

DC Department of Employment Services
Office of Youth Programs

2025

**Career Ready Early Scholars Program (CRESP) Grant
Request for Applications (RFA)**

RFA No.: DOES – CRESP 2025

RFA Issue Date	August 30, 2024
Closing Date and Time	September 13, 2024 at 10:00 p.m.
Submission	Applications shall be submitted via email to OGAgrants@dc.gov
Pre-Application Conference	A virtual pre-application conference will be held on September 6, 2024. (Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

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.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

1.1.1 The District of Columbia Department of Employment Services (DOES) issues this Request for Applications (RFA) for the Career Ready Early Scholars Program (CRES) Grant

1.2 Agency Contact

1.2.1 For additional information regarding this grant competition, please contact:

Vanessa Black
 Department of Employment Services
 Office of Grant Administration and Resource Allocation (OGARA)
 Email: OGAGrants@dc.gov

1.3 Key Dates

Notice of Funding Announcement Date	August 16, 2024
Request for Application Release Date	August 30, 2024
Pre-Application Conference Date	September 6, 2024
Application Submission Deadline	September 13, 2024
Anticipated Award Start Date	September 22, 2024

1.4 Grantmaking Authority

- 1.4.1 DOES is authorized to issue this grant pursuant to section 2 of the “Workforce Job Development Grant-Making Authority Act of 2012” effective April 23, 2013 (D.C. Law 19-269; D.C. Code § 1-328.05); Section 4a of the “Workforce Investment Implementation Act of 2000” effective July 18, 2000 (D.C. Law 13-150; D.C. Code § 32-1603.01; and the Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. 3101 et seq.
- 1.4.2 The Department of Employment Services (DOES) reserves the right without prior notice, to reduce or cancel one or more programs listed in this Request for Applications (RFA). DOES reserves the right to reject all applications, adjust the total available funds or cancel the RFA in part or whole. Funding levels for the total program and budget amounts of individual awards shall be contingent upon continued receipt of funding by DOES, as well as any reduction, elimination or reallocation of funds by a federal grantor, the Executive Office of the Mayor (EOM) and/or DOES. Any adjustments shall be in accordance with authorizing legislation for the use of funds, all DC municipal regulations for grant-making and the applicable federal and DOES terms of agreement.

1.5 Overview

- 1.5.1 The Department of Employment Services (DOES) connects District of Columbia (District) residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a range of 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.

The Office of Youth Programs (OYP) develops and administers workforce development programs for District youth. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

DOES, through OYP, is seeking applications for the Career Ready Early Scholars Program Grant. In accordance with the Career Ready Early Scholars Program Amendment Act of 2024 (D.C. Act 25-0550; D.C. Code § 32-242(a)(6) *et seq.*), the

purpose of the CRESP grant is to provide District youth ages 9-13 with comprehensive career and educational exploration activities such as occupational skills, academic enrichment, life skills, work readiness, and youth development trainings during the school year, particularly during winter and spring break, and over the summer.

SECTION 2 AWARD INFORMATION

2.1 Total Amount of Funding to be Awarded

2.1.1 Up to \$3,000,000.00 is available in total for awards through this RFA.

2.2 Anticipated Number of Awards

2.2.1 DOES intends to issue up to fifteen (15) grant awards. Applicants can apply to provide the CRESP during the school year or during the summer, or both.

- (a) School Year: DOES will award up to \$50,000 to grantees that only seek to provide CRESP during the school year.
- (b) Summer: DOES will award grants in the range of \$280,00.00 to \$575,000.00 to grantees that seek to provide CRESP during the summer. For the summer, DOES plans to award applicants based on a rate of up to \$7,000 per participant for six weeks of in-person CRESP grant programming.
- (c) Both School Year and Summer: DOES will award grants in the range of \$280,00.00 to \$575,000.00 to grantees that seek to provide CRESP during both the school year and the summer.

2.2.2 The maximum amount of grant award funding that can be applied for is based on how many participants the applicant projects to serve and for how long.

2.3 Performance and Funding Period

2.3.1 The CRESP grant will operate from date of award to September 30, 2025.

2.3.2 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.

2.4 Source of Funding

2.4.1 The CRESP Grant is funded 100% through local funds from the District of Columbia.

2.4.2 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.

