



DC Department of Employment Services  
Workforce Development Bureau

**2022 On-the-Job Training Apprenticeship  
Reimbursement Initiative**

**Request for Applications (RFA)**

RFA No.: OJT-APP-2022

**RFA Release Dates:**

Round 1: Friday, April 8, 2022, 11:00 a.m.  
Round 2: Friday, April 22, 2022, 11:00 a.m.  
Round 3: Friday, May 6, 2022, 11:00 a.m.

**Pre-Application Meeting Dates:**

**Virtual**

Round 1: Friday, April 22, 2022, 11:00 -12:00 noon  
Round 2: Friday, May 6, 2022, 11:00 - 12:00 noon  
Round 3: Friday, May 20, 2022, 11:00 - 12:00 noon

Please confirm attendance at: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

**Application Submission Deadlines:**

Round 1: Friday, May 6, 2022, 3:00 p.m.  
Round 2: Monday, May 23, 2022, 3:00 p.m.  
Round 3: Monday, June 6, 2022, 3:00 p.m.

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

**PAPER, LATE, OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

*Available grant funding for the 2022 On-The-Job Training Apprenticeship Reimbursement Initiative is \$1,180,000, of which one hundred percent (100%) is Federally funded from a U.S. Department of Labor grant pursuant to the American Rescue Plan Act of 2021.*

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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 prepares unemployed and underemployed participants for employment opportunities in high growth industries, through workforce readiness, career exploration, and experiential, hands-on 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.

On-the-Job Training (OJT) is a workforce program administered by DOES, which provides registered apprenticeship sponsors an opportunity to hire and train apprentices to meet their specific apprenticeship needs, while affording apprentices the opportunity to learn as they earn. Understanding that OJT is a part of all apprenticeship programs, this grant initiative is about supporting the expansion efforts of registered apprenticeship programs to help build up and grow the economy. Through the challenges of the public health pandemic, this grant initiative is to support the expansion efforts put forth by registered apprenticeship sponsors and their efforts to hire DC residents and offer career opportunities by way of the career pathway of apprenticeship. During OJT, the apprentice is engaged in productive work, while receiving sponsor specific training that supports full and adequate performance of the job. OJT is primarily focused on the following six in-demand industry sectors: Hospitality, Healthcare, Information Technology, Security, Law Enforcement, and Infrastructure. In addition, DOES is trailblazing forward and opening-up new partnerships in the non-traditional apprenticeship sectors as well in areas such as Call Center Specialist, Educational Aide, and many more sectors to come! The Registered Apprenticeship Sponsors establish customized training plans for new hires, that are aligned to the apprenticeship standards and are based on specific needs of their business and open job postings for hire. The length of an OJT activity is based on the experience of the apprentice and the complexity of the skills to be acquired.

DOES' registered sponsors have experienced difficulties in finding District residents who are qualified, trained and properly credentialed in apprenticeable occupations.

To address this challenge and gap, DOES, through its Office of Apprenticeship, Information, and Training<sup>1</sup> (OAIT), seeks to expand the apprenticeship program to hire unemployed and underemployed District residents for registered apprenticeship programs in high demand apprenticeable occupations. Additionally, through registered apprenticeship programs, the DOES OAIT expects to work collaboratively with registered sponsors to expand the dynamic

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<sup>1</sup> DOES OAIT is the State Apprenticeship Agency responsible for registering apprenticeship programs and monitoring registered apprenticeship programs for compliance with federal and District law.

work by intentionally hiring DC residents and provide apprentices with paid relevant workplace experiences that prepare them for specialized and skilled employment opportunities in apprenticeable occupations.

Finally, through working in partnership with the registered sponsors and by utilizing their registered apprenticeship programs, DOES OAIT expects to collaboratively create a pipeline of qualified, trained, and properly credentialed District residents for hire by the registered sponsor.

