

REQUEST FOR APPLICATIONS (RFA): DHS-FSA-SSP-2018-00

**Government of the District of Columbia
Department of Human Services**



Fiscal Year 2018

District of Columbia Flexible Rent Subsidy Pilot Program

RFA Release Date: 08/30/17

Pre-application Conference Date: 09/13/17

Application Submission Deadline: 09/27/17

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

SECTION I GENERAL INFORMATION

I.1. Background

The District of Columbia (District), Department of Human Services, hereinafter referred to as the “Grantor” or “DHS,” is accepting detailed proposed (also referred to as “applications”) for Fiscal Year (FY) 2018 to establish the Flexible Rent Subsidy Pilot Program (herein referred to as “Program”) pursuant to its authority set forth in *Section 30 of the Homeless Services Reform Act (HSRA) of 2005*, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-756.01(a), *et seq.*), as amended, and Mayor’s Order 2007-80 dated April 2, 2007.

The mission of the DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. Within DHS, the Family Services Administration (FSA) provides protection, intervention, and supportive services to meet the needs of vulnerable adults and families experiencing or at risk of homelessness.

I.1.1. Pre-Application Meeting

The pre-application meeting will be held on September 13, 2017 at DHS (64 New York Ave NE., Room 659 & 660) from 12:00PM to 2:00PM. To attend the pre-application meeting, please RSVP to jason.kim@dc.gov by September 6, 2017. Interested applicants are strongly encouraged to participate in the pre-application meeting.

I.1.2. Submission of Application

The application must be submitted via email to jason.kim@dc.gov. A completed application with attachments is required upon submission. DHS will not forward incomplete applications to the review panel.

I.1.3. Application Deadline

Applications are due no later than 4:00PM Eastern Standard Time on September 27, 2017. Applications must be submitted electronically via email. Late applications will not be accepted.

I.1.4. Contact

Applicants are advised that the authorized contact person for matters concerning this RFA is:

Jason Kim, Performance Management Officer
Department of Human Services
64 New York Avenue NE, 6th Floor
Washington, DC 20002
(202) 671-4449
Jason.kim@dc.gov

I.2.1. Purpose of Funds

FSA, with in DHS, is soliciting applications from organizations, institutions, and agencies interested in administering the Program. The goal of the Program is to support program participants who are at risk of experiencing homelessness to achieve stability in permanent housing.

I.2.2. Eligibility

DHS will accept applications from eligible applicants to include: nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations, Faith-based organizations, Universities/educational institutions, and private enterprises. Applicants with experience in working with the target population and/or providing financial management training are preferred.

I.2.3. Source of Funds

The funds under this Program are being made solely through local funds made available through the Fiscal Year 2018 Budget Support Act of 2017, effective February 26, 2017 (D.C. Law 20-155).

I.2.4. Award period

The award period shall be one year from the date of the award with an option to renew for up to three (3) additional years.

I.2.5. Funds Available

There is an estimated total of up to one million two hundred fifty thousand dollars and zero cents (\$1,250,000.00). DHS expects to make one (1) award.

I.2.6. Anti-Deficiency Considerations

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 D.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 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

I.2.7. Permissible Use of Funds

Grant funds shall only be used to support activities the Program.

Use of funds is governed by applicable administrative and cost requirements governing allocable, allowable and reasonable costs in OMB Circular 200.

I.2.8. General Terms and Conditions

- A. Funding for this award is contingent on continued funding from the Grantor. This RFA does not commit DHS to make an award.
- B. DHS reserves the right to accept or deny any or all applications if DHS determines it is in the best interest of the agency. DHS shall notify the applicant if it rejects the applicant's proposal. DHS may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable regulation or requirement.
- C. DHS reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- D. DHS shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.
- E. DHS 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.
- F. DHS may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- G. DHS shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee(s) will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by DHS; and compliance conditions that must be met by the grantee(s).
- H. 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.

