



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

**Youth Innovation Grant**

**Request for Applications (RFA)**

RFA No.: DOES-YIG-2021

RFA Release Date:

**Monday, December 13, 2021**

**Pre-Application Meeting**

**Room:** Virtual

**Date:**

**Monday, December 27, 2021**

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

**Application Submission Deadline:**

**Tuesday, January 18, 2022 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**

*The District of Columbia's Out-of-School-Youth (OSY) Program is funded by a \$4.2 million dollar grant from the U.S. Department of Labor. This funding covers 100% of the cost of the \$225,000 Youth Innovation Grant outlined in this RFA.*

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

### **Background**

The 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 address these challenges through the Youth Innovation Grant (YIG) encouraging and supporting youth to gain both the educational credentials and occupational skills that will prepare them for the workforce. Providers will ensure that programming is tailored to the specific needs and interests of individual participants, and incorporate the elements and outcomes required by the Workforce Innovation and Opportunity Act (WIOA).

Through this grant, DOES seeks integrated service models that embrace a holistic approach by addressing the educational, employment, and social service needs of Out-of-School Youth (OSY), including basic skills training, workforce readiness training, GED/High School Diploma equivalency training programs, unsubsidized employment, advance training and/or post-secondary education.

The purpose of this RFA is to solicit grant applications from eligible organizations to support the delivery of innovative workforce solutions that will drastically improve the opportunities for youth between the ages of 16-24 years to successfully enter and remain in the 21st-century workforce.

### **Scope**

DOES OSY Program is seeking a qualified organization to provide services to a minimum of 25 District youth, ages 16-24, through its Youth Innovation Grants (YIG). The YIG is funded by WIOA.

DOES will solicit grant applications to assist youth in Career Exploration, Post-secondary Education, and Entrepreneurship skills to improve workforce opportunities.

Recipients of the YIG will aid youth in placement and retention in employment, education, and training, in program skills gains, and credential attainment.

Applicants will develop a model based upon a theory of action that is supported by a solid research basis with evidence of previous successes. The model should address at least one of the following elements:

1. Work experience for youth through training and guidance in soft skills.
2. Training for youth in technical skills, or hard skills, needed for specific career pathways or work settings.
3. Development and maintenance of relationships with employers to promote youth employment opportunities.
4. Opportunities for youth entering post-secondary education programs and obtaining post-secondary credentials to enter the workforce based upon individual interests and skills.
5. Opportunities for youth to understand business development processes that will aid in the launching of a small business.

The OSY Program aims to fund integrated service models that embrace a holistic approach by addressing the educational, employment, and social service needs of youth participants.

Consequently, the goals are to provide job training and support in three distinct pathways:

1. **ENTREPRENEURSHIP:** Youth who are interested in becoming business owners will gain an opportunity to receive a holistic training program that assesses individual interests, mentoring, adult relationship building, and elimination of barriers that may keep them from becoming business owners.
2. **POST SECONDARY EDUCATION:** Youth who need support engaging or reengaging in post-secondary education may receive accelerated basic skills development, college cultural capital, strategic college visits, and any research-proven strategy of the likeliness of youth who enter and persist through college.
3. **OTHER INNOVATIVE PATHWAYS:** Youth who seek or would benefit from training and exposure to emerging careers in Professional, Scientific and Technical Services, Health Care and Social Assistance, Finance and Insurances, Public Administration, Educational Services, Retail Trade, Manufacturing, Agriculture, Infrastructure, or other proposed pathways.

YIG will provide WIOA eligible youth between the ages of 16-24 with individualized education and employment service. These services assist youth participants with earning their business license, entry into post-secondary education, and/or overcoming significant barriers to employment. Consequently, YIG success is measured through the achievement of one or more of three key benchmarks, including but not limited to (1) receiving a business license allowing operation of a legal business, (2) placement in full-time, unsubsidized employment or post-secondary education advanced training, and/or (3) attainment of a nationally recognized industry credential.

## **PROGRAM REQUIREMENTS**

The YIG shall operate in accordance with the program design model for the designated period of performance. The program design model must include a period of recruitment and enrollment, orientation services, internship placement, and support. Upon completing of their job training program, participants should receive placement in education, advanced training, or unsubsidized employment. Follow-up support services will be required under this grant. The timeframe for completion of these items will be determined once the grant is awarded.

The applicant shall address how they will implement the specific program requirements listed below for one of the aforementioned three key benchmarks. The specific program requirements are:

### **I. Outreach, Enrollment and Referrals:**

Prior to the beginning of the innovative program, the GRANTEE must recruit and enroll WIOA eligible candidates. GRANTEE should recruit potential candidates through street outreach, paid peer-recruiters, and innovative strategies involving District Government agencies. Community- Based Organizations, including faith-based organizations should also be involved. GRANTEE shall also have an information and referral system available for those youth who are not accepted into the program, directing them to other educational, health, or other services as appropriate.

### **II. Orientation Services**

During this time, GRANTEE shall assess participants' employability skills and social service needs, develop an Individual Service Strategy (ISS) for each participant and provide training or workshops that outline expectations for what each participant will receive through the proposed training program.

### **III. Case Management and Support**

DOES requires GRANTEE to develop a variety of ways to provide, at a minimum, a weekly touchpoint to review the youth's ISS Plan. Case Management weekly touchpoint should include, but is not limited to:

- Review goals and action items outlined in the ISS;
- Review progress and support needed to continue in employment training or work experience;
- Find solutions necessary to assist the participants to meet the individual goals where barriers may exist; and
- Perform other duties, as appropriate.

