



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

**WORKFORCE INVESTMENT COUNCIL (WIC)**

**FY2022 IT and Healthcare Sector Training Grants**

**Request for Applications (RFA) Release date: March 23, 2022**

**Application closing: Wednesday, April 27, 2022 @ 8:00 PM EST**

**Applications must be submitted via Zoomgrants**

[www.zoomgrants.com/zgf/FY22SectorTrainingGrants](http://www.zoomgrants.com/zgf/FY22SectorTrainingGrants)

**Award Period: June 13, 2022 – September 30, 2023**



2235 Shannon Place SE, Suite 3031  
Washington, DC 20020

**T** (202) 715-2843  
**w** [www.dcworks.dc.gov](http://www.dcworks.dc.gov)

OVERVIEW .....	3
AVAILABLE FUNDING.....	4
ALLOWABLE USES OF FUNDS .....	5
APPLICANT ELIGIBILITY AND AWARD LIMITATIONS .....	6
REQUIREMENTS.....	7
ABSOLUTE PRIORITIES .....	9
DEFINITIONS.....	12
ELIGIBLE TRAINING PARTICIPANTS .....	13
INFORMATION SESSION .....	14
SUBMISSION GUIDELINES .....	14
REIMBURSEMENT OF PROJECT EXPENDITURES AND DISBURSEMENT OF FUNDS .....	19
MODIFICATIONS OF PROJECT SCOPE.....	20
REQUIRED DOCUMENTS .....	20
AWARD ANNOUNCEMENT .....	22
UPDATES AND QUESTIONS AND ANSWERS (Q&A) .....	22
APPLICATION REVIEW .....	22
SCORING CRITERIA.....	23
APPLICATION CHECKLIST .....	25
APPENDIX A .....	26
APPENDIX B .....	27
APPENDIX C .....	28

## 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 WIC seeks to create equitable opportunities for DC residents to access training that leads to meaningful careers. In recent years, the District's population has grown to more than 700,000, with expanding job opportunities across the public and private sectors, in fields as diverse as professional services and arts and entertainment. In early 2020, as noted in the District's recently updated 2022 Workforce Innovation and Opportunity Act (WIOA) State Plan, the District's labor force participation rate of 70% was above the U.S. average and steadily rising, and the District's 5.3% unemployment was its lowest in the past 30 years.

The COVID-19 pandemic that began in March 2020 has impacted the District's businesses, residents, and economy, as it has in much of the rest of the world. The effects of the pandemic and the consequences of the necessary steps taken to mitigate the spread of the virus, have been broad and have had disparate impact on residents—particularly those most at risk of disconnection and of falling further behind as the region and nation recover from the pandemic.

Those groups already experiencing economic disparities now face both lower labor force participation and higher unemployment rates. These groups include females, Hispanics, persons with less than a high school education, persons with some college or associate degree but no bachelor's degree, and non-citizens. To support equitable recovery, the WIC is investing in opportunities to connect DC residents to occupational training that leads to meaningful career opportunities.

The WIC has identified sectors and occupations with a strong current demand and future growth outlook that can provide pathways for opportunity and advancement to DC's residents. The WIC has identified three Absolute Priorities to support occupational skills training investments in Information Technology and Healthcare. The three priorities are:

**Absolute Priority 1: Information Technology Sector - Occupational Training (IT-OT)**

**Absolute Priority 2: Healthcare Sector - Direct Care Occupational Training (H-DCOT)**

**Absolute Priority 3: Healthcare Sector – Workforce Partnership Occupational Training (H-WPOT) program**

The WIC is now soliciting grant applications in this Request for Applications (RFA) from qualified organizations to provide full- or part-time Healthcare or Information Technology (IT) occupational

training to DC residents that lead to an industry recognized credential or certificate, and employment in a high-demand industry.

Applicants are encouraged to identify partnerships and collaborate with employers, community-based organizations, nonprofits, two- and four-year institutions of higher education, local departments of social services, labor unions, industry associations, philanthropic organizations, other training providers, and other relevant partners to develop projects that address barriers to employment to ensure Training Participants develop the requisite skills to successfully earn employment and career advancement, including earn an industry recognized credential or certificate.

Applications are due by **April 27, 2022, at 8:00 EST** and grant awards will be made within 45 days from the application deadline.

