

The background of the slide features the official seal of the District of Columbia. The seal is circular and contains the text "DISTRICT OF COLUMBIA" around the top and "OFFICE OF THE FEDERAL" around the bottom. In the center of the seal is a shield with a scale of justice, a sword, and a laurel wreath. Below the shield is a depiction of a classical building with columns. The seal is rendered in a light, semi-transparent grey color.

# FY25 Domestic Workers Employment Rights Grant Program

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PRE-SOLICITATION CONFERENCE

IN-PERSON: JUNE 13, 2024

VIRTUAL: JUNE 25, 2024

# INTRODUCTIONS

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Latika Wesley  
Grant Administrator

Gabrielle Stevens  
Section Chief



# PROGRAM OVERVIEW

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# Background

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:

- ❖ 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
- ❖ Conduct education and outreach to domestic workers, hiring entities, and the public about the rights of domestic workers.

# FY25 Funding

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The Office of the Attorney General (OAG) is seeking proposals from non-profit Community-Based Organizations (CBOs), headquartered in the District of Columbia (“District or D.C.”), interested in operating the Domestic Worker Employment Rights Grant Program to provide guidance to domestic workers and hiring entities as to domestic workers’ rights pursuant to the Domestic Worker Employment Rights Amendment Act of 2022, effective Mar. 10, 2023 (D.C. Law 24-305, D.C. Official Code § 32-1071.01).

OAG will make up to \$75,000 available in grant funding for Fiscal Year 2025 to be awarded per grant per organization through the Domestic Worker Employment Rights grant program. Total grant funding will not exceed \$150,000.

# Deadline

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## *Paper Submissions*

2:00 PM EST, Friday, July 12, 2024

Non-electronic applications should be mailed or delivered to:

*Office of the Attorney General*

*Attn: Gabrielle Stevens*

*400 6<sup>th</sup> St. N.W.*

*Washington, D.C. 20001*

## *Electronic Submissions*

2:00 PM EST, Friday, July 12, 2024

Electronic applications must be submitted through OAG's online grant system at: <https://www.zoomgrants.com/zgf/FY25OAG/Grants>



# ELIGIBILITY REQUIREMENTS

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# Applicant Requirements

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- ❖ Applicant must demonstrate 2 years of experience working on behalf of domestic workers.
- ❖ Applicants must be designated as a 501(c)(3) or 501(c)(4) organization by the IRS.
- ❖ Applicants must be in good standing with the Government of the District of Columbia and the IRS.
- ❖ Applicants must demonstrate financial ability to meet program and project expenses for at least 30 days if payments under the grant are delayed or a financial penalty for inadequate performance is applied.
- ❖ Applicants must demonstrate the ability to comply with data and reporting requirements.
- ❖ Applicants must possess sufficient capacity and infrastructure for effective management of grant funds and faithful implementation of the program model(s) described in the FY25 OAG Community-Based Grant Program RFA.



# Capacity Considerations

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- ❖ Possess the 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.
- ❖ Ability to collect and report utilization data.
- ❖ Ability to collect and report outcome data.
- ❖ Ability to collect and report implementation data.
- ❖ Provide data reports monthly, quarterly, annually and as needed.

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# Application Overview

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# Application Criteria

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- ❖ Applications must be in English
- ❖ Applications should be no more than ten (10) pages in length, not including attachments, budget narrative and forms, and/or the title page and table of contents.
- ❖ Applicants must use a standard Times New Roman 12-point font.
- ❖ 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.
- ❖ Top, bottom, left, and right margins may not be less than one (1) inch each.
- ❖ Text must be double-spaced.
- ❖ Applicants cannot submit proposals on double-sided pages.
- ❖ Applicants cannot use photo reduction or include photos or oversized documents.
- ❖ Applicants **must** use the narrative template provided in the program guidelines.

# Application Components

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## **Application Cover Page**

Identifies the applicant, contact information and individual who will serve as the point of contact, type of organization, Tax I.D. numbers, DUNS number, project service area, and the amount of grant funds requested)



## **Proposal Narrative**

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 Cure the Streets Program Guidelines.



## **Budget and Budget Narrative**

Provide a detailed line- item budget and narrative for the program. Narratives shall discuss program-related justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.



## **Administrative and Required Documents**

# Administrative and Policy Requirements

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- ❖ 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
- ❖ Organization most recent operating budget
- ❖ Disclosure of legal proceedings
- ❖ Statement of Certification
- ❖ Ethics and Accountability Statement
- ❖ Certificate of Insurance (COI)
- ❖ Standard Assurances
- ❖ Documentation of 501(c)(3) status

# Administrative and Policy Requirements- Cont.

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- ❖ 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
- ❖ Tax Certification 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 24 and expected in Fiscal Year 25.
- ❖ List of Federal funding received in Fiscal Year 24 and expected in Fiscal Year 25.
- ❖ Resumes for key and essential staff
- ❖ Current Federal Negotiated Cost Rate Agreement, if applicable
- ❖ FY25 workplan

# 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
- Grant writing services
- 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



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# SCORING & EVALUATION

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# Notification of Award

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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 July 12, 2024, through email and using the grant management software, ZoomGrants.

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.

# Evaluation

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An external third-party panel will review, score, and rank each application. Each section has a total scoring value, and applicants should provide responses to the narrative templates that are detailed, free of grammatical errors, and concise. Only complete and responsive applications will be evaluated strictly in accordance with the requirements stated in the RFA.

