



DC Department of Employment Services
Workforce Development Bureau

DC Hospitality Grant

Request For Applications (RFA)

RFA No.: DOES-WFD Hospitality 2018

RFA Release Date: March 14, 2018

Pre-Application Meeting

Location: 4058 Minnesota Avenue, NE, Washington, DC 20019

Room: 5201

Date & Time: March 23, 2018 10:00 am

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

Application Submission Deadline:

March 30, 2018 2:00 pm

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY TO
OGAGrants@dc.gov

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Section A: Funding Opportunity Description

Scope

The Department of Employment Services (DOES) is seeking proposals from organizations to develop and implement a comprehensive hospitality program that features classroom and work-based job training for resident's ages 18 years or older. We envision a program, where an organization will be selected to perform outreach, recruitment, and pre-qualification for eligibility pursuant to the Workforce Innovation and Opportunity Act (WIOA). The hospitality industry is a broad category of fields within the service industry that includes areas such as restaurants, hotels, entertainment, fitness and leisure activities.

The selected grantee will provide training and direct hire activities with District residents. DOES envisions training or a preparatory training initiative that will prepare District residents for a career in the Hospitality industry. Each application should include a three to five page program narrative (page count does not include the organizational chart, staffing plans, staff resumes, budget, budget attachments or program addendums).

Background

The Workforce Innovation and Opportunity Act (WIOA), a landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. Services provided to adults and dislocated workers under title I of WIOA can be a pathway to the middle class and to maintain and build skills to remain in the middle class. Across all titles, WIOA focuses on serving "individuals with barriers to employment", defined in WIOA section 3(24) and seeks to ensure access to quality services for these populations. The WIOA Final Rules discuss priority and special populations for the Adult and Dislocated Worker programs.

DC Hospitality Grant

During the training program period all program participants

-will receive on-the-job work experience at job sites located in the city and the DC Metropolitan area, in proximity to public transportation that will benefit those residents without means of transportation. Trainees must receive industry recognized, portable credentials. Program participants will also receive classroom related instruction, of at least four hours per week, that will include relevant instruction in their field of study. According to the Hotel Association of Washington, D.C. (HAWDC), the hospitality Industry brings in 5.2 billion into the district annually and we want to leverage that investment to ensure that District residents are trained and prepared to take on hospitality positions that will lead to careers.

Rights and Responsibilities

The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA. Additionally, the grantee shall not assign or otherwise transfer any rights, duties, obligations or interest in the agreement or arising hereunder to any person, entity or entities whatsoever without the prior written consent of DOES.

Outcomes

Outcome	TARGET
Number of participants enrolled	*
Percentage of Completers	85%
Number of Participants who obtained a credential	90%
Number of Participants placed in employment	90%

* Will be determined by the applicant's proposal.

Requirements**The following tasks shall be performed by Grantee:**

1. Conduct outreach and recruitment and pre-qualify participants in accordance with WIOA eligibility requirements.
2. Provide on-the-job learning for District residents at job sites located in the District and the DC Metropolitan area under the supervision of program staff.
3. Provide qualified instructors and facilities for classroom related instructions and field training.
4. Provide equipment and supplies that are required for participants' classroom and on-the-job learning.
5. Maintain time and attendance records on each participant during the program period and submit to DOES weekly.
6. Administer tests and evaluate participants' performance during the program period.
7. Submit monthly reports to DOES, such as participant attendance, training goals reached, and any participant challenges.
8. Provide portable industry recognized credentials.

9. Place individuals who complete training in employment upon successful completion of the program.
10. Provide a minimum of four hours of work readiness/ employability skills training per month. These activities may include resume assistance, mock interviewing, test preparation etc.
11. Provide financial literacy to include information and or assistance with opening a bank account, budgeting and referrals to work and family support resources.
12. Grantees shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
13. Grantee shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to the DOES Language Access Coordinator on a quarterly basis, using the Language Access Program Monthly Reporting System.
14. Grantee shall provide interpretation services and translation of vital documents to LEP/NEP participants. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator on a quarterly basis using the Language Access Program Monthly Report System.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent upon availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

Anticipated Number of Awards

DOES intends to grant one award. DOES, however reserves the right to make additional awards or no awards pending availability of funds.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates to be available for award is \$150,000.00.

Period of Performance

The DC Hospitality Grant will operate from the date of award through September 30, 2018 .

Location Requirements

For the purpose of this RFA, **all applicants must currently hold office space in the**

District of Columbia. Each applicant must provide legal proof of ownership or occupancy of the site that will be used to host events.

