



DC Department of Employment Services
Office of Talent and Client Services
2022 On the Job Training
Request for Applications (RFA)

RFA No.: DOES-OTCS-OJT-2022

RFA Release Date:

Round 1 - Monday, July 11, 2022
Round 2 - Monday, July 25, 2022
Round 3 - Monday, August 8, 2022
Round 4 - Monday, August 22, 2022

Pre-Application Meeting

Room: Virtual

Date:

Wednesday, July 20, 2022

Monday, August 15, 2022

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

Application Submission Deadline:

Round 1 - Friday, July 22, 2022 at 5:00 pm
Round 2 – Friday, August 5, 2022 at 5:00 pm
Round 3 – Friday, August 19, 2022 at 5:00 pm
Round 4 – Friday, September 2, 2022 at 5:00 pm

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

Table of Contents

Table of Contents	1
Section A: Funding Opportunity Description.....	3
Background	3
Scope	4
Program Requirements	4
Program Outcomes	4
General Requirements	5
Source of Grant Funding	7
Anticipated Number of Awards	8
Total Amount of Funding to be Awarded	8
Period of Performance	8
Location Requirements	8
Grant Making Authority	8
Section B: General Provisions.....	9
Eligibility Information	9
Monitoring	10
Audits	10
Nondiscrimination in the Delivery of Services	11
Other Applicable Laws	11
Section C: Application Format.....	12
Applicant Profile	12
Applicant Summary	12
Program Narrative	12
Past Performance	12
Section D: Program Narrative	13
Program Narrative	13
Organization Profile	13
Participant Profile	13

Program Description 13

Section E: Application Review and Scoring.....14

Review Panel..... 14

Table 1: Technical Rating Scale 14

Scoring Criteria..... 15

Section F: Application Submission Information16

How to Request an Application Package 16

Application Preparation..... 16

Submission Date and Time..... 16

Section G: Award Administration Information 17

Award Notices 17

Appeal 17

GRANTEES’ Program Compliance..... 18

Program Launch 18

GRANTEES Payments..... 18

Anti-Deficiency Considerations 19

Section H: Contacts..... 19

Section I: Additional Documents Required for Submission 19

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 wide range of complimentary 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 prepares unemployed and underemployed participants for employment opportunities in high growth industries, through workforce readiness, career exploration, and experiential, hands-on 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.

DOES uses many workforce development strategies, including **On-the-Job (OJT) training** where employers, of all sizes, train, mentor and hire candidates as they become fully proficient in a particular skillset or job function, needed by the OJT employer, specifically, and the high demand/high growth workforce industry, generally. Through the OJT model, employers provide candidates with the hands-on training necessary to increase their skills, knowledge, and capacity to use the particular skillset or perform the designated job functions, needed by the OJT employer, specifically, and the high demand/high growth workforce industry, generally. Through the OJT model, DOES reimburses the employer for a percentage of the salary paid to the candidate, during the OJT program.

The total funding available for this grant opportunity is \$1,119,735.00. The grant is funded one hundred percent (100%) by a federal grant from the U.S. Department of Labor, pursuant to the American Rescue Plan Act of 2021. **Please note these funds can be used to provide apprentice wages of OJT per the reimbursement model, however, cannot be used to provide program incentives and stipends.** With available American Rescue Plan Act of 2021 funding, DOES will provide wage reimbursement, of up to 75% of the candidate's salary, for up to four (4) months, or the agreed upon duration of the OJT program. DOES will determine the percentage of wage reimbursement for each candidate, based on a number of factors, including:

Reimbursement Guidance 1

- Category 1 – 50 Percent Reimbursement – Larger Companies (Number of Employees: 100 or more)
- Category 2 – 75 Percent Reimbursement – Small to Mid-size companies (Number of Employees: 99 or less)

Note: The employer will receive the higher percentage amount from Guidance 1 and 2, even if the candidate falls into a lower percentage rate.

Reimbursement Guidance 2

- Category 1 – 50 Percent Reimbursement – Candidate is job ready with significant work experience and/or some post-secondary education.
- Category 2 – 75 Percent Reimbursement – Candidate is job ready with limited work experience or skillsets, possesses a high school diploma or GED. Other qualifiers include one of the following: youth ages 18 – 24, seniors 55 years or older, returning citizens,

individuals with disabilities, chronically unemployed, unhoused persons, veterans, does not possess a high school diploma or GED, or is not job ready, but possesses the desire to work.

