



**DISTRICT OF COLUMBIA GOVERNMENT OFFICE OF THE DEPUTY MAYOR FOR  
EDUCATION (DME)**

**WORKFORCE INVESTMENT COUNCIL (WIC)**

**FY2023 Employer Partnership Training Grant (EPTG)**

**Request for Applications (RFA)**

**Announcement Date: October 31, 2022**

**Submission Deadline: December 21, 2022**

**Virtual Information Session: November 9, 2022 @ 12:00pm EST**

**Application must be submitted via ZoomGrants:**

**<https://www.zoomgrants.com/zgf/FY23EmployerPartnershipTrainingGrant>**

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## OVERVIEW AND REQUIREMENTS

The District of Columbia Workforce Investment Council (DC WIC or WIC) is a private sector led board responsible for advising the Mayor, Council of the District of Columbia, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

The mission of the WIC is to lead with a sense of urgency to help create a fully integrated, comprehensive workforce development system that effectively meets jobseeker and business needs, while ensuring accountability, high performance, coordination, transparency, and effective leadership at all levels.

The WIC is issuing this Request for Applications (RFA) to identify an Individual Employer or Workforce Intermediary seeking to expand or upskill their workforce and create meaningful employment and advancement opportunities for residents. The goal of this grant program is to promote inclusive business growth while also investing in opportunities to prepare DC residents to succeed and advance in a rapidly changing economic environment. By investing in demand-driven workforce training, the WIC seeks to increase benefits for both employers and workers. These funds will enable employers to deliver quality training programs aimed at reducing turnover and increasing productivity. At the same time, training participants and employees will benefit from developing new skills, increased compensation, and improved job quality or opportunities for advancement. In addition to training, the DC WIC will assist Grantees in the development and implementation of skills-based hiring practices.

To achieve this goal, employers or workforce intermediaries will partner with training providers, including public, private nonprofit or for-profit educational entities, or community-based organizations to plan and design quality customized training and skills development opportunities for New Workers or Incumbent Workers. Employers may also propose expanding existing training programs to address unmet industry demand. Employers may use the training provider(s) of their choice. In rare cases, grant funds may be used to cover the cost of internal trainers (company employees) if no suitable alternative is available.

It is expected that all training participants will earn at least 120% of minimum wage upon successful completion of training or within six (6) months of initial employment. Applicants may request consideration of projects that do not meet this requirement but must submit evidence as to why this wage threshold cannot be met; how investment in these skills and occupations supports continued opportunities for career or wage advancement; and any additional information regarding non-wage benefits, supports or economic mobility opportunities available to training participants. It is expected that training for Incumbent Workers will lead to increased wages and/or a promotion, while New Worker training for New Workers will lead to full-time employment with the business(es) participating in the proposed project.

This grant will reimburse 100% of eligible expenses for training participants and New Employee Training and up to 60% of eligible expenses for Incumbent Worker training. Please review closely the additional details regarding eligible training participants and eligible expenses in this solicitation.

Applicants should propose and explain their choice of training models. Training may be delivered in partnership with an external provider, include on-the-job training, or work and learn training programs. It is not advisable to propose coaching and/or one-on-one training.

Applications that target training for occupations in the District of Columbia's high-demand industries of **Business Administration; Construction; Hospitality and Tourism; Infrastructure; and Law Enforcement and Security** will be prioritized, however training for occupations in other industries will also be considered. Healthcare and Information Technology workforce training programs will have additional funding opportunity please visit [www.deworks.dc.gov](http://www.deworks.dc.gov) and <https://communityaffairs.dc.gov/content/community-grant-program>.

This grant seeks to achieve the following outcomes:

**Priority I:**

- At least 80% of Incumbent Worker training participants will receive a certification or credential;
- 70% of Incumbent Worker training participants that successfully complete training will receive a promotion and/or wage increase and retained for at least 90 days.

**Priority II:**

- At least 80% of all New Worker training participants enrolled will successfully complete training and receive a certification or credential;
- 70% of New Worker training participants that successfully complete training will be placed in unsubsidized jobs at or above \$19.30 per hour, with the goal of being retained for at least six (6) months after being hired.

**Priority III:**

- At least 80% of Workforce Intermediary Training Participants will successfully complete training and receive a certification or credential
- 70% of Workforce Intermediary Training Participants which successfully complete training will be placed in unsubsidized jobs within an employer in the intermediary at or above \$19.30 per hour, with the goal of being retained for at least six (6) months after being hired.

**ABSOLUTE PRIORITIES**

Each Applicant must clearly identify which of the Absolute Priorities outlined below they are seeking to apply to for funding. Applicants may apply for one or more of the three funding priorities.

Please note: Only applications that meet at least one (1) of the Absolute Priorities will be considered for funding.

**Absolute Priority I: Incumbent Worker Training (IWT)** seeks to assist an individual or group of employers to build and retain their existing talent by investing in training and skills development, which results in an industry-recognized credential and supports career advancement and economic mobility.

