



**District of Columbia  
Deputy Mayor for Greater Economic Opportunity  
(DMGEO)**

**Workforce Investment Council (WIC)  
Targeted Industry Partnership**

**Request for Application (RFA)  
RFA ID #: 2017-WIC-112104**

**Announcement Date: Friday, February 24, 2017**

**Submission Deadline Date: Friday, March 17, 2017  
Time: 3:00PM**

Workforce Investment Council  
Government of the District of Columbia  
2235 Shannon Place SE, Suite 3031  
Washington, DC 20020  
[www.dcworks.dc.gov](http://www.dcworks.dc.gov)

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Application Timeline  
(All times noted in this RFA are Eastern Standard Time)

Informational Workshop	Friday, March 3, 2017
Last day to submit RFA Questions	Wednesday, March 8, 2017
Request For Applications Due	Friday, March 17, 2017
Evaluation of Application	Monday, March 20, 2017
Announcement of Awardees	Wednesday, March 29, 2017
Initial Planning Meeting with Awardees	Friday, March 31, 2017
Program Commences	Monday, April 3, 2017

## **I. Background**

The purpose of the District of Columbia Workforce Investment Council (DC WIC) Targeted Industry Partnership grant is to promote and support partnerships between employers and training providers that will increase the alignment between business needs and workforce development strategies in order for businesses to have access to appropriately skilled employees, and to ensure job seekers have the skills, training and support they need to meet employer demand in vital sectors of the District of Columbia's economy.

DC WIC seeks grant applications for projects which will provide eligible District residents (unemployed and underemployed) with the applied skills and experience that significantly increase their employability through work-based learning. The WIC seeks to invest in innovative and cost-effective education and training models with clear measurable outcomes that demonstrate the ability for programs to be scaled or rapidly adapted across areas of the District, and foster greater connectivity between educations, skills and experience required for employment in the greater District of Columbia, Maryland, and Virginia (DMV) area.

The WIC intends to award performance-based grants up to \$115,955.83 per program model and up to \$347,867.50 in total, with the full grant amount to be paid upon achievement of specific program outcomes. The WIC reserves the right to fund less than six grants in total and/or fund any grantee at less than the \$115,955.83 maximum award per program model for this solicitation. These grants may be renewed for up to four years, at the discretion of the WIC. Funding for this award is contingent on continued fiscal year 2017 District budget appropriations, as well as availability of funds. The RFA does not commit the WIC to make a full or partial award.

With the transition to WIOA, the District is well positioned to further expand the District's innovative programmatic offerings and overall workforce system capacity. Because the development of new program offerings can be difficult to accomplish when solely leveraging WIOA formula funding, DC WIC has made funds available to allow for program development in three targeted sectors including **Healthcare, Information Technology, and Infrastructure (energy, utilities, and transportation)**. Preference will be given to grant applications that connect to and leverage existing District initiatives, as referenced in the respective grant descriptions.

**The following sections detail the components of a successful application. Applicants are required to submit applications online using the application link on the WIC web page under Workforce Intermediary Targeted Partnership by 3:00PM on Friday, March 17, 2017.**

## **II. Eligible Applicants**

Organizations that are eligible to apply for this grant include public or private organizations with demonstrated effectiveness in providing services that meet the employment needs of the District including non-profit, community or faith-based organizations; institutions of higher education; trade associations or chambers of commerce; targeted industry employers; private, for profit service providers; or labor union or labor management partnerships.

WIC encourages the participation of respondents who are certified as small businesses, minority owned firms and women's business enterprises. WIC is committed to Equal Opportunity in its procurement process.

Applicants are required to demonstrate that they have adequate financial, technological, and organizational capacity to successfully accomplish the requirements described in the RFA.

Applicants will be required to demonstrate that they have, or will have by the start of the grant period, access to appropriate facilities and equipment to meet the requirements of the grant. Facilities must be compliant with all applicable accessibility laws.

Applicants will be required to demonstrate that they have, or will have by the start of the grant period, appropriate staffing to meet the requirement of this contract.

