

# Domestic Worker Employment Rights Grant Program

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August 9, 2023



# Application Deadline

Electronic Submissions | Friday August 25, 2023  
11:59 p.m. EST

Paper Submissions | Friday, August 25  
2:00 p.m. EST

Application link:

[https://www.zoomgrants.com/zgf/FY2024\\_Domestic\\_Worker\\_Employment\\_Rights\\_Grant\\_Program](https://www.zoomgrants.com/zgf/FY2024_Domestic_Worker_Employment_Rights_Grant_Program)





# Program Overview



# Purpose of Grant

The **Domestic Worker Employment Rights Amendment Act of 2022** established the **Domestic Worker Employment Rights Grant Program** at OAG, to provide support to organizations working to develop educational materials for domestic workers and hiring entities, including safety and health information.

This grant will provide support to organizations working to develop educational materials for domestic workers and hiring entities, including safety and health information.

According to Title I of the Domestic Worker Employment Rights Amendment Act of 2022, Sec. 103, this grant may be used to do the following:

- 1: Based on the input of an expert or experts in the field of health and safety, develop guidance for domestic workers and hiring entities to address the most common hazards domestic workers encounter in their workplaces and how to mitigate them; or
- 2: Conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers.

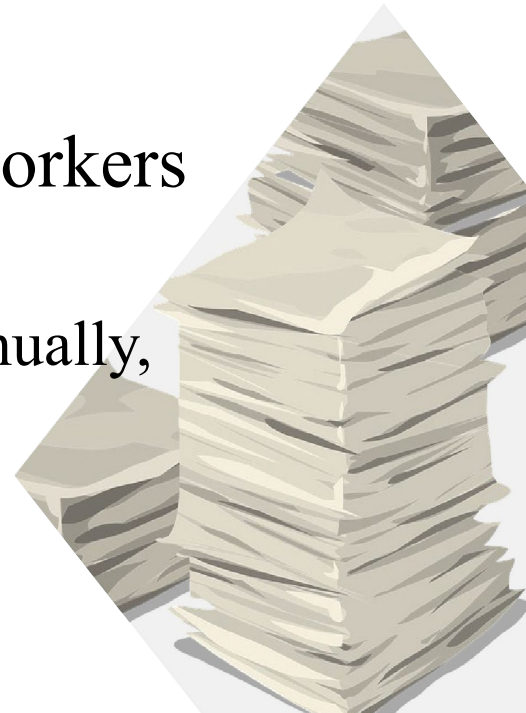
# Eligible Applicants

Community-based organizations (CBOs) with the following:

- ☐ 2 years of experience working on behalf of domestic workers
- ☐ IRS 501 (c)(3) or 501(c)(4) designation
- ☐ Capacity to provide services and assistance to domestic workers

Total grant funding will not exceed \$260,000. Funding is allocated annually, and subject to appropriation and funds' availability.

Grant Award amounts vary as determined by the scope of the projects.



# Available Funding

OAG will make up to \$50,000 in funding available per grant award and grant initiative, with no more than \$100,000 awarded per organization for Fiscal Year 2024.

**Education and Outreach:** OAG will make up to \$180,000 available to conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers.

**Hazard Guidance:** OAG will make up to \$80,000 available to develop guidance to address the most common hazards domestic workers encounter in their workplaces and how to mitigate them.

Funding limits for each initiative were determined with guidance received from the Council of the District of Columbia.



# Eligibility Requirements

# Eligibility Requirements

The Domestic Worker Employment Rights Grant Program is governed by the Domestic Worker Employment Rights Amendment Act of 2022. As stipulated in the Act, qualifying organizations must have least 2 years' experience working on behalf of domestic workers.

**Definition** – ongoing support and work over the past two years in support of domestic workers, on behalf of domestic workers, providing direct services, indirect support, litigation, access to employer and government benefits. Demonstrated proof of clientele and services offered.

# Eligibility Requirements - cont.

Applicants must also meet the following eligibility criteria:

- ☐ 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.



# Proposal & Narrative Criteria

The proposal should be a clear, concise narrative that describes the applicant's ability to run the Domestic Workers Employment Rights Grant Program according to the specification of this solicitation in the RFA.

Narrative 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. Applicants cannot submit proposals on double-sided pages.
- ☐ 7. Applicants cannot use photo reduction or include photos or oversized documents.
- ☐ 8. Applicants ***must*** use the narrative and financial template provided in the RFA.



# Application Requirements

# Application Components

- ❑ Applicant Profile (cover page)
- ❑ Proposal Narrative
- ❑ Budget and Budget Narrative
- ❑ Workplan-2 separate workplan if applying for both initiatives

# Proposal Narrative

- ❑ Organizational Overview – mission and vision of organization, alliances, partnerships, experiences as it relates to domestic workers rights
- ❑ Capacity and Staffing – staff capacity to implement this program, and plan for recruiting staff if need be
- ❑ Description of Proposed Services – experience providing services or programing to and for domestic workers. Discuss the planned and proposed services, outreach, partnerships that will be utilized in implementing the proposed program and how it aligns with the Domestic Worker Employment Rights Grant Program.

# Proposal Narrative – cont.

- ❑ Timeline and Deliverables – describe the activities you will undertake to implement the program and achieve its goals and include a program timeline (This includes identifying clients and engaging the community with information about resources necessary to keep domestic workers in the District informed about their rights.)
- ❑ Budget Template and Narrative – budget needed and organization’s current resources that will be used for program implementation

# Budget Considerations

Domestic Worker - SAMPLE Budget			
Fiscal Year: 2024			
Program Site(s):			
CBO Name:			
CBO Contact:			
PROJECT DATES: October 1, 2023 - September 30, FY24		Total Costs	
Personnel - List all 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		\$ -	\$ -

[Budget template linked here.](#)

ALLOWABLE	PROHIBITED
<ul style="list-style-type: none"> <li>Personnel &amp; Salaries</li> <li>Fringe benefits</li> <li>Program supplies</li> <li>Marketing materials</li> <li>Operating costs                             <ul style="list-style-type: none"> <li>Rent</li> <li>Insurance</li> <li>Utilities</li> <li>Internet/Wi-Fi Service</li> <li>Phone service</li> <li>Etc.</li> </ul> </li> <li>Participant costs</li> <li>Contracts/Sub-awards</li> <li>Other costs*</li> <li>Indirect expenses</li> </ul>	<ul style="list-style-type: none"> <li>Lobbying</li> <li>Unapproved major equipment such as vehicles</li> <li>Interest payments on loans, bad debt</li> <li>Land purchases</li> <li>Any programs, initiatives or activities not directly associated with the grant program</li> <li>Legal action against the District</li> <li>Writing the Domestic Worker Employment grant application</li> <li>Any expenses made prior to the grant award</li> <li>Efforts that supplant (replace) funds from other grant sources</li> <li>Entertainment, alcoholic beverages</li> <li>General governance costs</li> <li>Contributions/donations to outside organizations</li> <li>Fundraising</li> <li>Election expenses</li> </ul>

\*Subject to OAG approval



# 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 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



# Evaluation

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

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

# Application Ranking

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 August 25, 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

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 (type of domestic work) 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;
- ☐ 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.

# Data Reporting Smartsheet

## Domestic Worker Employment Rights Grant Program

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

Powered by  smartsheet  
[Privacy Notice](#) | [Report Abuse](#)

# 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

# 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

# *Thank You*

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***District of Columbia***  
Office of the Attorney General