**Eligible Applicants-** Employers in the District of Columbia with five (5) or more full-time employees.

**Identified Targeted Industries:** Construction, Infrastructure, Security & Law, Healthcare, Information Technology, Hospitality, Tourism and Retail

*Employers for Incumbent Workers must:*

- Be established as a for-profit or non-profit
- Must have a business located in the District of Columbia
- Have five (5) or more full-time employees based in the District of Columbia
- Show proof of employee with wages and start date via a paycheck stub.

*IWT must:*

- Include a customized, or industry-relevant training program that will result in upskilling of current employees
- Include a training program that results in a certificate and skills gains
- Ensure training program can be completed within a three (3)-month period
- Provide wages while in training based on the current rate of pay, instructor cost, training materials.
- Lead to advancement and/or wage gain upon successful completion of the training.

*IWT may include:*

- Training on recently purchased equipment or software
- Training to offer new services or products to reach new markets.
- Training to provide existing employees new skills to advance into hard to fill positions or take on significant new responsibilities; this may include industry-recognized certification or credential.
- Training to update workers' skills which are necessary for the business to become or remain competitive in their industry or sector.

**Absolute Priority II: New Worker Training (NWT)** seeks to assist an individual or group of employers with hiring and training a New Worker. NET allows New Workers to gain experience working in situations very similar to those they will encounter daily. New Workers will use the same tools and equipment they need for their job while being guided by an experienced trainer resulting in an industry-recognized credential.

**Eligible Applicants-** Employers in the District of Columbia with two (2) or more full-time employees.

**Identified Targeted Industries:** Construction, Infrastructure, Security & Law, Healthcare, Information Technology, Hospitality and Retail.

*Employers for New Workers must:*

- Be established as a for-profit or non-profit
- Must have a business located in the District of Columbia
- Have two (2) or more full-time employees based in the District of Columbia
- Show proof of subsidized wages while in training

*NWT programs must:*

- Not exceed three (3) months of subsidized wages
- Lead to an industry-recognized credential or national certification.
- Lead to employee retention for at least 90 days after subsidized wages have ended with an increase of wages and/or promotion.

**Absolute Priority III: Workforce Intermediary Training (WIT)** seeks to meet the workforce needs of businesses and job seekers. WIT brings together multiple stakeholders connected to key industries with significant employment growth and importance to the District's economy. WIT will deliver a variety of skills development and job-seeking services for customers addressing their needs in the areas of education and employment. These services will be delivered either in group settings, through work and learning opportunities, or one-on-one (either face-to-face or virtually) and will result in an industry-recognized certification or nationally recognized credential.

**Eligible Applicant-** Workforce Intermediaries

**Identified Targeted Industries:** Construction, Infrastructure, Security & Law, Healthcare, Information Technology, Hospitality and Retail

**Minimum Partnership Requirements for Priority III.** Applicants must partner with at least four (4) target industry-specific employers with current vacant and available positions and at least one (1) workforce system partner which will assist with recruitment and or support during training and after employment. Letters of Commitment will be required from all identified partners and must clearly indicate number of positions available and or services to be provided.

*WIT must:*

- Be on the demand occupations list for high growth and high wage DC High Demand Sectors and Occupations List <https://dcworks.dc.gov/page/demand-occupation-list> - <https://dcworks.dc.gov/page/demand-occupation-list>
- Result in an industry recognized credential or nationally recognized certification and employment
- Train a minimum of 40 individuals between all employer partners.

*Employers within a WIT partnerships must:*

- Qualify as non-profit & community-based organizations, industry associations, and/or an education provider.
- Have all individually been in business for two (2) or more years
- Must have at least at least four (4) letters of commitment from employers with open and available positions
- Letter of support from at least one (1) workforce system partner

*Additional factors which will be highly considered for the Absolute Priorities include:*

- Projects that outline how individuals most under-represented in the District's workforce or those most impacted by COVID-19 will be served, such as those who are unemployed and underemployed and those from historically underserved communities. Reference the District's 2022 Upward Mobility Plan for further information: [2022-upward-mobility-report-final20220629.pdf \(dc.gov\)](#);
- "Upskill – Backfill" Projects which lead to both the promotion and advancement of Incumbent Workers and backfilling the resulting vacancies through inclusive- hiring of New Workers;
- Projects with strategic use of funds for low cost per individual;
- Projects that seek to fill positions that are well-compensated, in areas of stable or growing employment, and are automation resilient. For more information on how this might be demonstrated, see [National Fund for Workforce Solutions'](#) characteristics of good jobs, found in their 2020 report, "Race and the Future of Work";

- Projects that have impact within the high growth industries outlined above; and
- Projects where training would make a difference in the company’s productivity, competitiveness, and ability to do business in the District.