### *Scope*

As a part of the initiatives contained in the American Rescue Plan Act of 2021, Pub. L. 117-2 (March 11, 2021) and to help the economy recovery support efforts, the On-the-Job Training Apprenticeship Initiative supports OJT for registered sponsors and the expansion efforts to hire DC residents. Understanding that the OJT component is a part of all apprenticeship programs, it is the goal of this initiative to support registered apprenticeship sponsors with the expansion of a Sponsor's Apprenticeship Programs by offering this grant opportunity for registered sponsors to apply and hire DC residents and continue to support their growing skill set during the grant cycle of this initiative. Therein, DOES OAIT is seeking high quality, structured and innovative grant applications from sponsors to conduct the standard OJT training opportunities that are connected to all apprenticeship programs, infusing the earn while you learn model, to registered sponsors whose apprenticeship standards have been approved by the DC Apprenticeship Council. The opportunities should be in the apprenticeable industries attracting traditional and non-traditional registered sponsors for (1) out of school youth, 18-24; (2) minority youth; (3) inclusive individuals possessing physical or mental conditions that limit movement, senses, or activities; (4) women; or (5) veterans that lead to the hiring of DC residents with registered apprenticeship programs in the approved apprenticeable industry. Although not an exclusive list, registered sponsors are strongly encouraged to consider these populations when hiring apprentices. All newly hired apprentices (within six months of receiving the grant award and / or a newly registered apprenticeship sponsor within the DCAMS system) will have to meet eligibility standards set forth by DOES. The OJT initiative is targeted for positions that are in high demand in the local labor market, as determined by DOES labor market information. OJT is primarily focused on the following six in-demand industry sectors: Hospitality, Healthcare, Information Technology, Security and law Enforcement and Infrastructure, however, all registered sponsors are encouraged to apply in non-traditional and traditional industry sectors.

All registered apprenticeship programs and selected OJT reimbursement recipients must include the following components: (1) work-based on the job training; (2) classroom-related instruction of at least four (4) hours per week that includes technical and theoretical subjects; and (3) industry-recognized credential attainment in one or more of the approved industries and/ or a milestone achievement. The OJT component training plan must follow the apprenticeship standards that have been approved per the DC Apprenticeship Council. An intermediary or RAP (registered apprenticeship sponsor) representing multiple employer (registered) sponsors are required to hire a minimum of five (5) newly hired DC resident apprentices with a minimum of 75 days on-the-job training with the registered sponsor. DOES OAIT will provide monitoring, oversight, and technical assistance to support the registered apprenticeship sponsor in achieving the required performance outcomes outlined in the RFA.

The total funding available for this grant opportunity is \$1,180,000.00. The grant is funded one hundred percent (100%) by a Federal grant from the U.S. Department of Labor pursuant to the American Rescue Plan Act of 2021. **Please note these funds can be used to provide apprentice wages of OJT per the reimbursement model, however, cannot be used to provide program incentives and stipends.**

In addition, it is to be noted that to be eligible for the OJT reimbursement funds within this grant solicitation, all awarded grantees must be an approved DC registered apprenticeship sponsor at the time of grant award issuance by being approved the DC Apprenticeship Council which is a body that meets bi-monthly from date of this grant solicitation until September 2022. If you are interested in becoming a registered apprenticeship sponsor, please contact the Office of Apprenticeship, Information and Training: [apprenticeship@dc.gov](mailto:apprenticeship@dc.gov).

**The following tasks shall be performed by the grantee (Registered Sponsor):**

- 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 if required by law, regulation, Mayoral order, or other applicable authority, or as otherwise recommended by CDC or D.C. Department of Health guidance.
- 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 shall recruit and hire \*newly registered apprentices who are DC residents. Apprentices will be selected based on the submission of the required eligibility documents received. (*See Attachment A: Eligibility Document Sheet*). DOES reserves the right to deem an apprentice ineligible, if appropriate. \*Newly registered apprentices are defined by being hired at or during the period of performance and /or being a newly registered apprenticeship sponsor within the DCAMS system with a newly registered apprentice. Eligibility approval will be at the discretion of DOES.
- GRANTEE shall ensure specific documents such as: the OJT agreement, approved DC Apprenticeship Council Standards and each apprentice(s) agreement are uploaded in the DCAMS system.
- GRANTEE shall provide apprentices (1) work-based on the job training; (2) classroom-related instruction of at least four (4) hours per week that includes technical and theoretical subjects; and (3) industry-recognized credential attainment in one or more of the approved

industries and / or milestone achievement as noted in the registered sponsor 's approved apprenticeship standards upon successful completion of the registered apprenticeship program by the date established by the industry and/or DOES.

