



DC Department of Employment Services
Workforce and Federal Programs

2024
Providing Older Workers Employment Resources
(P.O.W.E.R)
Senior Work Readiness Program

Request for Applications (RFA)

RFA No.: DOES- P.O.W.E.R-2023

RFA Release Date: December, 15, 2023

Pre-Application Meeting

Room: Virtual

Date: January 8, 2024
11:00 a.m.

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

Application Submission Deadline:

Date: January 22, 2024
3:00 p.m.

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

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

This American Job Center program solicitation is 70% funded by the Employment and Training Administration of the U.S. Department of Labor as part of an Adult WIOA (\$4,211,055) and Dislocated Worker WIOA (\$10,070,193) award totaling \$14,281,248. This American Job Center program solicitation is 30% funded by District of Columbia local funding.

Table of Contents

Table of Contents	2
Section A: Funding Opportunity Description.....	4
Background	4
Scope	5
Program Requirements	8
General Requirements	8
Source of Grant Funding	11
Total Amount of Funding to be Awarded	11
Period of Performance	11
Location Requirements	12
Grant Making Authority	12
Section B: General Provisions.....	13
Eligibility Information	13
Monitoring	14
Audits	14
Nondiscrimination in the Delivery of Services	15
Other Applicable Laws	15
Section C: Application Format.....	16
Applicant Profile	16
Applicant Summary	16
Program Narrative	16
Past Performance	16
Section D: Program Narrative	17
Program Narrative	17

Organization Profile 17

Participant Profile..... 17

Program Description 17

Section E: Application Review and Scoring.....18

Review Panel..... 18

Table 1: Technical Rating Scale 18

Scoring Criteria..... 19

Section F: Application Submission Information 20

How to Request an Application Package 20

Application Preparation..... 20

Submission Date and Time..... 20

Section G: Award Administration Information 21

Award Notices 21

Appeal 21

GRANTEES’ Program Compliance..... 22

Program Launch 22

GRANTEES Payments..... 22

Anti-Deficiency Considerations 23

Section H: Contacts..... 24

Section I: Additional Documents Required for Submission 24

Section A: Funding Opportunity Description

Background

The Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a wide range of complimentary programs and services to jobseekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs. DOES prepares unemployed and underemployed participants for employment opportunities in high growth industries, through workforce readiness, career exploration, and experiential, hands-on programs. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. 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.

Workforce Innovation Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers, and other stakeholders in the United States, primarily administered by the US Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Please visit the USDOL website <https://www.dol.gov/agencies/eta/WIOA> for a more thorough overview of WIOA. All qualified parties interested in submitting an application in response to this RFA must be familiar with the goals and requirements of WIOA and all its implementing guidelines; GRANTEES must follow and comply with WIOA and all its implementing guidelines.

DOES, through its Office of Workforce & Federal Programs, is requesting applications from qualified organizations who can effectively and efficiently develop and implement an innovative training program to serve worker 50+ years of age as they transition into the workforce, specifically in one or more of the District's six high demand industries, construction, infrastructure (transportation, energy utilities and energy efficient technologies), hospitality, law enforcement, healthcare and information technology (IT). The program should offer a broad range of career and supportive services and credential-based workforce readiness training.

The ideal applicant(s) will be prepared with creative, canned presentations to deliver the Providing Older Workers Employment Resources program (P.O.W.E.R.), as well as on demand workshops with digital and printed materials to include one-pagers, course guide, digital flyers, weekly/monthly calendars, social media clips, email banner, recruitment templates, communications materials and general templates for promoting P.O.W.E.R. via email, posting on social media, DOES, partner and other websites.

The proposed P.O.W.E.R. program will provide in-person, on-site training.

The applicant(s) must demonstrate a minimum of 3- 5 years of verifiable experience in delivering career, supportive and related services, and credential-based workforce readiness training to workers 50+ years of age.

Scope

DOES is dedicated to educating and training participants who are 50+ through the P.O.W.E.R. program. The program will serve fifty (50) eligible seniors and will be offered for 5 weeks with a minimum of **3 sessions per week, 4 hours per day** and operated within the District at a DOES approved location.

DOES will assist with the recruitment, enrollment, and assignment of participants to GRANTEE. The GRANTEE will be required to ensure enrollment in WIOA as well as serve participants already enrolled in the WIOA Adult and Dislocated Worker Programs.

Participants will leave P.O.W.E.R. with an employment ready resume, profiles on DCNetworks.org, LinkedIn and 2 other employment platforms and social media platforms to provide participants with exposure and a nationally recognized credential with a host of opportunities.