**DEFINITIONS**

Applicant	Organization submitting the grant application
Employer	A business with two (2) or more paid employees, registered and licensed to operate in the District of Columbia or surrounding region. The employer participating in grant applications must commit to employ or retain and advance the participants successfully completing funded training.
Lead Applicant	The individual employer or industry-specific workforce intermediary submitting the Application for one or more of the WIC’s Absolute Priority grants.
Customized or Industry-relevant Training	A training program that is designed to meet the needs of a specific employer or a group of employers, within an approved industry or sector.  Employer Partnership Training grant funded training may include: the introduction of new technologies, new production or service procedures, upgrading existing skills, or other appropriate purposes. Training should be industry recognized and result in a certification for New Workers and an industry-recognized credential for Incumbent Workers.
Grantee	The organization provided a grant by the District, including sub-grantees.
Incumbent Worker	A paid, full-time, year-round employee employed by the Employer.
Industry-recognized Credential or Certificate	An industry-recognized credential is a verification of an individual’s qualification or competence. Industry-recognized credentials are valued in the labor market and are a validation of knowledge and skill. They can take many forms, including certifications, certificates, and licenses.
New Worker	Individual participating in training that is not an Incumbent Worker with the Employer(s).
Project	Activities included in the grant proposal—inclusive of training, supports for training participants, etc.
Training Provider	Organization that will provide training proposed in the grant application. Must have appropriate licensure or accreditation.
Training Participant	Individual participating in training; can include Incumbent and/or New Workers.
Workforce Intermediary	An entity that proactively addresses workforce needs within an industry or sector and improves regional competitiveness by working with and considering the needs of employers, workers, job seekers and other stakeholders, with a focus on developing career ladders, education and training services and related support services to assist workers enter higher-wage and skilled jobs in the industry.

	While a Workforce Intermediary may be the lead Applicant, Employer Partnership Training Grants funded training programs must be employer-led and demand-driven.
Workforce System Partner	The organization providing support to Workforce Intermediaries with program recruitment and or support during training and after employment.
Upskill - Backfill	Projects which lead to both the promotion and advancement of Incumbent Workers and backfilling the resulting vacancies through inclusive- hiring of New Workers
Foundational Skills	Core, fundamental, employability skills, or professional skills with skill qualities needed by people in all occupations. They are highly transferable and in demand across multiple sectors.

**ELIGIBLE TRAINING PARTICIPANTS**

**All Training Participants must:**

- Be at least 18 years old
- Sign a self-attestation indicating how they were impacted by the COVID-19 pandemic
- Be an individual who wants to and is available for work, including an individual who is unemployed, has looked for work sometime in the past 12 months, who is employed part time but who wants and is available for full-time work, or who is employed but seeking a position with greater opportunities for economic advancement.

New Worker Training Participants must:

- Currently reside in the District of Columbia

Incumbent Worker Training Participants:

- May include non-DC residents, however per person training costs will not be reimbursed for non-DC residents.

**AVAILABLE FUNDING**

The total amount of funding available is approximately \$5.5 million. The maximum award amount is \$750,000. There is no minimum grant award amount.

Grants will be funded during the initial grant award period with the option of up to one additional year, pending the availability of funds and WIC’s determination that the Grantee’s performance has met the minimum performance standards outlined in the grant agreement.

All grant expenditures and project activities must occur within the grant period. Any costs that are incurred either before the start of the grant award period or after the expiration of the grant award period are not allowable. The grant period does not officially start until a grant agreement is fully executed.

The WIC also reserves the right to, without prior notice, reduce or cancel one or more programs listed in the RFA, reject all applications, adjust total funds available, or cancel in part or whole.



The source of the funds for this grant is the Coronavirus State and Local Fiscal Recovery Funds and shall be used as permitted by American Rescue Plan Act of 2021 (ARPA) § 9901, Pub. L. No. 117-2, codified at 42 U.S.C. § 802 et seq.

For more information, see: American Rescue Plan Act of 2021:

<https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>

31 CFR Part 35 Interim Final Rule:

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

## **ALLOWABLE USES OF FUNDS**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis. The WIC reserves the right to suspend, deny, or limit advance payments.

Per-participant training fees, stipends or training wages can only be reimbursed for training participants who currently reside in DC. Proposed training stipends or training wages should be proposed in the application and will be subject to approval and amendment by the WIC, to be codified in the final grant agreement. Non-DC resident Incumbent Workers may participate in training programs, but per-participant costs for these individuals will not be reimbursed.

Applicants should negotiate the costs of instruction and related training materials with training providers to ensure that proposed costs are reasonable, necessary, and competitive. Fees for courses are expected to be market-based. If market-based fees for comparable training are significantly lower than a requested amount, the Applicant should expect a reduced grant amount.

### **Allowable uses of grant funds include:**

- Training fees or tuition for Incumbent Workers earning new and documented skills.
- Training fees or tuition for participants as they obtain an industry-recognized credential or certificate.
- Training fees for foundational and/or digital literacy skills for New Workers who also obtain an industry-recognized credential or certificate.
- Costs for delivering training that is designed or customized to meet the specific requirements of a business.
- Costs for course books and other testing and/or training materials.
- Costs to support access to internet and/or internet-enabled devices required to participate in training.
- Costs for assessments of training participants at the beginning and/or end of the training period.
- Instructor salary and expenses.
- Rental costs for external space for training courses.
- Fees for credentialing or certification exams.
- Stipends for Training Participants and New Workers
- Incumbent Worker wages while in training

### **Training Funds cannot be used for:**

- Training for Incumbent Workers that does not qualify under the following:
  - Training on recently purchased equipment or software
  - Training to offer new services/products to reach new markets

- Training to promote current staff or give current staff new skills to advance into hard to fill positions or take on significant new responsibilities
- Training to update skills that are necessary in order for the business to be competitive
- Training that is mandated by the government and considered the responsibility of the employer (such as sexual harassment training, diversity training, and mandated safety training).
- Ongoing training that is already being provided by the business.
- The costs of travel or consulting services.
- Training that does not lead to a specific skill or credential, such as New Worker orientation, onboarding training, and informal job shadowing.