*Priority will be given to applicants that:*

- Have a proven track record of meeting performance requirements of federal, district and/or private funders;
- Have demonstrated experience working with employers to meet employment needs and jobseekers facing challenges;
- Provide multi-disciplinary case management with comprehensive social support services and connections, where appropriate;
- Provide an innovative program that maximizes partnerships with the District;
- Provide contextualized and integrated education, occupational and placement programming as appropriate by program model; and
- Maintain sound participant tracking and program performance management systems.

### **III. Application Requirements**

The proposed project must be completed through the development and implementation of Targeted Industry Partnerships (TIPs). TIPs are industry-driven efforts that bring employers, industry associations, unions and other stakeholders together with educational institutions, training providers and other workforce development entities, to guide and customize training and other worker preparation activities within a targeted industry.

Applicants are expected to develop or enhance existing TIPs in the delivery of the proposed project. The focus must include developing talent in one or more of the District's targeted sectors, and high demand occupations, as identified in the District of Columbia's Workforce Innovation and Opportunity Act ("WIOA") 2016-2020 Unified Plan adopted on February 12, 2016, and serve at least one of the following industry sectors: **Healthcare, Information Technology, and Infrastructure (which includes Energy, Utilities, and Transportation, and was recently added as a high-demand sector by the WIC Board).**

Applications should include assurances that all WIOA and/or District regulations and data collection methods (Federal, State, and Local) will be adhered to. All participants enrolled under these grants will be subject to District required performance reporting (*see each category for reporting requirements*).

Application must include the following requirements, amendments and formatting to be considered “responsive”:

- Program Narrative (*5-7 pages*) addressing the components and elements outlined in Sections 1 and 2 and a Program Budget.
- Applicant organization’s CEO signature is a required component for all grants.
- If an applicant is applying for multiple grants, which is encouraged, multiple and separate application submissions are required.

**Application Narrative Sections:**

***Successful applications must contain a plan to address the following elements and components in Sections A through G below.***

**A. Program Elements**

**Training Description:** Applicants must describe their approach to training with a clear and detailed description of the training to be provided. Attaching full employer–driven curricula is encouraged.

- Explain how the curriculum was developed. Is it “off the shelf” from another source or unique to your organization/application? Describe if it was developed in conjunction with business and what the business/industry role was in its development.
- Describe the duration of training (in total class hours as well as overall duration in weeks/months) and how the length of training was determined. In particular, describe if this is an accelerated course or program.
- All training curricula delivered must be proven effective, either through successful local delivery or by evidence that the education and training provider is partnering with an institution elsewhere that has a proven track record of successful outcomes and employer satisfaction in the proposed training. Describe and justify how the proposed training meets this requirement.

**Credentials:** Applicants must describe and list the credentials that will be awarded and how they will be awarded.

- Are they national credentials?
- From what credentialing entity?
- Include links to websites of the credentialing entities related to the credentials.

**Work-Based Learning (WBL):** Applicants must describe their program model’s WBL elements and explain how those elements will be utilized. Examples of work-based learning include paid on-the-job training, customized training and/or work experience, short-term training, apprenticeship, and fellowships that are employer led. Work experience and on-the-job training wages should be at a minimum of \$13.85 based on the livable wage of the District. Training must include an integrated education and occupational skills training, training that leads to an industry–recognized degree or credentials, academic and career counseling, and wrap around support services.

**Outreach and Marketing:** Applicants must describe and explain how outreach will be conducted to market available services to District residents and recruit sufficient numbers of residents to meet program goals.

**Case Management:** Applicants must describe their plans for delivering case management for program participants including coordinating service with other service providers and helping individuals with their overall workforce and related service needs.

**Cost per Participant:** Applicants must specify the anticipated cost per participant and include a narrative detailing the factors that led to this figure.

**Number to be served:** Applicants must describe in detail the number of individuals that will be served through the grant.

**Metrics and Evaluation:** The applicant must describe how the project's success will be measured, including reference to how the applicant will achieve the performance outcomes described in Section VI below. How will data be used to make improvements to future efforts and realize increased Return on Investment (ROI)?

