

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL (OAG)**

FY2022 WORKPLACE RIGHTS GRANT PROGRAM

REQUEST FOR APPLICATION (RFA)



Release Date of NOFA: Friday, December 17, 2021

Release Date of RFA: Monday, January 3, 2022

Submission Deadline: 11:59 PM EST, Tuesday, February 15, 2022. *No extensions allowed.*

Submission Details: Applicants must submit complete Applications through OAG's online grant system at: <https://www.zoomgrants.com/zgf/workplacerrights>

RFA Questions: Send all questions to please email LaToyia Hampton at latoyia.hampton1@dc.gov and Christian Barrera, Christian.barrera@dc.gov. (*Last day to ask questions will be Friday, February 4, 2022*).

RFA Postings: The Office of the Attorney General website at:
<https://www.oag.dc.gov/jobs-partner-opportunities/doing-business-oag>

Mayor's Office of Volunteerism and Partnerships at:
<https://communityaffairs.dc.gov/servedc>

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL (OAG)**



Announces

A PRE-SOLICITATION CONFERENCE

**Friday, January 14, 2022
6:00 P.M.**

Interested applicants should send one or more representatives from their organization to the conference and should RSVP to LaToyia Hampton at latoyia.hampton1@dc.gov. For general questions, please also contact Ms. Hampton.

The pre-solicitation Conference will be held virtually. The webinar information will be posted to OAG website at <https://oag.dc.gov/jobs-partner-opportunities/doing-business-oag>

Table of Contents

SECTION I. INTRODUCTION	3
SECTION II. PROGRAM OVERVIEW	3
A. PROGRAM DESCRIPTION AND PURPOSE	
B. BACKGROUND	
C. AVAILABLE FUNDING AND GRANT PERIOD	
SECTION III. ELIGIBILITY	5
SECTION IV. REPORTING AND MONITORING.....	7
SECTION V. EVALUATION AND SCORING CRITERIA	8
SECTION VI. ADMINISTRATION OF GRANTS	10
APPENDIX A. APPLICATION SUBMISSION FORMAT AND CHECKLIST	16
ATTACHMENT 1. BUDGET TEMPLATE AND NARRATIVE SAMPLE	18

SECTION I: INTRODUCTION

The Office of the Attorney General (“OAG”) is seeking proposals from non-profit organizations, including legal services providers, headquartered in the District of Columbia (“District”), interested in operating the Workplace Rights Grant Program (“Program”), which provides outreach and worker education, outreach and legal services, or a combination of outreach, worker education, and legal services related to employment laws for people who work in the District.

OAG enforces the laws of the District, provides legal advice to the District’s government agencies, and promotes the interests of the District’s citizens. The Attorney General for the District of Columbia is the District’s chief legal officer. The D.C. Charter gives the Attorney General responsibility for charge and conduct of all the District’s law business. The Attorney General is responsible for upholding the public interest.

OAG is making of \$750,000 available in grant funding for Fiscal Year 2022 to eligible organizations subject to the availability of appropriations. Grant award amounts vary as determined by the scope of the projects. Selected grantees will work to educate and support employees as they navigate their rights and responsibilities under various employment laws and programs.

SECTION II: PROGRAM OVERVIEW

A. Program Description and Purpose

The Workplace Rights Grant Program Act of 2021 established the Workplace Rights Grant Program at OAG, for the purpose of providing grants to community-based organizations, including legal service providers, to educate and assist District workers on employment laws and to inform OAG’s work related to employment laws. This grant program replaces the Workplace Leave Navigators grant program, which was administered by the Department of Employment Services (“DOES”).

The goals of the Workplace Rights Grant Program are to:

- conduct outreach to, provide worker education to, or provide legal services for individuals who work in the District related to employment laws, including workplace leave, minimum wage, unemployment, wage collection, and other District and federal laws.
- Engage the community with information about resources necessary to keep District workers informed about employment laws; and
- Inform OAG’s work related to employment laws.

Successful candidates will provide high-quality outreach and worker education, outreach and legal services, or a combination of outreach, worker education, and legal services related to employment laws. Legal services means the provision of legal advice, assistance, or representation regarding an individual’s rights or responsibilities related to a particular matter or more general matters.

