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DC Department of Employment Services

Division of State Initiatives

# Digital Literacy Training 2020

## Request For Applications (RFA)

RFA No.: DOES-DL-FY

RFA Release Date: September 17, 2020

### Pre-Application Meeting

**Location:** Online

**Platform:** Microsoft Teams

**Date & Time:** September 22<sup>nd</sup> at 11:00am

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

**Application Submission Deadline:**  
**September 25, 2020 by noon**

*Applications shall be submitted via email to [OGAGrants@dc.gov](mailto:OGAGrants@dc.gov).*

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

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## **Section A: Funding Opportunity Description**

### **Scope**

The District of Columbia Department of Employment Services' (DOES) Division of State Initiatives (DSI) is seeking a qualified organization to provide in-person digital literacy training to District residents enrolled in workforce development programs. The training offered will support a minimum of 175 job seekers unable to make independent use of digital technologies and the Internet. Those that successfully complete will be given laptop computers (PC or Windows based) to ensure continued access to critical technology resources.

The target population--District residents with digital literacy deficiencies, enrolled in workforce development programs--will be taught the fundamentals of using digital technologies to enhance employability. Those participating will be expected to take the skills learned and make practical use of them in their job search or current and future employment.

The grantee will be required to use physical training space and instructional protocols aligned with the Centers for Disease Control COVID-19 guidance for businesses and employers. It is critically important that the safety, health and well-being of participants, staff and others is given priority, during training and other periods of in-person contact.

During a five-day period of training, the key topics referenced below should be covered and include the suggested subcategories.

### **Key Topics**

1. Computer use
  - a. Using a keyboard
  - b. Understanding how computers work, at both the hardware and software levels
  - c. Troubleshooting basic computer issues
  - d. Understanding how digital devices connect to – and work with – one another
  - e. Accessing settings for any service/website/application
2. Accessing information online
  - a. Connecting to and accessing the Internet
  - b. Finding information on the Internet
  - c. Navigating through a website in order to access the needed information
  - d. Performing an Internet search effectively
  - e. Determining whether an online source of information is verifiable and trustworthy
  - f. Understanding when content is sponsored rather than organic
  - g. Knowing when you must pay to access something online, rather than obtaining it for free
  - h. Researching and comparing available services
3. Communicating effectively, safely and responsibly online
  - a. Determining if a website is safe, secure, and encrypted
  - b. Protecting devices from viruses and malware
  - c. Protecting privacy online including professional image

- d. Understanding basic online safety principles, such as recognizing and avoiding scams and Internet fraud
  - e. Explaining to others how to gain access to online content, profiles, etc.
4. Creating and managing digital content
- a. Understanding how “cloud computing” works when it comes to storing and retrieving digital data
  - b. Creating digital content and sharing it with others
  - c. Saving data, both onto a built-in hard drive and onto portable storage devices (and/or mobile devices)

Each application should include a three to six-page program narrative (page count does not include the organizational chart, staffing plans, staff resumes, budget, budget attachments or program addendums).

## 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. Under the DOES umbrella, the Division of State Initiatives (DSI) operates transitional employment programs—Project Empowerment (PE) and D.C Career Connections (DCCC) --- serving individuals facing barriers and in need of specialized employability development services.

Annually, nearly 1,200 individuals participate in employability development programming through PE and DCCC—initiatives serving young adult and adult job seekers from wards of the city experiencing both high crime and high unemployment. The populations present with varying challenges which are addressed as they move through each program component in preparation for gainful employment. Challenges include lack of a high school diploma or GED, prior incarceration, homelessness, job cycling, long periods of unemployment, and substance abuse.

Recognizing the impact of the digital literacy divide on PE and DCCC participants, DOES DSI issued this RFA for digital literacy training.

