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DC Department of Employment Services  
Office of Youth Programs  
**2024 MBSYEP Youth Pathways to  
Healthcare Grant**

**Request for Applications (RFA)**

RFA No.: DOES-YPH-2024

RFA Release Date: March 1, 2024

**Pre-Application Meeting**

**Room:** Virtual

**Date:** March 15, 2024

**11:00 a.m.**

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

**Application Submission Deadline:**

**Date:** April 1, 2024

**3:00 p.m.**

*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**

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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.

DOES is soliciting grant applications for the District's Marion Barry Summer Youth Employment Program (MBSYEP) Youth Pathways to Healthcare Grant. The MBSYEP Youth Pathways to Healthcare Grant will provide District youth who are interested in becoming healthcare professionals with an introduction to the healthcare industry via classroom instruction and hands-on learning, access to industry-recognized credentials and career exposure. YPH participants will participate in the six-week Marion S. Barry Summer Youth Employment Program where the first five (5) weeks will include professional development, training, and an internship experience and the conclude with a week of tours of two Historically Black College and University Medical Schools.

All participant wages will be covered by the MBSYEP program.

### Scope

DOES, through OYP, is seeking applications from qualified and reputable organizations who can effectively and efficiently develop, implement, and administer the MBSYEP Youth Pathways to Healthcare Grant. The program will be administered in person and must contain the core program components listed below:

### Core Program Components

- a. **Orientation:** The program will commence with an orientation session to familiarize students with the program's expectations, guidelines, and code of conduct.
- b. **Tracks:** The GRANTEE shall divide the participants into two distinct tracks based on their educational level and interest in the medical field. Track 1 is designed for high school students who want to explore the medical profession and learn about the opportunities and challenges of this career path. Track 2 is tailored for college students who are either pursuing or considering pursuing pre-med majors and want to gain more insight into the medical school admission process, including how to prepare for the MCAT and how to prepare a strong application package. The tracks will help the GRANTEE to arrange appropriate college tours and medical school tours for each group of participants. GRANTEE shall host participants from both tracks.
- c. **Training and Internships:** The GRANTEE shall provide 5-weeks of in-person professional development and internship placement. Participants are expected to attend professional

development workshop training and/or college planning sessions for half the day. These activities will enhance their skills and knowledge for pursuing a career in the medical and or pre-medical field. For the second half of the day, participants will engage in a hands-on internship in a medical setting. This will provide them with practical experience and exposure to various aspects of the health care industry. GRANTEE is responsible for ensuring internship placements and providing professional development workshop training and/or college planning sessions.

- d. **College Tour:** The final week (week 6) of the program will be dedicated to visiting Historically Black College and University (HBCU) with a medical school. Track 1 participants will get to know the history and the admissions process of the undergraduate school and Track 2 participants will experience and understand the admissions process of the medical school. The GRANTEE must arrange visits to two of the three HBCU medical schools: Meharry Medical College in Nashville, TN, Morehouse School of Medicine in Atlanta, GA, and Howard University School of Medicine in Washington DC. During the week, the GRANTEE shall spend two days visiting the college for tours, two days of career networking and one day for travel. The GRANTEE must also provide accommodations, food, and transportation for the participants during the final week. The GRANTEE must submit confirmation of the visits, hotel reservation, and flight or bus reservation before the 4th week of the program. The GRANTEE must travel with and accompany the participants.

### Program Requirements

1. Kickoff with the Office of Youth Programs.
2. Detailed budget including costs for space, materials, transportation, accommodations, meals and which high growth industry the internship will be focused on.
3. Successful host registration of the Mayor Marion S. Barry Summer Youth Employment Program. Registration shall include Host Application completion, Host Orientation, successful completion of Host Background Checks pursuant to the *Criminal Background Checks for the Protection of Children Act of 2004* (D.C. Code § 4-1501.01 *et seq.* (2011)), pre-site visits.
4. Submission of a six-week curriculum to include: five weeks of career pathway planning, soft skills training and development, professional development training, coaching, and mentorship, access to industry-recognized credential, and a one-week college tour and career networking.
5. The GRANTEE shall provide documentation confirming the college tours and an itinerary of career networking activities during the weeklong college tour. Documentation must include the dates of the tours and hosting and a summary agenda of what each date will look like for participants.
6. GRANTEE shall attend our Career Expo on April 18, 2024 to recruit potential participants. Participant recruitment will take place from the time of award through the end of job matching on May 31, 2024.
7. GRANTEE shall conduct one in-person information session at the conclusion of all recruitment events. Tentative dates are April 24, 2024, May 2, 2024, or May 9, 2024.
8. GRANTEE shall submit weekly progress reports to track each participant's

performance and attendance.

9. The GRANTEE shall work with each participant to develop a career road map based on the participant's track.
10. GRANTEE shall submit a final report detailing the program's success and highlights, areas for improvement and must include the participant's written professional road map which will include S.M.A.R.T goals detailing how they will meet their desired professional goals in the future.