Employment laws means workplace leave laws that provide for eligible individuals (i.e., individuals who work in the District) to take leave from their employment and protect the right to do so, and include the:

- Accrued Sick and Safe Leave Act of 2008, effective May 13, 2008 (D.C. Law 17-152; D.C. Official Code § 32-531.01 et seq.);

- Universal Paid Leave Amendment Act of 2016, effective April 7, 2017 (D.C. Law 21-264; D.C. Official Code § 32-541.01 et seq.);
- District of Columbia Family and Medical Leave Act of 1990, effective October 3, 1990 (D.C. Law 8-181; D.C. Official Code § 32-501 et seq.); and
- Protecting Pregnant Workers Fairness Act of 2014, effective March 3, 2015 (D.C. Law 20-168; D.C. Official Code § 32-1231.01 et seq.).

In addition, the following Acts and laws are covered under this RFA:

- The Minimum Wage Act Revision Act of 1992, effective March 25, 1993 (D.C. Law 9-248; D.C. Official Code § 32-1001 et seq.);
- An Act To provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code § 32-1301 et seq.);
- The District of Columbia Unemployment Compensation Act, approved August 28, 1935 (49 Stat. 946; D.C. Official Code § 51-101 et seq.); and
- Federal laws that relate to or provide similar rights as the laws identified in subparagraphs (A) through (C) of this paragraph, including the Fair Labor Standards Act of 1938, approved June 25, 1938 (52 Stat. 1060; 29 U.S.C. § 201 et seq.), and the Family and Medical Leave Act of 1993, approved February 5, 1993 (107 Stat. 6; 29 U.S.C. § 2611 et seq.).

Grantees may conduct activities regarding a subset of employment laws; with workers in a single occupational group; provided, that the grant application demonstrates that such occupational group experiences significant, disproportionately high, or persistent violations of employment laws or that the occupational group requires targeted assistance in order to access programs under employment laws.

Grantees that provide worker education shall provide, to an eligible individual or group of eligible individuals, information on the rights and responsibilities of accessing benefits under employment laws, recognizing violations of and learning how to prevent or rectify violations of employment laws, or learning how to assist others to take steps to prevent or rectify violations of employment laws.

B. Role of OAG and the Selected Community-Based Organization (“CBO”)

Role of OAG

Monitoring, Fiscal, and Administrative

OAG will provide regular program monitoring, reviewing programmatic aspects of the program to ensure adherence to the grant agreement and scope of services as well as effective implementation of the program.

OAG will oversee and direct fiscal and administrative matters, including receiving and reviewing reports from the CBO; reviewing, processing, and ensuring payment of approved CBO invoices; monitoring program budgets and expenditures; tracking and documenting personnel changes and actions; ensuring provision of staff training and support services; and generally ensuring compliance with the terms of the grant agreement.

Role of the CBO

Program Implementation, Quality Control, and Personnel

The grantee is responsible for the day-to-day operations of the Workplace Rights Grant Program, collection of required program data, program oversight, and regular periodic review of program data and program performance.

The grantee is responsible for hiring, managing, and supporting all program staff, subject to OAG grant monitoring oversight. In addition, the grantee will ensure that all elements and activities of the program operate successfully per the requirements of this RFA and the grant agreement. The successful grantee will work with the community to strengthen collaboration by promoting the program to ensure District employees know of its existence and resources available to them.

C. Available Funding and Grant Period

OAG is making a total of \$750,000 available in grant funding based on program size and number of programs for each community-based organization. OAG will award funds to at least two qualified community-based organizations. No award shall be less than \$100,000 per year per grant. The grant may be for the duration of at least one year and up to three years, subject to the availability of appropriations and contingent on satisfactory performance by a grantee during the grant's first year or, if applicable, the grant's second year.

Each awardee will be required to provide proof of appropriate insurance, possess human resources and accounting infrastructure, and experience successfully managing grants. The term of the grant shall be from the date of the award through September 30, 2022. Each applicant must complete a program budget and return it with the proposal, as described below.

OAG reserves the right, without prior notice, to reduce or cancel one or more of the program implementation awards listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels of the respective programs and budget amounts in the grant, grant agreement, or related documents, if awarded, are contingent on continued federal and/or District funding, grantee performance, and potential reduction, elimination, or reallocation of funds in accordance with applicable sections in the grant award or agreement.

