



DC Department of Employment Services

Office of Paid Family Leave

Workplace Leave Navigators – Services for Employees

Request For Applications (RFA)

RFA No.: DOES-WLNEE-2020

RFA Release Date: October 30, 2020

Pre-Application Meeting

Virtual Platform: Microsoft Teams

Date & Time: Friday, November 13, 2020 @ 1:00 p.m.

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

Application Submission Deadline: **December 1, 2020 by 5:00 p.m.**

Applications shall be submitted electronically via the grants management system click below:

[Here](#)

PAPER, LATE, OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Important Note

This RFA (DOES-WLNEE-2020) is a companion to RFA number DOES-WLNER-2020. The Workplace Leave Navigator (WLN) program will award grants through two different RFAs: services for employers (DOES-WLNER-2020), and services for employees (DOES-WLNEE-2020). Organizations that meet the eligibility criteria for both RFAs are welcome to respond to both RFAs.

Section A: Funding Opportunity Description

Background

The Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. Supporting workers' ability to take leave from work when needed is an important part of this mission. DOES will help to advance this mission by funding Workplace Leave Navigators (WLN) to educate and support employers and employees as they navigate their rights and responsibilities under various leave laws and programs.

Summary

DOES, through its Office of Paid Family Leave (OPFL), seeks qualified applicants to provide Workplace Leave Navigator services to employees starting in calendar year 2021.

Many federal and local laws provide employee protections for leave from work or require pay from employers or another source for leave taken. The District of Columbia's Paid Family Leave (PFL) program is one recent addition to these leave laws at the local level. The number and overlapping nature of these laws may lead to confusion among employees about their rights and responsibilities under the laws. To help employees better understand and navigate leave laws, OPFL intends to award funding to applicants who will provide information and guidance on leave laws directly to District employees. Applicants may also apply to provide additional training and guidance to health care providers in the District of Columbia-Maryland-Virginia (DMV) regional area.

Grantees must be organizations that have experience representing employees in matters related to workplace leave laws or policies. Past performance in all matters related to workplace leave laws and policies must be shown to be exemplary and will receive significant consideration from the grantor.

Grantees shall in general provide assistance to employees in the District with filing claims for paid leave, requesting leave from employers, and filing complaints related to workplace leave. Specific grant activities are explained below.

All proposals must address the following requirements:

1. Provide an estimate of the number of employees intended to be served by direct, one-on-one counseling and an explanation of your organization's capacity to serve the intended number of clients (employees).
2. Provide an estimate of the expected number of service hours to be provided to each client (employee) on average.
3. Provide an explanation of why that number of service hours is necessary to achieve the stated goals of this grant program and a description of how that level of service will be met.
4. Provide a detailed plan of how the requested services will be publicized and advertised so that employees know how to properly access the services.

Special consideration will be given to applicants who propose to provide services in additional languages (beyond English), to include Amharic, Chinese, French, Korean, Spanish, and Vietnamese.

Goals of the WLN Grant Program

The goals of the Workplace Leave Navigator grant program are to:

1. Increase knowledge and awareness of workplace leave laws that affect employers and employees in the District of Columbia;
2. Improve the quality of employers' and employees' decision making when taking actions related to workplace leave by providing the resources necessary to make more fully informed and legally compliant decisions; and
3. Raise the level of compliance with workplace leave laws among both employers and employees in the District.

Workplace Leave Navigator Services for Employees

Grant funds shall be used solely to provide services to employees employed in the District of Columbia. Applicants who receive a grant award must be available to provide all of the following services to employees in the District of Columbia when requested:

1. Assistance filing a claim for DC Paid Family Leave;
2. Assistance requesting leave from the individual's DC-based employer;
3. Guidance in choosing what kind(s) of leave to seek (including paid, unpaid, employer-provided, government-provided, or legally required) and in what sequence to request and take it; and
4. Assistance filing complaints or appeals related to workplace leave issues originating in DC.

