

**GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY
GENERAL (OAG)**

**FY2024 Domestic Worker Employment Rights Grant Program
REQUEST FOR APPLICATIONS (RFA)**



Release Date of NOFA: Friday – July 7, 2023

Release Date of RFA: Monday – July 24, 2023

Submission Deadline: Friday – August 25, 2023

No extensions allowed.

Submission Details: Applicants must submit complete applications through OAG’s online grant system at:

https://www.zoomgrants.com/zgf/FY2024_Domestic_Worker_Employment_Rights_Grant_Program

RFA Questions: Send all questions to gabrielle.breven@dc.gov

RFA Postings: Office of the Attorney General website at:

<https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>

Mayor’s Office of Volunteerism and Partnerships at:

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

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

PRE-SOLICITATION CONFERENCE

Interested applicants should attend the virtual pre-solicitation conference to learn more about the FY2024 Domestic Worker Employment Rights Grant Program. Attendees are invited to bring any questions about the grant program or application process to the pre-solicitation conference.

Pre-solicitation conference information is also posted on the OAG website at <https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>.

Virtual
Wednesday, August 9, 2023
1:00 p.m.

Interested applicants should RSVP to Pamela Pratt at Pamela.pratt@dc.gov.

Table of Contents

SECTION I. INTRODUCTION.....4

SECTION II. ELIGIBILITY.....5

SECTION III. ADMINISTRATION OF GRANT.....6

SECTION IV. APPLICATION SUBMISSION FORMAT AND CHECKLIST.....15

SECTION V. EVALUATION AND SCORING CRITERIA.....17

ATTACHMENT 1 – PROPOSAL NARRATIVE.....19

ATTACHMENT 2 – SAMPLE BUDGET & NARRATIVE.....23

SECTION I. INTRODUCTION

The Office of the Attorney General (OAG) is seeking proposals from eligible organizations to provide guidance to domestic workers and hiring entities about domestic workers' rights pursuant to the [Domestic Worker Employment Rights Amendment Act of 2022](#).

OAG enforces the laws of the District, provides legal advice to the District's government agencies, and promotes the interests of the District's citizens. The Attorney General for the District of Columbia is the District's chief legal officer. The D.C. Charter gives the Attorney General responsibility for charge and conduct of all the District's legal affairs. The Attorney General is responsible for upholding the public interest.

Purpose: Domestic workers' rights should be extended and protected to ensure dignity, respect, fairness, and a safe working environment. This grant will provide support to organizations working to develop educational materials for domestic workers and hiring entities, including safety and health information. According to Title I of the Domestic Worker Employment Rights Amendment Act of 2022, Sec. 103, this grant may be used to do any combination of the following:

- (1) Based on the input of an expert or experts in the field of health and safety, develop guidance for domestic workers and hiring entities to address the most common hazards domestic workers encounter in their workplaces and how to mitigate them; or
- (2) Conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers.

Funding Expectations: Eligible grantees who are awarded a Domestic Worker Employment Rights grant are expected to provide a scope of work proposal that outlines the services and resources that will be provided using these funds. Grantees will also need to submit a report that captures the impact and number of workers served.

Estimated Available Funds:

OAG plans to fund two initiatives:

1. Education and Outreach: OAG will make up to \$180,000 available to conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers.
2. Hazard Guidance: OAG will make up to \$80,000 available to develop guidance to address the most common hazards domestic workers encounter in their workplaces and how to mitigate them.

OAG will make up to \$50,000 in funding available per grant award and grant initiative, with no more than \$100,000 awarded per organization for Fiscal Year 2024. Funding limits for each initiative were determined with guidance received from the Council of the District of Columbia.

Total grant funding for both initiatives will not exceed \$260,000. Funding is allocated annually, and subject to appropriation and funds' availability. Grant Award amounts vary as determined by the scope of the projects.

CBOs are eligible to submit applications for either initiative, or a combination of both. CBOs interested in applying for both grant initiatives must submit separate budget and workplan documents.

Grant Administrator:

Pamela Pratt – Pamela.pratt@dc.gov

SECTION II. ELIGIBILITY

This is a competitive solicitation. OAG does not guarantee funding, funding amounts, or funding source based on previous awards. Applicants will be reviewed and scored to determine which programs will be funded.