- GRANTEE shall complete all required pre-award meetings and any technical assistance support trainings as identified and requested by DOES.
- DOES staff must receive and approve eligibility documents of all apprentices as a part of the grant application process before the registered apprenticeship sponsor is able to participate in the OJT reimbursement initiative. The OJT model is a standard foundation of apprenticeship programs. Therein, the OJT initiative is in support of the expansion of the registered apprenticeship sponsors efforts as a part of the economic recovery in the District to expand opportunities for and hire new apprentices who are also DC residents.
- At the end of the OJT grant cycle, the GRANTEE shall provide a summary OJT program completion spreadsheet that documents the status of all apprentices retained, terminated, and stopped out of the apprenticeship program. The close-out report of all apprenticeship activities should be submitted no later than 30 days after the end of the grant period has ended.
- At the end of the OJT grant cycle, the GRANTEE shall provide a summary OJT program retention spreadsheet that documents the status of all apprentices retained, terminated, and stopped out of the apprenticeship program. This close-out report of all apprenticeship activities should be submitted no later than 120 days after the end of the grant period has ended.
- GRANTEE shall follow the apprenticeship standards approved by the DC Apprenticeship Council. All changes and/or program updates must be approved by DOES and/or Apprenticeship Council where applicable.
- GRANTEE shall participate in ongoing monitoring and evaluation activities led by the Apprenticeship Training Representative and/or DOES designated evaluator. These may include site visits, compliance reviews, quality assurance reviews, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation and the DC OAIT.
- GRANTEE 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 form approved by DOES on a quarterly basis.
- GRANTEE shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Coordinator on a quarterly basis.

- 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.
- GRANTEE shall ensure that a summary of progress for each apprentice is ready to be discussed with the DOES case manager. Case management oversight will be provided by DOES in support of the apprentice and registered sponsor within the DC Networks (Virtual One Stop) data management system.
- GRANTEE shall provide 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
Apprenticeship Onboarding Plan	Via email	Upon Award
Apprentice Roster of New Hires: <ul style="list-style-type: none"> <li>• Approved DC Registered Standards</li> <li>• Registered Apprentice Agreements</li> <li>• OJT Agreement</li> </ul>	Via email/ DCAMS	As achieved/prior to September 30, 2022
Monthly Progress Reports for each apprentice to include but not limited to: <ul style="list-style-type: none"> <li>• Time and Attendance for each apprentice</li> <li>• Number of credentials earned and/or skills gained</li> <li>• Number of apprentices maintaining employment with the current registered sponsor’s organization</li> <li>• Number of apprentices who have stopped out/ dropped out of the program</li> <li>• Information on the apprentice’s ability to comprehend the curriculum and complete the registered apprenticeship OJT</li> </ul>	Via email or system	Monthly by the 10th

Program and the strategy to address any identified challenges.		
Expenditure Report	Via email	Monthly by the 10th
Close Out-Report	Via email	30 days after award end
Program Retention Report	Via email	120 days after award end
Invoice	Via email	Monthly by the 10th

**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
Newly hired apprentices must demonstrate hire after award and prior to 9/30/2022	-	-	
Monthly Report Documentation: <ul style="list-style-type: none"> <li>• Certification (Credential Attainment – if applicable)</li> <li>• Time sheet on-the-job training hours</li> <li>• Progress Report for each Apprentice</li> <li>• Monthly Invoice</li> </ul>	1	Via email/Hard copy	Monthly by the 15th

**Outcomes**

The grantee will be responsible for achieving the outcomes set forth in the “Target” column:

Outcomes	Target
Hire DC residents, who are new apprentices throughout the grant cycle period	100%
Measurable skills gain for all newly hired apprentices	100%
Retention of newly hired apprentices ( <i>minimum of 75</i> )	100%

<p>days) by end of the grant cycle</p>	
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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 and Resource Allocation.”

