



**DISTRICT OF COLUMBIA GOVERNMENT  
OFFICE OF THE DEPUTY MAYOR FOR EDUCATION (DME)**

**WORKFORCE INVESTMENT COUNCIL (WIC)**

**FY2023 Talent Development Technical Assistance Grant (TDTA)**

**Request for Applications (RFA) Release Date: October 24, 2022**

**Application Submission Deadline: November 18, 2022**

**Virtual Information Session: November 2, 2022 @ 11:00am EST**

**Applications must be submitted via ZoomGrants**

**<https://www.zoomgrants.com/zgf/FY23TalentDevelopmentTAGrant>**

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## OVERVIEW

The DC Workforce Investment Council (DC WIC or WIC) is a private sector led board responsible for advising the Mayor, Council of the District of Columbia, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system. The mission of the WIC is to lead with a sense of urgency to create a fully integrated, comprehensive workforce development system that effectively meets jobseeker and employer needs while ensuring accountability, high performance, coordination, transparency, and effective leadership at all levels.

The DC WIC seeks to fund one (1) Grantee to support District of Columbia employers seeking to implement inclusive-hiring and talent development practices in their businesses, particularly as they work to address worker shortages. Inclusive hiring benefits workers who may face challenges to securing or accessing employment that enables them to provide for themselves and their family, including but not limited to individuals who: are available for work who are unemployed; have looked for work sometime in the past 12 months; who are employed part time but who want to and are available for full-time work; or who are employed but seeking a position with greater opportunities for economic advancement.

Inclusive-hiring and talent development practices benefit businesses by enabling them to diversify and broaden their talent pools, connecting them with jobseekers whose talents, skills, and experiences may be more clearly recognized through skills-based and other inclusive-hiring practices. District residents, particularly those without a four-year college degree, benefit when more employers can articulate and value the knowledge, skills and abilities needed to be successful in a job, and can recognize that jobseekers may bring knowledge, skills and abilities that are not demonstrated only through attainment of a college degree. Successful implementation of this grant will result in an increase in the number of District employers who incorporate inclusive talent development practices into their policies, procedures, and culture, and more District residents without a four-year college degree gaining employment in high-demand, high-wage jobs.

The Grantee will support the DC WIC in identifying businesses that are interested in implementing inclusive-hiring and talent development practices by supporting DC WIC's overall business engagement strategy. As part of this support, the grantee will develop informational and marketing materials, and assist the DC WIC in connecting with a minimum of 250 businesses. Additionally, the Grantee will support the DC WIC to host business-facing events and convenings.

The Grantee will also, with input and approval from the WIC, develop and facilitate individual and cohort-based training, technical assistance, peer-to-peer resource and base practice sharing, as well as capacity building support for employers seeking to develop and implement skills-based other inclusive-hiring practices. This may include, but is not limited to, topics such as reviewing the development of job descriptions, and enhancing businesses' policies and practices to promote inclusive and equitable hiring, development, retention, and advancement for their employees.

In addition to working with individual businesses, the Grantee will also identify and engage industry intermediaries to build their capacity to ensure that employers have ongoing and sustainable support to promote inclusive talent development in DC beyond this grant period.

## BACKGROUND

The DC WIC, as the state and local workforce board for the District of Columbia, launched an environmental scan to collect and synthesize information on how workforce partners and employer partners are engaging, designing, and delivering business services to identify and ultimately address employer needs. The results guided the creation of the District's vision for business engagement and service delivery, including where there may be opportunities for further collaboration among agency and employer partners on behalf of business customers. One area in which District employers seek additional assistance is in attracting and retaining a diverse pool of local talent. The DC WIC has an ongoing commitment to support businesses in developing a more diverse and inclusive talent pipeline and is seeking a grantee to help develop related resources and provide technical assistance and training.

## AVAILABLE FUNDING

The grant period is through September 30, 2023. The anticipated start date of the grant period will be in late-January, or the date by which a grant agreement is fully executed. **The total available funding for the grant period is \$500,000.**

Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. The WIC also reserves the right to, without prior notice, reduce or cancel any programs listed in the RFA, reject all applications, adjust total funds available, or cancel in part or whole.

