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DC Department of Employment Services  
District of Columbia Infrastructure Academy  
**Information Technology**

**Request for Applications (RFA)**

RFA No.: DOES-DCIA-IT-2021

RFA Release Date:

**Monday, April 12, 2021**

**Pre-Application Meeting**

**Room:** Virtual

**Date:** Monday, April 26, 2021

*(Please email [OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov) with the name of the RFA, if you will be attending the pre-application meeting.)*

**Application Submission Deadline:**

**Tuesday, May 11, 2021 at 5:00pm**

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

Paper applications will not be accepted.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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## **Section A: Funding Opportunity Description**

### **Scope**

The District of Columbia Department of Employment Services (DOES), through its District of Columbia Infrastructure Academy (DCIA), is seeking the services of a qualified organization to provide Information Technology (IT) training. This training will assist eligible District residents in enhancing their education and skill levels and in preparing for, finding, and retaining employment in the high-demand IT sector.

At least one grant will be awarded. The GRANTEE shall provide occupational skills training for Help Desk, Network, and other information technology (IT) related high-demand occupations that result in the attainment of industry-recognized credentials. In response to this Request for Applications, please propose the trainings that you have experience and expertise in providing from the below list:

- Cisco Certified Network Associate
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Microsoft Office Suite
- Amazon Web Services (AWS) Training

### **Background**

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.

As a part of its commitment to preparing District residents for high-demand jobs in the infrastructure field, DOES operates the District of Columbia Infrastructure Academy (DCIA) which provides specialized training and workforce development programming for jobs in the growing infrastructure sector in the District. DCIA coordinates, trains, screens, and recruits, residents to fulfill the workforce needs of the infrastructure industry with leading employers in high-demand fields, including energy and utilities, transportation, and information technology.

### **Program Requirements**

- The GRANTEE shall provide instruction in either a virtual or blended learning model. A blended model is a part-time virtual and part-time in-person model. If Grantee opts for a blended model, the DC training location must be provided to DCIA.
- The GRANTEE shall provide instruction in-person at a DC training facility when it requires the use of a classroom and/or other equipment not yet available at the DCIA.
- The GRANTEE shall provide DCIA with an outline of its virtual or blended curriculum and the virtual platforms and operating systems needed by the trainees. The GRANTEE shall also include how trainees will access the required technology and the projected cost to facilitate this.

- The GRANTEE shall provide DCIA with its safety plan to ensure compliance with CDC guidelines on social distancing if GRANTEE opts for the blended learning model.
- The GRANTEE shall provide DCIA with a copy of its proposed curriculum as an attachment to the submitted grant application.
- The GRANTEE shall use assessment tools such as participant resumes, career readiness evaluations and personality assessments to prepare DCIA graduates for obtaining employment at the start of the program.
- The GRANTEE shall plan and implement 1-3 activities per cohort that expose DCIA participants to their desired industry. These activities can include guest speakers, site visits, shadow days or company tours.
- The GRANTEE shall assess and evaluate the job readiness level of each trainee based on attendance, technical mastery and soft skills within one week of training completion. An evaluation form shall be provided by DCIA.
- The GRANTEE shall participate in monthly accountability meetings led by the DCIA Program Manager. During these meetings vendor performance, administrative issues and participant highlights/challenges will be discussed.
- The GRANTEE shall deliver to DCIA weekly attendance sheets and monthly reports due on Friday by 3:00pm or Monday by 12pm for evening classes. The monthly report will include the course topics covered, attendance rate, certification status, and any participant highlights/challenges and career exploration activities conducted. DCIA will provide the template for the weekly attendance sheet and monthly report.
- The GRANTEE shall promptly verify the participant's successful completion of the training course to DOES, by submitting a copy of the certificate that has been rendered to the participant. If an exam is to be completed post training; the Provider shall also provide DOES documentation stating when the participant passes or fails the exam. This information must be provided to DOES within ten (10) business days of the training completion date or exam completion date. If the participant has not completed the training because the participant decided to opt out of the program or was terminated from the program, the GRANTEE must immediately inform the GRANTEE's point of contact at DOES.
- The GRANTEE shall submit the certification attainment rates for all program trainees within six months of program completion.

### **General Requirements**

- GRANTEES shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.
- GRANTEES will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys,

interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

- GRANTEES shall collect data regarding contact with persons with Limited English Proficient (LEP) and Non-English Proficient (NEP) and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEES shall provide interpretation services and translation of vital documents for persons with LEP/NEP. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- GRANTEES shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- GRANTEES shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

**Reporting and Deliverables**

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

*Reporting*

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Attendance Sheet	1	Via email	Weekly
Item 2	Monthly Reports (Program)	1	Via email	Monthly by the 10th of the subsequent month
Item 3	Completion/Retention Report (Program)	1	Via email	180 days after end performance period date
Item 3	Monthly Status Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 4	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 5	Close out Report	1	Via email	30 days after end of performance period date

Item 6	LEP/NEP Report	1	Via email	Quarterly
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***Deliverables***

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Comp TIA A+ Certification Attainment	Per Participant Per Credential	Via email	10 days after attainment
Item 2	Exam Results	Per Participant Per Exam	Via email	30 days after training completion

All program reports and deliverables must be submitted to DOES per the schedule provided above.

DOES will have sole ownership and control of all deliverables. GRANTEE must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

**Source of Grant Funding**

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

**Anticipated Number of Awards**

DOES intends to grant at least 1 award in the amount of \$ 220,000 per award to serve 40 trainees per performance period. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

**Total Amount of Funding to be Awarded**

The total amount of funding DOES anticipates being available for award is \$ 220,000.

