



DC Department of Employment Services
Workforce & Federal Programs
Out of School Program

Youth Earn and Learn Program (YEALP)
Request for Applications (RFA)

RFA No.: DOES-YEALP-2021

RFA Release Date:

Wednesday, July 21, 2021

Pre-Application Meeting

Room: Virtual

Date:

Wednesday, August 4, 2021

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:
Thursday, August 19, 2021

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

The District of Columbia's Out-of-School-Youth program is funded by a \$4.2 million dollar grant from the U.S. Department of Labor. This funding provides 100% of the support for OSY.

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Section A: Funding Opportunity Description

Background

Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a range of programs and services to jobseekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs. 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.

Specifically, DOES, through its Office of Workforce and Federal Programs, prepares District youth for the workforce and connects them to employment opportunities. DOES educates youth participants about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs.

DOES seeks to close the gap of unemployment through the Youth Earn and Learn Program (YEALP) by encouraging and supporting youth to gain both the educational credentials and occupational skills that will prepare them for the workforce. Youth will be provided with all the necessary supports to obtain employment, and benefit from job-readiness and employment training, as well as workplace experience, through activities such as job shadowing, internships, and career development. Providers will ensure that programming is tailored to the specific needs and interests of individual participants, and incorporate the elements and outcomes required by WIOA.

The purpose of YEALP is to provide out-of-school youth between the ages of 16 to 24 (OSY) with the educational and work readiness skills and credentials to obtain unsubsidized employment and build successful careers. DOES aims to fund integrated service models that embrace a holistic approach by addressing the educational, employment, and social service needs of OSY

Scope

DOES seeks multiple organizations to deliver basic skills training and workforce readiness training opportunities while connecting youth to GED/High School Diploma equivalency training programs, where appropriate, unsubsidized employment, advance training and/or post-secondary education for OSY.

YEALP is designed to serve the District's youth who are neither enrolled in school nor participating in the labor market. It is anticipated that 50 District youth (ages 16-24), who are not enrolled in school, unemployed, and facing significant barriers to employment will be connected to a training program focused on hard and soft skill development, credential attainment and working towards unsubsidized employment.

The goals are to provide:

- High quality work readiness training and professional development workshop

- Access to supportive services to help eliminate or reduce potential barriers to success
 - Access to caring adult mentors to serve as role models.
- To gain knowledge and skills that lead to a recognized credential
- Meaningful, subsidized work experiences that align to the youth participant's individual interests
 - Exposure to the world of work and various career industries
 - Assistance with job training and career exploration processes
- Placement into entry level employment opportunities

Although the YEALP will offer a blend of employment and educational services, providers will be required, at a minimum, to provide youth participants with training in a nationally recognized work readiness curriculum. The program's success is measured through the achievement of key benchmarks including attainment of a nationally recognized credential, placement in full-time, unsubsidized employment, post-secondary education, advanced training, and retention in placement.

The Office of Workforce and Federal program believes the most successful programs are those that have developed strong ties with employers, training programs, or educational entities in order to provide the full complement of services needed. Consequently, each applicant will be required to demonstrate the enlistment of strategic collaborators/partners to enrich the program and support youth participant outcomes such as placement in employment or training or achievement of an educational credential. It is anticipated that providers will offer the core work readiness training, while strategic collaborators/partners, through a subcontract or linkage agreement, will provide supplemental training, job placement, educational, or supportive services that complement the occupational training. YEALP's program model is supported by youth workforce development best practices on employment training and job placement.

Program Requirements

YEALP will provide a combination of services to OSY who are facing significant barriers to employment as defined by WIOA based on a three (3) phase approach, Earn, Learn and Placement. Proposals should clearly specify (1) how services and supports will be delivered; (2) the number of OSY to be served; and (3) timeline for delivery of services and supports for each phase of YEALP.

Under YEALP, GRANTEE will ensure that OSY are receiving services and supports towards obtaining unsubsidized employment, while working towards pursuing essential life skills and work readiness through the following phrases:

1. Phase 1- Earn: Work Readiness/ Supportive Services

Youth enrolled in the YEALP will engage in a nationally recognized work readiness training to equip them with the tools, resources, and supports necessary to ensure they are able to experience on-the-job success. Providers will also provide financial literacy training or an approved supportive service to participants enrolled in YEALP. Supportive services will provide service to youth which will enhance their way of living and achieve self-sufficiency. Work readiness training will not serve as a credential.

2. Phase 2- Learn: Fundamental Credential

Upon successful completion of the work readiness curriculum, youth will engage in professional development training to receive a fundamental credential in a specific industry to be used to further their pursuit of unsubsidized employment.

A credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government. The followings are acceptable types of credentials that count toward the credential attainment:

- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational certification
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

3. Phase 3- Placement: Work Experience

Upon successful completion of receiving a fundamental credential, youth will receive assistance with job placement to further their pursuit of unsubsidized employment. In phase 3, provider is expected to demonstrate a work experience training component as well as assistance with unsubsidized job placement until employment is obtained.

The work experience training component must include academic and occupational education. The placement component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site. The types of work experiences include the following categories as defined by WIOA:

- Internships
- Job shadowing
- On-the-job training (OJT)

Program Outcomes

The vendor will be responsible for achieving the outcomes set forth in the “Target” column for all enrolled participants. These target goals should be outlined in the plan provided and DOES must approve the acceptable documents associated with each outcome listed below:

Outcomes	Target
Work Readiness/ Supportive Services	80%
Fundamental Credential	75%
Connect and place participants into Industry specific occupations/job	65%

placements opportunities.	
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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 shall provide instruction in a virtual or blended learning model (part-time virtual and part-time in-person) when applicable, due to the impact of COVID-19. Grantee shall provide DOES with an outline of their virtual/blended curriculum to comply with the District/CDC mandates for managing the spread of COVID-19.
- 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.
- GRANTEES shall undergo background checks as mandated by the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).

