

**Government of the District of Columbia  
Executive Office of the Mayor  
Mayor's Office on Returning Citizens Affairs**

**FY23 ACCESS TO JOBS GRANT  
REQUEST FOR APPLICATIONS (RFA)**

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**RFA Release Date:**

Monday, February 13, 2023

**Pre-Bidder's Conference:**

Tuesday, February 21, 2023, from 1:00 pm - 2:30 pm EST

The pre-bidders conference will be held via WebEx and the registration link can be accessed here: Join from the meeting link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m345a8e00b167f07fe4d7b3a75109b05f>

Join by meeting number:

Meeting number (access code): 2316 501 8994

Meeting password: mBzDNsSm392

**Grant Application Deadline:**

Saturday, March 4, 2023 at 5:00pm EST

**RFA extended to March 29, 2023, at 5 PM**

*Please note that applications must be submitted electronically via the email*

*[morcagrants@dc.gov](mailto:morcagrants@dc.gov) or through ZoomGrants:*

*<https://support.zoomgrants.com/gprop.asp?donorid=2429&limited=4541> by the deadline.*

*Incomplete applications or those submitted after the deadline will not be accepted.*

**Submission Details & Technical Support:**

Please submit your complete application through the following email or Zoomgrants portal:

[morcagrants@dc.gov](mailto:morcagrants@dc.gov)

or <https://support.zoomgrants.com/gprop.asp?donorid=2429&limited=4541>

For technical support with submitting the applications, please

**Q&A Support:**

MORCA will only be accepting written questions about application process for this Grant up until **Friday, February 24, 2023 at 5:00 P.M. EST** Questions must be submitted via email to the following individuals:

Sylvie Maunga

Phone: (202) 322-7925

Email: [sylvie.maunga@dc.gov](mailto:sylvie.maunga@dc.gov)

Jordyn Seide

Phone: (202) 802-5946

Email: [jordyn.seide@dc.gov](mailto:jordyn.seide@dc.gov)

Due to the volume of inquiries and other administrative tasks, questions submitted after Friday, February 24, 2023 at 5:00 P.M. EST may not receive a response.

**Availability of RFA:** You can access the RFA on MOCA's website: [communityaffairs.dc.gov](https://communityaffairs.dc.gov), or the District's Grant Clearinghouse website: <https://communityaffairs.dc.gov/content/community-grant-program>.

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## SECTION I - BACKGROUND

### A. Introduction

The Mayor’s Office on Returning Citizens Affairs (MORCA) was founded in 2007 as the first legislatively mandated office in the country specifically serving formerly incarcerated individuals. MORCA serves as the principal contact point for returning citizens by removing barriers to reentry, and empowering residents to connect to services for employment, health, education, housing assistance, and family needs.

MORCA is soliciting grant applications from all qualified District of Columbia businesses and nonprofits with 501(c)(3) status for the **Access to Jobs Grant**. Through this program, MORCA will subsidize funding for **employers to hire up to ten (10) returning citizens who will work up to of 32.5 hours per week**. An employer application can be to hire any number from one to ten employees.

The subsidization provided by this Grant is for up to two (2) years: MORCA will subsidize 40% of the minimum wage for the first year and pending funds availability and budget approval MORCA will fund 80% of the minimum wage for the second year. Organizations that participate in this Grant are free to pay more than minimum wage, but the Grant will only provide subsidization at the minimum wage as outlined above.

Furthermore, participating organizations are welcome to hire returning citizens under this grant for more than 32.5 hours per week, but the Grant will not cover costs for fringe benefits or overtime, and those costs are the responsibility of the hiring organization. Participating organizations seeking to hire District returning citizens beyond the two (2) year grant period are welcome and encouraged to do so but on an unsubsidized basis.