## ***B. Program Components***

**Engaging Employers:** Applicants must describe their work with employers to determine local or regional hiring needs, design training programs that are responsive to those needs, and secure commitments from employers to hire successful program completers where possible. TIP projects must include job placement and employer engagement activities that ensure both that real jobs will result from training and that program graduates are linked to available opportunities. Employment placement is one of the key project outcomes.

**Career Pathways:** Applicants must describe the seamless progression from one educational experience to another, and across work-based training and education, so individuals' efforts result in progress. Describe where the occupation the program is training for fits into a career pathway within the targeted sector.

**Special Populations:** Applicants must describe and explain how the partnership will serve special populations, which include ex-offenders, veterans, homeless adults, long-term unemployed, individuals with disabilities, and residents of Wards 7 and 8.

**Sustainability:** Applicants must describe and demonstrate that the key elements of the grant, as well as the partnerships established during the grant, will be sustained after grant funds cease.

**Innovation:** Applicants must describe, create or build upon new and evolving strategies, methods and partnerships that are likely to produce exceptional outcomes that can serve as a model for future investment and service delivery strategies.

### **C.     *Required Partnerships***

Targeted Industry Partnership (TIP) applications must include two industry sector employers, the employer can include, but are not limited to employer organizations, trade associations, and/or labor management organizations.

TIP applications may also include additional partners such as institutions of higher education, other labor organizations, community-based organizations and other partners. Collectively, applicants must have the necessary experience; capacity and expertise to successfully design and implement the proposed training program, and achieve and documented outcomes.

Applications must include a description of the partnerships, roles, responsibilities, commitment and contributions (financial or other) of each partner.

### **D.     *Program Participants***

During the grant period, the grantee will be responsible for enrolling and providing service to eligible DC residents. The grantee will receive customer referrals from the Department of Employment Services (DOES), a mandatory partnering agency, who may have limited to no experience in the one of the three targeted industries, but possesses an interest and aptitude in career opportunities. The grantee will work with DOES to ensure that referred job seekers meet the following requirements:

- Be a resident of the District of Columbia
- Be legally authorized to work in the United States
- Be 18 years or older
- Be able to achieve the academic requirements needed to pass entry exams and successfully participate in the training opportunity in one of the demand occupations.
- Possess the required career interests and aptitude to successfully enter into the programs.

Applicants must describe their targeted population, expertise in serving them, and unique recruitment, service, training and placement activities customized to the needs of that population.

In addition to targeting certain District populations, the WIC prioritizes projects that have District wide impact, work to reach or engage diverse populations, align with District wide economic goals, and reach multiple areas within the District wards 7 & 8. Describe any unique capacity and project plans with regard to these factors.

### **E.     *Organizational Capacity and Staffing***

Briefly provide a description of your organization, its history in delivering workforce development services, and in particular services similar to those being proposed. Describe qualifications of staff that will deliver training including instructors who will deliver the training. Include resumes of all staff or job descriptions for any positions that are not currently filled.



#### ***F. Budget and Budget Narrative***

All applicants must submit a budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Neither budgets nor budget narratives will count towards the page limitations for the program narrative. The program budget narrative must include timelines for expenditure of funds.

Budget narratives must detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards participants, administrative efforts, or other regularly occurring activities. All budget narratives must identify the average cost per participant.

Cost per participant (CPP) must not exceed the cap listed in the estimated award detail below. Applicants may request a waiver to exceed the CPP up to 10%, so long as there is adequate data and expenditure evidence provided to support the request and the request approved prior to the expenditure.

This is a competitive grant, the District of Columbia, acting by and through DMGEO which manages and oversees the WIC, and with administrative support from the Office of the Deputy Mayor for Planning and Economic Development (DMPED), intends to award multiple grants from this RFA for varying amounts not to exceed \$115,955.83 each, based on applications for the period of April 3, 2017 through September 30, 2017.

