

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
The Office of Deputy Mayor for Public Safety and Justice



FY 2025 Safe and Secure DC Nonprofit Fund
Request for Applications (RFA)

RFA Release Date: Friday, January 31, 2025

IMPORTANT NOTICE

All applications submission are due Friday, February 21, 2025, at 11:59 p.m. ET in the electronic Grants Management System (eGMS) ZoomGrants™

The electronic application properly executed by the Authorized Official must be completed on ZoomGrants. Applications submitted manually will NOT be accepted. Applications must be submitted via ZoomGrants. Any proposal received after the specified deadline will be considered INELIGIBLE and will NOT be reviewed during the review cycle.

To access the application in ZoomGrants™, click on
[Safe and Secure DC Nonprofit Fund](#).

For ZoomGrants™ technical assistance contact questions@ZoomGrants.com or
(866) 323-5404, 10 a.m.– 7 p.m. ET.

Hard copies or email copies of the application will not be accepted.

A pre-bidders conference will be held on Friday, February 7, 2025; webinar details will be posted on the DMPSJ website at dmpsdc.gov.

Table of Contents

SECTION 1. GENERAL INFORMATION	4
1.1 Introduction and Purpose of Grant	4
1.2 Availability of Funds	5
1.3 Competition for a Grant Award	5
1.4 Inquires/Contact Information	5
1.5 Period of Performance	6
1.6 Grant Monitoring	6
1.7 Invoice Submission	6
SECTION 2. ELIGIBILITY	6
2.1 General Eligibility Requirements	6
2.2 Eligible Applicants and Program Requirements	6
2.3 Eligible Funding Uses	7
SECTION 3: APPLICATION PROCESS AND SUBMISSION	7
3.1 Submission Guidelines	7
3.2 Grant Timeline	7
3.3 Contents of Application	8
3.4 Contingency Clauses	10
SECTION 4. SCORING CRITERIA AND APPLICATION REVIEW	10
4.1 Scoring Criteria and Points	10
4.2 DMPSJ Screening Process, Review Process, and Decision on Awards	11
SECTION 5: ANTICIPATED ANNOUNCEMENT AND NOTIFICATION LETTER	11
5.1 Anticipated Announcement	11
5.2 Award Notification	11
5.3 Decision Review Process	12
SECTION 6. GENERAL GRANTEE REQUIREMENTS	12
6.1 Monitoring	12
6.2 Corrective Action and Termination of Funding	12
6.3 Data Collection Requirements and Information	12
6.4 End of Grant Program Review	13
6.5 Terms and Conditions	13
SECTION 7. PROGRAMMATIC AND ADMINISTRATIVE REQUIREMENTS	13
7.1 Event Permitting	13
7.2 Application Submission Checklist	14

Appendices _____	15
Appendix A: Applicant Profile _____	16
Appendix B: Project Workplan Template _____	17
Appendix C: Budget Narrative Template _____	18
Appendix D: Budget Funding Uses/Expenses Template _____	21
Appendix E: Standard Assurances _____	22
Appendix F: Statement of Certification _____	23
Appendix G: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements _____	24
Appendix H – DMPSJ GRANT GENERAL TERMS AND CONDITIONS _____	27

SECTION 1. GENERAL INFORMATION

1.1 Introduction and Purpose of Grant

The Office of the Deputy Mayor for Public Safety and Justice (DMPSJ) announces the availability of approximately \$500,000 in Fiscal Year 2025 grant funds for the Safe and Secure DC Nonprofit Fund (“Program”). This Program is designed to enhance the security and safety at the physical site(s) of a nonprofit organization located in the District of Columbia.

The grant will improve and increase the physical/cyber security and facility/target hardening of nonprofit organizations’ facilities at risk of a terrorist or other extremist attack, safeguarding the lives and property of District residents and visitors. All grant activities must be linked to enhancing the security and safety at the physical site of the nonprofit organization. This grant will prioritize preparedness activities of nonprofit organizations that are at high risk of a terrorist or other extremist attack with broader state and local preparedness efforts.

The purpose of the grant will fund the activities implemented by nonprofits in three focus areas (enhancing the protection of soft targets/crowded places; planning; and/or exercises and training):

Focus Areas	Core Capabilities Enhanced	Example of Project Activities
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> • Private contracted security guards • Operational coordination • Enhancing the Protection of Soft Targets/Crowded Places • Intelligence and Information Sharing • Interdiction and disruption • Screening, search, and detection 	<ul style="list-style-type: none"> • Private contracted security guards/personnel • Integration into Metropolitan Police Department’s Real Time Crime Center via CameraConnectDC • Interdiction and disruption • Screening, search, and detection • Physical security enhancements • Security screening equipment for people and baggage • Closed circuit television (CCTV) security cameras
Planning	<ul style="list-style-type: none"> • Risk management for protection programs and activities • Risk and disaster resilience assessment • Threats and hazards identification • Operational coordination 	<ul style="list-style-type: none"> • Conduct or enhancement of security risk assessments • Development of: <ul style="list-style-type: none"> o Security plans and protocols o Emergency/contingency plans o Evacuation/shelter-in-place plans
Exercises and Training	<ul style="list-style-type: none"> • Long-term vulnerability reduction 	<ul style="list-style-type: none"> • Active shooter training • Security training for employees and/or congregants • Response exercises

1.2 Availability of Funds

The Program shall be funded in accordance with D.C. Official Code § 1-301.192 (d)(1) and will be awarded as a grant to the selected recipients.

The total amount of funding for this grant program is \$500,000. The minimum application request is \$25,000. DMPSJ anticipates making one or more awards under the Program, depending on the external and internal review panel recommendations, the resources available, and the goals of the Program.

If the applicant has multiple locations in the District of Columbia, they may submit up to two (2) separate applications for different locations. However, the maximum an organization may receive from this grant, in total is \$150,000, regardless of multiple locations. Up to 10% of the grant funds may be used for administrative costs by the nonprofit organization.

Any costs that are incurred either before the start of the project period or after the end of the project period are not allowable.

DMPSJ also reserves the right to, without prior notice, reduce or cancel one or more Programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the grant, grant agreement, or Memorandum of Understanding, if awarded, are contingent on the continued District funding, and in accordance with applicable sections within the grant award and/or agreement. The RFA does not commit to DMPSJ to make an award.

1.3 Competition for a Grant Award

This RFA is competitive. Each applicant must demonstrate its ability to carry out the activities for the grant for which it applies. A review panel will evaluate the Applications according to the stated list of criteria in the proposal description. The proposal(s) with the highest score will be awarded grant(s) under the Program, strength of the application, and the organization's capacity to achieve the Program's goals.

Specifically, grant awards will be made based on eligibility, the extent to which the proposal fits within the scope and available funding of the Program, strength of the application, and the organization's capacity to achieve the Program's goals.

1.4 Inquires/Contact Information

Questions that cannot be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to dmpsgrants@dc.gov. The email should contain the following details in the subject line: FY 2025 Safe and Secure DC Nonprofit Fund RFA Application Inquiry. To ensure fairness and consistency, all questions not addressed in this RFA must be submitted by e-mail. All questions must be received by 5:00 p.m. ET on Wednesday, February 12, 2025. Answers to questions that cannot be answered by referring to sections of the RFA will be posted at dmpsdc.gov.

Any modifications to the RFA will also be posted on the DMPSJ website (dmpsdc.gov) and [District Grants Clearinghouse](#). Oral explanations or instructions given prior to the award of grants will not be binding.

1.5 Period of Performance

Successful applicants must use all grant funds from the date of the award until September 30, 2025 (Fiscal Year 2025). The District's financial obligation for any grants awarded for the Program extends from the execution date of the grant agreement through September 30, 2025.