Budget

Budgets should be submitted on forms as sampled by **Attachment 1 – Budget Template and Budget Narrative Sample**. Applicants must submit a budget narrative detailing the basis for the amount allocated for each line item. Please see the evaluation and selection criteria for specifics in Section V.

The budget may include an administrative cost allocation to cover the cost of administering the program (accounting, insurance, supervision, etc.). The maximum permissible amount of indirect costs is 10% of the total grant award. Applicants with a federally negotiated rate should submit their rate agreement with the application.

SECTION III: ELIGIBILITY

The Workplace Rights Grant Program is governed by the requirements of the Workplace Rights Grant Program Act of 2021, and both OAG and the selected grantee(s) must meet all its requirements. OAG encourages interested applicants to review the establishment act for the program here:

https://lms.dccouncil.us/downloads/LIMS/47312/Signed_Act/B24-0285-Signed_Act.pdf on Pg. 111 – Pg. 115; Subtitle N. “Workplace Rights Grant Program.”

This is a competitive solicitation. OAG does not guarantee funding, funding amounts, or funding source based on previous awards. Applicants will be reviewed and scored to determine which programs will be funded.

OAG may use either internal peer reviewers, external third-party reviewers, or a combination of both reviewers to review applications under this RFA. An external third-party reviewer may be a District community member or an expert in the field of the subject matter of a given solicitation who is not a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by **eligible applicants** that meet all other requirements (such as timeliness and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a review panel. Reviewers' ratings and any resulting recommendations are advisory only. In addition to reviewer ratings, considerations may include strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Attorney General. After reviewing the recommendations of the review panel, consulting with internal staff, and reviewing information gathered during the review and any other information considered relevant, the Attorney General shall decide which applicants to fund, amounts to be funded, and funding source.

As required by the Workplace Rights Grant Program Act of 2021, to be eligible for a grant under this RFA, the community-based organization applicant must:

- Demonstrate in its application that it is well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant;
- Specify in its grant application the planned staff, schedule, format, and intended audience of the activities it plans to provide and provide a summary of the content of any worker education that will be carried out during the grant period; and,
- Have the capacity to provide free legal services *if* applying to be a legal services provider.

In addition, to be eligible for Program grant funds, a community-based organization that is not a legal services provider shall demonstrate that it possesses at least 3 years' experience: (1) conducting outreach to and establishing working relationships with significant numbers of eligible individuals; and (2) working on or assisting workers to secure rights under employment laws. A community-based organization that does not satisfy the first requirement above may receive a Program grant if it applies in partnership with a community-based organization that meets the requirements of both requirements.

The applicant must also meet the following eligibility criteria:

- Applicant must be designated as a 501(c)(3) or 501(c)(4) organization by the IRS.
- Applicant must be designated as an IRS 501(c)(3) or 501(c)(4) entity and be in good standing with the Government of the District of Columbia and IRS.
- Applicant must be headquartered in the District of Columbia.
- Applicant must be able to demonstrate financial ability to meet payroll for program staff for at least thirty days if payments under the grant are delayed or a financial penalty for inadequate performance is applied. Applicant may request an advance payment following OAG's policy to avoid payroll issues.
- Applicant must be able to show ability to comply with data and reporting requirements.

- Applicant must demonstrate ability to ensure that at least 95% of the individuals served by the Program grant in a grant year be low- or moderate-income eligible individuals or reasonably believed to be low- or moderate-income eligible individuals. “Low- or moderate-income eligible individual” means an individual who works in the District and who earns an hourly wage or salary equivalent to less than 3 times the District minimum wage or who has a household income that falls at or below 400% of the federal poverty guidelines issued by the United States Department of Health and Human Services.

SECTION IV: REPORTING AND MONITORING

Data Reporting

The selected grantee(s) is required to provide to OAG a monthly report by the 20th of each month (for the previous month of service) that includes the following data:

- A brief (one to two page) narrative describing activities undertaken during the month of service, notable accomplishments, issues, and plans for the coming month.
- The number of eligible individuals served by gender, race, ethnicity, primary language, and age;
- The number of eligible individuals served by state of residence, and for District residents, by election ward;
- The occupational groups of eligible individuals served and the number of individuals served in each occupational group;
- A list of the activities provided, with a descriptive summary of each activity;
- The number of eligible individuals served in relation to each employment law or set of employment laws;
- Performance outcomes;
- Staffing changes; and
- An evaluation of implementation challenges and recommendations for future improvements.

