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DC Department of Employment Services  
Workforce & Federal Programs  
Out of School Program

**Career Development and Follow-up Services Grant**  
**Request for Applications (RFA)**

RFA No.: DOES-CDFS-2021

RFA Release Date:

**Monday, June 28, 2021**

**Pre-Application Meeting**

**Room:** Virtual

**Date & Time:** Tuesday, July 13, 2021

*(Please email [OGAGRANTS@dc.gov](mailto:OGAGRANTS@dc.gov) if you will be attending the pre-application meeting.)*

**Application Submission Deadline:**

**Tuesday, July 27, 2021 at 5:00pm**

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

Paper applications will not be accepted.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## Table of Contents

Section A: Funding Opportunity Description.....	3
<b>Scope</b> .....	3
<b>Background</b> .....	3
<b>Program Requirements</b> .....	3
<b>General Requirements</b> .....	5
<b>Reporting and Deliverables</b> .....	5
<b>Source of Grant Funding</b> .....	7
<b>Anticipated Number of Awards</b> .....	7
<b>Total Amount of Funding to be Awarded</b> .....	7
<b>Period of Performance</b> .....	7
<b>Location Requirements</b> .....	7
<b>Grant Making Authority</b> .....	7
Section B: General Provisions .....	8
<b>Eligibility Information</b> .....	8
<b>Monitoring</b> .....	9
<b>Audits</b> .....	9
<b>Nondiscrimination in the Delivery of Services</b> .....	10
<b>Other Applicable Laws</b> .....	10
Section C: Application Format .....	11
<b>Applicant Profile</b> .....	11
<b>Applicant Summary</b> .....	11
<b>Program Narrative</b> .....	11
<b>Past Performance</b> .....	11
<b>Itemized Budget and Budget Narrative</b> .....	12
Section D: Program Narrative.....	12
<b>Program Narrative (3 to 6 pages)</b> .....	12

**Organization Profile**..... 12

**Participant Profile**..... 12

**Program Description**..... 13

Section E: Application Review and Scoring..... 13

**Review Panel**..... 13

**Table 1: Technical Rating Scale**..... 13

**Scoring Criteria**..... 14

Section F: Application Submission Information..... 15

**How to Request an Application Package** ..... 15

**Application Preparation** ..... 15

**Submission Date and Time**..... 15

Section G: Award Administration Information ..... 15

**Award Notices**..... 15

**Appeal**..... 16

**Grantee Program Compliance**..... 17

**Program Launch** ..... 17

**Grantee Payment**..... 17

**Anti-Deficiency Considerations** ..... 18

**Section H: Contacts**..... 18

**Section I: Additional Documents Required for Submission**..... 18

## Section A: Funding Opportunity Description

### Background

Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

DOES, through its Workforce and Federal Programs, receives annual funding under the federal Workforce Innovation and Opportunity Act (WIOA) to support a range of employment and workforce development training activities for DC jobseekers and businesses. These services are accessible through DOES' Out of School Youth Program (OSY). DOES OSY is supported by the U.S. Department of Labor as part of awards totaling \$11,678,763.

The goal of this RFA is to secure professional career services that align with DOES' commitment to delivering workforce development services to unemployed/underemployed District residents that will lead to full-time unsubsidized employment and a pathway to the middle class.

### Scope

DOES seeks GRANTEES to develop and provide professional career services for out of school District youth ages 18 to 24 (participants). The professional career services should include follow-up services, career visioning, career coaching, career search support, professional resume development, interview preparation and professional online presence creation/improvement.

DOES will recruit, enroll, and assign participants to GRANTEES.

### Program Requirements

Professional career services may be provided in person, virtually, or a hybrid of virtual and in person. If the professional career services will use virtual platforms, the application should describe the virtual platforms and any equipment needed to run the virtual platforms. If the professional career services will be in person, the application should describe how GRANTEE will comply with CDC, DC Department of Health, and DOES criteria to prevent the spread of COVID-19. If the professional career services will use a hybrid of virtual and in person, the application should describe which professional career services will be provided in which platform, in addition to the descriptions required for virtual and in person service delivery.

