



DC Department of Employment Services

On behalf of the DC Fire & Emergency Medical Services Department (Fire and EMS)

Paramedic School

Request for Applications (RFA)

RFA No.: FEMS-Paramedic-2024

RFA Release Date: November 8, 2023

Pre-Application Meeting

Room: Virtual

Date: November 22, 2023

11:00 a.m.

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

Application Submission Deadline:

December 8, 2023

3:00 p.m.

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

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Table of Contents

Section A: Funding Opportunity Description 3

Background..... 3

Scope..... 4

Paramedic Certificate Program..... 6

Program Outcomes 7

Program Requirements..... 8

General Requirements 8

Source of Grant Funding..... 10

Anticipated Number of Awards..... 11

Total Amount of Funding to be Awarded..... 11

Period of Performance 11

Location Requirements..... 11

Grant Making Authority 11

Section B: General Provisions 12

Eligibility Information 12

Evaluation Criteria 13

Monitoring 13

Audits..... 14

Nondiscrimination in the Delivery of Services 14

Other Applicable Laws..... 14

Section C: Application Format 15

Applicant Profile 15

Applicant Summary 15

Program Narrative..... 15

Past Performance 16

Section D: Program Narrative..... 16

Program Narrative..... 16

Organization Profile..... 16

Program Description..... 17

Facilities Description..... 17

Section E: Application Review and Scoring..... 17

Review Panel..... 17

Table 1: Technical Rating Scale..... 17

Scoring Criteria..... 18

Section F: Application Submission Information..... 19

How to Request an Application Package 19

Submission Date and Time..... 20

Section G: Award Administration Information 20

Award Notices..... 20

Appeal..... 20

GRANTEES’ Program Compliance..... 21

Program Launch 22

GRANTEE Payments 22

Anti-Deficiency Considerations 22

Section H: Contacts..... 23

Section I: Additional Documents Required for Submission..... 23

Section A: Funding Opportunity Description

Background

The District of Columbia Fire and Emergency Medical Services Department, “the Department” or “DC Fire and EMS”, preserves life and promotes health and safety through excellent pre-hospital treatment and transportation, fire prevention, fire suppression and rescue activities and homeland security awareness. Historically, DC Fire and EMS has hired individuals and trained them to be Firefighter/Emergency Medical Technicians. As the need for certified paramedics has grown, the Department has had to hire people who are currently certified paramedics or pay tuition for interested Emergency Medical Technician (EMT)-credentialed members to enhance their skills and training to the paramedic level, but this system leaves the Department chronically low on paramedics.

DC Fire and EMS seeks to provide an opportunity to a qualified university that is able to create a paramedic certificate program to fit the needs of the Department and the wider District of Columbia (D.C.) community, providing a path to the middle class for District residents.

Applicants should propose creating a program that includes the following:

1. Ability to achieve CoAEMSP¹ LoR² status;
2. Ability to achieve DC Health certification;
3. Ability to start the first cohort before September 30, 2024;
4. Close partnership with DC Fire and EMS, including on scheduling, curriculum, and field experience;
5. Ability to create an EMT program or have an articulation agreement with an already existing one;
6. Connection to a hospital(s) for clinical portion of training;
7. Extensive and intensive tutoring, mentoring, remedial, and robust wraparound student support services to help all enrolled students succeed;
8. Demonstrated experience with historically marginalized/underserved populations; and
9. Training locations that are appropriate for the instruction/activity being conducted/learned.

Through the above program components, participants will be equipped to move into a lucrative and rewarding para-professional career.

¹ Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

² Letter of Review, the status indicating that an institution is working towards full accreditation.

The purpose of this RFA is to solicit grant applications from eligible universities to create a for-credit paramedic certificate program to serve the workforce needs of DC Fire and EMS, while providing a pathway to the middle class for many District residents.

Scope

The District of Columbia Fire and Emergency Medical Services Department (DC Fire and EMS) has a credo of the B.A.S.I.C.S. (Bravery, Accountability, Safety, Integrity, Compassion, and Service). As part of this, we are seeking a university to partner in the creation and development of a for-credit paramedic certificate program prior to September 30, 2024. The vision is to have a District-based, accredited training program that can both provide a pathway to the middle class for District residents and help address the shortage of paramedic professionals at DC Fire and EMS.

