



DC Department of Employment Services

Division of State Initiatives

Job Readiness Training for Justice Involved Women

Request For Applications (RFA)

RFA No.: DOES-JIW-FY

RFA Release Date: September 17, 2020

Pre-Application Meeting

Online Platform: Microsoft Teams

Date & Time: September 22nd at 2:00pm

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

Application Submission Deadline:
September 25, 2020 by noon

Applications shall be submitted electronically via email to 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 life skills/job readiness training, and comprehensive case management support, and job placement assistance to 50 justice involved women seeking to reenter the workforce but facing barriers to employment.

Job readiness training is a critical first step in preparing individuals to compete and succeed in today's competitive job market. During this phase of workforce development programming, participants learn about soft skills essential to their success including, but not limited to, effective communication, conflict resolution, problem solving, recognizing/managing triggers, teams' participation, and interview etiquette.

DOES/DSI is seeking organizations—with direct experience serving justice involved women transitioning from incarceration via the (D.C. Jail, Federal Bureau of Prisons, or Fairview and other criminal justice partner organizations) -- to deliver quality target population informed programming that addresses the unique employability development and personal challenges this population is striving to cope with and overcome. Workforce development and target population informed services/supports will be offered to justice involved women between the ages 20 and above.

The grantee will be required to use training space (physical) 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 face to face contact.

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

DSI operates two transitional employment programs—D.C. Career Connections and Project Empowerment-- targeting adult males and women with multiple barriers to employment including those reentering the community after periods of incarceration. Through specialized training, supportive services, job coaching, and placement assistance, DSI prepares residents to secure and maintain gainful employment.

To effectively engage and support justice involved women preparing for employment, DSI will work in collaboration with the selected grantee-- demonstrating a history of:

- Working effectively with the target population,
- Offering post release job readiness and life skills training to the target population,
- Working with area employers in making suitable job matches for justice involved women in traditional and nontraditional occupational areas , and
- Providing comprehensive and target population specific services and supports in critical areas including but not limited to abuse histories—domestic and others, self-esteem, family support, suitable housing, personal and child safety, sobriety and addiction, pregnancy, parental stress, parenting skills and sexuality

Job Readiness Training for Justice Involved Women Grant

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

1. Recruitment and Enrollment

The grantee must recruit and enroll up to 50 eligible justice involved women participants through outreach and collaboration with organizations serving justice involved women residents of the District. The grantee will be required to interview and complete individual assessments in determining readiness for programming and collaborate with DSI case management staff in completing the DSI intake process.

2. Orientation Services

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, but not be limited, to the following:

- a. Information on job readiness training and placement components along with expected outcomes—including information on the \$10 training wage to be paid by DOES during training (grantee will be responsible for entering time in the DOES Time Management System with front end training provided by DOES/DSI payroll staff)
- b. Information on program rules and regulations; participation/attendance and other requirements
- c. Sharing of information regarding documents required for DSI program intake
- d. Assessment of prospective participants' employability, life skills and supportive services needs

3. Case Management and Support

Once the orientation process is complete, the grantee will begin providing case management support to all participants selected for program enrollment. The grantee will provide at minimum, bi-weekly case management touch points to include, but not be limited to the following:

- Review of participant progress and support needed to ensure successful performance;
- Development of solutions/work plans to help participants meet their individual goals where barriers may exist;
- Referrals for outside supports as needed

4. Post-Employment Follow-up

For participants that successfully complete the training program and are placed in employment, follow up services must take place and be shared with DSI job coach staff. This will include:

- Monthly confirmations of job retention (up to 3 months)
- Coordination and check-in with DSI job coaching staff following participant placement on the job.

5. Job Placement

The grantee shall facilitate job placement of 65% of participants that successfully complete training. The participant must commence the job for the placement to be counted towards this goal. The grantee is expected to obtain proof of participant start (i.e. paystub or employment verification letter).

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.

Outcomes

1. 75% of participants (38 participants) enrolled in job readiness training must successfully complete the program.
2. 65% of successful participants (25 participants) must be placed in an unsubsidized full-time position matched to their interests, experience and skill set.

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 \$100,000. DOES reserves the right to award partial amounts of funding based on and the quality and quantity of applications received.

Period of Performance

The “Job Readiness Training for Justice Involved Women” will operate from the date of award through 12 months thereafter.

Location Requirements

For the purpose of this RFA, **all applicants must currently hold office space in the District of Columbia and be able to provide program services 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.

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.

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	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). 	

	<ul style="list-style-type: none"> The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed strategic category. 	
2	Participant Profile	15
	<ul style="list-style-type: none"> The extent to which the applicant has described the number of participants to be served under the grant. The extent to which the applicant has described how the proposed programming is designed to provide life skills/job readiness training, and comprehensive case management support, and job placement assistance to 50 justice involved women. The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> The extent to which the applicant has described their proposed program and delivery model. The extent to which organizations have described what specific activities, strategies, and projects participants will be engaged in throughout the program. The extent to which the applicant has provided a description of how it will meet the performance deliverables outlined in this RFA. The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant. 	
4	Past Performance	15
	<ul style="list-style-type: none"> The extent to which the applicant has provided prior past 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 and/or other documentation that highlight prior success in accomplishing the goals outlined in the RFA. The extent the applicant has completed the required three “past performance – attachment a form” 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The extent to which the applicant has allocated the funds (i.e., per group – employee’s employers and residents). 	
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>
- Application package can also be found at 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

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 at 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 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 Award Orientation;
- Mandatory pre-program trainings (VOS, Personal Identifiable Information Training);
- Pre-program site visit;
- Obtainment of insurance requirements by ORM;
- All other DOES mandatory meetings as assigned.

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
Program Timeline/Schedule	Prior to start of the award
Timesheets/Attendance Forms	Weekly

Participant Evaluations	At the end of each cohort, or at the completion of the program by each participant
Monthly Expenditure Report	Due by the 10 th of each Month
Monthly Program Report	Due by the of 5 th each Month
Collect and report data on translation of all vital documents for limited or non-English proficient (LEP/NEP) individuals.	Quarterly

Deliverable(s)

- Orientation for program participants within in two weeks of completing recruitment activities
- Pre-Assessment Basic Skills Test
- Post-Assessment Basic Skills Test
- Place 65% of participants into unsubsidized employment
- Post-Employment Follow-up (up to 3 months)

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:

PAYMENT #1 - Base Amount	PAYMENT #2 (monthly cost reimbursement)	Payment #3
60%	10%	30%

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 – 10% of the grant award will be issued out on a monthly cost reimbursement basis. Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee.

PAYMENT # 3 – The remaining 30% of the grant award will be awarded when a minimum of 65% of program completers (25 participants) are be placed into a job by the grantee. The participant must commence the job for the placement to be counted towards this goal. The grantee is expected to obtain proof of participant start (i.e. paystub or employment verification letter).

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

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