

Government of the District of Columbia
Vincent C. Gray, Mayor



Workforce Development Nonprofit Collaboration Pilot Project
Application 2013-2015

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“Let us take advantage of this moment in our city’s history to seize our future, harness change for the better and build the elusive “One City” that we all dream of.”- Mayor Gray

Overview and Background

The Mayor’s Office of Partnerships and Grant Services’ (OPGS) advances the District government’s strategic priorities and improves the quality of life for resident of our nation’s Capital by:

- Facilitating philanthropic partnerships between public, private, for-profit, and nonprofit organizations;
- Pursuing financial support and technical assistance from public and private sources;
- Managing the District’s agency wide process to solicit, accept and use donations;
- Providing grant and resource opportunities through the weekly Funding Alert;
- Enhancing the District’s grant-making, sub-grant making and grants management processes;
- Offering technical assistance and guidance through our Grants Information Resource Center (GIRC); and
- Coordinating capacity building support for nonprofit and faith-based organization to enhance their services to District residents.

Core Services:

- Grant and Resource Development Support
- Grant-making Oversight
- Donation Solicitation Management
- Capacity Building Training

Solicitation

Do you think your nonprofit, faith-based, and community-based organization has what it takes to collaborate with other nonprofit, faith-based, and community-based organizations? Is your organization willing to partner with other organizations to reduce the unemployment rate in the District of Columbia? If so, your organization should consider participating in the DC Mayor’s Office of Partnerships and Grant Services (OPGS) **Workforce Development Nonprofit Collaboration Pilot Project (WDNC)**.

OPGS is requesting applications from DC nonprofit, faith-based, and community-based organizations to participate in a two-year pilot project for 10-15 local nonprofit, faith-based and community-based organizations. The goal is to share national best practices that can promote greater collaboration of services and sustainability in the workforce development sector. The WDNC supports the government’s strategy number three “To Promote Opportunities in Neighborhoods” as described in the Mayor’s One WDNC Application (2013-2015)

City Action Plan. In particular, OPGS' collaboration project focuses on assisting District nonprofit, faith-based, community-based organizations to promote workforce development by training them to deliver more effective job readiness, placement and retention services.

Through WDNC, nonprofit, faith-based, community-based organizations will learn how to collaborate with like-minded service providers to strengthen the job readiness, placement, and retention services; it is for critical these organizations to see collaboration as a tool to help reduce high unemployment rates, especially within DC Wards 7&8.

Description

The Mayor's Office of Partnerships and Grant Services (OPGS) Workforce Development Nonprofit Collaboration Pilot Project (WDNC) supports the government's strategy number three "To promote Opportunities in Neighborhoods" as described in the Mayor's One City Action Plan. In particular, OPGS' collaboration project will train a small group of nonprofits that provides job readiness, placement, and retention services to local job seekers. The goals and objectives of WDNC are as followed:

- To build an effective collaboration focusing on job readiness, placement, and retention services;
- To increase organizations knowledge on national best practices that can promote greater collaboration of their services and sustainability in the workforce development sector;
- To create District of Columbia's best practice on workforce development;
- To encourage long-lasting networks among established and emerging workforce development organizations and services providers;
- To expand the capacity of the nonprofit service providers to address critical broad economic recovery issues assisting local resident to secure and retain employment.

Program

The Mayor's Office of Partnerships and Grant Services (OPGS) Workforce Development Nonprofit Collaboration Pilot Project (WDNC) executive directors from 10-15 Districts Workforce Development organizations will be working on the following two phases over the two year duration:

I. First Phase- Collaboration Building:

- Why collaborate?
- Building trust
- Collaboration Vision
- Organizational Development

II. Second Phase- Service Collaborative Phase:

- Action Plan
- Creating joint systems
- Evaluations
- Allow for continuity
- Next Efforts to Thrive

Program Benefits

Workforce development service providers are expected to obtain the following benefits:

- Increase changes for sustainability
- Obtain more knowledge about joint grants, client management, and collaboration tools
- Learn about diverse funding strategies
- Discuss potential opportunities for program shared space
- Build relationships with Districts collaboration community
- Strengthen programs
- Expand the value proposition for both organization
- Tap complementary skills and abilities
- Increase leadership skills

Eligibility

Executive Directors (or equivalent positions) from nonprofit, faith-based or community-based organizations located and providing direct services in the District of Columbia may apply if the following conditions are met for their organization and position:

- Demonstrate the commitment to participate and complete this two-year Workforce Development Nonprofit Collaboration Pilot Project (WDNC);
- Demonstrate the willingness to collaborate with other nonprofit, faith-based or community-based organizations;
- Non-profit organizations must have; 501(c) (3) tax-exempt status must be incorporated to operate in the District of Columbia, and provided direct services; must be organized under the District of Columbia Non-profit Corporation Act (DC Code, sec.29-501 et seq.)
- Have a full-time Executive Director, equivalent personnel, or delegated staff member to participate in the regularly scheduled collaboration program activities;
- Organizations must be implementing at least one of the following services: job placement, job readiness and job retention programs;
- All organizations must submit a Clean Hands Form from the Department of Consumer & Regulatory Affairs, and be in good financial standing with both the DC Office of Tax Revenue and the Internal Revenue Service.

