



FY23 Hospitality Technical Assistance and Workforce Development Program

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA:	Friday, May 26, 2023
RFA ID #:	DMPED –FY23 – HTAWDP
Information Session:	Please refer to https://dmped.dc.gov/service/grant-opportunities
Submission Deadline:	Monday, June 26, 2023 at 5:00 pm (ET)

All applications must be submitted electronically. Hand delivered or mailed applications will not be accepted.

Incomplete applications or those submitted after the deadline will not be accepted. Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should submit applications no later than **one hour** before the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application. If this occurs, DMPED will not receive the application submission. See the “Submission Guidelines” section of this RFA for more information.

Submission Details:	Online submissions only. Please submit your complete application (including attachments) through the GrantVantage portal on the website for the Office of the Deputy Mayor for Planning and Economic Development: dmped.dc.gov .
Point of Contact:	DMPED Grants Team Phone: (202) 727-8111 E-mail: dmped.grants@dc.gov
Availability:	Download the application from the following websites: <ul style="list-style-type: none">▪ Office of Partnership and Grants - opgs.dc.gov▪ Office of the Deputy Mayor for Planning and Economic Development - dmped.dc.gov

I. Introduction

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) invites the submission of applications from qualified nonprofit organizations that provide technical assistance and workforce development training to small businesses within the hospitality sector. The purpose of the FY23 Hospitality Technical Assistance and Workforce Development Program (“**FY23 Technical Assistance and Workforce Development Program**” or “**Program**”) is to provide grant funds to one or more nonprofit organizations to support sales and marketing technical assistance to small businesses within the hospitality sector that are struggling to meet their pre-pandemic revenues and patronage. The Program will also fund workforce development training focused on increasing the number of skilled workers within the hospitality sector.

The Program will provide grant funds to one or more nonprofit organizations that can support the growth of businesses within the hospitality sector, including: food and beverage services; lodging; recreation, amusements, and attractions; and travel and tourism (collectively, “**Hospitality Businesses**”). Proposals should include how an applicant will support efforts to mitigate pandemic-related revenue and job losses by creating new business opportunities through sales and marketing assistance and by addressing current labor shortages through workforce development training specific to Hospitality Businesses. Proposals should demonstrate how the applicant's provided training will: (i) increase the sustainability of Hospitality Businesses; or (ii) provide existing and aspiring workers the skills needed to complete any mandatory training program, recertify or upskill to increase workers earning potential, address the Hospitality Businesses' labor shortage, and increase staff flexibility/expertise; provided that preference will be given to proposals that show the ability to do both.

The Program will be funded pursuant to the Deputy Mayor for Planning and Economic Development Limited Grant-Making Authority Act of 2012, effective September 12, 2012 (D.C. Law 19-168; D.C. Official Code § 1-328.04(t)) and the “American Rescue Plan Act of 2021”, effective March 11, 2021 (Public Law No: 117-2) (as may be amended or extended, “**ARPA**”). The Program is supported by the Economic Development Administration (“**EDA**”) State Tourism Grant Program.

II. General Requirements

Eligible applicants must meet the following minimum requirements to be considered for a grant:

- Licensed business in Good Standing with the Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's period of performance.
- Provide proof of property and liability insurance compliant with the requirements set forth in **Section XV** of this RFA.

- Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the teams' entities (see **Section XII**).

III. Eligible Applicants

Eligible applicants:

- Must be nonprofit organizations.
- Must show historical and current abilities to provide technical assistance and workforce development services tailored to Hospitality Businesses, as further described below.

Targeted Technical Assistance:

Eligible Applicants will have existing trainings and tools to help Hospitality Businesses develop a sales and marketing program. Strong applicants will have experience providing the following types of services:

- Identify new customer bases and revenue channels.
- Develop new product offerings and promotions.
- Increase visibility through online marketing, social media, print publications, and events.
- Utilizing data resources such as market trend reports and consumer sentiment analysis.
- Financial/accounting management and resources.

