



DISTRICT OF COLUMBIA GOVERNMENT  
OFFICE OF THE DEPUTY MAYOR FOR EDUCATION (DME)

WORKFORCE INVESTMENT COUNCIL (WIC)

## FY2022 EMPLOYER PARTNERSHIP TRAINING GRANT

REQUEST FOR APPLICATION (RFA)

ANNOUNCEMENT DATE: DECEMBER 10, 2021

**GRANT ROUND #1**

**SUBMISSION DEADLINE: JANUARY 26, 2022 AT 8:00PM EST**

VIRTUAL INFORMATION SESSION:

DECEMBER 15<sup>th</sup> at 12:00PM EST

**GRANT ROUND #2**

**SUBMISSION DEADLINE: APRIL 15, 2022 AT 8:00PM EST**

VIRTUAL INFORMATION SESSION:

FEBRAURY 15<sup>th</sup> AT 10:00AM EST

Authorized contact person for matters concerning this RFA is:

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## **OVERVIEW AND REQUIREMENTS**

The DC Workforce Investment Council (WIC) is a private sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

The mission of the WIC is to lead with a sense of urgency to help create a fully integrated, comprehensive workforce development system that effectively meets jobseeker and business needs, while ensuring accountability, high performance, coordination, transparency, and effective leadership at all levels.

The DC Workforce Investment Council (WIC) is soliciting grant applications in this Request for Applications (RFA) to enable DC employers to invest in their workforce. The goal of this grant program is to support businesses in investing in opportunities to prepare DC residents to succeed and advance in a rapidly changing economic environment through developing and honing their in-demand skills. Additionally, the WIC will assist Grantees in the development and implementation of skills-based hiring practices. By offering financial support for workforce training, the program aims to benefit both employers and workers. Training funds will enable employers to deliver training programs that can reduce turnover and increase productivity. At the same time, Training Participants will benefit from developing new skills, increased compensation, and improved job quality.

To achieve this goal, employers will partner with training providers, including public, private non-profit or for-profit educational entities, or community-based organizations to plan and design quality customized training and skills development opportunities for new or existing employees. Employers may also propose expanding existing training programs to address unmet industry demand. Employers may use the training provider(s) of their choice. In rare cases, grant funds may be used to cover the cost of internal trainers (company employees) if no suitable alternative is available.

It is expected that all Training Participants will earn at least 120% of minimum wage upon successful completion of training. Applicants may request consideration of Projects that do not meet this requirement but must submit evidence regarding why this wage threshold cannot be met, how investment in these skills and occupations support continued opportunities for worker career or wage advancement, and any additional information regarding non-wage benefits, supports or economic mobility opportunities available to Training Participants. It is expected that training for existing employees or Incumbent Worker training will lead to increased wages and/or a promotion, while training for new hires or New Worker training will lead to full-time employment with the business(es) participating in the proposed Project.

This grant will reimburse 100% of eligible expenses for New Worker training and up to 60% of eligible expenses for Incumbent Worker training. Please review closely the additional details regarding eligible Training Participants and eligible expenses in this solicitation.

Applicants should propose and explain their choice of training models. Training may be delivered in partnership with an external provider, include on-the-job training, or work and learn training programs. It is not advisable to propose coaching and/or one-on-one training.

Applications that target training for occupations in the District of Columbia's high-demand industries of **Business Administration and Information Technology (IT); Construction; Hospitality and Tourism; Infrastructure; and Law Enforcement and Security** will be prioritized, however training for occupations in other industries will also be considered. Healthcare training will not be considered in this RFA as the WIC will release a separate RFA in late 2021 targeting workforce training specifically in healthcare. For more information on that funding opportunity please visit [www.dcworks.dc.gov](http://www.dcworks.dc.gov) and <https://communityaffairs.dc.gov/content/community-grant-program>.

This grant seeks to achieve the following outcomes for each funded Project:

- At least 75% of Training Participants will successfully complete training.
- At least 80% of New Workers that successfully complete training will be placed in unsubsidized jobs at or above 120% of DC's current minimum wage level of \$15.20 per hour, with the goal of being retained for at least six months after being hired.
- All Incumbent Workers participating in training will either: receive a wage increase or promotion upon successful completion of training. Upskilled employees should be retained for a period of at least six months following training completion.
- All Training Participants will gain and/or enhance skills required by the identified industry; New Workers must obtain an industry recognized credential or certification, and Incumbent Workers must receive documentation of skills gained in a format approved by the WIC and the Grantee.