Priority will be given to organizations that:

1. Have the capacity to accept clients referrals immediately;
2. Have diverse funding sources supporting their operating expenses;
3. Demonstrate meaningful partnerships with employers in high growth industries and other relevant organizations and service providers;
4. Implement evidence-based models promoting work-readiness skills; and,
5. Have existing partnerships with other workforce development service providers who can leverage the limited resources available.

Application Process

Application Format and Requirements

1. Application information should be typed double-spaced with no less than 1 inch margins. The text should be 12-point size. Additional documentation being attached to the application should NOT be re-typed to fit this standard.
2. Please do not submit extra documentation and materials (i.e., brochures, photographs, etc.) that are not specifically requested.
3. Applications will be reviewed to verify that they are complete and consistent with the application submission guidelines. **Incomplete applications will not be considered.**

Application Submission Date and Time

Completed applications must be emailed to (lafayette.barnes@dc.gov), with the subject line WDC Application 2013-2015.

Applications are due no later than 5:00pm, on Friday, June 14, 2013. Applications submitted at or after 5:01 p.m. on June 14, 2013 will not be accepted.

Questions regarding the WDC Application you can contact Lafayette Barnes, Director, Office of Partnerships and Grant Services, Tel:(202)727-8900, Email: lafayette.barnes@dc.gov or Pat Henry, Deputy Director, Tel: (202)727-8900, Email: pat.henry@dc.gov.

Applicant Qualifications and Responsibilities

Applicant must provide the following documentation:

1. WDC Application Cover Letter containing an Authorizing Signature(s);
2. WDC Application Checklist;
3. WDC Narrative;
4. Operating Budget Form;
5. Previous Fiscal Year finances;
 - Audited Financial Statement
 - or;
 - Pages 1-6 of most recent IRS Form-990, no older than 2010 (**Please click on link to get more information on IRS Form-990** http://www.npcny.org/Form_990/990.htm).
6. Copy of letter of 501 (C) (3) Status from the Internal Revenue Service no later than October 1, 2010 (if non-profit/faith or community-based organization);
7. Copy of Incorporation under the State of Domicile Non-profit Incorporation Act (not Articles of Incorporation) no later than October 1, 2010 (if non-profit/faith or community-based organization);
8. Copy of Clean hands Form from the DC Department of Consumer and Regulatory Affairs no older than October 1, 2011;
9. Resume and relevant credential for each employee funded through this program.

Application Narrative

The narrative should provide reviewers with a clear understanding of the organization's capacity to collaborate deliver the services as outlined in this request. The narrative section must address all sections including the **(additional materials)** and meet the following specifications:

1. Must be formatted using 1" margin;
2. Must include a table of contents;
3. Must be typed using 12 point Times Roman (body) font, and cannot exceed 8 doubled-spaced pages;
4. All pages must be numbered and must include header and footer identifying the applicant's name and program model; and,
5. Must identify each section and sub-section.

Additional Materials

1. On separate paper, address/describe the following topics:
 - Why you would like to participate in the Workforce Development Nonprofit Collaboration Pilot Project;
 - What are your strengths as a leader (no more than five); including at least one specific example that illustrates your leadership abilities;
 - What social services does your organization provides that support job readiness, placement, and retention skills;
 - What ward(s) does your organization services in the District;
 - Describe one successful collaboration activity, fundraising campaign or resource-based partnering activity;
 - Describe your experience with collaborating with other organizations(If applicable);
 - Describe your organization most significant challenge. How can collaboration assist in addressing this challenge;
 - Describe your commitment to complete this two year capacity building initiative and collaborate with other program participants, if selected for the program.

Please provide proof that your organization is in good standing with the D.C. Department of Consumer and Regulatory Affairs (DCRA) and Office of Tax and Revenue (OTR) by including a copy of the organization's DC Certificate of Incorporation; a copy of the organization's 501 (c) (3) letter from the IRS; a copy of your Executive Director's resume; and one (1) letter of recommendation from your Board Chair. This letter must include verification of the executive director's compensation and full-time or part-time status; a list of current Board members including their phone numbers and email addresses; and a copy of your actual (realized) operating budget for the last fiscal year.

