



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

**WORKFORCE INVESTMENT COUNCIL(WIC)**

**FY2022 CAREER COACH DC (CCDC) GRANT**

**REQUEST FOR APPLICATION (RFA)**

**ANNOUNCEMENT DATE: **January 5, 2022****

**SUBMISSION DEADLINE: **February 18, 2022 (12:00pm EST)****

**ONLINE INFORMATION SESSION:**

**January 14, 2022 (1:00pm-2:00pm)**

Authorized contact person for matters concerning this RFA is:

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## OVERVIEW

The DC Workforce Investment Council (WIC) is a private sector led board responsible for advising the Mayor, Council, 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 help create a fully integrated, comprehensive workforce development system that effectively meets jobseeker and business needs, while ensuring accountability, high performance, coordination, transparency, and effective leadership at all levels.

The DC Workforce Investment Council seeks to fund one (1) Grantee to support the District in providing career coaching services to DC residents affected by the COVID-19 pandemic and economic downturn. The Career Coach DC (CCDC) 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.

The Grantee will work in partnership with the WIC staff and WIC-identified government and non-government partners to provide intensive training and professional development to Career Coaches to ensure they are equipped with best practices in coaching. The Grantee will also support the development of District-specific tools, resources, and content customized to the local workforce and economic landscape and labor market. The Grantee will work with the WIC to ensure Career Coaches can provide a combination of virtual and in-person support to DC residents; this may include having Career coaches provide in-person services at public facilities such as libraries or recreation centers, or on-site with Grantee-identified partner organizations. In partnership with the WIC, the Grantee will be required to support a community of practice that will provide training to both Career Coach DC Career Coaches and frontline staff from other public workforce agencies.

## AVAILABLE FUNDING

The project period is February 28, 2022 – September 30, 2023. The project period will be divided into two budget periods for budgetary and funding purposes. **Total available funding for each budget period is \$3.4 million.**

The initial grant award will provide funds for the project during the first budget period which ends September 30, 2022. Funding for the subsequent budget period (non-competing continuation award) will be formalized through a grant award for year two. Year two support is contingent on satisfactory progress, the availability of funds

All grant expenditures and project activities must occur within the project period timeframe. 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 Workforce Investment Council also reserves the right to, without prior notice, reduce or cancel one or more programs listed in the RFA, reject all applications, adjust total funds available, or cancel in part or whole.

The source of the funds for these grants are Coronavirus State and Local Fiscal Recovery Funds and shall be used as permitted by American Rescue Plan Act of 2021 (ARPA) § 9901, Pub. L. No. 117-2, codified at 42 U.S.C. § 802 et seq. 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. 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.

In addition to management of this grant, funds should be used to provide salaries and benefits to Career Coaches.

Non-allowable costs are costs that are unallocable, 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, DC Act 23-565 [effective March 2021])

This may be done through use of a cost rate. In budget backup materials the Applicant should identify the basis for the calculation, addressing one of the following bases that District law permits it to choose:

1. Its current, unexpired, federal Negotiated Indirect Cost Rate Agreement (NICRA) rate, a negotiated rate with the federal government; OR

2. 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 2 years; or
  - d. An independent Certified Public Account's (CPA) calculated rate using federal Office of Management and Budget (OMB) guidelines (The cited statute required WIC to provide for at least one of these listed methods. However, the statute excludes the following from the requirement: foundation; hospital; university; college.)

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 federal regulation 2 CFR 200.331 or its successor.

## **ELIGIBILITY AND AWARD LIMITATIONS**

Non-profit 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 is protected from public record in accordance with D.C. Code § 2-534(a)(1). In general, all financial statements and information pertaining to the earnings of individual employees will be protected from public record. Any additional trade secrets, commercial, or financial information that should be protected from public record 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, grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, 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 at all times is 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, Grantees will be asked to participate in regularly scheduled meetings with WIC to discuss performance, disseminate and/or obtain information relevant to their program, discuss policy changes and related requirements with Grantees. Grantees will be asked to participate in capacity building, networking, and training offered by WIC and its partners; this will be outlined in greater detail in the grant agreement.