I.3. Program Scope

The Flexible Rent Subsidy Pilot Program (“Program”) is a four-year pilot program that provides financial assistance to households to support their ability to pay monthly rental expenses, especially during periods of income volatility, in order to promote long-term housing stability. The Program may also provide households with training in budgeting and money management. The Program is designed to accommodate approximately one hundred and fifty (150) families.

I.3.1. Target Population and Eligibility Requirements

Only one family per household is eligible to enroll in the Program. Family households participating in the Program may not concurrently receive another housing subsidy established under the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code §§ 4-7513.01(e) *et seq* and 4-756.02 (2012 Repl.)), or any amendments to the HSRA.

To be eligible, a household must be headed by an individual that meets, at minimum, the following requirements:

- A. Be a District of Columbia resident at the time of Program application;
- B. Be at least 21 years old;
- C. Have physical custody of at least one (1) dependent child;
- D. Current be employed and/or have a recent history of employment;
- E. Be at or below thirty (30) percent of Area Median Income (AMI); and
- F. Be experiencing or be at risk of experiencing homelessness.

DHS reserves the right to modify eligibility requirements as necessary.

I.3.2. DHS Responsibilities

DHS shall be responsible for the following:

- A. Establish, manage, and revise (as necessary) the eligibility requirements for the Program;
- B. Execute outreach to households with a high likelihood of meeting the eligibility requirements;
 - i. This includes communication that shall provide potential households with information on the enrollment process, responsibilities of DHS, responsibilities of the Grantee, and participation requirements;
- C. Execute the application process;

- i. Facilitate the application process and assist potential clients as necessary;
 - ii. Facilitate the selection of households;
- D. Refer households to the Grantee;
- E. Disburse funds to the grantee; and
- F. Execute the monitoring and oversight of the Grantee.

I.3.3. Grantee Responsibilities

The Grantee shall be responsible for the following:

- A. Establish and maintain an office within the District of sufficient size to support meetings with the clients;
- B. Accept client referrals from DHS;
- C. Establish a culturally competent service delivery approach that engages clients in the least punitive manner possible;
- D. Establish an escrow account for each enrolled household using funds under the Program;
 - i. Establish an escrow account for each Program participant that is held in the name of the Grantee and the head of the household (i.e. enrolled client);
 - ii. Transfer seven thousand two hundred dollars and zero cents (\$7,200.00) into the head of household's escrow account at the beginning of enrollment in the Program;
 - iii. Assist the head of household in securing checks at a minimum and a debit card (if feasible) associated with the escrow account;
 - iv. Transfer funds into the head of household's checking account each month so funds are available to the head of household;
 - i. The amount shall equal the total cost of one month's rental fee;
 - ii. Head of household shall have access to the full amount of funds available in the checking account, or the specific amount needed to bridge the gap between monthly income;
 - v. Monitor and ensure that the only eligible payee from the checking account will be the landlord of the unit that the head of household resides in;
- E. Ensure that landlords are eligible to participate in the Program by verifying landlords have a business license and are registered with the District of Columbia Department of Consumer and Regulatory Affairs;
- F. Establish a financial management system that will, at minimum, track disbursements for each enrolled client as approved by DHS, by month;
- G. Provide a financial report and reconciliation to DHS that includes, at minimum, the following:
 - i. Frequency in which household accessed the full monthly rent limit in the checking account;
 - ii. Amount of funds accessed from head of household's checking account each month by transaction ;

- iii. Participation in budget and/or financial management trainings;
- H. Recertify enrolled households annually to ensure Program participants continue to meet all requirements;
- I. Develop and administer a budget and/or financial management training for enrolled clients;
 - i. Training(s) shall include the following topics at minimum:
 - i. Core values and beliefs about money;
 - ii. Budgeting and money management;
 - 1. Planning expenses;
 - 2. Monitoring expenses;
 - 3. Constructing and monitoring a budget;
 - iii. Credit;
 - 1. Understanding credit;
 - 2. Reading credit scores;
 - 3. Credit reports;
 - 4. Credit repair;
 - iv. Banking and savings;
 - 1. Opening a bank account for those who are unbanked;
 - 2. Differences between a checking and savings account;
- J. Monitor and report on the participation of the training;
- K. Track and report, at minimum, the requirements listed under Section I.3.7.;
 - i. Enter data into the prescribed application approved by DHS;
- L. Provide general referrals and reminders about resources available within the District to ensure clients have a means to access additional resources and supports as appropriate; and
- M. Facilitate public/private collaborations to ensure that the District's investments are used to leverage additional investments/donations to the maximum extent possible to address the needs of clients under this Program.