If the 20th day of the month falls on a weekend or holiday, reports will be submitted on the next business day.

OAG will need this data to produce and provide an annual report to the DC Council that includes:

- A list of grantees and the amount of grant funding provided to each;
- For each grantee, the information provided to OAG pursuant the data requirements in this section and other relevant areas of the RFA; and
- An overall evaluation of the Program, including implementation challenges and recommendations for future improvements.

OAG may impose further data requirements deemed necessary for the production of the Council report and/or to make program improvements. OAG will not require grantees to release to OAG any personally identifying information in connection with the preparation or provision of the reports described in this section.

Expenditure Reporting & Reimbursement

OAG shall make payment within the District’s Quick Payment Act (QPA) period of 30 days of submission of a proper invoice for payment via the E-Invoicing Portal (the established online program to submit and

process invoices electronically). The grantee will be required to submit back-up supporting documentation (i.e., bank statements, receipts, etc.) and signed cover page template provided by OAG.

OAG may require the grantee to submit other reports and materials during the term of the grant in a form and manner prescribed by OAG. Grantees who do not comply with reporting and submission requirements may experience delayed or denied requests for reimbursements for grant awards received from OAG.

Monitoring

The selected grantee may receive a scheduled or unscheduled site visit from OAG Grants staff to review the grant file, administrative procedures, and program operations. Monitoring is designed to determine the grantee's level of compliance with District and federal requirements (as applicable), and to identify whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with District requirements and federal requirements as applicable. Failure to comply with requirements may result in payment suspension, payment reduction, or termination of the grant.

The selected grantee is expected to retain all original source documentation for examination by OAG (bills, invoices, receipts, payroll registers, timesheets, etc.) for a period of three years after the date of the final payment.

CBOs must notify OAG, in writing, of vacancies, suspensions or terminations of staff within 48 hours of an employee's change in status.

Equipment

CBOs must ensure individuals hired will be provided with equipment needed to fulfill their duties. This includes cell phones and access to a computer with internet service.

SECTION V: EVALUATION AND SCORING CRITERIA

The review panel will review, score, and rank each application using the criteria below. Each section has a total scoring value and applicants should provide responses that are detailed, free of errors, and concise. Only complete and responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA. Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined below based on a 100-point scale.

Organizational Overview (25 Points)

- Discuss the mission and vision of the organization and how it aligns with the Workplace Rights Grant Program.
- Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under this RFA.
- Describe the organization's experience that makes it well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant. Include any data metrics that speak to the organization's experience and success.
- Include results of satisfaction surveys and outcome measures of any related programs currently offered.

Capacity and Staffing (20 Points)

- Specify the planned staff, schedule, format, and intended audience of the activities the organization plans to provide and provide a summary of the content of any worker education that will be carried out during the grant period.
- Describe your organization's capacity to provide free legal services, if applying to be a legal services provider (will not count against those that do not apply to be a legal services provider).
- Describe your organization's experience in hiring, recruitment, and maintaining a qualified workforce. Discuss and provide a plan for how a pool of qualified staff will be assembled.
- Provide a program specific organizational chart.

Description of Proposed Services (25 Points)

- Describe the services your organization will provide and how these will be provided, including how services are tied to the goals and requirements of the program under this RFA. Applicants should describe their plan for conducting outreach to provide worker education to, or provide legal services for individuals who work in the District related to employment laws, including workplace leave, minimum wage, unemployment, wage collection, and other District and federal laws.
- Describe your proposed service levels (i.e., number of proposed clients to be served) during period of performance. This may include the number of eligible individuals to be served in relation to each employment law or set of employment laws.
- Describe the performance measures and outcomes you proposed to track and achieve for the proposed services.
- Outline your plan for locating and, if necessary, leasing appropriate space for the program office from which services will be coordinated or delivered.

