



DC Department of Employment Services
Workforce and Federal Programs – Out of School Program
Pathways for Young Adults (PYAP)
Request for Applications (RFA)

RFA No.: DOES-PYAP-2023

RFA Release Date:

Monday, July 24, 2023

Pre-Application Meeting

Room: Virtual

Date:

Thursday, August 3, 2023

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

Application Submission Deadline:
Tuesday, August 22, 2023 at 4:00pm

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

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

This American Job Center program solicitation is partially funded (70%) by the Employment and Training Administration of the U.S. Department of Labor as part of an Adult WIOA (\$4,211, 055) and Dislocated Worker WIOA (\$10,070,193) award totaling \$14, 281, 248 with the District of Columbia supporting 30%.

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Section A: Funding Opportunity Description

Background

The Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a wide range of complimentary programs and services to jobseekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs. DOES prepares unemployed and underemployed participants for employment opportunities in high growth industries, through workforce readiness, career exploration, and experiential, hands-on programs. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES, through its Office of Workforce and Federal Programs Out of School Youth Program is requesting applications from qualified organizations to provide services to a minimum of 50 District youth, ages 18-24, through its Pathways for Young Adults Program (PYAP). PYAP is funded by the Workforce Innovation and Opportunity Act (WIOA).

DOES seeks to provide an opportunity to qualified organizations that are able to equip youth participants to successfully obtain employment opportunities in high-demand growth industries.

Applicants should propose programming that provides youth with the following:

1. Academic preparation for a high-demand growth industry;
2. Applied technical training;
3. Industry specific work experience and preparation
(Medical, Information Technology, Culinary; Arts, Construction, HVAC and CDL Class A, etc.);
4. Acquisition of a nationally recognized credential in the identified industry;
5. Assistance with unsubsidized placement; and
6. Retention for up to twelve (12) months.

Through the above program components, and any other necessary supportive services, youth will be equipped with the technical skills, work ethic, a nationally recognized credential in the specified field of interest, and confidence to pursue post-secondary education or directly enter the workforce.

The purpose of this RFA is to solicit grant applications from eligible organizations to support the delivery of innovative workforce solutions that will drastically improve opportunities for youth between the ages of 18-24 years old to successfully enter and remain in the 21st-century workforce.

Scope

DOES is dedicated to educating youth participants about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs. This is done by providing programs that are developed to prepare young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs that make their communities more robust, and how to apply entrepreneurial thinking to the workplace. All programs administered by grantees should reflect these core tenets.

CORE PROGRAM COMPONENTS

- A. In accordance with WIOA, grantees shall provide occupational skills training, work readiness and financial literacy training, work-force preparation, internship placement, case management and follow-up services to eligible youth, consisting of the following core components for the out of school program:
1. Academic activities that help youth obtain a nationally recognized credential in an occupational skills training area of focus, that leads to an entry level career that is high-skill, high-wage, in high-demand and that prepares them for a transition to postsecondary education and training;
 2. Paid work experiences that have as a component academic and work readiness;
 3. Leadership development or workforce readiness opportunities which lead to a nationally recognized certification;
 4. Adult mentoring or support, on a weekly basis, to review the individualized service strategy plan's progress for the period of participation and a subsequent period, for a total of not less than 12 months;
 5. Follow-up services for not less than 12 months after completion of participation, as appropriate; and
 6. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Eligibility/Target Population: Out-of-school youth (OSY)

An OSY is an individual who is:

- Not attending any school (as defined under State law);
- Between the ages of 18 to 24; and
- One or more of the following:
 - PYAP participants must have a high school diploma.
 - A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete quarter of the school year calendar;
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - An offender;
 - A homeless individual, a homeless child or youth, or a runaway;

- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. § 677), or in an out-of-home placement;
- An individual who is pregnant or parenting;
- An individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Pathways for Young Adults Program (PYAP)

Grantees will be expected to operate up to two (2) cohorts of participants, with a maximum of 25 youth total during this period. Each cohort will engage in a maximum of 28 weeks of instruction, training, and subsidized internship experience that leads to full-time unsubsidized employment.

The PYAP design includes three (3) program phases:

Phase I: Work Readiness and Financial Literacy Training

This phase shall include a nationally recognized work readiness training, financial literacy training, career exploration, soft skills development, and workforce preparation. A minimum of four (4) weeks should be allotted for this phase of the program. Work readiness training will not serve as a credential.

