REQUEST FOR APPLICATIONS

District of Columbia
Department of Employment Services

INTENSIVE OCCUPATIONAL SKILLS TRAINING FOR ADULTS IN THE HIGH GROWTH, HIGH DEMAND FIELDS OF HEALTHCARE OR BROADBAND/IT

The District of Columbia Department of Employment Services (DOES) is seeking comprehensive proposals that provide occupational skills training in healthcare or broadband/IT to support eligible customers as they seek gainful employment. These two fields have been recognized by the United States Department of Labor (USDOL) as high growth occupations. It is intended that these services will provide participants with the personal and professional preparedness to improve their marketability and increase their probability of obtaining and retaining employment.

The Workforce Investment Act Program is a federal initiative authorized by Title I of the Workforce Investment Act of 1998 (PL 105-220). Eligible applicants proposing the delivery of services above will receive a one-year grant award from the DOES with American Recovery and Reinvestment Act (ARRA) funds. All grant activities must be completed within the one year grant period. ARRA funds will be awarded to eligible applicants who meet the grant requirements. Total funds available through this DOES grant will not exceed a total of $500,000.

The Request for Application (RFA) for the District of Columbia Department of Employment Services, The Workforce Development Supportive Services Grant is available on the DOES web site and on the District Office of Partnerships and Grants District Grants Clearinghouse.

RFA Release Date: Wednesday, May 5, 2010

Application Submission Deadline: Friday, June 4, 2010 by 3:00 p.m.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

SECTION I: GENERAL INFORMATION

Purpose of Grant Funds	The primary purpose of the District of Columbia's Department of Employment Services Grant is to fund occupational programs and services in healthcare or broadband/IT that help District residents to achieve the following outcomes: • Obtain occupational skills training in these high growth sectors; • Obtain and/or retain employment; • Make educational gains. Programs funded under this grant must be directed towards the following goals for participants: 1. Completion of occupational skills training and attainment of industry-recognized certification/credential in the healthcare or broadband/IT sectors. 2. 80% of program participants enter employment within the first quarter after program completion. 3. 80% of program participants retain employment in the 2nd and 3rd quarters after exit. 4. 80% of program participants demonstrate an increase in earnings from their pre-program wages. ***Priority is placed on the achievement of goals #1 and #2 above. Applicant(s) must provide follow-up on the core outcomes measures.***
Eligible Applicants	Organizations that are eligible to apply for this grant are public or private non-profit or for-profit organizations of <u>demonstrated effectiveness:</u> a) a community-based organization; b) an institution of higher education; c) a private for-profit agency; d) a public or private nonprofit agency; e) a local educational agency; f) a consortium of the agencies, organizations, institutions or authorities described in any of (a) through (e) above. DOES strongly recommends that applicants apply in partnerships comprised of the above groups. The partnership must designate one of the partners to serve as the applicant agency and fiscal agent for the grant. In addition, program participants will be screened and referred from One Stop Career Centers. Workforce development programs and training partnerships should be cognizant of and responsive to the needs of industries that are undergoing significant change and strive to form commitments and partnerships with labor unions, private sector industries, training organizations, primary and secondary education systems, and government to meet those needs. **Priority will be given to those applicants that show a proven ability to connect participants to employers.**

Eligible Participants	Eligible participants who may receive services under this grant include: a) Persons age 18 or older in the District of Columbia who are not enrolled or required to be enrolled in secondary school under District law;
Special Populations	Consideration will be given to proposals that serve: • Unemployed adults; • Underemployed adults; • Dislocated workers; • Individuals residing in areas of the District with high unemployment or with other barriers to employment including residents in Focused Improvement Areas, New Communities, Neighborhood Investment Fund Areas or other underserved communities; • Single female heads of households and/or parents of children receiving Temporary Assistance to Needy Families (TANF) who do not have a GED, high school diploma or basic skills; • Low income working or non-working youth and adults with incomes of less than 300 percent of the federal poverty level who do not have a GED or high school diploma; • Immigrants and other residents whose primary language is not English; • Ex-offenders; • Senior citizens; • Homeless persons; and • Individuals with learning disabilities or special needs.
Location of Services	The eligible applicant(s) must provide services that are accessible to residents of the District of Columbia.