**DEFINITIONS**

|              |  |
|--------------|--|
| Applicant    | Organization submitting the grant application.   |
| Grantee      | The organization provided a grant by the District.   |
| Project      | Activities proposed in the grant application.  |
| Sub-Grantee  | Organization receiving grant funds from the Grantee via a sub-grant or award to provide career coaching or other services in support of this project.                    |
| Partner      | Organization that supports the project, such as in the recruitment of Career Coaches or the referral of clients to coaching but does not receive a sub-grant or funding. |
| Career Coach | Employee or contracted worker of the Grantee or a sub-Grantee providing career coaching services to District residents.  |
| Client       | Individual receiving career coaching services.   |

**REQUIREMENTS**

Grantee, subgrantees, and all individuals hired to provide Career Coach DC services will be expected to comply with COVID-19 vaccination requirements as outlined in [Mayor’s Order 2021-099](#).

**CLIENTS TO BE SERVED BY CAREER COACH DC**

The Career Coach DC (CCDC) program will provide no-cost career coaching to DC residents who:

- Are at least 18 years old
- Sign a self-attestation indicating that they were impacted by the COVID-19 pandemic
- Have not yet have completed a bachelor's degree or higher from an institution of higher education OR, if they have completed a bachelor's degree, provide documentation demonstrating that they are from a low- or moderate-income household (up to 80% of the Washington Metropolitan Statistical Area Median Family Income (MFI), previously referred to as Area Median Income (AMI). The MFI for a household of 4, as published by the U.S. Department of Housing and Urban Development (HUD) on April 1, 2021 is \$129,000).

The immediate goal of this program is to provide individualized assessment and coaching services to approximately 5,000 DC residents per 12-month period, to help them connect with education, training, or employment. This program seeks to help DC residents gain the knowledge, skills, and abilities critical to career advancement and economic mobility. While the goal of this program is to support the economic resiliency of thousands of DC residents in the short-term, this grant also seeks to enhance and build longer-term capacity within the workforce development system by expanding the career coaching capacity and resources in public workforce system staff and organizations.

This program seeks to support individuals most affected by the economic downturn resulting from the COVID pandemic, including those from historically underserved communities, women, minorities, and low-income individuals. To ensure that coaching services are accessible to these populations, the Applicant may indicate a proposed approach to partner with community-based organizations to identify and host Career Coaches. The Grantee will collaborate with the WIC on communication to workforce organizations and partners regarding the Career Coach DC program, including opportunities for partnership, training, and referrals.

### **EXPECTATIONS FOR CAREER COACHING SERVICES TO BE PROVIDED TO CLIENTS**

Career Coaches will support clients by providing skills-based, human-centered, and equity-driven career guidance. To ensure that the maximum number of DC residents can benefit from these services, Career Coach support to each client will be for a designated time period such as 90 days, or limited to a certain number of sessions, to be agreed upon between the WIC and the Grantee.

Coaching services are expected to include:

- Development of a client coaching plan
- Support for career exploration and career-readiness assessments and activities
- Referrals to education, workforce training, and employment opportunities
- Referrals and connection to resources and supportive services that clients may require in order to engage in education, training, or employment
- Follow-up with clients to measure and track success

Career Coaches will be connected with clients through in-person and virtual portals, to be finalized in partnership between Grantee and the WIC. The WIC will make available an online chat function on its website, accessibility by phone, and may work with government partners to identify no-cost space at public facilities for Career Coaches to provide in-person services.

Applicants may propose other tools through which to connect DC residents to Career Coaches; estimated costs and development of these tools should be included and accounted for in Project proposal.

Career Coaches may possess a range of experiences, qualifications, and certifications, however individuals identified by Applicant must be able to serve in the capacity of Career Coaches as outlined in this grant notice. Tailored training for Career Coaches will be developed and delivered in partnership between the Grantee and the WIC, so it is reasonable and expected that not all Career Coaches will be ready to deliver services on their start date. However, existing Career Coaches identified by the Applicant, or those to be hired to support this program, must demonstrate a readiness to provide these services.

