

District of Columbia
Office of the Attorney General

RFA Title: *Workplace Rights
Grant Program*

Virtual: May 24, 2023

In Person: June 7, 2023



Fiscal Year 2024 Workplace Rights Grant

Application Deadline:
11:59 p.m. EST Friday June 30, 2023
2:00 p.m. EST for paper applications

Application can be found at
<https://www.zoomgrants.com/zgf/FY24OAG/Grants>.



Purpose of Grant

- » 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 is making \$750,000 available in grant funding for Fiscal Year 2024 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.

Program Overview



Program Overview

» 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, 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.

Program Overview cont'd

- » 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.



Eligibility Requirements

Eligibility requirements include

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

» 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:

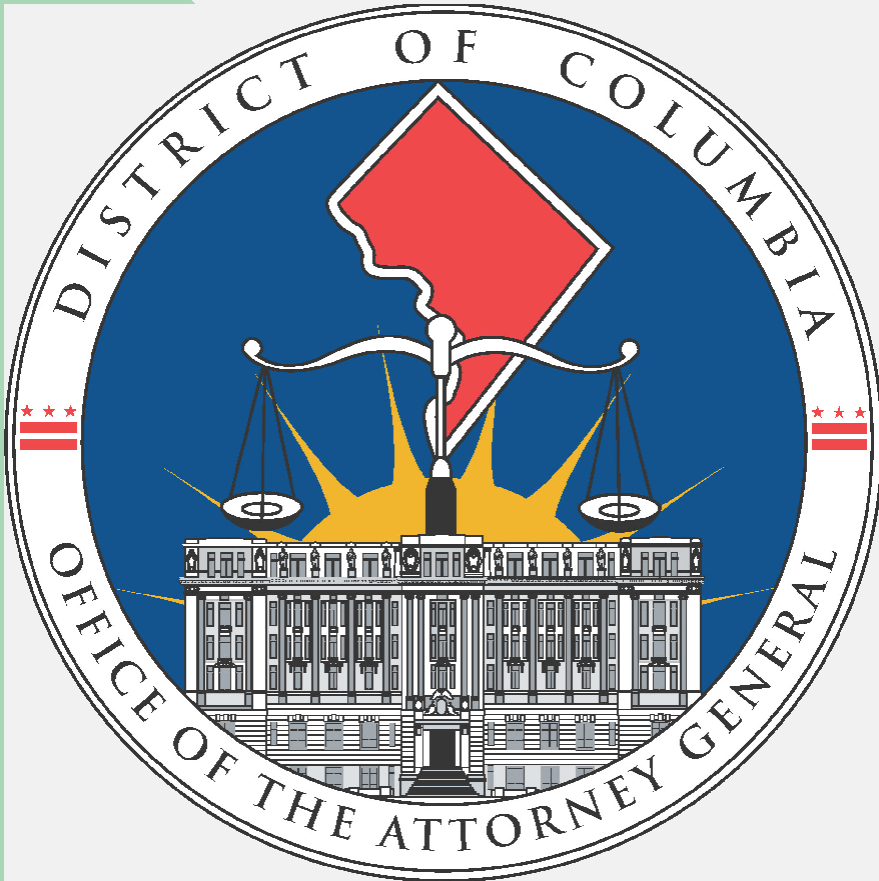
- Demonstrate in its application that it is well qualified to engage in the types of activities which will be funded, in whole or in part, by the grant;
- Specify in its grant application the planned staff, schedule, format, and intended audience of the activities it plans to provide and provide a summary 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.

Eligibility Requirements cont'd

Eligibility requirements include:

- » 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.



Available Funding and Grant Period

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.

Fiscal Year 2024: October 1, 2023-September 30, 2024



Application Criteria

Application Criteria

The proposal should be a clear, concise narrative that describes the applicant's ability to run a grant program according to the specification of this solicitation and the accompanying Program Guidelines.

Proposal submissions must adhere to the following:

- 1. Applications must be in English
- 2. Applications should be no more than twenty (20) pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
- 3. Applicants must use a standard 12-point font.
- 4. Applicants must produce documents on 8.5" by 11" white paper (electronic submissions must be formatted for an 8" X 12" page) that can be printed and photocopied.
- 5. Top, bottom, left, and right margins may not be less than one (1) inch each.
- 6. Text must be double-spaced.
- 7. Applicants cannot submit proposals on double-sided pages.
- 8. Applicants cannot use photo reduction or include photos or oversized documents.
- 9. Applicants **must** use the narrative and financial template provided in the Program Guidelines.