Successful applicants will launch activities within 45 calendar days of receiving the grant award, targeting events throughout the fiscal year. Based on funding availability, DMPSJ reserves the right to issue additional RFAs for additional rounds of projects and funding under the Safe and Secure DC Nonprofit Fund. Any costs that are incurred either before the start of the project period or after the end of the project period are not allowable.

1.6 Grant Monitoring

In its sole discretion, DMPSJ may use several methods to monitor the grant, including monthly reviews of progress, review of performance planning, engagement efforts, site visits, data collection, or other methods set forth in a grant agreement. At any point, the grant is subject to a performance or financial audit.

1.7 Invoice Submission

Invoices must be submitted electronically through the District Integrated Financial System (DIFS) portal: <https://cfo.dc.gov/page/supplier-portal>. Successful applicants are required to register on the DIFS portal prior to submitting an invoice.

SECTION 2. ELIGIBILITY

2.1 General Eligibility Requirements

To be considered, applicants must submit the documentation outlined below:

1. IRS Determination Letter 501(c)3 Status
2. Current DC Business License
3. DC Clean Hands Certificate
4. DC Good Standing
5. Tax Certification Affidavit
6. Standard Roster of the Board of Directors
7. Key resumes and job descriptions

Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant period of performance.

Provide Certificate of Insurance (COI) proof of property and liability insurance compliant with the requirements set forth in Section 7 of Appendix H of this RFA.

2.2 Eligible Applicants and Program Requirements

Eligible applicants and Program proposals must meet the following requirements to be considered eligible for a grant:

Community-based non-profit groups and organizations in Washington, DC are eligible to apply. DMPSJ reserves the right to award funds under any available funding source, regardless of the applicant's designated selection(s).

A District of Columbia nonprofit is not eligible to receive funding from the Fiscal Year 2025 Safe and Secure DC Nonprofit Fund if the organization is a recipient of a Fiscal Year 2024 award from the U.S. Department of Homeland Security through the federal government's Nonprofit Security Grant Program, known as NSGP.

2.3 Eligible Funding Uses

Grant award funds **may be** used to pay for the costs of:

- Salary and fringe benefits for staff;
- Equipment, training, training materials, uniforms, first aid and other medical materials and equipment, and other materials and equipment for purposes of implementing the Program;
- Other specific and approved costs that support improved public safety pursuant to the Program plan.

Grant funds **may not** be used for the following:

- Food expenditures;
- Travel expenses;
- Lobbying;
- Expenses made prior to the grant award associated with this RFA;
- Finance existing debt, including payment of taxes owed;
- Expenses which are reimbursed by a different grant from DC Government; and
- Personal use or other uses not related to the business identified in the grant.

SECTION 3: APPLICATION PROCESS AND SUBMISSION

3.1 Submission Guidelines

An application will not be evaluated if:

- The application is received after the closing time and date;
- The application package is not complete;
- The project fails to address activities within the time frame of Fiscal Year 2025; or
- The application does not fall within the scope of the RFA.

DMPSJ will use a review panel to score and rank applications and recommend applicants for funding. The final decision to award a grant to an applicant rest solely with DMPSJ.

3.2 Grant Timeline

- Friday, January 24, 2025: DMPSJ issues Notice of Funding Availability
- Friday, January 31, 2025: DMPSJ issues Request for Application
- Friday, February 7, 2025: Pre-application conference
- Wednesday, February 12, 2025: Final questions must be submitted by 5:00 p.m. ET
- Monday, February 21, 2024: Applications are due by 11:59 p.m. ET
- No later than Friday, March 28, 2025: DMPSJ notifies applicants of awards
- Date of grant award through September 30, 2025:
 - Organizations use grant funding to execute plans identified in the grant application. This grant has two reporting time periods. The Grantee will upload the programmatic report and requested documents to ZoomGrants and the financial report will then be uploaded to the District Integrated Financial System (DIFS) portal.

- Quarter 3: Reports and invoices are due by 5:00 p.m. ET on Friday, June 30, 2025
- Quarter 4: Reports and invoices are due by 5:00 p.m. ET on Friday, October 3, 2025
- FY 2025 Impact Report: a final programmatic report uploaded by 5 p.m. ET on October 10, 2025, in ZoomGrants. The report will include at minimum:
 - An overview of the Program activities;
 - An overview of training or support provided to an organization’s staff; and
 - Any other data or information as required by the Deputy Mayor.
- Friday, October 3, 2025: Grantee’s last opportunity to submit invoices for grant award.
- Additionally, for the duration of the grant, Grantees shall be available to provide progress reports at the request of DMPSJ staff.

3.3 Contents of Application

Applicants may apply for funding for multiple projects in one application. The purpose and content of each section are described below. Applicants should include all information needed to adequately describe plans for services.

The proposal must be submitted within the following formatting specifications and settings:

Application Profile (Use the template noted in the Appendix as Appendix A)

Each applicant must include all information requested in the Applicant Profile. The title of the project should be different than the name of the funding source. *The Applicant Profile must be signed by the Authorized Official who is a person with legal authority to sign on behalf of the applicant.*

Each applicant is also required to select the type(s) of services for which the applicant is requesting funding. Applicants may select more than one type of service. However, applicants are required to detail a plan for collecting the required data for each type of service and detail the applicant’s role in each continuum of service.

Project Summary (500-word limit or 3000 characters)

Each applicant must include a short description of the project(s) including activities and desired outcomes.

Proposal Narrative (Up to and no longer than 10 pages or 18,000 characters)

Applicants shall provide an overview of their organization’s experience, and a description of the following:

- How the grant will fund the activities implemented by nonprofits in one or more of the three priority areas (enhancing the protection of soft targets/crowded places; planning; and/or exercises and training);
- How the applicant proposes to spend the grant funds in evidence-based ways to prioritize preparedness activities of nonprofit organizations that are at high risk of a terrorist or other extremist attack with broader state and local preparedness efforts;
- A summary of proposed events/activities/purchases;
- Detail goals of proposed events/activities;
- Define objectives and expected outcomes;
- Provide a Project Workplan/timeline for implementation, including staffing plan; and
- If applicable, details on partnerships. (**Appendix B**)

Data and Evaluation (Up to and no longer than 1 page or 1,800 characters)

Application must include a detailed plan of how the applicant intends to collect, analyze, and report the data and outcome measures related to the proposed program or services, and should include how the applicant intends to keep records of services provided and how the desired or intended changes and effects will be measured. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current goals, objectives, and evaluation plan.

- Include the standard data measures and performance outcomes, as well as the application specific outcomes;
- Include a narrative explanation of any additional performance measures that will be collected.

Organization Information, Experience, and Qualifications of Applicant (Up to and no longer than 2 pages or 3,600 characters)

This section should describe the capability of the applicant to fulfill the requirements of this RFA including:

- Name and describe the key staff who will manage and deliver the Program;
- Describe any internal organizational training or supports that will be provided to staff;
- Describe any past and present specific experience in successfully operating a similar or same Program as requested in the RFA;
- If applicable, explain past programmatic and administrative experience with grants;
- Describe the applicant’s financial and accounting systems used to properly administer and track grant award funds.

Budget and Financial Management (Submit budget sheet provided as Appendix C)

The DMPSJ Project Budget worksheet must be used in the preparation of the budget and budget narrative. If applicant is submitting for more than one project, submit one budget sheet per project.

- Please refer to the specific instructions under each budget category in the Project Budget worksheet for more information on budget requirements. Costs included in the budget must be reasonable, allowable, and necessary for the completion of the specific project activities proposed.
- The budget narrative must describe each line item requested in the budget and explain all costs included in the budget, including how the costs are determined and how they will fulfill the objectives of the project. Calculations must be mathematically correct.
- The applicant must also note what percentage of their overall organization budget they are seeking to cover with this application and if the organization receives other funding or has applied for other funding to do similar work.
- If the applicant is submitting a budget that includes personnel, applicant should note this is not a continued funding stream.