The source of the funds for this grant is Coronavirus State and Local Fiscal Recovery Funds and shall be used as permitted by the American Rescue Plan Act of 2021 (ARPA) § 9901, Pub. L. No. 117-2, codified at 42 U.S.C. § 802 et seq. The Grantee is expected to comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal funds.

For more information, see:

American Rescue Plan Act of 2021:

<https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>

31 CFR Part 35 Interim Final Rule:

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

## ALLOWABLE USES OF FUNDS

Grant funds related to work performed will be provided on a reimbursement basis, aligned to successful achievement of goals, milestones and deliverables identified in the project plan. Funds must be used for the purpose and goals of the project. Costs must be allocable, reasonable, and necessary. Allowable costs are those that the WIC shall determine as valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget.

Non-allowable costs are costs that are unable to be allocated, unreasonable, and unnecessary. Examples of non-allowable costs include but are not limited to:

- Alcoholic beverages
- Entertainment
- Fundraising or lobbying costs

- Fines and penalties

### **Applicant's Indirect Costs Calculation**

An Applicant may include its indirect costs in its budget calculation. *See* the Nonprofit Fair Compensation Act of 2020, effective March 16, 2021 (D.C. Law 23-185, D.C. Official Code § 2-222.01 *et seq.*)

This may be done through use of a cost rate. In budget backup materials the Applicant should identify the one of the following bases for the calculation as required by D.C Official Code § 2-222.02(a):

1. The Applicant's current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government; OR
2. The Applicant may elect one of the following methods:
  - a. 10% of the grant's direct costs.
  - b. A new negotiated rate with WIC.
  - c. The same indirect rate that it has used with any District agency in the past two years; or
  - d. An independent Certified Public Account's calculated rate using federal Office of Management and Budget (OMB) guidelines

Although D.C Official Code § 2-222.02(a) requires WIC to provide for at least one of the methods listed above. However, these statutory requirements are inapplicable to foundations, hospitals, colleges, or universities.

If the Applicant proposes to use the services of a nonprofit subgrantee or contractor, it must propose to apply the same indirect cost rate to that entity's services.

Federal rules always control for federal funding. For federal funding that passes through the District to the Grantee, the indirect cost rate must be consistent with 2 CFR 200.331 or its successor.

### **APPLICANT ELIGIBILITY AND AWARD LIMITATIONS**

Nonprofit organizations, community-based organizations, and for-profit organizations are eligible to apply.

The WIC will notify Applicants if their application is not selected for funding. If an application is not approved, a summary of review findings may be requested.

Applicants must agree to provide two full years of financial statements upon request to be considered for a grant. Financial statements may be needed to determine that the Applicant is a viable candidate for funding.

All Applicants must submit evidence of being a legally authorized entity (e.g., 501(c) (3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the Applicant's business status, 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.

Applications that do not meet the technical requirements (e.g., incomplete application, ineligible organization(s), or missing documentation) will not be considered for funding.

Sensitive information such as trade secrets, commercial, or financial information disclosed in the application for, or administration of, Grantee project may be exempt from disclosure in accordance with Section 204(a)(1) of the Freedom of Information Act of 1976 (DC FOIA), effective March 25, 1977 (D.C. Law 1-96, D.C. Code § 2-534(a)(1)). In general, financial statements and information pertaining to the earnings of individual employees may be exempted from disclosure under the DC FOIA. Any additional trade secrets, commercial, or financial information that should be protected from disclosure under DC FOIA should be identified by Applicants or grant recipients.

Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a Project). A review panel will evaluate the applications for the grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, the grant award will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, the strength of the application, and the Applicants’ capacity to achieve the grant’s goals.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant is always able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise WIC in writing of this change in material conditions.

Additionally, the Grantee will be asked to participate in regularly scheduled weekly or bi-weekly meetings with WIC to discuss performance, disseminate and/or obtain information relevant to their program, and discuss policy changes and related requirements with Grantees.

