



DC Department of Employment Services  
Workforce Development Bureau

**2023 Out-of-School Youth Focused Youth  
Apprenticeship Program**  
Request for Applications (RFA)

RFA No.: DOES-OSY-Apprenticeship 2023

**RFA Release Date:**

February 24, 2023

**Pre-Application Conference**

Department of Employment Services  
4058 Minnesota Avenue NE  
Washington, DC 20019

*Date:* March 9, 2023

*Time:* 11:00 a.m.

Attendance is highly encouraged.

Please confirm attendance at: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

**Application Submission Deadline:**  
**March 27, 2023 at 3:00 p.m. EST**

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

**PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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

### ***Background***

The District of Columbia Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. 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 system, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency and auxiliary aids and services are available upon request to persons with disabilities.

DOES, through its Office of Apprenticeship, Information, and Training<sup>1</sup> (OAIT), monitors apprenticeship programs to ensure compliance and the implementation of quality training for all registered apprentices. DOES OAIT also provides guidance and technical assistance to new and current apprenticeship sponsors regarding federal and local regulations, in addition to program regulation, for a successful program.

Through funding from the District's allocation of federal American Rescue Plan Act (ARPA), DOES OAIT seeks to expand its youth pre-apprenticeship and apprenticeship programs in high demand industries to recruit and train District out-of-school youth ages 18 to 24.<sup>2</sup> Additionally, through registered apprenticeship programs, DOES OAIT expects to work collaboratively with GRANTEES to provide District out-of-school youth ages 18 to 24 with paid relevant workplace experiences that prepare them for specialized and skilled employment opportunities in traditional and non-traditional sectors and promote the development of new non-traditional apprenticeship and pre-apprenticeship opportunities for District out-of-school youth ages 18 to 24.

### ***Scope***

As part of the District's investment into strengthening local youth apprenticeship programs through ARPA funding, DOES is seeking high quality, structured and innovative grant applications from registered apprenticeship programs or new organizations to develop, implement and/or expand existing or new youth apprenticeship programs for 80 District out-of-school youth ages 18 to 24. Applicants are expected to provide workforce training, exposure, and placement into apprenticeship programs. The proposed initiative must lead to increased apprenticeship

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<sup>1</sup> DOES OAIT is the State Apprenticeship Agency responsible for registering apprenticeship programs and monitoring registered apprenticeship programs for compliance with federal and District law.

<sup>2</sup> District out-of-school youth (1) are no longer engaged or connected to secondary education, high school dropouts, or disconnected from traditional school; (2) have either graduated from high school or secured a GED but have no post-secondary education, career targets, sustainable plans; (3) are not in the workforce; or (4) are basic skills deficient, leaving them either unemployed or underemployed.

opportunities and direct entry to registered apprenticeship programs in traditional and non-traditional apprenticeable occupations and industries for 80 District out-of-school youth ages 18-24. Approved apprenticeable industries include construction, manufacturing, energy, transportation, information technology, healthcare, and hospitality.

To support the expansion of current Youth Apprenticeship Programs (YAP) or the development of new YAP, grant funds are available to primarily support workforce training costs related to On-the-Job Training (OJT), On-the-Job Learning (OJL), and related technical instruction (RTI). Program costs such as training materials, equipment, and curriculum are also allowable costs under this RFA. Applicants are also allowed to charge the federal de-Minimis indirect cost rate of 10%, under this RFA. Proposed YAP must be able to commence services no later than April 17, 2023.

Due to the ongoing COVID-19 pandemic, applicants should be prepared to offer services virtually, in person, and/or in a hybrid iteration given the status of the District and DOES.

Acceptable YAP models under this RFA include:

- Pre-Apprenticeship to Apprenticeship Programs, and
- Direct Entry into Apprenticeship Programs.

#### Pre-Apprenticeship to Apprenticeship YAP Model

Pre-apprenticeship to apprenticeship YAP models should include (1) a combination of OJT, OJL and RTI in an apprenticeable occupation; (2) a paid wage up to 30 hours per week (grant funded paid by DOES); (3) achievement of a nationally recognized, job specific certification; and (4) direct entry into Registered Apprenticeship Program (RAP), upon successful completion of the pre-apprenticeship program. Applicants under this program model must provide formal evidence of a placement relationship with a District RAP through a signed letter or Memoranda of Agreement (MOA). The submitted letters or MOA should include details on the hiring activity the RAP commits to at the conclusion of the pre-apprenticeship, including number of new hires and hiring timelines.