Adequate proof of ownership or occupancy that may be submitted includes the following:

- Certificate of Occupancy issued by the Department of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to host the events proposed by the applicant;
- Building lease or rental agreement that is current and valid.

The applicant must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes, prior to the proposed change.

Grant Making Authority

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

Section B: General Provisions

Eligibility Information

The eligibility criteria are as follows:

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Organizations that are eligible to apply for this grant include public and private non-profits and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Grantee may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

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

Monitoring

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

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

Audits

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

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this solicitation.

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

Nondiscrimination in the Delivery of Services

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

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

Other Applicable Laws

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

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.

Section C: Application Format

Technical

The application should be double-spaced pages, typed in 12 point Times New Roman font with 1-inch margins.

Applicant Profile

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

Table of Contents

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

Applicant Summary

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

Program Narrative

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

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Please provide any prior awarded contract or grant, evaluations and/or data that would highlight your organizations past performance and capability of successfully completing the stated program requirements.

Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant and does not count against the page limit outlined for the program narrative. For all applicants requesting capacity-building funds, this request should be submitted with a separate budget and budget narrative from the program-funding request. Both the capacity building and the program budget narratives must include timelines for expenditure of funds. For applicants that request capacity-building funds, applicants should note in their budget narrative their understanding that program-funding award is contingent upon DOES confirming completion of the capacity-building activities.

Budget narratives must detail how funds will be expended towards the program goals, as outlined in the program narrative. The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities. All budget narratives must identify the average cost per participant.

Section D: Program Narrative

Program Narrative (3 to 5 pages)

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

Organization Profile

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

Participant Profile

- Describe the number of participants your organization will serve under this grant for the year.
- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants will be engaged in throughout the program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

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

Table 1: Technical Rating Scale

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

		no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

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

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

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

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated that their staff is well equipped with the skills necessary to effectively deliver the proposed strategic category. • The extent to which the applicant has demonstrated experience working with the targeted population. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has described the number of participant to be served under the grant. • The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them. • The extent to which your programming is designed to provide quality service outlined in the RFA. 	
3	Program Description	40

	<ul style="list-style-type: none"> • The extent to which the applicant has described their proposed program. • The extent to which the applicant has provided a description of proposed sites where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal. • The extent to which the applicant has provided a clear, detailed, timeline or schedule for the successful completion of the grant. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations that highlight prior success in accomplishing the goals outlined in the RFA. 	
5	Budget and Budget Narrative	15
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., per group – employees employers and residents). 	
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

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

Application Preparation

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

Submission Date and Time

In order to be considered for funding, complete applications and attachments (**see section I**) must be received electronically via ogagrants@dc.gov no later than **March 30, 2018 at 2:00 pm EST**. Applications received after **2:00 p.m. EST on March 30, 2018 will not** be considered for funding.

All applications and attachments (**see section I**) must be submitted as **one PDF file**. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted it will not be considered.

Section G: Award Administration Information

Award Notices

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

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

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

Appeal

Non-Responsiveness Determination

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

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

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

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington

DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

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

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

Grantee Program Compliance

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

- DOES technical site visit inspection;
- DOES Orientation;
- All DOES mandatory meetings.

Grantee Reporting and Deliverables

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

Reporting

Reports Required	Frequency
Monthly Reports	Monthly
Quarterly Report	Quarterly
Expenditure Report	Monthly
Collect and report data encounters with limited or non-English proficient (LEP/NEP) individuals.	Quarterly
Close out Report	At end of Grant Cycle

Deliverable(s)

Strategic Category	Deliverable	Due Date
Attendance	Timesheets for classroom activities Timesheets for On-the-Job Training	Weekly

Credentials	Copy of Industry Recognize Credential	Quarterly
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All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of the grant.

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

Program Launch

Before grantee can begin programming they must receive official documentation from “The Office of Grants Administration”.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. The grantee will be paid on a monthly reimbursement basis not to exceed \$25,000 per month.

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

Anti-Deficiency Considerations

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

Section H: Contacts

Vanessa Black
 Grant Specialist
 OGAGrants@dc.gov

Section I: Additional Documents Required for Submission

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

Documents provided by DOES

- General Application
- Statement of Certification

- Non-Closure Document
- Disclosure Document

Documents to be provided by applicant

- Current D.C. Business License
- IRS W-9 Form
- IRS Tax Certification
- Itemized Budget
- Proof of District Occupancy
- Insurance Certificate
- Staffing Plan
- Resumes for key and essential staff
- Organizational Chart