Timeline and Deliverables (15 points)

This section should demonstrate the applicant's thorough understanding of the program and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

- Describe the activities you will undertake to implement the program and achieve its goals. This includes identifying clients and engaging the community with information about resources necessary to keep District workers informed about employment laws.
- Describe the program timeline. OAG may grant a ramp up period for applicants as described in the proposed timeline not to exceed three months.

The timeline should include and establish a schedule that clearly shows how the program will be ramped up, implemented in alignment with the program's goals, and show key milestones in implementation.

Budget (15 Points)

- Describe the organization's fiscal infrastructure and capacity to manage all aspects of the program.
- Provide a detailed line-item budget for the program (See **Attachment 1**) on how the budget was derived and its reasonableness.

Program funds cannot be used for:

- Lobbying
 - Unapproved major equipment such as vehicles
 - Interest payments on loans, bad debt
 - Land Purchases
 - Any programs, initiatives or activities not directly associated with the program
 - To pay Legal action against the District
 - To write the application
 - To cover any expenses made prior to the grant award
 - To supplant (replace) funds from other grant sources
- Budget Narrative: the detailed budget narrative shall discuss program-related justification for each category listed in the budget. Grant funds must be expended towards the program goals. The narrative should clearly state how the applicant arrived at the budget figures, including rates used. See examples below and in **Attachment 1**.
 - **Personnel:** Show proposed salaries and wages for all project staff
 - **Fringe Benefits:** Include in proposed benefits, including health benefits.
 - **Supplies:** List proposed supplies and marketing materials
 - **Other Direct:** Show rental or leasing of space for the project. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscription, and programmatic expenses.
 - **Indirect:** Show calculation and indirect rate.

SECTION VI: ADMINISTRATION OF GRANTS

Administration of Grants

OAG will negotiate and develop a grant agreement with the successful applicants (grantees). The grant agreement is subject to approval by the Attorney General before grant funding will be disbursed to reimburse project expenses. In the event that the grantee cannot begin grant activities within 90 days of grant execution, OAG reserves the right to rescind the selection and redistribute the grant funds.

Grant Approval

All grants are subject to the approval of the Attorney General, and until that approval has been received, the Grant shall be of no force and effect.

Grant Period

Date of grant award is through September 30, 2022.

Grant Changes

Grant agreements resulting from this RFA may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of OAG in light of a grantee's performance, changes in project conditions, or otherwise.

Records

Grantees will keep books, ledgers, receipts, personnel time and effort records, consultant agreements, and inventory records pertinent to the project and consistent with OAG grant terms and agreements. Grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the grant between OAG and the grantee shall impose liability on the District of Columbia government or OAG for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the grant agreement between OAG and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the grant budget and the project workplan.

Reports

Grantees will be required to work with OAG's Grant Administrators to develop a project workplan that will become part of the grant agreement and form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in the application. It will state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities, and estimate achievement of goals and objectives. In addition, OAG mandates a set of output (process) and outcome (impact) measures that are to be included in all agreements.

The grantee shall submit all reports to OAG in a format and time frame specified in the grant agreement. Such reports shall include a description of the program efforts undertaken during the reporting period and the current status of the project. The monthly progress reports of the grantee's activities under the grant must be submitted electronically as directed by the Grants Administrator. Grantees agree to submit any other reports considered relevant by OAG.

Review

The grantee's performance in all areas above, in addition to the services contracted for, will be monitored by the Grant Administrator. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by OAG to ascertain the quality and quantity of grantee activities.

Non-discrimination in Hiring and Delivery of Services; Reporting

In accordance with applicable federal statutes, as well as District non-discrimination requirements, grantees agree not to discriminate in their hiring practices or provisions of services against any protected classes and populations. In addition, grantees agree to notify OAG within 48 hours of any employee or beneficiary formal complaint of discrimination against their organization, and to comply with all civil rights hiring and beneficiary service policies and procedures as identified in applicable statutes.

Applicable statutes include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228 (c) and 10221 (a)); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); the Violence Against Women Act of 1994, 34 U.S.C. § 12291(b)(13); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. Parts 35, 42, and 54.

