

**DEPARTMENT OF EMPLOYMENT SERVICES  
NOTICE OF FUNDING AVAILABILITY (NOFA) FISCAL YEAR 2023 (FY23)**

The District of Columbia Department of Employment Services (DOES) is issuing this Notice of Funding Availability (NOFA) to announce its intent to solicit multiple grant applications for opportunities to support Workforce Development Innovation Initiatives.

The purpose of the grants is to support innovative workforce development solutions for residents of the District of Columbia (District) to increase their success rate of attaining and sustaining employment that forges a path to the middle class and further stimulates the District's economy.

On a rolling basis, DOES will accept, for consideration, unsolicited proposals for the following program areas:

- **Office of Youth Programs (OYP)** - Proposals to provide youth with occupational skills, academic enrichment, life skills, career exploration, work readiness or youth development trainings.
- **Division of State Initiatives (DSI)** - Proposals to serve adults that are returning citizens or that have barriers to employment.
- **Labor Market Research and Information** - Proposals that focus on conducting research on labor market participation, access to jobs or employment, equity and inclusion, and other economic factors.
- **Workforce and Federal Programs** - Proposals to serve adults and out-of-school youth that are unemployed or underemployed that are seeking training and job placement support.
- **Labor Standards** – Proposals to increase awareness of labor laws and enforcement.
- **Unemployment Insurance - Outreach and Engagement** – Proposals to conduct outreach, engagement, and support to unemployed District workers.
- **Paid Family Leave** – Proposals to conduct outreach, engagement, and support to Employers, DC Workers, and District residents.
- **DC Infrastructure Academy** - Proposals to assist District residents in need of the infrastructure industry and infrastructure jobs with leading companies in high-demand field.

**Service Categories:**

- **Work Readiness**
  - Organizations are required to assist participants with successfully developing soft skills needed to navigate the working environment.
- **Job Readiness**
  - Organizations are required to provide technical employability skills training that provides at a minimum: career/job search techniques paired with creating and completing a LinkedIn profile, preparation of cover letters and resumes, and mock interviews.
- **Occupational Skills**
  - Organizations are required to assist participants with successfully developing vocational skills that lead to proficiency in performing actual tasks and technical functions that lead to an industry recognized credential.
- **Job Placement**
  - Organizations are required to assist participants with finding livable wage employment that provide at a minimum: Career counseling, cover letter and resume preparation, interviewing techniques, and mock interviews.
- **Research**
  - Research is the process of evaluating a product or service and encompasses both quantitative and qualitative techniques. The data obtained from conducting research should provide important information to identify and analyze the needs of District residents.

➤ **Education and Outreach**

- Increase awareness and access to services that the community would not generally have. Effective outreach services can be used as a valuable tool to connect employers and job seekers with employment opportunities, promote training opportunities, and develop relationships.

**Eligibility:** Some **Workforce and Federal Programs** may require the Higher Licensure Commission (HELIC). Applicants shall be a non-profit, for-profit, institutions of higher education, unions, and trade, technical, public, private, charter or parochial schools that are eligible to do business with the District Government.

**Higher Education Licensure Commission (HELIC) for Workforce and Federal Programs:**

- There are specific contracts and/or grant solicitations, regardless of local or federal funding, that must certify that the vendor is eligible to do training (instruction) in the District by the Higher Education Licensure Commission (HELIC) (i.e., occupational skills training (instruction), such as Barbering, Cosmetology, Plumbing, and any IT positions) and/or a credential attainment). For more information, please contact the Higher Licensure Commission via email at [osse.elcmail@dc.gov](mailto:osse.elcmail@dc.gov)
- **Excluded programs are:** Division of State Initiatives; Office of Youth Programs; Apprenticeship; and WIOA recruitment/enrollment support, or computer literacy (how to use a computer) do not require the vendor to be (HELIC) approved. (ex.: any skill that would be considered as a hobby, such as Dancing and Jump Rope). For additional information, please click the link: <https://helc.osse.dc.gov/topic/helcadmin/institutions/frequently-asked-questions-for-institutions>
- Some institutions may apply for an exemption from the HELIC Commission from the licensure requirement. The eligible exemptions are found in DC Official Code § 38-1310 (click the link below). To request consideration for exempt status, an institution should complete and submit the Application for Conditional Exemption. Click the link for forms and applications: <https://helc.osse.dc.gov/topic/helcadmin/institutions/applications-and-forms>.
- If the request for an exemption is denied, the institution will need to apply for provisional licensure. Click link below for higher-education-licensure-commission-law and exemptions. <https://helc.osse.dc.gov/helcadmin/media/fxmjn54f/higher-education-licensure-commission-law.pdf>.

**Posting and Notifications:** Where applicable, the individual RFAs will be released via the online Grants Management System, the Mayor’s Office on Volunteerism and Partnerships website @ <https://communityaffairs.dc.gov/serve/dc>, or on the DOES website @ <https://does.dc.gov/page/grant-opportunities>.

**Award Period:** The grant period will be determined and established in each individual RFA or by DOES.

**Available Funding:** DOES will use local or federal funding and anticipates awarding multiple grants. The total grant award of each RFA will be determined at solicitation. *Per the [Stevens Amendment - Further Consolidated Appropriations Act, 2020](#), at cite P.L. 116-94, Division A, Title V, Section 50, the amount allocated to federal funds will be identified on each RFA.*

**Selection Process:** Pursuant to the “*Workforce Job Development Grant-Making Authority Act of 2012*” and Chapter 50 of the District of Columbia Municipal Regulations, DOES may award grants/subgrants through competitive, sole-source and unsolicited proposals.

**Reservations:** DOES reserves the right to issue amendments after the issuance of this NOFA or individual RFAs or to rescind this NOFA or individual RFAs.

**How to submit a proposal:**

- If you are applying to an individual RFA, please refer to the RFA for guidance.
- If you are submitting an unsolicited proposal, please see the guidelines below: **Note: We are limiting reviews of unsolicited proposals based on funding available and programming need.**
  - Please email a proposal to the email address below, it should include the following elements:
    - Minimum of 10 pages, not to exceed 20 pages.
    - Cover Letter:
      - Brief Summary of Proposal (*No more than two (2) sentences or 140 characters*)
      - Program Office
      - Service Category
      - Service Level (*Number of participants to be served*)
      - Requested Funding Amount
    - Proposal (*suggested six pages*)
    - Staffing Plan (*suggested one page*)
    - Outcome Page (*suggested one page*)
    - Budget & Budget Narrative (*suggested one page*)
      - 10% is the maximum amount for Indirect Cost, unless you have a preapproved, or negotiated Indirect Cost Rate.
      - Budgets over \$300,000 are required to have a First Source Agreement. Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, effective February 24, 2012 (D.C. Law 19-84). <https://does.dc.gov/page/office-of-first-source-employment-program>
    - Required Documentation:
      - Valid DC Business License
      - Clean Hands (must be dated within 30 days of submission) @ [www.mytax.dc.gov](http://www.mytax.dc.gov)
      - Certificate of Liability (*additional insurance may be required by Office of Risk Management*)
      - Itemized Budget
    - **If selected, the following additional documentation will be required:**
      - Staffing Plan
      - Organizational Chart
      - Resumes of Key Personnel
      - IRS W-9
      - IRS Tax Certification
      - Certificate of Occupancy <https://dcra.dc.gov/cofo>
  - **All Unsolicited Proposals should be submitted through the Grant Management System**