



---

DC Department of Employment Services  
Office of Youth Programs

2024

**Empowered Youth Enable Dreams Grant**

**Request for Applications (RFA)**

RFA No.: DOES – Empowered 2024

RFA Release Date: Friday, May 3, 2024

**Pre-Application Meeting**

**Room:** Virtual

**Date:** Wednesday, May 15, 2024, 11:00 am

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

**Application Submission Deadline:**

**Date:** Friday, May 24, 2024 at 3:00 pm

*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**

## Table of Contents

Table of Contents.....	1
Section A: Funding Opportunity Description.....	3
<b>Background</b> .....	<b>3</b>
<b>Scope</b> .....	<b>3</b>
<b>Program Requirements</b> .....	<b>4</b>
<b>General Requirements</b> .....	<b>4</b>
<b>Source of Grant Funding</b> .....	<b>7</b>
<b>Total Amount of Funding to be Awarded</b> .....	<b>7</b>
<b>Period of Performance</b> .....	<b>8</b>
<b>Location Requirements</b> .....	<b>8</b>
<b>Grant Making Authority</b> .....	<b>8</b>
Section B: General Provisions .....	9
<b>Eligibility Information</b> .....	<b>9</b>
<b>Monitoring</b> .....	<b>10</b>
<b>Audits</b> .....	<b>10</b>
<b>Nondiscrimination in the Delivery of Services</b> .....	<b>11</b>
<b>Other Applicable Laws</b> .....	<b>11</b>
Section C: Application Format .....	12
<b>Applicant Profile</b> .....	<b>12</b>
<b>Applicant Summary</b> .....	<b>12</b>
<b>Program Narrative</b> .....	<b>12</b>
<b>Past Performance</b> .....	<b>13</b>
Section D: Program Narrative.....	13

**Program Narrative** ..... 13

**Organization Profile**..... 14

**Participant Profile**..... 14

**Program Description**..... 14

Section E: Application Review and Scoring..... 14

**Review Panel**..... 14

**Table 1: Technical Rating Scale**..... 14

**Scoring Criteria** ..... 15

Section F: Application Submission Information..... 16

**How to Request an Application Package** ..... 16

**Application Preparation** ..... 17

**Submission Date and Time** ..... 17

Section G: Award Administration Information ..... 17

**Award Notices**..... 17

**Appeal**..... 17

**GRANTEES’ Program Compliance**..... 18

**Program Launch** ..... 19

**GRANTEES Payments**..... 19

**Anti-Deficiency Considerations** ..... 20

**Section H: Contacts**..... 20

**Section I: Additional Documents Required for Submission** ..... 20

## Section A: Funding Opportunity Description

### Background

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. 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.

The Empowered Youth Enable Dreams Grant is a locally funded initiative administered by the DOES, Office of Youth Programs (OYP) that provides District youth ages 18 to 24 (participants) with occupational skills training, financial literacy, work-readiness training, case management and follow-up services.

### Scope

DOES, through its Office of Youth Programs (OYP) seeks GRANTEES to provide professional career services to participants through its Empowered Youth Enable Dreams Grant as a Marion Barry Summer Youth Employment Program (MBSYEP) host site. As a host site, enrolled and eligible participants will be assigned to the GRANTEE by DOES. The purpose of the GRANTEES' program should be to support innovative workforce-related programs aimed at providing services and/or support to participants ages 18-24 who receive SNAP (Not TANF). The program will run from June 24, 2024 – September 13, 2024.

GRANTEES will aid participants in obtaining the following outcomes:

- 1) Work Readiness Certification;
- 2) Financial Literacy Certification; and
- 3) Industry Recognized Credential.

### Targeted Population

Participants in GRANTEES program must:

- 1) Be aged 18-24,
- 2) Possess a high school diploma or its equivalent, and
- 3) Be a District resident or Ward of the State
- 4) SNAP Recipients (Not TANF) Youth

### **Program Requirements**

- Professional career services must be provided in-person. GRANTEES must provide a D.C. training location that is approved in writing by OYP.
- The GRANTEES shall ensure that all participants are District youth ages 18 to 24 are classified as being a SNAP Recipient (Not TANF) Youth.
- The GRANTEES shall deliver services to participants via a DOES approved model in the following phases:

#### **Phase 1: Work Readiness**

- Work Readiness and Professional Development Training

#### **Phase 2: Financial Literacy**

- Financial Literacy Training

#### **Phase 3: Occupational Skill Training**

- Engage participants in Occupational Skills Training that will lead to credential attainment in one (1) of the following areas:
  - Serve Safe
  - Guest Services
  - OSHA 10 and OSHA 30
  - Certified Customer Service
  - Early Education: Child Development Associate
  - Lean Six Sigma Yellow Belt
  - Cosmetology – Hair Braiding
  - Green Jobs - Environmental

### **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 January 1, 2023 through June 30, 2023 the living wage is \$16.50. Effective July 1, 2024, the District’s Minimum Wage and Living Wage increased to \$17.50.
2. GRANTEE shall use assessment tools such as participant resumes, career readiness evaluations and personality assessments to prepare participants for obtaining employment at the start of the program.
3. GRANTEE shall deliver weekly attendance sheets and monthly reports due on Friday by

3:00 PM or Monday by 12:00 PM for evening classes. The monthly report will include the course topics covered, attendance rate, certification status, and any participant highlights/challenges and career exploration activities conducted. OYP will provide the template for the weekly attendance sheet and monthly report.

