



FY25 Workplace Rights Grant Program

PRE-SOLICITATION CONFERENCE

IN-PERSON: JUNE 13, 2024

VIRTUAL: JUNE 25, 2024

INTRODUCTIONS

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Grant Administrator

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PROGRAM OVERVIEW

Background

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.

FY25 Funding

The Office of the Attorney General (“OAG”) is seeking proposals from non-profit Community-Based Organizations (CBOs), including legal services providers, headquartered in the District of Columbia (“District or D.C.”), interested in operating the Workplace Rights Grant Program to provide 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 will make up to \$750,000 available in grant funding for Fiscal Year 2025 to be awarded through the Workplace Rights grant program. OAG will award funds to at least two qualified community-based organizations. No award shall be less than \$100,000 per year per grant.

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 are defined as the provision of legal advice, assistance, or representation regarding an individual's rights or responsibilities related to a particular matter or more general matters.

- ❖ 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.

Additional Background

Deadline

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 6th 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

Applicant Requirements

- ❖ Applicant must demonstrate at least 3 years experience in conducting outreach to and establishing working relationships with significant numbers of eligible individuals.
- ❖ Applicant must also demonstrate at least 3 years experience in working on or assisting workers to secure rights under employment laws.
- ❖ 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.

Organization Requirements

As required by the Workplace Rights Grant Program Act of 2021, to be eligible for a grant under the FY25 RFA, the community-based organization applicant must:

- ❖ Demonstrate in its application that it is well qualified to engage in the types of activities that 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.

Capacity Considerations

- ❖ 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.

The background of the slide features a large, faint watermark of the Cambridge University crest. The crest is circular and contains a shield with a cross, a book, and a lamp. The text "UNIVERSITY OF CAMBRIDGE" is visible around the perimeter of the crest. The title "Application Overview" is centered over the crest.

Application Overview

Application Criteria

- ❖ 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



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

- ❖ 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.

- ❖ 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



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 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.

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SCORING & EVALUATION

Evaluation

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

- ❖ 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

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

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 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

- ❖ 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

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?

Contact OAG

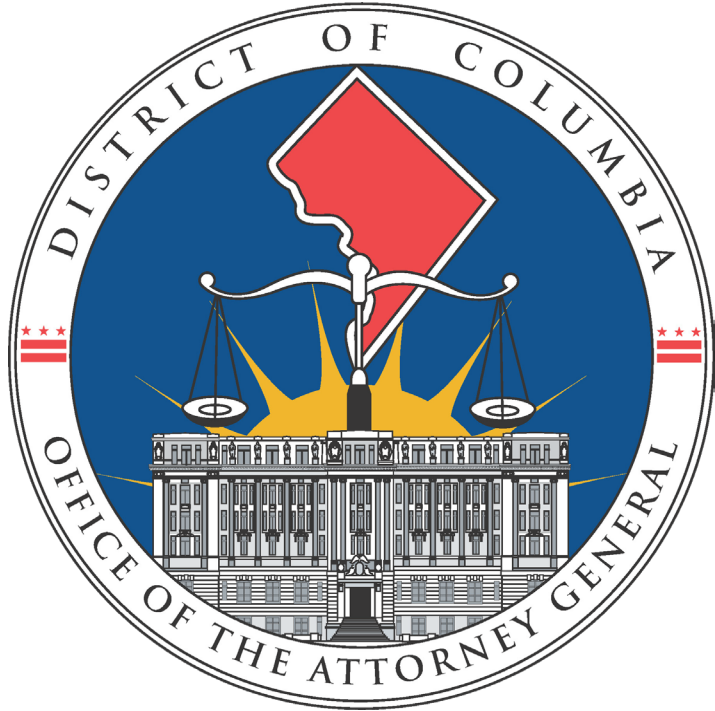


For Inquiries



Email: OAG.Grants@dc.gov





Thank you for

joining us!