Grant Name	Maximum Grant Award	Program Funding Availability Date	Maximum Cost Per Participant
Healthcare	\$115,955.83	4/3/2017	\$5,700
Information Technology	\$115,955.83	4/3/2017	\$5,700
Infrastructure	\$115,955.83	4/3/2017	\$5,700

#### ***G. Leveraged Resources***

Applicants are encouraged to support the proposed program with funds leveraged from other sources, financial and in-kind contributions, and other supplemental contributions to the program from other resources. The budget narrative should include a section on leveraging of resources and in-kind contributions including the source or partner/funder entity whose support is contributing to the project, amount, and use of funds.

### **Section IV. Outcomes, Metrics and Evaluation**

The WIC contemplates award of performance-based grants of up to \$115,955.83 under this program model, with the full grant amount to be paid only upon achievement of all specific performance outcomes, and with partial amounts of the grant to be paid upon achievement of

each specific performance outcome, as described below. Applicants will be responsible for proposing a performance payment structure and timeline for benchmarking when each specified performance outcome will be achieved with the constraints noted in this section, and will be invoiced on a monthly basis for payment.

### ***Enrollment***

Forty percent (40%) of overall payments under this RFA will be based on successful achievement of enrollment outcomes. A successful enrollment is defined as a jobseeker that successfully completed the applicant's assessment process; applicant must complete at least ten days of training and/or other program activities conducted by program staff. The grantee will be responsible for enrolling and providing service to not fewer than 20 DC eligible residents during the initial grant period. While applicants may propose their own enrollment targets and performance payment structure, the grantee may not receive the maximum payment amount for required outcome without successfully enrolling at least 20 individuals.

### ***Placement and Retention***

Sixty percent (60%) of the overall payment under this RFA will be based on successful achievement of placement and retention outcomes. A successful placement and retention outcome is defined as a participant that is enrolled in program services (including post-training follow-up services) for a period of not less than ninety (90) days from the first day of employment as evidenced by submission of an employee paystub, and/or letter from the employer of record.

Placement wages within the industry should pay a minimum hourly wage of at least \$13.85, the livable wage for the District. If the job placement is made for an individual who was currently employed at the time of placement, wages must be increased by at least ten percent (10%) of current employment wages for the position.

The grantee will work with Department of Employment Services (DOES) to coordinate and report all placement efforts. Through the Business Services Unit at DOES, grantees can receive assistance in connecting jobseekers with industry opportunities with coordination of the business services unit. However, the grantee will need to devote additional staff and resources to placement efforts and will maintain sole responsibility for placement and retention outcomes.

### **Targeted Industry Partnership Project Outcomes**

The following table includes the Outcomes that are expected for Targeted Industry Partnership projects. Applicants are asked to enter their targets in the “Applicant Targets” column.

<b>Participant Outcomes</b>	<b>TIP Expected Outcomes</b>	<b>Applicant Targets</b>
Number of Participants (Minimum applicants per proposal)	20	
Number of participants from targeted populations	25%	
Number of Participants that completed training	85%	
Number of Participants that completed training and obtained industry-recognized credentials	80%	
Number of Participants that completed an internship or experiential learning	80%	
Number of Participants that obtained employment	70%	
Average Earnings (Industry Based Earnings)		
Skills Attainment		
<b>Employer / Employment Outcomes</b>	<b>TIP Target Goal</b>	<b>Applicant Targets</b>
Number of Internships created		
Retention of New Hires < 3 months or 90-days	70%	
Business Letter of Satisfaction (describing impact resulting from training e.g. wage gain, job creation/retention, transferrable skills, etc.)		
Return Business: Evidence that employers seek additional/subsequent trainees from the provider/program after initial placements.		
<b>Targeted Industry Measures</b>		
Number of Participants placed in “training related” employment.	80%	
Evidence that training is in-demand by industry (based on employer attestation or other methods).		
<b>System Outcomes</b>		
Number of New and Innovative Partnerships Developed or Partnerships Expanded. Tangible evidence provided by provider.		

**ADDITIONAL APPLICANT OUTCOMES:** Applicants should include any additional outcomes the applicant intends to use, and attach a brief narrative explaining why they are being used and how they will benefit the program.