**PROGRAM MILESTONES**

While the final timeline and outcomes for this grant will be codified in an executed grant agreement between the Grantee and the WIC, the WIC seeks to achieve the following milestones:

|                            |  |
|----------------------------|--|
| First 30-Days              | Development of Career Coaching model; identification of all tools and resources to be developed to support Career Coaches, including training plan; Career Coach DC hiring plan in place |
| First 45-Days              | Initial cohort of Career Coaches begin providing services to District residents  |
| First 60-Days              | Career Coach DC community of practice launched   |
| First 90-Days              | Career Coaches fully hired and/or fully staffed  |
| Year 1 of the Grant Period | Provision of Career Coach DC services to roughly 2,500 DC residents  |
| Year 2 of the Grant Period | Provision of Career Coach DC services to roughly 5,000 DC residents over 12-month period.  |

The WIC has identified best practices of interest and will leverage the support of national partner organizations which have worked with other states and localities to develop similar career coaching programs. However, the WIC recognizes that organizations that have developed and currently deliver workforce and/or career guidance and coaching models. The WIC seeks to identify a Grantee capable of bringing existing experience and resources to this program that is willing to adapt and collaborate with the WIC to jointly customize a program for the District of Columbia. The following are core activities and responsibilities of the Grantee:

- I. **Co-Create a Customized Career Coaching Program and Develop an Implementation Plan**
  - a. Work with the WIC to design and implement Career Coach DC.



- b. Work with the WIC to refine the CCDC program model, including coaching position descriptions and skills requirements and project work plan;
- c. Identify subject matter experts to support career coach onboarding and training. The WIC will also identify a national leader in workforce development to assist the WIC and Grantee with technical assistance, including coaching training resources based on best practices of other state career coaching programs. Grantee will have the opportunity to bring their best practice and/or existing resources to this program but will be required to work collaboratively with identified experts and the WIC to finalize coaching training and support materials (i.e., training curricula, training modules, etc.).
- d. Work with the WIC team and identified subject matter experts to refine and develop career coach training curricula and resources to include coaching pedagogy, program operations and reporting, skills-based hiring practices and workforce system-related topics;
- e. Co-create customized, District-specific training curricula, materials and resources for Career Coaches and workforce system staff;
- f. Establish standard operating procedures, create service plan schedules, establish performance metrics and outcomes, and develop reporting tools.

## **II. Hire and Manage Career Coaches**

- a. Hire, onboard and train a first cohort of a minimum of 15 coaches and initiate coaching services within the first 45 days of the grant.
- b. Recruit, identify or hire, train, manage, deploy and support 50 Career Coaches total;
  - i. This project estimated 50 Career Coaches based on full-time employees providing coaching services to an estimated 100 clients over a 12-month period.
  - ii. If Applicant wishes to propose other approaches, including using contractors, part-time or shared staffing models, those will also be considered.
- c. Grantee and the WIC will set goals for the composition of those hired as Career Coaches, to ensure that they reflect a diversity of perspectives, backgrounds, and experiences.
- d. Career Coaches may include individuals who:
  - Are newly hired by the Grantee to support this program
  - Are existing employees of the Grantee that meet the qualifications to serve as a Career Coach and can deliver the required services outlined in this grant
  - Are existing employees of sub-Grantees or partners identified by the Grantee, that meet the qualifications to serve as a Career Coach and can deliver the required services outlined in this grant.
- e. Qualifications for Career Coaches will be agreed upon with the grantee. Relevant background or experience for Career Coaches may include case management, career counseling, customer-facing experience and/or experience working with populations of eligible participants.