### B. Key Dates

<u>Date</u>	<u>Submission Action</u>	<u>Information Access</u>
<b>Monday, February 6, 2023</b>	NOFA Released	Available online at: <a href="https://communityaffairs.dc.gov/content/community-grant-program">https://communityaffairs.dc.gov/content/community-grant-program</a>
<b>Monday, February 13, 2023</b>	RFA Released	Available online at: <a href="https://communityaffairs.dc.gov/content/community-grant-program">https://communityaffairs.dc.gov/content/community-grant-program</a>
<b>Tuesday, February 21, 2023, from 1:00pm-2:30pm</b>	Pre-Bidder’s Conference	The pre-bidders conference will be held via WebEx and the registration link can be accessed here: Join from the meeting link:

		<p><a href="https://dcnet.webex.com/dcnet/j.php?MTID=m345a8e00b167f07fe4d7b3a75109b05f">https://dcnet.webex.com/dcnet/j.php?MTID=m345a8e00b167f07fe4d7b3a75109b05f</a></p> <p>Join by meeting number:  Meeting number (access code): 2316 501 8994  Meeting password: mBzDNsSm392</p>
<p><b>Saturday, March 4, 2023 at 5:00pm.</b></p>	<p>Grant Application Deadline</p>	<p>All grant applications should be submitted through the email <a href="mailto:morcagrants@dc.gov">morcagrants@dc.gov</a> or through ZoomGrants : <a href="https://support.zoomgrants.com/gprop.asp?donorid=2429&amp;limited=4541">https://support.zoomgrants.com/gprop.asp?donorid=2429&amp;limited=4541</a> by the deadline.</p> <p>If you are applying via email, please put “FY 23 Access to Jobs Grant – [insert your organization’s name]” in the subject line.</p>

### C. Funding Areas

MORCA’s Returning Citizens Access to Jobs Grant will prioritize grant applications with demonstrated ties or designed to:

- Connect returning citizens to subsidized employment opportunities.
- Build workplace skills, work experience and career advancement opportunities for returning citizens.
- Create workplace flexibilities that consider the unique needs and challenges that returning citizens face in the workplace; and
- Offer short-term, subsidized positions within organizations that could feasibly be extended into long term, un-subsidized employment.

### D. Eligible Funding Uses

- For the first year that an eligible individual is employed by a participating employer, the employer is responsible for covering 60% of the individual’s minimum wage income. This grant will subsidize 40% of the minimum wage income for up to 32.5 hours per week. Participating employers are welcome to hire eligible individuals under this grant for more than 32.5 hours per week, but the Grant will not cover costs for fringe benefits or overtime, and those costs are the responsibility of the hiring organization. Additionally, participating

employers are free to pay more than minimum wage, but the Grant will only provide subsidization at the minimum wage as outlined above.

- For the second year that an eligible individual is employed by the same participating employer, the employer is responsible for covering 20% of the eligible individual's minimum wage income. Please note that funding in FY 2024 is contingent upon submission and approval of the FY24 budget. The Grant will only subsidize at 80% of the minimum wage income for up to 32.5 hours per week. Participating employers are welcome to hire eligible individuals under this grant for more than 32.5 hours per week, but this Grant will not cover costs for fringe benefits or overtime, and those costs are the responsibility of the hiring organization. Additionally, participating employers are free to pay more than minimum wage, but the Grant will only provide subsidization at the minimum wage as outlined above.
- For FY 2023, employers can be awarded up to \$ 56,770.69 for hiring of ten (10) District returning citizens.
- When submitting proposal for this grant, we ask that a budget and budget narrative be included and it shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. There is no specific cap on indirect costs, which may include general administrative costs such as: legal, accounting, liability insurance, audits, and the like. Proposed budget conforms with the indirect cost rate restrictions outlined under, the Nonprofit Fair Compensation Act of 2020, effective March 16, 2021, D.C. Law 23-185, D.C. Official Code § 2-222.02, which states:
  - If an organization has an unexpired Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government that organization can be compensated, under the IJLS grant, for indirect costs incurred at the rate set in your NICRA;
  - If an organization does not have an unexpired NICRA with the federal government:
    - Indirect costs may be set to at least 10% of all direct costs under the IJLS grant; or
    - Prospective grantees may negotiate a new indirect cost rate with the awarding District agency; or
    - Indirect cost rate may be set to the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; or
    - Indirect cost rate may be set to a calculated percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year,

pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

- It is important to keep in mind when drafting your proposals that grant funds cannot be used:
  - For food expenditures;
  - For lobbying;
  - To cover any expenses made prior to the grant award;
  - To supplant (replace) funds from other grant sources; or
  - To provide services to persons who are not residents in DC.

### **E. Target Population**

The target population for this grant are returning citizens living in the District of Columbia that meet the following eligibility requirements to participate in this Grant:

- Have been previously incarcerated;
- Be a resident of the District of Columbia;
- Have completed a workforce development and life skills program sponsored by an organization with the District of Columbia;
- Have been unemployed for a period of at least three (3) months prior to being hired by the participating employer; and
- Be currently enrolled in a mentoring program specifically for returning citizens that is sponsored by an organization within the District of Columbia.

### **F. Eligibility Requirements for Employer Organizations**

Employer organizations that meet the following eligibility requirements at the time of the application may apply for this Grant:

1. The organization must be registered with the Mayor's Office on Returning Citizens Affairs (MORCA) to accept applications for employment from eligible individuals.
2. The organization must pay eligible individuals at least minimum wage per the District Department of Employment Services' Office of Wage-Hour (OWH);
3. The organization must pay eligible individuals for a minimum of twenty (20) hours a week for eight (8) weeks in order to participate in this Grant.
4. The organization must be able to comply with following pay structure: For the first year, the Grant will subsidize 40% of the minimum wage and the hiring organization must be able to provide the remaining 60% of the minimum wage. For the second year, contingent upon submission and approval of the FY24 budget, the Grant will subsidize 80% of minimum wage and the hiring organization must be able to provide the remaining 20% of minimum wage.
5. The organization must be in good financial standing to cover the unsubsidized wage. For example, provide a proof of its capacity to pay a minimum wage for 10+ employees or the number of employees the organization is seeking to hire in FY2023.

6. The organization's principal place of business must be located in the District of Columbia;
7. The organization must conduct all services and programming funded through this grant in the District of Columbia;
8. The organization must be registered in good standing with the DC Department of Licensing and Consumer Protection and the Office of Tax and Revenue; and
9. The organizations must be and is responsible for compliance with all areas of law and regulation, including labor law, workplace safety, and tax law, both federal and District.
10. Being a returning citizen business owner is a plus.

Additionally, the eligible employer will be expected to provide short-term training that orients the eligible returning citizen to industry standards and expectations. However, funding from this Grant is not to be used for extensive or longer-term occupational or work readiness/soft skills training unless the extensive or long-term training will ultimately lead to the possibility of permanent employment with the eligible employer or another employer. The eligible employer may also elect to provide (or continue to provide) industry-specific occupational training to the eligible returning citizen if funded through other sources and not with this Grant's funds.

Subsidized work experience and on-the-job training is often very resource intensive, and eligible employers choosing to propose this service delivery model would need to clearly account for and justify these services in their grant proposal and budget and demonstrate that adequate resources are in place to provide all required services for this grant.

MORCA seeks to partner with eligible employers that understand the typical barriers to employment for returning citizens and some of those include criminal history, lack of adequate childcare, transportation limitations, substance abuse, mental health problems, general health problems, lack of adequate housing, and educational challenges. Each eligible employer seeking to become a grantee under this grant will need to be a registered employer with MORCA. To be registered with MORCA, eligible employers will need to undergo a vetting process which includes a worksite review and complete a survey that seeks to determine that workspaces provided by prospective employers are appropriate for receipt of an eligible individual as an employee. This registration process must occur and be completed before an eligible employer applies for this Grant. MORCA's objective with this vetting process is to make sure that workspaces are safe, work is appropriate for eligible individuals to participate in and that employment opportunities aims to help the eligible individual advance their employment and career opportunities.