## **V. Grantee Reporting and Data Collection Requirements**

Selected grantees will be required to collect, store, and report complete and accurate data relating to the services performed, including operational and program performance; client services provided; and participant demographic outcomes.

### ***Monthly Reports***

Grantees will be required to submit monthly reports of program status and progress to the WIC. The monthly report shall include, at a minimum, individual record data that includes race, gender, and employment status at entry, education attainment, and ward of residents; and include service delivery categories that allow WIC staff to report on the following interim measures and required outcomes:

- Number of jobseekers reached through referral, outreach, and recruitment activities, by source and/or activity;
- Number of jobseeker enrolled in the in the program and completing at least ten days of training and/or other program activities (required outcome);
- Number of enrolled participants with a complete individualized training and employment plan;
- Number of enrolled participants completing each type of service offered through the grantee's program (e.g. work readiness training, work-based learning, and support services)
- Number of enrolled participants that completed all required program activities and assessments, including earning any relevant credentials offered; and
- Number of enrolled participants successfully retained in a qualifying placement position.

Applicants will be required to describe how they will collect and report this data as part of the application process. Applicants must also describe how they intend to work with WIC to analyze data to support program improvements.

Monthly financial reports must be submitted on the form included with the contract and due before the 10<sup>th</sup> of each month. Financial reporting forms will be provided to the grantees during the initial planning meeting.

Financial reports must contain the status of all expenditures listed in the budget details each month. Program performance will be reviewed on a monthly basis. Failure to meet performance standards may result in grant suspension.

A grant closeout report must be submitted within 60 days from the conclusion of the program and after all job placements are verified and reported. The closeout report must include assessments on training outcomes, description of barriers to meeting goals if applicable, best practices learned, and return on investment.

Grantees will be required to submit monthly narrative reports describing their program's achievements during the preceding month. The monthly narrative reports should address the categories noted below:

***Narrative Report Requirements***

<b>Category</b>	<b>Narrative</b>
Program Activities	<i>Description of program activities provided during the monthly reporting period. Brief description of activities planned for next month and how those activities will help participants advance in and benefit from the program.</i>
Accomplishments	<i>Description of the grantees' significant accomplishments during the monthly reporting period.</i>
Challenges	<i>Description of the challenges encountered by the grantee during the previous month. Includes description of attempts to resolve challenges, gaps identified that could adversely impact the program success, and recommendations for improving services and outcomes, as well as any technical assistance needed from WIC staff.</i>
Capacity Development	<i>Description of staff development and capacity building activities undertaken by the grantee to support improved outcome.</i>

***Monitoring***

In addition to the required monthly reports and quarterly narrative reports, the WIC will engage in monitoring activities that may include, but are not limited to, site visits to grantee and partner facilities, interviews or surveys of program participants, and learning group meetings among grantees. Grantees shall make reasonable efforts to accommodate such monitoring activities. The WIC will make all reasonable efforts to ensure that such monitoring activities are not unduly disruptive of grantee's normal course of programs and activities.

**VI. Proposal Submission Process**

***Technical Assistance***

To ensure a fair and objective evaluation, questions related to the RFA that arise after the RFA posting must be submitted via e-mail.

Written questions will be accepted via email provided below through the following date:

Date	Wednesday, March 8, 2017
Time	5:00PM
Email	<a href="mailto:Anika.holmes@dc.gov">Anika.holmes@dc.gov</a>

Questions that are received after the deadline will not be answered. Written responses to questions received by WIC will be posted on the WIC website only. It is respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions. In the event that responses modify any of the terms, conditions, or provisions of this RFA, documentation will be given via a subsequent amendment to the RFA.

At the discretion of the WIC, if it becomes necessary to revise any part of this RFA, an addendum will be posted on the WIC website, [www.dcworks.dc.gov](http://www.dcworks.dc.gov) and Office of Partnership and Grants (OPGS) website, [www.opgs.dc.gov](http://www.opgs.dc.gov).

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFA, read responses to questions, and remain updated on other information that may affect this RFA.