Scope of Services	Applicants/partners will be funded that propose innovative programming that integrates services in the following categories. **All applications must include Category A –Healthcare Workforce Development and Training Partnerships OR Category B Broadband Workforce Development and Training Partnerships** ***AND*** **Category C - Workforce Development Placement and Training** **Additional points will be added for applicants that include Category D: Workforce Development and Job Readiness. This is a bonus category; it is not required.** **Category A. Healthcare Workforce Development and Training** DOES is seeking applications for projects the provide training in the health care industry and that focus on one or more of the following healthcare sub-sectors and occupational categories: Nursing, Allied Health, Long-Term Care and Health Information Technology. As many industries experience lay-offs and job losses, the health care industry remains a critical driver in the region's economy. Hospitals, long-term care facilities and other ambulatory care settings add new jobs at the same time when thousands of jobs are being eliminated nationwide. Although job opportunities exist for workers without extensive specialized training, most health care occupations require training leading to a vocational license, certificate or degree. DOES will accept proposals targeting any of the health care industry's sub-sectors and is particularly interested in receiving proposals that focus on one or more of the following occupational categories: • **Nursing** – RNs, LPNs, CNAs. • **Allied Health** – i.e. Medical Assistants, Respiratory Therapists, Pharmacy Technicians, Diagnostic Medical Sonographers, Paramedics, Radiological and other technicians. • **Long-Term Care** – Workers in long-term care settings assist older individuals and others with disabilities and chronic diseases through employment as CNAs, home health specialists, and other direct care occupations. • **Health Information Technology (HIT)** – Health Information Technology or Health Informatics refers to the juncture of information management, medical practice, and the complex business of health care delivery. HIT leverages information management training and resources to improve quality and efficiency standards in the health care industry and may represent one of the most important emerging industries/occupations over the next decade. DOES is interested in projects that design state-of-the-art training and support progression in career pathways for the health information workforce

	using a variety of learning strategies for individuals who want to specialize in the management of heath information, as well as workers who must use HIT to perform the duties of their jobs. **Category B. <u>IT and Broadband Workforce Development</u>** DOES also seeks to promote broad-based economic recovery by supporting the workforce and training needs of workers and employers in IT and Broadband service development and expansion. Many industries are being transformed by technology and innovation, requiring new skill sets for workers. DOES is seeking applications that provide training to DC residents in the following high growth, high demand fields: • Information technology; • Wireless and broadband deployment; • Data Communications; • Network Management; • Computer Programming; and • Other IT-related high-growth, high-demand fields **<u>Category C –Placement, and Retention</u>** All applicants must provide a clear strategy for helping participants prepare to find and succeed in jobs; placing participants into employment; and helping them successfully retain employment. Applicants must assist participants in obtaining employment by engaging employers and identifying and/or developing specific employment opportunities in the targeted field. **<u>Bonus Category</u>** **<u>Category D - Workforce Development and Job Readiness</u>** In addition, applicants are encouraged to provide or connect program participants to job readiness and retention support services which may include financial literacy, health literacy, personal life counseling and coaching/mentoring, referral to social service agencies, coordination and follow-up on participant acquisition of social service benefits, and/or linkages to community resources to address participants' basic needs and supportive services.
Administrative Costs (Indirect Costs)	Consistent with the Workforce Investment Act, administrative costs are limited to no more than 10% of allocated funds.

