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DC Department of Employment Services  
Division of State Initiatives  
**Job Readiness Training**  
**Request for Applications (RFA)**

RFA No.: DOES-JRT-2021

RFA Release Date:

**Thursday, May 20, 2021**

**Pre-Application Meeting**

**Room:** Virtual

**Date & Time:** Thursday, May 27, 2021 at 11:00 am

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

**Application Submission Deadline:**

**Thursday, June 3, 2021 at 5:00 pm**

*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**

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## Section A: Funding Opportunity Description

### Background

The District of Columbia Department of Employment Services (DOES) connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and 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 Division of State Initiatives (DSI), oversees programs designed to serve District residents experiencing multiple barriers to obtaining permanent employment, including court-involvement, incarceration, homelessness, substance abuse, and educational deficiencies. DOES DSI' signature programs, Project Empowerment (PE) and DC Career Connections (DCCC), are designed according to the nationally recognized transitional jobs network program model. PE and DCCC provide job readiness and life skills training, short-term subsidized work experience, as well as ancillary wrap-around services. DOES' goal is to provide PE and DCCC participants with the tools and experience necessary to obtain permanent, unsubsidized gainful employment that can be used to forge a path to the middle class.

### Scope

DOES DSI is seeking qualified organizations to provide job readiness training services. Job readiness is training a participant receives to prepare them to obtain employment and keep the job once hired. Topics in a job readiness training may include, but not be limited to, topics such as: preparing a resume, cover letter or job application, work focused career exploration, interviewing skills, workplace expectations and workplace behavior.

In addition to job readiness training, the organization will provide short-term subsidized work experience **(optional)**<sup>1</sup> and job placement services to 150<sup>2</sup> District residents with barriers to employment that are eligible for enrollment into a DOES DSI program. To increase program retention and successful completion, GRANTEE's will provide support services<sup>3</sup> and will coordinate an **optional** subsidized work experience that are conducive to developing the soft skills and work experience that increases the probability of successfully obtaining permanent unsubsidized employment.

Organizations must have the infrastructure needed to deliver training effectively, facilitate job development and placement services, as well as the human capital needed to serve residents with multiple barriers to employment.

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<sup>1</sup> Work experience, of up to 6 weeks, can be offered to participants that require it, prior to job placement.

<sup>2</sup> Applications submitted should reflect the number of participants the applicant has the capacity to serve, up to 150.

<sup>3</sup> Support services refers to intensive case management that addresses barriers to employment.

## Program Requirements

The program narrative should describe the mode of training (in-person or hybrid<sup>4</sup>), technology needed to participate, and how the Center for Disease Control (CDC) guidelines for social distancing and sanitation will be implemented for in-person or hybrid models. The GRANTEE shall include the following program elements in the service delivery model:

### 1. Recruitment and Enrollment

In collaboration with DSI, GRANTEES must recruit and enroll 150<sup>5</sup> eligible DSI participants – see attached document for eligibility requirements. The GRANTEES will have the ability to interview and complete their own assessments; however, the interview format and questions must be approved by DSI in advance of implementation.

### 2. Orientation Services

Prior to participants starting the program, GRANTEES must ensure participants attend an orientation that delivers key information and prepares participants for the upcoming training. During the orientation, the following must be provided:

- a. Assessment of the participants' employability skills and social service needs
- b. Presentation that outlines expectations of the training program (i.e. schedule, attendance requirement, certification process, etc.

### 3. Case Management and Support

Upon completion of the orientation, the GRANTEE shall begin case management services. The GRANTEE must provide at a minimum, a bi-weekly case management touch point. The bi-weekly touch point should include:

- Review of participant progress and support needed to continue in employment training;
- Creation of solutions/work plans to help the participants meet their individual goals where barriers may exist; and
- Perform other duties, as appropriate.

### 4. Subsidized Work Experience

The GRANTEE has the option of placing active program participants in a subsidized work experience for up to 6 weeks. The subsidized work experience must be approved by DOES DSI and facilitated through an employer partner that has the capacity to train and hire participants. Subsidized work experience host sites must be coordinated by the

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<sup>4</sup> Conducting training exclusively in a virtual format is **not** permissible.