OAG reserves the right, without prior notice, to reduce or cancel the Domestic Worker Employment Rights Grant Program RFA, reject all applications, adjust total funds available, or cancel the FY24 Domestic Worker Employment Rights Grant Program RFA, in part or whole.

Funding levels of the program and budget amounts in the grant, grant agreement, or related documents, if awarded, are contingent on continued federal and/or District funding, grantee performance, and potential reduction, elimination, or reallocation of funds in accordance with applicable sections in the grant award or agreement.

The Domestic Worker Employment Rights Grant Program is governed by the requirements of the [Domestic Worker Employment Rights Amendment Act of 2022](#) and both OAG and the selected grantee(s) must meet all its requirements. OAG encourages interested applicants to review the establishment act for the program.

As required by the Domestic Worker Employment Rights Amendment Act of 2022, to be eligible for a grant under this RFA, the community-based organization applicant must have at least 2 years' experience working on behalf of domestic workers, provide services and assistance to domestic workers as described in the purpose section of this RFA, and meet all the administrative and policy eligibility requirements at the time of application.

The applicant must also meet the following eligibility criteria:

- Applicant must be designated as an IRS 501(c)(3) or 501(c)(4) entity by the IRS and be in good standing with the Government of the District of Columbia and the IRS.
- Applicant must be able to demonstrate financial ability to meet payroll for program staff for at least thirty days if payments under the grant are delayed or a financial penalty for inadequate performance is applied. Applicant may request an advance payment following OAG's policy to avoid payroll issues.

- Applicant must be able to show ability to comply with data and reporting requirements
- Applicants must possess sufficiently robust management infrastructure for effective management of grant funds and faithful implementation of the program model described in this RFA.

OAG may use either internal peer reviewers, external third-party reviewers, or a combination of both reviewers to review applications under this RFA. An external third-party reviewer may be a District community member or an expert in the field of the subject matter of a given solicitation who is not a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements.

Only applications submitted by **eligible applicants** that meet all other requirements will be evaluated, scored, and rated by a review panel. Reviewers' ratings and any resulting recommendations are advisory only. In addition to reviewer ratings, selection considerations may include strategic priorities, past performance, and available funding.

The final decision on grant awards rests solely with the Attorney General. After reviewing the recommendations of the review panel, consulting with internal staff, and reviewing information gathered during the review and any other information considered relevant, the Attorney General shall decide which applicants to fund, amounts to be funded, and funding source.

SECTION III. ADMINISTRATION OF GRANTS

OAG will negotiate and develop a Grant Agreement with the successful applicants (grantees). The Grant Agreement will be subject to approval by the Attorney General before grant funding will be disbursed to reimburse project expenses. If selected grantee(s) cannot begin grant activities within 90 days of grant start dates, OAG reserves the right to rescind the award and redistribute the grant funds.

Grant Approval

All grants are subject to the approval of the Attorney General, and until a signed Grant Agreement is issued to an applicant, the Grant Award shall be of no force and effect.

Grant Period

October 15, 2023, through September 30, 2024.

Grant Changes

Grant agreements resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of OAG considering a grantee's performance, changes in project conditions, or otherwise.

Records

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with OAG grant terms and agreements. Grantee staff whose salaries are paid in whole or in part from grant funds shall

maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the grant between OAG and the grantee shall impose liability on the District of Columbia government or OAG for injury incurred during the performance of approved activities or caused using equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the Grant Agreement between OAG and the Grant Award recipient. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the approved/finalized grant budget.

Reports

Grantees will be required to work with the OAG Grant Management Unit to develop a project workplan that will become part of the Grant Agreement and form the basis of monthly progress reports. The reports shall state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services, activities, and estimate achievement of goals and objectives. In addition, OAG mandates a set of output (process) and outcome (impact) measures that are to be included in all agreements.

The grantee shall submit all reports to OAG in a format and time frame specified in the Grant Agreement. Such reports shall include a description of the program efforts undertaken during the reporting period and the status of the project. The monthly progress reports of the grantee's activities under the grant must be submitted electronically as directed by the Grant Management Unit. Grantees agree to submit any other reports considered relevant and/or requested by OAG.

Review

The grantee's performance in all areas above, in addition to contracted and subcontracted services that utilize grant funds, will be monitored by the assigned Grant Administrator and Grant Compliance Analyst. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by OAG to ascertain the quality and quantity of grantee activities.