DC DOES Grant Award Notification	Sub-grantees will receive one Grant Award Notifications (GANs) for the Grant Period June 30, 2010 to June 30, 2011 from the DC DOES: • A Federal GAN for the period of June 30, 2010 to June 30, 2011 **Federal Grant funds must be maintained in a separate account. Co-mingling of funds <u>is not</u> permitted. Adherence to fiscal requirements will be monitored by DOES throughout the grant period.**
DC DOES Cost Reimbursement Process	The District will make payments to the sub-grantee upon submission of proper invoices at the prices stipulated for services performed and accepted. DOES reserves the right to reject any or all services which, in its sole judgment, do not adequately represent the intended level of completion or standard of performance. Invoices must be submitted monthly for the preceding month by not later than the 5th business day following the expense. Each invoice must be submitted in triplicate with original signatures and include copies of supporting documentation to substantiate costs. Invoices must be submitted to the following address: **Workforce Grants Manager** **DC DOES , Office of Employer Services** **609 H Street, N.E.** **5th Floor** **Washington, D.C. 20002**
District of Columbia Department of Employment Services Source of Funding	The District of Columbia Department of Employment Services (DOES) will award a grant to sub-grantees with funds from the American Recovery and Reinvestment Fund Act (ARRA). Sub-grantees will receive a separate Grant Award Notification (GAN) from DOES and must adhere to ARRA fiscal and accountability requirements. The amount of the grant award will be based on the services to be provided as defined in the scope of services. The anticipated total amount of funding under this RFA will be $500,000. DOES intends to fund at minimum one grantee with this opportunity; there may be multiple grants awarded at different levels of funding. *Each applicant must demonstrate that it will leverage funding awarded through this RFA with other funding from private, nonprofit, and/or government sources.*
District of Columbia Department of Employment Services Grant Award Period	The grant award period for DOES ARRA funding is one year from the date of award notification. All services must be rendered by June 30, 2011.

Application Due Date	**Eligible applicants must submit one (1) original and three (3) copies of their application by 3:00 pm on Friday, June 4, 2010.** **DC DOES , Office of Administrative Services** **ATTN: Healthcare IT Occupational Skills Training Grant** **609 H Street, N.E.** **1st Floor** **Washington, D.C. 20002** ***Please note that a photo identification and check-in are required to enter the building. Mailed/couriered applications must be received by the deadline. Late applications will not be accepted.***

SECTION II: PROGRAM REQUIREMENTS

Responsibilities of the Applicant

Applicants funded under this grant must:

- Provide the fiscal, human and material resources necessary to manage and staff the program.
- Adhere to all DOES program requirements and submit to monitoring for compliance with the following:

Recruitment, Retention, Progress and Involvement	*The program must have policies, procedures, and systems to effectively measure educational gains and achievements.*
Instructional Models and Methods	*The program aligns assessment, curriculum and instruction to address and accommodate different student learning needs.*
Program Management and Leadership	*The organization has effective management/leadership that develops and maintains appropriate structures, procedures, trainings and policies to ensure high quality service delivery as well as organizational sustainability.*
Data Management	*The program has the capacity to use DOES – Virtual One-Stop system to collect and report accurate and reliable program and outcome data.*

Reporting Requirements

Sub-grantee will be required to submit monthly activity reports in a format to be determined by DOES. Sub-grantees will be required to establish case files for eligible participants referred. A participant's case file must contain an Individual Employment Plan completed by the sub-grantee, work products, progress notes and other case notes that adequately document the participant's status i.e. successes and obstacles. Referrals to other support services should also be documented in the file. Case notes must reflect ongoing contact with the participant at least every thirty (30) days.

Prior to commencing services and upon execution of an agreement with DOES the sub-grantee will submit a syllabus and schedule of planned activities. Sub-grantee will be required to administer and submit a customer satisfaction survey to each participant completing services.

For participants receiving Job Search Skills and Job Placement Assistance, sub-grantee must ensure that each participant builds a portfolio containing at minimum a market-ready resume, introductory letter, thank you/post interview letter, completed error-free application and sample responses to application ranking factors.

Program Monitoring, Evaluation and Continuous Improvement

DOES will conduct on-site monitoring to ensure that the sub-grantee is in compliance with the resultant agreement as well as applicable federal and local rules and regulations; and, provide technical assistance

in compliance areas.

DOES will review the Sub-grantee's invoice and make payment recommendation based on applicable cost principles and substantiating documentation.

SECTION III: REVIEW AND SCORING APPLICATIONS

Review Panel
The review panel will be composed of neutral, qualified, and professional individuals selected for their experience in the fields of program management. The review panel will review and score each proposal using the Proposal Evaluation Rubric. Final scores will be added and averaged. In the event that two or more applications receive the same final score, the applications will be ranked according to the final averaged scores received on the following section(s) in the following order: 1) Program Design; 2) Organizational Capability and Relevant Experience; 3) Partnerships; and 4) Sound Fiscal Management, Project Budget and Budget Narrative, Indirect Costs. Upon completion of the review process, the panel shall make recommendations for awards to DOES which shall make the final funding determinations.
Site Visit
DOES retains the right to conduct site visits of new sub-grantees prior to issuing the Grant Award Notification (GAN) to ensure that the facilities are conducive to the provision of services to eligible participants.