- GRANTEES shall provide professional career services that encompass **all seven (7)** of the following categories.
  - **Follow-Up Services** shall address challenges to successful employment or postsecondary education enrollment and include (1) regular contact with participants, (2) assistance addressing work-related/educational problems that may arise, and (3) navigating through life after training.

- **Visioning** shall assist participants define their career journey and provide a fully developed Career Roadmap with recommended training courses and salary potential for each pathway within the identified profession.
- **Career Coaching** shall empower participants to make informed decisions about their career journey through (1) interview and resume preparation that considers the participants' relevant goals, skills and abilities for the position, and (2) targeted research on employers in the identified profession. During the period of performance, participants shall receive a maximum of 24 hours of career coaching to be provided in 2 hourly sessions per month or as approved by DOES.
- **Career Search Support** shall include sending job leads, goal setting, branding, networking strategy, encouragement, and salary and benefits negotiations.
- **Professional Resume Development** requires participants to draft best-practice industry standard formatted resumes aligned with the identified profession and easily customizable to emphasize the criteria of targeted positions in the identified profession. The participants' resumes must describe work experience, educational background, and special skills and abilities that are responsive to the criteria of the position and lead to interviews. Participants should draft cover letters, thank-you notes, professional biographies, and any other documents needed for the identified profession.
- **Personal Branding** requires participants to define, design, and communicate their professional brand through developing professional social media profiles, such as LinkedIn, and quality work portfolios, where applicable. The final product must be a functional and professional social media presence that is viewable by potential employers and professional networks.
- **Placement** requires participants to obtain unsubsidized employment and/or post-secondary education enrollment, including all WIOA approved placements included in TEGL NO. 10-16.
- GRANTEE shall provide a work plan that describes (1) how professional career services will be provided; (2) how the target goals will be met; and (3) the timeline for service delivery and target goal completion. The application should describe the work plan. Please note that any assessment tools must be approved by DOES, prior to use.

GRANTEE shall provide participants with a needs assessment, based upon the required knowledge, skills, and abilities of the identified profession. The needs assessment must include a plan to address any challenges to successful entry into the identified profession or postsecondary education. The application should describe the assessment tools and the timeline for providing the assessment. Please note that any assessment tools must be approved by DOES, prior to use.

## Program Outcomes

GRANTEES will be responsible for achieving the outcomes set forth in the “Target” column for all participants.

Outcomes	Target
Follow-up Services	100%
Placement Effort	65%

## General Requirements

- GRANTEES shall describe, in the application, and demonstrate, during the period of performance, the ability to deliver the professional career services and processes to assure continuous evaluation, monitoring and reporting of participants performance.
- GRANTEES shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.
- GRANTEES shall collect data regarding contact with persons with Limited English Proficient (LEP) and Non-English Proficient (NEP) and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEES shall provide interpretation services and translation of vital documents for persons with LEP/NEP. All translated materials must have DOES brand and be reported to DOES’ Language Access Coordinator on a quarterly basis.
- GRANTEES shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- GRANTEES shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

## Reporting and Deliverables

The required program deliverables are described below and should be submitted in accordance with the due dates.

### Reporting

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
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Item 1	Monthly Program Report <ul style="list-style-type: none"> <li>• Program Narrative</li> <li>• Status Report</li> <li>• Enrollee Roster</li> <li>• Credential Attainment</li> <li>• Work Verification</li> </ul>	1	Via email	Monthly by the 10th of the subsequent month
Item 2	Monthly Status Report (OGARA)			Monthly by the 10th of the subsequent month
Item 3	Monthly Expenditure Report (OGARA)	1	Via email	Monthly by the 10th of the subsequent month
Item 4	Close out Report	1	Via email	30 days after grant end date
Item 5	LEP/NEP Report	1	Via email	Quarterly

***Deliverables***

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Work Plan and Assessment Tools	1	Via email	Two weeks after Award
Item 2	Attendance Sheets	1	Via email	Monthly by the 10th of the subsequent month
Item 3	<ul style="list-style-type: none"> <li>• Resumes and any other documents required for the identified professions</li> <li>• Professional social media presence on websites, such as LinkedIn</li> <li>• Postsecondary Education Enrollment/Credential Attainment</li> <li>• Unsubsidized Employment Verification</li> </ul>	1	Via email	Monthly by the 10th of the subsequent month

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES on the last day of the period of performance.