## Digital Literacy Training Grant – Program Design Model

In addition to the core programming which should be explained in the narrative, the applicant should include the following program elements in the service delivery model:

### 1. Recruitment and Enrollment

The grantee, in collaboration with DSI case management staff, must recruit and enroll minimum 175 eligible PE and DCCC participants with digital literacy challenges. The grantee will be required to interview and complete individual assessments in determining programming strategies-- and collaborate with DSI case management staff in completing the DSI intake process.

### 2. Orientation

Prior to the program start, the grantee will conduct an orientation session with prospective participants to provide an overview of the program and detail expectations for successful completion. Information shared during the orientation shall include:

- a. Information on program components along with expected outcomes
- b. Information on program rules and regulations; participation/attendance and other requirements
- c. Sharing of information regarding documents required for DSI program intake

### **3. Pre-Assessment**

- a. Assessment and case documentation of prospective participants' digital literacy skill levels— using a tool such as Northstar or others that evaluate the basic skills needed to use a computer and the Internet in daily life, including employment. DOES will need to approve any tool prior to use.

### **4. Technical Support**

Participants will receive technical support as needed throughout the period of training. The grantee will:

- Assist participants with technical problems encountered,
- Assist participants with use of technology equipment ,
- Be available to troubleshoot any issues associated with laptop computers (PC or Windows), and
- Initiate referrals for outside supports as needed

### **5. Post Training Assessment**

For participants that successfully complete the program, the following must be conducted during an exit interview:

- Re-administration of digital literacy tool (measure improvements from the 1<sup>st</sup> test).

### **6. Minimum Staffing Requirements**

Throughout the period of performance, the grantee must maintain minimum staffing requirements. Staffing requirements to facilitate services must be outlined in submitted proposal.

### **7. Branding/Marketing**

Grantees shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES and created as a part of the performance or services to be provided, under this grant.

### Outcomes

1. 75% of participants enrolled must successfully complete the program.

### 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 hereunder to any person or entity whatsoever, without the prior written consent of DOES.

### **Source of Grant Funding**

The funds are made available through District appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability, and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

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

### **Anticipated Number of Awards**

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

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

The total amount of funding DOES anticipates being available for award is up to \$200,000. DOES reserves the right to award partial amounts of funding based on and the quality and quantity of applications received.

### **Period of Performance**

The "Digital Literacy Training Grant" will operate from the date of award through 12 months thereafter.

### **Location Requirements**

For the purpose of this RFA, **all applicants must currently hold training space in the District of Columbia.** Each applicant must provide legal proof of ownership or occupancy of the site that will be used to the proposed program.

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

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

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

For purposes of this RFA, **all applicants must be able to provide in-person program services in the District of Columbia. Each applicant must provide a plan for how it will accommodate a minimum of 175 participants in the proposed training space, identified above, in accordance with the CDC guidelines for preventing the spread of COVID 19.**

### **Grant Making Authority**

Pursuant to the "Workforce Job Development Grant-Making Authority Act of 2012", DOES shall:

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

Pursuant to the "Workforce Job Development Grant-Making Authority Act of 2012", DOES may:

- 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.

## **Section B: General Provisions**

### **Eligibility Information**

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

- For-profit organizations
- Non-profit organizations
- Community Colleges or other post-secondary academic institutions

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

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

### **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 and event locations.

During site visits, Grantee is required to provide access to facilities, records, 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 the NOGA 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 Grantee and an overpayment is found, Grantee shall reimburse the District for said overpayment within thirty days, after written notification.

Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District, pursuant to this 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 Grantee's personnel for the purpose of interviews and discussions related to such documents.

## **Non-Discrimination 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.

## **Other Applicable Laws**

Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)

- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code § 2-219.01 et seq.
- Universal Paid Leave Act, DC Official Code § 32-541.01 et seq.

## **Section C: Application Format**

### **Technical**

The application should be double-spaced, typed in 12-point Times New Roman font with 1-inch margins.

### **Applicant Profile**

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

### **Table of Contents**

The application shall include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

### **Applicant Summary**

The application shall include an Application Summary. This section of the application shall 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 F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

### **Past Performance**

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

All applicants must submit no more than 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 15.**

### **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 and does not count against the page limit outlined for the program narrative. 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.