Workforce Development Services:

Eligible Applicants will have existing workforce training and tools tailored to Hospitality Businesses. Strong applicants will offer the following:

- Have partnerships with the Districts six Hospitality and Tourism or Culinary Arts Academies as part of DCPS career and technical education.
- Offer apprenticeships or other work-based learning opportunities with Hospitality Businesses for both students and adults.
- Provide credentialing for restaurant workers, such as ProStart, ServeSafe and ServeSuccess.

IV. Eligible Funding Uses

Grant funds may be used to support the following types of Grant programs targeted towards Hospitality Businesses and workforce needs:

- *Training programs:* Grant funds can be used to develop and implement training programs that provide individuals with new skills or upgrade their existing skills. This can include vocational training, job-specific certifications, technical skills development, and soft skills training. Applicants must show how Grant funds will be used to create new training programs or expand and enhance existing training programs.

- Apprenticeship and internship programs: Grant funds can support the establishment of apprenticeship and internship programs, enabling individuals to gain practical experience and on-the-job training in specific industries or occupations.
- Job placement services: Grant funds can be allocated for job placement services such as career counseling, resume writing assistance, interview preparation, and job search support. These services help individuals connect with employment opportunities that align with their skills and interests.
- Entrepreneurship and self-employment programs: Grant funds may be used for initiatives that promote entrepreneurship and self-employment. This can include training programs on starting and managing a business, providing mentorship, and offering financial resources for business start-ups.
- Technology and equipment: Grant funds can be used to invest in technology and equipment necessary for training and workforce development programs. This may include purchasing computers, software licenses, machinery, or other tools required to deliver high-quality training.
- Curriculum development: Grant funds can be allocated to develop or enhance curriculum materials, instructional resources, and training materials to ensure the delivery of up-to-date and relevant content.
- Evaluation and research: Grants may support evaluation studies and research projects aimed at measuring the effectiveness of workforce development programs, identifying best practices, and informing program improvements.
- Payroll costs to implement any of the above programs.

V. Ineligible Use of Funds

Funds cannot be used to pay for the following items:

- Acquisition/Purchase of real property
-
- Acquisition/Purchase of vehicles
- Federal and District taxes
- Any costs to satisfy liens and related penalties
- Government impositions
- Organizational overhead / general operating expenses (except payroll)
- Food or drinks
- Debt service
- To subsidize or defray the operating costs of for-profit businesses
- Capital investments
- Political or religious activities
- Expenses incurred prior to execution of the Grant agreement
- Activities outside the grant's scope

VI. Grant Monitoring

In its sole discretion, DMPED may use several methods to monitor the grant, including

monthly reviews of progress, review of performance planning, engagement efforts, and data collection. At any point, the grant is subject to a performance or financial audit.

VII. Submission Guidelines

All applications must be submitted via the online application system. All attachments must be submitted in Adobe Acrobat PDF or Excel (.xls or .xlsx) format. Any other formats will deem the submission incomplete.

Applicants must submit a completed online application to DMPED via the GrantVantage portal no later than the Submission Deadline. All applications will be recorded upon receipt. Any applications received after the Submission Deadline will not be accepted. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the Submission Deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.

DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents using Dropbox or similar applications due to access issues. In addition, please utilize read-only, non-modifiable format .PDF files only for any attachments to the application. Applicants must submit individual .PDF files only when attaching files to their application. DMPED will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. **Any attachments uploaded that are not .PDF files (unless otherwise requested) or are password protected files will not be read.** Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: Support@grantvantage.com.

Applications that encounter technical system errors must be reported to the GrantVantage Support desk using this email: Support@grantvantage.com.

Examples of events that would NOT be considered ‘technical system errors’:

- Failure to follow funding opportunity instructions.
- Failure to follow application instructions.
- Local internet problem at the time of submission on deadline day.
- Unable to see final application “Submit” button.
- Forgot username or password credentials.
- Security locked out of system resulting from forgetting password – too many wrong attempts.
- Failure to notify the GrantVantage Support Desk (Support@grantvantage.com) prior to 1- hour of Submission Deadline.
- Closing application during the submission process while the “Processing” indicator is still active.