**DEFINITIONS**

|                                  |  |
|----------------------------------|--|
| Applicant                        | The organization submitting the grant application.   |
| Grantee                          | The organization provided a grant by the District of Columbia.   |
| Project                          | Activities proposed in the grant application.  |
| Sub-Grantee                      | An organization receiving grant funds from the Grantee via a sub-grant or award to provide training or other services in support of this project.  |
| Employer / Business              | Businesses that are registered in the District of Columbia with one (1) or more employees.   |
| Talent Development               | The integrated processes an organization implements to attract, motivate, retain, upskill, and advance employees, leading to maximized potential, productivity, and output.  |
| Inclusive or Skills-Based Hiring | Refers to recruitment and hiring practices which emphasize including candidates from diverse backgrounds and focus on an applicant’s specific skillsets, competencies, and expertise rather than their level of educational attainment or employment history. These practices may also benefit individuals |

|                             |  |
|-----------------------------|--|
|                             | that may face more challenges entering employment in a competitive hiring environment, including those who are currently unemployed or underemployed.  |
| Diversity                   | Diversity refers to human qualities that are different from our own and those of groups to which we belong, but that are manifested in other individuals and groups. Dimensions of diversity include but are not limited to age, ethnicity, gender, physical abilities/qualities, race, sexual orientation, educational background, geographic location, income, marital status, military experience, parental status, religious beliefs, work experience, and job classification. |
| Inclusion                   | The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued.  |
| Equity                      | The guarantee of fair treatment, access, opportunity, and advancement for all staff.   |
| Capacity Building           | The process of improving an organization's ability to achieve its mission. It includes increasing skills and knowledge; increasing the ability to plan and implement programs, practices, and policies; increasing the quality, quantity, or cost-effectiveness of programs, practices, and policies; and increasing the sustainability of infrastructure or systems that support programs, practices, and policies.   |
| Professional Development    | A systematic process is used to strengthen the knowledge, skills, and attitudes of a particular professional workforce to meet professional and organizational goals that build capacity within the individual, organization, and education system for the purpose of ensuring success for all students.   |
| Technical Assistance (TA)   | The process of providing targeted support and/or consultation to an organization with a development need or challenge; may be offered in-person, virtually, or by phone.   |
| Career Coach DC (CDCC)      | This DC WIC funded program aims to expand the capacity of the public workforce system to support DC residents seeking to connect with education, workforce training, employment, and other services they may require to be able to successfully connect to or progress in their careers.   |
| American Job Centers (AJCs) | The System provides job seekers and employers streamlined access to an array of education, training, and employment services.  |
| One-Stop Operator (OSO)     | Provides administrative responsibility within the AJC system to coordinate the service delivery of required one-stop partners and service providers.   |

## REQUIREMENTS

The DC WIC seeks to identify a Grantee with relevant subject matter expertise and capacity to partner with to develop District-specific, inclusive-hiring and talent development tools, resources, and programs. The DC WIC will also leverage the support of national partner organizations which have worked with other states and localities to develop similar business-facing programs. The selected Grantee must be willing to collaborate with the DC WIC and partners to jointly customize and adapt a program for the District of Columbia.

The Grantee will work with the DC WIC and its national partners to research and identify best practices

for inclusive-hiring, talent development and employee retention practices, including developing materials and tools to support training, technical assistance, and capacity-building. These materials should also include those that can be used for a broader audience of employers and businesses, such as resources that can support assessment of an organization's hiring practices and inform development and implementation of equity-centered skills-based hiring, retention, and advancement practices.

As part of these efforts, the Grantee will support the DC WIC in developing marketing materials such one-pagers, online tool kits and other informational content to increase awareness of the DC WIC's work and other workforce development resources and partners, as well as these organizations' mission to support employers with emphasis on inclusive and skills-based hiring.

Additionally, the Grantee will support the DC WIC in outreach and engagement activities by identifying and connecting with a minimum of 250 employers in DC and the metropolitan region and facilitating connection of employers with hiring needs to talent resources available via the American Job Center system or other DC WIC programs. The Grantee will also be responsible for planning and delivering a convening for at least 150 employers or businesses, to be held in September 2023. To inform its work and help to identify potential businesses, the Grantee should engage employers directly, as well as or other relevant organizations such as staffing firms, sector intermediaries, and/or community-based organizations with industry partners. From the outreach and engagement activities, the Grantee will identify, recruit and convene, a cohort of at least 30 employers ("Cohort") to provide a deeper level of training, technical assistance and capacity-building to those employers' businesses to serve as a pilot group for implementation of the new DC WIC inclusive-hiring programming.

