



DC Department of Employment Services
Workforce Development Bureau

**2021 Registered Apprenticeship Sponsor
Expansion Initiative**

Request for Applications (RFA)

RFA No.: DOES-Workforce Intermediate Initiatives 2021

RFA Release Date:

April 26, 2021

Pre-Application Conference

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

May 10, 2021

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

Attendance is highly encouraged.

Please confirm attendance at: ogagrants@dc.gov

Application Submission Deadline:

June 1, 2021 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

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Section A: Funding Opportunity Description

Background

The District of Columbia Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES prepares unemployed and underemployed participants for employment opportunities in high growth industries, through workforce readiness, career exploration, and experiential, hands-on programs.

DOES, through its Office of Apprenticeship, Information, and Training¹ (OAIT), monitors registered apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices, and provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Registered apprenticeship programs are proven models of apprenticeship, that have been validated by U.S. Department of Labor (DOL) or the Social Security Administration, offering workers paid relevant workplace experiences and enabling employers to train current workers for their future workforce needs. Registered apprenticeship programs are proven solutions for businesses to recruit, train, and retain highly skilled workers.

Using State Apprenticeship Expansion grant funds issued by DOL, DOES OAIT seeks to expand apprenticeship opportunities even further within our current apprenticeship system. Through this RFA, DOES intends to foster economic development and growth in the District of Columbia by providing workforce development services, bringing together employers and job seekers in both traditional and non-traditional sectors and promote the development of new non-traditional apprenticeship and pre-apprenticeship opportunities.

Scope

As part of the Registered Apprenticeship Sponsor Expansion Initiative, DOES OAIT is seeking high quality, structured and innovative grant applications from registered apprenticeship programs or new organizations to develop, implement and/or expand existing or new registered apprenticeship programs that lead to District residents receiving workforce training, exposure and placement into apprenticeship programs in both traditional and non-traditional sectors and promote the development of new non-traditional pre-apprenticeship and apprenticeship

¹ DOES OAIT is the State Apprenticeship Agency responsible for registering apprenticeship programs and monitoring registered apprenticeship programs for compliance with federal and District law.

opportunities. The proposed program must lead to increased pre-apprenticeship and apprenticeship opportunities and direct entry to registered apprenticeship programs in the approved industries for the following specialized populations: (1) minority youth, ages 18-24; (2) inclusive populations (individuals possessing physical or mental conditions(s) that limits movement, senses, or activities); (3) women; or (4) veterans. GRANTEES shall use grant funds to primarily support workforce training costs related to the following apprenticeship functions: On-the-Job Training (OJT), On-the-Job Learning (OJL), and related technical instruction (RTI). Apprentice supportive services² are allowable costs under this RFA at a value of no more than 10% of proposed budget.

Based on performance and funding availability, DOES may exercise up to three (3) option years. The components of a successful application are described in this RFA.

The total funding available for this grant opportunity is \$110,000, which will be awarded to at least one (1) organization.

The following sections detail the components of a successful application.

Application Requirements for Current Registered Apprenticeship Programs

The application should include a program narrative explaining the apprenticeship program, a budget, and specific plans detailing how funded workforce training support will expand the applicant's current apprenticeship model. The application should detail what workforce training activities will be funded under this grant and, how the training activity will be accomplished. In addition, the application should include a detailed plan as to how the organization intends to recruit, engage, and hire individuals representing the specialized populations described above into newly created apprenticeship opportunities.

The application should also detail the proposed apprenticeship expansion workforce training that will be implemented as a result of the grant funds to include the number of new available apprenticeship positions that will be made possible and the timelines towards filling these new hires. DOES will prioritize applications that detail the apprenticeship expansion of current RAPs leading to 3 or more new apprenticeship opportunities being created within the grant period of performance.

The application should consist of assurances that all DOES and OAIT regulations and data collection methods (federal, state, and local) will be adhered too. The application should detail the applicant's process to enter all applicable apprentice information into the DC Apprenticeship Management System (DCAMS) per state and local requirement and provide information on how the applicant will consistently ensure this is executed.