2. Please submit a copy of your organization's latest annual operating budget allocated for social services related to job readiness, placement, and/or retention support in the District.
3. Describe your client demographics (i.e. African-American, Disable Populations, Immigrants, TANIF recipients, Returning Citizens, Veterans, Women, and Youth (Ages 15-24).
4. Describe your client's primary job placement industries (If applicable).
5. Has your organization ever shared space with another nonprofit, faith-based, or community-based organization? Is so, please provide a brief description.

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Cover Sheet

| | |
|--|--|
| Applicant/Organization Name: | |
| Type of Entity: | <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Faith-Based Organization <input type="checkbox"/> Community-Based Organization |
| Contact Person: | |
| Contact Person's E-Mail Address: | |
| Office Address: | |
| Phone/Fax Number(s): | |
| Website: | |
| IRS Identification Number: | |
| Ward/Location/Services (List all services and use additional paper if needed) | |
| Executive Director Annual Salary/Compensation for Current Year | |
| Length of Tenure in Current Position | |
| Name of Chair of the Board of Director (If applicable) | |
| Number Serving on Your Board of Directors | |
| Number of Paid Staff Members Full-time# and Part-time# | |
| Staff to Client Ratio | <input type="checkbox"/> 1:5 <input type="checkbox"/> 1:10 <input type="checkbox"/> 1:15 <input type="checkbox"/> 1:20 |
| Number of Volunteers | |
| Case Management Tools | <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Efforts to Outcomes <input type="checkbox"/> Other_____ |
| Organization Establishment (Year) | |
| Fiscal Year (Date) | |
| Most recent IRS Form 990 or Independent Financial Audit | |
| Annual Organizational Budget | <input type="checkbox"/> \$500,000 or Less <input type="checkbox"/> \$500,001- \$1,000,000 <input type="checkbox"/> \$1,000,001- \$2,000,000 <input type="checkbox"/> \$ >\$2,000,000 |
| Authorized Signature: The person signing below, who is an executive officer, is authorized by the applicant organization to submit this application and has the legal authority to bind the applicant to the expressed and inferred agreements herein. By the signature below, the proposer accept the conditions governing the Contract which are stated in this announcement. | |
| Signature: | |
| Print Name: | |
| Position: | |
| Date: | |

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Check List

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|-----------|--|--|
| 1 | Coversheet | |
| 2 | Application Checklist | |
| 3 | Narrative /Additional Materials | |
| 4 | Operating Budget | |
| 5 | Letters of Support | |
| 6 | Commitment Letter | |
| 7 | Copy of Letter of 501 (c) (3) Status from the Internal Revenue Service no later than October 1, 2010, if non-profit organization | |
| 8 | Copy of Incorporation under the State of domicile Non-profit Incorporation Act (not Articles of Incorporation) no later than October 1,2010, if a non-profit organization | |
| 9 | Copy of Clean Hands form from the DC Department of Consumer and Regulatory Affairs or your state of domicile no older than October 1, 2010 | |
| 10 | Executive Director's Resume | |
| 11 | Key Staff and/or consultant resumes | |
| 12 | Previous Fiscal Year Finances <ul style="list-style-type: none"> • Audited Financial Statement Or <ul style="list-style-type: none"> • Pages 1-6 of most recent IRS Form-990, no older than 2011 | |

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Operating Budget

| I. Personal Cost List Salary and Fringe Benefits for all positions | Total Budgeted | Budget Narrative |
|--|-----------------------|-------------------------|
| Salaries | | |
| Fringe Benefits Personnel Dollars | | |
| Total Salaries and Fringe | | |
| II. Other Direct Cost | | |
| Program Supplies and Materials | | |
| Office Equipment and Supplies | | |
| Printing and Copying | | |
| Staff Training | | |
| Postage /Delivery | | |
| Insurance | | |
| Telecommunication | | |
| Occupancy | | |
| Office Furnishing: | | |
| Equipment Rental and /or Service Agreement(s) | | |
| Other (specify) i.e. Consultant/Contractors (include trainers, educations etc.) | | |
| Total Other Direct Costs | | |
| Total Direct Costs | | |
| (Salaries and Fringe + Other Direct Costs) | | |
| III. Administrative Costs | | |
| Administrative Cost (Capped at 10% of Total Direct Costs) (If Applicable) | | |
| Total Budget | | |