Each respondent, upon receiving notification by the WIC via a published addendum, must insert the information indicated in the RFA package. Failure to acknowledge any addenda will result in disqualification or rejection of the application.

### ***Policies and Procedures***

WIC reserve the right to delay, amend, reissue, or cancel all or any part of this RFA at any time without prior notice. WIC also reserve the right to modify the RFA and timeline as deemed necessary.

The RFA does not commit the WIC to accept any application, nor is the WIC responsible for any cost incurred by the respondent in the preparation of responses to the RFA. The WIC reserves the right to reject any or all of the applications, to accept or reject any or all items in the application, and to award the sub-award in whole or in part as is deemed to be in the best interest of the WIC.

The WIC reserves the right to negotiate with any respondent after the applications are reviewed, if such action is deemed to be in the best interest of the WIC.

When funds are not appropriated or otherwise made available by the WIC to support continuation of this RFA or any sub-award(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The sub-recipient shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this sub-award.

Respondents who wish to amend an application previously submitted must re-submit the entire application prior to the deadline noted in the RFA. In the event that multiple applications are submitted by the same entity, only the last RFA submission received prior to the deadline will be reviewed.

Applications received after the denoted closing date and time will not be considered.

The entire cost of the preparation of the application, and any related cost shall be borne by the respondent.

### ***Review Process***

The application review and evaluation process will be conducted utilizing a fair objective process that adheres to District's Procurement Policy and the District's Grant procedures, and all other applicable district and federal regulation.

All applications that pass the pre-screening review will be evaluated by impartial evaluators and scored using a scoring rubric. Applications receiving an overall rating of at least 70% of the total

available points will be considered as qualified to receive an award. Applications determined to be most advantageous to the local area per the discretion of the WIC's Workforce Intermediary as well as overall cost and other factors may be considered in this assessment. Priority may be given to those proposals that offer the most promising approaches to meeting the needs of the targeted population identified in the RFA.

WIC may select a proposal based on the initial information received; however the WIC reserves the right to request additional data.

### ***Community of Practice***

All grantees once awarded must participate in mandatory technical assistance calls as scheduled by the WIC, quarterly Demand Industry Council meetings, and Community of Practice Forums as they related to the WIC Workforce Intermediary Programs, Career Pathways and Industry Symposiums.

### ***Informational Meeting***

An Informational meeting regarding this RFA will be held on Friday, March 3, 2017, at the Workforce Investment Council, located at 2235 Shannon Place SE, Suite 3031, Washington, DC 20020. Attendance is strongly encouraged.

### ***Applicant Submission***

Applicants are required to submit their application online using GiftsOnline application system link on the WIC's web page under Workforce Intermediary Targeted Partnership Grants by 3:00PM on Friday, March 17, 2017. Please submit all attachments in PDF format.

*No incomplete or late applications will be considered.*

### ***Submission Guidelines***

Eligible applicants must be able to demonstrate fiscal and administrative capacity by responding to the grantee qualifications and responsibilities list below. A grant award is contingent upon fiscal administrative qualifications and successful grant execution. All applicants must provide the following minimum documentation of qualifications

#### **List of Required Forms**

1. Statement of Certification
2. Arrest and Conviction Statement
3. Ethics and Accountability Statement
4. Insurance Policies Affidavit
5. IRS W9 Form
6. Master Supplier Form
7. Clean Hands Certificate (acceptable certificate dates between 2/24/17 – 3/17/17)
8. Documentation proving IRS tax status (e.g. 501(c)(3) determination letter)
9. Audited Financials
10. Equal Employment Opportunity (EEO) Policy Forms

Proven fiscal capacity for program management and fiscal reporting, including a copy of the organization's most recent independent annual report audit with all related attachments and the most recent Form 990. For a sole proprietor or for profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year-end balance sheet and income statement. If no audited statements are available, provider must supply equivalent financial statement certified by provider to fairly and accurately reflect the provider's financial status.