Additionally, with its grant application eligible employers are required to provide a list of employment opportunities available with its company or organization and explain how those opportunities can advance employment or career opportunities for the eligible individual. The MORCA Workforce Development Program Manager will work with potential employers to make sure there are job descriptions for all open positions available to MORCA referred

employees, and make sure potential employers have a completed worksite review and survey, prior to submitting their grant application.

### **G. Recruitment of Eligible Returning Citizens**

1. MORCA will recruit and vet eligible individual for employment under this Grant. Eligible individuals can be pulled from the MORCA database, referred to MORCA Community Based Organizations and the community in general. Eligible individuals that meet the requirements of this Grant and will be referred by MORCA to employers for an interview.
2. To be an eligible individual for the Access to Jobs Grant, and individual must meet the eligibility requirements as defined by the Access to Jobs Amendment Act of 2020:
  - Have been previously incarcerated;
  - Be a resident of the District of Columbia;
  - Have completed a workforce development and life skills program sponsored by an organization with the District of Columbia;
  - Have been unemployed for a period of at least three (3) months prior to being hired by the participating employer; and
  - Be currently enrolled in a mentoring program specifically for returning citizens that is sponsored by an organization within the District of Columbia.
3. Employers may interview all referred MORCA individuals for the Access to Jobs Training Program, and have the final say in the hiring decision. MORCA's Workforce Development Manager will be responsible for selecting and referring eligible individuals to the employer for hire.
4. When an eligible individual is hired by an eligible employer through this Grant, the eligible individual(s) will be required to enter into a participation agreement with MORCA about the commitments involved with participating in this Grant program.

### **H. Awards Amounts and Duration**

For FY 2023, MORCA will subsidize funding for employers to hire up to ten (10) returning citizens who will work up to of 32.5 hours per week at minimum wage for a total grant award of \$ 56,770.69. Award size will vary based on how many returning citizens an employer proposes to hire. The performance period for this grant is April 1, 2023 – September 30, 2023, with a possibility of extension through FY 2024 (October 1, 2024 – September 30, 2025), pending funding in FY 2024 for year two of this grant. The work under this Grant must be implemented and evaluated during the performance period. Funding for this award is contingent upon the availability of funds and the employer/grantee's performance under this Grant. This RFA does not commit MORCA to make an award.

### **I. Application Review & Awards**

The order of review of applications is as follows:

- First, MORCA will convene an external review panel that will submit recommendations to MORCA. The review panel is composed of neutral and qualified individuals experienced in employment programs, returning citizen issues, and other related expertise. The panel members will review, score, and submit recommendations for awards.
- Second, internal review panel composed of: directors of operations from the Mayor's office agencies.
- Third, based on the external and internal review panel recommendations, the final decisions will be made by the Director of the Mayor's Office of Returning Citizen Affairs.

#### **Additional requirements for the grant review process are as follows:**

- Reviewer scoring the proposals will confirm that they have no conflicts of interest.
- Neither the Mayor nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law) under the District's Freedom of Information Act.
- District officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or why their funding request was not granted in full.

#### **J. Award Notification**

Award letters will be released no later than the last week of March 2023 via email from MORCA. Awards may be for less money than applicant proposed, in which case the applicant and MORCA shall negotiate any modifications necessary in the grant proposal and its deliverables. For successful applicants, the grant agreement will outline funding restrictions; programmatic and administrative requirements; reporting documents; total budget along with the amount of grant funding for the program; and payment terms. This agreement may be modified depending on specific project needs only by written consent of the applicant and MORCA.