**Period of Performance**

The Information Technology grant program will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to four additional years beyond the original period of performance, if funding is available in the designated option year and the GRANTEE has met the performance requirements of the grant

## **Location Requirements**

For the purpose of this RFA, all applicants must secure a virtual platform to provide services to participants. Due to COVID19, GRANTEES will have the option to select a virtual or a blended training model.

## **Grant Making Authority**

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

## **Rights and Responsibilities of DOES**

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

## **Section B: General Provisions**

### **Eligibility Information**

The GRANTEE shall have 3-5 years of successful experience facilitating occupational training programs that lead to industry recognized credentials and employment specific to the training industry.



## **Monitoring**

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

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

GRANTEES must 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 GRANTEES' 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 GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEES 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 solicitation.

GRANTEES 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 be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

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

## Other Applicable Laws

GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time, including the below.

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Training and Employment Guidance Letter WIOA No. 21-16
- DC WIGL 2017 – 002 WOIA Youth Program Eligibility
- DC WIGL 2017 – 008 Poverty Guidelines and LLSIL & Attachments
- DC WIGL 2017 – 009 Income Inclusions Exclusions
- The DC Infrastructure Academy Employer Engagement Amendment Act of 2020

## Section C: Application Format

### Applicant Profile

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

## **Applicant Summary**

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

## **Program Narrative**

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

- Organizational Profile
- Participant Profile
- Program Description

## **Past Performance**

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

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

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

## **Itemized Budget and Budget Narrative**

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

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

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

- Indirect Costs

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

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

## **Section D: Program Narrative**

### **Program Narrative (3 to 6 pages)**

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

#### **Organization Profile**

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

#### **Participant Profile**

- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

#### **Program Description**

- Identify and describe how your organization will deliver the desired service. (See Section A). Applicant should attach a copy of the training curriculum. Describe how your organization has historically provided programming or services.
- The extent to which the applicant has provided a description of its virtual or blended training platform where program activities will be carried out.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.

## **Section E: Application Review and Scoring**

### **Review Panel**

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, 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	<p data-bbox="207 268 472 300"><b>Organization Profile</b></p> <ul data-bbox="256 327 1443 510" style="list-style-type: none"> <li>• The extent to which the applicant has stated the mission of the organization.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed program.</li> </ul>	10
2	<p data-bbox="207 554 444 585"><b>Participant Profile</b></p> <ul data-bbox="256 636 1443 783" style="list-style-type: none"> <li>• The extent to which the applicant has described how the proposed programming is designed to provide quality services.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	20
3	<p data-bbox="207 850 477 882"><b>Program Description</b></p> <ul data-bbox="256 892 1443 1182" style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program(Please attach a copy of the training curriculum)</li> <li>• The extent to which the applicant has provided a description of its virtual or blended training platform where program activities will be carried out.</li> <li>• The extent to which the applicant describes how its organization will meet the performance deliverables outlined in this RFA.</li> <li>• The extent to which applicant describes the specific activities, strategies, and projects participants will be engaged in throughout the program.</li> </ul>	40
4	<p data-bbox="207 1218 435 1249"><b>Past Performance</b></p> <ul data-bbox="256 1287 1443 1503" style="list-style-type: none"> <li>• The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided similar services to DOES or other agencies within the District of Columbia.</li> </ul>	15
5	<p data-bbox="207 1549 586 1581"><b>Budget and Budget Narrative</b></p> <ul data-bbox="256 1596 1443 1719" style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).</li> </ul>	15
<b>TOTAL POINTS</b>		<b>100</b>

## Section F: Application Submission Information

### How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [ogagrants@dc.gov](mailto: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 and attachments (see section I) must be received electronically via [Grants Management System](#) no later than **Tuesday, May 11, 2021 at 5:00pm. EST**. Applications received after **5:00 p.m. EST on May 11, 2021** will not be considered for funding.

## 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 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](mailto: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, submitted via email to [doesappeals@dc.gov](mailto: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 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, GRANTEE must successfully complete the following:



- DOES technical/virtual site visit DOES Orientation
- All DOES mandatory meetings.

**Program Launch**

Before GRANTEE can begin programming, they must receive official documentation from “The Office of Grants Administration”.

**GRANTEES Payment**

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

PAYMENT #1	PAYMENT #2	Payment #3
50%	25%	25%

**Payment #1 – 50%**

The GRANTEE shall be eligible to invoice for 50% of the participant's total training cost after the participant has attended ten (10) full days of instruction based upon the performance period detailed in this RFA. The participants' attendance shall be validated by DOES prior to the GRANTEE receiving the 50% payment.

**Payment #2 – 25%**

The GRANTEE shall be eligible to invoice for 25% of the participant's total training cost after the participant has completed the training based upon the performance period detailed in this RFA. The participants' attendance shall be validated by DOES prior to the GRANTEE receiving the 25% payment.

**Payment #3 – 25%**

The GRANTEE shall be eligible to invoice for 25% of the participant's total training cost **after one of** the following conditions are met:

- At least 75% of the provider’s participants receive an industry-recognized credential
- At least 80% of the provider's participants enter permanent, unsubsidized employment in the occupation of training

If the GRANTEE does not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

## **Anti-Deficiency Considerations**

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

## **Section H: Contacts**

LaShaun N. Basil

[OGAGRANTS@DC.GOV](mailto:OGAGRANTS@DC.GOV)

## **Section I: Additional Documents Required for Submission**

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

### **Documents provided by DOES**

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

### **Documents to be provided by applicant**

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business License
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application).