#### Direct Entry into Apprenticeship YAP Model

Funding within this RFA can also be used to support RAPs seeking to prioritize the hiring of District out-of-school youth ages 18 to 24. Allowable costs, under the Direct Entry into Apprenticeship YAP model, include costs related to OJT, OJL, and RTI. Program costs such as training materials, equipment, and curriculum are also allowable costs under this RFA.

RAPs intending to apply for funding under this YAP model must include (1) a timeline that details the hiring of District out-of-School youth ages 18 to 24; (2) available apprenticeable positions; (3) number of apprenticeship positions that will be made available to District out-of-school youth ages 18 to 24; (4) recruitment strategy the program intends to use to attract District out-of-school youth ages 18 to 24 into newly created or available apprenticeship positions; (5) retention strategy the program intends to use to support the completion of the apprenticeship program; and (6) itemized budget that details the use of requested grant funding.

Best practices of successful YAP include the provision of youth supportive services, such as transportation, uniforms, boots, tool belts, assistance with apprenticeship applications and exam

fees, etc., where necessary. District out-of-school youth ages 18 to 24 will be registered with DOES as youth apprentices within the DC Networks and DC Apprenticeship Management (DCAMS) systems.

#### Other Eligibility Requirements of Program Participants

- Participants must verify age, District residency, social security number, and right to work via DOES approved documentation (found in *Attachment A*).

#### **The following tasks shall be performed by the GRANTEE:**

- GRANTEE shall comply with the Living Wage Act of 2006 D.C. Code §§ 2-220.01– 2-220.11. Recipients of contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage. Effective January 1, 2023 through June 30, 2023, the living wage rate is \$16.50 per hour. Effective July 1, 2023, the District’s Minimum Wage and Living Wage will increase to \$17.00.
- GRANTEE shall recruit and enroll District out-of-school youth ages 18 to 24 at GRANTEE proposed service level.
- GRANTEE shall hire DC residents for at least 51% of all new jobs created to perform the services required by this NOGA.
- GRANTEE shall sign a First Source Agreement as required by the Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code §2-219.01, et. Seq.
- GRANTEE shall have a username and password for the First Source Employer Portal for electronic submission of all monthly Compliance Forms, weekly certified payrolls, and any other documents required by DOES Office of First Source Compliance for reporting and monitoring
- GRANTEE shall operate YAP per the guidelines listed within this RFA.
- GRANTEE shall provide OJT, OJL and RTI for each youth apprentice that culminates in the achievement of a nationally recognized certification, within applicable program models.
- GRANTEE shall securely maintain all program documentation, including case notes, in OAIT system of record (VOS/DC Networks) and at vendor location, in addition to hardcopy participant files.
- GRANTEE shall conduct an orientation session during the first week, first day of the scheduled start date of each program or cohort of the program ensuring all program activities, deadlines, expectations, policies, and procedures are outlined for all assigned participants.

- GRANTEE shall attend an orientation with DOES OAIT staff and successfully pass a site visit prior to the outlined start date and before services begin for participants. All orientation dates and site visits will be scheduled by DOES OAIT.
- GRANTEE shall secure qualified and experienced instructors that are qualified to provide training/instruction that culminates in a nationally recognized certification.
- GRANTEE shall secure and provide evidence of formal partnerships with RAP to refer youth apprenticeship completers to for long-term apprenticeship placement in the form of signed letters of partnership and/or executed MOA.
- GRANTEE shall complete all required trainings identified and requested by DOES.
- GRANTEE shall participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEE shall collect data regarding contacts with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEE shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- 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.
- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation.

### **GRANTEE Reporting, Deliverables and Outcomes**

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

#### ***Reporting***

The GRANTEE shall provide the following reports to the Department of Employment Services

Reporting Requirements	Method of Delivery	Frequency
Apprenticeship Recruitment Tracker	Via email	Weekly after activity commences
Participant Roster and Documentation	Via email	30 days prior to program start date for each enrolling apprentice
<p><u>Pre-Apprenticeship to Apprenticeship YAP Models</u>                      Monthly Progress Report and Case Notes. Documentation includes:</p> <ul style="list-style-type: none"> <li>• Certification (Credential Attainment)</li> <li>• Progress towards completing contracted on-the- job training hours.</li> <li>• Pre and Post Test Assessment (Measurable Skills Gain)</li> <li>• Proof of Placement/Registered Apprenticeship Agreement</li> <li>• Proof of Unsubsidized Placement documents received by program apprentice.</li> <li>• Case notes updated for each participant within VOS/DC Networks</li> </ul>	Via email and system	Monthly by the 10th
<p><u>Direct Entry into Apprenticeship YAP Models</u>                      Monthly Progress Report and Case Notes. Documentation includes:</p> <ul style="list-style-type: none"> <li>• Certification (Credential Attainment)</li> <li>• Progress towards completing contracted on-the- job training hours.</li> <li>• Case notes updated for each participant within VOS/DC Networks</li> <li>• Evidence of progressive wage increase (i.e., paystubs)</li> </ul>		