Optional Service – Healthcare Providers

Applicants may also apply within this RFA to provide the following **optional** service to healthcare providers:

1. Outreach and training in a general capacity to health care providers or associations of health care providers in the DMV area on workplace leave laws, policies, and programs that could affect their patients and for which they may receive documentation requests; and
2. Specific guidance to individual health care providers on the requirements for completing documentation related to their patients' workplace leave.

Grant funds for this optional service area will be awarded based on the anticipated size of the audience reached and the influence of those audiences. For example, educating health care provider associations may be equivalent to reaching a larger number of individual health care providers, if it is expected that the association would in turn disseminate information to individual health care providers.

Mandatory Disclaimer

Grantees shall not represent their services as being provided on behalf of DOES. Grantees shall not lead clients or audience members to believe that the information provided by the grantee has been approved, sanctioned, or vetted by DOES. Grantees shall provide a disclaimer to all clients (employees) that the grantee in no way represents DOES and that the accuracy of the information provided by the grantee has not been guaranteed by DOES. The disclaimer must also clearly state that the opinions stated by the grantee shall not be interpreted as a final

determination or an official decision by DOES. Grantees providing services to employees must also note in their disclaimer that the information they provide to employees shall not be considered an adjudication of a claim and does not represent official DOES policy with regard to benefit determinations.

Funding Allocation – WLN Services for Employees

Base Funds

Base award funds are established as a flat rate and paid up front at the start of the grant period for non-personnel costs. These funds are intended to cover start-up costs for the grantees and other reasonable expenses approved by DOES that are necessary to accomplish the stated goals of the grant. Although these funds are primarily intended to cover start-up costs, they do not need to be fully expended at the beginning of the grant period and may be expended throughout the grant period of performance.

Service Funds (Funding amount up to \$250,000)

Service funds are awarded in proportion to the number of hours the grantee directly serves clients (employees) during the period of performance. Grantees shall propose an intended amount of service hours in the application, balancing the intended number of employees to be served, the intensity of services provided, and the ability to meet the intended level of service. In order to ensure that grantees' services are fairly distributed among the client population in the District, there is a limit on the level of service a grantee can provide to a single client (employee). Throughout the period of performance, a single client (an employee in the District) can receive a maximum of 8 hours of service from the grantee – for eligible reimbursement - except upon written notice and approval by DOES.

The hourly rate on which the applicant's service hours shall be reimbursed is based on the quality of the organization's application and the extent to which the applicant has demonstrated an ability to meet the intended level of need and achieve the stated goals of the grant program. For the purpose of devising a proposed budget in response to this RFA, all proposals should use the rate of \$40 per hour. Upon review of the applicant's proposal, DOES may increase the reimbursement rate for service hours for the grantee depending on the quality of the application. Highly qualified applicants may receive a reimbursement rate of up to \$50 per hour. These rates are based on the average rate for similar services as described by the Bureau of Labor Statistics.

Notwithstanding the amount of funds for which reimbursement is sought by a grantee in any month, in no case shall the total amount of grant funds released in a grant year to a grantee exceed the amount stated in the Notice of Grant Award (NOGA).

Services for Healthcare Providers (Optional) (Funding amount up to \$50,000)

Applicants may choose to apply for additional grant funds to provide services for healthcare providers. Grant funds awarded will depend on grantees' experience with workplace leave laws, educational experience with health care providers, and demonstrated ability to reach target audiences.

Grantees who are awarded funds in this category may apply to receive up to 50% of the funds attributable to services in this category up front as a base grant amount. The remainder of the funds shall be released on a monthly cost reimbursement basis

Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, Grantees shall not assign or otherwise transfer any rights, duties, obligations or interest in the NOGA,

or arising hereunder to any person or entity whatsoever, without the prior written consent of DOES.

Source of Grant Funding

The funds are made available through District appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability, and the quality and quantity of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

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

Anticipated Number of Awards

DOES intends to grant at least one award. DOES reserves the right to make additional awards (or no awards) pending the availability of funds and the quality and quantity of applications.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available to award to all grantees combined is \$300,000. DOES reserves the right to award more or less based on the quality and quantity of applications received.