### **AVAILABLE FUNDING**

The award amounts will range from a minimum of \$100,000 to a maximum award amount of \$300,000 per grant period, subject to funding for an additional continuation grant.

All grant expenditures and project activities must occur within the grant period. Any costs that are incurred either before the start of the grant period or after the expiration of the grant period are not allowable. The grant period does not officially start until a grant agreement is fully executed.

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.

### **Absolute Priority 1: Information Technology Sector Occupational Training (IT -OT)**

Approximately \$1 million is available to fund occupational training in the IT sector. Grants will be funded for a 15-month grant period, with two budget periods. This grant may be subject to an additional 12-month continuation grant at the end of the initial 15-month grant period pending the availability of funds and WIC's determination that the Grantee's performance has been of a high quality.

The source of the funds for this grant is the Coronavirus State and Local Fiscal Recovery Funds<sup>1</sup> 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 must comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

---

<sup>1</sup> 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>

## **Funding for Absolute Priority 2: Healthcare Sector - Direct Care Occupational Training (H-DCOT)**

Up to \$662,000 is available to fund Healthcare sector training. Grants will be funded for a 15-month grant period, with two budget periods. This grant may be subject to an additional 12-month continuation grant at the end of the initial 15-month grant period pending the availability of funds and WIC's determination that the Grantee's performance has been of a high quality.

The source of the funds for this grant is the 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 must comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## **Funding for Absolute Priority 3: Healthcare Sector – Workforce Partnership Occupational Training (H - CWP) Program**

Up to \$659,000 is available to fund training programs that will address recommendations made in the Healthcare Workforce Partnership Healthcare Occupations Report. Grants will be funded for a 15-month grant period, with two budget periods. This grant may be subject to an additional 12-month continuation grant at the end of the initial 15-month grant period pending the availability of funds and WIC's determination that the Grantee's performance has been of a high quality.

The source of funds for this grant are the Establishment of a Healthcare Training Program under the Healthcare Workforce Partnership D.C. Official Code § 32–1685.

### **ALLOWABLE USES OF FUNDS**

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.

Allowable uses of funds include costs to support occupational training leading to credential attainment; space and materials for delivery of the training; provision of stipends and supportive services to ensure success of Training Participants; and other costs that may be required to support the proposed Program.

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, D.C. 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

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.

## **APPLICANT ELIGIBILITY AND AWARD LIMITATIONS**

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

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 and may request additional information or clarification from the Applicant, if required to fully review and score the application.

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.

## **REQUIREMENTS**

Grantee, subgrantees, and all individuals trained with these funds will be expected to comply with COVID-19 vaccination requirements as outlined in [Mayor’s Order 2021-099](#).

All programs must include:

- Training that leads to an industry recognized credential or certification in IT or Healthcare (see Absolute Priority requirements below); training may be in person, virtual, or a hybrid model, depending on the requirements of the proposed training.
- If training will be hybrid or virtual, a description of how participant digital access and literacy needs will be addressed must be included.
- Employment preparation, including job-readiness support.
- Preparation and support with job placement.
- Payment of academic costs, including the costs of books, supplies, and membership fees.
- A stipend for participants performance with a minimum stipend of \$750.00 and a maximum stipend of \$1,500.00 to be used by Participants toward living expenses and transportation.

Programs may include:

- Earn and learn opportunities;

- Internship or other on-the-job experience;
- Approved apprenticeships programs that can be completed in six (6) months or less;
- Wraparound supports or services, including but not limited to financial and career counseling;
- Other services, training, or experiences that address barriers to employment that individuals may face; and
- Integrated Education and Training (IE&T) training models.