## **ABSOLUTE PRIORITIES**

Each Applicant must identify which Absolute Priority outlined below it is seeking to address. Applicants may seek to address one or both of the following priorities. Only grants that meet at least one of the Absolute Priorities will be considered for funding.

### **Absolute Priority 1: Training for Incumbent Workers**

Training of Incumbent Workers must:

- Lead to advancement and/or wage gain upon successful completion of the training.
- Include documentation of skills gained and how they are determined to be competitive within the industry or sector, to be approved by WIC and Grantee.

Incumbent Worker training may include:

- Training on recently purchased equipment or software
- Training to offer new services or products to reach new markets.

- Training to provide existing employees new skills to advance into hard to fill positions or take on significant new responsibilities; this may include industry-recognized certification or credential.
- Training to update workers’ skills which are necessary for the business to become or remain competitive in their industry or sector.

**Absolute Priority 2: Training for New Workers**

Training for New Workers must:

- Be completed in six months or less.
- Lead to an industry-recognized credential or certification.
- Be delivered in partnership with a licensed Training Provider.
- Prepare Training Participants to enter full-time, year-round employment.

Additional factors for Projects that will be highly considered for both Absolute Priorities include:

- Projects where the Applicant has made a commitment to provide significant private investment in training during and after the grant award period;
- Projects that will serve individuals most impacted by COVID-19, such as those who are unemployed, people of color, and those from historically underserved communities;
- Projects that lead to both the promotion of Incumbent Workers and backfilling the resulting vacancies through hiring new employees;
- Projects that seek to fill positions that are well-compensated, in areas of stable or growing employment, and are automation resilient. For more information on how this might be demonstrated, see [National Fund for Workforce Solutions’](#) characteristics of good jobs, found in their 2020 report, “Race and the Future of Work”;
- Projects that have a significant impact on the growth of the industry; and
- Projects where training would make a difference in the company’s productivity, competitiveness, and ability to do business in the District.

**DEFINITIONS**

Applicant	Organization submitting the grant application.
Employer	One or multiple Employers submitting the Application to this grant. Informing the development of the proposed training and committing to hiring and/or advancing or increasing wages of successful Training Participants.
Grantee	The organization provided a grant by the District, including sub-grantees.
Incumbent Worker	A paid, full-time, year-round employee employed by the Employer.
Industry-recognized Credential or Certificate	An industry-recognized credential is a verification of an individual’s qualification or competence. A third party with authority (U.S. Department of Labor, 2010) issues a credential. Industry-recognized credentials are valued in the labor market and are a validation of knowledge and skill. They can take many forms, including certifications, certificates, and licenses.
New Worker	Individual participating in training that is not an Incumbent Worker with the

	Employer(s).
Project	Activities included in the grant proposal—inclusive of training, supports for Training Participants, etc.
Training Provider	Organization that will provide training proposed in the grant application. Must have appropriate licensure or accreditation, if applicable.
Training Participant	Individual participating in training; can include Incumbent and/or New Workers.

**ELIGIBLE TRAINING PARTICIPANTS**

**All Training Participants must:**

- Be at least 18 years old
- Sign a self-attestation indicating that they were impacted by the COVID-19 pandemic
- Not yet have completed a bachelor’s degree or higher from an institution of higher education OR, if they have completed a bachelor’s degree, provide documentation demonstrating that they are from a low- or moderate-income household (up to 80% of the Washington Metropolitan Statistical Area Median Family Income (MFI), previously referred to as Area Median Income (AMI). The MFI for a household of 4, as published by the U.S. Department of Housing and Urban Development (HUD) on April 1, 2021 is \$129,000).

**New Worker Training Participants must:**

- Currently reside in the District of Columbia.

**Incumbent Worker Training Participants:**

- May include non-DC residents, however per person training costs will not be reimbursed for non-DC residents.

**AVAILABLE FUNDING**

The total amount of funding available is \$5,900,000 per year. WIC anticipates making between 8-12 grant awards. The maximum award amount is \$750,000. There is no minimum grant award amount, but the WIC may choose not to fund Projects that propose serving fewer than 20 individuals.