2.5 Anti-Deficiency Considerations

- 2.5.1 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 3 BACKGROUND & PURPOSE

3.1 Background

- 3.1.1 The Middle School Career Exploration Pilot Emergency Amendment Act of 2023, effective November 29, 2023 (D.C. Law 25-0084; D.C. Code § 38-241 et seq.) authorized DOES to launch a pilot summer program in FY23. During the pilot year, DOES partnered with 9 providers to serve 1,232 youth between the ages of 9-13 years old, of which 55.5% were from Ward 7 and 8. This program provided a diverse hands-on experience for all participants in the areas of: (1) Athletics, (2) Business, (3) Law and World/Global Affairs, (4) Culinary Arts, (5) Agricultural Sciences, (6) Engineering and Design, (7) Language Arts, (8) STEM, (9) Social Science and Culture/Humanities, (10) Visual and Performance Arts and (11) Public Speaking. Participants received incentives (\$100 giftcard each week) from the providers for successful participation. At the end of the pilot, DOES conducted a survey of both the participants and their parents. 93% of participants have affirmed that the program played a pivotal role in facilitating the acquisition of new skills, emphasizing the efficacy of the program in fostering personal and educational development. Parents underscored the need for engaging in programming for middle school students and both parents and participants requested that the program last longer.

Given that there are approximately 17,000 middle school students enrolled in both DCPS and Charter schools in the District, a pilot program is necessary to assess the impact of the program and the demand for a potential year-round expansion. The District's summer programming opportunities are robust, but not all students can or do participate in programming because there is a gap in summer opportunities for middle-school aged youth. Middle schoolers may feel that they are too old for DPR programming, but they are not old enough for the Summer Youth Employment Program. Middle school is a critical time for children's exploration of and exposure to opportunities in their broader community, and it is when youth typically first begin developing skills so that they can eventually earn money. It is critical that youth in this age group have a broad array of hands-on experiences and opportunities to develop new and existing skills during the summer and beyond.

3.2 Definitions

3.3 Purpose

The Career Ready Early Scholar Program (CRESP) is a locally funded initiative sponsored by the Department of Employment Services (DOES). CRESP provides District youth ages 9-13 years-old who are in middle school and/or elementary school to engage in comprehensive career exploration. This program provides a diverse, hands-on experience for District youth during the summer.

Through CRESP, we strive to provide youth with the opportunity to:

- Earn incentives and gain meaningful academic and personal knowledge;
- Learn and develop the skills, attitudes, and commitments necessary to succeed and continue to finish middle school and beyond;
- Gain exposure to various topics such as financial literacy, college readiness, athletics, culinary arts, STEM, public speaking, language arts and more; and
- Learn at various locations throughout the district such as colleges and universities and DCPS public, private or charter schools.

The goal of CRESP is to introduce the District's young scholars to career and college-readiness, workforce development, self-awareness and advocacy.

SECTION 4 ELIGIBILITY

4.1 Eligibility Requirements

- 4.1.1 Applicants shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.
- 4.1.2 Eligible applicants include public and private non-profit and for-profit organizations eligible to do business with the District government, including but not limited to community-based organizations, faith-based organizations, Public, charter, or alternative secondary schools and post-secondary institutions.
- 4.1.3 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.

4.2 Experience Requirements

- 4.2.1 Applicants shall have prior background in facilitating career exploration classes, sessions, or camps involving youth.

SECTION 5 SCOPE OF WORK/PERFORMANCE REQUIREMENTS

5.1 Target Population to be Served

5.1.1 Participants shall be:

- (a) Between the ages of 9 and 13 years old;
- (b) 9 years of age by September 30, 2025;
- (c) Enrolled in middle school or elementary school; and
- (d) A District resident or Ward of the State.

5.1.2 DOES reserves the right to give priority points to applicants based on location of services so that all eight Wards are represented by at least one grantee with demonstrated presence or ability to provide services in that Ward.

5.1.3 DOES reserves the right to award one of the multiple grant awards to an applicant who has specialized or prior experience with youth participants that have demonstrated social emotional and behavioral challenges.

5.2 Location of Services

5.2.1 The Career Ready Early Scholars Program shall be provided in-person in the District of Columbia at a D.C. school (Public, Private, or Charter) or a University/College in D.C.