Funds must be used for the purpose and goals of the project. Cost must be allocable, reasonable, and necessary. Allowable costs are those that the WIC shall determine as valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget. Non-allowable costs are costs that are unallowable, unreasonable, and unnecessary.

**Examples of non-allowable costs include but are not limited to:**

- Alcoholic beverages
- Entertainment
- Fundraising or lobbying cost
- Fines and penalties

**ELIGIBILITY AND AWARD LIMITATIONS**

Eligible Applicants include an Individual Employer through Priority 1 and Priority 2, or a multi-employer consortium, or an employer or industry association or organization through Priority 3. Consortium Applicants must identify the lead employer Applicant. Employers must be actively involved in the planning and design of the Project and all organizations identified in the application must submit documentation that outlines the organization’s roles and responsibilities in the Project.

Employers must be registered to do business in the District of Columbia and be in good standing.

Examples of lead Applicant for those applying as a Workforce Intermediary include:

- Business association (i.e., a chamber of commerce or industry association group)
- Four or more employers that independently created the consortium for the purpose of applying for this grant

An Applicant may submit applications for more than one Project, if applicable. If an Applicant proposes more than one Project, it must do so in a separate proposal and submit all corresponding required documents.

Applications that do not meet the technical requirements (e.g., incomplete application, ineligible organization(s), or missing documentation) will not be considered for funding.

Sensitive information such as trade secrets, and commercial, or financial information disclosed in the application for, administration of an Employer Partnership Grant Program grant may be exempt from disclosure in accordance with Section 204(a)(1) of the Freedom of Information Act of 1976 (DC FOIA), effective March 25, 1977 (D.C. Law 1-96). In general, all financial statements and information

pertaining to the earnings of individual employees may be protected from disclosure under DC FOIA. Any additional trade secrets, commercial, or financial information that should be protected from disclosure under DC FOIA should be identified by Applicants or grant recipients.

Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a Project). A review panel will evaluate the applications for the grant according to the stated list of criteria in each project's description. The proposal(s) with the highest score/s will be awarded grants.

Specifically, grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the applicants' capacity to achieve the grant's goals.

Continuing conditions of eligibility are that the information in the application is complete and truthful, and that the Applicant can meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise WIC in writing of this change in material conditions.

Additionally, Grantees will be required to participate in meetings with the WIC to discuss performance, disseminate and/or obtain information relevant to their program, discuss policy changes and related requirements with Grantees. Grantees will be asked to participate in capacity building, networking, and training offered by WIC and its partners; this will be outlined in greater detail in the grant agreement.

## INFORMATION SESSION

The WIC will host an online information session for interested applicants on **Wednesday, November 9, 2022, from 12:00pm – 1:00pm EST**. To register, please send an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by **Monday, November 7, 2022**. Registration is encouraged but not required. Recordings of the information sessions will be available and posted within four (4) business days following the live presentation. Registration for the information session is encouraged but not required, and the link to the information session will be available on the WIC's website at [www.dcworks.dc.gov](http://www.dcworks.dc.gov).

## SUBMISSION GUIDELINES

All applications must be submitted via the online application system ZoomGrants.

**All applications must be submitted in the online system no later than: 8:00pm on Monday, December 21, 2022.**

All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by WIC, any additions or deletions to an application will not be accepted after the specified deadline. WIC is not responsible for unreadable, incomplete, and/or out-of-order submissions.

WIC is not responsible for malfunctions of the online platform. WIC advises prospective Applicants to upload any documents according to the online application guidelines.

## Submission Components

### 1) Project Summary

A. Provide a brief one paragraph summary that explains the project.

### 2) Experience and Qualifications

A. Name the organizations participating in this application and specify their roles and responsibilities.

B. Provide statements of qualifications and additional information for each organization, if applicable:

- **Employers:** At a minimum include industry, number of employees, number of years in business, current operating model (in-person, hybrid, remote), and examples of experience providing Incumbent and/or New Worker training. Include evidence of relevant licensure or accreditation, if applicable, and evidence of past success in credentialing trainees and placing trainees in employment. Describe any previous collaborations between the Applicant and the training provider.
- **Workforce Intermediary Applicants:** If a non-employer organization is serving as lead Applicant, include experience in grant management, if applicable, and relationship and experience with employers applying as part of the partnership. Include any additional information that demonstrates how Applicant is positioned to provide support to the relevant industry(ies) the Project seeks to address. A partnership agreement indicating how the employers and other named partners will participate and Letters of Commitment must be included. Additional relevant information regarding their experience and Letters of Commitment indicating their ability to support the proposed Project must be included. Include evidence of relevant licensure or accreditation, if applicable, and evidence of past success in credentialing trainees and placing trainees in employment. Describe any previous collaborations between the Applicant and the training provider.