## **VII. Certifications and Assurances**

- A. *Insurance Requirements.* The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).
1. **GENERAL REQUIREMENTS.** The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.
    - a. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.
    - b. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in



conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

- c. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.
  - d. Employer's Liability Insurance. The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
2. DURATION. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.
  3. LIABILITY. These are the minimum insurance requirements established by the District of Columbia. HOWEVER, THE MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.
  4. GRANTEE'S PROPERTY. The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
  5. MEASURE OF PAYMENT. The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.
  6. NOTIFICATION. The grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.
  7. CERTIFICATES OF INSURANCE. Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of Contracts, Procurement and Grants  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning and Economic Development  
1015 Half Street, SE, Suite 675  
Washington, DC 20003

- B. *Nondiscrimination in the Delivery of Services.* In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving District funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace Act of 1988; and • District of Columbia Human Rights Act of 1977 and DC Language Access Act of 2004.

## **VIII. Evaluation and Grant Award Process**

### ***Application Process***

The RFA will be released on Tuesday, February 28, 2017. The RFA will be posted on the District's Grant Clearinghouse Website at <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>. All applications must be submitted online by following the links and instructions posted to this website.

Proposals submitted under the Request for Grant application should be ready to commence immediately after award notification. The grant period will be from the date of execution through September 30, 2017.

A technical information workshop on the RFA will be held on Friday, March 3, 2017 at 2:00PM at the Workforce Investment Council, located at 2235 Shannon Place SE Suite 3031, Washington, DC 20020. Attendance is strongly encouraged.

For additional information, contact LaToyia Hampton, Grants Manager of the Office of the Deputy Mayor for Planning and Economic Development, at [Latoyia.hampton@dc.gov](mailto:Latoyia.hampton@dc.gov).

All questions concerning this RFA must be submitted in writing via electronic mail to [Anika.holmes@dc.gov](mailto:Anika.holmes@dc.gov).

All applications should be submitted to the DC WIC's webpage at [dcworks.dc.gov/](http://dcworks.dc.gov/) by 3:00PM on Friday, March 17, 2017. From the homepage, applicants will be directed to a page where they can upload applications and attachment.

### ***Evaluation***

Each application determined to be responsive will be evaluated by a team of reviewers. Team members will represent a range of expertise in workforce development and the targeted industry sectors and may include WIC staff; other DC agency staff; and professionals from national and/or local organizations and businesses. The review team will evaluate and score applications based on the points assigned to each section of the application. After scoring and ranking all responsive applications, the review team will recommend up to six (6) applicants for funding.

Proposals will be evaluated on the basis of the following criteria:

Evaluation Criteria	Total Points
Program Narrative/Design	50
Organizational Capacity and Staffing	15
Performance Outcomes and Budget	25
Data Collection and Evaluation	10
Total	100

### **Program Design (50 of 100 points)**

Applicants will be evaluated on whether each of the elements of their program design demonstrates an understanding of the overall goal of the RFA, identifies an innovative high quality strategy and set of activities to achieve all program outcomes, are feasible, and reflect the development of key partnerships that will contribute to the success of the program particularly with DOES and key industry stakeholders.

### **Organizational Capacity and Staffing (15 of 100)**

Applicants will be evaluated on their organization's proven capacity to deliver a program of this type; ability to demonstrate appropriate programmatic and fiscal management systems and facilities to deliver the services and activities proposed; and a detailed staffing plan and structure designed to effectively deliver proposed program services. Information reviewed in making the determination will include description of the proposed program; budget and other financial documents; financial management systems and grant accounting experience; relevant experience administering performance-based awards and capacity to manage financial risk in the event of falling to meet performance targets; and the qualifications of key staff that will execute grant activities.

### **Performance Outcomes and Budget (25 of 100)**

Applicants are required to propose a set of outcomes that they anticipate achieving through this grant, as well as a performance payment structure and timeline for when the benchmarks will be achieved. Applications will be evaluated on whether their performance outcomes are feasible, given planned program elements, and lead to substantial gains for participating jobseekers. Applicants are required to submit a detailed program budget including leveraged funds and in-kind match, and will be evaluated on whether it is consistent with their program design and proposed outcomes and reflects a clear understanding of the performance-based nature of the RFA.