All funded programming must be DOES branded and in accordance with DOES standards. All applications should be submitted via the Grant Management System by 5:00 pm on June 1, 2021.

Application Requirements for Proposed Apprenticeship Programs

² work uniform costs or apprentice transportation costs, etc.

An apprenticeship sponsor can be an individual employer, employer association or partnership between employers and labor unions (public and private). Employers and organizations applying for funding support leading to the development and registration of a new apprenticeship program should include a program narrative detailing the following:

- Proposed apprenticeship program overview including employment sector, apprentice able occupation, long-term job outlook, availability of positions in the District, and wage.
- Plan and timeline to complete apprenticeship standards, a requirement of all registered apprenticeship programs. Apprenticeship standards, which is a written plan, embodies the terms and conditions for the employment, training, and supervision of apprentices according to apprenticeship regulations.
- Plan to complete OJL, OJT and RTI, within the apprenticeship program, and how funds under this RFA will support these functions.
- Timeline of seeking registration of the newly created apprenticeship program with the District of Columbia Apprenticeship Council (DCAC). The DCAC meeting calendar for 2021 is, May 27, July 22, Sep 23, and Nov 18. Under this RFA, preference is to receive applications for organizations that are able to create new apprenticeship programs by the September 23, 2021 DCAC meeting.
- Approach to and timeline of apprentice recruitment, interviewing, and hiring post apprenticeship program registration.
- Key personnel responsible for oversight and management of the applicant's apprenticeship program.

For more information on apprenticeship and becoming an apprenticeship sponsor, please visit DOES' Becoming a Sponsor site at: <https://does.dc.gov/service/apprenticeship-sponsors>. For more information regarding apprentice able occupations, please visit the Department of Labor's Available Occupations page at: <https://www.dol.gov/agencies/eta/apprenticeship/occupations>

The application should consist of assurances that all DOES OAIT regulations and data collection methods (federal, state, and local) will be adhered too. The application should detail the applicant's process to enter all applicable apprentice information into the DCAMS system per state and local requirement and provide information on how the applicant will consistently ensure this is executed.

All apprentices registered under these grants will be subject to standard performance reporting.

The following tasks shall be performed by the grantee:

- Recruit and enroll District residents specified in this RFA at grantee proposed service level.
- Operate a registered apprenticeship program per the apprenticeship standards and work plan approved by the DC Apprenticeship Council.
- Provide workplace training and supportive services that lead to successful completion of

apprenticeship programs by apprentices registered under this grant.

- Complete all required trainings identified and requested by the Department of Employment Services.
- Recruit, interview, and hire apprentices per grantee proposed timeline.
- Communicate new apprenticeship hires to DOES' OAIT within the DCAMS system no later than 15 days from the apprenticeship offer of employment.
- Complete and upload sponsor agreements and apprenticeship agreements within the DCAMS system per timelines established by DOES post award.
- Provide monthly reports detailing success of expansion effort including apprentice progress and services received.
- Provide monthly expenditure report. This report should be provided by the 5th of each month.
- Collect and report statistical information as requested by DOES within our DCAMS system and other applications, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program-specific related activities.
- 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.
- Collect data regarding contacts with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.
- Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- Attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation.
- Provide Close-out report of all program activities at the conclusion of the performance period. No later than 30 days after the end of the performance period.

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 the Department of Employment Services

| Reporting Requirements | Method of Delivery | Frequency |
|------------------------------------|---------------------|--|
| Apprenticeship Vacancy Recruitment | Via email | 5 days after activity commences |
| Apprenticeship Hire Documentation | Via DCAMS | 15 days after issuance of offer letter |
| Monthly Reports | Via email or system | Monthly by the 10th |
| Monthly Expenditure Reports | Via email | Monthly by the 10th |
| Language Access Report | Via email | Quarterly |