C. Provide information on the Applicant's experience in expanding access and/or opportunity for historically underrepresented populations, and in developing or implementing policies related to diversity, equity, and inclusion in the workplace or around hiring practices.

D. Provide information on the staff that will support the Project from each organization. Please explain individuals' roles in support of the Project. Resumes must be provided. (submit resumes as attachments)

### 3) Project Description

Organize this section of your application in accordance with the outline below.

**A. Statement of Need and Objectives of the Project**

- i. Identify which Priority this Project seeks to address, as explained on page three (3) of this RFA. Describe how Priority requirements are met by the Single Employer, Workforce Intermediaries and any Workforce System Partners.
- ii. Describe the recruitment, talent development or upskilling needs or challenges that the Applicant is seeking to address with this grant. Is this a one-time or ongoing issue? If this is ongoing, how will these funds contribute to longer term solutions?
- iii. If the proposed training is not in one of the high-demand industries referenced in this RFA, provide information on regional employment and labor demand in the field of training which would justify the investment.
- iv. State the specific objectives this project will achieve. Identify ways in which the training will make a difference in Employers' productivity, competitiveness, and ability to do business in the District.
- v. Identify the benefits of the training for Incumbent Workers, New Workers, and/or Training Participants.
- vi. Describe the potential impact of the training on the Applicant's industry or industries. Workforce Intermediaries should include potential impact for each employer
- vii. Applicant must provide a work plan that includes a timeline for Project implementation. (Submit as an attachment)

**B. Training Participants**

- i. Identify how many Training Participants the Project seeks to impact; please distinguish between Incumbent Workers and New Workers if Projects seeks to support both.
- ii. Describe the assessment and enrollment process for Training Participants and identify any minimum requirements for participation.
- iii. What resources and supports will be provided to support successful completion by Training Participants?
- iv. **For Incumbent Workers:**
  1. Identify the population this Project seeks to train, including job titles, current wages, and whether this Project proposes to lead to increased wage and/or promotion for Training Participants who successfully complete the training. Please provide additional information regarding the proposed wage increase level(s) and/or promotion opportunities that may be available to Training Participants upon completion of training.
  2. Are the Incumbent Workers individuals from historically underserved populations, including women or communities of color? Provide any relevant information regarding the demographics of the Incumbent Worker population that would participate in Project training.
- v. **For New Workers:**
  1. Identify the positions this Project seeks to fill and how these vacancies impact the business' viability and competitiveness. Include the number of current or projected future vacancies, titles, and wages.
  2. How does Applicant propose identifying and recruiting Training Participants? Provide additional information about any partnerships,

resources, or strategies Applicant proposes to meet projected training enrollment targets.

3. Will Applicant seek to recruit from historically underserved populations, including women or communities of color; formerly incarcerated individuals; low- or moderate-income individuals; or individuals who are currently unemployed? Will the business engage the public workforce system to help recruit New Workers?
  4. What supports will be provided to individuals that successfully complete training, including supports during and after the hiring process?
- vi. **For Workforce Intermediaries**
1. Identify the positions at each employer that this Project seeks to fill and how these vacancies impact each business' viability and competitiveness. Include the number of current or projected future vacancies, titles, and wages.
  2. How does Applicant propose identifying and recruiting Training Participants? Provide additional information about any partnerships, resources, or strategies Applicant proposes to meet projected training enrollment targets.
  3. Will Applicants seek to recruit from historically underserved populations, including women or communities of color; formerly incarcerated individuals; low- or moderate-income individuals; or individuals who are currently unemployed? Will the businesses engage the public workforce system to help with recruitment?
  4. What supports will be provided to individuals that successfully complete training, including supports during and after the hiring process?

### C. Proposed Training

- i. Please provide the following details for each proposed training. If Applicant seeks to train Incumbent Workers, New Workers and Training Participant, separate information is required for each type of training proposed.
  1. Identify the type and length of training that is being proposed.
  2. If multiple training cohorts are proposed during the grant award period, please provide information regarding cohort sizes.
  3. List the anticipated skills gained or sought to be enhanced through the proposed training.
  4. Describe the instructional format (in-person, remote, or hybrid) and how this Project will support individuals who may have limited or no access to internet or devices required to participate in training.
  5. Identify the credential or certificate that Training Participants will earn upon completion of the training program.
  6. Identify where training will be provided, including whether it will be provided in Employer's facility(ies) or at another location. If training will be provided at another location, please provide details for that location, if known, or how Applicant will identify a location if awarded a grant.
  7. Applicants must provide information about the proposed Training Provider that will deliver training, including an explanation of how and why the provider was selected.