- ❖ Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined based on a 100-point scale.
- ❖ The review panel will review how well the applicant's proposal answered the provided questions, and how well the applicant addressed the points.

*Final decision on awards rests solely with the Attorney General.*

# Application Scoring

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- ❖ Organizational Overview (25 Points)
- ❖ Capacity and Staffing (20 Points)
- ❖ Description of Proposed Services (25 Points)
- ❖ Timeline and Deliverables (15 points)
- ❖ Budget and Justification (15 Points)

- ❖ Discuss the mission and vision of the organization and how it aligns with the grant program.
- ❖ Describe the organization's existing services/programs and the ability of the organization to provide the proposed services under the 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.
- ❖ Discuss the community partnerships that the organization has developed and describe how these partnerships will be used to support the grant program.
- ❖ Describe the organization's experience and past performance in providing community outreach to the targeted population.

# Organizational Overview (25 points)

- ❖ Discuss and provide a plan for how a pool of qualified staff will be interviewed and hired.
- ❖ Discuss how the organization will provide support to staff.
- ❖ Describe the organization's coaching and professional development plan for employees.
- ❖ 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 provided during the grant period.
- ❖ Describe your organization's experience in hiring, recruiting, and maintaining a qualified workforce.
- ❖ Provide a program specific organizational chart.

## Capacity & Staffing (20 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 the RFA.  
*Applicants should describe their plans for conducting outreach to provide education to, or services for, the target populations outlined in the grant program for which they are applying.*
- ❖ Describe the proposed service levels (i.e., number of proposed clients/individuals to be served) during period of performance.
- ❖ Describe the performance measures and outcomes proposed that will track and achieve for the proposed services.
- ❖ Describe eligibility criteria for program participants, and how individuals are identified to receive support and services.

# Description of Proposed Services (25 points)

Describe the planned activities that will implement the program and achieve its goals. This section should demonstrate the applicant's thorough understanding of the model and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation, and operation.

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. Applicants should keep in mind the up to three-month planning/ramp up period (new applicants) or one to two-month planning/ramp up period for existing grantees.

## Timeline & Deliverables (15 points)

- ❖ Describe how the organization's existing resources will be utilized during the funding period to support the work of the grant program.
- ❖ Describe the organization's fiscal infrastructure and capacity to manage all aspects of the grant program.
- ❖ Provide a detailed line-item budget for the program and describe the budget development process and provide appropriate budget justification.

# Budget & Justification (15 points)



# Application Ranking

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Applications will be scored according to the evaluation criteria. The results of the evaluation for each application submitted will be classified into one of four categories.

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

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# REPORTING & MONITORING

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# Reporting

The selected grantee(s) is required to provide to OAG a monthly report by the 15th of each month, using the provided reporting template, 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;



# Monitoring

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- ❖ Grantee may receive a scheduled or unscheduled site visit from OAG Grant's 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.



# Grantee Payments

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*Grant funds will be disbursed on a cost reimbursement basis.*

- ❖ Grantees may request an advance payment, up to 25% of grant award, subject to approval from the Grant Management Unit and in adherence to OAG's policies.
- ❖ Upon award, payments to reimburse project expenses will be made pursuant to a monthly schedule. Project expenses will be reimbursed for expenditures incurred during the grant period and made in compliance with the grant budget and the project scope.
- ❖ Grantee will be required to submit back-up supporting documentation (i.e., bank statements, receipts, etc.) and signed cover page and organization request letter.
- ❖ OAG shall make payment within the District's Quick Payment Act (QPA) period of thirty (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).

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QUESTIONS?

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# Contact OAG

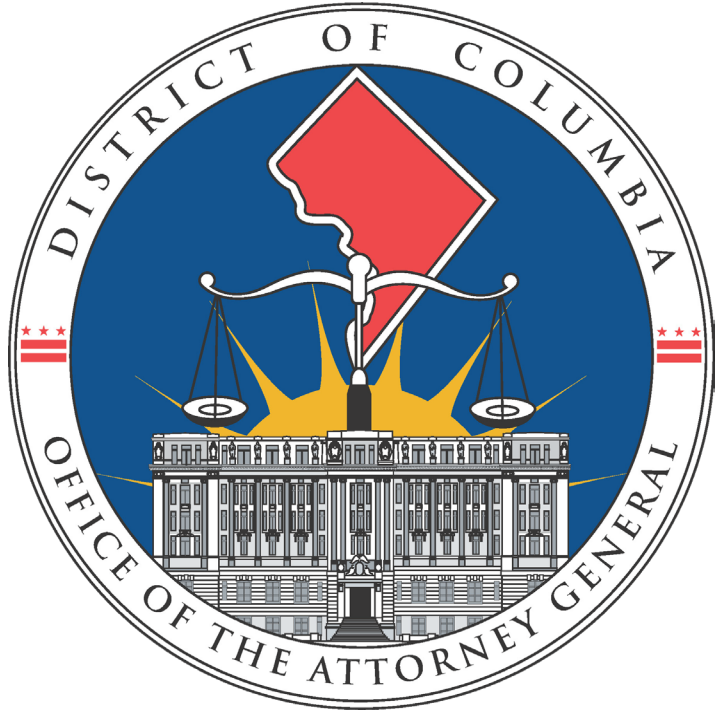


For Inquiries



Email: [OAG.Grants@dc.gov](mailto:OAG.Grants@dc.gov)





Thank you for  

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joining us!