The application periods are the following:

Grant Round	Application Due Date	Anticipated Award Period	Anticipated Award Date
#1	January 26, 2022	February 18 - September 30, 2022	February 18, 2022
#2	April 15, 2022	May 6 – September 30, 2022	May 6, 2022

Grants will be funded during the initial grant award period with the option of up to two additional years, pending the availability of funds and WIC’s determination that the Grantee’s performance has met the minimum performance standards outlined in the grant agreement.

The anticipated award period for **Grant Round #1 is February 18 – September 30, 2022**. The

anticipated award period for **Grant Round #2 is May 6 – September 30, 2022**. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the grant award period or after the expiration of the grant award period are not allowable.

The Workforce Investment Council also reserves the right to, without prior notice, reduce or cancel one or more programs listed in the RFA, reject all applications, adjust total funds available, or cancel in part or whole.

The source of the funds for this grant is the Coronavirus State and Local Fiscal Recovery Funds and shall be used as permitted by American Rescue Plan Act of 2021 (ARPA) § 9901, Pub. L. No. 117-2, codified at 42 U.S.C. § 802 et seq.

For more information, see:

American Rescue Plan Act of 2021:

<https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>

31 CFR Part 35 Interim Final Rule:

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

## **ALLOWABLE USES OF FUNDS**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis. The WIC reserves the right to suspend, deny, or limit advance payments.

Per-participant training fees, stipends or training wages can only be reimbursed for Training Participants who currently reside in DC. Proposed training stipends or training wages should be proposed in the application and will be subject to approval and amendment by the WIC, to be codified in the final grant agreement. Non-DC resident Incumbent Workers may participate in training programs, but per-participant costs for these individuals will not be reimbursed.

Applicants should negotiate the costs of instruction and related training materials with training providers to ensure that proposed costs are reasonable, necessary, and competitive. Fees for courses are expected to be market-based. If market-based fees for comparable training are significantly lower than a requested amount, the Applicant should expect a reduced grant amount.

### **Allowable uses of grant funds include:**

- Training fees or tuition for Incumbent Workers earning new and documented skills.
- Training fees or tuition for Participants as they obtain an industry-recognized credential or certificate.
- Training fees for foundational and/or digital literacy skills for new employees who also obtain an industry-recognized credential or certificate.
- Costs for delivering training that is designed or customized to meet the specific requirements of a business.

- Costs for course books and other testing and/or training materials.
- Costs to support access to internet and/or internet-enabled devices required to participate in training.
- Costs for assessments of Training Participants at the beginning and/or end of the training period.
- Instructor salary and expenses.
- Rental costs for external space for training courses.
- Fees for credentialing or certification exams.
- Stipends for New Worker Training Participants.

**Training Funds cannot be used for:**

- Training for Incumbent Workers that does not qualify under the following:
  - Training on recently purchased equipment or software
  - Training to offer new services/products to reach new markets
  - Training to promote current staff or give current staff new skills to advance into hard to fill positions or take on significant new responsibilities
  - Training to update skills that are necessary in order for the business to be competitive
- Training that is mandated by the government and considered the responsibility of the employer (such as sexual harassment training, diversity training, and mandated safety training).
- Ongoing training that is already being provided by the business.
- The costs of travel or consulting services.
- Training that does not lead to a specific skill or credential, such as new employee orientation, onboarding training, and informal job shadowing.

Funds must be used for the purpose and goals of the project. Cost must be allocable, reasonable, and necessary. Allowable costs are those that the WIC shall determine as valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget. Non-allowable costs are costs that are unallocable, unreasonable, and unnecessary.

**Examples of non-allowable costs include but are not limited to:**

- Alcoholic beverages
- Entertainment
- Fundraising or lobbying cost
- Fines and penalties

**ELIGIBILITY AND AWARD LIMITATIONS**

Eligible Applicants include a single employer, a multi-employer consortium, or an employer or industry association or organization. Consortium Applicants must identify the lead employer Applicant. Employers must be actively involved in the planning and design of the Project and all



organizations identified in the application must submit documentation that outlines the organization's roles and responsibilities in the Project.

Employers must be registered to do business in the District of Columbia and be in good standing.