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

### **Section D: Program Narrative**

#### **Program Narrative (3 to 6 pages)**

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 the experience the organization and staff have to deliver the proposed program.

#### **Participant Profile**

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

#### **Program Description**

- Identify and describe how 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.

## Section E: Application Review and Scoring

### Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in youth workforce and business development, data analysis, 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	<b>Organization Profile</b>	10
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has stated the mission of the organization.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed key topic.</li> </ul>	
2	<b>Participant Profile</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described how it will serve 50 participants, under the grant.</li> <li>• The extent to which the applicant has described how the proposed programming is designed to provide measurable skills gains in digital literacy.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program, including the ability to provide in-person training in accordance with the CDC guidelines for preventing the spread of COVID 19.</li> <li>• The extent to which the applicant has provided a description of proposed methodology that will be used to train participants and measure digital literacy skills gains.</li> <li>• The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant.</li> <li>• The extent to which the applicant has described its strategy for meeting or exceeding the 75% successful completion rate.</li> </ul>	
4	<b>Past Performance</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations that highlight prior success in accomplishing the goals outlined in the RFA.</li> </ul>	
5	<b>Budget and Budget Narrative</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the applicant has allocated the funds.</li> </ul>	
<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>
- Application package can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

## Application Preparation

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

## Submission Date and Time

In order to be considered for funding, complete applications must be received electronically via email to [OgaGrants@dc.gov](mailto:OgaGrants@dc.gov)

Proposals submitted after **12:00 pm EST on September 25, 2020** will not be considered for funding.

All applications and attachments (see section I) must be submitted as **one PDF file**. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it 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 who 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. Grantees shall be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

### Appeal

#### Non-Responsiveness Determination

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

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

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

### Grant Award Selection

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

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

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and 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 program, Grantees must successfully complete the following:

- DOES Award Orientation;
- Obtainment of all insurance requirements outlined by ORM;
- Successful completion of pre-program site visit prior to program start;
- All DOES mandatory meetings (PII training and others as required).

### **Grantee Reporting and Deliverables**

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

#### ***Reporting***

Reports Required	Frequency/Due Date
Program Timeline/Schedule	Prior to start of grant award
Timesheets/Attendance Forms	Weekly, Per cohort
Participant Case Notes	Weekly, Per cohort
Participant Evaluations	Completed at the end of each cohort
Monthly Expenditure Report	Due by the 10 <sup>th</sup> of each month



Monthly Program Report	Due by the 5 <sup>th</sup> of each month
Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals.	Quarterly

**Deliverable(s)**

- Pre-Assessment Basic Skills Test
- Post -Assessment Basic Skills Test

All reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

**Program Launch**

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

**Grantee Payment**

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

<b>PAYMENT #1 - Base Amount</b>	<b>PAYMENT #2 (monthly cost reimbursement)</b>
60%	40%

**PAYMENT #1 – Base Amount:** Grantee(s) that successfully complete the pre-program orientation will be eligible to submit an invoice for the base payment amount.

**PAYMENT #2 –** The remaining 40% of the grant award will be issued out on a monthly cost reimbursement basis until the end of the grant period. Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee.

<b>Grant</b>	<b>Payment Requirement</b>
Digital Literacy Training Program	<ul style="list-style-type: none"> <li>• Submission of monthly expenditure report</li> <li>• Submission of supporting expenditure documentation</li> <li>• Submission of e-invoice</li> </ul>

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the Grant Agreement 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**

- Vanessa Black  
[OgaGrants@dc.gov](mailto:OgaGrants@dc.gov)

## **Section I: Additional Documents Required for Submission**

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

### **Documents provided by DOES**

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance Form – Attachment A

### **Documents to be provided by applicant**

- Current Business License
- IRS W-9 Form
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- Certificate of Occupancy by DCRA
- Current building lease or rental agreement