4. GRANTEE shall promptly verify the participants' successful completion of the training course by submitting to DOES a copy of the certificate that has been rendered to the participant. If participants are required to complete an exam post training, the GRANTEE shall also provide DOES documentation stating when the participant passes or fails the exam. This information must be provided to DOES within ten (10) business days of the training completion date or exam completion date. If the participant has not completed the training because the participant decided to opt out of the program or was terminated from the program, the GRANTEE must immediately inform the Grant Administrator.
5. GRANTEE shall submit the certification attainment rates to DOES for all program trainees within six months of program completion.
6. GRANTEE shall participate in monthly meetings. During these meetings vendor performance, administrative issues and participant highlights/challenges will be discussed.
7. 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.
8. 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.
9. 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.
10. 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. 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.
12. 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.
13. GRANTEE will be required to provide proof of insurance 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***

<b>Items</b>	<b>Deliverables</b>	<b>Quantity</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
Item 1	Attendance Sheets	1	Via email	Weekly/Friday by 5:00pm
Item 2	Program Monthly Report and Case Notes	1	Via email	Monthly by the 10th of the subsequent month
Item 3	Monthly 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

***Deliverables***

<b>Items</b>	<b>Deliverables</b>	<b>Quantity</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
Item 1	Work Plan	1	Via email	Two weeks after Award

Item 2	Invoices	1	Via Vendor Portal	Monthly
Item 3	Work Readiness Certificate	1 per participant	Via email	As achieved
Item 4	Financial Literacy Certificate	1 per participant	Via email	As achieved
Item 5	Industry Recognized Credential	1 per participant	Via email	As Achieved/Monthly by the 10 <sup>th</sup> of the Month
Item 6	Final Report	1	Via email	Two weeks after the last day of programming. This report must include outcomes i.e. job placement or returning to school

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the last day of the period of performance.

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**

This Empowered Youth Enable Dreams grant is 40% (\$36,000) funded by the “United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)” and 60% (\$54,000) 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 and the 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 NOGA, if awarded.

**Total Amount of Funding to be Awarded**

DOES intends to issue at least one (1) grant award in the amount of \$90,000 to serve a minimum of 30 participants.



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

### **Period of Performance**

The Empowered Youth Enable Dreams grant will operate from the date of the award to September 30, 2024.

DOES reserves the right to exercise single option years up to three 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 be eligible to conduct business with the Government of the District of Columbia. Each Applicant must provide legal proof of ownership or occupancy.

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

- Certificate of Occupancy issued by the District Department of Consumer & Regulatory Affairs (DCRA).
- Fully executed building lease or rental agreement that is current and valid.  
Signed approval letter and building use agreement from the D.C Public Schools Office of Out-of-School time;
- Signed approval letter and a permit from the D.C. Department of Parks and Recreation; or
- Building lease or rental agreement that is current and valid.

Grantees 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 maintain 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. 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 requirements will be considered unresponsive and will not be considered for funding under this RFA.

Eligible applicants are public and private non-profit and for-profit organizations, in good standing, 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 have demonstrated effectiveness providing the requested services and meeting the needs of the target population.

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.

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.

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 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.

GRANTEES 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
- 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
- Stevens Amendment – Further Consolidated Appropriations Act 2020, at cite P.L. 116-94, Division A, Title V, Section 505.

## **Section C: Application Format**

### **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 D. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

### **Past Performance**

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

All applicants must submit 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.*

## **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 the number of participants your organization will serve under this grant for the period of performance.
- 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 youth be engaged in throughout the program.
- Describe the training curriculum and certification the organization intends to use within the proposed program and detail the certification’s success in supporting an individual’s pursuit of employment.

**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 that its staff is well equipped with the knowledge, skills and abilities necessary to effectively deliver the proposed professional career services.</li> </ul>	



2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>The extent to which the applicant has describe the number of participants that will serve under this RFA.</li> <li>The extent to which the applicant has described the anticipated challenges and strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>The extent to which the applicant has described its proposed plan to deliver professional career services. Describe how your organization has historically provided programming or services.</li> <li>The extent to which the applicant has provided a description of how the professional career services will be provided.</li> <li>The extent to which the applicant describes how it will meet the performance deliverables and targets outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the period of performance?</li> <li>The extent to which the applicant has provided a description of the proposed space where program activities will be performed.</li> </ul>	
4	<b>Past Performance</b>	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	<b>Budget and Budget Narrative</b>	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>	
<b>TOTAL POINTS</b>		<b>100</b>

## Section F: Application Submission Information

### How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- 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**

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

### **Appeal**

#### **Non-Responsiveness Determination**

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing

and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading “Appeal of Grant Responsiveness Determination”. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

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

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

### Grant Award Selection

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

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

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and 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 physical site visit (conducted by program)
- DOES Orientation
- All DOES mandatory meetings.

**Program Launch**

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

**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	Payment #2	Payment #3	Payment #4
25%	25%	25%	25%

**Payment 1: Base Payment**

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

- Program Orientation
- Site Visit
- All pre-training
- Proof of Insurance required by the Office of Risk Management.

**Payment #2**

This payment is based upon successful obtainment of both the Work readiness and Financial Literacy certificates at a per participant cost of \$750.

**Payment #3**

This payment is based upon successful obtainment of Occupational Skills Training credential in one of the areas set forth below at a per participant cost of \$750:

- Serve Safe
- Guest Services
- OSHA 10 and OSHA 30
- Certified Customer Service
- Early Education: Child Development Associate
- Lean Six Sigma Yellow Belt

- Cosmetology – Hair Braiding
- Green Jobs - Environmental

#### **Payment#4**

This payment is based on submission of final report to include outcomes, job placement or returning to school.

If GRANTEE does 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**

Vanessa Black  
[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 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
- Clean Hands Certificate (Within 30 days prior to application submission)

- Itemized Budget
- Insurance Certificate
- Proof of Occupancy (if applicable)
- 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.)