Monthly Status Report (OGARA)	Via email	Monthly by the 10 <sup>th</sup> of the subsequent month
Timesheets and Attendance (Pre-Apprenticeship Models)	Via email	Every Friday by 4:00 p.m.
Monthly Expenditure Reports (OGARA)	Via email	Monthly by the 10 <sup>th</sup> of the subsequent month
Language Access Report	Via email	Quarterly

***Deliverables***

Listed in the chart below are the projected deliverables for the grant period. The GRANTEE will be responsible for achieving the metric set forth in the “Deliverables” column.

<b>Deliverables</b>	<b>Quantity</b>	<b>Method of Delivery</b>	<b>Due Date</b>
Project Plan – Including timelines of essential activities related to the YAP (including recruitment, program start date, training timeline, and placement plan)	1	Via email/	Submitted with Application Packet
Invoice	1	Via E-Invoicing System	Monthly (10 <sup>th</sup> of every month)
Provide new youth apprenticeship program enrollment packets, including eligibility documentation, to DOES’ OAIT at least 30 days prior to program start date to allow time for payroll processing. (Pre-Apprenticeship Programs)	Up to 80	Via Email	30 days prior to program start date
Youth Certification Report (Pre-Apprenticeship Programs)	Up to 80	Via Email	30 days after the completion of each cohort
Youth Placement Report (Pre-Apprenticeship Programs)	Up to 80	Via Email	Monthly (10 <sup>th</sup> of every month) for 3 months after the completion of each cohort
DCAMS Registered Apprenticeship Agreements	Up to 80	Via DCAMS	10 days after hiring activity
Completion spreadsheet that documents all participants who have satisfied all requirements of the program	1	Via email	At the end of the program

Close-Out-Report	1		30 days after the end of the program
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***Outcomes***

The GRANTEE will be responsible for achieving the outcomes set forth in the “Target” column:

Outcomes	Target
Youth Apprentice Enrollment Rate	100%
Youth Apprentice Attendance Rate	90%
Youth Apprentice Completion/Certification Rate	80%
Youth Apprentice Apprenticeship Placement Rate (Pre-Apprenticeship to Apprenticeship YAP Models)	60%

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

DOES is the sole owner of and controls all deliverables, reports, data, information, process, procedure, or product created 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 created by, for or from this grant award, prior to the proposed use or distribution.

***Rights and Responsibilities:***

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, GRANTEES shall not assign or otherwise transfer any rights, duties, obligations, or interest in the Notice of Grant Award (NOGA) or arising hereunto to any person, entity, or entity whatsoever without the prior written consent of DOES.

***Source of Grant Funding***

The funds are made available through District of Columbia ARPA appropriations. Funding for grant awards is contingent on availability of funds. 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 the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant’s submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

### ***Anticipated Number of Awards***

DOES intends to grant at least one award for this RFA. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and the quality and quantity of applications.

### ***Total Amount of Funding to be Awarded***

The total amount of funds DOES anticipates being available for award is \$400,000.00. DOES reserves the right to award partial amounts of funding based on the quality and quantity of application received.

The District of Columbia's Out-of-School Youth Apprenticeship program is 100% funded by APRA funds from the Employment and Training Administration of the U.S. Department of Labor.

### ***Period of Performance***

The 2023 Out-of-School Youth Focused Youth Apprenticeship Program will operate from the date of award through 12 months thereafter. DOES reserves the sole right to exercise up to three (3) option years beyond the original period of performance contingent upon the availability of funding and satisfactory performance from the GRANTEE. The funding amount for the option years will be determined by DOES and all terms and requirements of the original grant will apply unless modified by DOES.

### ***Location Requirements***

For the purpose of this RFA, all Applicants shall provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant 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 Department of Consumer & Regulatory Affairs (DCRA)
- Building lease or rental agreement that is current and valid.

The applicant 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***

Pursuant to the "Workforce Job Development Grant-Making Authority Act of 2012", DOES shall:

- Notify the applicant if it rejects that applicant's proposal.
- Notify the applicant if it selects the applicant's proposal for funding.