The program that the university develops should strive for CAAHEP accreditation, by achieving CoAEMSP LoR status and DC Health certification, prior to starting the first cohort. The program should follow the National Standard Curriculum and is responsible for finding its own program director and medical director who meet CoAEMSP standards. DC Fire and EMS paramedics may be available to be hired as adjunct instructors for the program at the university's standard adjunct rate.

The university must be prepared to work with DC Fire and EMS regarding scheduling of classes, so as not to interfere with DC Fire and EMS shifts (we pledge to supply up to 50% of each cohort with existing DC Fire and EMS EMTs who need to upskill). It must also be prepared to have a robust Quality Assurance (QA) relationship, in which the Department's suggestions improve the educational program.

The program must also offer extensive and intensive tutoring and mentoring, as well as any required English for Speakers of Other Languages (ESOL) and/or remedial coursework and wraparound student support services. In order to provide the aforementioned pathway to the middle class for District residents, the university should be prepared to create and sustain an EMT program or create an articulation agreement with an extant EMT program (such as is offered through select DCPS high schools and DC Fire and EMS). The university should also have a relationship with a hospital such that paramedic students can do the clinical portion of their education.

CORE PROGRAM COMPONENTS

- A. Grantee should be able to meet all the requirements for [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#) accreditation.

1. Have at least one person (preferably the person who will be the Program Director) attend one of CoAEMSP's accreditation workshops in 2024;³
2. Upon receiving the Notice of Grant Award (NOGA), be prepared to:
 - a. Submit the Request for Accreditation Services to CAAHEP no later than December 13, 2023;
 - b. Submit the Letter of Review (LoR) Application and required fee to CoAEMSP in an expedited manner, we suggest no later than December 15, 2023;
 - c. Determine (through hiring or reassignment) faculty, staff, and administration for the paramedic program and obtain required qualification for them through CoAEMSP in sufficient time to list them in the LSSR;⁴
 - d. Create an Advisory Committee per CoAEMSP's requirements in sufficient time to present it in the LSSR;
 - e. Create Program Goals in sufficient time to present them in the LSSR;
 - f. Create a curriculum, including a master schedule, classes, clinicals, and field internships in sufficient time to include them in the LSSR;
 - g. Prepare and submit the LoR Self Study Report to CoAEMSP no later than May 1, 2024; and
 - h. Pay for and host the CoAEMSP site visit as early as possible, with the goal of receiving the LoR by August 6, 2024;

Program Eligibility:

1. Non-profit, 501(c) 3, regionally accredited university;
2. Physically located in the District of Columbia;
3. Preexisting staff to support the program, or the ability to hire program staff in a timely manner;
4. Demonstrated experience with medical and/or allied health programs;
5. Proof of attendance at or registration for a CoAEMSP Accreditation Workshop;
6. Ability to achieve LoR status with CoAEMSP, achieve DC Health certification, and initiate first cohort prior to September 30, 2024;
7. Eagerness to work closely with DC Fire and EMS, including on schedule for the program and field experience;
8. Proven ability to offer comprehensive student support services, including tutoring, mentoring, remedial assistance, and robust wraparound student support;
9. Ability to create and run an EMT program that is open to the public, or the willingness to create an articulation agreement with a DC public high school (or some other entity) that currently has an EMT program;
10. Proven relationship with at least one hospital for clinical rotations;
11. Ability to scale up to a target of 100 students per year within 3 years;

³ The workshops are offered online January 3-4, 2024 (registration opens November 1, 2023) and March 19-20, 2024 (registration opens January 3, 2024). There is an in-person workshop in Oklahoma City on May 30, 2024 (registration opens in Fall 2023).

⁴ LoR Self Study Report.

12. Demonstrated experience with specialized accreditation (preferred);
13. Proximity to public transportation (preferred); and
14. Demonstrated experience with historically marginalized/underserved populations (preferred).