The Grantee will work with each Cohort participant to develop a training and technical assistance plan to identify and formalize goals, action steps and related metrics. This plan will guide their work for the duration of their engagement. Examples of goals and activities may include, but are not limited to, a review and evaluation of recruitment and hiring practices and policies, guidance around modifying position descriptions and requirements, training for HR and management staff around implementing a skills-based approach and development of organizational capacity-building strategies. Grantee will utilize the WIC's Salesforce and Data Vault platforms to manage engagement and track progress of Cohort participant towards their organizations' goals.

Beyond the business-facing activities, the Grantee will support sustainability of this grant's impact by developing and delivering a minimum of three to five capacity-building training for workforce development system partner and workforce intermediaries' staff, including the DC WIC, American Job Center partners, and other community-based organizations supporting jobseekers on business engagement and inclusive-hiring best practices.

Finally, Grantee will support evaluation of the DC WIC's business engagement efforts and support for inclusive-hiring and talent development practices through data collection and surveying and conducting analyses of inputs and outcomes from convenings, trainings, and other technical assistance delivery.

## **SUMMARY OF DELIVERABLES**

- Development and maintenance of a project work plan.



- Development and maintenance of a shared folder where project materials are maintained.
- Landscape analyses and recommendations on best practices and model for implementation in the District.
- Development and professional production of program related marketing and informational materials and content, including but not limited to one-pagers, presentations, and digital flyers.
- Development and professional production of business-facing toolkits, including an organizing framework for content, process checklists, linked or developed resources, assessments, and inclusive- hiring and talent development evaluation tools.
- Development of a business outreach target contact list and tracking information and outcomes for those referred to hiring resources
- Convening event with 150 employers in September 2023.
- Successful recruitment of at least 30 business to participate in a cohort to engage in technical assistance related to implementing inclusive-hiring and talent development practices: management and implementation with the cohort, including technical assistance training plans for participating businesses.
- Training for businesses on inclusive and skills-based hiring, retention, and advancement practices, as needed and confirmed by the DC WIC.
- Provide at least 3-5 best practice and capacity-building trainings to workforce system partners.
- Submission of required reporting outlined in this RFA.

## INFORMATION SESSION

The WIC will host an online information session for interested Applicants on **Wednesday, November 2nd**. To register, please send an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by **Monday, October 31st**. Recordings of the information session will be available within four business days following the live presentation. Registration for the information session is encouraged but not required, and the link to the information session will be available on the WIC's website at [www.dcworks.dc.gov](http://www.dcworks.dc.gov).

## SUBMISSION GUIDELINES

All Applicants are requested to submit a Letter of Intent notifying their interest in applying. **A Letter of Intent can simply be an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by Friday, November 4th**, including *SUBJECT: Employer Technical Assistance Letter of Intent*, and the name of the Applicant organization in the body of the email. While not required, this will help ensure all interested Applicants receive any updates regarding this grant solicitation.

All applications must be submitted via the ZoomGrants online application system. Additional information regarding registration and use of this tool will be posted to the WIC's website and provided during the information session.

**All applications must be submitted in the online system no later than: Friday, November 18<sup>th</sup> at 8:00 PM EST.**

All applications will be recorded upon receipt. Any applications received after the deadline will not be accepted. Unless requested by the WIC, any additions or deletions to an application will not be accepted after the specified deadline.

WIC is not responsible for malfunctions of the online platform. WIC advises prospective Applicants to upload any documents according to the online application guideline.

**Submission Components** - The response to the following should be for the entire grant period through September 30, 2023.