#### **K. Submission Guidelines**

Applicants are only allowed to submit one (1) proposal in response to this RFA. Applications must be submitted by **no later than March 4, 2023, at 5:00 P.M. via email [morcagrants@dc.gov](mailto:morcagrants@dc.gov) or Zoomgrants link: <https://support.zoomgrants.com/gprop.asp?donorid=2429&limited=4541>** . If you are applying via email, please put "FY 23 Access to Jobs Grant – [insert your organization's name]" in the subject line.

Applications received after the deadline are disqualified and will not be forwarded for funding consideration. Any additions or deletions to an application, unless requested by MORCA, will

not be accepted after the deadline. MORCA is not responsible for unreadable and/or out of order submissions.

The grant application will be available through MORCA's website: [communityaffairs.dc.gov](https://communityaffairs.dc.gov) or the District's Grant Clearinghouse website:

<https://communityaffairs.dc.gov/content/community-grant-program>

it will also be available online on the ZoomGrants website. To apply, an applicant must submit a complete application via [morcagrants@dc.gov](mailto:morcagrants@dc.gov) or use the ZoomGrants link which you can access here and on the first page of this RFA:

<https://support.zoomgrants.com/gprop.asp?donorid=2429&limited=4541>

Once the applicant clicks on the link, it will prompt the applicant to create a ZoomGrants account and once the account is created, the applicant will be able to access the grant application for submission.

Applicants are encouraged to submit applications in advance of the deadline on **March 4, 2023, at 5:00 P.M. EST** because computer systems can slow down or encounter technical problems when too many persons attempt to access a site simultaneously. We recommend you start grant applications early.

#### L. Pre-Bidder's Conference

Applicants who have questions regarding the RFA or the grant in general are encouraged to attend the pre-bidders' conference. A pre-bidder conference for this grant will be held on: **Monday, February 21, 2023, from 1:00pm-2:30pm** via WebEx.

You can access the WebEx link here: Join from the meeting link:

<https://dcnet.webex.com/dcnet/j.php?MTID=m345a8e00b167f07fe4d7b3a75109b05f>

Join by meeting number:

Meeting number (access code): 2316 501 8994

Meeting password: mBzDNsSm392. For language access needs, such as translation or sign language, please contact [morcagrants@dc.gov](mailto:morcagrants@dc.gov) by **February 16, 2023**, two (2) working days before the pre-bidders conference. NOTE: This is only to discuss and give guidance to the RFA process. No specific details of an application can be discussed during the WebEx.

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Jayne Nkemateh  
Peer Navigator  
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Phone: 202-550-0475

## **N. Monitoring & Reporting Requirements**

1. MORCA's Workforce Development Specialist must have regular and consistent contact with Access to Jobs employed individuals and participating employers. Contact shall be monthly at a minimum, and more if required by the circumstances.
2. MORCA's Workforce Development Program Manager will receive monthly progress reports, via email, from participating employers about the status and progress of employed returning citizen(s). The Workforce Development Program Manager will track the progress of the employed returning citizens. She/he will document participants' progress and make sure the eligible individuals are on track and meeting employment requirements and attaining professional and career growth opportunities per the grant agreement.
3. The Workforce Development Program Manager should ensure that the information provided in the progress reports from the employer matches the information understood and communicated to the eligible individual. The Workforce Development Program Manager will identify the gaps or problems in the report from the employer and the participant and suggest ways to resolve those gaps and/or problems.
4. If the employer is dissatisfied with the Grant-funded employee, the employer will notify the assigned Workforce Development Specialist and Workforce Development Program Manager to seek an immediate resolution. If it is demonstrated that the eligible employee(s) are complying with the job requirement, the eligible employee could possibly be at risk of termination from the grant. The MORCA Workforce Program Manager will develop the employer dissatisfaction criteria and share with the eligible individuals.
5. If the Grant-funded employee is dissatisfied with the employer, the employee must notify the Workforce Development Specialist and Workforce Development Program Manager to seek an immediate resolution, which may include a visit to the employer worksite. If it is demonstrated that the employer is not compliant with the grant, the eligible employer could possibly be at risk of termination from the Grant. The eligible individual may be reassigned to another eligible employer. The MORCA Workforce Program Manager will develop the participant employee dissatisfaction criteria and share with eligible employers.
6. At the end of the Grant cycle, employers and eligible employee(s) must provide an end of year report that describe the eligible employees' and the eligible employers' overall job performance, indicate whether there is a desire to continue employment beyond the grant year and if not, provide a reason explaining why there is no desire to continue employment beyond the grant year.
7. The Workforce Development Program Manager will conduct an exit interview with the employer and employee after review of the monthly and end of year reports.
8. Templates for all reports will be provided by MORCA.