❑ A complete response to the 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

Application Requirements



Application Requirements

- ☐ Applicant Profile (cover page)
- ☐ Proposal Narrative
- ☐ Budget and Budget Narrative
- ☐ Workplan



Proposal Narrative

Proposal Narrative

- ❑ Organizational Overview-mission vision of organization, alliances, partnerships, experiences as it relates to workplace Rights
- ❑ Capacity and Staffing- staff capacity to implement this program, and plan for recruiting staff if need be
- ❑ Description of Proposed Services-experience in providing worker's rights programming or services. Discuss the planned and proposed services, outreach, partnerships that will be utilized in implementing the proposed program and how it aligns with the Workplace Rights Grant Program.
- ❑ Timeline and Deliverables-Describe the activities you will undertake to implement the program and achieve its goals, program timeline (This includes identifying clients and engaging the community with information about resources necessary to keep District workers informed about employment laws. Workplan
- ❑ Budget Template and Narrative-budget needed and organization's current resources that will be used for this program implementation

Budget

Budget template

Allowable and Prohibited Expenses

ALLOWABLE

- Personnel & Salaries
- Fringe benefits
- Program supplies
- Marketing materials
- Operating costs
 - Rent
 - Insurance
 - Utilities
 - Internet/Wi-Fi Service
 - Phone service
 - Etc.
- Participant costs
- Contracts/Sub-awards
- Other costs*
- Indirect expenses

**Subject to OAG approval*

PROHIBITED

- 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 grant program
- Legal action against the District
- Writing the Workplace Rights application
- Any expenses made prior to the grant award
- Efforts that supplant (replace) funds from other grant sources
- Entertainment, alcoholic beverages
- General governance costs
- Contributions/donations to outside organizations
- Fundraising
- Election expenses

Workplace Rights - SAMPLE Budget			
Fiscal Year:	2024		
Program Site(s):			
CBO Name:			
CBO Contact:			
PROJECT DATES: October 1, 2023 -September 30, 2024		FY24	Total Costs
Personnel - List all Cure the Streets positions with effort on this project.			
	Efforts (%)	Salary	
Executive Director			\$ -
Program Manager			\$ -
Bilingual Organizer			\$ -
Data Manager/Coordinator			\$ -
Etc.			\$ -
			\$ -
Subtotal Personnel		\$ -	\$ -
Fringe Benefits: Include statutory/mandatory DC benefits (e.g., Social Security, Workers' Compensation Insurance) and optional employer-provided benefits (e.g., Health Insurance, Retirement Plan)			
(At least 10.92% of salary - D.C. Minimum)			\$0.00
Total Salary + Fringe Benefits		\$ -	\$ -
Operating Costs			
Rent/Office Space			
Maintenance			
Marketing/Advertising			
Printing/Copying			
Utilities			
Office supplies			
Cell Phones			
Etc.			
Subtotal Operating Costs		\$ -	\$ -
Participant Costs/Activities			
Community Events			
Participant Support			
Subtotal Participating Cost/Activities		\$ -	\$ -
Consultants / Contractors			
Outreach & Education			
Translation & Interpretation			
Videography/Graphic Design			
Etc.			
Subtotal Consultants/Contractors		\$ -	\$ -
Other Costs			
Staff/Professional Development			
Conference Exhibiting Fees			
Community Event Sponsorship			
Insurance			
Etc.			
Subtotal Other Costs		\$ -	\$ -
Total Direct Costs		\$ -	\$ -
Indirect Costs at 10% of Direct Costs		\$ -	\$ -
Total Budget Request		\$ -	\$ -
Contact pamela.pratt@dc.gov for assistance or questions.			

Workplan

[illegible]

Application Requirements cont'd

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) IRS or 501(c)(4) status
- Documentation of City-Wide Clean Hands Compliance Status Letter (formerly Certificate of Clean Hands) not older than three months prior to the application due date.
- Letter of Good Standing with the DC Department of Licensing and Consumer Protection, and the Office of Tax and Revenue.
- Tax Affidavit
- Organizational chart for the project
- Disciplinary policy
- Official list of the CBO's Board of Directors for the current year and the position that each member holds, including contact information.
- List of DC Government funding received in Fiscal Year 23 and expected in Fiscal Year 24.
- Resumes for key and essential staff.
- Implementation plan and target areas of work and Wards.