Other Required Administrative Materials

Required for all applicants and documents should be provided in addition to the application profile, abstract, proposal narrative, and budget – please see page 14 for the list of requirements.

3.4 Contingency Clauses

- DMPSJ reserves the right to require additional certifications and/or information in accordance with applicable federal or District requirements including the [City-Wide Grants Manual and Sourcebook](#). DMPSJ will provide written notice of any additional requirements at the time of the award.
- DMPSJ reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for Grantees is contingent on continued funding from the grantor.
- This RFA does not commit DMPSJ to award grants. DMPSJ reserves the right to accept or reject any or all applications. DMPSJ will notify the applicant Authorized Official of the rejected proposals. DMPSJ may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal or District regulation or requirement.
- DMPSJ reserves the right to issue addenda and amendments subsequent to the RFA process or to rescind the RFA.
- DMPSJ shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- DMPSJ may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
- DMPSJ may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

SECTION 4. SCORING CRITERIA AND APPLICATION REVIEW

4.1 Scoring Criteria and Points

The application must provide sufficient information for DMPSJ to determine merit. Applications will be evaluated based on the criteria outlined below. Each proposal will be reviewed by three or more reviewers. If a reviewer's score differs by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded. Proposal submissions will be objectively reviewed against the following criteria, out of 100 points total:

Respondents will be reviewed on a 100-point scale as follows:

Scoring Criteria	Points
Proposal Narrative	40
Data and Evaluation	20
Organization Information, Experience, and Qualifications of Applicant	20
Budget and Financial Management	20
Total	100

Any application that scores 60 or less will not be eligible for funding.

4.2 DMPSJ Screening Process, Review Process, and Decision on Awards

This is a competitive solicitation. DMPSJ does not guarantee funding, funding amounts, nor funding source based on previous awards.

After reviewing the recommendations of the review panel, information gathered during the internal review, and any other information considered relevant, the Deputy Mayor shall decide which applicants to fund, amounts to be funded, and funding source.

Note: As there are generally far more requests for funds than funds available, applicants may not be chosen for funding or may receive DMPSJ may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this RFA. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current District of Columbia government employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current District of Columbia government employee.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements.

Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the RFA) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The final decision on awards rests solely with the Deputy Mayor for Public Safety and Justice.

SECTION 5: ANTICIPATED ANNOUNCEMENT AND NOTIFICATION LETTER

5.1 Anticipated Announcement

Awards are expected to be announced in March 2025. Successful applicants will be notified via email. Applicants that do not receive awards will also be notified via email. DMPSJ and the Grantee will sign a Grant Agreement that includes funding restrictions; Programmatic, administrative, and national policy requirements; reporting documents including total budget along with the amount of grant funding for the Program; and payment terms.

5.2 Award Notification

DMPSJ follows the competitive process for awarding grants in accordance with the [*City-Wide Grants Manual and Sourcebook*](#). All applications will be considered under the federal and District guidelines that determine allowable expenses and activities. DMPSJ will notify all applicants of the final award decisions within fifteen (15) working days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be granted, identify any unallowable costs that the application contains, note any reduction in funding from the initial request, and outline the necessary steps the applicant must complete to establish the grant award.

5.3 Decision Review Process

An applicant has ninety (90) calendar days from the date the notification letter is sent to request a more elaborate explanation of DMPSJ's decision. The request must be written and should be emailed to: dmpsgrants@dc.gov.

SECTION 6. GENERAL GRANTEE REQUIREMENTS

The following sections provide an overview of general requirements and expectations for all applicants funded under this RFA. Successful applicants must adhere to DMPSJ's general Grantee requirements for compliance to maintain funding for the award period.

6.1 Monitoring

DMPSJ will monitor Program services and financial administration pursuant to the terms of the grant agreement. Failure to maintain compliance with requirements may result in payment suspension, payment reduction, or termination of the grant. Grantees must provide all financial back-up documentation as requested when submitting reimbursements.

6.2 Corrective Action and Termination of Funding

In the event the Programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive corrective action will be taken, at the discretion of DMPSJ, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

6.3 Data Collection Requirements and Information

Evidence-based and Evidence-informed Program and Practices

Applicants are highly encouraged to refer to recent population data, crime data, scholarly work on public health and safety in cities, and evidence-based Programs in other jurisdictions to support their Program design and project narrative.

Evaluation Data, Performance Measures, Outcome, and Impact

If selected for a grant award, applicants must provide Program and fiscal data to DMPSJ to track Program successes or challenges and the use of awarded funds.

Data Collection

Applicants must be able to establish that they can track Program-related data and describe how they anticipate capturing reliable Program data.

Application-Specific Goals, Objectives, Activities, and Outcomes

Applicants must describe how they will align with identified goals, objectives, and activities in their project narrative and work plan. Grantees are required to report quarterly on progress towards goals and activities to DMPSJ.

At any time before final payment and three years thereafter, Grantee will provide data requests to DMPSJ in a timely manner. Data requests may include information related to grant expenditures, information about organizations that Grantee contracted with grant funds, data collected by the Grantee, and performance metrics.

6.4 End of Grant Program Review

At any time before final payment and three years thereafter, Grantee will work with DMPSJ on Program Review. Requests may include completing questionnaires and/or participating in meetings related to the assessment of the Program.

6.5 Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor.
- The RFA does not commit DMPSJ to make an award.
- The grant awards are for activities to occur during Fiscal Year 2025.
- DMPSJ reserves the right to accept or deny any or all applications if DMPSJ determines it is in the best interest of DMPSJ to do so. DMPSJ shall notify the applicant if it rejects that applicant's proposal. DMPSJ reserves the right to suspend or terminate an outstanding RFA.
- DMPSJ reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DMPSJ 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.
- DMPSJ may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DMPSJ may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

SECTION 7. PROGRAMMATIC AND ADMINISTRATIVE REQUIREMENTS

All applicants and grantees must adhere to the requirements described in detail in the [*City-Wide Grants Manual and Sourcebook*](#).

7.1 Event Permitting

Any proposed event(s) that are part of the application must have required Government of the District of Columbia or applicable federal Government permits in place in accordance with local and federal permitting requirements. Grantees are responsible for identifying the need for and approval of all required permits. For additional information, refer to the [DC Public Space Stewardship Activation Guide, 2018](#). Grantees can also find additional special event planning information in the [Mayor's Special Event Task Group planning guide](#).

7.2 Application Submission Checklist

Applications will be considered incomplete if any part of any section listed below is missing.

- Applicant Profile (**Appendix A**)
- Project Summary (500-word limit)
- Proposal Narrative (Up to and no longer than 10 pages)
- Data and Evaluation (Up to and no longer than 1 page)
- Organization, Experience, and Qualifications of Applicant (Up to and no longer than 2 pages)
- Project Workplan Template (**Appendix B**)
- Budget Narrative Template (**Appendix C**)
 - Summary of proposed expenditures, with justifications.
 - An applicant may submit for more than one project in one application, each project is required to have its own budget proposal
- Budget Funding Uses/Expenses Template (**Appendix D**)
 - Summary of all expenses and categories
- **Other Required Administrative Materials:**
 - IRS Determination Letter 501(c)3 Status
 - Current DC Business License
 - Current DC Clean Hands Certificate (otr.cfo.dc.gov/page/certificate-clean-hands)
 - DC Good Standing (<https://corponline.dlcp.dc.gov/Home.aspx/Landing>)
 - Tax Certification Affidavit
 - Standard Roster of the Board of Directors
 - Key resumes and job descriptions
 - Standard Assurances (**Appendix E**)
 - Statement of Certification (**Appendix F**)
 - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (**Appendix G**)
 - Certificate of Insurance (COI) documentation that demonstrates coverage that satisfies the requirements listed in Section 27 of **Appendix H** - DMPSJ Grant General Terms and Conditions;
 - If applicable, staff license or certification required to perform services; and
 - If applicable, DC Mayor's Special Events Task Group Letter (MSTEG) of Intent (https://hsema.dc.gov/sites/default/files/dc/sites/hsema/publication/attachments/2022%20MSETG%20Special%20Events%20Planning%20Guide_4.pdf). A letter should be submitted alongside the application, not submitted to MSTEG.