Sample Proposal Evaluation Rubric

Scoring Criteria Maximum Number of Points – 105 100 Points for Required Application Components + 5 Bonus Points					
Criteria	Very Good	Good	Fair	Poor	N/A
Point Value for Each Checkbox	5	4	3	2	0
1. Quality of Program Design - 55%					
A. A. The applicant has demonstrated that it will prepare participants for employment within the health care or IT sector and address skills and competencies demanded by the industries targeted through this RFA.					
B. The applicant has demonstrated that there is a demand for employees in the region in the specific occupations and industries which will be targeted through their training program.					
C. The training will result in an employer- or industry-recognized certificate or degree (which can include a license, as well as a Registered Apprenticeship certificate or degree).					
D. The applicant has described a clear strategy for placing participants into employment.					
E. The applicant has demonstrated a proven partnership with employers and identifying or developing employment opportunities in the Washington, DC region.					
F. The program has a strategy or system in place to recruit and retain participants, meet projected enrollment targets, and monitor participant performance and progress					
G. The applicant has proposed a reasonable number of persons to be served and clearly demonstrates how it will serve the needs of the target population.					
H. The program has a participant intake, assessment and goal process, as well as uses appropriate curricula and multiple delivery methods to meet the diverse needs of participants.					
I. The applicant has described a detailed strategy for helping participants retain jobs, which includes collaborating with employers, identifying challenges or barriers to retention that participants face, and providing participants with necessary supportive services.					
J. The program design is of sufficient intensity and duration for					

SAMPLE

the applicant to achieve its proposed participant outcome goals.					
K. The applicant has established measurable goals for participant outcomes that align with the goals laid out above in Section I, General Information, and Purpose of Grant Funds.					
L. The training takes place at times and locations that are convenient and easily accessible for the targeted populations.					
2. Program Administration and Financial Management – **25%**					
A. The applicant has provided evidence of organizational capacity to execute proposed training.					
B. The applicant provides evidence of sound fiscal management and financial stability evidenced by a complete and favorable audit and a well-developed budget.					
C. The program budget and budget narrative are complete and describe the expected expenditure of funds including all activities listed in the program design.					
D. The organization maintains a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures.					
E. Given the proposed target program design, the applicant presents costs that are reasonable, allowable, necessary and competitive.					
3. Past Effectiveness and Relevant Experience – 10%					
A. The applicant has demonstrated that it has successfully provided training targeted populations that have led to participant certification, placement, and retention in the proposed or related industry.					
B. The applicant has demonstrated that it has a strong track record of building relationships with employers in the targeted field.					
4. Project Personnel– 5%					

SAMPLE

A. The applicant/partner agencies have, as evidenced by staff resumes and/or other information in the proposal, staff who are highly qualified to perform the functions outlined in the proposal, including well-trained instructors, administrators, intake personnel, data managers, counselors, job developers, and personnel experienced in providing wraparound support and job retention services to the target population.					
Bonus Category: Workforce Development and Job Readiness – 5%					
A. Applicant provides or connects program participants to job readiness and retention support services, follow-up on participant acquisition of social service benefits, and/or linkages to community resources to address participants' basic needs and supportive services.					

SAMPLE

SECTION IV: APPLICATION FORMAT AND SUBMISSION

Application Format

Applicants are required to follow the format below and each proposal must contain the following information. All applications must be double-spaced, single-sided, 1 inch margins, 12 point maximum font.

- Application Cover Page (see Attachment A)
- Table of Contents - 1 page
- Program Narrative - 10 pages

In the program narrative, applicants must provide a full and complete description of the services they are proposing. Narrative must also address:

  - The need for training in the healthcare or IT field specified among the targeted population,
  - location and hours for proposed services,
  - orientation plan for participants,
  - service objectives, expected outcomes and how they will be measured and documented,
  - Proposed staffing plan for the project,
  - How program participants will gain the necessary skills to receive an industry-recognized certification, and
  - How the applicant will successfully place training graduates in employment.