Non-discrimination in Hiring and Delivery of Services; Reporting

In accordance with applicable federal statutes, as well as District non-discrimination requirements, grantees agree not to discriminate in their hiring practices or provisions of services against any protected classes and populations. In addition, grantees agree to notify OAG within 48 hours of any employee's or beneficiary's formal complaint of discrimination against their organization, and to comply with all civil rights hiring and beneficiary service policies and procedures as identified in applicable statutes.

Applicable statutes include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228 (c) and 10221 (a)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Violence Against Women Act of 1994, 34 U.S.C. §

12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. Parts 35, 42, and 54.

OAG reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Disclosure of Legal Proceedings

All applicants are required to disclose in a signed written statement, the truth of which is sworn or attested to by the applicant's duly authorized official, that the applicant, or, where applicable, its officers, partners, principals, members, associates, or key employees, within the last 3 years prior to the date of the application have not:

- A. been indicted or had charges brought against them (if still pending), or been convicted of (1) any crime or offense arising directly or indirectly from the conduct of the applicant's organization, or (2) any crime or offense involving financial misconduct or fraud;
- B. been the subject of legal proceedings arising directly from the provision of services by the organization; and
- C. been debarred from conducting business with the District of Columbia or federal government.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, debarment, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Insurance Requirement

Selected grantee(s) will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided, (e.g., its general liability insurance carrier, automobile insurance carrier, worker's compensation insurance carrier, fidelity bond holder.) Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in Zoom Grants. Applicants who do not have insurance secured at the time of application who are awarded a grant are required to provide insurance documentation prior to award execution. OAG will provide additional guidance on insurance documentation and requirements at the time of the award.

Additional Requirements

OAG reserves the right to require additional certifications and/or information. OAG will provide notice of any additional requirements at the time of the award.

Oversight

Applicants are required to ensure that there is adequate oversight over their grant program and partner(s)/contractors. In designing and managing programs, applicants need to consider how

they will ensure that grant activities and partner(s)/contractors will adhere to applicable local, federal, and programmatic regulations.

Financial Capability

The following are minimum requirements necessary to accept, manage, and spend funds awarded under this RFA.

1. Organization's accounting system provides accurate and current financial reporting information.
2. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OAG.
3. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories.
4. Organization's time distribution records are maintained for each employee, and the work effort can be specifically identified to a particular grant or cost objective.
5. Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

Non-Supplanting

Applicants that are recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available or awarded.

Payment Provisions

OAG shall reimburse invoiced amounts in accordance with the terms of the Grant Agreement. When CBOs respond to this RFA, they commit to abiding by these terms. Other than an initial advance (up to 25% of grant award), grant funds will be awarded on a cost reimbursement basis, tied to the scope of work, and on a monthly cost incurred schedule. At any time before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

Applicant Financial Statements

All applicants are required to provide a copy of their organization's most recent and complete set of financial statements and operating budget. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from local, state, and federal entities must also include their Single Audit Report. If, because the CBO has recently been incorporated, and/or it qualifies as a "small" business/entity, audited financial statements have never been prepared, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by a duly 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. Failure to include these documents, may lead to an automatic rejection of the application. OAG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally authorized entity (e.g., 501 (c)(3) or 501(c)(4) determination letter). A current business license, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

Office of Tax and Revenue (OTR) Requirement

All grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR.

Contingency Clauses

OAG reserves the right to make changes to this RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the District government. Funding for grantees is contingent upon continued funding from the District. Applicants understand that:

1. This RFA does not commit OAG to award grants. OAG reserves the right to accept or reject any or all applications. OAG will notify all applicants of the rejected proposals. OAG may suspend or terminate an outstanding RFA at any time.
2. OAG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
3. OAG shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants agree that all costs incurred in developing the application are the applicant's sole responsibility.
4. OAG may conduct pre-award, on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed program.
5. OAG may require applicants to enter negotiations and submit price, technical, or other revisions of their proposal that may result from the negotiations.
6. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, the provisions of the applicable law or regulation shall control, and the applicant will be responsible for compliance.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of OAG funds shall use or reveal any research or statistical information furnished to OAG or the recipient by any person, or any information identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with OAG rules and policies.

Client records will be kept confidential and secure in accordance with District and federal regulations. In accordance with standard practice, only aggregate data and individual data that are non-identifiable will be released.