Appendices

Appendix A: Applicant Profile

Appendix B: Project Workplan Template

Appendix C: Budget Narrative Template (one budget template is required for each proposed project)

Appendix D: Budget Funding Uses/Expenses Template

Appendix E: Standard Assurances

Appendix F: Statement of Certification

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

Appendix H: DMPSJ Grant General Terms and Conditions

Appendix A: Applicant Profile

APPLICANT PROFILE	
Fiscal Year of Funding: 2025	
Grant Program: Safe and Secure DC Nonprofit Fund	
Organization Name:	
Business Address:	
ZIP + 4:	
Unique Entity Identifier # (UEI) (Formerly DUNS#):	
Project Title:	
Project Period Dates (Begin/End Dates):	
Requested Amount: \$	
AUTHORIZED OFFICIAL:	
Name:	
Title:	
Telephone:	
Email:	
PROJECT DIRECTOR:	FINANCIAL OFFICER:
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<p><i>Application is made for a grant under the above-mentioned Program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for the same services. I certify that this application, if awarded, will conform to the conditions set forth by the Office of the Deputy Mayor of Public Safety and Justice.</i></p>	
<p><i>Printed Name of Authorized Official</i></p>	
<p><i>Signature of Authorized Official</i></p>	<p><i>Date</i></p>

Appendix B: Project Workplan Template

Instructions: Applicants **must** use this template to complete your work plan as instructed in the RFA. Add additional rows or pages as needed. Include at least one short-, mid- or long-term outcome for each objective. Do not add or make changes to section headings. Budget inputs must be grouped by funding category.

EXAMPLE:

Project Goal 1	Conduct active shooter training and hire a private security guard.							
Project Objective 1	Conduct an active shooter training for at least 100 participants. Hire a private security guard to be on site for large events with attendees exceeding 100 people.							
Inputs (Budget Items)	Activity	Outputs Q1	Outputs Q2	Outputs Q3	Outputs Q4	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
<p><i>Personnel:</i> One part-time contracted security guard.</p> <p><i>Consultant/Contract:</i> Active shooter training</p>	<p>1. Part-time security guard monitors site during large events exceeding attendees of 100 people.</p> <p>2. Hire a consultant to provide a one-day active shooter training for at least 100 participants. From the training, have a widely distributed action plan in place available for all who access the organization.</p>	<p>Hire part-time security guard, plan out when organization will need someone for large events for FY25.</p> <p>Research and find a company providing active shooter training. Schedule a date for training.</p>	<p>Security guard is on-site during large events.</p> <p>Conduct active shooter training. Disseminate widely action plan in event of an active shooter to all who access organization.</p>	<p>Security guard is on-site during large events.</p> <p>Continue to disseminate action plan.</p>	<p>Security guard is on-site during large events.</p> <p>Continue to disseminate action plan.</p>	<p>Location is more secure during large events.</p>	<p>Attendees and organization have knowledge of action plan in the event of an active shooter.</p>	<p>Increase in security during large events and increase in preparedness in the event of an active shooter.</p>
Impact	Increase in security for large events and increase in preparedness in the event of an active shooter.							

Appendix C: Budget Narrative Template

(Required for each project included in the application)

INSTRUCTIONS: For each category of expenditures, please provide a computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the Program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget may be subject to an audit. Project allocations are required for DMPSJ funding. Applicants must provide the percentage or number of hours proposed to fulfill the applicant’s proposed goals and objectives.

The following examples are intended to assist you in preparing your application budget. **Budgets may be submitted in Word or Excel format as an attachment. Do not include the instructions or examples in the budget you submit with your application.**

A. PERSONNEL:

List each position by title and name of employee. Show the annual salary rate, percentage of time devoted to the project, and related cost to the grant. An explanation of the requested position(s) and their relationship to the proposed project activity must be included in the budget narrative. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Verification of salary may be requested. Include any projected salary increases for the award period.

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$60,000/year x 50%	\$30,000
Staff Assistant, TBD	\$45,000/year x 25%	\$11,250
Outreach Worker, Aaron Jones	\$20/hour x 10-15 hours/week	\$13,000

The Project Manager, Maria Smith, will oversee the daily operations of the project and supervise project staff. Ms. Smith is also responsible for drafting and submitting programmatic and financial reports.

The Staff Assistant, to be hired, will provide administrative support to the project, including responding to client contacts via phone and email, compiling data for programmatic and financial reports, and responding to other requests for information.

The Outreach Worker, Aaron Jones, is a part-time employee who will be compensated at \$20 per hour for 10-15 hours per week. The number of hours will vary each week depending on need. An average of 12.5 hours per week was used to calculate the cost. Mr. Jones will engage in community outreach activities to increase program participation.

TOTAL PERSONNEL: \$54,250

B. FRINGE BENEFITS:

Fringe benefits should be based on actual known costs. Fringe benefits are for the personnel listed in the personnel budget category (A) and only for the percentage of time devoted to the project. List name and actual cost of fringe expenses for each employee.

EXAMPLE:

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Manager, Maria Smith	\$30,000 x 22.4%	\$6,720
Staff Assistant, TBD	\$11,250 x 22.4%	\$2,520
Outreach Worker, Aaron Jones	\$13,000 x 9.15%	\$1,190

Fringe benefits include FICA, health insurance, worker’s compensation, unemployment compensation, and retirement and are based on actual anticipated expenses for each employee.

TOTAL FRINGE BENEFITS: \$10,430

C. CONSULTANTS/CONTRACTS:

Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of Program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A copy of executed contract/written agreement between the sub-grantee and service provider prior to any reimbursement payment.

EXAMPLE:

<u>Consultant Name</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Dr. Leslie Smith	Trauma training	\$500/day x 2 days	\$1,000

Dr. Smith will prepare and provide a training on the neurobiology of trauma and provide trauma-informed services for staff and project partners.

<u>Contract Item</u>	<u>Computation</u>	<u>Cost</u>
Printer/Copier Lease	\$400/month x 12 months	\$4,800

Printer/copier use is tracked by project codes; budgeted amount is based on historical usage.

TOTAL CONSULTANTS/CONTRACTS: \$5,851

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). **Consultant rate cannot exceed \$650 per day or \$81.25 per hour. Prior approval must be received from DMPSJ for consultant rates in excess of \$650 per day.**

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

D. SUPPLIES:

List the supplies that will be purchased under the grant and provide a description in the budget narrative explaining how the supplies are necessary for the success of the project. Include all known vendors. These costs cover such items as office supplies, computer hardware/software, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by type

(office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000) and show the basis for computation. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the project.

Please list all supplies that will be purchased under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicant’s proposed goals and objectives.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office supplies	\$5,000/year x 15%	\$750
Palm cards	\$0.05/card x 5000 copies	\$250
Laptop/Notebook	1 unit at \$500	\$500

Office supplies are based on the Program’s percentage of the annual organization supply budget. Palm cards with agency contact information will be distributed during outreach activities. The laptop/notebook will be purchased for the Outreach Worker to use during outreach events.

TOTAL SUPPLIES: \$1,500

E. EQUIPMENT:

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy) Provide a description in the budget narrative explaining how the equipment is necessary for the success of the project and include all known vendors.

Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augens the current equipment used by the applicant.

F. OPERATING COSTS:

List items by type that will be charged to the grant and provide a description in the budget narrative explaining how the requested item(s) are necessary for the success of the project. Include all known vendors.

EXAMPLE:

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Insurance (Traveler’s)	\$10,000 annually x 15%	\$1,500
Audit services Cooper & Fine)	\$8,000 x 15%	\$1,200
Internet (Verizon)	\$600/month x 15%	\$90

Insurance includes general liability, D&O, and professional insurance. Audit services are based on past expenses. Wired/wireless services provided for staff in office and hotspot access. Amounts are prorated based on project budget in relation to the overall organization budget.

TOTAL OPERATING: \$2,790

Appendix D: Budget Funding Uses/Expenses Template

Budget	DMPSJ Grant Funds Requested
A. Personnel	
B. Fringe Benefits	
C. Contracts/Consultants	
D. Supplies	
E. Equipment	
F. Operating	
TOTAL DIRECT COST	
TOTAL INDIRECT COST	
TOTAL PROJECT COST*	

*Applicant must submit one budget template for each project in the application.

Appendix E: Standard Assurances

GOVERNMENT OF THE DISTRICT OF COLUMBIA THE OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws; and comply with federal regulation 28 C.F.R. pt. 38, governing “Equal Treatment for Faith-based Organizations” (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary’s religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See ojp.gov/about/ocr/equal_fbo.htm
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily- imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (34 U.S.C. §§ 10228(c) and 10221(a)); the Victims of Crime Act (34 U.S.C. § 20110(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); the Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13); and the Department of Justice’s regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (Partnerships with Faith- Based and Other Neighborhood Organizations). . It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004 and Title VI of the Civil Rights Act of 1964.
7. If a governmental entity, it will comply with the requirements of –
 - a. the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally assisted programs; and
 - b. 5 U.S.C. §§ 501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official

Date

Appendix F: Statement of Certification

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with DMPSJ on behalf of the organization;
2. That the applicant can maintain adequate files and records and can and will meet all reporting requirements;
3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Office of the Deputy Mayor of Public Safety and Justice, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
9. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. That the applicant has satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. That the applicant has a satisfactory record of integrity and business ethics;
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

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

Applicant Name

Application Number and or Project Name

Typed Name and Title of Authorized Representative

Authorized Representative Signature and Date

Appendix G: 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 upon which reliance will be placed when the Office of the Deputy Mayor of Public Safety and Justice determines to sub-award the covered transaction or grant.

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 influence 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 (attached), 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—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. The applicant certifies that it and its principals:
 1. 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; Excluded Parties List can be found at <http://epls.arnet.gov>.
 2. 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;
 3. 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
 4. 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 any of the statements in this certification, he or she shall attach an explanation to this application.

3. 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:

1. 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;
2. Establishing an on-going drug free awareness program to inform employees about—
 - i. The dangers of drug abuse in the workplace;
 - ii. The Grantee's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i. Abide by the terms of the statement; and
 - ii. 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;
5. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice via email to dmpsigrants@dc.gov. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
 - i. 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
 - ii. 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.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Grantee must insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street Address and Zip code

Check _____ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (SUB-GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR pt. 67, subpt. F, for sub-grantees, as defined at 28 CFR pt. 67; Sections 67.615 and 67.620:

1. 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
2. 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 ten (10) calendar days of the conviction, to: Office of the Deputy Mayor of Public Safety and Justice, 1350 Pennsylvania Ave, N.W., Suite 533, Washington, DC 20004.

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

Applicant Name	
Address	
Application Number and/or Project Name	
Applicant IRS/Vendor Number	
Typed Name and Title of Authorized Representative	
Authorized Representative Signature	Date

Appendix H – DMPSJ GRANT GENERAL TERMS AND CONDITIONS

1. This document:

Each entity applying for the grant (Applicant) advertised in the Request for Applications (RFA), the successful Applicant (Grantee), and a subrecipient of funds under the grant provided in response to an application under the RFA (the Grant) is subject to and must comply with the following:

- a. The applicable general terms and conditions outlined in Appendix H – DMPSJ Grant General Terms and Conditions (GT&C);
- b. The promises, certifications, assertions, and assurances made as part of the application in Appendix E – Assurances; and
- c. The terms, conditions, or restrictions in the Grant award documents.

The Grantee must review the Grant award document for additional administrative and programmatic requirements.

2. Order of precedence

In the event of inconsistency among the provisions of the DMPSJ grant documents governing the Grant, the inconsistency shall be resolved by giving precedence to the following documents, including their attachments, in the following order:

- a. The most recent written, DMPSJ-approved amendment to the Grant Award Notice (GAN);
- b. The GAN;
- c. The DMPSJ Request for Applications (RFA), including all appendices; and
- d. The Grantee's submitted proposal.

3. Communications with DMPSJ

- a. Communications shall be directed to DMPSJ office, or DMPSJ staff, as the RFA or Grant states.
- b. Reports and other submissions shall be directed to the Grant Administrator.
- c. If reports are electronically filed, any required signatures shall be reliably and clearly reproduced.
- d. The Grantee shall maintain electronic mail (“e-mail”) capabilities for communication with DMPSJ.
- e. A notice shall be deemed timely delivered to DMPSJ only when written confirmation of receipt is provided by Deputy Mayor or designated DMPSJ staff.

4. Communication of a material change

The Applicant and the Grantee shall advise DMPSJ immediately orally and thereafter immediately in writing, if:

- a. A material condition of the Application or performance of the grant has changed. A material condition includes: the loss of a staff member proposed as a principal; the lack of funds to pay bills incurred for the grant’s activities; the expenditure of granted funds for non-granted activities, materials, or supplies; or a change in the Applicant’s governance; or
- b. The Grantee’s insurance coverage has been reduced, or the Grantee has been notified of a cancellation in whole or in part of its insurance.

5. Compliance as a continuing condition of eligibility

The Applicant must continue to comply with these terms during the Grant period, if awarded a grant. If, as the Grantee, the Applicant fails to comply with the terms and conditions of this award, DMPSJ may suspend, terminate, take other corrective action (including, but not limited to, recovery of funds

provided under the Grant), or initiate dispute resolution.

6. Grant award contingent on available funding

The Grant award and the DMPSJ distribution of funds pursuant to the Grant award are subject to the availability of funding from the sources identified in the RFA for the particular grant opportunity or project. The DMPSJ ability to provide funds is, and shall remain subject to, the provisions of:

- a. The Federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351;
- b. The District Anti-Deficiency Act, D.C. Official Code § 47- 355.01- 355.08; and
- c. Amendments to these statutes.

7. Bonding requirements

A bond is not required of the Grantee unless DMPSJ states the requirement in writing. If DMPSJ does require a bond, the Grantee, before accepting the grant, must secure the bond in an amount not less than the total amount of the funds awarded, against losses of money and other property:

- a. Caused by fraudulent or dishonest act, and
- b. Committed by an employee, board member, officer, partner, shareholder, trainee, or volunteer.

8. Grant period

The period of this Grant shall begin on the date given on a GAN. On and after the begin date, the RFA, the documents it incorporates, and the documents specified in Section 1 of this document apply to the Applicant as “Grantee.” The period of the Grant shall end on the date stated in the GAN, unless DMPSJ modifies the period in writing (“end date”).