All Applicants must:

- Propose Projects that best align with the identified high-demand sector and the occupations impacted by the Project.
- Establish a plan for recruitment, assessment, case management, career counseling, support services, contextualized learning and employer partnerships.
- Conduct outreach and recruitment to identify Training Participants.
- Provide qualified instructors and facilities for classroom related instruction and hands-on training.
- Provide qualified instructors and technological support for virtual or hybrid model instruction and training.
- Provide tools, other equipment and supplies that are required for participants' training and on-the-job learning, if applicable.
- Maintain weekly time and attendance records for each participant during the program period and submit attendance records to WIC as part of required monthly reporting to the WIC.
- Demonstrate the ability to connect program participants to the needed externship hours required for licensure.
- Provide test preparation assistance and pay for at least attempt at the licensing or certification exam(s) for each program participant.
- Administer tests and evaluate participants' performance during the program period.
- Submit monthly reports to WIC, such as participant attendance, training goals reached, and any participant challenges.
- Provide training that leads to portable, industry recognized credentials.
- Applications for a training provider and employer partnership must include a letter of commitment from the employer.
- Demonstrated relationships with healthcare or IT businesses and other industry partners, which will facilitate the ability to refer candidates to employers for interviewing and hiring purposes.
- Provide at a minimum of four hours of work readiness/employability skills training. These activities may include resume assistance, mock interviewing, test preparation etc. per month.
- Assist in the placement of individuals who successfully complete training into gainful employment.
- Grantee shall incorporate the provided WIC logo on programs, activities, and services funded by WIC, with review and approval by the WIC.
- Identify the roles of all partners, including subgrantees, if applicable, and include letters of commitment for partners named in the application.



- Provide financial literacy assistance to Training Participants, that may include providing information and/or assistance with opening a bank account, budgeting etc.

All Training must:

- Be completed in six months or less.
- Lead to an industry-recognized credential or certification.
- Be delivered by a licensed Training Provider or institution of higher education.
- Prepare participants to enter full-time, year-round employment.

This grant seeks to achieve the following outcomes for each funded Project:

- At least 75% of Training Participants will successfully complete training.
- At least 75% of Training Participants will obtain an industry recognized credential or certification and must receive documentation of skills gained in a format approved by the WIC and the Grantee.
- At least 50% of Training Participants that successfully complete training will be placed in unsubsidized jobs at or above 120% of DC's current minimum wage level of \$15.20 or \$18.24 per hour and are retained for at least six months after being hired.

## **ABSOLUTE PRIORITIES**

Each Applicant must identify which Absolute Priority outlined below it is seeking to address. Only grants that meet one of the Absolute Priorities will be considered for funding. Applicants wishing to develop a training program to address more than one Absolute Priority must submit a separate application for each absolute priority.

### **Absolute Priority 1: Information Technology Sector Occupational Training (IT -OT)**

Grants funded under this Absolute Priority support the establishment of the Information Technology training grants. [§ 32-1603\(c\)](#)

As the demand and wages for skilled IT workers remains high, the WIC seeks to develop opportunities for District residents and increase the capacity of licensed training providers to meet the skills development needs for in-demand occupations identified by District businesses and employers that have been engaged by the WIC.

Applicants seeking to provide training for careers in IT must ensure all training results in an industry recognized credential and/or certification. In addition, all participants must have adequate access to a computer as part of the education design. Training providers must offer access to Digital Literacy resources for participants who express or exhibit a lack of understanding of basic computer skills.

Training aligned with occupations identified in the [WIC's career pathway maps](#) for the IT sector will be considered, with a priority on training for certifications that lead to jobs in:

- **Cloud and Web Development**

Course must offer these components: Writing JavaScript programs using functions, for loops, and conditional statements. Use HTML to construct a web page with paragraphs, dials, images, links, and lists, add styles to a web page with CSS IDs and classes; Use conditionals and loops in a Java program, Use Java API documentation in writing programs, debug a Java program using the scientific method and write a Java method to solve a specific problem. Certifications: AWS Cloud Practitioner or Certified Web Development.

- **Computer Programming**

The course must offer these components. Identify core aspects of programming and features of the Python language, understand and apply core programming concepts like data structures, conditionals, loops, variables, and functions, Writing and running Python code, and design and write fully functional Python programs using commonly used data structures, custom functions, and reading and writing to files. Certifications: Certified Software Developer, Python PCEP, JavaScript Developer.

- **Certified Fiber Optic Technician**

The course must offer these components. Preparing cable for installation, installing fiber optic cable, preparing cable for splicing or termination, preparing cable for splicing, Mechanical splicing, Fusion splicing, preparing cables for termination, Installing connectors, Inspecting connectors, Testing connectors, Cable tracing/polarity, Connector inspection and cleaning, Cable and cable plant testing, Cable and cable plant troubleshooting, Optical power and system testing. Certifications: Fiber Optics Technician, Certified Fiber Optic Specialist, Fiber Optics Installer or Fiber Optic Splicer.