Period of Performance

The "Workplace Leave Navigator Services for Employees" grant will operate from the date of the start of services as specified in the NOGA through 12 months thereafter.

Location Requirements

All services must be conducted in the District of Columbia and provided to individuals employed in the District of Columbia. Grantees awarded funds to provide services to healthcare providers may provide services within the DMV area.

Grant Making Authority

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

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

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

- Adjust the number of grant awards and grant award amounts, based on funding availability and the quality and quantity of applications.
- Accept or deny any or all applications, if DOES determines it is in its best interest to do so.
- Suspend or terminate an outstanding RFA.
- Issue addenda and/or amendments subsequent to the issuance of the RFA or rescind the RFA.

- Conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the proposed program.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

Section B: General Provisions

Eligibility Information

Applicants that are eligible to apply for this grant include the following:

- Non-profit organizations
- Businesses
- Professional or trade associations
- Unions
- Not-for-profit colleges or universities

All applicants must also demonstrate to the satisfaction of DOES that the applicant:

- Has experience representing individual employees in matters related to workplace leave laws or policies;
- Has staff with expertise in workplace leave laws, policies, or programs; and
- Has demonstrated exemplary results based upon their past performance in matters related to workplace leave laws, policies, and programs.

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;
- Have no negative past performance records on DOES contracts and or grants;
- Not listed on any federal or local excluded parties' lists;
- Able to provide a District of Columbia clean hands certificate that is dated within 30 days of award; and
- Compliant with all insurance requirements stipulated by the District of Columbia, Office of Risk Management.

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

Monitoring

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

During site visits, grantee is required to provide access to facilities, records, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the grantee's level of compliance with federal and/or District requirements and the NOGA, and to identify, specifically, whether the grantee's operational, financial, and

management systems and practices are adequate to account for grant funds, in accordance with federal and/or District requirements.

Audits

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

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

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

Non-Discrimination in the Delivery of Services

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

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

Other Applicable Laws

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.

- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

Section C: Application Format

Applicant Profile

The application shall include an Application Profile, which identifies the following:

- The applicant's type of organization (non-profit, business, college, etc.)
- The categories of services for which grant funds are sought ("Employee" or "Employee and Healthcare Provider")
- The total amount of funds requested for each category

Applicant Summary

The application shall include an Application Summary. This section of the application shall summarize the major components of the application and the applicant's qualifications.

Program Narrative

The applicant shall provide a full description of how the proposed services will be carried out. The three (3) main components of the program narrative are:

- Organizational Profile
- Volume of Services
- Description of Services

Details about each of these components are provided below.

Organization profile

- State the mission of the organization.
- Describe the history of the organization (year founded and by whom) and its size (budget and staff).
- List the main staff who will work on the project and explain their qualifications.
- Describe the relevant experience of the organization. Focus in particular on the applicant organization's experience analyzing workplace leave laws and communicating information about those laws to employees.

Volume of Services

- State how many clients (employees) are expected to be served during the period of performance.

- State the average duration of services expected to be provided to each client (employee) and explain any expected outliers (e.g., will some employees with high levels of needs require extended services? If so, what are those services and what is the expected duration?).
- If you are applying to provide optional services to healthcare providers, describe the types of healthcare audiences expected to be reached and your goal for the number of audience members reached at events or through other outreach efforts.

Description of Services

- Explain how your organization is equipped to serve the number of employees you proposed above.
- Describe the following proposed services:
 - How your organization will identify employees to serve
 - The types of employees you expect to serve and their expected level of need
 - How your organization will advertise its services to the public so that potential employees are aware of your services
 - How your organization will handle intake of new employees
 - The expected interactions between your staff and employees
 - How the proposed services will be delivered to individuals, the expected flow of the interactions, and the range of services delivered in each interaction
 - Any expected follow-up with employees
 - Additional details about the services you will provide to employees
- If you are applying to provide optional services to healthcare providers, describe:
 - The type of materials your organization will create
 - The general content of materials for distribution
 - The general subject of any proposed events for public outreach
 - Your organization's plan for disseminating the materials created through this grant
 - How your organization will advertise its events and materials
 - The range of audiences you expect to reach and their expected level of need
 - How your organization will reach the expected number of audience members through your efforts
 - A proposed timeline for deliverables

Past Performance

The applicant shall provide a detailed narrative of the organization's past experience representing employees in matters related to workplace leave laws. The applicant must demonstrate exemplary past performance in representing employees in matters related to workplace leave laws.