GRANTEE is expected to train, mentor and hire candidates, identified by DOES, including candidates that are (1) youth ages 18 to 24; (2) seniors 55 years of age or older; (3) returning citizens; (4) individuals with disabilities; or (6) unhoused persons (7) veterans. Candidates may have barriers to employment, including (1) Basic skills deficiency, (2) Lack of a Secondary Education Credential, (3) Documented History of Substance Abuse, (4) Homelessness, (5) History of Job Cycling, (6) Conviction of a Felony or Prior Incarceration.

DOES, through its Office of Talent and Client Services' (OTCS), encourages high demand/high growth employers interested in training, developing and hiring a skilled workforce through OJT, in Administration, Property Management, Office Management, Merchandising, Account Executive, Court Reporting, Healthcare and Data Coding, Information Technology and Cyber Security, Law Enforcement, Mechanical Engineering, Diesel Technicians and Auto Mechanics, Hospitality, HVAC or Transportation Services, to apply for this grant opportunity.

Scope

DOES OTCS' OJT program require a (1) work week of, at least, 32 hours, (2) pay rate between the District's current minimum wage ¹and \$23.95 per hour, (3) W-2 Tax status/Clean Hands certificate, and (4) three-to-one (3:1) trainee to trainer ratio. DOES' OTCS OJT program will provide the employer with program monitoring, oversight and technical assistance to support the OJT employer in achieving the required performance outcomes outlined in the RFA.

Program Requirements

1. GRANTEE shall work with the DOES OTCS on the recruitment and hiring of OJT participants who are District residents. OJT Trainees will be selected based on the submission of the required eligibility documents received. (See Attachment A: Employer Fact Sheet). DOES reserves the right to deem an OJT participant ineligible, if appropriate.
2. GRANTEE shall ensure specific documents such as: the Training Outline, Assurance document, Worksite review are approved by OTCS prior to grantee selection.
3. GRANTEE shall ensure an Employer Profile and Job Order are placed in DOES' DC Networks.
4. GRANTEE shall complete all required pre-award meetings and any technical assistance support trainings as identified and requested by DOES.
5. DOES staff must receive and approve eligibility documents of all OJT participants recruited by GRANTEE as a part of the grant application process before the registered employer is able to participate in the OJT reimbursement initiative. For candidates recruited by DOES, the GRANTEE must be approved by OJT program for reimbursement.
6. GRANTEE shall hire DC residents, who are new OTCS OJT participants throughout the agreed upon duration of the OJT program.

¹ Beginning July 1, 2022, the minimum wage in the District of Columbia will increase from \$15.20 per hour to \$16.10 per hour for all workers, regardless of the size of the employer.

7. For the duration of the OJT program, the GRANTEE shall provide a summary OJT program completion spreadsheet that documents the status of all participants retained, terminated, and stopped out of OTCS’ OJT program. The “close-out” report of all participant activities should be submitted no later than 30 days after the grant period has ended.
8. For the duration of the OJT program, the GRANTEE shall provide a summary OJT program retention spreadsheet that documents the status of all participants retained, terminated, and stopped out of the apprenticeship program. This “close-out” report of all participant activities should be submitted no later than 120 days after the grant period has ended.
9. GRANTEE shall participate in ongoing monitoring and evaluation activities led by the OTCS OJT team and/or DOES designated evaluator. These may include site visits, compliance reviews, quality assurance reviews, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
10. GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation (OGARA) and OTCS OJT.
11. GRANTEE shall ensure that a summary of progress for each participant is ready to be discussed with the DOES case manager. Case management oversight will be provided by DOES in support of the participant and registered employer within the DC Networks (Virtual One Stop) data management system.

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
Hire DC residents, who are OJT participants throughout the grant cycle period	100%
Measurable Skills Gain	100%
Retention of newly hired participants by the end of the grant cycle.	100%

General Requirements

1. 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 if required by law, regulation, Mayoral order, or other applicable authority, or as otherwise recommended by CDC or D.C. Department of Health guidance.