OAG reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Disclosure of Legal Proceedings

All applicants are required to disclose in a signed written statement, the truth of which is sworn or attested to by the applicant's authorized official, whether the applicant, or, where applicable, its officers, partners, principals, members, associates or key employees, within the last 3 years prior to the date of the application have not:

1. been indicted or had charges brought against them (if still pending), or been convicted of (1) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (2) any crime or offense involving financial misconduct or fraud;
2. been the subject of legal proceedings arising directly from the provision of services by the organization; and
3. been debarred from conducting business with the District of Columbia or federal government.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, debarment, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Additional Requirements

OAG reserves the right to require additional certifications and/or information. OAG will provide notice of any additional requirements at the time of the award.

Oversight

Applicants are required to ensure that there is adequate oversight over their grant programs and partner(s). In designing and managing programs, applicants need to consider how they will ensure that grant activities and partner(s) will adhere to applicable local, federal, and programmatic regulations.

Financial Capability

The following are minimum requirements necessary to accept, manage, and spend funds awarded under this RFA.

1. Organization's accounting system provides accurate and current financial reporting information;
2. Organization's accounting system is integrated with an adequate system of internal controls to safeguard the funds awarded by OAG;
3. Organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories;
4. Organization's time distribution records are maintained for each employee, and effort can be specifically identified to a particular grant or cost objective; and
5. Organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.

Non-Supplanting

Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made available.

Payment Provisions

OAG shall make payments on invoiced amounts in accordance with the terms of the grant agreement, which may result from submission to this RFA. **Grant funds will be awarded on a cost reimbursement basis.** At any time before final payment and three years thereafter, OAG may conduct an audit of the grantee's expenditure statements.

Applicant Financial Statements

All applicants are required to provide a copy of their most recent and complete set of financial statements available for their organization. The most recent and complete set of audited financial statements must be dated within one calendar year from the date of the application. Applicants that received in the past fiscal year more than \$750,000.00 in funding from local, state and federal entities must also include their Single Audit Report. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or 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 the three years before the date of the grant application. Failure to include them may lead to an automatic rejection of the application. OAG also reserves the right to award funds under this RFA and withhold disbursement of funds pending a current audit report.

Internal Revenue Service Requirement

All applicants must submit evidence of being a legally authorized entity (e.g., 501(c)(3) or 501(c)(4) determination letter). A current business license, 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.

Office of Tax and Revenue (OTR) Requirement

All grantees must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the entity has complied with the filing requirements of District of Columbia tax laws, that they are current on all taxes including Unemployment Insurance and Workers' Compensation premiums and that the entity has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR.

Insurance Requirement

All grantees will be required to provide in writing the name of all its insurance carriers and the type of insurance provided (e.g., general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder, etc.). Applicants who have secured insurance at the time of application should upload the required documentation in the Documents/Required Attachments section in Zoom Grants. Applicants who do not have insurance secured at the time of application who are awarded a grant are required to provide insurance documentation prior to award execution.

Contingency Clauses

OAG reserves the right to make changes to this RFA based on any clarifications in the regulations, legislative changes, or funding level fluctuations from District government. Funding for grantees is contingent upon continued funding from the District.

1. This RFA does not commit OAG to award grants. OAG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OAG may suspend or terminate an outstanding RFA at any time.
2. OAG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
3. OAG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicant's sole responsibility.
4. OAG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed program.
5. OAG may require applicants to enter negotiations and submit a price, technical, or other revisions of their proposal that may result from the negotiations.
6. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, the provisions of the applicable law or regulation shall control, and the applicant will be responsible for compliance.

Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of OAG funds shall use or reveal any research or statistical information furnished to OAG or the recipient by any person, or any information identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with OAG rules and policies.

Client records will be kept confidential and secure in accordance with District and federal regulations. In accordance with standard practice, only aggregate data and individual data that are non-identifiable will be released.

Notification of Award

The Office of the Attorney General will notify all applicants of the final award decision within 45 days after date of application close on Tuesday, February 15, 2022, through email using the grant application program, Zoom Grants. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

Application Checklist & Required Appendices

Applicants are required to follow the content requirements and submission instructions that are described in this RFA and below. Please submit your proposal in the sequence that is listed here, including clearly titled sections and sub-sections.