Examples of lead Applicant for those applying as a consortium include:

- Business association (i.e., a chamber of commerce or industry association group)
- Two or more employers that independently created the consortium for the purpose of applying for this grant

An Applicant may submit applications for more than one Project, if applicable. If an Applicant proposes more than one Project, it must do so in a separate proposal and submit all corresponding required documents.

Applications that do not meet the technical requirements (e.g., incomplete application, ineligible organization(s), or missing documentation) will not be considered for funding.

Sensitive information such as trade secrets, commercial, or financial information disclosed in the application for, or administration of, a Workforce Training Fund Program grant is protected from public record. All financial statements and information pertaining to the earnings of individual employees will be protected from public record. Any additional trade secrets, commercial, or financial information that should be protected from public record should be identified by Applicants or grant recipients.

Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a Project). A review panel will evaluate the applications for the grant according to the stated list of criteria in each project's description. The proposal/s with the highest score/s will be awarded grants.

Specifically, grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the applicants' capacity to achieve the grant's goals.

Continuing conditions of eligibility are that the information in the application is complete and truthful, and that the Applicant can meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise WIC in writing of this change in material conditions.

Additionally, Grantees will be required to participate in meetings with the WIC to discuss performance, disseminate and/or obtain information relevant to their program, discuss policy changes and related requirements with Grantees. Grantees will be asked to participate in capacity building, networking, and training offered by WIC and its partners; this will be outlined in greater

detail in the grant agreement.

## **INFORMATION SESSIONS**

The WIC will host two (2) online information sessions for interested applicants. To register, please send an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by December 14, 2021. Registration is encouraged but not required. Recordings of the information sessions will be available and posted within 48-hours following the live presentation.

### **Information Session: Grant Round #1**

**Wednesday, December 15, 2021 from 12pm-1pm**

Meeting link: <https://dcnet.webex.com/dcnet/j.php?MTID=m6502e53620bfcff1f0a6a81a1cd9af13>

### **Information Session: Grant Round #2**

**Tuesday, February 22, 2022 from 10am-11am**

Meeting link: <https://dcnet.webex.com/dcnet/j.php?MTID=mcd2426c2a7a0289dc5b60e323206d7af>

## **SUBMISSION GUIDELINES**

All applications must be submitted via the online application system. More information on the system will be provided in an addendum which will be posted to [dcworks.dc.gov](http://dcworks.dc.gov) by December 30, 2021.

**All applications must be submitted in the online system no later than:**

- **January 26, 2022 for Grant Round #1**
- **April 15, 2022 for Grant Round #2**

All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by WIC, any additions or deletions to an application will not be accepted after the specified deadline. WIC is not responsible for unreadable, incomplete, and/or out-of-order submissions.

WIC is not responsible for malfunctions of the online platform. WIC advises prospective Applicants to upload any documents according to the online application guidelines which will be posted in an addendum on the [dcworks.dc.gov](http://dcworks.dc.gov) by December 30, 2021.

## Submission Components

### 1) Project Summary

- A. Provide a brief one paragraph summary that explains the project.

### 2) Experience and Qualifications

- A. Name the organizations participating in this application and specify their roles and responsibilities.
- B. Provide statements of qualifications and additional information for each organization:
- **Employers:** At a minimum include industry, number of employees, years in business, current operating model (in-person, hybrid, remote), past experience providing current and/or new employee training.
  - **Training providers:** Include evidence of relevant licensure or accreditation, if applicable, and evidence of past success in credentialing trainees and placing trainees in employment. Describe any previous collaborations between the Applicant and the training provider.
  - **Consortium Applicants:** If a non-employer organization is serving as lead Applicant, include experience in grant management, if applicable, and relationship and experience with employers applying as part of the consortium. Include any additional information that demonstrates how Applicant is positioned to provide support to the relevant industry(ies) the Project seeks to address.
  - **Other organizations** (e.g., unions or community-based organizations that will assist with trainee recruitment or participant support): Include any additional relevant information regarding their experience and ability to support the proposed Project.
- C. Provide information on the experience of Applicants in expanding access and/or opportunity for historically underrepresented populations, and in developing or implementing policies related to diversity, equity, and inclusion in the workplace or around hiring practices.
- D. Provide information on the staff that will support the Project from each organization. Please explain individuals' roles in support of the Project. Resumes must be provided. (submit resumes as attachments)

### 3) Project Description

Organize this section of your application in accordance with the outline below.

