



DC Department of Employment Services
Workforce Development Bureau

2020 Workforce Expansion Grant Initiative: Education

Request for Applications (RFA)

RFA No.: DOES-Workforce Expansion Initiative – Education

RFA Release Date:

July 22, 2020

Pre-Application Conference

Department of Employment Services
4058 Minnesota Avenue NE
Washington, DC 20019

August 5, 2020

Time: 11:00 a.m. to 12:30 p.m.

Attendance is highly encouraged.

Please confirm attendance at: ogagrants@dc.gov

Applicant must submit Letter of Intent to apply no later than
August 12, 2020 at 5:00 PM via Grants Management System

**Application Submission Deadline:
August 21, 2020 at 5:00 p.m. EST**

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

PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Contents

Section A: Funding Opportunity Description 3

 Background..... 3

 Scope..... 3

 Workforce Expansion Initiative: Education..... 3

 Outcomes 7

 Rights and Responsibilities:..... 7

 Source of Grant Funding..... 7

 Anticipated Number of Awards 7

 Total Amount of Funding to be Awarded..... 8

 Period of Performance 8

 Location Requirements 8

 Grant Making Authority 8

Section B: General Provisions 9

 Eligibility Information – Applicants 9

 Evaluation Criteria..... 10

 Monitoring 10

 Audits..... 10

 Nondiscrimination in the Delivery of Services..... 11

 Other Applicable Laws 11

Section C: Application Format 12

 Applicant Profile..... 12

 Application Summary 12

 Program Narrative..... 12

 Past Performance 13

 Itemized Budget and Budget Narrative..... 13

Section D: Program Narrative..... 14

 Program Narrative..... 14

 Organization Profile..... 14

Program Description 14

Section E: Application Review and Scoring 14

 Review Panel 14

 Table 1: Technical Rating Scale 15

 Scoring Criteria 15

Section F: Application Submission Information 17

 How to Request an Application Package 17

 Application Preparation 17

 Submission Date and Time 17

Section G: Award Administration Information 17

 Award Notices 17

 Appeal 18

 Grantee Program Compliance 18

 Program Launch 19

 Grantee Payment 19

 Anti-Deficiency Considerations 19

Section H: Contacts 20

Section I: List of Attachments 20

Section A: Funding Opportunity Description

Background

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES is dedicated to educating participants about workforce readiness, high-growth industries, career exploration, and academic enrichment through experiential, hands-on programs. DOES is committed to delivering services to District residents who are underemployed or unemployed as well as work readiness training to prepare them for the expectations of the workplace.

DOES seeks to foster economic development and growth in the District of Columbia by providing workforce development services, bringing together employers and job seekers in the education sector and promoting the development of new non-traditional apprenticeship and work-based training opportunities for residents.

Scope

As part of the 2020 Workforce Expansion Initiatives, DOES' Federal Programs is seeking high quality, structured and innovative grant applications from organizations to develop, implement and/or expand existing or new initiatives that lead to District residents receiving workforce training, experience and placement in the Education sector.

In order to expand innovative programming and meet the demands of District residents seeking opportunities within the Education sector, the proposed initiative must lead to credential attainment for District residents eighteen (18) years of age and older through (1) a registered apprenticeship program or newly developed apprenticeship program focused on occupations within the education industry or 2) a paid work-based training program focused on the education sector. Funding for this grant opportunity is intended to assist organizations with increasing-training opportunities that lead to careers in the Education sector or Apprenticeship expansion in Education, a non-traditional industry.

The program/project plan narrative must clearly describe activities, short-term, mid-term, and long-term milestones and include aggregate demographic information (i.e., gender, race, and ethnicity, underrepresented populations, including women, people of color, ex-offenders, and persons with disabilities). Additionally, you should discuss your current program design/capacity levels and the anticipated number of new participants to be served under this opportunity as well as the key occupations within the education sector (registered apprenticeships must outline apprentice able occupations within the education sector).

The total funding available for this grant opportunity is \$120,000.

Workforce Expansion Initiative: Education

DOES is focused on creating and scaling connections between the Workforce and Education systems, as we create new, dynamic opportunities for District residents to connect to education

focused employment opportunities in the District that are pathways to the middle class and in keeping with Mayor Bowser's priorities.