Partnership with Fire and EMS:

DC Fire and EMS seeks a university partner that can commit to the following collaborations:

- Reserving up to 50% of seats in each cohort for current DC Fire and EMS employees;
- Willing to work together with DC Fire and EMS on curriculum, scheduling (such that school doesn't interfere with work and vice versa), program content;
- Positioned to have DC Fire and EMS paramedics serve as instructors and/or guest lecturers for the program;
- Allows DC Fire and EMS to provide the field experience ("ride-outs") and some simulated clinical experiences for the students; and
- Willing to have a robust quality assurance (QA) feedback relationship between DC Fire and EMS and the university partner.

Paramedic Certificate Program

Grantee will be expected to set up a fully functional, for-credit instructional certificate program for paramedics that can achieve LoR status and DC Health certification, as well as start its first cohort no later than September 30, 2024.

Creating the certificate includes four (4) phases:

Phase I: Preparing for the LSSR

This longest phase shall include creating the program itself, including hiring faculty and staff, creating an Advisory Committee, creating curriculum, requesting accreditation services through CAAHEP,⁵ submitting the LoR application (and fees), gathering all paperwork, and submitting the LSSR to CoAEMSP. Phase I should be completed by May 1, 2024.

Phase II: Hosting the CoAEMSP Site Visit

⁵ Committee on Accreditation of Allied Health Education Programs. CoAEMSP is a "Committee on Accreditation," or CoA, of CAAHEP.

This phase shall include paying the fees for the site visit, and hosting the CoAEMSP representatives, with full access to all personnel and files, for the time they are on campus. Phase II site visit should be scheduled and completed by July 8, 2024.

Phase III: Obtaining DC Health Certification

This phase shall include ensuring compliance with Chapter 527 of Title 29 of the D.C. Municipal Regulations, “Emergency Medical Service Educational Institution Standards”, paying special attention to 29 DCMR 527.12-19, drafting the application, and hosting the DC Health site visit (with full access to all personnel and files, for the time DC Health personnel are on campus). Phase III should be completed by September 15, 2024.

Phase IV: Starting the First Cohort

This phase shall include creating marketing materials, marketing the program, accepting applications, determining who should be admitted, and beginning the first classes. The first cohort should start on or before September 30, 2024.

While the phase structure is offered as a way to understand the complexity of the tasks required, grantee is encouraged to implement these phases in a simultaneous and/or overlapping manner, according to its discretion. All changes to program phase structure and implementation are subject to DC Fire and EMS and DOES approval. Documentation of initiating and completing each phase shall be submitted to Fire and EMS and DOES.

Program Outcomes

The grantee will be responsible for achieving the outcome deadlines set forth in the “Target” column. A reasonable explanation of how grantee plans to achieve each deadline should be outlined in the plan provided and Fire and EMS shall approve the acceptable documents associated with each outcome listed below.

Outcome Deadline	Target
Submit CAAHEP Request for Accreditation Services	December 13, 2023
Submit LSSR	May 1, 2024
Obtain LoR	August 6, 2024
Obtain DC Health Certification	September 15, 2024
Start First Cohort	September 30, 2024

Program Requirements

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

- Provide DC Fire and EMS and DOES with a written monthly report on progress;
- Provide DC Fire and EMS and DOES proof of achievement of each outcome by its target deadline;
- Adhere to all CoAEMSP Interpretations of CAAHEP Standards and Guidelines 2023;⁶
- Adhere to all DC Health requirements for EMS Educational Programs; and
- Grantee may be required to participate in ongoing monitoring and evaluation activities led by a DC Fire and EMS and DOES-designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

General Requirements

1. Grantee shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DC Fire and EMS Language Access Coordinator on a form approved by DC Fire and EMS on a quarterly basis.
2. Grantee shall offer English for Speakers of Other Languages (ESOL) courses to paramedic program applicants and potential applicants who are not proficient in English and require that those courses are completed prior to beginning the paramedic program.
3. Grantee shall incorporate the provided DC Fire and EMS logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DC Fire and EMS.
4. Grantee shall maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DC Fire and EMS 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

⁶ Available at: <https://coaemsp.org/resource-library#2>

allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the grantee and an overpayment is found, the grantee shall reimburse the District for said overpayment, within 30 days after written notification.