The program courses must be instructor-led and will include:

- Assessment- What can you do and what are your skills?
- Nationally recognized, Customer Service Certification
- Computer Essentials: The Basics 101 (Hardware, Software & Qwerty Keyboarding)
- Computer Essentials: Navigating the Internet & Job Search Portals
- Computer Essentials: Using MS Word “The Basics”
- Computer Essentials: How SMART is YOUR Phone
- How Job Hunting has changed (The New Workplace)
- Job Search Techniques: Finding a Job is a Job
- Exploring Temp Agencies & Staffing Firms
- Find Out about Jobs and employers (Selecting Your New Path)
- Applying for Jobs Online & Completing Online Resumes and Applications
- Knowing Your True Skillset: Things to Consider before Accepting a Job

Successful delivery of services solicited by this RFA will require close adherence to the criteria of key Training and Employment Guidance Letters (TEGL) from the USDOL, including the following:

- TEGL 4-15: Vision for the One-Stop Delivery System;
- TEGL 10-16: Performance Accountability Guidance for WIOA;
- TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network;
and

- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs

GRANTEES are required to provide the following services:

- A public workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment;
- Comprehensive outreach and recruitment strategies designed to engage a diverse range of job seekers;
- Strategies and practices to reach job seekers in neighborhood locations through agency partnerships;
- Use of best practices and career pathways to enhance service delivery to job seekers;
- A level of contact and engagement with job seekers that ensures needs are met and outcomes achieved;
- Leveraged technology to support effective service delivery, innovation, and continuous improvement;
- Strong command of data and information systems, including DCNetworks.org, DOES system of record;
- Identification of strategy and policy improvements that can assist work of the American Job Centers; and
- Tracking and communication of job seeker behavior, employer needs, challenges, and opportunities.

GRANTEE shall provide services that encompass **ALL** the following categories:

- i. **Basic Career Services.** Basic career services include outreach, intake, and orientation; initial skill assessments; labor exchange services such as job search, placement assistance, and career counseling; provision of information and assistance regarding the labor market, available training programs, and supportive services; and program referrals.
- ii. **Individualized Career Services:** Individualized career services include comprehensive and specialized assessments of skill levels and service needs, in-depth interviewing, and evaluation to identify employment barriers, customized career counseling, short-term pre-vocational skills, work experiences, etc. These services also include development of an individual employment plan (IEP) (template provided by DOES) to identify appropriate career pathways, employment goals, related objectives, and combination of services for the participant to achieve goals.
- iii. **Partner Collaboration and Referrals:** GRANTEE must refer participants to District based services in the areas of supportive services, remediation, and track

the referrals. GRANTEE will triage clients, ask appropriate questions, and make effective referrals to WIOA required partners, ensuring participants can make informed decisions about the network of referral services made available through the GRANTEE.

- a. GRANTEE will track, monitor and report monthly on referrals made and received from community partners.
- iv. **Workshops**: GRANTEE will provide workshops to job seekers at the American Job Centers or a DOES approved location as part of their career services offerings.
- a. Job search and soft skills, such as interviewing techniques, resume preparation, networking, effective communications skills, conflict resolution, computer literacy and job readiness training.
 - b. Group, individual, and career counseling which may include networking and job clubs to assist with obtaining or retaining employment as identified by assessment, skill deficiency, or length of unemployment.
 - c. Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct.
- v. **Credential Attainment, Job Placement or both**: The GRANTEE will provide job placement and credential attainment services. A credential is defined as one that either is developed and offered by or endorsed by a nationally recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment which may include credentials from vendors of certain product.
- a. Job placement must be in an unsubsidized employment opportunity with retention follow up of 90 days.
 - b. The GRANTEE must provide training that will lead to an industry-recognized credential in ONE of the following categories:
 - Healthcare
 - Trades that lead to a credential
 - Hospitality/Customer Service

Outcomes	Target
Credential Attainment	60%
Placement into unsubsidized employment (90-day retention)	70%

Program Requirements

- **One week** after the beginning of enrollment into the program, GRANTEE shall provide an initial assessment report documenting the capability of each participant’s ability to comprehend the curriculum and complete the program. This report must include the completed assessment, scores and/or tools utilized.
- GRANTEE shall provide bi-weekly progress reports documenting the progress and all attendance sheets of all participants enrolled in the program.
- At the end of the program cohort, GRANTEE shall provide a “Close Out Report” which is program completion spreadsheet that documents all participants, who have satisfied all requirements for the program and a copy of the credential obtained and a separate report of those that dropped the program or failed to complete the program.
- Where applicable, the GRANTEE shall help facilitate the scheduling, registering, and taking of all applicable certification/licensing exams which are applicable to the course being taught.