#### A. Statement of Need and Objectives of the Project

- i. Identify which Competitive Priority(ies) this project seeks to address, as explained on page 3 of this RFA.
- ii. Describe the recruitment, talent or skills needs or challenges that the Applicant seeks to address with this grant. Is this a one-time or ongoing issue?
- iii. If the proposed training is not in one of the high-demand industries referenced

in this RFA, provide information on regional employment and labor demand in the field of training.

- iv. State the specific objectives this project will achieve. Identify ways in which the training will make a difference in Employers' productivity, competitiveness, and ability to do business in the District.
- v. Identify the benefits of the training for Incumbent Workers and/or New Workers.
- vi. Describe the potential impact of the training on the Applicant's industry.
- vii. Applicant must provide a work plan that includes a timeline for Project implementation. (submit as an attachment)

**B. Training Participants**

- i. Identify how many Training Participants the Project seeks to impact; please distinguish between Incumbent Workers and New Workers if Projects seeks to support both.
- ii. Describe the assessment and enrollment process for Training Participants and identify any minimum requirements for participation.
- iii. What resources and supports will be provided to support successful completion by Training Participants?
- iv. **For Incumbent Workers:**
  - 1. Identify the population this Project seeks to train, including job titles, current wages, and whether this Project proposes to lead to increased wage and/or promotion for Training Participants who successfully complete the training. Please provide additional information regarding the proposed wage increase level(s) and/or promotion opportunities that may be available to Training Participants upon completion of training.
  - 2. Are the Incumbent Workers individuals from historically underserved populations, including women or communities of color? Provide any relevant information regarding the demographics of the Incumbent Worker population that would participate in Project training.
- v. **For New Workers:**
  - 1. Identify the positions this Project seeks to fill and how these vacancies impact the business' viability and competitiveness. Include the number of current or projected future vacancies, titles, and wages.
  - 2. How does Applicant propose identifying and recruiting Training Participants? Provide additional information about any partnerships, resources, or strategies Applicant proposes to meet projected training enrollment targets.
  - 3. Will Applicant seek to recruit from historically underserved populations, including women or communities of color; formerly incarcerated individuals; low- or moderate-income individuals; or individuals who

are currently unemployed? Will the business engage the public workforce system to help recruit New Workers?

4. What supports will be provided to individuals that successfully complete training, including supports during and after the hiring process?

**C. Proposed Training**

- i. Please provide the following details for each proposed training. If Applicant seeks to train both Incumbent Workers and New Workers, separate information is required for each type of training proposed.
  1. Identify the type and length of training that is being proposed.
  2. If multiple training cohorts are proposed during the grant award period, please provide information regarding cohort sizes.
  3. List the anticipated skills gained or sought to be enhanced through the proposed training.
  4. Describe the instructional format (in-person, remote, or hybrid) and how this Project will support individuals who may have limited or no access to internet or devices required to participate in training.
  5. Identify the credential or certificate that Training Participants will earn upon completion of the training program.
  6. Identify where training will be provided, including whether it will be provided in Employer's facility(ies) or at another location. If training will be provided at another location, please provide details for that location, if known, or how Applicant will identify a location if awarded a grant.
  7. Applicants must provide information about the proposed Training Provider that will deliver training, including an explanation of how and why the provider was selected.
  8. Applicants must provide a syllabus or detailed course outline for proposed training. The syllabus or training course description should list and describe topics and sub-topics included with the sequence, allotment of time, and relevant information about how instruction will be delivered. (submit as an attachment)
  9. Applicant is encouraged to provide any additional information that may assist reviewers in evaluating whether the training is applying best practices, distinguishable from consulting services, reasonably priced, appropriate for proposed Training Participants, an allowable use of grant funds, and is logically related to the objectives and success metrics proposed. Inadequate course descriptions will result in delays or rejections.

**D. Measurement of Project Success**

- i. For proposed training programs, please provide the following—if Applicant seeks to train both Incumbent Workers and New Workers, please provide the following details for each proposed training, separately:
  1. Total number of Training Participants that will be impacted by the Project.
    - a. Given the goals of the program, listed on Page 4 of this RFA, please explain how the Project will ensure goals of training completion, hiring, wage increase and/or promotion, and retention will be met.
  2. Describe the Applicant’s plan for monitoring program implementation, including how it will work with the Training Provider and any other organizations that will support the Project.