****Applications will be considered incomplete if any sections or part of any section is missing. ****

APPENDIX A: APPLICATION SUBMISSION FORMAT AND CHECKLIST

The application proposal should be a clear, concise narrative that describes the applicant's ability to run the program according to the specifications of this solicitation. Proposal submissions must adhere to the following:

- Applications must be in English
- Applications should be no more than 25 pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
- Use a standard 12-point font.
- Use 8.5" by 11" white paper that can be photocopied.
- Top, bottom, left, and right margins may not be less than 1 inch each.
- Text must be double-spaced.
- Do not submit double-sided copies.
- Do not use photo reduction or include photos or oversized documents.

A complete response to this RFA must include all the following information and must be submitted by or before the deadline. Failure to comply with this stipulation could be a basis for disqualification. Supplemental information about the Applicant's products or services may be included as an addendum to the proposal but not in place of the requirements listed below.

General Program Requirements:

Applicant Profile (Cover Page). Identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area, and the amount of grant funds requested.

Proposal Narrative (should contain responses to *Section V. Evaluation and Scoring Criteria*)

- **Organizational Overview (25 pts)**
- **Capacity and Staffing (20 pts)**
- **Description of Proposed Services (25 pts)**
- **Time and Deliverables (15 pts)**
- **Budget Template and Narrative (15 pts)**

Budget and Budget Narrative (see Attachment 1 templates)

Administrative and Policy Requirements:

IRS determination letter

A current business license, registration, or certificate to transact business in the District of Columbia

Financial Statements of the organization's most recent Fiscal Year

Disclosure of Legal Proceedings

Statement of Certification

- Ethics and Accountability Statement
- Insurance Policies Affidavit
- Standard Assurances
- Documentation of 501(c)(3) status and City-Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands) not older than three months prior to the application due date.
- Tax Affidavit
- Resumes for key and essential staff and proposed organizational chart for the project
- Official list of Board of Directors for the current year and the position that each member holds on letterhead and signed by the authorized executive of the applicant organization.
- List of DC Government funding received in Fiscal Year 21 and expected in Fiscal Year 22.
- Current Federal Negotiated Cost Rate Agreement, if applicable

Submission Deadline: 11:59 PM EST, Tuesday, February 15, 2022. *No extensions allowed.*

Submission Details: Applications must be submitted through OAG's online grant system at: <https://www.zoomgrants.com/>

Note: Failure to submit ALL the above attachments, including mandatory certifications, will result in a rejection of the application from the review process. The application will not qualify for review.

ATTACHMENT 1: BUDGET TEMPLATE AND NARRATIVE SAMPLE

Budget Template: *The budget line items are not limited to the examples in red. All expenses should relate directly to achieving grant outcomes. The budget should reflect a 6-month grant period.*

Workplace Rights Grant Program Budget Template			
Fiscal Year: _____			
Program (s): _____			
CBO Name: _____			
Program Director: _____			
PROJECT DATES:		Year 1	Year 1
Personnel - List all positions with effort on this project.			Total Project Costs
	Efforts (%)	Salary	
Program Manager (x <u> </u>)	100		
Program Supervisor (x <u> </u>)			
Outreach Worker (x <u> </u>)			
Administrative Assistant (x <u> </u>)			
Subtotal Personnel		0.00	
Fringe Benefits			
(<u> </u> % of W9 (i.e. Health Insurance, etc.)			
Total Salary + Fringes			0.00
Operating Costs			
Rent			
Utilities/Maintenance			
Marketing/Promotional Items			
Subtotal Operating Costs			0.00
Participant Costs/Activities			
Community Outreach Events			
Subtotal Participating Cost/Activities			0.00
Supplies			
Background Check Sytem			
Office supplies			
Subtotal Supplies			0.00
Equipment			
Cell Phones			
Computers			
Subtotal Equipment			0.00
Consultants/Contracts			
Other Costs			
Insurance			
Staff Development			
Subtotal Other Costs			0.00
Total Direct Costs			0.00
Modified Total Direct Costs (MTDC)*			0.00
Indirects	10%		0.00
Total Budget			0.00

Contact latoyia.hampton1@dc.gov for assistance or questions.

BUDGET NARRATIVE SAMPLE

This sample budget narrative does not represent how the Workplace Rights Grant Program is operated. Its intent is to give applicants a sense of how they may describe their proposed budget narrative across personnel and non-personnel cost categories. Please note that OAG does not require a match for this grant though if a grantee is planning to contribute it should be noted in the narrative.