5. Grantee shall collect and report statistical information as requested by DC Fire and EMS, including individual-level data on enrollment, demographics, specific services offered and accepted, and participation in other non-paramedic-related courses/activities.
6. Grantee may be required to participate in ongoing monitoring and evaluation activities led by DC Fire and EMS and DOES-designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
7. Grantee will be required to provide proof of insurance as outlined by the Office of Risk Management prior to award.
8. Grantee shall attend and comply with all DC Fire and EMS meetings and requests.
9. Grantee shall attend an orientation with DC Fire and EMS and DOES staff.
10. Grantee must agree to close collaboration with DC Fire and EMS.

The required deliverables are described below and should be reported no later than the due date, along with the listed proof.

Deliverables

Items	Deliverables	Proof	Due Date
Item 1	CAAHEP Request for Accreditation Services	Proof of submission	12/13/2023
Item 2	LoR Application Invoice Request Form	Proof of submission	12/15/2023
Item 3	Letter from DC Health explaining they will certify after LoR in place	Letter	1/8/2024
Item 4	Receipt of LoR Invoice Number	Number	1/16/2024
Item 5	Faculty/Staff Hired/Reassigned	Contracts	2/1/2024
Item 6	Personnel Qualified through CoAEMSP	Proof of qualification	2/15/2024
Item 7	Create Advisory Committee	List of names, affiliations	3/1/2024
Item 8	Create Program Goals	List of goals	3/15/2024

Item 9	Create Curriculum (including Master Schedule, Classes, Clinicals, Field Internships)	Curriculum	4/1/2024
Item 10	Submit LSSR	Proof of submission	5/1/2024
Item 11	Host CoAEMSP Site Visit	Report from visit	7/8/2024
Item 12	Marketing Materials Designed	Samples	7/15/2024
Item 13	Obtain LoR	LoR	8/6/2024
Item 14	Certification application submitted to DC Health	Proof of submission	8/7/2024
Item 15	Host DC Health Site Visit	Report from visit	8/15/2024
Item 16	Obtain DC Health Certification	Certification	9/15/2024
Item 17	Start First Cohort	Photos	9/30/2024

Reporting

The Grantee shall provide the following reports to Fire and EMS.

Reporting Requirements	Method of Delivery	Frequency
Language Access Report	Via email	Quarterly
Monthly Status Report	Via email	Monthly by the 5 th
Invoice	Via E-invoicing System	After completing each Phase
Close-out Report	Via email	by October 31, 2024

All program deliverables shall be submitted per the schedule provided above and final program deliverables shall be submitted to Fire and EMS no later than the end of the grant. Outcomes will include students enrolled in a program with a CoAEMSP LoR and a DC Health certification.

Grantee, DC Fire and EMS, and DOES are joint owners of and control all deliverables, reports, data, information, processes, procedure, or product by, for or from this grant award. Other parts of the DC Government shall receive written permission from grantee and DC Fire and EMS to use or distribute any deliverable, report, data, information, process, procedure, or product by, for or from this grant award, prior to the proposed use or distribution.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds. 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/DC Fire and EMS approved application, and the Notice of Grant Agreement (NOGA), if awarded.

Anticipated Number of Awards

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

Total Amount of Funding to be Awarded

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

Period of Performance

The “Paramedic Certificate Program” grant will operate from date of award until September 30, 2024. If an applicant feels it may require additional funding in future years, please indicate the request, including justification for the request, in the application.

Location Requirements

For the purpose of this RFA, all applicants shall provide services in the District of Columbia.

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

- Certificate of Occupancy issued by the District Department of Buildings (DOB),
- Fully executed building lease or rental agreement that is current and valid.

Grantee shall submit written notice of any site changes within 24 hours of the proposed change. DOES/Fire and EMS shall approve any site changes, prior to the proposed change being implemented.

Grant Making Authority

Pursuant to D.C. Code § 1-328.05, DOES shall:

- Notify the applicant if it rejects applicant’s proposal.
- Notify the applicant if it selects applicant’s proposal for funding.
- 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.
- Enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

Rights and Responsibilities of DOES and DC Fire and EMS

- DOES and DC Fire and EMS reserve the right to accept or deny any or all applications if they determine it is in their best interest to do so. DOES shall notify the applicant if it rejects that applicant's proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments after the issuance of the RFA, or to rescind the RFA.
- DOES and DC Fire and EMS 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.
- DC Fire and EMS will conduct pre-award 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 negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOES and DC Fire and EMS 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.