8. Applicants must provide a syllabus or detailed course outline for proposed training. The syllabus or training course description should list and describe topics and sub-topics included with the sequence, allotment of time, and relevant information about how instruction will be delivered. (Submit as an attachment)
9. Applicant is encouraged to provide any additional information that may assist reviewers in evaluating whether the training is applying best practices, distinguishable from consulting services, reasonably priced, appropriate for proposed Training Participants, an allowable use of grant funds, and is logically related to the objectives and success metrics proposed. Inadequate course descriptions will result in delays or rejections.

#### **D. Measurement of Project Success**

- i. For proposed training programs, please provide the following—if Applicant seeks to train Incumbent Workers, New Workers, and Training Participants, please provide the following details for each proposed training, separately:
  1. Total number of individuals being trained that will be impacted by the Project.
    - a. Given the goals of the program, listed on Page 4 of this RFA, please explain how the Project will ensure goals of training completion, hiring, wage increase and/or promotion, and retention will be met.
  2. Describe the Applicant’s plan for monitoring program implementation, including how it will work with the Training Provider and any other organizations that will support the Project.

#### **E. Sustainability**

- i. Please explain how Applicant plans to continue Incumbent Worker, New Worker or Training Participant will be retained and supported beyond the grant award period.

### **4) Project Budget**

Applicant must fill out a numeric budget summary provided in the Project Budget tab in ZoomGrants and submit a budget workbook, budget narrative, as well as a budget spend plan as part of the application package. Templates for the budget workbook, budget narrative and budget spend plan are provided in the Documents tab in ZoomGrants.

- A. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”
- B. If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested.
- C. For Incumbent Worker Training: If the Project seeks to include non-DC residents as Training Participants, please ensure budget reflects an assumption of Employer or

Workforce Intermediary covering 100% of the per person training costs for non-DC residents. Costs associated with training that benefit DC- and non-DC residents (e.g., instructor salary and expenses, space rental costs) can be covered by this grant.

## **REQUIRED DOCUMENTS**

Each of the following documents must be filed as part of the grant application, if applicable. If the document is not in this filing, WIC may not deem the application complete. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, WIC may accept a copy of the Applicant's request to the agency for the purpose of deeming the Application complete.

### **1) Certificate of Clean Hands**

Obtain a Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR) verifying that the applicant is current and shall remain current on the payment of all federal and District taxes throughout the pre-award process and the grant's period of performance.

### **2) Promises, Certifications, Assertions, and Assurances (PCA)**

Each Applicant must sign and submit the PCA in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e., is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. WIC requires, as a condition of continuing eligibility, that a Grantee stay current on such obligations during the period of the grant.

### **3) U.S. Internal Revenue Services (IRS) W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for IRS. WIC defines "current" to mean that the document was completed within the same calendar year as that of the application date.

### **4) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax exempt status



determination, then that organization’s tax exemption affirmation letter should also be submitted.

**5) Financial Statements**

All Applicants are required to submit a copy of the most recent and complete set of audited financial statements available for the Applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the Applicant must provide, at a minimum, an organizational budget, an income statement (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 three (3) years before the date of the grant application.

6) All Applicants are required to submit their **Employee Identification Number (EIN) System Award Management (SAM) status, and Dun & Bradstreet (DUNS) number**. If documents are not available at the time of submission, they must be available at the time of the award.

7) All Applicants must include a Policies and Procedures Manual and/or another document that details their **subcontracting plan**.

**REPORTING REQUIREMENTS**

The Grantee will be required to identify, track, and report on performance measures through the quarterly and final programmatic reports.

The Grantee must submit the following reports as a condition of continuing eligibility for funding. A full list of the performance measures will be included in the grant agreement.

The WIC will provide a programmatic report template with the grant award package. The final report must include quantification by the Grantee of the Project’s outputs and must describe the extent to which project outcomes met the objectives of the funded proposal. The report will also require submission of data and analysis of the data.

**Report due dates are the following dates:**

Report Type	Reporting Period	Due Date
Monthly Performance Report	1 <sup>st</sup> of month – last day of month	The 15 <sup>th</sup> of each month. First report is due March 15
Quarterly Report	Start of Grant – March 31, 2023	April 15, 2023
Quarterly Report	April 1, 2023 – May 31, 2023	June 15, 2023
Quarterly Report	June 1, 2023 – July 31, 2023	August 15, 2023
Quarterly Report	August 1, 2023 – September 30, 2023	October 5, 2023
Final Report	Start of Grant – September 30, 2023	October 5, 2023

If a report’s due date falls on a weekend or District holiday, the report will be due the next business day. WIC staff will monitor training progress by collecting information on a quarterly basis (every three (3) months). The information collected will determine financial reimbursement for the training that has taken place in that period. Below is a list of information that may be collected for each progress report, subject to final approval and codification in signed grant agreement:

- Updated Quarterly Progress Report with Training Participant status and course hours
- Summary of training expenses with backup documentation\*

\* The chart below outlines the types of costs and allowable forms of backup documentation.