**E. Sustainability**

- i. Please explain how or if Applicant plans to continue Incumbent Worker or New Worker training beyond the grant award period. How will the cost of future training be covered after the end of the grant award period?

**4) Project Budget**

Applicant must submit a budget narrative as well as a numeric budget as part of the application package. For the numeric budget, WIC strongly urges Applicants to use the budget format provided in the online application system which will be posted to an addendum on [dcworks.dc.gov](http://dcworks.dc.gov) website by December 30, 2021.

- A. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”
- B. If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested.
- C. For Incumbent Worker Training: If the Project seeks to include non-DC residents as Training Participants, please ensure budget reflects an assumption of Employer covering 100% of the per person training costs for non-DC residents. Costs associated with training that benefit DC- and non-DC residents (e.g., instructor salary and expenses, space rental costs) can be covered by this grant.

**REQUIRED DOCUMENTS**

Each of the following documents must be filed as part of the grant application, if applicable. If the document is not in this filing, WIC may not deem the application complete. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, WIC may accept a copy of the Applicant’s request to the agency for the purpose of

deeming the Application complete.

**1) Certificate of Clean Hands**

Obtain a Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR) verifying that the applicant is current and shall remain current on the payment of all federal and District taxes throughout the pre-award process and the grant's period of performance.

**2) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA") in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. WIC requires, as a condition of continuing eligibility, that a Grantee stay current on such obligations during the period of the grant.

**3) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). WIC defines "current" to mean that the document was completed within the same calendar year as that of the application date.

**4) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

**5) Financial Statements**

All Applicants are required to submit a copy of the most recent and complete set of audited financial statements available for the Applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the Applicant must provide, at a minimum, an organizational budget, an income statement (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 three years before the date of the grant application.

- 6) All Applicants are required to submit their **Employee Identification Number (EIN) System Award Management (SAM) status, and Dun & Bradstreet (DUNS) number**. If documents are not available at the time of submission, they must be available at the time of the award.
- 7) All Applicants must include a Policies and Procedures Manual and/or another document that details their **subcontracting plan**.

## **REPORTING REQUIREMENTS**

The Grantee will be required to identify, track, and report on performance measures through the quarterly and final programmatic reports

The Grantee must submit the following reports as a condition of continuing eligibility for funding. A full list of the performance measures will be included in the grant agreement.

The WIC will provide a programmatic report template with the grant award package. The final report must include quantification by the Grantee of the Project's outputs and must describe the extent to which project outcomes met the objectives of the funded proposal. The report will also require submission of data and analysis of the data.

### **Report due dates are the following dates:**

#### Grant Round #1

Quarter 1 (February - April):	May 15
Quarter 2 (May - July):	August 15
Quarter 3 (August - September):	October 5

#### Grant Round #2

Quarter 1 (May - June):	July 15
Quarter 2 (July - September):	October 5

If a report's due date falls on a weekend or District holiday, the report will be due the next business day. WIC staff will monitor training progress by collecting information on a quarterly basis (every 3 months). The information collected will determine financial reimbursement for the training that has taken place in that period. Below is a list of information that may be collected for each progress report, subject to final approval and codification in signed grant agreement:

- Updated Quarterly Progress Report with Training Participant status and course hours



- Summary of training expenses with backup documentation\*

\* The chart below outlines the types of costs and allowable forms of backup documentation.

<b>Expenditure</b>	<b>Supporting Documentation</b>
External Instruction	Cancelled checks or general ledger report accompanied by invoice
Internal Instruction	Payroll or general ledger report accompanied by invoice (invoice must include: name, hours of training, hourly wage and total cost)
Tuition/Fees	Cancelled checks or general ledger report accompanied by invoice
Books or other training materials	Receipts, cancelled checks, or general ledger report accompanied by invoice
Trainee Wages	Payroll report or general ledger report
External Training Space	Invoice accompanied by cancelled check or general ledger report

Grantees are required to keep trainee activity logs or sign-in sheets for each instance of training. The Grantee is required to keep these logs on file and available for audit for at least three years after training completion.