9. Payment

- a. DMPSJ will not reimburse the Grantee for grant-related expenditures made before the issuance of the FY 2025 grant award.
- b. The Grantee will upload the programmatic report and requested documents to ZoomGrants and the financial report will then be uploaded to the District Integrated Financial System (DIFS) portal.
 - Quarter 3: Reports and invoices due by 5:00 p.m. ET on Friday, July 25, 2025
 - Quarter 4: Reports and invoices due by 5:00 p.m. ET on Friday, October 3, 2025
 - FY 2025 Impact Report: a final programmatic report uploaded by 5 p.m. ET on Friday, October 3, 2025, in ZoomGrants.
- c. To register for the District Integrated Financial System (DIFS) portal, the Grantee must have a business license issued by the Department of Licensing and Consumer Protection (DLCP). The Grantee must inform DMPSJ’s point of contact any objections or limitations with the use of the portal prior to acceptance of the grant.
- d. The Grantee’s submittal must include a signed invoice, on organization letterhead, with federal tax identification number and supporting documentation. The submittal to DMPSJ must include:
 - For employee labor: For the relevant period, a payroll report, with information drawn from an official book or record, like a payroll register, official time sheet or timecard/s, approved by a Grantee representative.
 - For a contractor expenditure: Each expenditure must be supported by an invoice. In turn, each contractor’s invoice must be based on information drawn from an official book or record.
- e. For another expenditure: Each expenditure must be supported by an invoice or receipt.
- f. The Grantee must keep backup documentation to show:

- For Grantee:
 - i. For labor: the official books and records showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet or timecard/s);
 - ii. For non-labor: an invoice and receipt that identifies or describes the invoiced item, showing quantity, rate or price, and for a procured item, including a contractor and subgrantee invoice, proof of payment.
- For Grantee's contractor or subgrantee:
 - i. For labor: the official books and records information showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet, or timecard/s); and
 - ii. For a non-labor item: an invoice or receipt must identify or describe the invoiced item, showing quantity, rate or price, and for a procured item, proof of payment.
- g. In some circumstances DMPSJ may require documents supporting an accounting entry before releasing payment. Such information may include:
 - General ledger screen shot or excerpt, showing paid bills or expenditures;
 - Copy of a canceled check or a bank statement of an electronic transfer;
 - Statement from contractor, subcontractor, or vendor that the bill has been paid; or
 - Report of on-site inspection or audit.
- h. The sum of all monies paid to the Grantee pursuant to the grant award shall not exceed the total amount stated for the Grant.
- i. Notwithstanding the above, DMPSJ may withhold payment if DMPSJ determines that the Grantee has failed to comply with terms of the Grant.

10. Unethical conduct

- a. The Applicant/Grantee shall avoid unethical conduct with respect to securing and administering granted funds, with ethical conduct to be measured generally against the provisions of the District Ethics Manual (most recent edition as of the time the grant is awarded), found at bega.dc.gov, under the heading for documents.
- b. In particular, the Grantee shall avoid:
 - Apparent and actual conflicts of interest;
 - Contributing to a violation of the District's restrictions on gifts to District personnel; and
 - Contributing to a violation of the two-year ban on District personnel taking certain actions regarding a "particular matter" described in the District Ethics Manual.
- c. No Applicant/Grantee shall employ or retain a person or selling agency to solicit or secure the Grant, a payment under it, or an amendment, upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. Except, an applicant or Grantee may condition its compensation for a bona fide employee on grant-related job performance and may retain an attorney for compensation permitted by the District's Rules of Professional Conduct.
- d. Except as may be allowed under the District Ethics Manual for items that are unsolicited and of nominal value, with respect to grant funds, the Grantee and Grantee's employees, officers, or agents shall not solicit or accept a gift, gratuity, favor, or anything of monetary value, from: a contractor, subcontractor, vendor, party to a related agreement, or a beneficiary of the Grant.
- e. If the Grantee is a natural person, he or she shall not participate in the selection, award, or administration of funds from the Grant if that would create a real or apparent conflict of interest. This prohibition also applies to a Grantee's employee, officer, or agent. An example of a conflict

would be when the Grantee decides to employ, or buy from, a person or entity in which he or she, or a member of his or her immediate family, including a domestic partner, has an employment or financial interest.

11. Modifications of the grant, including extensions and increases

The terms and conditions of the grant may be modified only upon the prior written approval of DMPSJ. The modification shall take the form of an amendment to the GAN.

- a. Through an amendment, DMPSJ may increase or reduce the grant amount, change scope, and/or extend or reduce the grant period.
- b. If DMPSJ notifies the Grantee that a funding increase or an extension of the grant period is available, the Grantee must apply for the increase or extension in writing according to the terms of the DMPSJ notification. Typically, DMPSJ requires an application to extend a grant period eight (8) weeks in advance of the grant's then-current end date. The application must justify the amendment, and include a description of proposed changes to scope, performance schedule, description of proposed outcomes, and budget.

12. Contracts, subcontracts, or subgrants

- a. Nothing in the GAN shall be construed to create a contractual relationship between DMPSJ and Grantee's contractor, subcontractor, subgrantee, or vendor.
- b. Any Grant-related work and/or activity that is contracted, subcontracted, or subgranted is subject to applicable District law and review and approval by DMPSJ. The Grantee shall give DMPSJ advance notice of contracts, subcontracts, and subgrants enough time to allow DMPSJ to determine whether its approval is needed, and, if so, whether approval must come before the Grantee's execution of the contract, subcontract, or subgrant.
- c. The Grantee's contract, subcontract, or subgrant shall specify that the contractor, subcontractor, or subgrantee, and its contractors, subcontractors, or subgrantees, shall be subject to the conditions and prohibitions of the GAN.
- d. Warranties for labor and materials shall be obtained for purchases of materials and labor having an aggregate value of over \$5,000. These warranties shall be for at least two (2) years. DMPSJ may waive this requirement in writing for demonstration or research grants.
- e. If the Grantee, its contractors, subcontractors, or subgrantees disturbs work guaranteed under another District contract or grant, the Grantee shall be responsible to restore the disturbed work to a condition comparable to its original condition and warranty such restored work, or alternatively to pay the District for the damage.
- f. No Grantee shall use grant funds to procure services or materials from a vendor, contractor, or subcontractor that is suspended or debarred by the District or the federal government.

13. Establishing and managing subawards

If the Grant authorizes or provides for subawards, the Grantee, as a pass-through entity, must:

- a. Ensure that all subaward agreements are in writing and address all elements for subaward agreements identified in the RFA and GAN.
- b. Ensure that the sub awardees are aware that they are subject to all applicable terms, conditions, and requirements of the RFA, GAN, and appendices.
- c. Establish and follow a system for monitoring sub awardee performance that includes elements required by the RFA, GAN, and appendices and report the results of the monitoring in required performance reports.

- d. Establish and maintain an accounting system that ensures compliance with the maximum funding limitation established in the GAN and with the requirements for payment of costs under the Grant. This includes establishment of written procedures for determining that subaward costs are allowable under the GAN, and may provide for determinations on a pre-award basis, through ongoing monitoring of costs that subgrantees incur, or a combination of both approaches, provided the Grantee documents its determinations.

14. Entry onto a project site

The Grantee shall provide the District with access to the project site(s) and to books and records for the funded project. The Grantee also shall secure from the relevant property owner permission in writing for DMPSJ or its designee to access a project site/s at reasonable times to inspect the work performed by the Grantee, its contractor, subcontractor, subgrantee, or vendor. The Grantee shall obtain the written consent in advance of performing the work.

15. Facilities controlled by the Grantee

- a. If a facility controlled by the Grantee is used during the performance of projects under the grant, it shall meet all applicable federal, state, and local regulations for the intended use. Such a facility includes an office, training room, storage yard, or staging area.
- b. With respect to such a facility, the Grantee shall identify an emergency site facility to finish the activities of the Grant if the primary facility becomes unavailable for use due to a catastrophic event.
- c. Each facility controlled by the Grantee that is used for activities under the Grant shall be accessible to mobility-limited persons consistent with the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq., and the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. This means that if a facility is not required to be modified under either Act, the Grantee need not modify it, but DMPSJ will require the Grantee to explain how it will seek to accommodate mobility-limited persons.