Organizations that are eligible to apply for this grant include DC-located non-profit, regionally accredited colleges and universities.

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

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

Applicants must meet all insurance requirements stipulated by the District of Columbia, Office of Risk Management.

Other eligibility criteria include:

- Proof of registration for or commitment to register for a CoAEMSP Accreditation Workshop;
- Working knowledge of federal (including HIPAA and FERPA) 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.

Evaluation Criteria

Proposals will be evaluated pursuant to minimum experience and requirement of the proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES and DC Fire and EMS may request further information from applicants before making a final decision.

Monitoring

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

During technical/virtual site visits, grantee is required to provide access to facilities, records, participants, and staff, as deemed necessary by DOES/DC Fire and EMS for monitoring purposes. DOES/DC Fire and EMS monitoring may involve observation, interviews, and collection and review of reports, documents, and data to determine grantee's level of compliance with federal and/or District requirements 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.

Any reports generated are the joint property of grantee and DC Government.

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 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, 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 solicitation.

Grantee shall grant reasonable access to DOES, DC Fire and EMS, 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.

Any reports generated are the joint property of grantee and DC Government.

Nondiscrimination in the Delivery of Services

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

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English. However, since proficiency in English is a job requirement to be a paramedic with the Department (though proficiency in an additional language—especially Spanish, Mandarin, or Amharic—is welcome), individuals applying to the university's paramedic certificate program who are not proficient in English should be required to enroll in courses to help them achieve that proficiency prior to commencing the Paramedic Certificate Program.

Other Applicable Laws

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.

- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Mayor's Order 2023-131

Section C: Application Format

Applicant Profile

Each application shall include an Application Profile, which identifies the university structure, and how the Paramedic Certificate Program is proposed to fit into that structure.

Applicant Summary

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

Program Narrative

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

- Organizational Profile
- Program Description
- Facilities

Past Performance

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

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

Itemized Budget and Budget Narrative

All applicants shall submit an itemized budget and a budget narrative that indicates how the \$250,000 grant will be used to support the creation of the program. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives shall detail how funds will be expended towards the program goals.

The itemized budget may include the following items:

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

Please see Attachment for definitions of budget items listed above.

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

Section D: Program Narrative

Program Narrative

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

Organization Profile

- State the university mission and school/division, as applicable.
- Describe the history of the university and school/division (year founded and by whom) and the school/division's size (budget and staff).
- Describe the experience the school/division and staff have to create the Paramedic Certificate Program.

- Describe the institution’s experience working with specialized accreditors.
- Describe the institution’s experience working with DC Health.
- Describe the anticipated challenges and the strategies to overcome them.
- Describe the institution’s demonstrated commitment to and experience with ensuring success of underserved populations.

Program Description

- Identify and describe how your university will deliver the high-quality paramedic certificate program responsive to the requirements outlined in this RFA. (See Section A).
- Describe how your university has historically created new educational programs, and what makes this opportunity the same or different.
- Describe how your university will meet the performance deliverables outlined in this RFA. What specific actions and personnel will you utilize to complete all requirements in the abbreviated timeframe.

Facilities Description

- Please identify and describe how your university will deliver the various training modalities (classroom, clinical, field).
- Provide a detailed floor plan and/or photographs of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.
- Please identify and describe if the site where training will be conducted is within close proximity to public transportation.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in EMS education, post-secondary program development, and paramedicine. 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
- Program Description 45 points
- Facilities 30 points
- Budget 10 points
- Proof of Registration for or Commitment to Register for CoAEMSP Accreditation Workshop 5 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission(s) of the university and school/division (as applicable). • The extent to which the applicant has described the history of the university and school/division (year founded and by whom) and the school/division’s size (budget and staff). • The extent to which the applicant has demonstrated the experience of the school/division and staff to effectively create and deliver the Paramedic Program. • The extent to which the applicant has experience working with specialized accreditors. • The extent to which the applicant has experience working with DC Health. 	