## **REIMBURSEMENT OF PROJECT EXPENDITURES AND DISBURSEMENT OF FUNDS**

WIC will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, WIC may advance funds at the beginning of the grant award period for good cause approved by WIC at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

To request reimbursement, Grantees must submit invoices electronically through the DC Vendor Portal: <https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice. Payments are processed according to the DC Quick Payment Act Of 1984.

Grantees will receive reimbursement for the quarterly costs incurred once the documentation (detailed above) has been submitted for that quarter of training. If any documentation is missing or unclear, your reimbursement may be delayed or withheld. Reimbursements will be capped at the awarded amount. Reimbursements will only be made on eligible and documented costs incurred.

The final quarter’s costs will be considered a close-out payment for the grant and will not be reimbursed until reporting requirements outlined in grant agreement have been fulfilled. Additionally, the payment will be paid in full if your business meets the projected hiring and/or wage increases identified in your grant. If your business meets some goals, but falls below the projection, the payment will be pro-rated accordingly. If no goals are met, the close-out payment will be forfeited.

## **MODIFICATIONS OF PROJECT SCOPE**

- Modifications to project scope must be approved by WIC staff.
- Grantees are expected to keep WIC staff apprised of the project's progress and to alert staff of any possible divergences from the approved original scope. Divergences could include, but are not limited to changes in:
  - Cost
  - Training providers
  - Number of trainees
  - Subject matter and/or length of classes
  - Number of training hours
  - Frequency of courses
  - Amount of wage gain (% increase)
- Grantees have up to 30 days after the final grant execution date to propose modifications to their training plan. Modifications proposed after 30 days may result in a reduced or forfeited close-out payment at project completion or unconditional rescission of award.
- WIC staff reserves the right to approve or deny these requests based on executive level review of modified application materials submitted by the business.

## **AWARD ANNOUNCEMENT**

Anticipated time for processing applications is thirty (30) days after the deadline for submission of applications. WIC will send a response letter to eligible Applicants, informing them of their application status. WIC may request supplemental documentation.

## **UPDATES AND QUESTIONS AND ANSWERS (Q&A)**

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up to date on the status and requirements of the grant for which it is applying.

The agency welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [dcworks@dc.gov](mailto:dcworks@dc.gov).

The agency will publish updates and Questions and Answers (Q&A) regarding the RFA online at [www.dcworks.dc.gov](http://www.dcworks.dc.gov) within three (3) business days after each information session.

The deadline for receipt of any questions is one week prior to the application deadline.

## **APPLICATION REVIEW**

### **1) Initial Screening**

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
- 2) The application package is not complete (see requirements in Application Checklist);
- 3) The application narrative fails to address the program priorities; or,
- 4) The application does not fall within the scope this RFA.

## 2) Independent Review Panel

This is a competitive grant. To ensure fair assessment of grant applications, WIC will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review screened applications and submit scoring, ranking and comments to WIC.

## 3) Final Review

Based on the independent review panel recommendations, the Mayor's budget priorities, the resources available, and the goals of the program, WIC will make the final funding decision after taking into consideration the independent review panel's recommendations. **The final funding decision cannot be contested or appealed.**

## SCORING CRITERIA

The application must provide sufficient information for WIC to determine merit of the application.

Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application's score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

### Experience and Qualifications (25 points)

- 1) Do the Applicant and its partners demonstrate the organizational capacity to implement the proposed activities?
- 2) Does the Applicant have past experience providing current and/or new employee training?
- 3) To what extent does the training provider have a successful history of designing and delivering high quality, comprehensive programming for the targeted trainee population?
- 4) To what extent does the Applicant demonstrate an understanding of and commitment to race equity and inclusion in the workplace and in hiring processes?
- 5) Does the applicant identify qualified personnel to work on the project?

**Statement of Need and Objectives (20 points)**

- 1) The applicant's statement of need must address both the need for training and the need for grant funds. Awards will not be made to fund programs that would exist without WIC support. Information should be provided regarding current training budget(s) and additional information that speaks to how these funds will enable training that wouldn't otherwise be possible.
- 2) Is the proposed training in a high-demand industry or occupation?
- 3) What benefits will Incumbent Workers and/or New Workers see as a result of the training?
- 4) How will the Applicant's industry benefit as a result of the training?
- 5) Will this project result in positive economic impact to Washington, DC?

