections with business professionals and active apprenticeship programs.
- Increase knowledge of changing workplace competencies and attitudes and how apprenticeship plays a part in addressing this change.
- Obtain a better understanding of the post-secondary requirements students need to be successful within apprenticeship.
- Examine new teaching strategies reflected in business organization structures (i.e. team approach, project management).

Results of proposed programs should include:

- Increasing educator knowledge in the activities, training, and expectations of industry and/or service-based organizations, and to learn how classroom content and learning strategies are applied in the workplace.
- Support educators to improve their pedagogical practices by incorporating new methods, labor market information, and employment skills that meet current industry standards.
- Increasing educator's ability to connect theory and practice and bring an understanding of workplace practices and policies (e.g. problem-solving methods, practical applications of theory, leadership concepts) into the classroom, thus increasing the relevance of student learning.
- Increasing educator's awareness on the benefits and return on investment of apprenticeship and position the educator to promote apprenticeship as a viable post-secondary option to career-focused students.

Application Design

This initiative program provides a unique opportunity for educators to access a real-world experience to inform future practice. Successful applications under this RFA will include models that introduce educators to a variety of apprenticeable occupations and provides them the opportunity to connect workplace concepts to daily learning. Preference will be given to applications that display a formal connection/partnership to registered apprenticeship programs across the District.

Organizations intending to apply for funding under this RFA must provide the following:

- A description of the objectives and outcomes of the proposed program: what will educators get out of the externship experience and how will this translate to their work as teacher? How will the training experience lead to improved student learning?
- A list of schools and educators the program intends to work with and details of how the program will be promoted to attract teachers to the opportunity. Preference will be given to proposals that provide evidence of teacher interest in such a program through an existing relationship with local schools.
- A description of the program's dosage and frequency: how long is the training program, how often will participants meet weekly, how many hours per day?
- A description of daily activities and training that educators will participate within throughout the experience.
- A list of apprenticeable occupations educators will receive exposure to, including documentation of registered apprenticeship and employer partnerships.
- A description of how the program will support educators with infusing the knowledge educators will gain through the program within their day to day duties as a teacher.
- A description of tangible action items that will be developed between the program and participating educator to bring back to their school to inform future practice.
- A description of wraparound supports the program will offer teachers to complete the program, if necessary.
- A description of all partners within the initiative and how the team will work together to accomplish the goals of the grant.
- A description of key staff that will be responsible for the operation of the program and achievement of goals.
- An itemized budget that details the use of requested grant funding.

Other Notes to Consider

Due to the ongoing COVID-19 pandemic, applicants should be prepared to offer services virtually, in person, and/or in a hybrid combination, dependent upon best practices for the approved industries.

The amount of funding available through this opportunity is \$250,000.

The following tasks shall be performed by the GRANTEE:

1. 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.
2. GRANTEE shall comply with all CDC COVID-19 guidelines.
3. 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.

4. GRANTEE shall comply with the Living Wage Act of 2006 D.C. Code §§ 2-220.01– 2-220.11. Recipients of contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage. Effective July 1, 2022, the District’s Minimum Wage and Living Wage increased to \$16.10.
5. Recruit and enroll teacher participants at the awarded service level.
6. Attend and comply with all DOES meetings, onboarding trainings, and requests.
7. GRANTEE shall securely maintain all program documentation, including case notes, in OAIT system of record (DCAMS/VOS/DC Networks) and at vendor location, in addition to hardcopy participant files.
8. GRANTEE shall conduct an orientation session during the first week, first day of the scheduled start date of each program or cohort of the program ensuring all program activities, deadlines, expectations, policies, and procedures are outlined for all assigned participants.
9. GRANTEE shall attend an orientation with DOES Office of Apprenticeship staff and successfully pass a site visit prior to the outlined start date and before services begin for participants. All orientation dates and site visits will be scheduled by the Office of Apprenticeship.
10. GRANTEE shall provide evidence of formal partnerships detailed within application.
11. GRANTEE shall provide documentation that proposed training program is HELC certified, where applicable.
12. GRANTEE shall procure and schedule pre-requisite examinations, urinalysis, and background checks etc., associated with the proposed programs.
13. GRANTEE shall facilitate the scheduling, registering, and collecting of all applicable certification/licensing exams, which are applicable to the course being taught.
14. GRANTEE shall participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
15. GRANTEE shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES’ Language Access Coordinator on a quarterly basis.
16. GRANTEE 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.