***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 / ARPA (American Rescue Plan Act) 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, 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 multiple awards. 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 \$1,180,000.00 . DOES reserves the right to award partial amounts of funding based on the quality and quantity of applications received.

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

### *Period of Performance*

The 2022 OJT Apprenticeship Reimbursement Initiative will operate from the date of award through September 30, 2022, on a rolling application basis. In order to be eligible to receive a grant award, all GRANTEES must be a **registered apprenticeship sponsor** and utilize grant award by having at least two months of infusing OJT efforts with each apprentice.

DOES reserves the right, but shall not be obligated, to exercise an extension up to two (2) years beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the GRANTEE. The funding amount for the options years 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, all Applicant / Registered Sponsors shall provide services in the District of Columbia and the surrounding District of Columbia, Maryland and Virginia areas and be eligible to conduct business with the Government of the District of Columbia. Each Applicant / Registered Sponsor must provide legal proof of ownership or occupancy.

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

- Certificate of Occupancy issued by the District Department of Consumer & Regulatory Affairs (DCRA).
- Fully executed building lease or rental agreement that is current and valid

The Applicant / Registered Sponsor 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, and any other applicable authorities, DOES shall:

- Notify the Applicant / Registered Sponsor if it rejects Applicant / Registered Sponsor 's proposal.
- Notify the Applicant / Registered Sponsor if it selects Applicant / Registered Sponsor '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 / Registered Sponsor 's facilities are appropriate for the proposed program.
- Enter negotiations with an Applicant / Registered Sponsor and adopt a firm funding amount or other revision of the Applicant / Registered Sponsor 's proposal that may result from negotiations.

### Rights and Responsibilities of DOES

- DOES 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 / Registered Sponsor if it rejects that Applicant / Registered Sponsor '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.
- 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 / Registered Sponsor agrees that all costs incurred in developing the application or responding to this RFA are the Applicant / Registered Sponsor 's sole responsibility.
- DOES may conduct pre-award on-site visits to verify information submitted in the application and to determine if the Applicant / Registered Sponsor 's facilities are appropriate for the services intended.
- DOES may enter into negotiations with an Applicant / Registered Sponsor and adopt a firm funding amount or other revision of the Applicant / Registered Sponsor 's proposal that may result from negotiations.
- DOES may use past performance data in determining an award if an Applicant / Registered Sponsor was awarded a previous grant by DOES or the District of Columbia.

### Section B: General Provisions

#### *Eligibility Information – Applicant / Registered Sponsors*

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 / Registered Sponsors that are eligible to apply for this grant include public and private non-profits and for-profit organizations with demonstrated effectiveness (1) providing the requested services to DC residents newly hired to be registered apprentices and (2) meeting the needs of the target population or other populations that could benefit from the program.

Applicant / Registered Sponsors shall be responsible organizations possessing the demonstrated ability to perform successfully, under the terms and conditions of a proposed grant award. Each Applicant /Registered Sponsors 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 Applicant / Registered Sponsors must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicant / Registered Sponsor cannot be listed on any federal or local excluded parties' lists.