### 1) Experience and Qualifications

- A. Provide a brief explanation of the Applicant's mission, years in operation, and legal structure (for-profit, nonprofit, etc.). Provide a description of the Applicant's experience and qualifications. This should contain information on prior experience in developing or delivering activities such as those included in this grant, as well as experience supporting other projects of similar scope, scale, and/or complexity. Highlight experience in the District of Columbia.
- B. Provide information on the Applicant's experience in expanding access and or opportunity for historically underrepresented populations, and in developing or implementing employer policies related talent diversification, inclusive hiring and diversity, equity and inclusion in the workplace or around inclusive hiring practices.
- C. Provide details of Applicant's knowledge and experience with connecting with, convening, and/or supporting employers or businesses around talent development or inclusive hiring areas of focus. Briefly describe your experience providing coaching and/or consultative services to employers.
- D. Provide details of Applicant's experience developing public-facing materials promoting skills-hiring practices and other inclusive-hiring, retention, and advancement practices.
- E. Explain Applicant's experience developing and leading trainings and/or technical assistance, in person and virtually. Explain Applicant's experience developing and delivering large scale convenings.
- F. Provide details on the Applicant's experience and capacity to conduct landscape analyses, write and produce progress, recommendations, or evaluative reporting. Please submit a sample of a report written and produced by the Applicant.
- G. Provide details on the Applicants capacity to provide project management for projects of this size and nature. Please give specific examples of tools and methods used to support multi-partner, collaborative initiatives and what skills, capacities, resources, and internal structures the Grantee believes are critical to ensure overall project success.
- H. Provide information on the Applicant's current practices, policies, or tools it uses to implement skills-based hiring and/or other inclusive-hiring and talent development strategies within its organization.
- I. Provide details of Applicant's experience disseminating lessons learned, best practices, and successful program models for internal and external audiences, including experience increasing brand awareness and highlighting work through print and digital media.

- J. Describe the Applicant's track record of fiscal responsibility and stewardship.
- K. Describe past performance on District grants and/or contracts. Identify District agencies from which the applicant has received funding as a contractor, Grantee, and/or partner in the past five years. Provide specific information including – title, District agency, amount paid, and what was accomplished as a result of the funding. Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.
- L. Identify key personnel that will be involved in delivering the grant, including staff of the Applicant and any other partner or subgrantee organizations. Describe their roles and relevant skills, competencies, and qualifications. Resumes of key personnel should also be included, at minimum for those with the Applicant organization that will be directly involved in managing or delivering this project.
- M. Identify any sub-Grantee(s) included in the application. Provide information on their role(s), critical skills, competencies, and subject matter expertise they will bring to this project, as well as their brief organizational profile and its qualifications.
- N. If Applicant identifies partners or Sub-grantees that will work with Applicant to deliver the proposed program, please provide letter(s) of support indicating a commitment to this project and detailing their role(s). Letter should be on the partner or sub-grantee's letterhead.
- O. Applicants must include an organizational chart with the application.

## **2) Project Description**

- A. Provide a project plan that includes the milestones and timelines for launching and managing this Grant, including all noted deliverables. Please include examples and/or explain how Applicant plans to track implementation throughout the grant period to ensure deliverables and goals of this project are met and what steps will be taken to address challenges.
- B. Describe how Applicant will identify and review existing models and best practices related to inclusive and skills-based hiring programs and practices implemented by workforce boards or intermediaries. Please indicate if there are models Applicant would recommend and what factors, definitions or programmatic components or metrics will inform those analyses and recommendations.
- C. Describe the proposed strategy for developing a target list for employer outreach and recruitment. Please provide details on any specific business, industries or sectors that will be priorities and indicate what factors will be considered as part of prioritization.
- D. Describe the Applicant's approach to developing skills-based curricula for employer trainings. Identify any existing skills-based and inclusive-hiring training curricula it would plan to leverage. Propose the length and format for skills-based training for individual employers and the Cohort.
- E. Describe Applicant's approach to identifying and securing employer buy in and participation

related to using inclusive-hiring practices and talent development policies and practices. What types of messaging, events, tools, and collateral would be used to generate employer commitment to skills-based practices? Please indicate what metrics or outcomes would indicate programmatic success. Identify any relevant best practices or relevant Applicant experience.

- F. Provide a sample of the Applicant’s proposed agenda or event plan for the employer focused convening in September of 2023.
- G. Describe how Applicant will deliver individual employer technical assistance. Are there tools and/or resources the Applicant proposes to develop or leverage? Who (e.g., which titles or positions) in employer organizations would be targeted and engaged in these efforts?
- H. Provide a plan and summary timeline for the pilot cohort launch and implementation. Please indicate how activities would be structured and how activities, priorities and learnings would be captured and supported.
- I. Describe plans to support the workforce system through best practice and capacity-building training for intermediaries and workforce development system staff, including the DC WIC and American Job Center partners.
- J. Provide a sample of a similar report previously created, and an outline of the content that would be included in the final report and recommendations document.