5.2.2 Applicants shall provide proof of partnership with a school or post-secondary institution in D.C. All locations must be approved in writing by OYP at least 45 days prior to the start of the program.

5.3 Scope of Services

5.3.1 Both Summer and School Year Programs shall include the following:

- (a) A virtual orientation/check in for families 14 days prior to the start of the program;
- (b) A \$125 per week incentive for participants;
- (c) Nutritious lunch and snacks for participants each day of the program;
- (d) Pick up and drop off policy that includes designated person responsible for pick-up and approved modes of transportation;
- (e) Field trips as described in this section;
- (f) All materials needed to execute a successful program (e.g. writing utensils, paper, workbooks, text books, swag, etc.), as well as the printing of those materials;
- (g) Pre and post evaluation tools to evaluate the participant's knowledge of content area being taught during the program and leadership development; and
- (h) DOES CRESA Curriculum¹ which incorporate comprehensive lessons pertaining to career readiness and awareness.

¹ See Appendix 2 for the topics of each toolkit.

- 5.3.2 Summer and school year programs shall incorporate the CRESA curriculum provided by DOES with programming based on one of the following high-demand industries:
- (a) Business – Finance or Entrepreneurship
 - (b) Infrastructure, Utility and Construction
 - (c) Healthcare – providing instruction in basic first aid, CPR, and reading vital signs
 - (d) Information Technology – providing instruction in cyber security or help desk functions
 - (e) Public safety and law enforcement
- 5.3.3 Summer and school year programs shall also incorporate comprehensive lessons on teamwork, effective communication, the significance of careers and employment opportunities, violence prevention, self-confidence, and self-awareness, and/or college awareness/exposure.
- 5.3.4 The Summer Program shall serve between 40-75 participants throughout the six (6) week program.
- 5.3.5 Both the summer and school year programs shall include field trips in the programming. A field trip is an educational outing for eligible CRESA participants, accompanied by grantee staff, to visit various locations for firsthand knowledge and experiences related to career pathways. These trips may include visits to colleges, workplaces, career fairs, or industry-specific sites, offering valuable career exposure and insights into various professions. An grantee shall incorporate field trips into their programming as follows:
- (a) Summer programs: The program shall include a minimum of four (4) field trips over the six (6) week program.
 - (b) School year program: The program shall include a minimum of one (1) field trip over the one (1) week program.
 - (c) Field trips everyday of programming is not permitted. Field trips are strictly day trips and do not include overnight stays. Certain fields are not permitted such as water parks or hazardous locations.
- 5.3.6 Summer Program: Programming shall take place over six (6) weeks from June 23, 2025 – August 1, 2025. Programming shall occur for a minimum of six (6) hours per day from 9:00 AM – 3:00 PM, five days per week for six (6) continuous weeks, totaling no less than 180 hours.
- 5.3.7 School year: Programming may take place during the school breaks such as, winter break and spring break. Programming shall occur for a minimum of four (4) hours per day during the break, totaling 24 hours.

5.4 Staffing Requirements

- 5.4.1 Grantee shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff

possesses adequate training and continued competence to perform the duties they have been assigned.

- 5.4.2 Grantee shall implement a staffing plan that ensures an adult to participant ratio of 1:15.
- 5.4.3 Staff who have direct contact with participants shall have background checks completed, compliant with the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01 *et seq.*).
- 5.4.4 Grantees must have at least one (1) local, certified mandated reporter for each physical site serving youth.
- 5.4.5 At least two (2) staff per physical site serving youth must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. All staff must be aware of the location of the trained CPR personnel on-site.

5.5 Reporting and Deliverables

- 5.5.1 Grantees will be required to collect, track, and report information on all grant activities, services provided, and individuals served.
- 5.5.2 The required program reports are described below and shall be submitted in accordance with the timeline and method below:

Table 1. Reporting

Items	Reports	Quantity	Format and Method of Delivery	Due Date
Item 1	Attendance Sheets	1	Via email	Weekly/Friday by 3:00pm
Item 2	Monthly Report	1	Via email	Monthly by the 10th of the subsequent month
Item 3	Status Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 4	Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 5	Close out/Final Report	1	Via email	30 days after grant end date
Item 6	LEP/NEP Report	1	Via email	Quarterly

- 5.5.3 The monthly report will cover course topics covered, attendance rate, certification status, and any participant highlights/challenges and career exploration activities conducted. A template will be provided.
- 5.5.4 Any reports generated are the sole property of DOES. The grantee must receive prior written permission from DOES, in order to use or disclose any report or its contents.