Applicant / Registered Sponsor s should include assurances that all 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 Applicant / Registered Sponsor s 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 OJT 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, apprentices 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 documentations related to this program for three years after submission of the final payment (or such longer time as may be required by the Federal grant funding this initiative pursuant to the American Rescue Plan Act). 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 / Authority and Compliance***

The GRANTEE/ Registered Apprenticeship Sponsor shall comply with all applicable District and

federal statutes and regulations as may be amended from time to time. In addition, the registered apprenticeship sponsor is governed by and subject to all applicable Federal and District laws and regulations, District policies, and terms of funding grants, including but not limited to the following statutes and regulations:

- 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.
- 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.
- D.C. Code section 32-1401, et. seq.
- D.C. Law 15-295 (the “Apprenticeship Requirements Amendment Act of 2004”)
- 29 U.S.C. section 50, et. seq.
- 29 CFR sections 29 and 30
- Applicable D.C. Apprenticeship Council and DOES regulations and guidance on apprenticeship programs, as may be created and amended from time to time.
- The terms and conditions of any grants funding, in whole or in part, this OJT Agreement, including, without limitation, the American Rescue Plan Act of 2021, Pub. L. 117-2 (March 11, 2021).

The GRANTEE/Registered Apprenticeship Sponsor shall also comply with the DOES OJT

Apprenticeship Policy and Standard Operating Procedures, along the Apprenticeship Standards approved by the DC Apprenticeship Council previously provided to the registered apprenticeship sponsor.

### **Section C: Application Format**

#### ***Applicant / Registered Sponsor Profile***

The application shall include an Applicant / Registered Profile, which identifies the Applicant / Registered Sponsor 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 / Registered Apprenticeship Sponsor shall provide a full description of how the OJT 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 (registered sponsor) Profile
- Apprentice/Participant Profile
- Program Description

#### ***Past Performance***

Applicant / Registered Apprenticeship Sponsor 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 OJT program requirements.

All Applicant / Registered Apprenticeship Sponsor must submit at least three (3) past performance forms – using the provided template, “Attachment B”. If the Applicant / Registered Sponsor has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment B” from DOES.

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

#### ***Itemized Budget and Budget Narrative***

Applicant / Registered Apprenticeship Sponsor shall submit an itemized budget and a budget narrative for all funds requested that applicable to the OJT reimbursement initiative.

The itemized budget can include the following items:

- Apprentice wage reimbursement for OJT participation per the approved apprenticeship standards / training plan.  
(See Attachment C for definitions of budget items listed above)

**Food for staff or apprentices hired and connected to the OJT 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 / Registered Sponsor clearly describes the OJT 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 meet the specific requirements outlined in the intermediary category you are applying for.

##### ***Apprentice/Participant Profile***

- Describe the number of apprentices 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, strongly encouraged to address.
- 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.
- 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.
- Identify and describe how your organization will deliver hybrid or virtual training model. Describe your COVID procedures and protocols for in person training and how software and training materials will be made accessible to program participants. Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid and in-person models.
- 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 panelist 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 / Registered Sponsor 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 / Registered Sponsor’s score for each criterion. The Applicant / Registered Sponsor’s total technical score will be determined by adding the Applicant / Registered Sponsor’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 / Registered Sponsor’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
- Apprentice 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	<b>Organization Profile</b>	10
	<ul style="list-style-type: none"> <li>• State the mission of your organization.</li> <li>• Describe the history of your organization (year founded and by whom) and its size (budget and staff).</li> <li>• Describe the experience your organization and staff have with delivering the proposed program</li> <li>• Describe how your organization will meet the specific requirements/components outlined for the strategic category you are applying for. (ex. Project plan/project timeline)</li> </ul>	
2	<b>Apprentice/Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• Describe the category and number of apprentices your organization will serve under this grant. Also, describe your recruitment strategy for hiring new apprentices. <i>(For this particular grant solicitation new hire means within six months or less of hiring with the organization)</i> describe how your programming is designed to provide quality service to the apprentices hired.</li> <li>• Describe your organizations experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.</li> <li>• Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will apprentices be engaged in throughout the program? (project plans and/or timelines)</li> <li>• Identify and describe how your organization will deliver hybrid or virtual training model. Describe your COVID procedures and protocols for in person training and how software and training materials will be made accessible to OJT apprentices. Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid in person models.</li> <li>• 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.</li> </ul>	
4	<b>Past Performance</b>	15

