

Consortium Member Grant Program:

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Consortium Member Grant Program (Single Award)

Funding Amount: One (1) award of \$55,000 (reimbursement-based)

NOFO Release Date: September 2, 2026

Application Due Date: October 1, 2026 (by 5:00 PM ET)

Anticipated Award Decision Date: October 23, 2026

Training Start Deadline: No later than January 1, 2027.

Submission Materials emailed to Consortium@buildwithin.com by deadline on October 1, 2026 by 5:00 PM

1. Purpose and Background

The District of Columbia Workforce Innovation Consortium is issuing this Notice of Funding Opportunity (NOFO) to competitively award subgrant to support consortium-launched employment and training programming. This NOFO is issued under the Consortium's Notice of Grant Award (NOGA) modification, including the requirement to launch a consortium member grant program that provides at least \$55,000 in funding to consortium launched employment and training programs.

2. Funding and Award Structure

- Total Funding Available: \$55,000
- Number of Awards: One (1) awards
- Award Type: Subgrant (competitive)
- Payment Method: Reimbursement (no advance payments)

CAPITAL WORKFORCE
INNOVATION CONSORTIUM

This project is financed by Workforce Innovation and Opportunity Act (WIOA) funds.

- Budget Period/Period of Performance: September 1, 2026 through February 20, 2027, not to exceed the Consortium's period of performance ending May 21, 2027.
- Training Start Requirement: Training funded by this award must begin no later than January 1, 2027.

3. Applicant Eligibility

Eligible applicants must be one of the following:

1. A Consortium member organization, or
2. A training provider partnered with The Department of Employment Services on the Eligible Training Provider List, aligned to DOES-approved capacity training pathways.

4. Required Program Components (Threshold Requirements)

Applications must meet all threshold requirements to be considered:

1. Industry-recognized credential alignment: The proposed program must map to an industry-recognized credential (attach credential proof).
2. Participants enrollment in Non-ITA WIOA Programming: 25 participants must be enrolled in a Non-ITA WIOA program to ensure eligibility. Participants must be DC residents and WIOA eligible.
3. Employer commitment(s) to hire: Application must include at least one employer commitment letter indicating intent to hire, interview, or otherwise commit to employing program completers.
4. Start date: Training must begin no later than January 1, 2027.
5. Operational readiness: Applicants must demonstrate staffing, curriculum readiness, and capacity to launch on schedule.



6. Budget completeness and allowability: Budget must be complete, reasonable, and aligned to allowable costs.
7. Participant enrollment platform: All enrolled participants must be entered and maintained in the Skills Nation platform in accordance with DOES/Consortium enrollment procedures.

5. Priority Considerations

- Program targets high-demand sectors aligned with Consortium strategies (e.g., IT, healthcare, construction).
- Strong placement plan (documented pipeline from training → hiring).
- Clear participant support plan to improve completion and retention.

6. Allowable and Unallowable Costs

Allowable costs (examples)

- Instructional costs (instructors, facilitators)
- Curriculum/materials and learning supplies
- Credential exam fees and proctoring
- Participant supports necessary for completion (e.g., transit support) if tied to participation and properly documented
- Employer engagement and placement support activities
- Reasonable administrative costs directly attributable to delivery and compliance

Unallowable costs (examples)

- Alcohol, entertainment, gifts
- Lobbying
- Fines, penalties, late fees
- Costs outside the period of performance



- Costs not supported by documentation
- Supplanting existing committed funds (replacing already-budgeted funds without added value)

7. Reimbursement Requirements

This award is reimbursement-based. The awardee will:

- Incur costs first, then invoice the Consortium/Fiscal Agent for reimbursement.
- Submit invoices with complete source documentation, including:
 - Itemized invoices and receipts
 - Proof of payment (cancelled checks, payment confirmations)
 - Payroll registers/timesheets for personnel charges
 - Participant rosters/attendance records where relevant
- Maintain records for monitoring and audit.
- Safeguard participant personally identifiable information (PII) consistent with applicable law and the Assurances and Certifications.

8. Deliverables and Reporting

At minimum, the awardee must:

- Launch training by January 1, 2027.
- Enroll and maintain all participant records in the Skills Nation platform throughout the program.
- Report monthly on enrollment, attendance, progress, expenditures, and risks.
- Submit final outcomes report including completions, credential attempts/passes, and employer outcomes.
- Conduct participant follow-up for 12 months after program completion, reporting employment/retention status at 30, 60, and 90 days, and at 6 and 12 months post-completion.



9. Application Contents and Submission Instructions

Applicants must submit a single PDF including:

1. Completed Application Form + Budget Narrative
2. Budget Workbook
3. Required Attachments
4. Signed Assurances

Submission method: Email to Consortium@buildwithin.com with subject line:
"DWIC Subgrant Application – [Applicant Name]"

10. Timeline

- **NOFO released: September 1, 2026**
- **Applicant questions due: September 23, 2026**
- **Answers posted: September 25, 2026**
- **Applications due: October 1, 2026 (5:00 PM ET)**
- **Review/selection: by October 23, 2026**
- Contracting: Immediately following award decision
- **Training start deadline: No later than January 1, 2027**

11. Review and Selection Process

A review committee will score applications using the published rubric. Reviewers will complete conflict-of-interest disclosures and confidentiality statements. The Consortium reserves the right to request clarifications, negotiate scope/budget, or not make an award.

Scores generated through the published rubric will inform, but not solely determine, the award decision. The Consortium retains discretion to select the applicant that best



advances program objectives and Consortium/DOES priorities, provided the selected applicant has met all threshold requirements, and may decline to make an award if no application is sufficiently ready, responsive, or fundable.

12. Award Terms

Award is contingent on execution of a subgrant agreement. The Consortium may terminate or reduce funding for nonperformance or failure to comply with applicable requirements.

The Consortium may award less than the full requested amount, condition an award on budget or scope revisions, or rescind an award prior to execution of the Subgrant Agreement if funding availability changes.

Equal Employment Opportunity (EEO) and Non-Discrimination Statement

The District Workforce Innovation Consortium and its Fiscal Agent, BuildWithin, Inc., are equal opportunity providers. Applicants and awardees must operate all funded programs in compliance with applicable federal and District of Columbia non-discrimination laws and regulations and must not discriminate against any applicant, participant, employee, or beneficiary on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), gender identity or expression, sexual orientation, national origin, age, marital status, personal appearance, familial status, family responsibilities, genetic information, disability, political affiliation, source of income, status as a victim of an intrafamily offense, citizenship or immigration status (to the extent protected by law), or any other protected characteristic.

Reasonable accommodations will be provided to qualified individuals with disabilities upon request. This program will be administered in a manner that is accessible to



individuals with disabilities and individuals with limited English proficiency, consistent with applicable law.

Questions, accommodation requests, or concerns regarding equal opportunity or accessibility may be directed to: consortium@buildwithin.com.