<b>Expenditure</b>	<b>Supporting Documentation</b>
External Instruction	Cancelled checks or general ledger report accompanied by invoice
Internal Instruction	Payroll or general ledger report accompanied by invoice (invoice must include: name, hours of training, hourly wage and total cost)
Tuition/Fees	Cancelled checks or general ledger report accompanied by invoice
Books or other training materials	Receipts, cancelled checks, or general ledger report accompanied by invoice
Trainee Wages	Payroll report or general ledger report
External Training Space	Invoice accompanied by cancelled check or general ledger report

Grantees are required to keep trainee activity logs or sign-in sheets for each instance of training. The Grantee is required to keep these logs on file and available for audit for at least three (3) years after training completion.

**REIMBURSEMENT OF PROJECT EXPENDITURES AND DISBURSEMENT OF FUNDS**

WIC will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, WIC may advance funds at the beginning of the grant award period for good cause approved by WIC at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested. Advance payment requests are not intended to cover a certain percentage of the proposed grant budget, nor should they be used to request the entirety of the proposed grant budget. Advance payments are intended to assist with start-up costs and requests should cover expected expenses for the first 30 to 45 days of the project period. The WIC reserves the right to suspend, deny, or limit advance payments to high-risk award recipients or any grantee that is not in compliance with its reporting requirements.

To request reimbursement, Grantees must submit invoices electronically through the DC Vendor Portal: <https://vendorportal.dc.gov>. Vendors are required to register on the vendor portal prior to submitting an invoice. Payments are processed according to the District of Columbia Quick Payment Act of 1984, effective March 15, 1985 (D.C. Law 5-164, § 2-221.01- § 2-221.06).

Grantees will receive reimbursement for the monthly costs incurred once the documentation (detailed above) has been submitted for that month of training. If any documentation is missing or unclear, your reimbursement may be delayed or withheld. Reimbursements will be capped at the awarded amount. Reimbursements will only be made on eligible and documented costs incurred.

The final quarter's costs will be considered a close-out payment for the grant and will not be reimbursed until reporting requirements outlined in grant agreement have been fulfilled. Additionally, the payment will be paid in full if your business meets the projected hiring and/or wage increases identified in your grant. If your business meets some goals, but falls below the projection, the payment will be pro-rated accordingly. If no goals are met, the close-out payment will be forfeited.

## **MODIFICATIONS OF PROJECT SCOPE**

- Modifications to project scope must be approved by WIC staff.
- Grantees are expected to keep WIC staff apprised of the project's progress and to alert staff of any possible divergences from the approved original scope. Divergences could include, but are not limited to changes in:
  - Cost
  - Training providers
  - Number of trainees
  - Subject matter and/or length of classes
  - Number of training hours
  - Frequency of courses
  - Amount of wage gain (% increase)
- Grantees have up to 30 days after the final grant execution date to propose modifications to their training plan. Modifications proposed after 30 days may result in a reduced or forfeited close-out payment at project completion or unconditional rescission of award.
- WIC staff reserves the right to approve or deny these requests based on executive level review of modified application materials submitted by the business.

## **AWARD ANNOUNCEMENT**

Anticipated time for processing applications is 30 days after the deadline for submission of applications. WIC will send a response letter to eligible Applicants, informing them of their application status. WIC may request supplemental documentation.

## **UPDATES AND QUESTIONS AND ANSWERS (Q&A)**

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up to date on the status and requirements of the grant for which it is applying.

The agency welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [dcworks@dc.gov](mailto:dcworks@dc.gov).

The agency will publish updates and Questions and Answers (Q&A) regarding the RFA online at [www.dcworks.dc.gov](http://www.dcworks.dc.gov) within three (3) business days after each information session.

The deadline for receipt of any questions is one week prior to the application deadline.

## **APPLICATION REVIEW**

### **1) Initial Screening**

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

- 1) The application is received after the closing date;
- 2) The application package is not complete (see requirements in Application Checklist);
- 3) The application narrative fails to address the program priorities; or, 4) The application does not fall within the scope this RFA.

## 2) Independent Review Panel

This is a competitive grant. To ensure fair assessment of grant applications, WIC will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District’s community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review screened applications and submit scoring, ranking and comments to WIC.

## 3) Final Review

Based on the independent review panel recommendations, the Mayor’s budget priorities, the resources available, and the goals of the program, WIC will make the final funding decision after taking into consideration the independent review panel’s recommendations. **The final funding decision cannot be contested or appealed.**

## SCORING CRITERIA

The application must provide sufficient information for WIC to determine merit of the application.

Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application’s score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

### Experience and Qualifications (25 points)

- 1) Do the Applicant and its partners demonstrate the organizational capacity to implement the proposed activities?
- 2) Does the Applicant have past experience providing current and/or New Worker training?
- 3) To what extent does the Training Provider have a successful history of designing and delivering high quality, comprehensive programming for the targeted trainee population?
- 4) To what extent does the Applicant demonstrate an understanding of and commitment to race equity and inclusion in the workplace and in hiring processes?
- 5) Does the Applicant identify qualified personnel to work on the project?