PERSONNEL

Program Director. The Program Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 50% of the time for 12 months. Based on an annual salary of \$60,000, the cost of the project will be \$60,000.

OAG Funds: \$60,000 Matching Funds: \$0 Total: \$60,000

Administrative Assistant. The Administrative Assistant receives all incoming correspondence, fields all calls and greets customers at the point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the 7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of \$24,000. The total cost of benefits @ 100% will be \$26,400.

OAG Funds: \$8,000 Matching Funds: \$18,400 Total: \$26,400

Total OAG Funds: \$68,000
Total Matching Funds: \$18,400
Total Personnel Cost: \$86,400

NON-PERSONNEL

SUPPLIES

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached; however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.

OAG Funds: \$2,000 Matching Funds: \$22,000 Total: \$24,000

Total OAG Funds: \$2,000
Total Matching Funds: \$22,000
Total Supply Cost: \$24,000

EQUIPMENT

Four personal computers will be purchased installed at each of 3 sites for computer training and data input. Each computer will be equipped with high-speed modern and will cost \$24,000.

OAG Funds: \$4,000 Matching Funds: 20,000 Total: \$24,000

A Great Server network will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32MB of ram, and will have a magnetic tape drive for backup purposes.

OAG Funds: \$7,249 Matching Funds: \$7,249 Total: \$14,498

Total OAG Funds: \$11,249
Total Matching Funds: \$27,249
Total Equipment Cost: \$38,498

RENT

Two thousand square feet of office space located at 2222 Jelly Roll Street NW, Washington DC 29999 is leased from Whosoever Realty Co. to house the program headquarters @ \$2.00 per square foot. The monthly lease is \$4,000 and \$48,000 for the year (see appendix 4 Lease Agreement)

OAG Funds: \$42,0000 Matching Funds: \$6,000 Total: \$48,000

Utilities are averaged over a 12-month period based upon the previous year usage as follows:

1. Gas @ \$100 mo. x12 = \$1,200
2. Electric @ \$75 mo. x 12 = \$900
3. Water – is covered in the lease = \$0
4. Trash removal 150 mo. x 12 = \$1,800
5. Snow/grass maintenance \$125 x7appointments = \$875

OAG Funds: \$4,775 Matching Funds: \$0 Total: \$4,775

IN-KIND MATCH: Memorandum of Understandings exists with PXZ Management for an additional site estimated @ \$120.00 month per the current market renter's rate for the area. Total annual in-kind space agreement is \$1,440 per annum.

OAG Funds: \$0 Matching Funds: \$1,440 Total: \$1,4410 in-kind

Total OAG Funds: \$42,000
Total Matching Funds: \$10,775
Total Occupancy Cost: \$52,775
Total In-kind: \$1,440

OTHER DIRECTS

- Blank Check Food Service Contract provides specialty meals for birthday center events = \$400
- Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = \$15,000
- Employee Background Checks -Expenses for 85 new employee background checks at \$30.00 each = \$2,550
- Copier Contract - annual service contract on cannon copier = \$2,500
- Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2-hour sessions per month for 12 months @ \$269.23 per mo. = \$7,000

OAG Funds: \$23,332 Matching Funds: \$4,118 Total: \$27,450

Total OAG Funds: \$ 23,332
Total Matching Funds: \$4,118
Total Other Directs Cost: \$27,450

INDIRECT COSTS

- Administrative Clerical Pool - 2 staff @ \$12.00/ hr. x 1040 hrs. ea. = \$24,960
- Facilities supplies and janitorial support services 12 mos. x \$150 =\$1,800
- Accountant consultant: not to exceed 192 hrs. @ 20.00/hr = \$3,840

Total Personnel Cost @ 7,000

OAG Funds: \$37,600 Matching Funds: \$ 0 Total: \$37,600

Total OAG Funds: \$37,600
Total Matching Funds: \$0
Total Indirect Costs: \$37,600

TOTAL FY 2022 GRANT PROGRAM FUNDING

Total OAG Grant Award Funds: \$187,881.00
Total Local Cash Matching Funds: \$83,536.75 @ 31% of total grant
Total Local In-Kind Matching Funds: \$1,440
Total Program Grant: \$274,857.75
