



DC Department of Employment Services

Division of State Initiatives

Financial Literacy Services

Request for Applications (RFA)

RFA No.: DOES-FLS-2021

RFA Release Date: May 4, 2021

Pre-Application Meeting

Room: Virtual:

Date & Time: May 11, 2021 at 11:00 am – 12:00 pm

(Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Application Submission Deadline:

May 18, 2021 by 5:00 pm

Applications shall be submitted electronically through the Grants Management Portal, click here: [Grants Management System](#)

Paper applications will not be accepted.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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Section A: Funding Opportunity Description

Background

DOES connects District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available, upon request, to persons with limited or no English proficiency. Auxiliary aids and services are available, upon request, to persons with disabilities.

DOES, through its Division of State Initiatives (DSI), oversees programs designed to serve District residents experiencing multiple barriers to obtaining permanent employment, including court-involvement, incarceration, homelessness, substance abuse, and educational deficiencies. DOES DSI' signature programs, Project Empowerment (PE) and DC Career Connections (DCCC), are designed according to the nationally recognized transitional jobs network program model. PE and DCCC provide job readiness and life skills training, short-term subsidized work experience, as well as ancillary wrap-around services. DOES' goal is to provide PE and DCCC participants with the tools and experience necessary to obtain permanent, unsubsidized gainful employment that can be used to forge a path to the middle class.

Scope

DOES DSI is seeking a qualified organization to provide high-quality, structured financial literacy training and services to approximately 400 DOES DSI referred participants. The financial literacy training and services must align with and support DOES' goal that participants develop a better understanding of basic financial concepts that develop financial management skills.

Program Requirements

GRANTEE shall deliver financial literacy training and services (Monday – Friday, 8:30am – 5:00pm) to approximately 400 DOES DSI referred participants (participants) via the below listed methods.

1. **Classroom-Based Group Financial Education Workshops** – Grantee shall be responsible for preparing materials for and delivering group financial education workshops at DOES Headquarters or virtually.

Grantee shall be responsible for developing and administering a pre and post assessment for the financial literacy workshop to measure changes in participants' financial knowledge that align with DOES' goals for this initiative. The Grantee and DOES shall periodically review the assessment and modify, as necessary.

Grantee shall be responsible for describing how it will comply with the CDC guidelines for social distancing, if providing in-person training at DOES Headquarters.

2. **One-On-One Financial Coaching Sessions** - Grantee shall be responsible for conducting one-on-one financial coaching sessions, build upon the foundation of

knowledge gained during the financial workshop and help participants apply what they have learned to their personal finances. Participants and financial coaches will work collaboratively to assess each participant’s current fiscal situation, provide credit coaching, formulate a budget, set realistic financial goals, develop a plan for achieving them and monitor progress throughout the period of performance.

General Requirements

- GRANTEE shall provide up to 10 hours of one-on-one financial management coaching to each participant. No session shall exceed 90 minutes in length.
- GRANTEE shall provide the sessions at DOES Headquarters or virtually.
- GRANTEE shall be responsible for developing and administering an assessment for the one-on-one sessions to measure changes to financial habits that align with DOES’ goal for this initiative.
- GRANTEE and DOES DSI shall periodically review the pre and post assessment and modify, as necessary.
- GRANTEE shall provide monthly progress reports documenting the progress and attendance of all participants enrolled in the program.
- GRANTEE shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- GRANTEE shall provide interpretation services and translation of vital documents to LEP/NEP participants. Collect data regarding contact with LEP/NEP participants and report this data to DOES Language Access Coordinator on a quarterly basis.
- GRANTEE shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.

Reporting and Deliverables

The required program deliverables for the target groups are described below and should be submitted in accordance with the timeline below.

Reporting

Items	Deliverables	Due Date
Item 1	Monthly Narrative Report (summarizing monthly activity, including program updates, data on participants served, insights, observations, etc.)	Monthly

Item 2	“Coaching” Report (detail coaching hours, dates of activity, financial education test scores and other outcome data)	Monthly
Item 3	Collect and report data on encounters with limited or non-English proficient (LEP/NEP) individuals	Quarterly
Item 4	Monthly Status Report (OGARA)	Monthly by the 10th of the subsequent month
Item 5	Monthly Expenditure Report (OGARA)	Monthly by the 10th of the subsequent month
Item 6	Close out Report	30 days after grant end date

Deliverables

Items	Deliverables	Due Date
Item 1	Prepare and deliver financial literacy workshops	Monthly by the 10th of the subsequent month
Item 2	Conduct internal assessments on all program areas	Monthly by the 10th of the subsequent month
Item 3	Provide up to 10 hours per person one-on-one financial management coaching to DOES participants (no session shall exceed 90 minutes in length)	Quarterly (by the end of each quarter)

All program reports and deliverables must be submitted to DOES per the schedule provided above.

DOES will have sole ownership and control of all deliverables. GRANTEE must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds and the quality and quantity of the applications. This RFA does not commit DOES to make a grant award.

Anticipated Number of Awards

DOES intends to grant at least one (1) grant award. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates being available for award is \$75,000.