VIII. Scoring Criteria

Applications will be evaluated based on the criteria outlined below. 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. Applications must provide sufficient information for DMPED to make a determination of merit of the Program proposal.

A. Program Description – 15 pts.

Applicants should describe and fully explain the Program being proposed in a program summary which includes the following items:

- Summary of its goals, objectives, and target population.
- Demonstration of how the applicant's provided training will: (i) increase the sustainability of Hospitality Businesses; and (ii) provide existing and aspiring workers the skills needed to complete any mandatory training program, recertify or upskill to increase workers earning potential, address the Hospitality Businesses' labor shortage, and increase staff flexibility/expertise.
- Description of the specific services and activities offered, such as training modules, mentoring, career counseling, job placement assistance, or other support services.
- Explanation of how the proposed Program meets the needs of the target population and how it addresses specific challenges or gaps in the hospitality industry or workforce development.
- Scope of work that details the use of the requested grant funds.

B. Capacity of the Applicant Team – 20 pts.

Applicants shall provide a list and description of the Program team, including the primary applicant entity (non-profit organization) and, if applicable, other relevant entities. Information should include a brief history of each organization and its principals.

Applicants shall provide information that explains the relationship among team members, their respective roles and contributions to the Program, and the overall management of the team. Applicants must speak to the team's ability to lead the Program., highlighting any past programs, demonstrated successes stories, and overall experience that relate to the goal of this RFA should be explained here.

Applicants shall provide an organizational chart of the applicant team showing key personnel from the primary or partner entities (if applicable) who will be working on the Program and a brief bio for each person outlining relevant experience.

The primary applicant entity must submit documentation (See additional detail in **Section IX.D**) demonstrating its status as a non-profit organization (ie: articles of incorporation, certificate of good standing, and signed by-laws).

C. Budget and Financial Information - 20 pts.

Applicants shall provide a comprehensive budget for the proposed Program, detailing the anticipated expenses and requested funding. Include information on how the funds will be allocated, such as personnel costs, training materials, administrative expenses, and participant support services. Ensure that your budget is realistic, well-justified, and aligned with the funding guidelines in this RFA.

D. Implementation Plan- 20 pts.

Applicants shall provide a detailed plan outlining how they will execute and deliver the Program. This includes timelines, milestones, staffing arrangements, partnerships or collaborations with relevant stakeholders, and any necessary resources or materials required. Demonstrate the feasibility and effectiveness of the implementation strategy.

E. Evaluation and Performance Measurement - 15 pts.

Applicants shall provide a detailed describing how they will assess the impact and effectiveness of the proposed Program. Explain the evaluation methods and metrics you will use to measure outcomes and track participant progress. This may include collecting data on job placements, wage increases, certifications earned, or participant satisfaction. The Applicant should highlight their commitment to continuous improvement based on evaluation findings.

F. Sustainability and Future Plans - 10 pts.

Applicants shall demonstrate its organization's commitment to Program sustainability beyond the funding period. Outline plans for securing additional resources, expanding partnerships, or leveraging other funding sources to continue or evolve the program over time based on evaluation results and new industry challenges in the long term.

IX. Checklist for Applications

- A. Verify that the application form is prepared on 8 ½ by 11-inch page format, using 11 – or -12- point Arial, Calibri, or Times New Roman type.
- B. Applications must be submitted electronically to DMPED through GrantVantage.
- C. Application shall include the requested information below:

- Applicant contact information
- Applicant entity information
- Narrative for FY23 Hospitality Workforce Development and Technical Assistance application (See **Subsection D** of this Section for required attachments):
 - Program Description
 - Capacity of the Applicant Team
 - Budget and Financial Information
 - Implementation Plan
 - Evaluation and Performance Measurement
 - Sustainability and Future Plans

D. Each application must include each of the following required attachments where applicable, completed by the *Primary Applicant Entity*, and that any applications submitted without pertinent attachments will not be considered for award:

- Attachment A: Basic Business License (DLCP)
- Attachment B: Clean Hands Certificate from the District Office of Tax and Revenue (OTR)
- Attachment C: Most recent audited annual financials (2021 or later)
- Attachment D: Certificate of Good Standing (DLCP)
- Attachment E: OTR Tax Certification Affidavit
- Attachment F: Articles of Incorporation
- Attachment G: Signed By-laws
- Attachment H: Organization Chart of Applicant Team
- Attachment I: Budget
- Attachment J: Statement of Financial Position (last 3 years: 2022, 2021, 2020)

X. 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 Submission Deadline;
- 2) The application package is not complete;
- 3) The Program synopsis/description fails to address the Program priorities; or
- 4) The application does not fall within the scope this RFA.