Notification of Award

The Office of the Attorney General will notify all applicants of the final award decision within thirty (30) to forty-five (45) days after the application/competition’s close date on August 25, 2023, through email and using the grant application program, Zoom Grants. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contained, note any reduction in funding from the initial request, and outline the necessary steps that the applicant must complete to establish the Grant Award.

Application Checklist & Required Appendices

Applicants are required to follow the content requirements and submission instructions that are described in this RFA and in Section IV below. Please submit proposal sections in the sequence that is listed here, including clearly labeled sections and sub-sections.

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

Allowable and Prohibited Expenses

ALLOWABLE	PROHIBITED
<ul style="list-style-type: none"> • Personnel & Salaries • Fringe benefits • Program supplies • Marketing materials • Operating costs <ul style="list-style-type: none"> ○ Rent ○ Insurance ○ Utilities ○ Internet/Wi-Fi Service ○ Phone service ○ Etc. • Participant costs • Contracts/Sub-awards • Other costs* • Indirect expenses <p><i>*Subject to OAG approval</i></p>	<ul style="list-style-type: none"> • Lobbying • Unapproved major equipment such as vehicles • Interest payments on loans, bad debt • Land purchases • Any programs, initiatives or activities not directly associated with the grant program • Legal action against the District • Writing the Domestic Worker Employment grant application • Any expenses made prior to the grant award • Efforts that supplant (replace) funds from other grant sources • Entertainment, alcoholic beverages • General governance costs • Contributions/donations to outside organizations • Fundraising • Election expenses

Inventory

Grantees should conduct an inventory of equipment purchased with grant funds at least annually to reconcile property to the records. OAG requires an inventory of equipment purchased with OAG grant funds as part of a continuation grant application. A similar updated inventory is required as part of the audited financial statement. Grantees must ***immediately*** report any lost or stolen equipment purchased with OAG funds to OAG describing their investigation into the loss and steps being taken to recoup the property (if possible) and avert further loss. Grantees must also report stolen equipment to the police and share a copy of the police report with OAG.

Depreciation or use charges on equipment acquired under a federally or District supported project are unallowable.

Grantees must maintain property/inventory records for all equipment purchased with grant funds for three years after the term of the grant. Records must include a description of the equipment, the manufacturer's serial number, model number, or other identification number; source of the purchase, date of purchase, cost, percentage of OAG grant funds used in the purchase, condition of equipment, and information on disposition if equipment is disposed of or sold.

OAG reserves the right to conduct in-person inspections to account for inventory purchased using OAG grant funds. OAG will provide advance notice to CBOs to request an in-person inspection. The notice will include the list of items to be verified, as well as the date and time of the inspection.

Financial Conflict of Interest

Grantees should ensure that no direct or indirect financial conflict of interest arise during the implementation of the grant and address any conflicts *immediately*. Failure to address financial conflicts of interest incidents may result in a notice of deficiency, suspension, or termination of the grant.

The Financial Conflict of Interest Practices outlined below applies to all CBOs, who are awarded an OAG grant, and all staff and personnel being paid using OAG grant funds, and/or contractors, vendors and sub-award recipients who are paid using OAG grant funds.

1. [CFR § 200.459](#)

“Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not *officers or employees of the non-Federal entity*, are allowable.”

Per CFR 200.459, employees of selected CBOs may not be paid using grant funds for professional or consultant services. Failure to adhere to CFR 200.459 will result in a repayment of funds to the District, and may result in a notice of deficiency, suspension, or termination of the grant.

2. Financial Gain

A conflict of interest for financial gain shall be presumed when CBOs and any key staff member: (i) does business with, or serves as a director, trustee, officer, employee or holder of more than 10% of ownership interests of, paid vendors, contractors or subgrantees; (ii) is affiliated, either through employment or volunteer activities, with a vendor, contractor, or subgrantee; (iii) has any other formal affiliation or material interest with a vendor, contractor, or subgrantee; or (iv) could expect financial gain or loss or other personal benefit from a financial decision or transaction with the vendor, contractor or subgrantee.

3. Non-Recurring Expenses

Grantee shall seek pre-approval for non-recurring one-time expenses over \$1,000 from the Grant Administrator listed in the Grant Agreement. Failure to do so may result in denial of reimbursement request and a notice of deficiency.