### **General Requirements**

1. 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 July 1, 2023, the living wage in the District of Columbia is \$17.00. Effective July 1, 2024, the District's Minimum Wage and Living Wage will increase to \$17.50.
2. 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.
3. GRANTEE shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Coordinator on a quarterly basis.
4. 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.
5. GRANTEE must maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DOES may have the GRANTEE's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEE and an overpayment is found, the GRANTEE shall reimburse the District for said overpayment within 30 days, after written notification.
6. GRANTEE 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. GRANTEE will be required to provide proof of insurance as outlined by the Office of Risk Management prior to award.

The required program reports and deliverables 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 | Weekly Progress Reports:           | 1        | Electronic/E-Mail             | Weekly   |
| Item 2 | Monthly Status Report (OGARA)      |          | Electronic/E-Mail             | Monthly by the 10th of the subsequent month          |
| Item 3 | Monthly Expenditure Report (OGARA) | 1        | Electronic/E-Mail             | Monthly by the 10th of the subsequent month          |
| Item 4 | Final Report                       | 1        | Electronic/E-Mail             | August 9, 2024                                       |
| Item 5 | LEP/NEP Report                     | 1        | Electronic/E-Mail             | Monthly the 10 <sup>th</sup> of the subsequent month |

**Deliverables**

| Items             | Deliverables  | Quantity                  | Format and Method of Delivery | Due Date               |
|-------------------|---|---------------------------|-------------------------------|------------------------|
| Kick Off Meeting  | Curriculum Submission, Detailed Budget Submission and Review  | 1                         | In person/Virtual             | 1-Week After Award     |
| Letter of Intent  | Letter confirming two college/medical school tours and Letter of Intent from Internship entit(ies) for both Track 1 and Track 2 | 1                         | Electronic/E-Mail             | By May 30, 2024        |
| Host Registration | Host Application  | 1                         | Electronic/E-Mail             | Within 5 Days of Award |
| Host Registration | Host Orientation  | 1                         | In Person                     | Within 5 Days of Award |
| Host Registration | Pre-Site Visit  | 1                         | In Person                     | June 1, 2024           |
| Host Registration | Background Checks   | All Host Site Supervisors | In Person                     | June 1, 2024           |
| Career Roadmap    | A career road map for each participant aligned with their track   | Each participant          | Email                         | TBD                    |

|                            |                        |                                  |                   |     |
|----------------------------|------------------------|----------------------------------|-------------------|-----|
| Transportation             | Airline Tickets or Bus | 10                               | Electronic/E-Mail | TBD |
| Transportation for GRANTEE | Airline Ticket or Bus  | TBD                              | Electronic/E-Mail | TBD |
| Lodging                    | Hotel Room             | TBD                              | Electronic/E-Mail | TBD |
| Meals                      | Gift Cards/Vouchers    | Gift Cards<br>(~\$330 per youth) | Electronic/E-Mail | TBD |

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES by the listed date.

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

### **Source of Grant Funding**

The grant is funded one hundred percent (100%) by local funds from the District of Columbia.

The funds are made available through District of Columbia 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 quality of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DOES approved application, and the Notice of Grant Agreement (NOGA), if awarded.

### **Anticipated Number of Awards**

DOES intends to issue at least one (1) award in the amount of up to \$150,00.00 to serve 20 youth. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

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

The total amount of funding DOES anticipates being available for award is up to \$150,000.

### **Period of Performance**

The “Youth Pathways to Healthcare” grant will operate from date of award to September 30, 2024.

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 this RFA, GRANTEE shall provide services in the District of Columbia and within the United States and be eligible to conduct business with the Government of the District of Columbia. Each GRANTEE must provide legal proof of ownership or occupancy.



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

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

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

### **Grant Making Authority**

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

### **Rights and Responsibilities of DOES**

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The 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 eligibility will be considered unresponsive and will not be considered for funding under this RFA.

Eligible applicants include public and private non-profit and for-profit organizations in good standing, including but not limited to community-based organizations, faith-based organizations, and post-secondary

institutions. Applicants shall have demonstrated effectiveness providing the requested services and meeting the needs of the target population, including relationships with healthcare entities to secure internships for participants and prior successful experience traveling with youth.

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

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

### **Monitoring**

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

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

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

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

### **Audits**

GRANTEES must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have GRANTEES' invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEES shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

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

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

### **Nondiscrimination in the Delivery of Services**

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

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

### **Other Applicable Laws**

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20.
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR § 680.450 and 20 CFR § 680.460
- 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
- Mayor's Order 2023-131

## **Section C : Application**

### **Applicant Profile**

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

### **Applicant Summary**

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

### **Program Narrative**

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

- Organizational Profile
- Participant Profile
- Program Description

### **Past Performance**

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

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

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

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

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

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

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services

- Other Direct Costs
- Indirect Costs

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

Food for staff or participants enrolled in the program is an allowable expense under this grant for travel out-of-town for the last week of the program (Week 6).