5.5.5 A summary of all deliverables including quantity, formats, and deadlines are included in the table below. Each deliverable shall be submitted to the Grant Administrator within the due date timeline specified below. Upon award, the executed Grant Agreement will contain a finalized deliverable table.

Table 2. Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Work Plan	1	Via email	Two weeks after Award
Item 2	Invoices	1	Via GRANTEES Portal	Monthly
Items 3	Curriculum for DOES approval	1	Via email	Two weeks after award
Item 4	Calendar of Activities, Lunch, Field Trips and pick up/drop off information	1	Via Email	Two weeks prior to program launch on June 23, 2025
Item 5	Satisfaction Survey	1	Via email	Completion of the program
Item 6	Pre and Post Evaluation	1	Via email	Completion on Cohort
Item 7	Disaggregate demographic data (age, wage, grade, ward and gender)	1	Excel; Via email	Completion on Cohort

5.5.6 All final program deliverables must be submitted to DOES within the timeframe above but no later than the last day of the period of performance.

5.6 Data Collection

5.6.1 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.

5.6.2 GRANTEE 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.

5.7 Participant files

5.7.1 GRANTEE is required to complete and submit a participant file for every participant in the program, with strategic categories selected. A hard copy of ALL participant files must be submitted to DOES via mail with a postmark date no later than 30 days after the end of the grant.

5.8 Evaluation

5.8.1 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.

SECTION 6 APPLICATION COMPONENTS

6.1 Application Profile

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

6.2 Applicant Summary

6.2.1 Each application must include an Application Summary. This section of the application must summarize how the organization will implement the project in service of the goal and objectives.

6.3 Staffing Plan

6.3.1 The staffing plan should describe staff organization for the CRESP program, the proposed staff ratio and provide narrative descriptions for key staff, including number of hours per week, job responsibilities, and qualifications. The plan should clearly indicate which staff positions will need to be hired.

6.4 Project Narrative

6.4.1 The applicant must provide a full description of the program and how it will accomplish the how the applicant will successfully achieve the goals of the grant. Furthermore, this section should discuss the process the applicant will use to meet all requirements set forth in Section 5. The program narrative shall include:

- (a) Organizational Profile
 - (i) State the mission of your organization.
 - (ii) Describe the history of your organization (year founded and by whom) and its size (total organization budget and staff).
 - (iii) Describe the experience your organization and staff have to deliver the proposed program.

- (iv) Detail key staff that will manage grant funds. Provide quantitative and qualitative evidence of success in managing and complying with grant requirements.
- (v) Describe your experience working with the targeted population. Detail the program team, tenure, experience, and connection with the community, and how the program personnel are best suited to implement serve the target population.
- (b) Participant Profile
 - (i) Describe the number of participants your organization will serve under this grant for the period of performance.
 - (ii) Indicate if the program will focus on youth with demonstrated behavioral challenges and how the program meets the unique need of the community to be served.
 - (iii) Describe the anticipated challenges and the strategies to overcome them
 - (iv) Describe where the program will be located, provide the address and discuss how your partnership with the proposed school and demonstrate presence or ability to provide services in that Ward.
- (c) Program Description
 - (i) Identify and describe how your organization will deliver the high-quality summer and or school year program responsive to the requirements outlined in this RFA. Detail the program(s) and daily activities, including plans to provide both a nutritious lunch and snacks to participants each day of programming.
 - (ii) Describe how your program will deliver programming based on one of the high-demand industries. What specific activities, projects, and coursework will youth be engaged in throughout the program?
 - (iii) Describe the curriculum the organization intends to use within the proposed program.
 - (iv) Describe planned field trips or special projects and the objective(s) they will address.

6.5 Past Performance

- 6.5.1 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. Applicant shall specifically state whether the applicant was a former grantee successfully providing CRESP programming in the past two years in the District of Columbia.
- 6.5.2 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.
- 6.5.3 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.