- **Network Specialist**

The course must offer these components: installation, configuration, and troubleshooting of a variety of desktop, server, and mobile operating systems, the installation, configuration, and maintenance of virtualization products and cloud platforms, installation, administration, and troubleshooting of networks, router setup and configuration, cybersecurity concepts and implementation of security solutions, and support for office applications. Certifications: Certified Network Associate, Network +, or Network Visualization.

- **Computer Support Specialist**

The course must offer these components: Setting up a workstation including conducting software installations and managing the safety and preventative maintenance of computers. Installing, using, and understanding operating systems, programs, technologies and file types. Configuring basic networks, including sharing, storage, and connection types and identifying and preventing security risks. Creating and formatting spreadsheets and analyzing and sharing information to make informed decisions and coordinating an email corresponds to provide integrated solutions for information management. Certifications: Information Technology Fundamentals (ITF) and Microsoft Office Certification must include Word, Excel and Outlook.

## **Absolute Priority 2: Healthcare Sector - Direct Care Occupational Training (H-DCOT)**

Grants funded under this Absolute Priority support the establishment of healthcare direct care worker training grants [§ 32-1603\(c\)](#)

The goal of this Absolute Priority is to provide solutions and training for District residents and employer partners; to solve the dire shortage of direct care workers that provide hands-on care to seniors and people with disabilities. The District relies on small private, mostly for-profit training schools that are certified and overseen by the Board of Nursing. The Higher Education Licensure Committee (HELC) approved trainers have very limited capacity and may experience difficulties in scaling up due to fund limitation required to hire more nurse instructors. The issue has been made a critical concern for the District to be responsive to the employers in the long-term care sector (which includes home health care and home support agencies, assisted living communities, adult day health and nursing facilities) and the need for funding assistance to help resolve the current trained staff shortage, which has been exacerbated by the COVID-19 global health pandemic. The WIC aims to provide funding for training such as Certified Nursing Assistant and Home Health Aide bridge classes, which can then be offered at no cost to District residents. This funding can also be used to provide training for stackable credentials such as training needed to become a Certified Medication Aide (MA-C), among other credentials.

Healthcare direct care worker training must include training that leads to a:

- Certified Nursing Assistant;
- Home Health Aide; or
- Certified Medical Assistant or a Certified Clinical Medical Assistant.

Applicants seeking to provide training for careers under Absolute Priority 2 must:

1. Provide mandatory internship and externship placements for all participants based on the program of study for District residents at job sites located in the District under the supervision of skilled program staff, to facilitate training outcomes and on-the-job learning.
2. Cultivate business relationships that lead to participants having the opportunity to job shadow and extern, with the goal of completing any required hours for licensure or employment.

## **Absolute Priority 3: Healthcare Sector – Workforce Partnership Occupational Training (H-WPOT) program**

The WIC-funded Healthcare Workforce Partnership is charged with increasing the number of District residents employed in the healthcare sector and to meet the staffing needs of District healthcare employers. Grants funded under this Absolute Priority support the establishment of a healthcare training program, as informed by the annual [Healthcare Occupations Report](#) (HOR). The HOR is produced by the Healthcare Workforce Partnership, a District-wide sector partnership funded and launched by the WIC in FY21 ([§ 32-1684\(e\)](#)).

Top five non-degreed healthcare occupations from 2021 Healthcare Occupations Report include:

- Certified Nursing Assistant (CNA)
- Certified Medical Assistant (CMA)
- Home Health Aide (HHA)
- Licensed Practical Nurse (LPN)\*
- Pharmacy Technician (PT)

\*Funding for Licensed Practical Nursing training will only be considered if the proposal includes training designed to upskill incumbent workers in the healthcare industry, and if training can be completed within a six-month period.

Grants will fund licensed training providers (must be licensed by the Higher Education Licensure Commission, HELC, if training is delivered in the District; must be licensed by other similar licensing bodies if training is proposed to be delivered outside of the District).