### Statement of Need and Objectives (20 points)

- 1) The Applicant’s statement of need must address both the need for training and the need for grant funds. Awards will not be made to fund programs that would exist without WIC support.

Information should be provided regarding current training budget(s) and additional information that speaks to how these funds will enable training that wouldn't otherwise be possible.

- 2) Is the proposed training in a high-demand industry or occupation?
- 3) What benefits will Incumbent Workers, New Workers, and/or Training Participants see as a result of the training?
- 4) How will the Applicant's industry benefit as a result of the training?
- 5) Will this project result in positive economic impact to Washington, DC?

**Project Description (30 points)**

- 1) Who is the target population of trainees?
- 2) What is the total number of Training Participants Applicant seeks to serve?
- 3) Does this project target District residents negatively impacted by COVID-19?
- 4) Do target Training Participants include those from historically underserved populations and areas, communities of color, women, and youth? This is not required, but Applicants who seek to prioritize these individuals will receive favorable consideration.
- 5) How will the Applicant recruit and assess residents for skills and challenges?
- 6) How will the program prepare New Workers for employment? Or, How will the program lead to increased wages for Incumbent Workers?
- 7) Has the Applicant demonstrated an effective instructional format (in-person, remote, or hybrid) and accommodations for residents impacted by the digital divide
- 8) Is training logically related to the objectives and success metrics proposed?
- 9) Will training be completed in six months or less?
- 10) How will the program ensure that participants complete the training? Retain the job?
- 11) What are the estimated wages and/or wage gains for Incumbent Workers and/or New Workers being trained? Are they at least 120% of District minimum wage (\$16.10/hr)?
- 12) Are the credentials or certifications being proposed industry-recognized and transferrable?
- 13) Is there a plan or process in place to ensure ongoing performance monitoring and measure program outcomes?

**Sustainability (15 points)**

- 1) What is the sustainability plan for this project beyond the grant award period?

**Budget (10 points)**

- 1) Is there evidence in the proposal of leveraging of resources and in-kind contributions, which will assist in meeting proposal outcomes?
- 2) Does the cost per participant and the total allocation sought constitute an effective use of resources?
- 3) Does the projected budget effectively support the proposed program and its target outcomes?

**APPLICATION CHECKLIST**

<b>Instructions for Applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or N/A for not applicable.</b>		
1.	Is the applying organization eligible for funding from WIC according to the eligibility requirements?	
2.	Does the proposal include a project description and all the information required of the proposal?	
3.	Is a numeric budget and budget narrative, included in the application?	
4.	Do the line items in the proposal budget consider the allowable and non-allowable costs?	
5.	Does the application package include a Certificate of Clean Hands that is active for the performance period?	
6.	Does the application package include IRS W-9 Tax Form?	
7.	Does the application package include a Tax Exemption Affirmation Letter, if applicable?	
8.	Does the application package include the applicant’s most recent audited financial statements?	
9.	Does the application package include the organization’s Policies and Procedures manual or another document that details a subcontracting plan?	
10.	Is the Applicant registered in the SAM?	
11.	Does the Applicant provide a DUNS number?	
12.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDIX A**

### **TERMS AND CONDITIONS**

Funding for this grant is contingent upon continued funding. This RFA does not commit WIC to make a grant award.

WIC reserves the right to accept or deny any or all applications if it is determined to be in the best interest of WIC to do so. WIC shall notify the Applicant if it rejects their application. WIC reserves the right to suspend or terminate an RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

WIC reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to amend, extend, or rescind this RFA. WIC reserves the right to request additional information from any Applicant.

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

WIC may conduct pre-award on-site visits to verify information submitted in the application and to determine if the Applicant's facilities are appropriate for the services intended.

WIC 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.

WIC shall provide the citations to the statutes and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the Grantee will be paid for performing under the grant agreement; reporting requirements, including

programmatic, financial, and any special reports required by WIC; and compliance conditions that must be met by the Grantee.

If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the Applicant to ensure compliance.

WIC reserves the right to withhold funds and/or withdraw a grant award to Applicants who change vendors during the period of performance prior to submission and approval by WIC.

## **APPENDIX B**

### **REQUIRED GRANTEE FORMS**

To remain eligible for this grant, all supplemental documentation must be submitted to WIC within 5 business days of receipt of grant award letter. An Applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

1. Proof of Insurance.
2. Automated Clearing House (ACH) Form – Approved Grantees will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved Grantees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO) Statement with the District’s Office of Human Rights.
4. Grant Agreement - Applicants are required to sign an agreement setting forth the terms and obligations that will serve as conditions for Applicant’s receipt of the applicable grant funds.
5. If applicable, the selected Applicant will be required to execute a First Source Employment Agreement with the District Department of Employment Services governing certain obligations of Grantees regarding job creation and employment generated as a result of the grant under the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, effective February 24, 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor’s Order 83-265.
6. If applicable, Applicants will be required to provide a copy of their subcontracting plan. The Plan should include governing certain obligations of under the Small and Certified Business Enterprise Development and Assistance Act of 2005, as amended (D.C.L aw 16-33; D.C. Official Code §§2-218.01, et seq.).