



DC Department of Employment Services Workforce Development Bureau

2020 Think Workforce For Individual with Disabilities

Request for Applications (RFA)

RFA No.: DOES-TW-2020

RFA Release Date:
Thursday, July 23, 2020

Pre-Application Meeting *(This will be available via Conference Call)*

Date: Wednesday, August 5, 2020
11 a.m.

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

Application Submission Deadline: **Monday, August 24, 2020 at 5:00pm**

Applications shall be submitted electronically through the Grants Management Portal, click here: Grants Management System

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Table of Contents

Section A: Funding Opportunity Description 3

 Scope 3

 Background 3

 Workforce Intermediate Initiatives:..... 4

 General Requirements 4

 Deliverables..... 6

 Reports..... 7

 Source of Grant Funding 7

 Anticipated Number of Awards 7

 Total Amount of Funding to be Awarded..... 7

 Period of Performance..... 7

 Location Requirements..... 8

 Grant Making Authority 8

Section B: General Provisions 8

 Eligibility Information - Applicants 8

 Evaluation Criteria 9

 Monitoring 9

 Audits 10

 Nondiscrimination in the Delivery of Services 10

 Other Applicable Laws..... 10

Section C: Application Format 11

 Applicant Profile 11

 Application Summary..... 11

 Program Narrative 11

 Past Performance..... 12

 Itemized Budget and Budget Narrative 12

Section D: Program Narrative 12

Program Narrative **Error! Bookmark not defined.**

Organization Profile 12

Participant Profile 13

Program Description..... 13

Section E: Application Review and Scoring..... 13

 Review Panel 13

 Table 1: Technical Rating Scale 13

 Scoring Criteria..... 14

Section F: Application Submission Information..... 15

 How to Request an Application Package 15

 Application Preparation 15

 Submission Date and Time..... 15

Section G: Award Administration Information 15

 Award Notices 15

 Appeal 16

 Grantee Program Compliance 17

 Program Launch..... 17

 Grantee Payment 17

 Anti-Deficiency Considerations..... 18

Section H: Contacts..... 18

Section I: List of Attachments 18

Section A: Funding Opportunity Description

Scope

Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. In furtherance of its mission, DOES is seeking grant applications for high quality, structured, and innovative workforce development programs to provide job placement services for 25 adult DC residents with intellectual disabilities. The American Association on Intellectual and Developmental Disabilities defines an intellectual disability as a disability characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior, which covers a range of everyday social and practical skills. Responsive applications connect to and leverage existing initiatives and the framework of the Workforce Innovation and Opportunity Act (WIOA) and the DC WIOA State Plan, as referenced in each respective grant description.

Background

DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industry, 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 seeks to foster economic development and growth in the District of Columbia by providing workforce development services, bringing together employers and job seekers, compensating eligible unemployed and injured workers, and promoting safe and healthy workplaces.

Twenty-five years ago, Congress enacted the landmark Americans with Disabilities Act (ADA) which prohibited discrimination on the basis of disability in employment and other aspects of community life. Since then, public policy at all levels has demonstrated growing support for the employment of people with disabilities, as part of a broad societal shift toward promoting these Americans' independence and full participation in mainstream society.

Today, the employment of people with disabilities is seen as a practical boon for businesses, government budgets and citizens. Employing people with disabilities has been shown to benefit businesses, for example, as a result of lower turnover, increased productivity and access to a broader pool of skilled workers. In addition, increasing job opportunities for people with disabilities "saves the federal and state government money by reducing dependency on cash and medical and disability benefits," according to a 2013 Employer Assistance and Resource Network report. For people with disabilities, employment means greater economic self-sufficiency, an opportunity to use their skills, and more active participation in community life.

Workforce Intermediate Initiatives:

DOES is requesting job placement services for 25 adult DC residents with intellectual disabilities. These services would include job preparation activities such as work readiness training, skill upgrading, job coaching and wrap around support services that will lead to full time unsubsidized employment (minimum of 30 hours a week).

Grantee shall perform a range of virtual/remote job development activities in order to successfully place participants in unsubsidized jobs, with employers that do not receive a subsidy for the creation and maintenance of the unsubsidized jobs. Grantee must develop a placement and retention tracking method for unsubsidized jobs that incorporates a data collection system used to determine job retention at monthly intervals for 1 year. Grantee must work closely with DOES case managers, where participant intervention is required.