The Workforce Expansion Initiative provides a unique opportunity for talented individuals with limited or no teaching experience to explore the field of education and to gain hands-on practice and the training necessary to become a successful full-time classroom teacher. Apprentice Teachers and/or instructional aides and paraprofessionals will have an opportunity to observe best practices in classroom instruction and education reform from experienced teachers and school leaders at some of the District's leading charter management organizations, schools and accredited institution or organizations.

An example of this is Apprentice Teachers that observe and learn from Master Teachers, co-teach with teacher-leaders, provide in-house substitute teaching coverage for teachers, and support teachers with tutoring, grading, and individual or small group student instruction. Depending on school needs and candidate background, Apprentice Teachers may also teach their own class of students, allowing for direct teaching experience within a more limited teaching load. Apprentice Teachers will also offer teacher support with a variety of work inside and outside of the classroom, including teaching Enrichment classes, organizing student events, and developing mentoring relationships with students. Through full participation in summer and school-year professional development, as well as regular meetings with an instructional coach, Apprentice Teachers will have many opportunities to gain the experience and support necessary to develop their teaching skills. By the end of the apprenticeship or work based program, the goal is for Apprentice teachers to be positioned for lead teaching positions within the organization.

Program model should describe how at least one of the following activities will be implemented

1. Strengthen the impact of District based workforce intermediaries such as community colleges, universities, public and charter schools, existing apprenticeship programs, vocational programs and community-based organizations in meeting the demands of District based employers.
2. Improving collaboration and communication among education/training providers to connect specific successful educational or vocational trainers with other District based stakeholders to meet their workforce development needs.
3. Develop career pathways and/or curriculum for workforce intermediaries to connect students with employers in sectors with high demand jobs by aligning successful programs, developing new career pathway streams, and reducing duplication and integrating District based institutions.
4. Analyze and recommend on how existing education institutions could better meet the needs of high demand sectors and how the curriculum of training institutions could match the workforce needs of different sectors.
5. Study the viability of establishing District based workforce intermediary consortium.

The Workforce Expansion Initiative activities above should achieve at least one of the following goals outlined below:

1. ***Increasing-training opportunities that lead to careers in the Education sector.***
Organizations must spend funding on developing structures or expanding existing structures that allow District residents to be placed in high demand employment opportunities.
2. ***Apprenticeship Expansion in non-traditional industries (Education).*** Organizations must spend funding to build or contribute to the organization's ability to increase capacity and provide a quality apprenticeship or pre-apprenticeship experience through stronger alignment with the education systems.

The following tasks shall be performed by the grantee:

1. Recruit and enroll DOES approved District residents at the awarded service level.
2. Provide instructional classes that lead to successful placement into a registered apprenticeship program or career pathway focused on education by the date established by the industry and/or DOES.
3. Attend and comply with all DOES meetings, onboarding trainings, and requests.
4. Procure and schedule pre-requisite examinations, urinalysis, and background checks etc., associated with the proposed programs.
5. Facilitate the scheduling, registering, and collecting of all applicable certification/licensing exams, which are applicable to the course being taught.
6. Participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
7. 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.
8. 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 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
Participant Roster – Participants must be District Residents and approved by DOES.	Via email	5 days prior to start of program
Quarterly Participant Activity Report – to included but not limited to training offered, number of credentials earned and overall training experience.	Via email or system	By the 5th of the start of each quarter
Statistical Report – to include individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program-specific related activities.	Via email	By the 5th of the start of each quarter
Expenditure Report	Via email	Monthly by the 5th
Language Access Report	Via email	Quarterly
Completion Spreadsheet - Participants who have satisfied all requirements for the program.	Via email	At the end of the program
Invoice	Via E-invoicing System	Monthly
Close-out Report	Via email	30 days after the end of the program

Deliverables

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

Deliverables	Quantity	Method of Delivery	Due Date
Project Plan – Service Delivery Schedule	1	Via email	Upon Award
Spreadsheet - participants engaged in certification and licensing exams, which should include the status of pass or fail	1	Via email	Monthly by the 5th

Certification/Credential Attainment (if applicable)	1	Via email	Monthly by the 5th
Verification of Employment (if applicable)	1		Monthly by the 5th

Outcomes

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

Outcomes	Target
Demonstrated Workforce Expansion in the Education Sector	Negotiated
Credential Attainment	Negotiated
Retention of District residents in program	Negotiated
Measurable Skills Gains	Negotiated

Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations or interest in the Notice of Grant Award (NOGA) or arising hereunto to any person, entity or entity whatsoever without the prior written consent of DOES.