Phase II: Occupational Skills Training

This phase shall include intense occupational skills training in preparation for the related industry certification examinations, and structured activities designed to provide high-level exposure to the proposed industry. All required materials and fees for certification preparation and receipt shall be provided by the Grantee. Following the Occupational Skills Training phase, the grantee will be evaluated on having 70% of youth enrolled in their program achieve a nationally recognized credential in their respective industry. A minimum of twelve (12) weeks will be allotted for this phase.

Phase III: Internship Experience and Placement

This phase shall require all Grantee to serve as mentors or guides assisting the participants with maintaining solid working relationships with internship employers. Grantees are expected to develop and secure internship experiences for participants (these cannot include District government agencies unless there is prior approval from the DOES Office of Out-of-School Youth Program). Following the internship phase, the grantee will be evaluated on placing 70% of youth enrolled in their program in full-time unsubsidized job placement, or other WIOA defined

placements. A minimum of six (6) weeks with a maximum of twelve (12) weeks will be allotted for this phase.

While the aforementioned phase structure is offered as a suggestion for program scheduling, Grantees are permitted to implement these phases interchangeably according to their discretion. All changes to program phase structure and implementation are subject to DOES approval.

Program Outcomes

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

Outcomes	Target
Connect and place participants into Industry specific occupations/unsubsidized job placement opportunities.	70%
Measurable skills gain for all enrolled participants	85%
Credential Attainment (ex: COMPTIA A+, OSHA etc.)	70%

The maximum amount available under a Task/Purchase order shall be \$5, 000 per participant.

Program Requirements

The grantee shall perform the following tasks to achieve the objectives of this grant as specified:

- Provide DOES with an invoice for all services rendered at the completion of the monthly performance period;
- Recruit, refer, and enroll the contracted service level of participants, so that DOES can confirm participant’s eligibility;
- Provide written monthly reports to DOES detailing participant status/timesheets and issues, as well as following up on issue resolution;

- Provide quarterly measurable skills gain progression for participants enrolled in training services leading toward a post-secondary and/or industry-recognized credential that "demonstrates progress" toward achieving that outcome;
- Provide instructional classes that lead to an industry recognized credential in one or more identified high-demand growth industries. The GRANTEE shall provide an overall fiscal year plan of program offerings;
- Procure and schedule examinations associated with each cohort's industry recognized credential/licensure. The GRANTEE shall allow participants a minimum of two attempts at achieving the industry recognized credential/license. Grantee will ensure enrolled participants achieve outcomes stated in outcome section;
- Provide case management support in conjunction with DOES, as needed, and documented through monthly case notes;
- Provide mid-term and final internship evaluations and a final report of all program activities including actual copies of industry certifications obtained during the Occupational Phase with overall observations and comments about the participants, challenges encountered, and other items contributing to or detracting from the success of the class, within 10 days after the completion of each cohort;
- Provide space, supplies, instructors, and curriculum for all participants approved through an authorized task order. The Grantee's site where participants will be trained shall be deemed acceptable, by the District, prior to commencement of any program; and will be subject to monthly site visits throughout the performance period of the contract to confirm continued site compliance and the execution of the training program, as contracted. The initial site visit will be conducted after the contract has been awarded by the District. Grantees' site shall be clean, habitable, provide sufficient space for the class size and have a file cabinet with an operating lock to ensure privacy of participant files.
- Participate as speakers and informational agents at each cohort and potential cohort information sessions, orientation at DOES Headquarters and/or other locations as identified;
- Complete all required training identified and requested by the Department of Employment Services;
- Grantees will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual

site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

- Procure and schedule pre-requisite examinations, urinalysis, background checks etc., associated with each cohort's industry recognized credential/licensure.
- The Grantee shall undergo background checks as mandated by the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA) (**Only when working with youth under the age of 18**).
- Occupational training grantees shall be approved by the Higher Education Licensure Commission (HELC) to operate in the District of Columbia. To be considered for this solicitation, Grantees shall provide a current certification/license issued by the DC Office of the State Superintendent of Education (OSSE) Higher Education Licensure Commission along with their approved training offerings. Grantees shall be approved by HELC at the time of proposal submission (grant close due date).
- **When applicable**, the Grantee shall provide instruction in a virtual or blended learning model (part-time virtual and part-time in-person). The grantee shall provide DOES with an outline of their virtual/blended curriculum, virtual platforms and operating systems needed by the participant.