I.3.4. Additional Grantee Responsibilities

Grantee(s) will also be required to:

- A. Submit any proposed printed materials, or materials acquired from outside sources for DHS/FSA's review and approval prior to their use and dissemination under this grant. Where appropriate, grantee(s) must translate its program information into the languages of the target populations that it serves or, at a minimum, into the four of the six languages required by the Language Access Act. These languages include Amharic, Chinese, French, Korean, Spanish, and Vietnamese;
- B. Provide DHS/FSA with translated materials for accuracy and field-testing. The translated materials in the target populations being served must ensure that the translated material are culturally and linguistically appropriate for the communities represented;

- C. Report to DHS/FSA when distributing these materials, including translated materials, to the target communities; and
- D. Work with the DHS/FSA Grant Manager and/or Grant Administrator, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.

I.3.5. Performance Standards and Quality Assurance

DHS/FSA expects that the grantee(s)'s performance will result in measurable, quality improvements in the target population, which will be reported in the quarterly program performance reports. The grantee(s) will be expected to meet at least quarterly with DHS/FSA to share information and review reports related to the status of grant activities. In addition, the grantee(s) will be required to meet performance standards and acceptable quality level to be determined by DHS/FSA and the grantee(s).

I.3.6 Confidentiality of Records

The applicant must demonstrate an ability to maintain the confidentiality of participant information and to report the information specified below to the DHS/FSA. Specifically, the applicant must agree to and abide by the following conditions:

- A. Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- B. No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- C. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.
- D. All records regarding children receiving services from a participant shall be subject to the confidentiality requirements
- E. Applicants shall submit a signed confidentiality statement, provided by DHS, for each current staff person or volunteer who will be working on the Program prior to the execution of services.

I.3.7. Reporting Requirements

The grantee(s) will be required to report information in a manner consistent with DHS/FSA's prescribed format. The grantee(s) will submit quarterly financial and program performance reports to the Grant Manager and/or Grant Monitor. Quarterly program reports will provide data needed to monitor the status of activities. The reports will also outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by DHS/FSA and will be

required to facilitate prompt review of the grantee(s)'s accomplishments in support of payment. The quarterly reports will be due the 10th of the month following the end of the quarter.

At minimum, the quarterly reports shall include, but are not limited to, the following data for each enrolled household:

- A. Frequency in which each household accessed the full monthly rent limit;
- B. Average amount of funds accessed from household's checking account per month; and
- C. Participation in budget and/or financial management trainings.

At minimum, the quarterly reports shall include, but are not limited to, the following data for the cohort of enrolled households:

- A. Payment activity of the households for the current quarter;
- B. Trend analysis that shows the payment activities of the households over the previous quarter(s), where applicable;
- C. Average and median amounts of the Program subsidy used by the households monthly;
- D. Descriptive statistics that specify which District Ward the Program participants are located, and households that reside in the same unit complex in the District; and
- E. Household attrition from the Program.

The Grantee shall submit reports in a format approved by DHS.

I.4. General Provisions

I.4.1. Payment Provisions

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by DHS.

I.4.2. Insurance

The Grantee, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

I.4.3. Audits

At any time before final payment and up to three years thereafter, DHS/FSA and other respective jurisdictional administrative agencies of DC may audit the applicant's expenditure statements and source documents.

I.4.4. Nondiscrimination in the Delivery of Services

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01, et seq.), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intrafamily offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, et seq.), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

I.4.5. Conflicts of Interest

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, a person participating in an administrative decision regarding a project is likely to benefit from the decision or his or her immediate family member is likely to benefit from the decision.

I.4.6. Staff Requirements

The Grantee shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. Programmatic staff should have experience in case management.