2. GRANTEE shall comply with all CDC COVID-19 guidelines.
3. 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.
4. GRANTEE shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a form approved by DOES on a quarterly basis.
5. GRANTEE shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES’ Language Coordinator on a quarterly basis.
6. GRANTEE 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.

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	Time and Attendance Report	1	Via email	
Item 2	Monthly Program/Progress Report <ul style="list-style-type: none"> • Number of credentials earned and/or skills gained • Number of participants maintaining employment with the current registered employer organization • Number of participants who have stopped out/dropped out of the program • Information on the participant’s ability to comprehend the training/outline/Individual Employment Plan (IEP) 	1	Via email	Monthly by the 10th of the subsequent month

	<ul style="list-style-type: none"> Retention report via e-mail 120 days after award ends 			
Item 3	Monthly Status Report (OGA/RA)			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/Final Report	1	Via email	30 days after grant end date
Item 6	LEP/NEP Report	1	Via email	Quarterly

Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Training Outline	1	Via email	Two weeks after Award
Item 2	Invoices	1	Via Vendor Portal	Monthly
Item 3	Certification (If Applicable) Placement: Offer Letter *Participant must demonstrate hire after award and prior to 09/30/2022	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 is the sole owner of and controls all deliverables, reports, data, information, process, procedure, or product by, for or from this grant award. The GRANTEE must receive written permission from DOES to use or distribute any deliverable, report, data, information, process, procedure, or product by, for or from t/his grant award, prior to the proposed use or distribution

Source of Grant Funding

The grant is funded one hundred percent (100%) by a federal grant from the U.S. Department of Labor, pursuant to the American Rescue Plan Act of 2021.

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the number and 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 multiple awards. 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 \$\$1,119,734.00. The grant is funded one hundred percent (100%) by a federal grant from the U.S. Department of Labor, pursuant to the American Rescue Plan Act of 2021.

Period of Performance

The “2022 OTCS On the Job Training” 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 Applicant / Registered Sponsors shall provide services in the District of Columbia and the surrounding District of Columbia, Maryland and Virginia areas and be eligible to conduct business with the Government of the District of Columbia. Each Applicant / Registered Sponsor must provide legal proof of ownership or occupancy.

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

- Certificate of Occupancy issued by the District Department of Consumer & Regulatory Affairs (DCRA).
- Fully executed building lease or rental agreement that is current and valid

The Applicant / Grantee must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

Grant Making Authority

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.

GRANTEE shall, at the request of the District government, provide to the District government a certification of its compliance with Mayor's Order 2021-99 for in person or hybrid services.

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 and Mayor's Order, 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.
- Mayor’s Order 2021-099

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

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.
- Describe how your programming is designed to provide high quality services in 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.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three 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>Organization Profile</p> <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 the experience of the staff to effectively deliver the proposed program. 	10
2	<p>Participant Profile</p> <ul style="list-style-type: none"> • The extent to which the applicant has described the number of participants that will be served under this grant. • The extent to which the applicant has described how their programming will provide high quality services. • The extent to which the applicant has described its experience working with the target population. • The extent to which the applicant has described the anticipated challenges and strategies to overcome them. 	20
3	<p>Program Description</p> <ul style="list-style-type: none"> • The extent to which the applicant has described how they will deliver 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. 	40

	<ul style="list-style-type: none"> • 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. • The extent to which the applicant has provided a description of the virtual platform where program activities will be carried out. • The extent to which the applicant has provided a description of the proposed site where program activities will be carried out. 	
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.). 	
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
- 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 the deadlines listed on the front cover of this RFA. Applications received after the deadline **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
50%	50%

Payment 1: Initial Payment - Base Payment: (50%)

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

- DOES Orientation

- DOES On-Site/Virtual Visit
- Initial Hiring of DC Residents
- All DOES Mandatory Meetings and Trainings

Payment 2: OJT Reimbursement (50%)

This payment will be issued out on a per participant basis at the end of the grant period

GRANTEE must provide the following documentation:

- All pay stub/weekly time and attendance during grant period
- Submission of monthly OJT program progress report for each apprentice with a minimum of 75 days and 360 hours of OJT.

The payment amount will be established within the NOGA.

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

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

- Clean Hands Certificate (Within 30 days prior to application submission)
- 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.)