General Requirements

1. Grantee shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a form approved by DOES on a quarterly basis.
2. Grantee shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials shall have DOES brand and be reported to DOES' Language Coordinator on a quarterly basis.
3. 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.
4. Grantees shall maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DOES may have the GRANTEE's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the grantee

and an overpayment is found, the grantee shall reimburse the District for said overpayment, within 30 days after written notification.

5. Grantees shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.
6. Grantees will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
7. Grantees will be required to provide proof of insurance as outlined by the Office of Risk Management prior to award.

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

Reporting

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Monthly Program Reports: <ul style="list-style-type: none"> • Program Narrative • Status Report • Enrollee Roster • Case Notes 	1	Via email	Monthly by the 5 th of the subsequent month
Item 2	Time and Attendance Sheets	1	Via email	Weekly/Friday by 4:00pm
Item 3	Monthly Status Report (OGARA)		Via email	Monthly by the 10 th of the subsequent month
Item 4	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10 th of the subsequent month
Item 5	Close out/Final Report	1	Via email	30 days after grant end date
Item 6	LEP/NEP Report	1	Via email	Quarterly

Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Program Orientation/Meeting	1	In Person/ Virtual	Within 10 days after grant award
Item 2	Work Plan	1	Via Email	Within two weeks of grant award
Item 3	Invoices	1	Via Vendor Portal	End of each phase
Item 4	Measurable Skills Gains	1	Via email	Quarterly
Item 5	Internship Evaluations (Mid-term and Final)	1	Via email	As Achieved/ 10 th of each month
Item 6	Program Trainings: PII/FTI, VOS/DC Networks, TMS System	1	In Person/ Virtual	As requested/scheduled
Item 7	Credentials Attainment Placement: *Post Secondary Education *Employment *Military	1	Via email and Hardcopy	As Achieved/ 10 th of each month

All program reports and deliverables shall be submitted per the schedule provided above and final program deliverables shall be submitted to DOES no later than the end of the grant. Outcomes will include job placement, pay stubs, letters of employment, and credentials.

DOES is the sole owner of and controls all deliverables, reports, data, information, processes, procedure, or product by, for or from this grant award. The grantee shall receive written permission from DOES to use or distribute any deliverable, report, data, information, process, procedure, or product by, for or from this grant award, prior to the proposed use or distribution.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the number and quality of the applications. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the

applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DOES approved application, and the Notice of Grant Agreement (NOGA), if awarded.

Anticipated Number of Awards

DOES intends to issue multiple awards. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for the award is up to **\$250,000**.

Period of Performance

The “Pathways for Young Adult Program” grant will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to four additional years beyond the original period of performance, if funding is available in the designated option year and the GRANTEE has met the performance requirements of the grant.

Location Requirements

For the purpose of this RFA, all applicants shall provide services in the District of Columbia and the surrounding Maryland and Virginia areas, as well as American Job Centers or a DOES approved location as part of their career services and be eligible to conduct business with the Government of the District of Columbia. Each applicant shall provide legal proof of ownership or occupancy.

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

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

Grantees shall submit written notice of any site changes within 24 hours of the proposed change. DOES shall approve any site changes, prior to the proposed change being implemented.

Grant Making Authority

DOES maintains the rights to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012” (D.C. Code § 1-328.05) and other applicable federal and local authorities. DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on availability of funds.

Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal.

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

- DOES reserves the right to issue addenda and/or amendments after the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application or responding to this RFA are the applicant's sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOES may use past performance data in determining an award if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

Section B: General Provisions

Eligibility Information

The eligibility criteria are as follows:

Applicants shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility will be considered unresponsive and will not be considered for funding under this RFA. Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, and faith-based organizations;
- Community colleges or other post-secondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants shall be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. The grantee may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

In addition, all applicants shall be current on payment of all federal and District taxes, including

Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Other eligibility criteria include:

- Demonstrated experience and qualifications delivering high-quality, structured and specialized workforce development training responsive to this RFA;
- Working knowledge of federal (including WIOA) and local laws, rules, regulations, policies and guidance that restrict data collection/disclosure;
- Occupational training providers shall be approved by the Higher Education Licensure Commission (HELC) to operate in the District of Columbia

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

Monitoring

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

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

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

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

Audits

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

Grantees shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

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

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

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no protected person shall be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

Other Applicable Laws

Grantee shall comply with all applicable District and federal statutes and regulations and Mayor's Orders, as may be amended from time to time, including the below:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.

- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR § 680.450 and 20 CFR § 680.460
- DC District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Mayor’s Order 2021-099

Section C: Application Format

Applicant Profile

Each application shall include an Application Profile, which identifies the applicant’s type of organization, program service area and the amount of the funds requested.

Applicant Summary

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

Program Narrative

The applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization’s past performance and capability of successfully completing the stated program requirements.

All applicants shall submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you shall submit “Attachment B” for all such completed contracts/grants.

If an organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, their score on this measure will reflect this lack of past performance documentation.

Itemized Budget and Budget Narrative

All applicants shall submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives shall detail how funds will be expended towards the program goals.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget may include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Please see Attachment A for definitions of budget items listed above.

Food for staff or participants enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where applicants clearly describe their proposed program in detail. Please ensure that the application includes each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff).
- Describe the experience your organization and staff have to deliver the proposed program.

Participant Profile

- Describe how your programming is designed to provide high quality services in responsive to this RFA.
- Describe your experience working with the targeted population.
- Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the high quality, structured workforce development training responsive to the requirements outlined in this RFA. (See Section A).
- Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- Please identify and describe how your organization will deliver virtual training models. Describe your protocols for training and how software or training materials will be made accessible to program participants virtually. Please provide a list of the technology required for training participants to be referred for participation in your training program(s) and how many referrals you can accept for distance learning;
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.

5	Excellent	Exceeds most, if not all, requirements; no deficiencies.
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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	Organization Profile	10
	<ul style="list-style-type: none"> The extent to which the applicant has stated the mission of the organization. The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). The extent to which the applicant has demonstrated the experience of the staff to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> The extent to which the applicant has described how their programming will provide high quality services. The extent to which the applicant has described its experience working with the target population. The extent to which the applicant has described any anticipated challenges and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> The extent to which the applicant has described how they will deliver the high quality, structured workforce development training in responsive to this RFA. (See Section A). Describe how your organization has historically provided programming or services. 	

	<ul style="list-style-type: none"> • The extent to which the applicant describes how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. • The extent to which the applicant has provided a description of the virtual platform where program activities will be carried out. • The extent to which the applicant has provided a description of the proposed site where program activities will be carried out. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.) to carry out the proposal. 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

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

Application Preparation

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

Submission Date and Time

In order to be considered for funding, complete applications and attachments (**see section I**) must be received electronically via [Grants Management System](#) no later than the deadline listed on the front cover of this RFA. Applications received after the deadline **will not** be considered for funding.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between 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 shall be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #4311, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination shall 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 shall 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 shall be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #4311, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection shall 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 shall contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

GRANTEES’ Program Compliance

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

- DOES technical/virtual site visit
- DOES Orientation
- All DOES mandatory meetings.

Program Launch

Before GRANTEE may begin programming, they shall receive official documentation from “The Office of Grants Administration”.

GRANTEES Payments

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

Payment #1 – Base Amount	Payment #2 Phase 1	Payment #3 Phase 2	Payment #4 Phase 3
25%	25%	25%	25%

Payment 1 - Base payment: The amount of the base payment shall cover fixed costs associated with operating the program. The base payment shall represent 25% of the total award. This will be paid as a single installment given to the awardee upon approval of OSY requirements.

- Program Orientation
- Receipt of staff clearances (must meet ratio 12:1)
- Submission of work plan
- Pre-site visit,
- Program Training (if applicable)
- Proof of Insurance required by the Office of Risk Management

Payment #2: This payment is per participant and shall be executed upon successful completion of the following:

- Nationally recognized Work readiness training
- Financial literacy training.

Payment #3: This payment is per participant and shall be executed upon successful completion of the following:

- Credential attainment

Payment #4: This payment is per participant and shall be executed upon successful completion of the following:

- Internship Experience
- Job placement.

If grantees do not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated, or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

Grantees 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

LaShaun N. Basil
OGAGRANTS@DC.GOV

Section I: Additional Documents Required for Submission

The following documents are required to be included in your grant submission. An application without the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

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

Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Status Certification
- Valid DC Business License
- Higher Education License Certificate (HELC)
- Clean Hands Certificate (Within 30 days prior to application submission)
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant shall provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)