<sup>5</sup> Applications submitted should reflect the number of participants the applicant has the capacity to serve, up to 150.

GRANTEE and a host site agreement must be approved by DOES DSI, prior to commencing the work experience. DOES DSI may deny a host site agreement or discontinue a host site agreement. DOES DSI will facilitate training wage payment in the amount of \$11 per hour to participants approved to participate in subsidized work experience.

#### **5. Job Placement**

The GRANTEE shall facilitate job placement for a minimum of 62 participants (if total number of participants served is 150) or 55% of the participants that successfully complete the training, whichever is higher. The job must offer a weekly schedule of 30 hours or more and a paystub must be submitted to validate job attainment.

#### **6. Minimum Staffing Requirement**

Throughout period of performance the GRANTEE must maintain minimum staffing requirements. Staffing requirements to facilitate services must be outlined in submitted proposal.

#### **7. Branding/Marketing**

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.

### **General Requirements**

- GRANTEE shall provide monthly progress reports documenting the progress and attendance of all participants enrolled in the program.
- At the end of the program, GRANTEE shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.
- GRANTEE shall collect and report statistical information as requested by DOES, including specific services provided, and participation in workshops and other program specific related activities and outcomes.
- GRANTEE will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- GRANTEE shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis. Provide interpretation services and translation of vital documents to LEP/NEP customers.

- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

### Reporting and Deliverables

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

#### *Reporting*

Items	Deliverables	Due Date
Item 1	Program Timeline/Schedule	Minimum 2 weeks prior to start of the award
Item 2	Timesheets/Attendance Forms	Weekly
Item 3	Participants Case Notes	Bi-weekly
Item 4	Monthly Status Report (OGARA)	Monthly by the 10th of the subsequent month
Item 5	Monthly Expenditure Report (OGARA)	Monthly by the 10th of the subsequent month
Item 6	Close out Report	30 days after grant end date

#### *Deliverables*

Items	Deliverables	Due Date
Item 1	Orientation for program participants must be complete within 2 weeks of recruitment activities ending.	Due two weeks after award
Item 2	Timesheets/ Attendance/ Program Updates	Bi-weekly
Item 3	55% of participants (minimum of 62 participants, if the total number of participants served is 150) that successfully complete the	By the end of the period of performance

	program must be placed in a job by the GRANTEE.	
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### ***Outcomes***

1. 75% of participants enrolled into the training program must successfully complete the program (i.e. 112 of 150 participants, if total served is 150).
2. 55% of participants that successfully complete the program must be placed in a job by the GRANTEE.

All program reports and deliverables must be submitted to DOES per the schedule provided above.

DOES will have sole ownership and control of all deliverables. GRANTEE must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

### **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 quality and quantity of the 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 quality and quantity of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, Notice of Grant Agreement (NOGA), if awarded, and included in the application.

### **Anticipated Number of Awards**

DOES intends to grant at least one (1) award. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

### **Total Amount of Funding to be Awarded**

The total amount of funding DOES anticipates being available for award is up to \$450,000.

### **Period of Performance**

The “Job Readiness Training Grant” will operate from the date of award through September 30, 2021.

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



## Location Requirements

If in-person training is conducted, **applicants must currently hold office space in the District of Columbia and be able to provide program services in the District of Columbia.** The on-site location **must** observe Center for Disease Control (CDC) guidelines for social distancing and sanitation. Each applicant must provide legal proof of ownership or occupancy of the site that will be used to the proposed program.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to host the program proposed by the applicant;
- Building lease or rental agreement that is current and valid.

The applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change

## Grant Making Authority

DOES maintains the right 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**

Organizations that are eligible to apply for this grant include the following:

- Non-profit, community, or faith-based organizations,
- Community colleges or other postsecondary institutions,
- Public, charter, or alternative secondary schools,
- Trade associations or chambers of commerce, and
- Private for-profit service providers

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**

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.

During technical/virtual site visits, GRANTEE is 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 GRANTEE's level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEE's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

### **Audits**

GRANTEE 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 GRANTEE's 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

GRANTEE and an overpayment is found, GRANTEE shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEE 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.