## **III. Oversee and Ensure Delivery of Career Coaching Services to Eligible DC Residents**

- a. Determine method of coaching service delivery, using equity-centered, need-based criteria

- b. Identify space and resources for deployment of coaching staff and services
- c. Manage operational provision and coordination of coaching services;
- d. Use an existing customer relationship management tool to capture and track customer intake and progress; the WIC will provide additional information to the Grantee regarding use of this tool, and Grantee will support the training of Career Coaches on use of the tool.
- e. Develop marketing and outreach content for program recruitment

**IV. Support a Community of Practice that includes Training for Career Coaches and Workforce System Staff**

- a. Develop and coordinate a career coaching community of practice (CoP) to ensure Career Coaches have the support and professional development resources they need;
- b. Document and share lessons learned from the Career Coaches and participating organizations.
- c. Create a sustainability plan indicating how the operations of the coaching CoP and the increased coaching capacity developed during CCDC will continue after program end.

**V. Program Outcomes and Reporting**

- a. Define metrics for measuring success of the CCDC
- b. Develop a performance monitoring plan, including data collection needs, that allows for ongoing program refinement
- c. Document progress toward the desired outcomes of the CCDC through regular reports to the WIC.
- d. Engage in continuous improvement based on data gathered and lessons learned.

## **INFORMATION SESSION**

The WIC will host an online information session for interested Applicants on **Friday, January 14, 2022 from 1:00pm-2:00pm**. To register, please send an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by Thursday, January 13, 2022. Recordings of the information session will be available within 3 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 encouraged 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 January 20, 2022**, including *SUBJECT: CCDC 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: 12:00pm Friday, February 18, 2022.**

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**

#### **1) Project Summary**

- A. Provide a brief one paragraph summary that explains the project.

#### **2) Experience and Qualifications**

- A. Provide a brief explanation of the Applicant's mission, years in operation, and legal structure (for-profit, nonprofit, etc.).
- B. Provide a description of the Applicant's experience and qualifications. This should contain information on prior experience in providing career coaching services as well as experience on other projects of similar scope, scale and complexity. Highlight experience in the District of Columbia.
- C. Describe the Applicant's track record of fiscal responsibility and stewardship.
- D. Identify any sub-Grantees included in the application. Provide information on their role(s), a brief organizational profile and their qualifications.
- E. Describe any Partners that the Applicant will leverage to support the recruitment and onboarding of Career Coaches or the referral of clients from target populations to coaching.
- F. If Applicant identifies Sub-grantees and/or Partners that they will work with to deliver the project, letters of support indicating a commitment to this project and detailing their role(s) will be required.
- G. 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 qualifications. Resumes of key personnel should also be included, at minimum for those with the Applicant organization.
- H. Applicants must include an organizational chart with the application.

#### **3) Project Description**

- A. Describe how Applicant intends to identify, recruit, and/or hire Career Coaches that

represent diverse backgrounds and perspectives. Describe how it will ensure equity and inclusion and engage current workforce system organizations.

- B. What is the Applicant's approach to onboarding and training Career Coaches?
- C. Indicate whether the Career Coaches will be employees or contracted workers of the Applicant or of other organizations.
- D. Describe the Applicant's approach to developing coaching curricula. Identify any existing career coach training curricula it would draw upon and the suggested process for developing training and resources on the local workforce development system. Indicate the expected length and format of Career Coach training.
- E. What is the proposed delivery model for coaching services (e.g., in-person, virtual, phone-based, a hybrid)? How will Applicant ensure that coaching services are accessible to those most in need of them? What coaching tools and/or resources does the Applicant propose to develop or leverage? What is the suggested coach-client engagement in terms of process, length, number of sessions, etc.?
- F. Describe plans to support and provide professional development to Career Coaches through a Community of Practice and other means. How would the Community of Practice be sustained beyond the end of the project? In what ways could CCDC be leveraged to increase capacity among staff and organizations of the District's workforce system over the long-term?
- G. Provide a work plan that illustrates the milestones and timelines for launching and keeping CCDC on track and moving forward to accomplish its required activities, including proposed timeline for hiring and onboarding Career Coaches.
- H. Briefly describe how the project management model will encompass all relevant required project activities.