- Organizational Capability and Relevant Experience - 1 page - Applicants must provide a statement of capability that details their experience and background in providing proposed services; include a list of references and type of services provided.

- Partnerships – Partner Agency Form (see Attachment B)
  If applying as a partnership, a Partner Agency Form (Attachment B) must be completed for each partner agency. A signed Memorandum of Agreement or Partnership Agreement for each partner agency must be attached to each Partner Agency Form.

- Program Budget (see Attachment C)

- Budget Narrative (see Attachment D) - The Program Budget (Attachment C) and the Budget Narrative (Attachment D) should be complete and describe the projected expenditure of funds including all activities listed in the Program Design. The expenditures identified in the Program Budget must clearly reflect the expenditures described in the Budget Narrative. The Program Budget and Budget Narrative must also reflect an Administrative Cost (Indirect Cost) not to exceed 10% for grant funds.

- Certifications - Attachments E

- Assurances – Attachment F

- Required Appendices (not included in the page count total)

☑ Check	Items
	Staff resumes
	Summary with descriptions of staff positions
	List of Board of Directors
	501(c)3 status letter (if applicable)
	2009 annual financial audit or the 2008 financial audit accompanied by a statement concerning the status of the 2009 audit; or, if audits for both 2008 and 2009 are not available, a statement explaining why this is the case
	2010 organizational budget (revenues by source of revenue and expenditures by program and/or type of expense)
	Organizational financial statements as of December 2009 or later, including an expenditure/revenue statement (also known as "profit and loss statement") and balance sheet

Appendices **may** also include Letters of Support or Collaboration, Licenses, Certificates, and Accreditation documents. Appendices **may not** include additional information on the proposed project such as brochures, annual reports, flow charts, diagrams or other information that should be included as part of the program design section; any such information included will be disregarded in scoring.

SECTION V: GRANT AWARD AND FUNDS

Notification of Grant Award
Each applicant will receive a scanned letter via email stating whether it has been selected as a sub-grantee. Selected applicants will receive one Grant Award Notifications (GAN) for federal grant funds that identify the performance requirements for the grant.
Insurance

The applicant, when requested, must be able to show proof of insurance coverage required by law. The grantee and all sub-grantees that receive awards under this RFA must be able to show proof of insurance prior to receiving grant funds.
Audit
At any time or times before final payment and three (3) years after, the District or Federal government may have the grantee's and/or all sub-grantee's expenditure statements and source documentation audited.
Nondiscrimination in the Delivery of Services
In accordance with Title VI, of the Civil Rights Act of 1964, (P.L. 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving funds awarded under this grant. The applicant must also comply fully with the DC Human Rights Act.

ATTACHMENT A

APPLICATION COVER PAGE

Name of Applicant Agency:		
Contact Person:		
Title:		
Address:		
Telephone:	Fax:	
E-Mail:	Website:	
Is your agency licensed by the DC Education Licensure Commission?	☐ Yes	☐ No
Names of Partner Agency(ies):		
Total Amount of Grant Funds Requested:		$
I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Certifications, Assurances, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the DC Department of Employment Services or renegotiated to acceptance, will form a binding agreement.		
Typed Name of Executive Officer:		
Signature of Executive Officer:	Date	

ATTACHMENT B

PARTNER AGENCY FORM

Complete this page for each partner
and attach a Memorandum of Agreement or Partnership Agreement for each partner.
Duplicate this page as needed.

Partner Agency Name:	
Contact Person:	
Title:	
Address:	
Telephone:	Fax:
E-Mail:	Website:
Is this agency licensed by the DC Education Licensure Commission?	☐ Yes ☐ No
New Partnership:	☐ Yes ☐ No
Existing Partnership:	☐ Yes ☐ No
Number of Years of Partnership:	
Explanation for selection of Partner Agency:	

Check and describe the applicable services to be provided by the Partner Agency.