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	Monthly Program Report <ul style="list-style-type: none"> • Program Narrative • Status Report • Enrollee Roster • Case Notes • Credential Attainment • Work Verification 	1	Via email	Monthly by the 5th of the subsequent month
Item 2	Monthly Status Report (OGARA)			Monthly by the 10th of the subsequent month
Item 3	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 4	Close out/Final Report	1	Via email	30 days after grant end date
Item 5	LEP/NEP Report	1	Via email	Quarterly

Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Work Plan	1	Via email	Two weeks after Award
Item 2	Attendance Sheet	1	Via email	Weekly/Friday by 5:00pm
	<ul style="list-style-type: none"> • Invoices 	1	Via Vendor Portal	End of each Phrase
Item 3	<ul style="list-style-type: none"> • Credential Attained • Placement: <ul style="list-style-type: none"> ◆ Post-Secondary ◆ Advance Training ◆ Employment ◆ Military 	1	Via email	As Achieved/Monthly by 5 th of the Month

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

DOES will have sole ownership and control of all deliverables. 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 issue at least 1 grant awards in the amount of \$250,000 per award to serve 50 youth. 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 up to \$250,000.

Period of Performance

The “Youth Earn and Learn Program” grant 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

All applicants must secure a virtual platform to provide services to youth, responsive to this RFA. Due to COVID19 this program will operate virtually, no physical location is required.

Grant Making Authority

DOES maintains the rights 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 eligibility criteria are as follows:

- Demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- 3 references with contact information (name, email, and telephone number) and knowledge of the applicants' demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- Working knowledge of federal and local laws, rules, regulations, Workforce Innovation and Opportunity Act (WIOA), policies and guidance that restrict data collection/disclosure
- Occupational training providers must be approved by the Higher Education Licensure Commission to operate in the District of Columbia
- Valid and current DC Business License
- HELC approval to offer Occupational Skill Training per D.C. Official Code § 38-1309.

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

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Monitoring

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

During technical/virtual site visits, GRANTEES are required to provide access to facilities, records, youths, 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 GRANTEES' level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEES' operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Any reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents.

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.

Any reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents.

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.
- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR § 680.450 and 20 CFR § 680.460
- DC District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.

Program Specific Applicable Laws and Guidance

Workforce Innovation and Opportunity Act (WIOA), 29 USC § 3101 et seq.

20 CFR § 680.450 and 20 CFR § 680.460

TEGL No. 15-10, “Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System”

TEGL No. 41-14, “Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I Training Provider Eligibility Transition”

District of Columbia High-Demand Sectors and Occupations Lists

Policy Number: WDE-01-005 “DC DOES Invoicing for Eligible Training Providers Policy”

Stevens Amendment - Further Consolidated Appropriations Act, 2020, at cite P.L. 116-94, Division A, Title V, Section 505.

D.C. Official Code § 38-1309.

Section C: Application Format

Applicant Profile

Each application must include an Applicant 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 Applicant 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 youth 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 the number of participants your organization will serve under this grant for the year.
- Describe how your programming is designed to provide high quality, structured workforce development training responsive to 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 high quality, structured workforce development training, responsive to this RFA 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 youth be engaged in throughout the program.
- Please identify and describe how your organization will deliver virtual training models. Describe your COVID procedures and protocols for training and how software or training materials will be made accessible to program participants virtually. Please provide a list of the technology required for training participants to be referred for participation in your training program(s) and how many referrals you can accept for distance learning; Please detail your process to transition from one model to another based on District re-opening status.

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	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant described the number of participants your organization will serve under this grant. • The extent to which the applicant has described how the proposed programming is designed to provide high quality, structured workforce development training responsive to this RFA. • The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described their proposed program. • The extent to which the applicant has provided a description of virtual platform where program activities will be carried out. • The extent to which the applicant describes 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. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

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

Submission Date and Time

In order to be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grants Management System](#) no later than **August 19, 2021 at 5:00pm. EST.** Applications received after **5:00 p.m. EST on August 19, 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 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 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.

GRANTEES’ Program Compliance

Prior to the start of the program, GRANTEES 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 Payments

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 – Base Amount	Payment #2	Payment #3	Payment #4
25%	25%	25%	25%

Payment #1: – Base Amount:

Upon receipt of staff clearances (must meet ratio 12:1), training plans, attendance to mandatory Workforce and Federal programs orientation, and completed Pre-Program Worksite Visit form, as required before the start of the program. Receipt of successful completion of Site Visit #1 Report Form

Payment #2:

This payment is a per participant cost based on completion of:

- **Phase 1: Earn: Work Readiness/ Supportive Services**

Payment #3:

This payment is a per participant cost based on completion of:

- **Phase 2: Learn: Fundamental Credential**

Payment #4:

This payment is a per participant cost based on completion of:

- **Phase 3- Placement: Work Experience**

Upon successful completion of receipt of Site Visit #2 Report Form, creation of LinkedIn profile, completion of resumes, Attestation form for final report as detailed. All credentials and work verifications attained. i.e. career coaching attendance sheet, Proof of LinkedIn account, copy of credential, hire letter and final report.

If GRANTEES do 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

GRANTEES 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-a105 (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

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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 Status Certification
- Valid DC Business
- Higher Education Licensure
- Clean Hands Certificate (Within 30days)
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- 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.)