**Project Description (30 points)**

- 1) Who is the target population of trainees?
- 2) What is the total number of Training Participants Applicant seeks to serve?
- 3) Does this project target District residents negatively impacted by COVID-19?
- 4) Do target Training Participants include those from historically underserved populations and areas, communities of color, women, and youth? This is not required, but Applicants who seek to prioritize these individuals will receive favorable consideration.
- 5) How will the Applicant recruit and assess residents for skills and challenges?
- 6) How will the program prepare New Workers for employment? Or, How will the program lead to increased wages for Incumbent Workers?
- 7) Has the Applicant demonstrated an effective instructional format (in-person, remote, or hybrid) and accommodations for residents impacted by the digital divide
- 8) Is training logically related to the objectives and success metrics proposed?
- 9) Is training completed in six months or less?
- 10) How will the program ensure that participants complete the training? Retain the job?
- 11) What are the estimated wages and/or wage gains for Incumbent Workers and/or New Workers being trained? Are they at least 120% of District minimum wage (\$15.20/hr)?
- 12) Are the credentials or certifications being proposed industry-recognized and transferrable?
- 13) Is there a plan or process in place to ensure ongoing performance monitoring and measure program outcomes?

**Sustainability (15 points)**

- 1) What is the sustainability plan for this project beyond the grant award period?

**Budget (10 points)**

- 1) Is there evidence in the proposal of leveraging of resources and in-kind contributions, which will assist in meeting proposal outcomes?
- 2) Does the cost per participant and the total allocation sought constitute an effective use of resources?
- 3) Does the projected budget effectively support the proposed program and its target outcomes?

**APPLICATION CHECKLIST**

<b>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or N/A for not applicable.</b>		
1.	Is the applying organization eligible for funding from WIC according to the eligibility requirements?	
2.	Does the proposal include a project description and all the information required of the proposal?	
3.	Is a numeric budget and budget narrative, included in the application?	
4.	Do the line items in the proposal budget consider the allowable and non-allowable costs?	
5.	Does the application package include a Certificate of Clean Hands that is active for the performance period?	
6.	Does the application package include IRS W-9 Tax Form?	
7.	Does the application package include a Tax Exemption Affirmation Letter, if applicable?	
8.	Does the application package include the applicant's most recent audited financial statements?	
9.	Does the application package include the organization's Policies and Procedures manual or another document that details a subcontracting plan?	
10.	Is the applicant registered in the System for Award Management (SAM)?	
11.	Does the applicant provide a DUNS number?	
12.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDIX A**

### **TERMS AND CONDITIONS**

Funding for this grant is contingent upon continued funding. This RFA does not commit WIC to make a grant award.

WIC reserves the right to accept or deny any or all applications if it is determined to be in the best interest of WIC to do so. WIC shall notify the Applicant if it rejects their application. WIC reserves the right to suspend or terminate an RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

WIC reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to amend, extend, or rescind this RFA. WIC reserves the right to request additional information from any Applicant.

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

WIC 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.

WIC 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.

WIC shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the Grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by WIC; and compliance conditions that must be met by the Grantee.

If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the Applicant to ensure compliance.

WIC reserves the right to withhold funds and/or withdraw a grant award to Applicants who change vendors during the period of performance prior to submission and approval by WIC.

## APPENDIX B

### REQUIRED GRANTEE FORMS

To remain eligible for this grant, all supplemental documentation must be submitted to WIC within 5 business days of receipt of grant award letter. An Applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

1. Proof of Insurance.
2. Automated Clearing House (ACH) Form – Approved Grantees will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved Grantees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO) Statement with the District's Office of Human Rights.
4. Grant Agreement - Applicants are required to sign an agreement setting forth the terms and obligations that will serve as conditions for Applicant's receipt of the applicable grant funds.
5. If applicable, the selected Applicant will be required to execute a First Source Employment Agreement with the District Department of Employment Services governing certain obligations of Grantees regarding job creation and employment generated as a result of the grant under the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265.
6. If applicable, Applicants will be required to provide a copy of their subcontracting plan. The Plan should include governing certain obligations of under the Small and Certified Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§ 2-218.01, et seq.).