### **Data Collection and Evaluation (10 of 100)**

Applicants will be evaluated on their demonstrated capacity and systems in place to successfully track program activities and outcomes; and evidence of their ability to use data to improve participant outcomes and program performance. They will also be evaluation on their ability to articulate a clear process for how data will be collected, reported and used throughout the grant cycle.

### **Final Selection**

Awards will be made to the highest rated applicants whose applications are technically viable.

However, the WIC reserves the right to make awards to ensure program diversity to ensure that programs vary by factors such as type of occupational training and educational offerings.

The WIC reserves the right to request modifications to applications based on questions raised during the review process, and to award less than the full amount of funding requested if this is determined to be in the best interests of the District. The grant award shall be subject to:

- Demonstrations that the applicant has, or will have by the conclusion of negotiations, site control of an appropriate program facility.
- Timely completion of grant negotiations between WIC and the selected applicant.

The WIC reserves the right to accept or deny any or all applications if the WIC determines it is in the best interest of the WIC to do so. The WIC shall notify all applicants whose applications are not accepted for funding under this RFA. The WIC may suspend or terminate this RFA pursuant to its grant making rule(s) or applicable federal regulation or requirement.

The WIC reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

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

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

If there are any conflict between the term and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulations shall control and it shall be the responsibility of the applicant to ensure compliance.

## Attachment 1 – Targeted Industry Partnership Outcomes Form

### Targeted Industry Partnership Project Outcomes

Applicants are asked to enter their targeted outcomes, in raw number and percentage, in the “Applicant Targets” columns.

Participant Outcomes	TIP Expected Outcomes	Applicant Targets
Number of Participants (Minimum applicants per proposal)	20	
Number of participants from targeted populations	25%	
Number of Participants that completed training	85%	
Number of Participants that completed training and obtained industry-recognized credentials	80%	
Number of Participants that completed an internship or experiential learning	80%	
Number of Participants that obtained employment	70%	
Average Earnings (Industry Based Earnings)		
Skills Attainment		
Employer / Employment Outcomes	TIP Target Goal	Applicant Targets
Number of Internships created		
Retention of New Hires < 3 months or 90-days	70%	
Business Letter of Satisfaction (describing impact resulting from training e.g. wage gain, job creation/retention, transferrable skills, etc.)	90%	
Return Business: Evidence that employers seek additional/subsequent trainees from the provider/program after initial placements.		
Targeted Industry Measures		
Number of Participants placed in “training related” employment.	80%	
Evidence that training is in-demand by industry (based on employer attestation or other methods).		
System Outcomes		
Number of New and Innovative Partnerships Developed or Partnerships Expanded. Tangible evidence provided by provider.		

## Attachment 2 – Application Instructions and Proposal Submission Checklist

Applicants are required to submit their responses using the online application link on the WIC's Workforce Intermediary section of the web page. The online application requires applicants to provide organization information, respond to application questions, provide program budget information, and submit required document attachments.

All documents uploaded should be in Microsoft Word or PDF format, and some required document forms can be found on the OPGS District Grants Clearinghouse web page at <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>.

Applicants should confirm that their application is complete prior to submission by using the following checklist.

<b>Proposal Element</b>	<b>Attached ✓</b>
Proposal Narrative (maximum 7 pages): Include responses to Section IV, subsections A through E.	
Targeted Industry Partnership Outcomes Form	
Budget	
Budget Narrative	
Evidence of Leveraged Resources	
Resumes and Job Descriptions	
Additional Attachments (curricula, letters of commitment, Community of Practice acknowledgement statement, etc.)	
Statement of Certification	
Arrest and Conviction Statement	
Ethics and Accountability Statement	
Insurance Policies Affidavit	
IRS W9 Form	
Master Supplier Form	
Clean Hands Self Certification (acceptable certification dates between 2/24/17-3/17/17)	
Documentation providing IRS tax status (e.g. 501(c)(3) determination letter)	
Audited Financials	
Equal Employment Opportunity (EEO) Policy Forms	