Applicants seeking to provide training for careers under Absolute Priority 3 must:

1. Provide mandatory internship and externship placements for all participants based on the program of study for District residents at job sites located in the District under the supervision of skilled program staff, to facilitate training outcomes and on-the-job learning.
2. Cultivate business relationships that lead to participants successfully completing the job shadow and externships requirements for certification requirement, with the goal of ensuring attainment of required hours for licensure or employment.
3. Must demonstrate alignment with the recommendations developed by the Healthcare Workforce Partnership, such as recommended curricula, training models, or other training program aspects included in the Healthcare Occupations Report.

**DEFINITIONS**

Applicant	Organization submitting the grant application.
Training Provider	Organization that will provide training proposed in the grant application. Must have appropriate licensure or accreditation, if applicable.
Grantee	The organization provided a grant by the District, including sub-grantees.
Industry-recognized Credential or Certification	An industry-recognized credential is a verification of an individual’s qualification or competence. A third party with authority (U.S. Department of Labor, 2010) issues a credential. Industry-recognized credentials are valued in the labor market and are a validation of

	knowledge and skill. They can take many forms, including certifications, certifications, and licenses.
Project	Activities proposed in the grant application, to include at minimum occupational training, credential preparation, and support connecting to employment.
Training Participant	Individual participating in training.
Digital Literacy	Supports and/or training that ensures Participants have the skills they require to live, learn, and work in a society where communication and access to information is increasingly through digital technologies like internet platforms, social media, and mobile devices. Training and supports that support digital literacy should support Participants' ability to find, evaluate, and clearly communicate information through typing and other means of digital communication.
Digital Access	Participants will be required to have access to tools and technologies, such as the Internet, virtual platforms and computers, that allow for full participation in the program.
Supportive Services	Supportive services are services that are necessary to enable an individual to participate in activities authorized under the grant. These services may include, but are not limited to, the following: (1) Assistance with transportation; (2) Needs-related payments; (3) Assistance with educational testing; (4) Reasonable accommodations for individuals with disabilities; (5) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear; (6) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (7) Payments and fees for employment and training-related applications, tests, and certifications.

## ELIGIBLE TRAINING PARTICIPANTS

All Training Participants under Absolute Priority 1 and Absolute Priority 2 **must**:

- Currently reside in the District of Columbia and remain residents for the duration of the training program.
- Be least 18 years old and have earned a high school diploma or equivalent.
- Sign a self-attestation indicating that they were impacted by the COVID-19 pandemic.
- 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).

All Training Participants under Absolute Priority 3 **must**:

- Currently reside in the District of Columbia and remain residents for the duration of the training program.
- Be least 18 years old and have earned a high school diploma or equivalent.
- Sign a self-attestation indicating that they were impacted by the COVID-19 pandemic.

## **INFORMATION SESSION**

The WIC will host an online information session for interested Applicants on **Monday, April 4<sup>th</sup> at 11:00 AM EST**. To register, please send an email to [dcworks@dc.gov](mailto:dcworks@dc.gov) by **Friday, April 1<sup>st</sup>**. Recordings of the information session will be available within 4 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, April 8<sup>th</sup>**, including *SUBJECT: IT and Healthcare Sector Training Grant 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: Wednesday, April 27, 2022 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 15-month grant period through September 30, 2023.

### **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 training for industry recognized credentials; case management of Training Participants; job readiness and/or job placement experience. Highlight experience in the District of Columbia.
- C. Describe the Applicant's track record of fiscal responsibility and stewardship.
- D. Identify any sub-Grantees and/or Partners included in the application. Provide information on their role(s), a brief organizational profile and their qualifications.
- E. If Applicant identifies Sub-grantees and/or Partners that they will work with to deliver the project, no more than 25% of funds can be sub-granted, and letters indicating a commitment to this project and detailing their role(s) are required.
- F. 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.
- G. Applicants must include an organizational chart with the application.
- H. Please provide any prior awarded contract or grant, evaluations and/or data that would highlight your organizations past performance and capability of successfully completing the stated program requirements.

### **3) Past Performance**

- A. Please provide data and a narrative that details experience providing the proposed training and/or supportive services to customers—this should include how long the organization has been providing this training; data regarding participant success rates in completing the training as well as earning industry-recognized credentials; and information regarding job-placement and wages earned of those who have successfully completed training.
- B. Please include reference letters from past Training Participants, employer partners, grantors, and/or contracting organizations; these letters should provide examples or attestation of Applicant's ability to successfully deliver proposed training and support for Training Participants.