16. Safe work environment

The Grantee, and its contractors, subcontractors, or subgrantees, shall provide a safe work environment for work on DMPSJ-funded projects. The Grantee shall provide a procedure for reporting unsafe working conditions and addressing reports made. If the Grantee, contractor, subcontractor, or subgrantee receives an allegation of an unsafe working condition or practice or has a safety incident, the pertinent party shall investigate the reported unsafe condition or practice and take appropriate action to address the situation in a timely manner. The incident and response shall be described in the Grantee's next grant report.

17. Unusual incident reporting

The Grantee shall report each unusual incident involving or affecting performance of the Grant to the Grant Administrator within twenty-four (24) hours of the incident or of the Grantee's learning of the incident. The initial report may be oral or in writing (typically by e-mail). The Grantee shall, within five (5) days of the incident, communicate in writing to the Grant Administrator a full description of the incident and any response(s) taken or to be taken in response to the incident.

An unusual incident is an event or occurrence significantly different from routine or established procedure that affects or may affect performance of the Grant. Examples include, but are not limited

to, an injury, a traffic accident, a theft, or the firing or resignation of a principal staff member or contractor identified in the Application.

18. Termination

The Grant, and the offer of the Grant, shall be subject to termination by DMPSJ:

- a. At any time, in whole or in part, for the convenience of the Government should DMPSJ determine that such termination is in the best interest of the public or the Government;
- b. Immediately for:
 - Lack of funding;
 - Failure of the Grantee to follow District or applicable federal law, including statutes, rules and regulations;
 - Failure of the Grantee to carry out a grant remediation plan ordered by DMPSJ;
 - An ethics violation involving the grant, pursuant to the ethical standards in the most recent version of the District Ethics Manual, published by the District's Board of Ethics and Government Accountability (bega.dc.gov), as of the date that the GAN was sent;
 - Cessation of insurance coverage without replacement of similar coverage; or
 - Fraud, waste or abuse.
- c. After the Grantee has acknowledged or otherwise signified receipt of the Grant, fourteen (14) calendar days after the Grantee receives from DMPSJ written notice of termination due to:
 - Force majeure, as defined and described below; or
 - Cause, as defined and described below.

19. Termination for force majeure or cause

- a. For force majeure DMPSJ may terminate the grant and the Grantee may seek certain reimbursement, as described in this section.
- b. For cause DMPSJ may terminate the grant, but the Grantee may not receive the reimbursement allowed for termination on the basis of force majeure.
- c. Cause and force majeure defined:
 - Cause is a basis for the agency's termination of the grant, when DMPSJ determines that the Grantee has:
 - i. Failed to achieve the intended outputs within the time frame that has been approved;
 - ii. Performed incompetently, recklessly, or unlawfully.
 - Force majeure is a condition or occurrence which provides a valid excuse to failure to perform within the time frame of the grant, an unexpected and disruptive event which DMPSJ determines could not have reasonably been anticipated or controlled, and includes:
 - i. Timely applying for a government permit or approval but not timely receiving same from the government agency;
 - ii. A change in applicable law;
 - iii. An unforeseen weather event;
 - iv. Organized labor strike or slowdown; and
 - v. Refusal of a necessary third party to approve, agree, or participate, following the Grantee's reasonable attempts to secure same.
- d. The Grantee may not invoke force majeure as an excuse for poor planning, failure to accommodate foreseeable delays by suppliers, or the Grantee's failure to manage its own resources.
- e. For force majeure, the Grantee may seek reimbursement for otherwise-reimbursable expenditures incurred up to the date of termination, as well as reasonable costs incurred for demobilization.

20. Unspent funds

Funds provided under this Grant, but not spent to fulfill the terms of the Grant, shall be returned immediately to DMPSJ upon completion of all work required under the Grant, termination of the Grant, or the Grant end date, whichever is earliest.

21. Grant fiscal performance review and remediation plan

- a. After eight (8) weeks of the Grantee's grant performance, DMPSJ may perform a complete grant fiscal compliance review to determine patterns and rates of expenditures.
- b. If DMPSJ identifies deficiencies, DMPSJ may require that the Grantee undertake a grant remediation plan to improve and correct fiscal problems. Grant remediation may include:
 - Repayment of Grant funds;
 - Reduction in the Grant award; and
 - Reallocation of Grant funds.

22. Accounting and audits

- a. The Grantee shall maintain an accounting system that:
- b. Conforms to generally accepted accounting principles;
- c. Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and
- d. Allows for the identification and review of documents supporting an accounting entry.
- e. The Grantee shall assist, and shall require that its contractors, subcontractors, and subgrantees assist, in the inspection and provision of financial records relevant to the Grant, including financial statements and tax returns. The Grantee shall seek such assistance from each vendor of a Big Grant Purchase.
- f. At any time before final payment on this Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, and for three (3) years thereafter, the District shall have the right to audit the Grantee, its contractors, subcontractors, or subgrantees. The District may, during this period, seek to audit vendors of Big Grant Purchases. If federal funds have been granted or subgranted, a federal agency may undertake such audits. The Grantee shall assist the District in obtaining the cooperation of its contractors, subcontractors, subgrantees, and vendors in such audits.

23. Document retention for three years

- a. For three (3) years after the final DMPSJ payment of the Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, the Grantee must maintain complete documentation of the Grant activities, including financial records and other documents supporting accounting entries. Upon request by DMPSJ, the Grantee must be able to produce for review the documentation, including for DMPSJ audit or, if applicable, federal audit.
- b. The Grantee must produce these materials for review, permit review of them, and respond promptly to questions regarding them, upon request by this agency or an auditor's request.
- c. If a claim, litigation, or audit is filed or commenced before the expiration of the three-year period, the documentation retention period shall be tolled, and documentation must be preserved until the claim, litigation, or audit has been finally resolved.
- d. The Grantee shall secure the agreement to the provisions of this section in writing from a person that this appendix subjects to an audit requirement.

24. Attribution of funding

- a. When communicating in writing (including in signage, on garments, and electronically) about the activity or project which the Grant funds, the Grantee must identify publicly the support of DMPSJ. The Grantee shall include the DMPSJ logo, which DMPSJ will provide.
- b. The Grantee shall follow DMPSJ Sign Design Guidelines and Publication Design Guidelines.
- c. If federal or other funds have been subgranted, and if DMPSJ requests, the Grantee must similarly acknowledge the funds' source.

25. Rights in data and other information

- a. DMPSJ retains ownership of all information produced pursuant to this Grant, including data regarding persons surveyed, interviewed, and/or counted, and any information regarding to whom services or things were provided.
- b. To ensure the protection of persons' confidentiality and compliance with District law and policies regarding confidentiality, the Grantee may not publish scientific or technical articles based on these data and/or information without DMPSJ's prior written consent.
- c. DMPSJ will not unreasonably withhold consent to a request by the Grantee for a nonexclusive license to use aggregated, non-confidential data, including for publication in professional and scientific journals and at professional meetings.
- d. The documents for this Grant are public documents and may be disclosed under the District's Freedom of Information Act, D.C. Official Code §§ 2-531-40. DMPSJ shall have the right to disclose to a third party the identity of a person providing a service or good under this Grant and the terms of insurance obtained pursuant to this Grant.
- e. The Grant may involve activities in which confidential information is provided to the Grantee. DMPSJ may also advise the Grantee in writing as to the content and nature of confidential information. When the Grantee uses or has access to confidential information, it shall treat the information as follows:
 - The Grantee shall use confidential information only to the extent required to accomplish the purposes of this Grant.
 - The Grantee shall not disclose confidential information to others without the express written permission of DMPSJ. Exception: The Grantee may disclose confidential information to its contractors or subgrantees who have agreed in writing to be bound by the disclosure limitations in this section.
 - To be considered confidential information subject to the disclosure limitations in this section, the agency's orally provided information shall be identified as confidential at the time of disclosure, summarized in writing and the summary delivered within thirty (30) days of disclosure.
 - Confidential information shall not pass in ownership to the Grantee. The furnishing of confidential information does not constitute a license to the Grantee to use the information for purposes beyond the activities of this Grant.
 - After being requested by DMPSJ to destroy confidential information, the Grantee shall return or destroy it within seven (7) days. Destruction shall be verified by the Grantee in writing by a duly authorized officer or manager. Confidential information that is not returned or destroyed shall remain subject to the confidentiality obligations set forth in this section.
 - Confidential information shall not be copied or reproduced at any time without the prior written consent of DMPSJ, except for distribution to employees or contractors in

accordance with, and subject to, the provisions of this section.