A successful application must contain the following components:

- *Assistive Technology*- The applicant must demonstrate the capacity to accommodate participants with Assistive Technology (AT) by way of a device or service. An assistive technology device is any item, piece of equipment, or product system, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. An assistive technology service means any service that helps an individual with a disability select, acquire, or use an assistive technology device (Assistive Technology Act of 2004).
- *Innovative Programming*: The applicant must provide a description of programming that is innovative, including a virtual/remote service delivery model. The virtual/remote services delivery model list of services must include work readiness workshops, job coaching, resume development, online application assistance, mock interviewing, and other pre-hiring activities leading to unsubsidized employment.
- *In-demand Jobs that lead to Self-Sufficiency*: The applicant must list the jobs and/or industries for which participants will be trained. The training must occur in one or more of the District's six high demand industries, which include construction, infrastructure (transportation, energy utilities, and energy-efficient technologies), hospitality, law enforcement, healthcare, and information technology (IT). *Sustainability*: The application must demonstrate that the key elements of the grant, as well as the partnerships established during the grant, will be sustained after grant funds cease.
- As part of the response to the RFA, eligible applicants must demonstrate that the direct service staff have three or more years of related experiences in the specific area of employment services for which the Applicant is applying. These related experiences must also be specific to serving adult individuals with disabilities. Applicants must be licensed to operate in the District of Columbia.

General Requirements

- One week after the beginning of enrollment into the program, the grantee shall provide a written initial assessment documenting each participant's ability to engage in activities leading up to employment, such as the ability to communicate and perform work activities

via assistive technology or other special accommodations.

- Development of Individual Employment Plan (IEP) for each enrolled participant.
 - IEP should be updated on a quarterly basis
- Conduct a minimum of 30 hours of job readiness workshops, which should include:
 - Resume preparation
 - Soft skills training
 - Career exploration
 - Mock Interviews
- Job search activities, which include the following:
 - Online application completion (at least three)
 - Job fair attendance
 - Interview scheduling
- The grantee shall facilitate the scheduling, registering and taking of all applicable pre-hiring activities required to connect the participant to employment opportunities. The grantee shall provide a detailed spreadsheet documenting all participants engaged in pre hiring activities.
- The grantee shall provide monthly progress reports documenting the progress and attendance of all participants enrolled in the program.
- At the end of the program, the grantee shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.
- The grantee shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.
- Grantees will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.

- 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.
- 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.
- Attend and comply with all DOES meetings, onboarding trainings, requests, etc.

Deliverables

In addition to the milestones and outcomes, the grantee must provide the following deliverables:

| Items | Deliverables | Quantity | Format and Method of Delivery | Due Date |
|--------|--|-----------------|-------------------------------|---------------------------|
| Item 1 | Work Plan | 1 | Via Email | Due two weeks after award |
| Item 2 | Individual Employment Plans | Per Participant | Via email | At the time of enrollment |
| Item 3 | Updated Individual Employment Plans | Per Participant | Via email | Quarterly |
| Item 4 | Sign in Sheets for the job readiness workshop(s) – 30 hours of instruction | 1 | Via email | Monthly |
| Item 5 | Certificate of Completion for Job Readiness Workshops | Per Participant | Via email | As Achieved |
| Item 6 | Documentation of the Job Search Activities (online application, job fair attendance, scheduled interview) | Per Participant | Via email | Monthly |
| Item 7 | Employment Verification Documentation <ul style="list-style-type: none"> • Official hire letter bearing the employer’s letterhead • Employer verification form signed by the employer’s personnel office • Recent paystub | Per participant | Via email | Upon Hire |

Reports

In addition to the milestones and outcomes, the grantee must provide the following reports:

| Items | Deliverables | Quantity | Format and Method of Delivery | Due Date |
|--------|--------------------------------|----------|-------------------------------|---|
| Item 1 | Monthly Reports and Case Notes | 1 | Via email | Monthly by the 10th of the subsequent month |
| Item 2 | Monthly Status Report | 1 | Via email | Monthly by the 10th of the subsequent month |
| Item 3 | Monthly Expenditure Report | 1 | Via email | Monthly by the 10th of the subsequent month |
| Item 4 | Close out Report | 1 | Via email | 30 days after grant end date |
| Item 5 | LEP/NEP Report | 1 | Via email | Quarterly |

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the quality of the applications. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, Notice of Grant Agreement (NOGA), if awarded, and included in the application.