### **4) Project Description**

- A. Identify which Absolute Priority this project seeks to address, as explained in this RFA.
- B. Describe how the Applicant will prioritize diversity, equity, and inclusion among its

staff and Training Participants.

- C. Identify the industry-recognized credential(s) Applicant proposes to offer Training Participants and identify the type and length of training that is being proposed.
- D. List the anticipated skills gained or sought to be enhanced through the proposed training.
- E. Describe the potential impact of the training on the Applicant's industry.
- F. Describe the instructional format (in-person, remote, or hybrid) and how this Project will support individuals who may have limited or no access to internet or devices required to participate in training.
- G. Identify where training will be provided, including whether it will be provided in Applicant's facility(ies) or at another location. If training will be provided at another location, please provide details for that location, if known, or how Applicant will identify a location if awarded a grant.
- H. If Applicant is not the proposed Training Provider, they must provide information about the proposed Training Provider that will deliver training, including an explanation of how and why the provider was selected.
- I. Applicants must provide a syllabus or detailed course outline for proposed training. The syllabus or training course description should list and describe topics and sub-topics included with the sequence, allotment of time, and relevant information about how instruction will be delivered. Inadequate course descriptions will result in delays or rejections.
- J. Applicant is encouraged to provide any additional information that may assist reviewers in evaluating whether the training is applying best practices, distinguishable from consulting services, reasonably priced, appropriate for proposed Training Participants, an allowable use of grant funds, and is logically related to the objectives and success metrics proposed.
- K. Describe how the Applicant will provide job placement and post-job placement support to Training Participants that successfully complete training and earn industry-recognized credentials.
- L. Provide a work plan that includes milestones and timelines for:
  - establishing the proposed training;
  - hiring of staff, if applicable;
  - recruiting Training Participants;
  - training start and end dates for each cohort;
  - delivering training and supportive services;
  - delivering job-readiness preparation and/or work-based learning, if applicable;
  - and
  - engaging in follow-up and post-employment support.
- M. Describe how the Applicant plans to collect input or feedback throughout the grant period to ensure successful completion of the Project.
- N. Briefly describe how the project management model will encompass all relevant required project activities.
- O. Briefly describe how and if Applicant will be able to sustain the proposed Program



beyond this grant period.

- P. Please describe how the Applicant will serve and track participant data for persons with Limited English Proficient (LEP) and Non-English Proficient (NEP).

### **5) Training Participants**

- A. How many individuals will participate in the proposed training?
- B. If multiple cohorts are proposed during the grant period, please provide additional information regarding cohort sizes.
- C. Describe the assessment and enrollment process for Training Participants and identify any minimum requirements for participation.
- D. How does applicant propose identifying, recruiting, and assessing Training Participants? Provide additional information about any partnerships, resources, or strategies Applicant proposes to meet projected training enrollment targets, and any assessments or tools Applicant plans to use.
- E. Describe how Applicant intends on identifying and addressing any barriers to training and/or employment including but not limited to, Low Literacy or Numeracy, Digital Literacy and Accessibility, transportation, Limited English Proficiency and Accessibility, that Training Participants may have or encounter.
- F. Will Applicant seek to recruit from historically underserved populations, including women or communities of color; formerly incarcerated individuals; low- or moderate-income individuals; or individuals who are currently unemployed?
- G. What supports will be provided to individuals that successfully complete training, including supports during and after they are placed in employment?

### **6) Performance Measures**

- A. The Grantee will be required to track, and report on the required measures identified in this solicitation to assess the quality and success of the Project.
- B. The Grantee will be required to meet the required reporting requirements including monthly and quarterly reports.
- C. Please describe how the Applicant will monitor and report on each of the performance indicators and explain what existing or new systems and tools Applicant will use to track and report progress. Provide details on how the indicator is defined, the source of the data and the frequency of collection to ensure that grantee can adhere to the WIC required reporting requirements.

### **7) Project Budget**

The Applicant must submit a budget narrative, budget workbook, and spend plan. WIC strongly urges Applicants to use the budget templates provide in the online application system.

- A. 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.”