Evaluation and Scoring Process

Evaluation Process

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. Each section has a total scoring value and applicants should provide responses that are detailed, free of grammatical errors, and concise.

- ❑ OAG may use either internal peer reviewers, external third-party reviewers, or a combination of both reviewers to review applications under this RFA. (A review panel)
- ❑ 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.

Scoring of Applications

All applications for this RFA will be objectively reviewed and scored against the following key criteria.

- ☐ Organizational Overview 25pts
- ☐ Capacity and Staffing 20pts
- ☐ Description of Proposed Services 25pts
- ☐ Timeline and Deliverables 15pts
- ☐ Budget Template and Narrative 15pts

Selection Process

Ranking Classification	Point Range
Very Qualified	95-100
Most Qualified	80-94
Qualified	70-79
Minimally Qualified	69 and below

- ❑ Applications will be scored according to the evaluation criteria. The results of the evaluation for each application submitted will be classified into 1 of 4 categories:
- ❑ The grantees will be selected from applicants who score above the “Qualified” category.

Notification of Award

The Office of the Attorney General will notify all applicants of the final award decision within thirty (30) to forty-five (45) days after the application/competition's close date on June 30, 2023, through email and 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 contained, note any reduction in funding from the initial request, and outline the necessary steps that the applicant must complete to establish the Grant Award.

Reporting, Reimbursement and Monitoring

REPORTING



Data Reporting

Data Reporting

- » The selected grantee(s) is required to provide to OAG a monthly report by the 15th 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 15th day of the month falls on a weekend or holiday, reports will be submitted on the next business day.

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Data Reporting SmartSheet



Workplace Rights Grant Program Reports

Submitted by:

Grantee Email

Business Name

Fiscal Year

Report Type

Period Covering

OAG Receiver

Please upload your Financial and Program Report *

Drag and drop files here or [browse files](#)

Grantees Comments

☐ Send me a copy of my responses

Submit

Expenditure Reporting and Reimbursement

- » Grant funding is based on a monthly reimbursement bases.
- » 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.
- » Financial reports/expenditure are due on the 15th of each month (for the previous month of service

Financial Report template

Workplace Rights Grant Program Budget							
FY 2024							
Project Title							
Organization							
Project Dates: October 1, 2023 - September 30, 2024							
PERSONNEL	Efforts/FTE	Salary plus Taxes (Base + 10% FY2023 Budget		October 2022	November 2022	December 2022	January 2023
Executive Director	10%	86625	\$8,662.50	\$674.44	\$674.44	\$687.50	\$666.67
Senior Attorney	70%	82500	\$57,750.00	\$4,847.95	\$4,847.95	\$4,812.50	\$4,375.00
Medical Legal Advocate	75%	68750	\$51,562.50	\$4,215.23	\$4,215.23	\$4,296.88	\$3,906.26
Community Engagement Manager	80%	73562.5	\$58,850.00	\$4,676.10	\$4,676.10	\$4,766.66	\$4,500.00
Bilingual paralegal	60%	60500	\$36,300.00	\$3,047.29	\$3,047.29	\$3,025.00	\$3,506.00
Development and database coordinator	50%	64625	\$32,312.50	\$2,472.94	\$2,472.94	\$2,520.84	\$2,500.00
			\$245,437.50	\$19,933.95	\$19,933.95	\$20,109.38	\$19,453.93
FRINGE BENEFITS							
	335%	6300	\$21,105.00	\$1,271.31	\$1,271.31	\$1,271.31	\$1,288.06
TOTAL SALARY & FRINGES			\$266,542.50	\$21,205.26	\$21,205.26	\$21,380.69	\$20,741.99
OPERATING COSTS							

Monitoring

- » Selected grantees may receive a scheduled or unscheduled site visit from OAG Grant 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 key program staff within 48 hours of an employee's change in status.

Remember...



- Read the entire RFA, including the attachments!
- Have a second reader review your application before submitting.
- Don't wait until the last minute to submit your application.
- Email, call, and ask questions.
- Good Luck!




Questions & Answers





District of Columbia
Office of the Attorney General

Thank You

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