☑	Scope of Services	Description of Service(s)
	Adult and Family Education	
	Ancillary Services	
	Workforce Development Pathways	
	Postsecondary Education Pathways	

Brief description of the Organizational Capability and Relevant Experience of Partner Agency:

Fiscal Requirements, if applicable:

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, and that the requested budget amounts are necessary for the implementation of this project.	
Typed Name of Executive Officer:	
Signature of Executive Officer:	Date:

ATTACHMENT C

PROJECT COMPONENT BUDGET

COST CATEGORY		AMOUNT
1.	ADMINISTRATION	$_____
2.	TRAINING	$_____
	TOTAL AMOUNT	$_____

I,_____, as the authorized representative for the Contractor, do hereby agree with the information and format contained with this **PROJECT COMPONENT BUDGET** package. Further, I do hereby agree to invoice the Department of Employment Services on the basis prescribed in any resultant contract, for only those costs incurred, which are deemed allowable by the District.

_____ _____
Signature **Date**

SPECIAL NOTE:

To constitute adequate cost and pricing data the enclosed budget summary sheets must be accompanied by a budget narrative delineating the cost for each line item, e.g., quantity, unity cost, description and justification. Please round cents to the nearest dollar.

ADMINISTRATION
Supportive Budget Summary

A. Direct Cost..... $_____

1. Staff Salaries..... $_____
2. Fringe..... $_____
   a. FICA **7.65**%
      1) SSI **6.20**% x $_____ = $_____
      2) Medicare **1.45**% x $_____ = $_____
   b. Workers Comp.___% x $_____ = $_____
   c. U.I. ____% x $_____ = $_____
   d. Health Ins. ____% x $_____ = $_____
   e. Retirement ____% x $_____ = $_____
   f. Other (specify) ____% x $_____ = $_____
3. Travel..... $_____
4. Rent..... $_____
5. Utilities..... $_____
6. Equipment..... $_____
7. Communications..... $_____
8. Supplies..... $_____
9. Reproduction..... $_____
10. Custodial Security..... $_____
11. Tuition/OJT Reimbursement..... $_____
12. Other (SPECIFY)..... $_____
    a.
    b.
    c.

B. Indirect Cost..... $_____

C. Total (Direct and Indirect Cost)..... $_____

TRAINING
Supportive Budget Summary

A. Direct Cost..... $_____

1. Staff Salaries..... $_____
2. Fringe..... $_____

   a. FICA **7.65**%
      1) SSI **6.20**% x $_____ = $_____
      2) Medicare **1.45**% x $_____ = $_____

   b. Workers Comp.___% x $_____ = $_____

   c. U.I. ____% x $_____ = $_____

   d. Health Ins. ____% x $_____ = $_____

   e. Retirement ____% x $_____ = $_____

   f. Other (specify) ____% x $_____ = $_____

3. Travel..... $_____
4. Rent..... $_____
5. Utilities..... $_____
6. Equipment..... $_____
7. Communications..... $_____
8. Supplies..... $_____
9. Reproduction..... $_____
10. Custodial Security..... $_____
11. Tuition/OJT Reimbursement..... $_____
12. Other (SPECIFY)..... $_____

    a.

    b.

    c.

B. Indirect Cost..... $_____

C. Total (Direct and Indirect Cost)..... $_____

Purchased/Rented/Leased Equipment

List below all equipment necessary to the operation of the program that is purchased, rented, or leased through this contract. Indicate by letter in the "Unit Price" column whether the price is for purchase (P), rental (R), or lease (L). In the cost Category indicate:

(A) – Administration
(B) – Training
(C) - Training Related Services

Type	Quantity	Unit Price	Total	Cost Category
		Total Cost	**$**	

Approval of proposal does not constitute approval of procurement. Specific written approval must be secured from the District prior to actual purchase, rental or lease of equipment.

SCHEDULE OF SALARY PRORATION

Contractor Name: _____ **Contract No:** _____

Effective Date: _____

*Name of Employees	(A) **Position/ Title	(B) Annual Salary	Total Charge This Contract	(D) # of Months	(E) Admin.	%	(F) Training	%	(G) Training Related Services	%
		TOTAL								

*** Attach Personnel Action(s), Letter(s), or Appointment(s), Consultant Agreement(s), etc.**
**** If position is currently vacant, attach Job Announcement/Description and a commitment letter stating offeror's intent to hire contingent upon award of contract.**

ATTACHMENT D

BUDGET NARRATIVE

A Budget Narrative must accompany the Budget Form and include an explanation for each of the budget line items. For each line item, include a brief explanation of how the budget amount was derived. Information should be thorough enough to provide the review panel with an understanding of how the requested budget amounts were determined. Following the format shown in the example below is recommended; the dollar and quantity amounts shown here are for illustrative purposes only.