4. Bank Statements

Grantees must submit a copy of monthly bank statements for all bank accounts receiving OAG grant funds. The statements must be submitted to OAG through reimbursement requests, or with monthly reporting submissions. Bank statements should be submitted contemporaneously with the monthly statement (current or past month) or within 14 days following the end of each month. Failure to share monthly bank statements may result in a delay of reimbursements, rejection of reimbursement requests, a notice of deficiency, suspension or termination of the grant.

Role of OAG and the Selected Community-Based Organization (CBO)

Role of OAG

Monitoring, Fiscal, and Administrative

OAG will provide regular program monitoring, reviewing programmatic aspects of the program to ensure adherence to the grant agreement and scope of services as well as effective implementation of the program.

OAG will oversee and direct fiscal and administrative matters, including receiving and reviewing reports from the CBO; reviewing, processing, and ensuring payment of approved CBO invoices; monitoring program budgets and expenditures; tracking and documenting personnel changes and actions; ensuring provision of staff training and support services; and generally ensuring compliance with the terms of the grant agreement.

Role of the CBO

Program Implementation, Quality Control, and Personnel

The grantee is responsible for the day-to-day operations of the Domestic Worker Employment Rights Grant Program, collection of required program data, program oversight, and regular periodic review of program data and program performance.

The grantee is responsible for hiring, managing, and supporting all program staff, subject to OAG grant monitoring oversight. In addition, the grantee will ensure that all elements and activities of the program operate successfully per the requirements of this RFA and the grant agreement. The successful grantee will work with the community to strengthen collaboration by promoting the program to ensure District employees know of its existence and resources available to them.

Reporting & Monitoring

Data Reporting

The selected grantee(s) is required to provide to OAG a monthly report by the 15th of each month (for the previous month of service) that includes the following data:

- A brief (one to two page) narrative describing activities undertaken during the month of service, notable accomplishments, issues, and plans for the coming month;
- The number of eligible individuals served by gender, race, ethnicity, primary language, and age;
- The number of eligible individuals served by state of residence, and for District residents, by election ward;
- A list of the activities provided, with a descriptive summary of each activity;
- The number of eligible individuals served in relation to proposed work;
- Performance outcomes;
- Staffing changes; and
- An evaluation of implementation challenges and recommendations for future improvements.

If the 15th day of the month falls on a weekend or holiday, reports shall be submitted on the next business day.

OAG uses this data to produce and provide an annual report to the DC Council that includes:

- A list of grantees and the amount of grant funding provided to each;
- For each grantee, the information provided to OAG pursuant to the data requirements in this section and other relevant areas of this RFA; and
- An overall evaluation of the Program, including implementation challenges and recommendations for future improvements.

OAG may impose further data requirements deemed necessary to produce the Council report and/or to make program improvements. OAG will not require grantees to release to OAG any personally identifying information in connection with the preparation or provision of the reports described in this section.

Expenditure Reporting & Reimbursement

OAG shall make payment within the District's Quick Payment Act (QPA) period of 30 days of submission of a proper invoice for payment via the E-Invoicing Portal (the established online program to submit and process invoices electronically). The grantee will be required to submit back-up supporting documentation (i.e., bank statements, receipts, etc.) and a signed cover page template provided by OAG.

OAG may require the grantee to submit other reports and materials during the term of the grant in a form and manner prescribed by OAG. Grantees who do not comply with reporting and submission requirements may experience delayed or denied requests for reimbursements for grant awards received from OAG.

Monitoring

Selected grantees may receive scheduled or unscheduled site visits from OAG Grant staff to

review the grant file, administrative procedures, and program operations. Monitoring is designed to determine the grantee's level of compliance with District and federal requirements (as applicable), and to identify whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with District requirements and federal requirements, as applicable. Failure to comply with requirements may result in payment suspension, payment reduction, or termination of the grant.

The selected grantee is expected to retain all original source documentation for examination by OAG (bills, invoices, receipts, payroll registers, timesheets, etc.) for a period of three years after the date of the final payment.

CBOs must notify OAG, in writing, of vacancies, suspensions or terminations of key program staff within 48 hours of an employee's change in status.

SECTION IV: APPLICATION SUBMISSION FORMAT & CHECKLIST

The proposal should be a clear, concise narrative that describes the applicant's ability to run a grant program according to the specification of this solicitation. Proposal submissions must adhere to the following:

1. Applications must be in English
2. Applications should be no more than twenty (20) pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
3. Applicants must use a standard 12-point font.
4. Applicants must produce documents on 8.5" by 11" white paper (electronic submissions must be formatted for an 8" X 12" page) that can be printed and photocopied.
5. Top, bottom, left, and right margins may not be less than one (1) inch each.
6. Text must be double-spaced.
7. Applicants cannot submit proposals on double-sided pages.
8. Applicants cannot use photo reduction or include photos or oversized documents.
9. Applicants *must* use the narrative template provided.