2. Internal Review Panel

Approved applications will be reviewed by an internal review panel that will submit scoring, ranking, and comments to DMPED.

3. Final Review

Based on an internal review panel of recommendations, the resources available, and the goals of the Program, DMPED will make the final funding decision. **The final funding decision cannot be contested or appealed.**

4. EDA Review

Upon approval of an application by DMPED, DMPED will submit a sub-award plan to EDA for approval. Upon approval from EDA, a grant agreement will be provided to the applicant explaining the terms and conditions of the grant, including the Department of Commerce's Standard Term Conditions and EDA's Specific Award Conditions from the EDA State Tourism Grant.

XI. Total Allocation for Grants and Amount of Award

The total allocation for this Program is \$1,625,000.00. Grant awards will range from \$300,000 up to \$1,625,000.00.

XII. Anticipated Announcement and Award Notification

Anticipated time for processing applications is forty-five (45) days after the Submission Deadline.

DMPED will send a response letter to eligible applicants, informing them of their status in the review process and requesting the following supplemental documentation.

1. Proof of Insurance – See **Section XV**.
2. Automated Clearing House (ACH) Form – Selected awardees will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, selected awardees must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution.
3. EEO Policy Statement – Selected awardees are required to sign an Equal Employment Opportunity (EEO Statement) with the Office of Human Rights.
4. Grant Agreement – Selected awardees are required to sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's

receipt of the applicable grant funds.

5. Ethics and Accountability Statement – Selected awardees may be required to sign an affidavit which attests to an absence of any prohibited contributions or solicitations for contributions.
6. Statement regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults – Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the teams' entities.
7. Certified Business Enterprises – If applicable, selected awardees will be required to execute a Certified Business Enterprise Utilization and Participation Agreement, by and between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, *et seq.*).
8. First Source Agreement – If applicable, selected awardees will be required to execute a First Source Agreement between awardee and DOES, governing certain obligations of awardee pursuant to D.C. Official Code § 10-801(b)(7), 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.

To remain eligible for this grant, all supplemental documentation must be submitted to DMPED within five (5) business days of the response letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** will be deemed ineligible to receive grant funds and the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

XIII. Terms and Conditions

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments after the issuance of this RFA, or to rescind this RFA.

DMPED 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.

DMPED 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.

DMPED may enter negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement (including requirements of The Nonprofit Fair Compensation Act of 2020 (NFCA), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01)); reporting requirements, including programmatic, financial, and any special reports required by DMPED; 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 law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Applicants selected for a grant award must comply with the Department of Commerce's Standard Terms and Conditions and the EDA's Specific Award Conditions for the Tourism Grant.

XIV. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grantee. Grantees should consult their tax advisor regarding tax income and tax liability concerns.

XV. Insurance

Insurance Requirements for Applicants

Prior to the award of grant funds, applicants must show proof of all insurance coverage required by law and by the Program. Insurance requirements for each applicant will be determined by DMPED prior to the award of grant funds. Insurance documents required to be submitted to DMPED prior to the award of grant funds include:

1. A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
2. Endorsements for each of these policies - except for Worker's Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents and volunteers as

additional named insured for liability arising out of performance of the award; and

3. A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors and subcontractors from each of the applicant's insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

Insurance Requirements for Grantees

The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified by DMPED in the grant agreement. The grantee shall maintain general liability insurance and any other insurance, consistent with District law. The grantee is responsible for adhering to the insurance requirements as set forth in the grant agreement.