Source of Grant Funding

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

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

Anticipated Number of Awards

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

Total Amount of Funding to be Awarded

The total amount of funds DOES anticipates being available for award is \$120,000. DOES reserves the right to award partial amounts of funding based on the quality and quantity of applications received.

Period of Performance

The 2020 Workforce Expansion Grant will operate for one year from the date of award. DOES reserves the sole right to exercise up to three option years beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the grantee. The funding amount for the option year will be determined by DOES and all terms and requirements of the original grant will apply unless modified by DOES.

Location Requirements

For the purposes of the RFA, and due to the current environment, it is anticipated that applicants will be providing services virtually. However, if circumstances change and in-person learning resumes, applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy and describe how your organization will comply with appropriate social distancing requirements for in-person learning.

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

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

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

Grant Making Authority

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

- Notify the applicant, if it rejects applicant's proposal.
- Notify the applicant, if it selects applicant's proposal for funding.
- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.

- Issue addenda and/or amendments subsequent to the issuance of the RFA or rescind the RFA.
- Conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

Rights and Responsibilities of DOES

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

Section B: General Provisions

Eligibility Information – Applicants

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

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

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

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

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

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

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

Evaluation Criteria

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

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.

During site visits, the Grantee is required to provide access to facilities, records, participants and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

Grantee shall maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for

prior overpayment or underpayment. In the event that the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

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

Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

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

Other Applicable Laws

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.

- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code § 2-219.01 et seq.
- Universal Paid Leave Act, D.C. Official Code § 32-541.01 et seq.

Section C: Application Format

Applicant Profile

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

Application Summary

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

Program Narrative

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

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

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

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

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

Itemized Budget and Budget Narrative

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant. If applicant is requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives shall identify the average cost per participant.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs (10% of total Direct Costs)
- Participant Stipend Payment
(Attachment B)

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

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where the applicant clearly describes the proposed program in detail and includes each of the following:

Organization Profile

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

Participant Profile

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

Program Description

- Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services. If training will be provided virtually, please describe how that will occur.
- Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the Applicant’s score for each criterion. The Applicant’s total technical score will be determined by adding the Applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the Applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

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

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

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • State the mission of your organization. • Describe the history of your organization (year founded and by whom) and its size (budget and staff). • Describe the experience your organization and staff have with delivering the proposed program • Describe how your organization will meet the specific requirements/components outlined for the strategic category you are applying for. (ex. Project plan/project timeline) 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • Describe the category and number of participants your organization will serve under this grant. Also, describe your expansion efforts, recruitment strategy for enrolling participants. • Describe how your programming is designed to lead to credential attainment for District residents eighteen (18) years of age and older through (1) a registered apprenticeship program or newly developed apprenticeship program focused on occupations within the education industry or 2) a paid work-based training program focused on the education sector. Describe your organization’s experience working with the targeted population. 	
3	Program Description	40
	<ul style="list-style-type: none"> • Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services. Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program? (project plans and/or timelines) • Provide a description of proposed sites and/or virtual site where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has had prior contracts or grants with DOES or other District of Columbia agencies. 	
	Budget and Budget Narrative	
5	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. 	15
	<ul style="list-style-type: none"> • The extent to which the Applicant has allocated the funds (i.e. per participant, program activity, staff, classroom training) to carry-out the proposal. 	
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>
 - <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 August 21, 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 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 shall successfully complete the following:

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

Program Launch

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

Grantee Payment

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

Payment 1: Base Payment: (40%)

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

- Virtual Orientation
- Pre-Program Virtual Technical Site Visit
- Security Awareness Training (PII) (if applicable)

Payment 2: (30%)

This payment will be issued out on a per participant basis as documented by submission of proof of placement into an expanded paid apprenticeship program focused occupations within the education industry or paid work-based training program focused on the education sector.

Payment 3: (30%)

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

Section H: Contacts

Demetries M. Saunders

OGAGrants@dc.gov

Section I: List of Attachments**LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:**

- Statement of Certification (DOES Will Provide)
- Non-Disclosure Agreement (DOES Will Provide)
- Disclosure (DOES Will Provide)
- Master Supplier Form Package (DOES Will Provide)
- Copy of most recent and complete set of audited financial statements. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant shall provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)
- List of Partners and Affiliations
- List of Other Funding Sources
- Past Performance (*Attachment A*)
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- Proof of District Occupancy
- Insurance Certificate
- Resumes of Key Personnel