## **Section D: Program Narrative**

### **Program Narrative**

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

#### **Organization Profile**

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

#### **Participant Profile**

- Describe how your programming is designed to provide high quality services in response to this RFA.
- Describe your experience working with the targeted population.
- Describe your experience providing career development training, professional development, and networking opportunities in the medical field for both high school and college students.
- Describe your experience traveling with high school and college youth on overnight college tour visits.
- 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, including internship placement in medical settings and traveling outside of D.C. for college tours, responsive to the requirements outlined in this RFA. (See Section A).
- Describe how your organization has historically provided programming or services, including internship placement in medical settings, and traveling outside of D.C. for college tours.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will youth be engaged in throughout the program?
- Describe how your organization will provide relevant internship opportunities in medical settings to participants in both Track 1 and Track 2.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

## Section E: Application Review and Scoring

### Review Panel

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

**Table 1: Technical Rating Scale**

| Technical Rating Scale |                      |  |
|------------------------|----------------------|--|
| Numeric Rating         | Adjective            | Description  |
| 0                      | Unacceptable         | Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor |
| 1                      | Poor                 | Marginally meets minimum requirements; major deficiencies which may be correctable   |
| 2                      | Minimally Acceptable | Marginally meets minimum requirements; minor deficiencies which may be correctable   |
| 3                      | Acceptable           | Meets requirements; no deficiencies  |
| 4                      | Good                 | Meets requirements and exceeds some requirements; no deficiencies.   |
| 5                      | Excellent            | Exceeds most, if not all, requirements; no deficiencies.   |

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

### Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

**Table 2: Scoring Criteria**

| ITEM | SCORING CRITERIA   | Pts. |
|------|--|------|
| 1    | Organization Profile   | 10   |
|      | <ul style="list-style-type: none"> <li>The extent to which the applicant has stated the mission of the organization.</li> <li>The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>The extent to which the applicant has demonstrated the experience of the staff to effectively deliver the proposed program.</li> </ul>  |      |
| 2    | Participant Profile  | 20   |
|      | <ul style="list-style-type: none"> <li>The extent to which the applicant has described how their programming will provide high quality services.</li> <li>The extent to which the applicant has described their experience working with the target population.</li> <li>The extent to which the applicant has described their experience providing career development training, professional development, and networking opportunities in the medical field for both high school and college students.</li> <li>The extent to which the applicant has described the anticipated challenges and strategies to overcome them.</li> <li>The extent to which the applicant has described their experience traveling with high school and college youth on overnight college tour visits.</li> </ul>              |      |
| 3    | Program Description  | 40   |
|      | <ul style="list-style-type: none"> <li>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).</li> <li>The extent to which the applicant described how they have historically provided relevant programming or services.</li> <li>The extent to which the applicant describes how they will meet the performance deliverables outlined in this RFA.</li> <li>The extent to which the applicant described how they will provide relevant internship opportunities in medical settings to participants in both Track 1 and Track 2.</li> <li>The extent to which the applicant has provided a description of the proposed site where program activities will be carried out.</li> </ul> |      |
| 4    | Past Performance   | 15   |
|      | <ul style="list-style-type: none"> <li>The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA.</li> <li>The extent to which the applicant has provided similar services to the District of Columbia.</li> </ul>  |      |
| 5    | Budget and Budget Narrative  | 15   |
|      | <ul style="list-style-type: none"> <li>The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).</li> </ul>   |      |



## Section F: Application Submission Information

### How to Request an Application Package

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

### Application Preparation

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

### Submission Date and Time

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 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**

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**

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

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

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

## **GRANTEES’ Program Compliance**

Prior to the start of the program, GRANTEES must successfully complete the following:

- DOES technical/virtual site visit

- DOES Orientation
- All DOES mandatory meetings.

### **Program Launch**

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

### **GRANTEES Payments**

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

| <b>Payment #1 –<br/>Base Amount</b> | <b>Payment #2</b> | <b>Payment #3</b> | <b>Payment #4</b> |
|-------------------------------------|-------------------|-------------------|-------------------|
| 25%                                 | 25%               | 25%               | 25%               |

#### **Payment 1: Base Payment: (25%)**

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

- DOES Kick Off Meeting
- Host Application
- Host Orientation
- Completion of Suitability Check/Background
- Proof of Required Insurance

#### **Payment 2: (25%)**

Submission of the following is required for Payment 2:

- Detailed six-week curriculum for both Track 1 and Track 2
- Letter of Intent from Internship entit(ies) for participants in both Track 1 and Track 2
- Weekly Report
- Detailed itinerary of Week 6 program, including proof college/medical tour confirmation, proof Secured Transportation, Lodging and Food for all participants and staff that will travel for the college/medical school tour.

#### **Payment 3: (25%)**

Submission of the following is required for Payment 3:

- Submission of participant attendance sheet
- Weekly Report

#### **Payment 4: (25%)**

Submission of the following is required for Payment 4:

- The Final Report.
- Proof of participant attendance/participation in all six weeks of the Program
- Career Roadmap for each participant.

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

## **Anti-Deficiency Considerations**

GRANTEES must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **Section H: Contacts**

Demetries Saunders

[OGAGRANTS@DC.GOV](mailto:OGAGRANTS@DC.GOV)

## **Section I: Additional Documents Required for Submission**

The following documents are also required to be included in your grant submission. An application with the required documents below will be deemed non-responsive and will not be eligible for award.

### **Documents provided by DOES.**

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

### **Documents to be provided by applicant.**

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