- B. The budget spend plan should outline the projected expenses by month and should align with the milestones and timelines outlined in the work plan. Please note that funds in the spend plan should be monitored very closely by the Grantee. The WIC will track the spend rate and may make adjustments if spending appears to be off track from the final approved budget and spend plan.
- C. This 15-month grant period will include two budget periods. Applicant will need to clearly delineate the funds requested per budget period. Grant payments will be capped at the awarded amount per budget period.
  - a. Start of grant – through September 30, 2022.
  - b. October 1, 2022 – September 30, 2023.
- D. If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested.

## REPORTING REQUIREMENTS

The Grantee will be required to identify, track, and report on implementation and progress specified in the grant’s workplan and the status of the grant outcomes for all participants that receive grant funded services. The Grantee must submit the following reports as a condition of continuing eligibility for funding.

- Monthly Performance Reports (MPR)
- Quarterly Narrative Report (QNR)
- Final Performance Report

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.

Please refer to Appendix C for a list of data metrics grantees will be expected to report on. The WIC will provide additional details regarding programmatic reporting, including templates and a final list of data in the grant award package. This will include information such as qualitative and quantitative reporting on the extent to which the Project outcomes are met throughout the grant period.

**Monthly Performance Report (MPR)** –MPR is a quantitative report of all participants served through the grant program. The MPR aggregates individual participant records that the grantee has collected and uploaded as a data file on a monthly basis. The MPR is used to communicate outcomes of program activities. The WIC will use the grant-to-date data to assess grant progress and performance accountability.

**Quarterly Narrative Report (QNR)** – The QNR is a qualitative summary of grant activities that occurred during the reporting quarter, which include a status update on program activities, as well as participant information. Quarterly Progress Reports assist the WIC in tracking grant activities and outcomes as well as providing a “snapshot” of grant-funded activities for the current quarter and

cumulative quarters throughout the grant period of performance.

**Final Performance Report** contains a cumulative monthly progress reports submitted for the last reporting quarter at the end of the grant will serve as the grant’s Final Performance Report. The final performance report will provide both monthly and quarterly and cumulative information that reflect the grantee’s activities for the entire grant period of performance. The final performance report must summarize project activities, employment outcomes, certifications/credentials, other deliverables, and related results of the project, and should thoroughly document the training approaches used by the grantee during the entire period of performance.

**Report Due Dates**

Reports will be due on the following date. 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. WIC will provide a report template with the grant award.

<b>Report Type</b>	<b>Reporting Period</b>	<b>Due Date</b>
Monthly Performance Report	1 <sup>st</sup> day of month – last day of the month	The 5 <sup>th</sup> of each month. First report is due July 5, 2022
Quarterly Narrative Report #1	Start of Grant – September 30, 2022	October 5, 2022
Quarterly Narrative Report #2	October 1, 2022 – December 31, 2022	January 5, 2023
Quarterly Narrative Report #3	January 1, 2023 – March 31, 2023	April 5, 2023
Quarterly Narrative Report #4	April 1, 2023 – June 30, 2023	July 5, 2023
Quarterly Narrative Report #5	July 1, 2023 – September 30, 2023	October 5, 2023
Final Performance Report	Start of Grant – September 30, 2023	October 19, 2023

**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, 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. 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 payment, 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 payment once the documentation (detailed above) has been submitted. If any documentation is missing or unclear, your payment may be delayed or withheld. Payment will be capped at the awarded amount per budget period. Reimbursements will only be made on eligible and documented costs incurred.

Grantees may submit requests for reimbursement as frequently as monthly but no less than quarterly. Please pay special note to the reimbursement of project expenditures through September 30, 2022, as well as the final 3 months of the grant.

- Reimbursement requests for all activities through September 30<sup>th</sup> of each year must be submitted no later than October 5<sup>th</sup>. Failure to submit request for reimbursement by October 5<sup>th</sup> may not be paid.
- The final quarter of each grant 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. The payment will be paid in full if grantees meet the stated grant outcomes. If the project goals and outcomes fall below the projections, the payment will be pro-rated accordingly. If no goals are met, the close-out payment may be forfeited.

### **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.

### **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, Applicants will be required to 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 forty-five (45) days after the deadline for submission of applications. WIC will send a response letter to Applicants, informing them of their application status. WIC may request supplemental documentation. If an application is not approved, a summary of review findings may be requested.