	<ul style="list-style-type: none"> The extent to which the applicant has demonstrated a commitment to and experience working with underserved populations. 	
2	Program Description	45
	<ul style="list-style-type: none"> The extent to which the applicant has described how the university plans to deliver a high-quality paramedic certificate program responsive to DC Fire and EMS’s needs. (See Section A). The extent to which the applicant has described how the university has historically created new educational programs, and what makes this opportunity the same or different. The extent to which the applicant has described how the university will meet the performance deliverables outlined in this RFA. What specific actions and personnel will the university utilize to complete all requirements in the abbreviated timeframe? The extent to which the applicant has described how the university plans deliver the various training modalities (classroom, clinical, field). The extent to which the applicant has described the anticipated challenges and strategies to overcome them. The extent to which the applicant has described plans for and/or examples of tutoring, mentoring, and robust wraparound student support services. 	
3	Facilities	30
	<ul style="list-style-type: none"> The extent to which the applicant has described how the university will deliver the various training modalities (classroom, clinical, field). The extent to which the applicant has described and provided detailed floor plans and/or photographs of the proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, extent to which the applicant has described how these sites will be acquired and utilized. The extent to which the applicant has described the proximity to public transportation. 	
4	Budget	10
	<ul style="list-style-type: none"> The extent to which the applicant has described how the grant money will be used. 	
5	CoAEMSP Accreditation Workshop	5
	<ul style="list-style-type: none"> Submission of proof of registration for or commitment to register for CoAEMSP’s Accreditation Workshop 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

The application package is posted at:

- <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>

- <https://does.dc.gov/page/grant-opportunities>

If the application package cannot be accessed at the above websites, then Applicants may request the application via email: OGAGrants@dc.gov.

There will be an optional virtual pre-application conference on November 22, 2023 at 11:00 a.m. If you would like to attend, please email ogagrants@dc.gov for the link.

The DC Government 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 3:00 p.m. on Monday, December 8, 2023 will not be considered.

Section G: Award Administration Information

Award Notices

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. A letter of notification selecting an applicant for the award provides authorization to begin the program.

The applicant that is 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/DC Fire and EMS may enter into negotiations with an applicant and adopt a revised funding schema 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 DC Fire and EMS will occur shortly after the NOGA is fully executed. The awardee will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals shall be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #4311, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Responsiveness Determination.” Appeals of the responsiveness determination shall be received by the General Counsel within two business days of the responsiveness determination notice.

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

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

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals shall be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #4311, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection.” Appeals of the grant award selection shall be received by the General Counsel within two business days of the award selection notice.

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

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

GRANTEES’ Program Compliance

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

- DOES and DC Fire and EMS technical/virtual site visit

- DOES/DC Fire and EMS Orientation
- All DOES/DC Fire and EMS mandatory meetings.

Program Launch

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

GRANTEE Payments

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are five (5) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2 Phase 1	Payment #3 Phase 2	Payment #4 Phase 3	Payment #5 Phase 4
25%	25%	10%	20%	20%

Payment #1 - Base payment: The amount of the base payment shall be the initial “good faith” payment for the grantee to initiate the program. The base payment shall represent 25% of the total award. This will be paid as a single installment given to the awardee upon grant award.

Payment #2: This payment is 25% of the total award, payable upon proof of submission of the LSSR to CoAEMSP.

Payment #3: This payment is 10% of the total award, payable upon proof of completion of CoAEMSP site visit.

Payment #4: This payment is 20% of the total award, payable upon receipt of DC Health certification.

Payment #5: This payment is 20% of the total award, payable upon matriculation of the first cohort.

If grantee does not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated, at the discretion of the Grant Monitor, Grants Officer, and/or Fire and EMS leadership.

Anti-Deficiency Considerations

Grantees shall acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the

foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Demetries Saunders
OGAGRANTS@DC.GOV

Section I: Additional Documents Required for Submission

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

Documents provided by DOES

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

Documents to be provided by Applicant

- IRS W-9 Form
- IRS Tax Status Certification
- Valid DC Business License
- Certificate of Accreditation from regional accreditor
- Clean Hands Certificate (Within 30 days prior to application submission)
- Insurance Certificate
- Staffing Plan
- Resumes for Key and Essential Personnel
- Organizational Chart
- Copy of most recent and complete set of audited financial statements