ATTACHMENT E

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - lll, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the

applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th St., NW, Suite 400S, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).

B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67 615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Office of Research and Analysis, 441 4th St., NW, 400 South,
Washington, DC 20001.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

_____ _____

2. Application Number and/or Project Name	**3. Grantee IRS/Vendor Number**
4. Typed Name and Title of Authorized Representative	
5. Signature	**6. Date**

ASSURANCES: NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance or personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all applicable Federal statutes. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964, (P.L. 88-352), (42 U.S.C. 2000d-2000d-6), which prohibits discrimination on the basis of race, color or national origin: (b) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688), which prohibits discrimination on the basis of sex and blindness; (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of disability; (d) the Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, which prohibits discrimination on the basis of age; and (e) the requirements of any other nondiscrimination statute(s) which may apply to the application.
6. Will comply, if applicable, with insurance purchase requirements of 42 U.S.C. 4012a that requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance.
7. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347; (b) Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); and (c) the Clear Air Act of 1955, (42 U.S.C. Chapter 85, 7401 et seq.).
8. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, (16 U.S.C. 470f), and the Service Award Act of 1974 (16 U.S.C. 469a-1).
9. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, (31 U.S.C. 7501-75).

CERTIFICATIONS: NON-CONSTRUCTION PROGRAMS

The certifications below are executed with the signing of the certification signature page and submission with the grant application or modification package.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; and this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL A Disclosure Form to Report Lobbying, in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and no more than $100,000 for each such failure.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
INSTRUCTIONS FOR CERTIFICATION--PRIMARY COVERED TRANSACTIONS

1. By signing and submitting the certification signature page, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-

Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded form the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequently by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATIONS REGARDING DRUG-FREE/TOBACCO-FREE WORKPLACE REQUIREMENTS

1. By signing and/or submitting the certification signature page, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees that are individuals, Alternate II applies.

5. Workplaces, under grants, for grantees other individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, upon award, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicle; of a mass transit authority or State highway department while in operation, State employees in each local unemployment office performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see 5., above).
8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

   a) Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).
   b) Conviction means a finding of guilt including a plea of Anolo contendere or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
   c) Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or Possession of any controlled substance.
   d) Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

CERTIFICATION REGARDING DRUG- FREE WORKPLACE REQUIREMENTS

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
(b) Establishing an ongoing drug-free awareness program to inform employees about:

   (1) The dangers of drug abuse in the workplace;
   (2) The grantee's policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   (1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions within 30 calendar days of receiving notice under paragraph (d)(2) with respect to any employee who is so convicted:
(1) Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C--Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting the certification signature page (Enclosure VI. D.) with this application the applicant/ grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all sub-grantees shall certify accordingly.

CERTIFICATION OF RELEASE OF INFORMATION

Each grantee must indicate the Federal Share of the grant and the percentage of the grant financed by the Federal share. In this regard, the Certificate for Release of Information is cited below for this purpose. The submission of a signed application containing a copy of this Certification for Release of Information shall constitute the necessary certification.

The grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the grant project or program, the grantee shall clearly state (1) the percentage of the total cost of the program or project which will be or is being financed with Federal money, and (2) the dollar amount of Federal funds for the project or program; except when, the project or program is competitive.

ASSURANCES AND CERTIFICATIONS - SIGNATURE PAGE

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS listed above. By signing and returning this signature page, the grantee/recipient is accepting the certifications set forth below:

A. Assurances - Non-Construction Programs

B. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free/Tobacco-Free Workplace Requirements

C. Certification of Release of Information

APPLICANT NAME and LEGAL ADDRESS:

_____

_____

_____

_____

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application or funding request. All other instructions shall be kept on file by the applicant.

_____

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL TITLE

_____

APPLICANT ORGANIZATION DATE SUBMITTED

Please Note: This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the grant application.