GRANTEE 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.

### **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, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, source of income, status as a victim of an intrafamily offense, and place of residence or business, 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.

### **Other Applicable Laws**

GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- 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.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Non-Profit Reimbursement Fairness Act of 2019

## **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

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

### **Section D: Program Narrative**

#### **Program Narrative**

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 how your programming is designed to provide quality service outlined within 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 desired service. (See Section A). Describe how your organization has historically provided programming or services, including the use of an in-person or virtual platform.
- The extent to which the applicant has provided a description of in person or virtual platform where program activities will be carried out.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.

## 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 their staff is well equipped with the skills necessary to effectively deliver the proposed program.</li> </ul>	
2	Participant Profile	20
	<ul style="list-style-type: none"> <li>The extent to which the applicant has described how the proposed programming is designed to provide quality services.</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>The extent to which the applicant has described their proposed program.</li> <li>The extent to which the applicant has provided a description of in-person or virtual platform where program activities will be carried out.</li> <li>The extent to which the applicant describes how its organization will meet the performance deliverables outlined in this RFA.</li> <li>The extent to which applicant describes the specific activities, strategies, and projects participants will be engaged in throughout the program.</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 DOES or other agencies within 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 Thursday, **June 3, 2021 at 5:00pm. EST.** Applications received after **5:00 p.m. EST** on June 3, 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, 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.

### **GRANTEE Program Compliance**

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

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

### **Program Launch**

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

### **GRANTEE 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 (Monthly Reimbursement)</b>	<b>PAYMENT #3 Per participant placement rate)</b>
30%	25%	45%

**PAYMENT #1 – Base Amount 30%:** GRANTEES that successfully complete the pre-program site visit, attend the mandatory pre-program trainings (VOS, Personal Identifiable Information Training, & Federal Tax Information Training) and orientation will be eligible to submit an invoice for the base payment amount.

**PAYMENT #2 – 25%** Each month’s payout will be determined by the eligible expenses and documentation provided by the GRANTEE. This will be a monthly reimbursable amount after the base payment has been expended.

**PAYMENT #3 –45%** A minimum of 55% of program completers (minimum of 62 participants, **if total participants served is 150**) must be placed into a job by the GRANTEE or through a

partner organization. There will be a per participant placement rate determined by the number of participants being served by the GRANTEE.

Grant	Payment Requirement
Job Readiness Training Grant	<ul style="list-style-type: none"><li>• Successful fulfillment of stated payment requirements</li><li>• Monthly expenditure report and supporting documentation</li><li>• Invoice</li></ul>

If the GRANTEE does 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**

GRANTEE 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**

Vanessa J. Black  
[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 Certification

- Valid DC Business License
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate

**Project Empowerment**

To be eligible for Project Empowerment, an applicant must meet the following requirements:

- 22-54 years old
  - District resident
  - Currently unemployed
  - Drug-free – Willing to take Urinalysis drug tests throughout the program
- In addition to the above criteria, participants must demonstrate a substantial need for intensive employment assistance by exhibiting at least three (3) of the following:
- Basic skills deficiency (determined by CASAS testing score)
  - Lack of a secondary education credential (No high school diploma or GED)
  - A documented history of substance abuse
  - Homelessness
  - A history of job cycling (not maintaining steady employment)
  - A conviction of a felony or previously incarcerated

Please Note: Any prospective participants who are recipients of Unemployment Benefits are required to discontinue benefits prior to enrolling in Project Empowerment. Failure to do so will result in prospective participants not being eligible to enter Project Empowerment. Individuals who are currently participating in a TANF work readiness program are not eligible to enroll in Project Empowerment. Additionally, any prospective participants who are recipients of government benefits including, but not limited to, TANF, SNAP (Food Stamps), and Social Security Income are required to disclose their program wages to the appropriate government authorities.

**DC Career Connections**

To be eligible for DC Career Connections, an applicant must meet the following requirements:

- District of Columbia resident
- Age 20-24 years old
- Permission to work in the United States
- Willing to take Urinalysis drug tests throughout the program