- The requirements of this section shall continue past the term of this Grant.
- The Grantee shall secure from contractors and subgrantees the agreement, in writing, to be bound by this section if they use or have access to confidential information.
- Confidential information shall include, but not be limited to: Homeowner names, phone numbers, social security numbers, financial information, and home security arrangements.

26. Indemnification

- a. Unless prohibited by law, the Grantee shall indemnify, defend, and hold harmless the District of Columbia and its officers, agents, and employees from any and all claims that are in any way connected to the grant. Unless prohibited by law, the Grantee shall require its principal contractors, subcontractors, subgrantees, and/or, if practicable, vendors for this Grant to do the same.

27. Insurance

The following are conditions to receive funds under the Grant; however, DMPSJ may consider waiving insurance requirements based on the scope of the project and activities submitted in the RFA.

- a. Except as provided below, the Grantee shall obtain the following minimum insurance coverages and keep such insurance coverage in force throughout the grant period:
 - Commercial General Liability Insurance: one million dollars (\$1,000,000) limit per occurrence, and two million dollars (\$2,000,000) aggregate, with the District added as additional insured;
 - Automobile Liability Insurance: one million dollars (\$1,000,000) per occurrence combined single unit;
 - Workers' Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability of at least:
 - a. One hundred thousand dollars (\$100,000) per accident for injury;
 - b. Five hundred thousand dollars (\$500,000) per employee for disease; and
 - c. Five hundred thousand dollars (\$500,000) policy limit for disease;
 - Umbrella/Excess Liability Insurance: two million dollars (\$2,000,000) limit per occurrence; and
 - Professional Liability Insurance: two million dollars (\$2,000,000) limit per claim;
 - When District property or a District facility is used, crime insurance (third party indemnity) to cover the dishonest acts of employees of the Grantee, its contractors, subcontractors, and subgrantees that result in loss to the District; and
 - Sexual/Physical Abuse and Molestation insurance if minors are involved in the services provided, and no other policy covers the matter, in the amount of one million dollars (\$1 million) per occurrence and two million dollars (\$2 million) aggregate, with the District as an additional insured.
- b. For each project conducted on federal property, in addition to the coverages in paragraph "a." of this section:
 - The Grantee and its subgrantees must procure public and employee liability insurance from responsible companies with a minimum limitation to be the greater of:
 - i. One million dollars (\$1,000,000) per person for any one claim, and an aggregate limit of three million dollars (\$3,000,000) for any number of claims arising from any one

incident; or

- ii. The minimum required by law, if any;
 - The United States of America must be named as an additional insured on each such policy;
 - Each such policy shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles thereunder; and
 - Each such policy shall be obtained by the insured, be for the account of the insured, and be at the insured's sole risk.
- c. Each insurance policy obtained by the Grantee shall:
 - Be written with a company licensed by (a) the state in which the Grantee's principal offices are located and qualified to write insurance policies in the District of Columbia, or (b) the District of Columbia;
 - Provide for at least thirty (30) days' written notice to DMPSJ prior to termination or material alteration; and
 - Be written by a company that is financially responsible, with either an A.M. Best Company financial strength and financial size category rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.
- d. The Grantee shall require each Grant-related contractor, subcontractor, or subgrantee, to carry the Grant-related insurance required herein, or the Grantee may, at its option, provide the coverage for the entity.
- e. Unless otherwise prohibited by law, each policy (excluding otherwise applicable Workers' Compensation or Professional Liability) shall:
 - Name the District as an additional insured with respect to work or services performed under the grant or subgrant;
 - Provide that the insurance coverage provided thereunder will be primary and noncontributory with any other applicable insurance; and
 - Contain a waiver of subrogation in favor of the District of Columbia.
- f. The Grantee may submit a Certificate of Insurance giving evidence of the required coverage either before or after the date of the GAN, but DMPSJ must receive it before DMPSJ makes a payment of Grant funds.
- g. The requirements of this section shall not apply to a government agency that provides one of the following:
 - For an agency of the District of Columbia, a written statement that the agency complies with the intent of the paragraph by requiring insurance for all activities not carried out by District employees; and
 - For a non-District government agency, a written statement (a) that the agency is self-insured, (b) that the self-insurance is primary and non-contributory with any other insurance maintained by the District of Columbia, and (c) identifying the self-insurance fund.

28. Special provisions for certain programs or projects

Special provisions are written in the Request for Applications.

29. Requests for reconsideration of certain decisions

In certain limited circumstances, DMPSJ provides the following procedure for an applicant to seek review or reconsideration of a grant-making decision:

Request for reconsideration

- a. When DMPSJ decides to award a grant to a successful applicant, it will notify in writing each applicant whose application was not selected for award. At DMPSJ's discretion this notification may include a statement regarding eligibility, a reviewer's evaluation and comments, or a summary. It will not identify a reviewer or provide the contents of an application. Written notification may be made electronically, typically by email.
- b. If an unsuccessful applicant wishes to better understand the decision regarding an offered grant, the applicant may ask DMPSJ's Chief of Staff for further information. DMPSJ may meet with the applicant, explain the decision, and may provide reviewer evaluation, comment, or a summary.
- c. If an unsuccessful applicant wishes DMPSJ to reconsider the decision, the applicant must file a "Request for Reconsideration" in writing within seven (7) days of the date of the DMPSJ's notification. The filing should be addressed to the Deputy Mayor for Public Safety and Justice.
- d. A written request may be made electronically, typically by email to the published email address for the grant competition. DMPSJ encourages electronic communication.
- e. A Request for Reconsideration must include a concise statement of the reason(s) for the request and include all documentation and other evidence supporting the request.
- f. A request must identify the reasons for reconsideration and provide supporting evidence, or it will be denied.

DMPSJ response

- a. A change to the award decision will be made only because of fraud, a criminal act, or a material error in the determination of eligibility.
- b. The Deputy Mayor for Public Safety and Justice, or their designee, will consider the Request for Reconsideration and the evidence provided.
- c. Ordinarily a decision will be issued within seven (7) days, except the Deputy Mayor may extend that time, and will notify the requestor in writing of an extension.
- d. The Deputy Mayor may halt the award of the grant while the Request for Reconsideration is pending.
- e. After reconsideration, the Deputy Mayor will inform the requestor in writing of the determination.
- f. If the Deputy Mayor determines that a valid basis for a change to the award exists, the Deputy Mayor may:
 1. Reopen the grant application process, in whole or in part;
 2. Revise or revoke an award; or
 3. Take other appropriate action to address an error.

30. Effect of the award

Unless the DMPSJ states otherwise in writing, either (a) seven (7) days after a grant's announcement, or (b) upon affirmation of a grant after considering a request for reconsideration, an award of the grant constitutes final DMPSJ action on the grant.