6.6 Itemized Budget and Budget Narrative

- 6.6.1 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. All costs must be reasonable and necessary to carry out the grant objectives. The budget shall include lunch and Snack for Participants on a daily basis.
- 6.6.2 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.
- 6.6.3 The itemized budget can include the following budget items, as defined in Appendix A:
- (a) Personnel
 - (b) Fringe
 - (c) Equipment
 - (d) Materials & Supplies
 - (e) Contractual Services
 - (f) Other Direct Costs
 - (g) Indirect Costs

SECTION 7 REVIEW AND SCORING OF THE APPLICATION

7.1 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.

7.2 Technical Rating Scale

Indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. The five review criteria are outlined below.

Table 3 : 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 4/5th of 40 points or 32 points.

7.3 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 4: 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 • 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 that its staff is well equipped with the knowledge, skills and abilities necessary to effectively deliver the proposed program. • The extent to which the applicant has demonstrated experience working with the targeted population. 	
2	Participant Profile	20

	<ul style="list-style-type: none"> • The number of participants that will serve under this grant. • The extent to which the applicant has described the anticipated challenges and strategies to overcome them. • The extent to which the applicant has described where the program will be located, the partnership with the proposed school and demonstrated presence or ability to provide services in that Ward. • The extent to which the applicant will focus on youth with demonstrated behavioral challenges and how the program meets the unique need of the community to be served. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described its proposed plan to deliver the high-quality summer and or school year program responsive to the requirements. • The extent to which the applicant has provided a description of how it will deliver programming based on one of the high-demand industries, specifically detailing. Field trips, activities, projects, and coursework will youth be engaged in throughout the program • The extent to which the applicant describes how it will meet the performance deliverables and targets outlined in this RFA. 	
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 was a grantee successfully providing CRESP programming in the past two years in the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

SECTION 8 APPLICATION CHECKLIST AND SUBMISSION

8.1 Application Checklist

8.1.1 An application without the below required documents will be deemed non-responsive and will not be eligible for award. Some of the attachments for this application include required templates that the applicants must use, as indicated below. A complete application package shall include the following:

- (a) Application Profile
- (b) Applicant Summary
- (c) Project Narrative
- (d) Past Performance (Template in Attachment F)
- (e) Itemized Budget
- (f) Budget Narrative

- (g) List of Organizational Board Includes Members and Positions
- (h) Staffing Plan
 - (i) Resumes for key and essential staff
 - (ii) Organizational Chart
- (i) List of Partners and Affiliations
- (j) Organizational Documents:
 - (i) Valid DC Business License: The applicant must submit a current business license with Active Charitable Solicitation issued by the District of Columbia Department of Licensing and Consumer Protection.
 - (ii) Clean Hands Certificate: Each applicant must submit a current Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR). A Certificate of Clean Hands can be requested via OTR's online portal, <https://mytax.dc.gov/>. DOES requires that the submitted Certificate of Clean Hands reflect a date within a 30-day period immediately preceding the application's submission. Self-Certification and Certificates of Good Standing will not be accepted.
 - (iii) IRS W-9 Form: If the applicant is not a current vendor (receiving funding) from DOES, submit a completed W-9 form. The form can found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - (iv) IRS Tax Exempt Determination Letter (for nonprofits only)
 - (v) IRS 990 Form from most recent tax year (for nonprofits only)
 - (vi) Proof of Insurance (see Appendix C)
- (k) List of Other Funding Sources
- (l) 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.)
- (m) General Terms and Conditions (Complete and Sign Attachment A)
- (n) Applicant Assurances, Certifications & Disclosures (Complete and Sign Attachment B)
- (o) Non-Disclosure Agreement (Template in Attachment C)
- (p) Relationship Disclosure Statement (Template in Attachment D)
- (q) DC Contribution and Solicitation Certification (Complete and Sign Attachment E)

8.2 Application Submission

- 8.2.1 Applications and attachments must be submitted via email by Friday September 13, 2024 at 5:00 PM. Late or incomplete applications will not be reviewed. Applications with any missing attachments are considered incomplete and will not be reviewed.

8.3 Pre-Application Conference

- 8.3.1 DOES will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants shall attend the virtual mandatory pre-application conference on **September 6, 2024 at 11:00 a.m.** Please email OGAgrants@dc.gov if you will be attending the pre-application meeting to receive the meeting invite link.

SECTION 9 AWARD ADMINISTRATION

9.1 Notification

- 9.1.1 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.
- 9.1.2 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.
- 9.1.3 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.