### **3) Performance Measures**

- A. How will Applicant track and report outcomes of this grant required to successfully implement this grant, including an increase in the number of District employers who incorporate inclusive talent development practices into their policies, procedures, and culture, and more District residents without a four-year college degree gaining employment in high-demand, high-wage jobs.
- B. How will Applicant evaluate the effectiveness and satisfaction of employers engaged in convenings, trainings, and other technical assistance activities?

### **4) Project Budget**

- A. The Applicant must submit a budget narrative, budget workbook, and budget spend plan as part of your application package. Templates are provided in ZoomGrants.
- B. The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line-item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

## **REPORTING REQUIREMENTS**

The Grantee will be required to identify, track, and report on performance measures through monthly, quarterly, and final programmatic reports and conduct bi-weekly meetings with the WIC for status update.

The Grantee must submit the following reports as a condition of continued eligibility for funding.

The WIC will provide programmatic report templates with the grant award package. These reports, which discuss grant activities for the preceding month, will be due on the 15<sup>th</sup> day of each month. If a report's due date falls on a weekend or District holiday, the report will be due the next business day. The information collected will determine financial reimbursement.

Additional information will be requested in a pre-final monthly report (due 1-month before the completion of the grant), as well as a final grant report due within 15-days of the completion of the grant. WIC will provide additional guidance about the required elements of the pre-final and final reports. The final report must include quantification by the Grantee of the Project's outputs and describes the extent to which project outcomes met the objectives of the funded proposal. The report will also require the submission of data and analysis of the data.

Applicants will be required to use a WIC-designated performance and reporting system for reporting and will receive training and support with the use of the system as part of the grant implementation process.

## **REIMBURSEMENT OF PROJECT EXPENDITURES AND DISBURSEMENT OF FUNDS**

The WIC will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, the Grantee may be approved by the WIC to receive advance payments in accordance with WIC advance payment policies. If the Applicant seeks to be paid on an advance payment basis, it must request such payment in its proposal and explain why an advance payment method is being requested. Advance payment requests are not intended to cover a certain percentage of the proposed grant budget, nor should they be used to request the entirety of the proposed grant budget. Advance payments are intended to assist with start-up costs and requests should cover expected expenses for the first 30 to 45 days of the project period. The WIC reserves the right to suspend, deny, or limit advance payments to high-risk award recipients or any Grantee that is not in compliance with its reporting requirements.

To request reimbursement, the Grantee must submit invoices electronically through the DC Vendor Portal: <https://vendorportal.dc.gov/> Vendors are required to register on the vendor portal prior to submitting an invoice. Payments are processed according to the DC Quick Payment Act Of 1984.

Grantee will receive reimbursement for the monthly costs incurred once the documentation (detailed above) has been submitted for the month. If any documentation is missing or unclear, reimbursement may be delayed or withheld. Reimbursements will be capped at the awarded amount per budget period. Reimbursements will only be made on eligible and documented costs incurred.

## **MODIFICATIONS OF PROJECT SCOPE**

- Modifications to project scope must be approved by WIC staff.
- Grantee is expected to keep WIC staff apprised of the project's progress and to alert staff of any possible divergences from the approved original scope. Divergences could include, but are not limited to, changes in:
  - Cost;
  - Changes with Sub-Grantees and/or Partners; and/or

- Workshop timelines and/or materials used to deliver workshops.
- Grantee has up to 30 days after the final grant execution date to propose modifications to their project plan. Modifications proposed after 30 days may result in a reduced or forfeited close-out payment at project completion or unconditional rescission of award.

WIC staff reserves the right to approve or deny these requests based on the review of the modified application materials submitted by the Grantee.

## **REQUIRED DOCUMENTS**

Each of the following documents must be filed as part of the grant application, if applicable. If the document is not in this filing, WIC may not deem the application complete. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, WIC may accept a copy of the Applicant's request to the agency for the purpose of deeming the Application complete.