#### **4) Performance Measures**

- A. The Grantee will be required to identify, track, and report on measures to assess the quality and success of the CCDC, including but not limited to impact on jobseekers and programs and resources in the workforce system. These may include the number of sessions and activities, achievement of a target number of activities in the client coaching plan, measurable skills gains, connection to employment, education or training, qualitative assessments of impact or client feedback. Identify at least three (3) key performance indicators the Applicant believes will best measure CCDC's success during the grant award period.
- B. Indicate how the Applicant would monitor and report on each of the suggested performance indicators. Provide details on how the indicator is defined, the source of the data and the frequency of collection.
- C. As a requirement of the funds for this grant, Grantee must be able to provide data regarding the total number of clients served by Career Coaches that are enrolled in training or connected to employment, at a minimum.

## 5) Project Budget

- A. Applicant must submit a numeric budget and a separate budget narrative as part of your application package.
- 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 the quarterly and final programmatic reports

The Grantee must submit the following reports as a condition of continuing eligibility for funding. A full list of the performance measures will be included in the grant agreement.

The WIC will provide a programmatic report template with the grant award package. 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 submission of data and analysis of the data.

### Report due dates are the following:

WIC will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

|                                 |            |
|---------------------------------|------------|
| Quarter 1 (January - March):    | April 15   |
| Quarter 2 (April - June):       | July 15    |
| Quarter 3 (July - September):   | October 15 |
| Quarter 4 (October - December): | January 15 |

If a report’s due date falls on a weekend or District holiday, the report will be due the next business day. WIC staff will monitor training progress by collecting information on a quarterly basis (every 3 months). The information collected will determine financial reimbursement for the training that has taken place in that period.

## 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") in Appendix 2. 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 non-profit 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 include Policies and Procedures Manual and/or another document that details their subcontracting plan.

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

WIC will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, WIC may advance funds at the beginning of the grant award period for good cause approved by WIC at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

To request reimbursement, Grantees 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.

Grantees will receive reimbursement for the quarterly costs incurred once the documentation (detailed above) has been submitted for that quarter. If any documentation is missing or unclear, your 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.

The final quarter of each annual budget period's costs will be considered a close-out payment for the grant and will not be reimbursed until reporting requirements outlined in grant agreement have been fulfilled.

## **MODIFICATIONS OF PROJECT SCOPE**

- Modifications to project scope must be approved by WIC staff.
- Grantees are 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
  - Hiring timelines
  - Training timelines and/or materials used to deliver training
- Grantees have 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 executive level review

of modified application materials submitted by the Grantee.

## **AWARD ANNOUNCEMENT**

Anticipated time for processing applications is thirty (30) 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 three (3) business days after each information session.

The deadline for receipt of any questions is one week 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 WIC to make a determination of merit of the applications.

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.

- **Project Content and Execution (40 pts.):** 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 equity and inclusion for those most in need of job search assistance.
- **Experience, Expertise, and Capacity (30 pts.):** Evaluates an Applicant's relevant experience in successfully implementing projects of similar type, scale, and complexity and in a similar capacity; extent to which the Applicant demonstrates the organizational capacity to implement the required activities.
- **Impact (15 pts.):** Evaluates the extent to which the Applicant identifies meaningful outputs and outcomes, as well as how the Applicant proposes to measure and report on the progress and impact of CCDC; extent to which the Applicant's plan to sustain the Coaching Community of Practice and embed coaching skills and practice into the District's workforce system after program close is articulated and feasible.
- **Budget and Oversight (15 pts.):** Evaluates if the Applicant clearly identifies and justifies the associated costs of this grant; and demonstrated the internal controls and track record of fiscal responsibility and stewardship.

**APPLICATION CHECKLIST**

|   |   |  |
|---|---|--|
| <p>Instructions for Applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable.</p> |   |  |
| 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 the information required of the proposal?   |  |
| 3.  | Is a numeric budget, and budget narrative, included in the application?   |  |
| 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 a DUNS number?   |  |
| 12.   | If applicable, does the application include resumes of key personnel 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 subsequent to 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 into 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 Grantees will receive disbursed tranche via an electronic transmission to the bank account designated for this grant. To establish this transfer, approved Grantees 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.
6. If applicable, Applicants will be required to provide a copy of 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.).