**MAYOR’S OFFICE ON RETURNING CITIZENS AFFAIRS**

**NOTICE OF FUNDING AVAILABILITY**

**FY2025 Access to Jobs Grant**

1. **Background Information**

The Mayor’s Office on Returning Citizens Affairs (MORCA) is soliciting grant applications from qualified District of Columbia businesses or nonprofits with 501(c)(3) status for the Access to Jobs Grant. Through this program, MORCA will subsidize funding for selected employers to hire up to ten (10) returning citizens for work of up to 40 hours per week for a minimum of 8 weeks.[[1]](#footnote-1) An employer can apply to hire anywhere from one (1) to ten (10) employees.

This grant will not cover costs for fringe benefits or overtime pay, those costs are the responsibility of the hiring organization. Participating organizations seeking to hire returning citizens, who reside in the District beyond the two (2) year grant period are welcomed and encouraged to do so but on an unsubsidized basis.

The subsidization provided by this Grant is for up to two (2) years: MORCA will subsidize 40% of the minimum wage for each employee for the first year. If the employee is selected for a second year, MORCA will fund 80% of the minimum wage. Organizations must apply each year for the Grant.

Organizations that participate in this Grant must provide sufficient supplemental wages so that the employee earns minimum wage; of course, employers are free to pay more than minimum wage, but MORCA will only subsidize minimum wage as outlined above.

**B. Target Population**

The target population for this Grant is returning citizens who reside in the District of Columbia.

**C. Eligibility Criteria**

Organization(s) that meet the following eligibility requirements may apply:

1. The organization must be registered with the Mayor’s Office on Returning Citizens Affairs (MORCA) to accept applications for employment from eligible individuals. To register, please reach out to the MORCA point of contact listed below in this NOFA on page 3;
2. The organization must pay eligible individuals at least minimum wage (which includes the Grant subsidy) 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 per week for a minimum of eight (8) weeks to participate in this Grant;
4. The organization must be able to comply with the following pay structure:
   * For the first year, MORCA will subsidize 40% of the minimum wage and the hiring organization must be able to provide the remaining 60% of the minimum wage and any other direct or indirect costs associated with hiring the returning citizen;
   * For the second year, contingent on budget availability, MORCA will subsidize 80% of the minimum wage and the hiring organization must be able to provide the remaining 20% of the minimum wage. Organizations must reapply to be considered for the second year;
5. The organization must be in good financial standing to cover the unsubsidized portion of the wage and any other direct or indirect expenses associated with hiring the returning citizen. (For example, provide proof of capacity to pay a minimum wage for the number of employees the organization is seeking to hire in FY2025;
6. The organization must be a for-profit or Community-Based Organization with a Federal 501(c)(3) tax-exempt status and is a licensed business with the Department of Licensing and Consumer Protection (DLCP);
7. The organization’s principal place of business must be located in the District of Columbia;
8. The organization must conduct all services and programming funded through this Grant in the District of Columbia;
9. The organization must be registered in good standing with the DLCPs, the Corporations Division (or successor office), and the Office of Tax and Revenue. Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the Grant’s performance period;
10. The organization shall provide an affidavit regarding any debarments, suspensions, or defaults with the Office of Contract and Procurement (OCP) and Federal Government;
11. The organization 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 laws;
12. Current grantees must be current on MORCA reporting obligations for the FY24 grant cycle, must be in good standing with the District’s legal requirements, including those imposed by any grants or contracts, and progress reports must reflect substantial progress towards the goals of their current grant agreement.

For a hiring organization to receive funding under this Grant for the employment of an individual, the individual must:

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

**D. Program Priorities**

In FY2025, MORCA’s Returning Citizens Access to Jobs Grant will prioritize grant applications with the following demonstrated priorities :

* Connect returning citizens to subsided 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 that32 could feasibly be extended into long-term, unsubsidized employment.

**E. Important Dates**

**Request for Applications**

**(RFA) Release Date:** Friday, May 17, 2024

**Availability of RFA:** The RFA will be posted on the Mayor’s Office of Community Affairs website and the Mayor’s Office on Volunteerism & Partnerships (Serve DC’s) electronic grant clearinghouse which can be accessed here:

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

**Amount of Awards:** Eligible organizations can be awarded up to $ 50,000 for hiring of up to ten (10) District returning citizens.

**Application Deadline:** Must be submitted via ZoomGrants by Friday, June 14, 2024, at 5:00 PM EST. Applications will not be accepted after 5:00 PM EST on Friday, June 14, 2024.

**Length of Awards:** Grant awards are for FY2025, with a possibility of extension through FY2026, pending funding in FY2026.

**Performance Period:** October 1, 2024 – September 30, 2025, with a possibility of extension through FY 2026 (October 1, 2025 – September 30, 2026), pending funding availability in FY 2026.

**Pre-Bidder’s Conference:** Thursday, May 23, 2024 (2:00 pm - 4:00 pm)

MORCA office located at:

2100 Martin Luther King Avenue SE, Suite #100

**Point of Contact:** Sylvie Maunga, Workforce Program Manager

Mayor’s Office on Returning Citizens Affairs

Phone: 202-322-7925, Email: sylvie.maunga@dc.gov

1. D.C. Code §24-1302((b)(2)(L). Please access at <https://code.dccouncil.gov/us/dc/council/code/titles/24/chapters/13>. [↑](#footnote-ref-1)