## **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:

- A. The application is received after the closing date;
- B. The application package is not complete (see requirements in Application Checklist);
- C. The application narrative fails to address purpose or goals of the grant; or,
- D. 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

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.

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

The application must provide sufficient information for WIC to make a determination of merit of the applications.

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.

#### Scoring Criteria

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

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	<b>Organization Profile</b>	10
	<ul style="list-style-type: none"> <li>• The extent to which the applicant’s mission is relevant to the project.</li> <li>• The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed strategic category.</li> <li>• The extent to which the applicant has demonstrated experience engaging employers and partners.</li> </ul>	
2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described the participants to be served under the grant including the number and/or demographics.</li> <li>• The extent to which the applicant has described how the proposed programming is designed to provide quality outreach, recruitment, and pre-qualification of eligibility.</li> <li>• The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has described their proposed program and how they will achieve targeted outcomes.</li> <li>• The extent to which the applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal.</li> <li>• The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant.</li> </ul>	
4	<b>Past Performance</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant has demonstrated prior success in accomplishing similar goals outlined in the RFA.</li> <li>• The extent to which the applicant has provided supporting evidence and data to support their prior success in accomplishing the goals outlined in the RFA.</li> </ul>	
5	<b>Budget and Budget Narrative</b>	15
	<ul style="list-style-type: none"> <li>• The extent to which the applicant provides a clear explanation of how the budget amount is derived.</li> <li>• The extent to which the budget will effectively support the proposed program and achievement of target outcomes, and the allocation constitutes an effective use of resources.</li> </ul>	
<b>TOTAL POINTS</b>		<b>100</b>



## APPLICATION CHECKLIST

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.		
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, budget narrative and spend plan 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?	
13.	Does the application package include Letters of Commitment?	
14.	Does the application package include Reference Letters?	
15.	Does the application package include a workplan with all milestones and defined timelines?	
16.	Does the application meet at least one Absolute Priority?	

## **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.

## APPENDIX C

Below is a summary of the data that will be captured in the reports due through the project period. The WIC will provide additional details regarding programmatic reporting, including templates and a final list of data in the grant award package.

<b>Monthly Performance Reports (MPR)</b>		<i>5<sup>th</sup> Day of Every Month</i>
<b>Participant Roster/ Attendance Log</b>	Including	<b>Participant Progress Report</b>
Demographics <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Veterans</li> <li>• Disabilities</li> <li>• Adult</li> <li>• Youth (18-24)</li> <li>• Ward</li> <li>• Education Level</li> <li>• Employed</li> <li>• Unemployed</li> <li>• Incumbent Worker</li> </ul>		<ul style="list-style-type: none"> <li>• Program Narrative</li> <li>• Program Participant</li> <li>• Date of Enrollment</li> <li>• Status Report</li> <li>• Participant Roster</li> <li>• Credential Attainment</li> <li>• OJT, Work Experience, Internships and Externship</li> <li>• Work Verification</li> <li>• LEP/NEP</li> </ul>
<b>Quarterly Narrative Report (QNR)</b>		<i>Quarterly</i>
<b>Quarterly Narrative Data</b>		<b>Quarterly Quantitative Data</b>
<ul style="list-style-type: none"> <li>• Program Narrative</li> <li>• Program Activities</li> <li>• Success Stories</li> <li>• Program Challenges</li> <li>• Achievement</li> <li>• Concerns</li> </ul>		<ul style="list-style-type: none"> <li>• Number of District residents reached through referral, outreach, and recruitment activities, by source and/or activity.</li> <li>• Number of participants receiving assistance with barriers and supportive services, including types of barriers and needs identified.</li> <li>• Number of participants enrolled in the in the program and completing the first two weeks of training and/or other program activities (required outcome);</li> <li>• Number of participants withdrawing or dropping out of the program;</li> <li>• Number of enrolled participants that completed all required program activities and assessments;</li> <li>• Number of participants earning any relevant credentials offered;</li> <li>• Number of participants obtaining employment and wage data</li> <li>• Number of enrolled participants successfully retained for six months in a qualifying employment placement position</li> </ul>
<b>Final Performance Report</b>		
Close-out Report		
<ul style="list-style-type: none"> <li>• Achievement</li> <li>• Success Stories</li> <li>• Expenditures and Budget</li> </ul>		