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 – Expansion Timeline including hiring of newly created apprenticeship opportunities | 1 | Via email/ Hard Copy | Upon Award |
| (New Programs) Successful registration of apprenticeship program with the DC Apprenticeship Council | 1 | Via Meeting Attendance | By October 1, 2021 |
| Monthly Report | 1 | Via email/Hard copy | Monthly (10 th of every month) |
| Invoice | 1 | Via E-Invoicing System | Monthly (10 th of every month) |
| (Current Programs) Apprentice Hiring from Expansion Efforts | 3 | Via DCAMS System | June 30, 2021 |
| (New Programs) Initial Apprentices Hiring | 1 | Via DCAMS System | Sept 1, 2021 |
| Close-Out Report | 1 | | 30 days after the end of the program |

Outcomes

The grantee will be responsible for achieving the outcomes set forth in the “Target” column:

| Outcomes | Target |
|--|---------------|
| Demonstrated Workforce Expansion in terms of new apprenticeship hires | Negotiated |
| Apprenticeship Completion | 75% |
| Specialized populations and/or DC residents hired within newly created apprenticeship programs | 100% |

** Additional deliverables, reporting and outcomes may be established or proposed based on apprenticeship program*

Rights and Responsibilities:

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations, or interest in the Notice of Grant Award (NOGA) or arising 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 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 in each of the categories provided. 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 \$110,000. DOES reserves the right to award partial amounts of funding based on the quality and quantity of application received.

Period of Performance

The 2021 Registered Apprenticeship Sponsor Expansion Initiative Grant will operate from the date of award through 12 months thereafter. The Department of Employment Services reserves the sole right to exercise up to three (3) 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 purpose of this RFA, all Applicants shall 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.

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 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.

Rights and Responsibilities of DOES

- 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 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 and private non-profits and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

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

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.

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.
- Non-Profit Reimbursement Fairness Act of 2019

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 at least three (3) 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 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.

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

(See Attachment B for definitions of budget items listed above)

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

Section D: Program Narrative

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 meet the specific requirements outlined in the intermediary category you are applying for.

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.
- 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.
- Identify and describe how your organization will deliver hybrid or virtual training model. Describe your COVID procedures and protocols for in person training and how software will be made accessible to program participants. Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid in person models.
- 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 provide quality service to the participants enrolled. • Describe your organizations 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) Identify and describe how your organization will deliver hybrid or virtual training model. Describe your COVID procedures and protocols for in person training and how software will be made accessible to program participants. Describe how Personal Protective Equipment (PPE) will be used/distributed for hybrid in person models. 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. | |
| 4 | Past Performance <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. | 15 |
| | Budget and Budget Narrative | |
| 5 | <ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The extent to which the Applicant has allocated the funds to carry-out the proposal. | 15 |
| TOTAL POINTS | | 100 |

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at:
 - <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
 - <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 June 1, 2021 will not be considered.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

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

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

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

meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

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

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

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

Grantee Program Compliance

Prior to the start of the program, Grantees shall successfully complete the following:

- DOES Pre-Orientation Meeting
- DOES Pre-Site Monitoring Visit
- Verification of Insurance requirements established by the Office of Risk Management

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 two (2) payment categories listed below each representing a specific percentage of the total grant amount:

Payment 1: Base Payment: (30%)

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

- Orientation
- Approved Expansion Plan
- Draft Standards

Reimbursement or Payment: (70%)

The vendor is eligible to receive reimbursement for on-the job (OJT), related instruction and on - the-job learning (OJL) cost once the organization is approved by the D.C Apprenticeship Council and the approved negotiated service level of apprentices have been hired by the applicant. Hiring of apprentices are to be documented by offer letter submitted to DOES and completed apprenticeship agreement entered into the DCAMS system. Upon execution of these two actions, vendor will submit monthly expenditure report with required invoice for payment.

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 Saunders
OGAGrants@dc.gov

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

- Statement of Certification
- Non-Disclosure Agreement
- Disclosure Agreement
- Past Performance
- Master Supplier Form Package
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- Certificate of Occupancy
- Insurance Certificate

- Resumes of Key Personnel
- Clean Hands (mytax.dc.gov)