9.2 Appeal

- 9.2.1 An applicant may appeal a non-responsiveness determination or a grant award selection.
- 9.2.2 To ensure a fair and equitable appeals process, all appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Award Selection" or "Appeal of Non-Responsiveness Determination". Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice or the responsiveness determination.
- 9.2.3 If an applicant communicates with program staff regarding an appeal, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

- 9.2.4 Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection or 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.
- 9.2.5 For an appeal of grant award selection, the appeal process will consider the submitted application and the applications of the grantees selected.
- 9.2.6 For an appeal of a non-responsive determination, the appeal process will consider the submitted application and the responsiveness determination.
- 9.2.7 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.

SECTION 10 POST-AWARD REQUIREMENTS

10.1 Grantee Requirements

- 10.1.1 If an applicant is awarded the grant and accepts the grant award by signing the Notice of Grant Award (NOGA), the requirements in this section are in effect.
- 10.1.2 The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the OYP, prior to being implemented.
- 10.1.3 Grantee shall adhere to policies in the CRESP Participant and Parent Handbook provided by DOES, OYP.
- 10.1.4 Grantee shall sign up to be a 2025 MBSYEP volunteer host and identify 2 MBSYEP participants ages 18-24 to be a site supervisor during CRESP.
- 10.1.5 Grantee shall provide a weekly field trip schedule, lunch schedule, pick up, and drop off schedule 14 days prior to the start of the program to both OYP Staff and families.
- 10.1.6 Grantee shall attend a mandatory in-person CRESP Orientation for youth and parents in partnership with DOES OYP 45 days prior to the start of the program.
- 10.1.7 Grantee shall create permission slips for all field trips and off-site events that include the following: date, time, location, pick and drop of schedule; lunch and snack options.
- 10.1.8 Grantee must provide a final list of field trips to DOES, OYP for approval 45 days prior to the start of the program.

- 10.1.9 Grantee shall conduct survey of participant and parent or guardian regarding satisfaction of program. Survey must be approved by DOES prior to administering the survey.
- 10.1.10 Grantee shall attend a kickoff meeting with DOES OYP staff to discuss onboarding and information that will allow GRANTEES to be successful in executing the program.
- 10.1.11 Grantees shall provide copies of the current and valid background checks for all staff, working with participants, leading all classes/sessions with participants, chaperoning participants on field trips or located at the D.C. training facility with participants, to DOES.
- 10.1.12GRANTEE shall participate in monthly meetings. During these meetings vendor performance, administrative issues and participant highlights/challenges will be discussed.

10.2 Pre-Program Requirements

- 10.2.1 Prior to the start of the program, Grantee must successfully complete and provide supporting documentation, as applicable:
- (a) DOES Orientation;
 - (b) Pre-Program Site Visit;
 - (c) All DOES mandatory meetings;
 - (d) Background Checks;
 - (e) Program Training(s) (if applicable);
 - (f) Program Timeline (Approved by OYP)
 - (g) Security Awareness Training(s) (if applicable);
 - (h) Grantees shall be required to submit proof of insurance for the insurance clauses as determined by the Office of Risk Management (ORM), based on the scope of their work. The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the required types of insurance specified by ORM (Appendix 7);
 - (i) Grantees must have at least one (1) local, certified mandated reporter for each physical site serving youth. The certificate(s) of completion of the mandated reporter training must be provided during monitoring visits and submitted to DOES. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees should have a policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter. Access the training here or at <https://dc.mandatedreporter.org>. The mandated reporter must have all current background clearances
 - (j) At least two (2) staff per physical site serving youth must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion and must be submitted to DOES. All staff must be aware of the location of the trained CPR personnel on-site. This will be confirmed during monitoring visits; and

- (k) If the award is over \$300,000.000, verification of signing a First Source Agreement, required by the Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code § 2-219.01, et seq.

SECTION 11 GENERAL PROVISIONS

11.1 General

- 11.1.1 General Terms and Conditions is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.
- 11.1.2 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.
- 11.1.3 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.
- 11.1.4 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.

11.2 Insurance

- 11.2.1 All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds. DOES reserves the right to request certificates of liability and liability policies pre-award and post-award and make adjustments to coverage limits for programs per requirements promulgated by the District of Columbia Office of Risk Management. Insurance requirements are set forth in Appendix C.