A complete response to this RFA must include all the following information and must be submitted on, or before, the deadline. Failure to comply with this stipulation could be a basis for disqualification. Supplemental information about the Applicant's products or services may be included as an addendum to the proposal but not in place of the requirements listed below.

Grant Application Requirements:

- Applicant Profile (Cover Page) Identifies the applicant, contact information and individual who will serve as the point of contact, type of organization, Tax I.D. numbers, DUNS number, project service area, and the amount of grant funds requested.
- Proposal Narrative
- Budget & Budget Narrative

Administrative and Policy Requirements:

- IRS determination letter
- A current business license, registration, or certificate to transact business in the District of Columbia
- Financial Statements of the organization's most recent Fiscal Year
- Disclosure of Legal Proceedings
- Statement of Certification
- Ethics and Accountability Statement
- Insurance Policies Affidavit 12
- Standard Assurances
- Documentation of 501(c)(3) status
- Documentation of City-Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands) not older than three months prior to the application due date.
- Letter of Good Standing with the DC Department of Licensing and Consumer Protection, and the Office of Tax and Revenue.
- Tax Affidavit
- Organizational chart for the project
- Disciplinary policy
- Official list of the CBO's Board of Directors for the current year and the position that each member holds, including contact information.
- List of DC Government funding received in Fiscal Year 23 and expected in Fiscal Year 24.

Submission Deadline: 11:59 PM EST, Friday, August 25, 2023. No extensions allowed.

Deadline for Electronic Submission: Applications are due by **11:59 PM EST, Friday, August 25, 2023**, and must be submitted through ZoomGrants, OAG's online grant management system at:

https://www.zoomgrants.com/zgf/FY2024_Domestic_Worker_Employment_Rights_Grant_Program

Paper submission must be received by OAG no later than **2:00 P.M. EST, Friday, August 25, 2023**. Non-electronic applications should be mailed or delivered to:

*Office of the Attorney General
Attn: Gabrielle Breven
400 6th St. N.W.
Washington, D.C. 20001*

Failure to submit ALL the above attachments, including mandatory certifications, will result in a rejection of the application from the review process. The application will not qualify for review.

SECTION V: EVALUATION AND SCORING CRITERIA

The review panel will review, score, and rank each application using the criteria below. Each section has a total scoring value and applicants should provide responses to the narrative templates that are detailed, free of grammatical errors, and concise. Only complete and 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 below based on a 100-point scale. The review panel will review how well the applicant's proposal answered the provided questions, and how well the applicant addressed the points listed below.

Organizational Overview (25 Points)

- Discuss the mission and vision of the organization and how it aligns with the grant program.
- Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under this RFA.
- Describe the organization's experience that makes it well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization's experience and success.
- Discuss the community partnerships that the organization has developed and describe how these partnerships will be used to support the grant program.
- Describe the organization's experience and past performance in providing community outreach to the targeted population.

Capacity and Staffing (20 Points)

- Discuss and provide a plan for how a pool of qualified staff will be interviewed and hired.
- Discuss how the organization will provide support to staff.
- Describe the organization's coaching and professional development plan for employees.
- Specify the planned staff, schedule, format, and intended audience of the activities the organization plans to provide and provide a summary of the content of any worker education that will be provided during the grant period.
- Describe your organization's experience in hiring, recruiting, and maintaining a qualified workforce.
- Provide a program specific organizational chart.

Description of Proposed Services (25 Points)

- Describe the services your organization will provide and how these will be provided, including how services are tied to the goals and requirements of the program under this RFA. Applicants should describe their plans for conducting outreach to provide education to, or services for, the target populations outlined in the grant program for which they are applying.
- Describe the proposed service levels (i.e., number of proposed clients/individuals to be served) during period of performance.
- Describe the performance measures and outcomes proposed that will track and achieve the

proposed services.

Timeline and Deliverables (15 points)

Describe the planned activities that will implement the program and achieve its goals. This section should demonstrate the applicant's thorough understanding of the model and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

The timeline should include and establish a schedule that clearly shows how the program will be ramped up, implemented in alignment with the program's goals, and show key milestones in implementation. Applicants should keep in mind the up to three-month planning/ramp up period (new applicants) or one to two-month planning/ramp up period for existing grantees.