Proposed staff assigned to the grant should be running the grant and carrying out the responsibilities outlined in Section I.3.3. Grantee Responsibilities Overview and Section I.3.4. Additional Grantee Responsibilities. Proposed individuals should be named in Section I.I.1.3., Staffing Plan. Resumes and

an organizational chart should also be provided in this section. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/FSA Grant Manager and/or Grant Monitor.

I.4.7. Records

The Grantee shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee shall provide DHS such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Grantee's senior staff. The Grantee shall retain all records for at least three (3) years following final close-out of the grant. The Grantee shall retain all records for at least three (3) years following final close-out of the grant.

I.4.8. Rights to Data

All data produced in the performance of this grant shall be the sole property of the District of Columbia. The Grantee shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

I.4.9. Compliance with Tax Obligations

Prior to execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

I.5. Award Process

DHS/FSA will make the funds available through a competitive process to identify organizations interested in offering and administering the Program. Applications that meet all eligibility and application requirements will be evaluated, scored, and rated by a DHS/FSA designated review panel. The final decision to fund applicants rests solely with DHS/FSA. After reviewing the recommendations of the review panel and any other relevant information, DHS/FSA shall decide which applicant(s) to fund.

I.5.1. Rubric

I.5.1.1. Overview

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project. The scoring of the application is based on a 100-point scale.

I.5.1.2. Executive Summary

- ☐ **Overview:** Briefly describe the applicant organization and its proposed methodology for implementing the Program.

I.5.1.3. Information about the Organization (Maximum 20 Points)

- ☐ **Mission and Vision:** Provide the organization's mission and vision statement, a description of its core programs, and explain the relevance of the organization's prior experience to the requirements of the grant. **(5 points)**
- ☐ **Logic Model:** In an attachment, describe the activities, inputs, outputs, and outcomes for the Program. **(5 points)**
- ☐ **Organizational Expertise in Homeless Services and Financial Management:** Describe your organization's experience and expertise in homeless or affordable housing services and previous experience providing financial management training to the local community. **(10 points)**

I.5.1.4. Capacity to Implement the Program (50 Points)

- ☐ **Plan to Implement the Program:** Describe your plan to implement the Program. The plan should address all the aforementioned grantee responsibilities, that include but are not limited to, processing referrals from DHS and/or documenting eligibility, assisting the enrolled head of household in establishing an escrow and checking account, establishing and providing a budgeting and/or financial management training to enrolled households, monitoring and reporting requirements, recertifying enrolled households annually, assisting DHS with program evaluation activities, and other duties as assigned. **(10 points)**
- ☐ **Plan to Establish and Provide Budget and/or Financial Management Training:** Describe your plan to establish and provide budget and/or financial management training. Also, describe your training curriculum, training delivery methodology, resource materials to be used, and equipment and facilities to be used. **(10 points)**
- ☐ **Data Collection:** Identify how data will be collected to assess and evaluate the implementation of the grant responsibilities on a regular basis. Include data collection methodology and

frequency of data collection. Describe the evaluation plan to regularly assess the outcomes of the Program participants and how all reporting requirements will be met. **(10 points)**

- ☐ **Development of Work Plan:** Using the Work Plan, list the critical milestones/tasks, staff responsible for the implementation of the milestones/tasks, and approximate timeline needed to address the requirements of this grant. **(10 points)**
- ☐ **Staffing Plan:** Using the staffing plan, describe the qualifications of the proposed staff to implement the Program. Uploaded documents in the Staffing Plan section should also demonstrate qualifications and their responsibilities on the grant. **(10 points)**

I.5.1.5. Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 30 points)

- ☐ **Financial Management:** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability to administer the Program. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants). **(10 points)**
- ☐ **Proposed Budget:** Provide a proposed budget and narrative description of the use of grant funds to address the requirements of this grant. **(10 points)**
- ☐ **Leveraging Strategy:** Describe your approach to securing a cash match or donations (including in-kind) for any goods or services that brings additional resources to this Program. If the applicant is securing matching funds or donations, identify the dollar amount and explain how these funds will be applied to services under this Program. **(10 points)**

Section II: PROGRAM INFORMATION

II.1. Work Plan

Each applicant must submit a work plan, detailing project activities (i.e. specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.