17. GRANTEE shall provide a close-out report of all program activities at the conclusion of the performance period. No later than 30 days after the end of the performance period.

GRANTEE Reporting, Deliverables and Outcomes

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline.

Reporting

The GRANTEE shall provide the following reports to DOES

Reporting Requirements	Method of Delivery	Frequency
Roster – Participants must be District Residents & Teachers within an approved education/school system. All individuals must be approved by DOES prior to selection.	Via email	No less than 10 business days prior to start of program
Monthly Participant Activity Report – to included but not limited to training hours completed, number of occupations exposed to, and overall training experience.	Via email or system	By the 5th of the start of each monthly
Statistical Report – to include individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program-specific related activities.	Via email	By the 5th of the start of each month
Expenditure Report	Via email	Monthly by the 10th
Language Access Report	Via email	Quarterly
Monthly Status Report	Via email	Monthly by the 10 th
Completion Spreadsheet - Participants who have satisfied all requirements for the program.	Via email	At the end of the program
Invoice	Via E-invoicing System	Monthly
Close-out Report	Via email	30 days after the end of the program

Deliverables

Listed in the chart below are the projected deliverables for the grant period. The GRANTEE will be responsible for achieving the metric set forth in the “Deliverables” column.

Deliverables	Quantity	Method of Delivery	Due Date
Project Plan – Service Delivery Schedule	1	Via email	Upon Award
Spreadsheet - participants engaged in the program and hours of training completed	1	Via email	Monthly by the 10th
Certification/Credential Attainment (if applicable)	1	Via email	Monthly by the 10th
Verification of Externship Completion	1		Monthly by the 10th

Outcomes

The GRANTEE will be responsible for achieving the below outcomes at the negotiated targets.

Outcomes	Target
Externship Enrollment	Negotiated target to be determined upon grant award (Applicant must provide documentation to substantiate total number served)
Hours of Engagement (each externship participant)	Negotiated
Externship Completion Rate	90%

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, entity, 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 on availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality and quantity of applications. Grant funds shall only

be used to support activities specifically outlined in the scope of this RFA, executed NOGA, 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 District or federal law, regulation or requirement.

Anticipated Number of Awards

DOES intends to grant at least one award. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and the quality and quantity of applications.

Total Amount of Funding to be Awarded

The total amount of funds DOES anticipates being available for award is \$250,000. DOES reserves the right to award partial amounts of funding based on the quality and quantity of applications received.

Period of Performance

The 2023 Workforce Expansion Grant will operate for one year from the date of award. DOES reserves the sole right to exercise up to three option years 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 purposes of the RFA, and due to the current environment, it is anticipated that applicants will be providing services virtually. However, if circumstances change and in-person learning resumes, applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy and describe how your organization will comply with appropriate social distancing requirements for in-person learning.

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)
- 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

Pursuant to D.C. Code § 1-328.05, DOES shall:

- Notify the applicant, if it rejects applicant's proposal.
- Notify the applicant, if it selects applicant's proposal for funding.

- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.
- Issue addenda and/or amendments subsequent to the issuance of the RFA or rescind the RFA.
- Conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

Rights and Responsibilities of DOES

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

Section B: General Provisions

Eligibility Information – Applicants

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

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

- Community colleges or other postsecondary institutions; or
- Public, charter, or alternative secondary schools; or
- A registered apprenticeship program or have partnerships with other registered apprenticeship programs
- Located in the District of Columbia

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

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

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

Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.

Evaluation Criteria

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

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 site visits, the GRANTEE is required to provide access to facilities, records, participants, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents, and data to determine

the GRANTEE's level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEE's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

GRANTEE shall 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 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 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 RFA.

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, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, 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.