### **1) Clean Hands Certificate**

Obtain a Clean Hands Certificate from the District of Columbia Office of Tax and Revenue (OTR) verifying that the applicant is current and shall remain current on the payment of all federal and District taxes throughout the pre-award process and the grant's period of performance.

### **2) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the "Promises, Certifications, Assertions, and Assurances" ("PCA"). Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e., is "current") on all obligations outstanding to the District, including all District agencies. The Applicant must be "current" as of the date of the application and the date of a grant award. WIC requires, as a condition of continuing eligibility, that a Grantee stay current on such obligations during the period of the grant.

### **3) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). WIC defines "current" to mean that the document was completed within the same calendar year as that of the application date.

### **4) Tax Exemption Affirmation Letter (if applicable)**

The tax exemption affirmation letter is the IRS's determination letter of nonprofit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

## 5) Financial Statements

All Applicants are required to submit a copy of the most recent and complete set of audited financial statements available for the Applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the Applicant must provide, at a minimum, an organizational budget, an income statement (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 three years before the date of the grant application.

- 6) All Applicants are required to submit their **Employee Identification Number (EIN) System Award Management (SAM) status, and Dun & Bradstreet (DUNS) number**. If documents are not available at the time of submission, they must be available at the time of the award.
- 7) If applicable, Applicant must provide a copy of their subcontracting plan including Policies and Procedures Manual and/or another document that details their subcontracting plan. The Plan should include governing certain obligations of under the Small and Certified Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, et seq.).

## AWARD ANNOUNCEMENT

Anticipated time for processing applications is 45 days after the deadline for submission of applications. WIC will send a response letter to eligible Applicants, informing them of their application status. WIC may request supplemental documentation.

## UPDATES AND QUESTIONS AND ANSWERS (Q&A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up to date on the status and requirements of the grant for which it is applying.

The agency welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent via email to [dcworks@dc.gov](mailto:dcworks@dc.gov).

The agency will publish updates and Questions and Answers (Q&A) regarding the RFA online at [www.dcworks.dc.gov](http://www.dcworks.dc.gov) within four (4) business days after the information session and one week prior to the application deadline.

The deadline for receipt of any questions is ten (10) days prior to the application deadline.

## APPLICATION REVIEW

**1) Initial Screening**

Prior to the formal review process, each application will receive an initial administrative screening to ensure that all required forms, signatures, and documents are present. An application will not be evaluated by the review panel if:

1. The application is received after the closing date.
2. The application package is not complete (see requirements in Application Checklist).
3. The application narrative fails to address purpose or goals of the grant; or,
4. The application does not fall within the scope this RFA.

**2) Independent Review Panel**

This is a competitive grant. To ensure fair assessment of grant applications, WIC will convene a diverse review panel to evaluate eligible applications and submit a recommendation for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District’s community, their experiences in grant-making and program development, and their familiarity with the goals of this RFA. The panel members will review screened applications and submit scoring, ranking and comments to WIC.

**3) Final Review**

Based on the independent review panel recommendations, the Mayor’s budget priorities, the resources available, and the goals of the program, WIC will make the final funding decision after taking into consideration the independent review panel’s recommendations. **The final funding decision cannot be contested or appealed.**

**SCORING CRITERIA**

The application must provide sufficient information for the WIC to determine the merit of the application.

Applications will be evaluated based on the criteria outlined below. Failure to demonstrate how the proposed services meet these criteria may reduce the application’s score. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified.

| Technical Rating Scale |                      |  |
|------------------------|----------------------|--|
| Numeric Rating         | Adjective            | Description  |
| 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.                           |