II.1.1. Objectives

The objectives for this grant are as follows:

- A. Increase housing stability and prevent homelessness by supporting working households at risk of homelessness without intervention; and

B. Provide hands-on financial and/or budget training to develop financial management skills.

II.1.2. Evaluation and Data Collection Plan

By objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency.

II.1.3. Staffing Plan

The applicant should provide a staffing plan for all personnel who will be assigned to the project, including full-time (e.g., project manager) and part-time employees. The staffing plan must propose qualified individuals for all roles named in Section I.4.6., Staffing Requirements. The staffing plan should be supplemented by resumes, qualifications/credentials, and position descriptions, including minimum requirements, for proposed personnel that have not been identified, the process for recruitment and selection, and the timeline for other support persons included in the budget.

In addition to the staffing plan as detailed above, the applicant should also include an organizational chart.

II.1.4. Other Attachments

II.1.4.1. W-9

Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to DHS/FSA within the past year, the applicant shall provide the date of this submission.

II.1.4.2. Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations (See Attachment B)

II.1.4.3. Resumes and/or Qualifications of Key Staff

II.1.4.4. Audited financial statements for the past three (3) years

II.1.4.5. Documentation of organizational status (e.g. Tax Exemption Letter)

II.1.4.6. Conflict of Interest Policy

II.1.4.7. Separation of Duties Policy

II.1.4.8. Organizational Chart

II.1.4.9. Logic Model

ATTACHMENTS

Attachment A: Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations

Attachment B: Assurances

**LATE OR INCOMPLETE APPLCIATIONS WILL NOT BE REVIEWED OR CONSIDERED
FOR AN AWARD.**

Attachment A: Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations

APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

- A. The Homeless Services Reform Act of 2005, as amended (D.C. Law 16-35; D.C. Official Code §§ 4-751.01, *et seq.*) (HSRA), and accompanying regulations
- B. District of Columbia Human Rights Act of 1977, effective December 13, 1977 (D.C. Law 2-38; D.C. Official Code §§ 2-1401.01 *et seq.*), as amended
- C. The District of Columbia Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931 *et seq.*)
- D. Section 504 of the Rehabilitation Act of 1973, effective September 16, 1973 (Pub. L. No. 95-602; 29 U.S.C. §§ 701, *et seq.*), as amended
- E. Title II of the Americans with Disabilities Act of 1990 (ADA), effective July 16, 1990 (Pub. L. No. 101-336; 42 U.S.C. §§ 12101, *et seq.*), as amended
- F. Title VI of the Civil Rights Act of 1964, effective July 2, 1964 (Pub. L. No. 88-352; 42 U.S.C. §§ 2000a, *et seq.*), as amended

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Authorized Representative Signature and Title

Date

Attachment B: Assurances

ASSURANCES
Department of Human Services
District of Columbia Flexible Rent Subsidy Pilot Program

The duly authorized officer of the applicant, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public, must sign this document.

Name: _____

Title: _____

Name of Applicant Organization: _____

Address of Applicant Organization: _____

Telephone Number of Applicant Organization: _____

Email Address of Named Person Above: _____

- A. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
- B. Our 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 we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
- C. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good Standing from the District of Columbia Office of Tax & Revenue (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);
- D. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
- E. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
- F. We are not proposed for debarment or suspension or presently debarred or suspended 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;

- G. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
- H. We will ensure that the facilities under our organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
- I. We know and understand that awarded funds shall be used to support the organization's functions and activities needed to address the requirements of this grant. The funds may not be transferred outside of, or within the organization, for any unrelated purpose;
- J. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties;
- K. We agree 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;
- L. We will provide a sworn written statement by the applicant attesting to the truth whether the applicant, its officers, partners, principals, members associates, or key employees, within the last three years, has been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Authorized Representative Signature and Title

Date

Notary

Date