Pursuant to the "Workforce Job Development Grant-Making Authority Act of 2012", DOES may:

- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.
- Issue addenda and/or amendments subsequent to the issuance of the RFA or rescind the RFA.
- 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 proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

#### 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 are the applicant's sole responsibility.
- DOES 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.
- 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 by DOES or the District of Columbia.

#### **Section B: General Provisions**

##### ***Eligibility Information – Applicants***

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

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary 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;
- Must have a registered apprenticeship program or have partnerships with other registered apprenticeship programs.
- HELC approval to offer Occupational Skill Training per D.C. Official Code § 38-1309.

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

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.

Applicants should include assurances that all WIOA regulations and data collection methods (federal, state, and local) will be adhered to.

### ***Evaluation Criteria***

Proposals will be evaluated pursuant to minimum experience and requirement of the proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES may request further information from applicants before making a final decision.

### ***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 site visits, the GRANTEE is required to provide access to facilities, records, participants, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents, and data to determine the GRANTEE's level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEE's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Any reports generated are the sole property of DOES. GRANTEE 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.

### *Audits*

GRANTEE shall 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 the GRANTEE's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEE and an overpayment is found, the GRANTEE shall reimburse the District for said overpayment within 30 days, after written notification.

GRANTEE 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 RFA.

GRANTEE shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records or electronic storage media) of the GRANTEE that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to GRANTEES' personnel for the purpose of interviews and discussions related to such documents.

### *Nondiscrimination in the Delivery of Services*

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, 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***

The GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- 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.
- Non-Profit Reimbursement Fairness Act of 2019
- Stevens Amendment – Further Consolidated Appropriations Act 2020, at cite P.L. 116-94, Division A, Title V, Section 505.
- Mayor’s Order 2021-099 Section IV-COVID-19 Vaccination Certification.
- Mayor’s Order 2021-109-COVID 19 Vaccination Requirement.

### **Section C: Application Format**

*The following sections detail the components of a successful application.*

#### ***Applicant Profile***

The application shall include an Applicant Profile, which identifies the applicant type of organization, program service area and the amount of funds requested.

### ***Application Summary***

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

### ***Program Narrative***

Applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section D. 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 at least three (3) past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment B” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, the most points an applicant can receive in this category is “9” out of the 15 available points.

### ***Itemized Budget and Budget Narrative***

Applicant shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. If applicant is requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives shall include timelines for expenditure of funds. The applicant requesting capacity-building funds shall note in the budget narrative their understanding that a program-funding award is contingent upon DOES confirming successful completion of the capacity-building activities.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall 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. All budget narratives shall identify the average cost per participant.

The itemized budget can include the following items:



- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs (10% of total Direct Costs)

*(See Attachment C 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 the applicant clearly describes the proposed program in detail and includes each of the following:

#### *Organization Profile*

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff).
- Describe the experience your organization and staff have with delivering the proposed program.
- Describe how your organization will meet the specific requirements/components outlined in the RFA (ex. Project plan/project timeline).

#### *Participant Profile*

- Describe the number of participants the organization will serve under this grant.
- Describe your process to recruit and engage the specified population detailed within this RFA. List what recruitment activities will be carried out as part of this program.
- Describe how programming is designed to provide quality service outlined within this RFA.
- Describe the experience working with the targeted population.
- Describe the anticipated challenges and the strategies to overcome them.
- Describe any supportive services your program intends to offer participants engaged within the program.
- Describe any assessments you utilize to evaluate a participant's seriousness and/or desire to engage within your program.

***Program Description***

- Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services.
- Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- 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.
- Detail your training plan and what job place competencies/training youth apprentices will be engaged within on a weekly basis.
- Detail the program’s placement plan and provide evidence of connections to apprenticeship opportunities post program completion.

**Section E: Application Review and Scoring**

***Review Panel***

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, 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.
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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	<b>Organization Profile</b>	10
	<ul style="list-style-type: none"> <li>• State the mission of your organization.</li> <li>• Describe the history of your organization (year founded and by whom) and its size (budget and staff).</li> <li>• Describe the experience your organization and staff have with delivering the proposed program.</li> <li>• Describe how your organization will meet the specific requirements/components outlined in the RFA (ex. Project plan/project timeline)</li> </ul>	
2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• Describe the number of participants the organization will serve under this grant.</li> <li>• Describe your process to recruit and engage the specified population detailed within this RFA. List what recruitment activities will be carried out as part of this program.</li> <li>• Describe how programming is designed to provide quality service outlined within this RFA.</li> <li>• Describe the experience working with the targeted population.</li> <li>• Describe the anticipated challenges and the strategies to overcome them.</li> <li>• Describe any supportive services your program intends to offer participants engaged within the program.</li> <li>• Describe any assessments you utilize to evaluate a participant’s seriousness and/or desire to engage within your program</li> </ul>	