DOES will have sole ownership and control of all deliverables. GRANTEE must receive advance written permission from DOES to use or distribute any document, information or data prepared or collected, as a result of the service delivery sought by this RFA.

## Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the quantity and quality of applications. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quantity and quality of applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DOES approved application, and the Notice of Grant Agreement (NOGA), if awarded.

## Anticipated Number of Awards

DOES intends to issue at least 1 grant awards in the amount of \$200,000 per award to serve 200 participants. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

"The total cost of the Career Development and Follow-Up Service Grant program is \$200,000. \$200,000 (100%) is funded through a U.S. Department of Labor Workforce Innovation and Opportunities Act. There are no non-Federal resources or District appropriated funds, etc.

[Stevens Amendment](#) - Further Consolidated Appropriations Act, 2020, at cite P.L. 116-94, Division A, Title V, Section 505.

## Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for award is up to \$200,000.

## Period of Performance

The “Out of School Programs Career Development and Follow-up Services” grant program will operate for one year from the date of award.

DOES reserves the right to exercise single option years up to four additional years beyond the original period of performance if funding is available in the designated option year and GRANTEE has met the performance requirements of the grant.

## Location Requirements

For the purpose of this RFA, if you are providing in-person services all Grantees must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy and a basic business license issued by the District of Columbia. If you are providing virtual services, all applicants must secure a virtual platform to provide services to youth.

## Grant Making Authority

DOES maintains the rights to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant



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

### Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant's proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application or responding to this RFA are the applicant's sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DOES may use past performance data in determining an award if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

## **Section B: General Provisions**

### **Eligibility Information**

The eligibility criteria are as follows:

- Demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- 3 references with contact information (name, email, and telephone number) and knowledge of the applicants' demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA
- Working knowledge of federal and local laws, rules, regulations, Workforce Innovation and Opportunity Act (WIOA), policies and guidance that restrict data collection/disclosure
- Valid and current DC Business License
- Must undergo background checks as mandated by the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA)

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums.

Applicants cannot be listed on any federal or local excluded parties' lists.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

## **Monitoring**

GRANTEES are required to participate in ongoing monitoring and evaluation activities led by DOES and may include technical/virtual or in person site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES is responsible for monitoring and evaluating the professional career services and may make periodic scheduled and unscheduled visits to conduct the required monitoring.

During technical/virtual or in person site visits, GRANTEES are required to provide access to facilities, records, participants, and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine GRANTEES' level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEES' operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Any monitoring reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents.

## **Audits**

GRANTEES must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have GRANTEES' invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEES shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

GRANTEES shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the GRANTEE that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to GRANTEES' personnel for the purpose of interviews and discussions related to such documents.

Any audit reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents.

## **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

## **Applicable Laws**

GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time, including the below.

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- DC District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.

## Program Specific Applicable Laws and Guidance

- Workforce Innovation and Opportunity Act (WIOA), 29 USC § 3101 et seq.
- 20 CFR § 680.450 and 20 CFR § 680.460
- [TEGL No. 15-10](#), “Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System”
- [TEGL No. 41-14](#), “Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I Training Provider Eligibility Transition”
- District of Columbia High-Demand Sectors and Occupations Lists
- Policy Number: WDE-01-005 “DC DOES Invoicing for Eligible Training Providers Policy”
- [Stevens Amendment](#) - Further Consolidated Appropriations Act, 2020, at cite P.L. 116-94, Division A, Title V, Section 505.

## Section C : Application Format

### Applicant Profile

Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

### Applicant Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

### Program Narrative

The applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

### Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization’s past performance and capability of successfully completing the stated program requirements.

All applicants must submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment B” for all such completed contracts/grants.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, your score on this measure will reflect this lack of past performance documentation.

## Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

*Please see Attachment A for definitions of budget items listed above.*

**Food for staff or youth enrolled in the program is not an allowable expense under this grant.**

## Section D: Program Narrative

### Program Narrative (3 to 6 pages)

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

#### Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff).
- Describe the experience your organization and staff have, to deliver the proposed program.

#### Participant Profile

- Describe the number of participants your organization will serve under this grant for the period of performance.
- Describe how your programming is designed to provide high quality, structured professional career services responsive to this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

## Program Description

- Identify and describe how your organization will deliver the high quality, structured workforce development training, responsive to this RFA desired service. (See Section A).
- Describe how your organization has historically provided programming or services.
- Describe how your organization will deliver the professional career services sought by this RFA.
- Describe how your organization will meet the performance deliverables and targets outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the period of performance?

## Section E: Application Review and Scoring

### Review Panel

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

**Table 1: Technical Rating Scale**

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

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the

Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

### Scoring Criteria

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

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

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

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has stated the mission of the organization.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated that its staff is well equipped with the knowledge, skills, and abilities necessary to effectively deliver the proposed professional career services.</li> </ul>	
2	Participant Profile	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described the number of participants that will be served under this RFA.</li> <li>• The extent to which the applicant has described how it will provide high quality, structured professional career services responsive to and effective with the target population.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	Program Description	40
	<ul style="list-style-type: none"> <li>• Identify and describe how your organization will deliver the high quality, structured workforce development training, responsive to this RFA desired service. (See Section A).</li> <li>• The extent to which the applicant has provided a description of how the professional career services will be provided.</li> <li>• The extent to which the applicant describes how it will meet the performance deliverables and targets outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the period of performance?</li> </ul>	
4	Past Performance	15



	<ul style="list-style-type: none"> <li>• The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided similar services to the District of Columbia.</li> </ul>	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.).</li> </ul>	
TOTAL POINTS		100

## Section F: Application Submission Information

### How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at [www.does.dc.gov](http://www.does.dc.gov)
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [ogagrants@dc.gov](mailto:ogagrants@dc.gov)

### Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

### Submission Date and Time

In order to be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grants Management System](#) no later than **Tuesday, July 27, 2021 at 5:00pm. EST.** Applications received after **5:00 p.m. EST on July 27, 2021** will not be considered for funding.

## Section G: Award Administration Information

### Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter



into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between GRANTEE and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

## **Appeal**

### Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to [doesappeals@dc.gov](mailto:doesappeals@dc.gov) with the subject heading "Appeal of Grant Award Selection". Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and GRANTEES selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

### **GRANTEES’ Program Compliance**

Prior to the start of the program, GRANTEES must successfully complete the following:

- DOES technical/virtual site visit DOES Orientation
- All DOES mandatory meetings.

### **Program Launch**

Before GRANTEE can begin programming, they must receive official documentation from “The Office of Grants Administration”.

### **GRANTEES Payment**

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

<b>PAYMENT #1 – Base Amount</b>	<b>PAYMENT #2</b>	<b>PAYMENT #3</b>
30%	40%	30%

**PAYMENT #1 – Base Amount:** Upon receipt of staff clearances, training/work plans, attendance to mandatory Workforce and Federal programs orientation, and completed Pre-Program Worksite Visit form, as required before the start of the program.

**PAYMENT #2:** Upon successful completion of monthly follow-up career coaching sessions per participant and submission of attendance sheet. This payment is based a per participant cost.

**PAYMENT #3:** Upon successful completion of LinkedIn profile account, completion of resumes, job placement/ post-secondary education enrollment, career roadmap and/or DOES approved completion package. This payment is based on a per participant cost.

If GRANTEES do not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

## Anti-Deficiency Considerations

GRANTEES must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## Section H: Contacts

LaShaun N. Basil

[OGAGRANTS@DC.GOV](mailto:OGAGRANTS@DC.GOV)

## Section I: Additional Documents Required for Submission

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

### Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance

### Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Status Certification
- Valid DC Business
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate
- Proof of Occupancy
- List of Organizational Board Includes Members and Positions
- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)