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, 2023, the District’s Minimum Wage and Living Wage increased to \$17.00.
2. GRANTEE shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a form approved by DOES on a quarterly basis.

3. GRANTEE shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Coordinator on a quarterly basis.
4. GRANTEE shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
5. GRANTEE must maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DOES may have the GRANTEE's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEE and an overpayment is found, the GRANTEE shall reimburse the District for said overpayment within 30 days, after written notification.
6. GRANTEE 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.
7. GRANTEE shall provide instruction in a virtual or blended learning model (part-time virtual and part-time in-person) when applicable, due to the impact of COVID-19. Grantee shall provide DOES with an outline of their virtual/blended curriculum to comply with the District/CDC mandates for managing the spread of COVID-19.
8. 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.
9. 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

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Bi-weekly Program Reports: <ul style="list-style-type: none"> • Program Narrative • Performance Report • Enrollee Roster • Case Notes 	1	Via email	Monthly by the 5 th of the subsequent
Item 2	Attendance Sheets	1	Via email	Weekly/Friday by 5:00pm
Item 3	Monthly Status Report (OGA/RA)		Via email	Monthly by the 10 th of the subsequent month
Item 4	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10 th 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

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Work Plan Outlining the workshops to be	1	Via email	Two weeks after Award
Item 1B	Recruitment Strategy	1	Via email	Due with Work Plan two weeks after Award
Item 2	Invoices	1	Via Vendor Portal	Monthly
Item 3	Case Notes w/ report	1	Via email	Bi-Weekly
Item 4	Pre and Post Test Assessment	1	Via email	As Achieved
Item 5	Credentials Attainment	1	Via email	As Achieved
Item 6	Job Placement	1	Via email	As Achieved

Item 7	Weekly Touchpoint Meeting Agendas to include updates on participants and progress	1	Via email	As Achieved
Item 8	Participant Resumes & Cover Letter	1	Via email	By Week three (3)
Item 9	Proof of Participant Account Setup on Jobsites and Social Media	1	Via email	By Week four (4)
Item 10	Chrome Book for each Program Completer	1	In-Person	By Week five (5)

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 end of the grant. Outcomes will include customer service credentials, job placement, pay stubs, and letters of employment.

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 American Job Center program solicitation is 70% funded by the Employment and Training Administration of the U.S. Department of Labor as part of an Adult WIOA (\$4,211,055) and Dislocated Worker WIOA (\$10,070,193) award totaling \$14,281,248. This American Job Center program solicitation is 30% funded by District of Columbia local funding.

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

Total Amount of Funding to be Awarded

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

Period of Performance

The “2024 Providing Older Workers Employment Resources (P.O.W.E.R) Senior Work Readiness Program” grant will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to three r 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.

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 maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on availability of funds.

Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. 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. Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, 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 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.
- Occupational training providers must be approved by the Higher Education Licensure Commission to operate in the District of Columbia.

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

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 how your programming is designed to provide high quality services in response to this RFA.
- 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.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

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

Table 1: Technical Rating Scale

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

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total

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

Scoring Criteria

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

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

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

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated the experience of the staff to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has described how their programming will provide high quality services. • The extent to which the applicant has described its experience working with the target population. • The extent to which the applicant has described the anticipated challenges and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described how they will deliver the high quality, structured workforce development training responsive to this RFA. (See Section A). Describe how your organization has historically provided programming or services. 	

	<ul style="list-style-type: none"> • The extent to which the applicant describes how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. • The extent to which the applicant has described 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. • The extent to which the applicant has provided a description of the proposed site where program activities will be carried out. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

Section 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
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: 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 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 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 three (3) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2	Payment #3
20%	40%	40%

Payment 1: Base Payment: (20%)

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

- DOES Orientation
- DOES On-Site
- Background Checks
- All DOES Mandatory Meetings and Trainings
- Proof of Insurance required by the Office of Risk Management.

Payment 2: (40%)

This payment will be issued on per participant cost as documented by the successful completion and attainment of nationally recognized credential. Documentation of successful completion should include monthly participant case notes documenting receipt of individual career services, workshops (resume, interview, workforce), partner referrals per participant and submission of attendance sheets.

Payment 3: (40%)

This payment will be issued on a per participant cost as documented by the successful completion and attainment of unsubsidized employment and 90-day retention.

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

Demetries M. Saunders
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)
- Higher Education License Certificate (HELIC)
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)