In addition, the applicant shall provide a list of any prior awarded contracts or grants, evaluations and/or data that would highlight the organizations past performance and capability of successfully achieving the stated program goals. Applicants must submit at least three (3) past performance forms (Attachment A).

Budget Narrative

The applicant shall submit an itemized budget and a budget narrative for all funds requested. All applicants are allowed to charge the federal de-Minimis indirect cost rate of 10%. The budget narrative shall serve as an independent document that clearly outlines all proposed expenditures for the grant.

Budget narratives shall detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section shall also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives shall identify the average cost per participant.

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

Section D: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their experience and expertise in workplace leave laws, data analysis, past performance evaluation, and grants management. 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.

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organizational Profile	
	<ul style="list-style-type: none"> The extent to which the applicant organization’s mission aligns with the proposed services. The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff) and the ability of such an organization to provide the proposed services. The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed services. 	10
2	Capacity of organization to serve proposed volume of clients	
	<ul style="list-style-type: none"> The extent to which the applicant has explained its capacity to serve the proposed volume of employees. The extent to which the applicant stated the average duration of services expected to be provided to each employee and explained any expected outliers. For applicants applying to provide services to healthcare providers, the extent to which the applicant stated the types and number of healthcare audiences expected to be reached. 	10
3	Description of Proposed Services	
	<ul style="list-style-type: none"> The extent to which the applicant’s proposed services advance the program’s stated goals. The quality of the applicant’s proposal for identifying potential employees and advertising its services to them. The diversity and level of need of the intended employee population. The quality of the applicant’s proposal for interacting directly with employees and the extent to which these interactions will deliver the intended services that achieve the program’s stated goals. For applicants applying to provide services to healthcare providers: <ul style="list-style-type: none"> The extent to which the applicant’s description of the intended materials, including the subject of proposed events, achieves the stated goals of the grant. The quality of the applicant’s proposal for disseminating the proposed educational materials, including the proposal for advertising public events. The diversity and level of need of the intended audience. 	40
4	Past Performance	
	<ul style="list-style-type: none"> The extent to which the applicant has explained its experience providing services to employees related to workplace leave laws. The extent to which the applicant’s experience aligns with the applicant’s proposed services. The extent to which the applicant’s experience demonstrates the applicant’s ability to advance the program’s stated goals. The extent to which the applicant has demonstrated exemplary results based upon their past performance in matters related to workplace leave laws, policies, and programs. 	30
5	Budget and Budget Narrative	
	<ul style="list-style-type: none"> The extent to which the applicant provides a clear explanation of how the budget amount is derived. The reasonableness of the proposed budget. 	10
TOTAL POINTS		100

Section E: 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

Application Preparation

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

Submission Date and Time

In order to be considered for funding, complete applications must be received electronically via [Grants Management System](#).

Proposals submitted after **5:00 pm EST on December 1, 2020** will not be considered for funding.

Section F: 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 who 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 negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date, and a meeting between the grantee and DOES will occur shortly after the NOGA is fully executed. Grantees shall 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 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 with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

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

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

Grantee Program Compliance

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

- Orientation provided by DOES
- All mandatory meetings required by DOES

Grantee Reporting, Deliverables, and Outcomes

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

Reporting

Grantees will be required to keep detailed records of their services funded by the grant through completion of the following reporting requirements:

Reports Required	Frequency
<p>Monthly reports</p> <p>Report of clients (employees) served For each client, list:</p> <ul style="list-style-type: none"> • Client (employee) name • Date of service • Duration of service • Past service date(s), if any • Type of service provided • Staff who assisted • Details of interaction • Other details as requested <p>For applicants providing service to healthcare providers, the monthly reports shall also consist of a statement of the hours staff spent developing, disseminating, and presenting educational materials. When applicable, the reports shall state the communication efforts and details of the events in the past month of service.</p>	<p>Due monthly by the 5th of each month following the month of service</p>
<p>Final Program Report</p> <p>The report should include the following components:</p> <ul style="list-style-type: none"> • Total number of employees served • Total number of service hours provided • Number of staff who provided services • Lessons learned • Other details as requested <p>For applicants that provided service to healthcare providers, the Final Program Report shall also include:</p> <ul style="list-style-type: none"> • Total staff hours of expended effort on grant projects; • A copy of all educational materials created with grant funding; • A summary of all communication efforts made in disseminating the materials, including the number of healthcare providers reached; • A detailed description of each event or presentation held to present the materials, the staff involved, the number of attendees, and the attendance list; • If available, a recording of any live educational sessions; and • Other details requested by the grantor. 	<p>Due one month after the period of performance ends</p>
<p>Monthly Expenditure Report</p>	<p>Due monthly by the 10th of each month following the month of service</p>
<p>Report of encounters with LEP/NEP individuals Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals</p>	<p>Quarterly; due at the end of the month following every 3 months in the period of performance</p>

Deliverables

Healthcare Providers (optional)

Item	Deliverables	Due Date
1	First draft of educational materials	No later than 1 month after program start
2	Final version of educational materials	No later than 2 months after program start
3	Widespread dissemination of materials	<ol style="list-style-type: none"> 1. Following the approval of the final version of educational materials 2. During grant period
4	Live event(s) to present materials and answer questions (in-person or virtual)	During grant period

Outcomes

Outcome	Due Date
Meet 90% of proposed service level – on or before period of performance ends	On or before the period of performance ends

Where applicable, all reports and deliverables must be submitted per the schedule provided above.

DOES will retain ownership and control of all deliverables.

Program Launch

Before grantee can begin the period of service, they must receive official documentation from “The Office of Grants Administration”.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement.

WLN Services for Employees

PAYMENT SET #1 (Base Funds)	PAYMENT SET #2 (Service Funds)
<ul style="list-style-type: none"> 100% of base grant funds requested 	Service funds will be released on a monthly cost reimbursement basis

PAYMENT SET #1 – Grantee(s) that successfully complete the pre-program orientation will be eligible to submit an invoice for 100% of the approved base grant funds stated in the NOGA. These funds may be expended immediately and are intended to cover necessary start-up costs for the grantees to provide WLN services. While the funds are available immediately, grantees may spend the funds throughout the grant period for necessary expenses.

PAYMENT SET #2 – The monthly service hours grant funds shall be released monthly in the form of a reimbursement for hours spent directly providing services to employees. These funds are contingent upon the grantor’s receiving the completed required monthly reports as described above. Each allowable hour shall be reimbursed at the rate established in the NOGA.

Services for HealthCare Providers (Optional)

PAYMENT SET #1	PAYMENT SET #2
50% of grant award	Remaining 50% of the grant award (monthly cost reimbursement)

PAYMENT SET #1 – Grantees that successfully complete the pre-program orientation will be eligible to invoice for 50% of the approved grant award.

PAYMENT SET #2 – The monthly cost reimbursements shall represent the remainder of the grant funds. Grantees shall submit monthly invoices for any costs incurred under these categories and receive monthly cost reimbursement. No funds shall be released in payment set #2 until all funds provided under payment set #1 have been expended.

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

Anti-Deficiency Considerations

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

Section G: Contacts

Please direct question about this grant to:
 Demetries M. Saunders
OGAGrants@dc.gov

Section H: Additional Documents Required for Submission

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

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance Form – (Attachment A)
- Master Supplier Form (if not registered with the District)

Documents to be provided by applicant

- Current Business License
- IRS W-9 Form
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- Certificate of Occupancy
- Clean Hands (mytax.dc.gov)