## **O. Record-Keeping Requirements**

1. All documentation regarding this grant must be maintained by the Workforce Development Program Manager, the eligible individuals and eligible employers.
2. All MORCA documentation regarding the employer worksite must be maintained by the MORCA Director of Operations and stored at MORCA headquarters. MORCA will protect the confidentiality of the organizations if requested by the employers, subject to the requirements of District law.

## **P. MORCA- Eligible Employer Grant Agreement**

All participating employers will be required to enter in a grant agreement with MORCA that will outline its responsibilities under this Grant. This grant agreement will be circulated for signing after the employer has been informed of the grant award. The signing of the grant agreement must be complete before the start of the performance period.

## **Q. Terms and Conditions**

- Funding for this grant was included in the budget for FY 2023 approved by Council. However, funding for those “awarded” under this grant program is contingent upon submission and approval of the FY24 budget. The RFA does not commit MORCA to make an award and the Anti-Deficiency Act precludes the district government from making a binding financial commitment until a budget is effectively approved.
- MORCA reserves the right to accept or deny any or all applications if it is determined that it is in the best interest of the Office.
- MORCA shall notify the applicant of the rejection of its application.
- MORCA reserves the right to suspend or terminate an outstanding RFA at any time.
- MORCA reserves the right to issue amendments subsequent to the issuance of the RFA.
- MORCA 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.
- Applicants are required to registered employer with MORCA.
- Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant’s submission.
- MORCA may enter negotiations with an applicant and adopt a firm funding amount or make other revisions for the applicant’s proposal that may result from negotiations.
- MORCA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award;

reporting requirements, including programmatic, financial and any special reports required by federal law and/or the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

## **SECTION II – SCORING OF APPLICATIONS**

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### **Scoring Criteria**

Applicant's proposal submissions will be objectively reviewed against the following criteria:

#### **Criteria A: Soundness of the Proposal** **20 points**

- The description of the program and its implementation strategy, including the work plan, are realistic based on the proposed time requirements.
- The programs result in the accomplishment of the program goals, objectives and outcomes is consistent with the program.
- Applicant has contingency plans for altered operations in case of continued or worsening public health emergency.

#### **Criteria B: Program Goals, Objectives, and Services** **10 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- Applicant clearly demonstrates the effectiveness of their services/activities in accomplishing the program goals and objectives.
- Applicant demonstrates that the program is using best practices and/or is based on national standards (if applicable).

#### **Criteria C: Program Evaluation** **10 points**

- Applicant demonstrates a clear process to measure/evaluate its program.
- Applicant demonstrates a process of getting clients engaged in their career goals

#### **Criteria D: Organizational Capability and Relevant Experience** **25 points**

- Applicant demonstrates capacity to work with returning District residents.
- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the returning citizens community. Information on prior program accomplishments, evaluations, findings, and changes made as a result should be referenced.
- Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions.

**Criteria E: Sound Fiscal Management and Budget**

**10 points**

- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant).
- Applicant must submit two years of the Lead Agency's annual audits and/or financial statements/cash flow documents (2020 and year-to-date).
- Applicant is required to submit a budget which reflects compliance with Section III.D requirements, including specific line items for language access protocols.
- Applicant's budget is reasonable and realistic to achieve stated goals and objectives.