| <b>Scoring Criteria</b>  | <b>Points</b> |
|--|---------------|
| <b>Project Content and Execution:</b> Evaluates the extent to which the proposal (including the approach, implementation plan and use of funding) are detailed, well organized, feasible and will successfully achieve the required activities; extent to which the proposed approach will increase employers’ use of inclusive-hiring and talent development practices.   | 45            |
| <b>Expertise and Capacity:</b> Evaluates an Applicant’s relevant experience connecting with, engaging, convening, and providing training/consultation to businesses. Evaluates an Applicant’s relevant experience promoting, providing training, and/or implementing inclusive-hiring practices and/or supporting employment outcomes for underrepresented individuals. Evaluates the extent to which the Applicant demonstrates implementation of skills-based and other inclusive-hiring strategies within their organization. | 40            |
| <b>Experience and Past Performance:</b> Evaluates an Applicant’s relevant experience successfully implementing projects of similar type, scale, and complexity and in a similar capacity.  | 10            |
| <b>Budget and Budget Narrative:</b> Evaluates if the Applicant clearly identifies and justifies the associated costs of this grant and demonstrates the internal controls and track record of fiscal responsibility and stewardship.   | 5             |

**APPLICATION CHECKLIST**

| <b>Instructions for Applicants: Ensure that the answers to all the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable.</b> |  |  |
|--|--|--|
| 1.   | Is the applying organization eligible for funding from WIC according to the eligibility requirements?                |  |
| 2.   | Does the proposal include a project description and all required information, including work examples requested?     |  |
| 3.   | Does the application include a numeric budget workbook, budget narrative and budget spending plan, and project plan? |  |
| 4.   | Do the line items in the proposal budget consider the allowable and non-allowable costs?                             |  |
| 5.   | Does the application package include a Certificate of Clean Hands that is active for the performance period?         |  |
| 6.   | Does the application package include IRS W-9 Tax Form?   |  |
| 7.   | Does the application package include a Tax Exemption Affirmation Letter, if applicable?                              |  |
| 8.   | Does the application package include the Applicant’s most recent audited financial                                   |  |

|     |   |  |
|-----|---|--|
|     | statements?   |  |
| 9.  | Does the application package include the organization's Policies and Procedures manual or another document that details a subcontracting plan, if applicable?                           |  |
| 10. | Is the Applicant registered in the System for Award Management (SAM)?   |  |
| 11. | Does the Applicant provide an EIN and DUNS number?  |  |
| 12. | If applicable, does the application include resumes of key personnel, and letters of qualifications, letters of commitment, and workplans of sub-contractors mentioned in the proposal? |  |

## **APPENDIX A**

### **TERMS AND CONDITIONS**

Funding for this grant is contingent upon continued funding. This RFA does not commit WIC to make a grant award.

WIC reserves the right to accept or deny any or all applications if it is determined to be in the best interest of WIC to do so. WIC shall notify the Applicant if it rejects their application. WIC reserves the right to suspend or terminate an RFA pursuant to its own grantmaking rules or any applicable federal regulation or requirement.

WIC reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to amend, extend, or rescind this RFA. WIC reserves the right to request additional information from any Applicant.

WIC shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The Applicant agrees that all costs incurred in developing the application for this grant are the Applicant's sole responsibility.

WIC may conduct pre-award on-site visits to verify information submitted in the application and to determine if the Applicant's facilities are appropriate for the services intended.

WIC may enter negotiations with an Applicant and adopt a firm funding amount or other revision of the Applicant's proposal that may result from negotiations.

WIC shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the Grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by WIC; and compliance conditions that must be met by the Grantee.

If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the Applicant to ensure compliance.

WIC reserves the right to withhold funds and/or withdraw a grant award to Applicants who change vendors during the period of performance prior to submission and approval by WIC.

**APPENDIX B****REQUIRED GRANTEE FORMS**

To remain eligible for this grant, all supplemental documentation must be submitted to WIC within 5 business days of receipt of grant award letter. An Applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds.

1. Proof of Insurance.
2. Automated Clearing House (ACH) Form – Approved Grantee will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved Grantee must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement - Applicants are required to sign an Equal Employment Opportunity (EEO) Statement with the District's Office of Human Rights.
4. Grant Agreement - Applicants are required to sign an agreement setting forth the terms and obligations that will serve as conditions for Applicant's receipt of the applicable grant funds.
5. If applicable, the selected Applicant will be required to execute a First Source Employment Agreement with the District Department of Employment Services governing certain obligations of Grantees regarding job creation and employment generated as a result of the grant under the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84, D.C. Official Code §§ 2-219.01 et seq.) and the rules and regulations promulgated thereunder, and Mayor's Order 83-265.