Period of Performance

The “Financial Literacy Services” grant will operate from the date of award through September 30, 2021.

DOES reserves the right to exercise single option years up to three additional years beyond the original period of performance if funding is available in the designated option year and the GRANTEE has met the performance requirements of the grant.

Location Requirements

For the purpose of this RFA, **all applicants must be able to provide program services in the District of Columbia.** Each applicant must provide a DC Business License.

Grant Making Authority

DOES maintains the right to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on availability of funds.

Rights and Responsibilities of DOES

- DOES reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DOES shall notify the applicant if it rejects that applicant’s proposal. DOES may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application or responding to this RFA are the applicant’s sole responsibility.
- DOES may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant’s facilities are appropriate for the services intended.
- DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant’s proposal that may result from negotiations.

- DOES may use past performance data in determining an award, if an applicant was awarded a previous grant or contract by DOES or the District of Columbia.

Section B: General Provisions

Eligibility Information

The eligibility criteria include the following.

- Possess at least 5 years of experience providing financial literacy training and services and asset-building programs.
- Provide three (3) references with contact information (name, email, and telephone number) for projects similar in size and scope.

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.

During technical/virtual site visits, GRANTEE is required to provide access to facilities, records, participants and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine GRANTEE's level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEE's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

GRANTEE must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have GRANTEE's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event the District has made all payments to the GRANTEE and an overpayment is found, GRANTEE shall reimburse the District for said overpayment within thirty days, after written notification.

GRANTEE shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which

sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

GRANTEE shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the GRANTEE that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to GRANTEES' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, source of income, status as a victim of an intrafamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

Other Applicable Laws

GRANTEE shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20

- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Non-Profit Reimbursement Fairness Act of 2019

Section C: Application Format

Applicant Profile

Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

Applicant Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

The applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section F. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit past performance forms – using the provided template, “Attachment B”. If the applicant has received a contract/grant from DOES within the past three years, you must submit “Attachment B” for all such completed contracts/grants.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment B” forms, your score on this measure will reflect this lack of past performance documentation.

Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Food for staff or participants enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff).
- Describe the experience your organization and staff have to deliver the proposed program.

Participant Profile

- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services, including the use of a virtual platform, if applicable.
- The extent to which the applicant has provided a description of virtual platform where program activities will be carried out, if virtual.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the

Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points
- Budget and Budget Narrative 15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has described how the proposed programming is designed to provide quality services. • The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described their proposed program. • The extent to which the applicant has provided a description of in-person or virtual platform where program activities will be carried out. • The extent to which the applicant describes how its organization will meet the performance deliverables outlined in this RFA. • The extent to which applicant describes the specific activities, strategies, and projects participants will be engaged in throughout the program. 	
4	Past Performance	15

	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to DOES or other agencies within the District of Columbia. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application package can also be found at www.does.dc.gov
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: ogagrants@dc.gov

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.

Submission Date and Time

In order to be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grants Management System](#) no later than **May 18, 2021 at 5:00 pm. EST**. Applications received after **5:00 p.m.** EST on May 18, 2021 **will not** be considered for funding.

Section G: Award Administration Information

Award Notices

Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter

into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between GRANTEE and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Award Selection". Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and GRANTEES selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, GRANTEE must successfully complete the following:

- DOES technical/virtual site visit DOES Orientation
- All DOES mandatory meetings.

Program Launch

Before GRANTEE can begin programming, they must receive official documentation from DOES Office of Grants Administration.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are 3 payment categories listed below each representing a specific percentage of the total grant amount:

PAYMENT #1 - Base Amount	PAYMENT #2 (monthly reimbursement)	PAYMENT #3
30%	40%	30%

PAYMENT #1 – Base Amount 30%: Grantees that successfully complete the pre-program site visit, attend the mandatory pre-program trainings and orientation will be eligible to submit an invoice for the base payment amount.

PAYMENT #2 – 40% of the grant award will be issued out on a monthly reimbursement basis until the end of the grant period. Each month’s payout will be determined by the eligible expenses and documentation provided by the grantee.

PAYMENT #3 – 30% 65% of participants must demonstrate skills gain in financial knowledge on the financial literacy assessment administered at the conclusion of the financial literacy workshop.

Grant	Payment Requirement
Financial Literary Services	<ul style="list-style-type: none"> • Monthly expenditure reports and supporting documentation • Invoice • All other required reports

If the GRANTEE does not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

GRANTEE must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Vanessa J. Black

OGAGRANTS@DC.GOV

Section I: Additional Documents Required for Submission

The following documents are also required to be included in your grant submission. An application with the below required documents will be deemed non-responsive and will not be eligible for award.

Documents provided by DOES

- Statement of Certification
- Non-Closure Document
- Disclosure Document
- Past Performance
- Master Supply Form

Documents to be provided by applicant

- IRS W-9 Form
- IRS Tax Certification
- Valid DC Business License
- Itemized Budget
- Insurance Certificate
- Staffing Plan

- Organizational Chart
- List of Partners and Affiliations
- List of Other Funding Sources
- Current Clean Hands Certificate