Anticipated Number of Awards

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

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for award is \$200,000 at a maximum of \$8,000.00 per participant. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

Period of Performance

The “2020 Think Workforce Grant” will operate for one year from the date of award.

DOES reserves the sole right to exercise four 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 grants will apply unless modified by DOES. Any modifications to or extensions of the NOGA shall occur, prior to the termination or expiration of the NOGA.

Location Requirements

For the purpose of this RFA, **all programs will be run virtually, no physical location is required.**

Grant Making Authority

DOES maintains the right to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality of submissions. Funding for the award is contingent on availability of funds and the quality of submissions.

Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application or responding to this RFA are the applicant’s sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.
- DOES may use past performance data in determining an award, if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

Section B: General Provisions

Eligibility Information - 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.

If you currently have an Intermediary Initiative Grant award, your organization can not apply for this solicitation.

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

- Non-profit, community, or faith-based organizations.
- Community colleges or other postsecondary institutions.
- Public, charter, or alternative secondary schools.
- Trade associations or chambers of commerce.
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

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

The grantee must maintain and provide documentation related to this program for a minimum of 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 30 days, after written notification.

The 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.

The 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 actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, or credit information, 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 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 Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.

Section C: Application Format

Applicant Profile

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

Application Summary

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

Program Narrative

The Applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section D. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile

- Program Description

Past Performance

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

All applicants must submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment B” for all such completed contracts/grants.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, your score on this measure will reflect this lack of past performance documentation.

Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should 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.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Please see Attachment A for definitions of budget items listed above.

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

Section D: Program Narrative

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have to deliver the proposed program.

Participant Profile

- Describe the number of participants your organization will serve under this grant.
- 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 your organization will deliver the desired service, including a description of how the services/training will be delivered virtually. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how you will accommodate persons with Assistive Technology.
- 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?

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 to deliver the proposed program. | |
| 2 | Participant Profile | 20 |
| | <ul style="list-style-type: none"> • Describe the number of participants your organization will serve under this grant. • Describe how your programming is designed to provide the innovative and quality service sought through this RFA. • Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them. | |
| 3 | Program Description | 40 |
| | <ul style="list-style-type: none"> • Identify and describe how your organization will deliver the desired service, including a description of how the services/training will be delivered virtually. (See Section A). Describe how your organization has historically provided programming or services. • Describe how you will accommodate persons with Assistive Technology. • 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? | |

| | | |
|--------------|---|-----|
| | Past Performance | |
| 4 | <ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. • The extent to which the applicant has provided virtual training in the past. | 15 |
| | 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 to provide the described services. | 15 |
| TOTAL POINTS | | 100 |

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> and <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 **Monday, August 24, 2020** 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 into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between 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 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 Pre-Orientation Meeting
- DOES Technical Site Monitoring Visit

Program Launch

Before grantee can begin programming, they must receive official documentation from the Office of Grants Administration and Resource Allocation and Workforce Development Bureau.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are four (4) payment categories listed below each representing a specific percentage of the total grant amount:

Payment 1: Base Payment: (25%)

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

- Virtual Orientation and Pre- Program Training
- Virtual Technical Site Visit
- Work Plan

Payment 2: (25%)

This payment will be issued out on a per participant basis. In order to receive payment grantee must submit the following:

- Completed Individual Employment Plan
- Certificate of completion of Job Readiness workshops

The per-participant cost will be outlined in the NOGA.

Payment 3: (25%)

This payment will be issued out on a per participant basis. In order to receive payment grantee must submit the following for each participant:

- Three (3) online application completion confirmations,
- Scheduled job interviews, and
- Job fair attendance

The per-participant cost will be outlined in the NOGA.

Payment 4: (25%)

This payment will be issued out on a per participant basis. In order to receive payment grantee must submit the following:

- Proof of job placement (at least one of the following must be provided)
 - Official hire letter bearing the employer's letterhead (participant's name, job title, wage and hire date)
 - Employer verification form signed by the employer's personnel office
 - Recent paystub

The per-participant cost will be outlined in the NOGA.

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 must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

LaShaun Basil

OGAGRANTS@DC.GOV

Section I: List of Attachments

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance Form

Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate
- List of Organizational Board Includes Members and Positions
- 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 must 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.)