**Criteria F: Sufficient Evidence of Permanent Employment**

**25 points**

- Applicants demonstrates employment opportunity plan to connect participants to permanent full-time employment within their organization.

## SECTION III – ADMINISTRATIVE REQUIREMENTS

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### A. Certifications and Assurances

The applicant shall complete and return the Certifications and Assurances listed with the application submission (Certifications and Assurances are provided in PDF format through the email [morcagrants@dc.gov](mailto:morcagrants@dc.gov) or in the Supporting Documents section of the application in ZoomGrants .

### B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

Insurance policy requirements are as follows:

- a. Employer's liability insurance coverage of at least one hundred thousand dollars (\$100,000).
- b. Bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000).
- c. Workers' Compensation Insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this grant; and
- d. Certificate of Insurance must contain language that indicates the grantee insurance waives all right of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Additional insurance requirements to keep in mind:

- a. If the grantee organization works with kids, it is legally required to have insurance relating to sexual abuse and molestation; and
- b. If grantee organization provides legal services, it must carry legal malpractice insurance.

### C. Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

### D. Nondiscrimination in the Delivery of Services

In accordance with the federal Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), and/or the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq.*), as amended, no person shall on the grounds of race, color, religion, national origin, political affiliation sex, sexual orientation, gender identity or expression, or, be denied the benefits of, or

be subjected to discrimination under, any program activity receiving the Access to Jobs Grant funds.

The grantee shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- The Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*
- The Hatch Act, 5 U.S.C §§ 1501 *et seq.*
- The Occupational Safety and Health Act of 1970, 29 U.S.C. §§ 651 *et seq.*
- Lobbying Disclosure Act, 2 U.S.C. §§ 1601 *et seq.*
- Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701 *et seq.*
- District of Columbia Human Rights Act 1977, D.C. Official Code §§ 2-1401 *et seq.*
- DC Language Access Act of 2004, D.C. Official Code §§ 2-1931 *et seq.*
- The Grant Administration Act of 2013 as amended, D.C. Official Code §§ 1-328.11-17

If the grant is reimbursable to the District from the federal government through federal recovery act, the applicant must keep a list of all jobs created through the grant funds and report on such employment gains to the Department of Employment Services pursuant to D.C. Official Code § 2-219.51.

## **E. Application Checklist**

Applicants are required to follow the content requirements and submission instructions as developed below or on the ZoomGrants website. The checklist below summarizes required documents:

**Applications will be considered incomplete if any part of any sections is missing.**

- **Employer Organization Profile**
- **Proposal Narrative - make sure that your narrative covers the following:**
  - Proposal Summary
  - Program/Project Narrative
    - Collaboration Description (if applicable)
    - Program Goals and Objectives
    - Organizational and Financial Capabilities of Applicant
    - Social Distance and Virtual Engagement (if applicable)
- **Required Supporting Documents:** (Depending on how the grant application is submitted, all required documents must be uploaded on Zoomgrants website or attached via email at [morcagrants@dc.gov](mailto:morcagrants@dc.gov) with grant the application)
  - Certifications and Assurances

- Audited Financial Statements and/or most recent 990 and/or cash flow statements for 2022 thru year-to-date
- IRS tax-exempt determination letter (if relevant to employer)
- Current Organizational Budget
- Organizational Chart
- Job Descriptions/Staff Resumes of employees involved in the supervision training of the eligible returning citizen.
- Job descriptions of employment opportunities available at company or organization
- Current Board list with names, affiliation, and contact information
- DC Basic Business License
- DC Clean Hands Certificate
- Certificate of Good Standing
- Social Media Accounts and number of followers
- Memorandum of Agreement/Understanding if working with a contractor **DO NOT SEND** general letters of support.
- Collaborative Partner Materials (if relevant)
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- Summary of accomplishments under prior grants, if applicable