3	<p><b>Program Description</b></p> <ul style="list-style-type: none"> <li>Identify and describe how the organization will deliver the desired service. (See Section A). Describe how the organization has historically provided programming or services.</li> <li>Describe how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.</li> <li>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.</li> <li>Detail your training plan and what job place competencies/training youth apprentices will be engaged within on a weekly basis.</li> <li>Detail the program’s placement plan and provide evidence of connections to apprenticeship opportunities post program completion.</li> </ul>	40
4	<p><b>Past Performance</b></p> <ul style="list-style-type: none"> <li>The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>The extent to which the applicant has provided prior program evaluations (<i>Attachment B</i>) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA.</li> </ul>	15
	<p><b>Budget and Budget Narrative</b></p>	
5	<ul style="list-style-type: none"> <li>The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>The extent to which the Applicant has allocated the funds to carry-out the proposal.</li> </ul>	15
<b>TOTAL POINTS</b>		<b>100</b>

**Section F: Application Submission Information**

***How to Request an Application Package***

- The application package is posted at:
  - <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
  - <https://does.dc.gov/page/grant-opportunities>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [OGAGrants@dc.gov](mailto:OGAGrants@dc.gov).

***Application Preparation***

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

***Submission Date and Time***

In order to be considered for funding, complete applications must be received electronically via Grants Management System –

<https://jlweb.co/prod1/portal/portal.jsp?c=66176630&p=66183389&g=66183409>

**Proposals submitted after 3:00 pm on March 27, 2023 will not be considered.**

## **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 the GRANTEE and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

### *Appeal*

#### Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the GRANTEES selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### ***GRANTEE Program Compliance***

Prior to the start of the program, GRANTEEs shall successfully complete the following:

- DOES Pre-Orientation Meeting
- DOES Pre-Site Monitoring Visit
- Virtual One Stop Training (VOS) (If applicable)
- Security Awareness Training (PII)
- Verification of Insurance requirements established by the Office of Risk Management

### ***Program Launch***

Before the GRANTEE can begin programming, they must receive official documentation from the Office of the Office of Grants Administration and Resource Allocation and the Office of Apprenticeship, Information and Training.

### ***GRANTEE Payment - Pre-Apprenticeship to Apprenticeship Programs***

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are four (4) payment categories listed below each representing a specific percentage of the total grant amount:

#### **Payment 1: Base Payment: (40%)**

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

- Orientation

- Pre-Program Site Visit
- Mandatory Pre-Program Trainings (if applicable)
- Virtual One Stop (VOS) Training (if applicable)
- Security Awareness Training (PII) (if applicable)
- Submission of Work Plan

**Payment 2: (20%)**

After the base payment has been expended, this payment will be issued out on a monthly cost reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and documentation provided by the GRANTEE. Submission of monthly program report & monthly expenditure report required with invoice. Actual monthly amount will be outlined in the NOGA.

**Payment 3: (20%)**

This payment will be issued out on a per participant basis as documented by submission of an original copy of the earned credential.

**Payment 4: (20%)**

This payment will be issued out on a per participant basis as documented by submission of proof of placement into employment post program completion as outlined by the Office of Apprenticeship Information and Training and in the NOGA.

***GRANTEE Payment – Direct Entry into Apprenticeship Programs***

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount.

**Payment 1: Base Payment: (50%)**

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

- Orientation
- Pre-Program Site Visit
- Mandatory Pre-Program Trainings (if applicable)
- Virtual One Stop (VOS) Training (if applicable)
- Security Awareness Training (PII) (if applicable)
- Submission of Work Plan

**Payment 2: (50%)**

After the base payment has been expended, this payment will be issued out on a monthly cost reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and documentation provided by the GRANTEE. Submission of monthly program report & monthly expenditure report required with invoice. Actual monthly amount will be outlined in the NOGA.

If the GRANTEE does not comply with the NOGA, applicable federal and District laws and regulations, then 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***

The GRANTEE shall 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**

Demetries Saunders  
[OGAGrants@dc.gov](mailto:OGAGrants@dc.gov)

### ***Section I: List of Attachments***

LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:

#### **Documents Provided by DOES**

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

#### **Documents to be Provided by Applicant**

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business License
- Itemized Budget
- Insurance Certification
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Proof of District Occupancy
- Resumes of Key Personnel
- Current Clean Hands Certificate ([mytax.dc.gov](http://mytax.dc.gov))