In addition to the weekly touchpoint, the GRANTEE must provide a monthly seminar that leads to the attainment of a Workforce-Readiness certificate/credential that is nationally recognized.

After the completion of the innovative experience, GRANTEE shall ensure appropriate preparation leading to youth participant’s placement in unsubsidized employment, an institution of higher education or an advanced training program, or the start of a new business. A youth participant may, however, accept job placement in a job, education, or training program before the end of the innovative experience.

**IV. Follow-up Services**

GRANTEE shall provide follow-up services for 12 months after program completion to all enrolled participants. Follow-up services must be substantive enough to provide the necessary support to enable youth participants to obtain and retain employment, resume their education, or solidify contacts that support their newly created business. GRANTEE shall serve as resources to identify and address issues that arise for youth participants, employers, and educators in those placement settings. In addition, GRANTEE shall assist with promotional goals and counsel youth in long-term education and career planning. GRANTEE shall report on all follow-up services that participants receive and their results.

**Program Outcomes**

The GRANTEE 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, adhere to WIOA requirements and DOES must approve the acceptable documents associated with each outcome listed below:

Outcomes	Target
Industry Credential/Business License for Entrepreneurship Pathway)	65%
Placement (i.e. Connect and place participants into Industry specific occupations/job opportunities, Post-Secondary Education, Advance Training, Apprenticeship).	65%

**General Requirements**

- GRANTEE shall ensure that each employee and contractor who provides goods or performs services in person in District of Columbia facilities or worksites, or who have in-person contact with other persons in order to complete their work under the grant has been either: (i) fully vaccinated against COVID-19, or (ii) if granted one of the exemptions identified in Section III of Mayor’s Order 2021-099 by grantee, are undergoing weekly COVID-19 testing and only reporting to the workplace when such test result is negative, and (iii) are wearing masks while working.

- GRANTEE shall comply with all CDC COVID-19 guidelines.
- GRANTEE shall be responsible for ensuring compliance with Mayor's Order 2021-099 by their employees and contractors, and failure to do so may result in adverse consequences, including termination of the NOGA.
- GRANTEE must maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 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.
- 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"> <li>Program Narrative</li> <li>Status Report</li> <li>Enrollee Roster</li> <li>Case Notes</li> <li>Credential Attainment</li> <li>Work Verification</li> </ul>	1	Via email	Monthly by the 5th of the subsequent month
Item 2	Attendance Sheets	1	Via email	Weekly/Friday by 5:00pm
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 3	<ul style="list-style-type: none"> <li>Invoices</li> </ul>	1	Via Vendor Portal	End of each Phrase
Item 4	<ul style="list-style-type: none"> <li>Credential Attained</li> <li>Placement:                             <ul style="list-style-type: none"> <li>Post-Secondary</li> <li>Advance Training</li> <li>Employment</li> <li>Military</li> </ul> </li> </ul>	1	Via email	As Achieved/Monthly by 5 <sup>th</sup> 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 \$225,000 per award to serve a minimum of 25 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 \$225,000.

### **Period of Performance**

The “Youth Innovation Grant” 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**

For the purpose of this RFA, all Applications shall provide services in the District of Columbia. Each Application shall provide legal proof of ownership or occupancy of the site where the program will be held to prove that the Applicant is entitled to conduct the program in that space.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the District of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant;
- The signed approval letter and building use agreement from the DC Public Schools Office of Out-Of-School time;
- The signed approval letter and a permit from the DC Department of Parks and Recreation;  
or
- Building lease or rental agreement that is current and valid.

The Applicant shall submit written notice of any site changes within 24 hours of the proposed change. Any site changes shall be approved by DOES, prior to the proposed change.

### **Grant Making Authority**

DOES maintains the rights to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012” and other applicable Federal and local authorities. 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:

Applicants shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility 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-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, and faith-based organizations
- Community colleges or other post-secondary 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.

Applicants shall be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. The provider 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.

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.

Other eligibility criteria include:

- Demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- Working knowledge of federal (including WIOA) and local laws, rules, regulations, 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

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 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 youth 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 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 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 the requirements outlined in this RFA. (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"> <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>	
2	Participant Profile	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described how the proposed programming is designed to provide the high quality, structured workforce development training in responsive to this RFA. (See Section A). Describe how your organization has historically provided programming or 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>	
3	Program Description	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program.</li> <li>• The extent to which the applicant has provided a description of virtual platform where program activities will be carried out.</li> <li>• 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.</li> </ul>	
4	Past Performance	15
	<ul 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 the District of Columbia.</li> </ul>	
5	Budget and Budget Narrative	15
	<ul 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>	
TOTAL POINTS		100

## Section F: Application Submission Information

### How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at [www.does.dc.gov](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, January 18, 2022 at 5:00pm. EST**. Applications received after **5:00 p.m. EST on Tuesday, January 18, 2022** **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, 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 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 four (4) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2	Payment #3	Payment #4
30%	25%	25%	20%

**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: Enrollment**

1. Approved WIOA documentation
2. Approved YIG documentation

**Payment #3: Case Management/ Work Readiness**

1. Approved Monthly Participant Case Notes
2. Monthly Report
3. Evidence of Leadership or Workforce Readiness Certificate

**Payment #4: Follow -Up**

1. Approved Monthly Participant Case Notes
2. Monthly Report
3. Evidence of Leadership or Workforce Readiness Certificate
4. Final Report
5. Follow-up

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 § 47-105 (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 Status Certification
- Valid DC Business License
- Higher Education Licensure (Required)
- 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.)