All funded entities, or contractors hired by the DOES to carry out services, programs, or activities directly to the public are required to: a) collect data regarding contact with Limited English Proficient (LEP) or Non-English Proficient (NEP) customers and report this data to DOES on a quarterly basis, b) provide oral interpretation services, c) translate vital documents, and d) train personnel on all compliance requirements outlined in District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.

Other Applicable Laws

The 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 Act, D.C. Official Code § 32-541.01 et seq.

Section C : Application Format

Applicant Profile

The application shall include an Applicant Profile, which identifies the applicant type of organization, program service area and the amount of funds requested.

Application Summary

The application shall include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

Applicant shall 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 three past performance forms – using the provided template, “attachment A”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment A” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “attachment A” forms, the most points an applicant can receive in this category is “9” out of the 15 available points.

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. If applicant is requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

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 (10% of total Direct Costs)

- Participant Stipend Payment
(Attachment B)

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 the applicant clearly describes the proposed program in detail and includes each of the following:

Organization Profile

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff).
- Describe your organizations staff capacity and experience to deliver the proposed services. Please provide resumes of staff that will be involved in the project.

Participant Profile

- Describe the number of participants the organization will serve under this grant.
- Describe how programming is designed to provide quality service outlined within this RFA.
- Describe the experience working with the targeted population.
- Describe the anticipated challenges and the strategies to overcome them

Program Description

- Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services. If training will be provided virtually, please describe how that will occur.
- Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- 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 (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

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"> • 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 with delivering the proposed program • Describe how your organization will meet the specific requirements/components outlined for the strategic category you are applying for. (ex. Project plan/project timeline) 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • Describe the category and number of participants your organization will serve under this grant. Also, describe your expansion efforts, recruitment strategy for enrolling participants. • Describe how your programming is designed to lead to credential attainment for District residents eighteen (18) years of age and older through (1) a registered apprenticeship program or newly developed apprenticeship program focused on occupations within the education industry or 2) a paid work-based training program focused on the education sector. Describe your organization’s experience working with the targeted population. 	
3	Program Description	40
	<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. What specific activities, strategies, and projects will participants be engaged in throughout the program? (project plans and/or timelines) • Provide a description of proposed sites and/or virtual site 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. 	
4	Past Performance	15
	<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 (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has had prior contracts or grants with DOES or other District of Columbia agencies. 	
Budget and Budget Narrative		
5	<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. per participant, program activity, staff, classroom training) to carry-out the proposal. 	15

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>
 - <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 must be received electronically via Grants Management System – <https://jlweb.co/prod1/portal/portal.jsp?c=66176630&p=66183389&g=66183409>

Proposals submitted after 5:00 pm on December 13, 2022 will not be considered.

Section G: Award Administration Information

Award Notices

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

Applicants 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 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 the 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, 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 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 the 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, GRANTEEs shall successfully complete the following:

- DOES Virtual Pre-Orientation Meeting
- DOES Virtual Technical Site Visit

Program Launch

Before GRANTEE can begin programming, they shall receive official documentation from the Office of Grants Administration and Resource Allocation and the Office of Apprenticeship, Information and Training.

GRANTEE Payment

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

Payment 1: Base Payment: (40%)

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

- Virtual Orientation
- Pre-Program Virtual Technical Site Visit
- Security Awareness Training (PII) (if applicable)
- Documentation of school partnership that details teacher participation within the initiative.
- Submission of Project Plan

Payment 2: (50%)

This payment will be issued as a monthly reimbursement based on submission of receipts and invoices for approved costs.

Payment 3: (10%)

This payment will be issued out on a per participant basis as documented by the submission of externship completion evidence.

If the GRANTEE does not comply with the NOGA, applicable federal and District laws and regulations, then 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

The GRANTEE shall 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

Demetries M. Saunders

OGAGrants@dc.gov

Section I: List of Attachments

LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:

- Statement of Certification (DOES Will Provide)
- Non-Disclosure Agreement (DOES Will Provide)
- Disclosure (DOES Will Provide)
- Master Supplier Form Package (DOES Will Provide)
- 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 shall 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.)
- List of Partners and Affiliations
- List of Other Funding Sources
- Past Performance (*Attachment A*)
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- Proof of District Occupancy
- Insurance Certificate
- Resumes of Key Personnel