Budget Template and Narrative (15 Points)

- Describe how the organization's existing resources will be utilized during the funding period to support the work of the grant program.
- Describe the organization's fiscal infrastructure and capacity to manage all aspects of the grant program.
- Provide a detailed line-item budget for the program and describe the budget development process and provide appropriate budget justification.

Program funds cannot be used for:

- Lobbying
 - Unapproved major equipment such as vehicles
 - Interest payments on loans, bad debt
 - Land Purchases
 - Any programs, initiatives or activities not directly associated with the awarded grant
 - Paying for any legal action against the District
 - Writing or developing the application
 - Covering any expenses made prior to the Grant Award
 - Supplanting (replacing) funds from other grant sources
- **Budget Narrative/Justification:** the detailed budget narrative/justification shall discuss program-related rationale for each category listed in the budget. The narrative should clearly state how the applicant arrived at budget figures.
 - **Personnel:** Show proposed salaries and wages for all project staff.
 - **Fringe Benefits:** Include in proposed benefits. Show fringe rate.
 - **Supplies:** List proposed supplies and marketing materials.
 - **Other Direct:** Show rental or leasing of space for the project. Include utilities and telephone and maintenance services directly related to project activities. Include insurance policies, subscription, and programmatic expenses.
 - **Indirect/Overhead:** Show calculation and indirect/overhead rate.

ATTACHMENT 1 – PROPOSAL NARRATIVE

Organizational Overview (25)	
Discuss the mission and vision of the organization and how it aligns with the Domestic Worker Employment Rights Grant Program.	
Describe the organization’s existing services/programs and the capacity of the organization to provide the proposed services under the Domestic Worker Employment Rights Grant Program	
Describe your experience, relationship, and years of working with domestic workers in the District.	
What makes the organization qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization’ experience and success.	
Describe the organization’s experience and past performance providing community outreach to the targeted population.	
Discuss the community partnerships and other partnerships that the organization has developed and describe how these partnerships will be used to support the Domestic Worker Employment Rights Grant Program.	

Capacity & Staffing (20)	
Discuss the plan for hiring and recruiting staff to implement the proposed project. Describe the schedule, capacity and experience that will be required of staff working on the proposed project.	
Describe your organization’s capacity to develop educational materials for domestic workers and hiring entities, including safety, health information, and rights.	
Describe the organization’s coaching and professional development plan for employees.	
Describe your organization’s experience hiring, recruiting, and maintaining a qualified workforce.	

Description of Proposed Services (25)	
<p>Please state which initiative(s) you are applying for:</p> <ol style="list-style-type: none"> 1. <u>Education and Outreach</u>: to conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers. 2. <u>Hazard Guidance</u>: to develop guidance to address the most common hazards domestic workers encounter in their workplaces and how to mitigate them. 	
Describe the organization’s experience providing domestic workers rights programming or services. Discuss the services your organization will provide, including how services are aligned with the goals and requirements of the Domestic Worker Employment Rights Grant Program.	
Describe the organization’s plan for providing support to organizations working to develop educational materials for domestic workers and hiring entities, including safety and health information and District and federal laws, and to conduct education and outreach to domestic workers, hiring entities, and the public about the	

rights of domestic workers.	
Describe your proposed service levels (i.e., number of proposed clients to be served) during the period of performance. This may include the number of eligible individuals to be served.	
Describe the performance measures and outcomes you propose to track and achieve during the period of performance.	
Discuss the community partnerships that the organization has developed and describe how these partnerships will support the goals and objectives of the proposed project.	
Outline your plan for locating and, if necessary, leasing appropriate space for the program office from which services will be coordinated or delivered.	

Timeline and Deliverables (15)	
Describe the activities you will undertake to implement the program and achieve its goals. This includes identifying clients and engaging the community with information about resources necessary to extend, protect and ensure the dignity, respect, fairness, and a safe working environment of domestic workers.	
Describe the program timeline. Include an established schedule that displays the program ramp-up period, implementation phase in alignment with the program's goals, and accomplishing key milestones.	