	<ul style="list-style-type: none"> <li>The extent to which the Applicant / Registered Apprenticeship Sponsor has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>The extent to which the Applicant / Registered Apprenticeship Sponsor has provided prior program evaluations (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA.</li> </ul>	
	<b>Budget and Budget Narrative</b>	
5	<ul style="list-style-type: none"> <li>The extent to which the Applicant / Registered Apprenticeship Sponsor provides a clear explanation of how the budget amount is derived.</li> <li>The extent to which the Applicant / Registered Apprenticeship Sponsor has allocated the funds to carry-out the proposal.</li> </ul>	15
<b>TOTAL POINTS</b>		<b>100</b>

**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 Applicant / Registered Apprenticeship Sponsor s may request the application via email: [OGAGrants@dc.gov](mailto:OGAGrants@dc.gov).

***Application Preparation***

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant / Registered Apprenticeship Sponsor agrees that all costs incurred in developing the application are the Applicant / Registered Sponsor ’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>

**Applications for this RFA will be accepted as follows:**

<b>ROUNDS</b>	<b>OPEN DATES</b>	<b>CLOSE DATES</b>	<b>TIME</b>
Round 1	Friday, April 8, 2022	Friday May 6, 2022	3:00 p.m.
Round 2	Friday, April 22, 2022	Monday, May 23, 2022	3:00 p.m.
Round 3	Friday May 6, 2022	Monday, June 6, 2022	3:00 p.m.

**Applications submitted after 3:00 pm on the dates above will not be considered for funding.**

### **Section G: Award Administration Information**

#### *Award Notices*

Each Applicant / Registered Sponsor , 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.

Applicant / Registered Sponsor s 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 / Registered Sponsor 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 / Registered Sponsor '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](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

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

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

### Grant Award Selection

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

If an Applicant / Registered Sponsor communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the Applicant / Registered Sponsor 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 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 OJT apprenticeship program, GRANTEES shall successfully complete the following:

- DOES Orientation
- DOES On-Site/Virtual Visit
- Initial Hiring of DC Residents
- Approved RAP Agreement
- Approved Standards by the DC Apprenticeship Council
- Personally Identifiable Information Training (PII)
- Virtual One Stop Training (VOS) (If applicable)
- All DOES Mandatory Meetings

### ***Program Launch***

Before GRANTEE can begin OJT programming with the newly hired apprentices and the reimbursement process, 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 two (2) payment categories listed below each representing a specific percentage of the

total grant amount:

**Payment 1: Initial Payment - Base Payment: (50%)**

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

- DOES Orientation
- DOES On-Site/Virtual Visit
- Initial Hiring of DC Residents
- Approved RAP Agreement
- Approved Standards by the DC Apprenticeship Council
- Personally Identifiable Information Training (PII)
- Virtual One Stop Training (VOS) (If applicable)
- All DOES Mandatory Meetings

**Payment 2: OJT Reimbursement (50%)**

This payment will be issued out on a per participant basis at the end of the grant period. The maximum amount that can be invoiced for payment #2 is \$7,500 per participant. GRANTEE must provide the following documentation:

- All pay stub/ weekly time and attendance during grant period;
- Submission of monthly OJT program progress report for each apprentice with a minimum of 75 days and 360 hours of OJT.

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***

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](mailto:OGAGrants@dc.gov)

***Section I: List of Attachments***

The following documents are also required to be included in the grant submission. An application without the below documents will be deemed non-responsive and will not be eligible for award.

**Documents provided by DOES**

- Statement of Certification
- Non-Disclosure Agreement
- Disclosure Agreement
- Past Performance

**Documents to be provided by Applicant / Registered Sponsor**

- List of Partners and Affiliations
- List of Other Funding Sources
- Itemized Budget
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- IRS Tax Certification
- Proof of District Occupancy
- Insurance Certificate
- Resumes of Key Personnel
- Clean Hands Certificate ([mytax.dc.gov](http://mytax.dc.gov))