Budget (15)

<p>Describe how the organization’s existing resources will be utilized during the funding period to support the work of the Domestic Worker Employment Rights Grant Program.</p>	
<p>Describe the organization’s fiscal infrastructure and capacity to manage all aspects of the Domestic Worker Employment Rights Grant Program.</p>	
<p><i>Provide a detailed line-item budget and narrative for the program. Narratives shall discuss program-related justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.</i></p>	

ATTACHMENT 2 – SAMPLE BUDGET & NARRATIVE

The budget line items are not limited to the examples in red. Provided are examples of previously awarded line items. All expenses should relate directly to achieving grant outcomes. The budget should reflect a 12-month grant period

Domestic Worker - SAMPLE Budget			
Fiscal Year:	2024		
Program Site(s):			
CBO Name:			
CBO Contact:			
PROJECT DATES: October 1, 2023 – September 30, 2024		FY24	
Personnel – List all positions with effort on this project.			Total Costs
	Efforts (%)	Salary	
Executive Director			\$ -
Program Manager			\$ -
Bilingual Organizer			\$ -
Data Manager/Coordinator			\$ -
Etc.			\$ -
			\$ -
Subtotal Personnel		\$ -	\$ -
Fringe Benefits: Include statutory/mandatory DC benefits (e.g., Social Security, Workers' Compensation Insurance) and optional employer-provided benefits (e.g., Health Insurance, Retirement Plan)			
(At least 10.92% of salary - D.C. Minimum)			\$0.00
Total Salary + Fringe Benefits			\$ -
Operating Costs			
Rent/Office Space			
Maintenance			
Marketing/Advertising			
Printing/Copying			
Utilities			
Office supplies			
Cell Phones			
Etc.			
Subtotal Operating Costs			\$ -
Participant Costs/Activities			
Community Events			
Participant Support			
Subtotal Participating Cost/Activities			\$ -
Consultants / Contractors			
Outreach & Education			
Translation & Interpretation			
Videography/Graphic Design			
Etc.			
Subtotal Consultants/Contractors			\$ -
Other Costs			
Staff/Professional Development			
Conference Exhibiting Fees			
Community Event Sponsorship			
Insurance			
Etc.			
Subtotal Other Costs			\$ -
Total Direct Costs			\$ -
Indirect Costs at 10% of Direct Costs			\$ -
Total Budget Request			\$ -
Contact pamela.pratt@dc.gov for assistance or questions.			

BUDGET NARRATIVE SAMPLE

This sample budget narrative does not represent how the Domestic Worker Employment Rights Grant Program is operated. Its intent is to give applicants a sense of how they may describe their proposed budget narrative across personnel and non-personnel cost categories. Please note that OAG **does not** require a match for awarded grants.

PERSONNEL

Program Director. The Program Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with

evaluation consultant to develop the project evaluation, and supervising the project staff. The Program Director will work 100% of the time on this grant for 12 months. Based on an annual salary of \$65,000, the cost of the project will be \$65,000.

OAG Funds: \$65,000 Matching Funds: \$0 Total: \$65,000

NON-PERSONNEL

SUPPLIES

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached; however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.

OAG Funds: \$5,000 Matching Funds: \$22,000 Total: \$24,000

RENT

Two thousand square feet of office space located at 2222 Jelly Roll Street NW, Washington DC 20001 is leased from Whosoever Realty Co. to house the program headquarters @ \$2.00 per square foot. The monthly lease is \$4,000 and \$48,000 for the year (Applicants must provide Lease Agreements)

OAG Funds: \$42,000 Matching Funds: \$6,000 Total: \$48,000

Utilities are averaged over a 12-month period based upon the previous year usage as follows:

1. Gas @ \$100 mo. x12 = \$1,200
2. Electric @ \$75 mo. x 12 = \$900
3. Water – is covered in the lease = \$0
4. Trash removal 150 mo. x 12 = \$1,800
5. Snow/grass maintenance \$125 x7appointments = \$875

OAG Funds: \$4,775 Matching Funds: \$0 Total: \$4,775

OTHER DIRECT COSTS

- Blank Check Food Service Contract provides specialty meals for birthday center events = \$400

- Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = \$15,000
- Employee Background Checks -Expenses for 85 new employee background checks at \$30.00 each
= \$2,550
- Copier Contract - annual service contract on cannon copier = \$2,500
- Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2-hour sessions per month for 12 months @ \$269.23 per mo. = \$7,000

OAG Funds: \$23,332

Matching Funds: \$4,118

Total: \$27,450
