

**Government of the District of Columbia
Department of Parks & Recreation**

**Fiscal Year 2023
REQUEST FOR APPLICATION (RFA)
DEPARTMENT OF PARKS AND RECREATION**



Department of Parks and Recreation invites the submission of applications for a Grant Award to support the distribution, implementation and monitoring of community grants issued by the Department.

Deadline Date: April 21, 2023

**APPLICATIONS THAT ARE NOT RECEIVED BY THE SUBMISSION
DEADLINE OR THAT FAIL TO ADDRESS SECTIONS I THROUGH VIII
WILL NOT BE CONSIDERED FOR FUNDING**

DPR IS REQUESTING APPLICATIONS FOR THE FOLLOWING GRANT OPPORTUNITY

YOUTH COMMUNITY GRANTS ADMINISTRATION

<https://dpr.dc.gov/page/grants>

Funding Type	One time Youth Community Programs Grants Administration
Funding Amount	\$972,000.00
Opportunity Category	Competitive
DPR Division	Partnerships and Development
Program Contact	Tanya.Myers@dc.gov
Program Description	Assistance and Support to DPR grantees in distributing, implementing and monitoring DPR grant awards.
Eligible Applicants	DC Non-Profit Organizations
Application Due Date	April 21, 2023

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GENERAL INFORMATION

I. INTRODUCTION

The DC Official Code, §10-213, authorizes that the Department shall, among other things:

.... conduct, direct, or cause to be conducted or directed, under its supervision, a comprehensive program of public recreation which shall include the operation and direction of games, sports, arts and crafts, hobby shops, music, drama, speech, nursery play, dancing, lectures, forum for informal discussion, and such other physical, social, mental, and creative opportunities for leisure-time participation ...in major recreation centers, playfields, athletic fields, playgrounds, tennis courts, baseball diamonds, swimming pools, beaches, golf courses, community centers, and social centers in schools, parks, or other publicly owned buildings, as well as other recreational facilities....

Accordingly, DPR's strives to enhance the quality of life and wellness of District of Columbia residents and visitors by providing equal access to affordable and quality recreational services, by organizing programs, activities and events, and by building and maintaining safe and beautiful open spaces and recreational amenities.

DPR recognizes the need to look beyond traditional approaches to providing services, and values the participation of other organizations in an effort to broaden DPR's outreach, expand its focus on holistic programming and make more use of its recreation spaces.

DPR is issuing "Recreation for All" Community Grants to empower recreators in underserved communities with barriers to high quality and affordable recreation opportunities. "*Rec for All*" is DPR's FY23 signature equity initiative in youth programming that provides resources to the recreators to guarantee little or no cost quality programming to DC Youth to "Level the Playing Field" when cost prohibitive activities are not an option.

II. AUTHORITY

DC law provides for DPR's grantmaking authority for the purpose of assisting DPR in its grantmaking.

Pursuant to the "Recreation Programming Funding Expansion Amendment Act of 2022," Fiscal Year 2023 Budget Support Act of 2022, Law 24-0167(September 2022, page 49), DC Official Code 10-302(f)(2):

[The Department] may issue one or more grants to individual program providers and nonprofit organizations to assist the Department in implementing a comprehensive program of public recreation as described in § 10-213.

III. SCOPE

A. DPR is seeking a Grants Administrator (GA).

1. GA will remunerate payment of grant awards as stipulated in the grant agreement or make purchases that may include equipment, supplies, transportation, lodging, insurance, meals, and services, that support implementation of the individual grantee awards.
2. GA will assist DPR grant awardees as a fiduciary agent if applicable and/or support organizational capacity to deliver the promised recreational programs and services.
3. GA will liaise with DPR's Office of Partnership and Development to coordinate services per the grant awards.
4. GA will provide meaningful feedback regarding grants' outcomes and make recommendations based on industry best practices.

B. Eligible Organizations/Entities

An application is being requested from District of Columbia Non-Profit Corporations in good standing. The Grantee shall have demonstrated experience in supporting public programs for DC residents under DC laws and regulations. Grantee shall have specific experience in administering grants, providing capacity building and technical assistance for non-profits and community-based organizations.

C. Award Period

The term of this grant shall be from May 10, 2023 through December 31, 2023.

D. Grant Award and Amounts

DPR will award approximately Seven Hundred and Fifty to Eight Hundred and Ten Thousand Dollars ((\$750,000.00) to (\$810,000.00)) through approximately 100 to 125 individual grant awards in the following amounts:

- a. Support Grants (up to \$5,000)
- b. Engagement Grants (up to \$10,000)
- c. Event & Travel (up to \$10,000)

Grantee will be responsible to distribute the individual grant awards and provide capacity building services described herein within a budget of 20% of the total individual grant awards allowed for administrative costs to the Grantee.

DPR will distribute \$500,000.00 within 45 days of the grant execution and will issue up to \$472,000.00 within 45 days thereafter but no later than September 1, 2023. An applicant or the selected Grantee shall not reasonably rely on the funds at any time before funds are remunerated. THE TOTAL AMOUNT OF THE AWARD SHALL NOT EXCEED NINE HUNDRED AND SEVENTY TWO THOUSAND DOLLARS (\$972,000.00).

E. Use of Funds

Funds may be used to accomplish the purposes of the grant as specified in the Request for Applications, the Grantee's Application, and the executed grant agreement.

F. Responsibilities of the GA

1. The GA will be responsible for the payments of the following grant awards:

By September 1, 2023, DPR will name approximately 100-125 grant awards totaling \$750,000.00 to \$810,000.00 in the following increments:

- d. Support Grants (up to \$5,000)
- e. Engagement Grants (up to \$10,000)
- f. Event & Travel (up to \$10,000)

2. The GA will perform the following actions:

- a. Distribute \$750,000.00 to \$810,000.00 in grant awards to DPR grant awardees either through direct payments or the purchase of equipment consistent with the DPR grant award.
- b. Provide capacity-building training in fundraising, grant-writing, and board development, for the DPR grantees.
- c. Collect data on grantees' performance of the grant criteria and issue a performance report.
- d. Make recommendations on efficiencies regarding programs and services provided to the District by grantees.
- e. Meet with DPR staff during the grant period to participate in any post-award meetings, technical assistance sessions.

G. Contact Person

For further information, please contact the Grant Administrator:

Tanya Myers

Interim Director of Partnerships & Development Division

DC Department of Parks and Recreation (DPR)

1275 First Street NE | Washington, DC 20002

O: 202-671-2314 | C: 202-528-4542 | E: tanya.myers@dc.gov

H. Explanations to Prospective Grantees

Applicants are encouraged to email their questions to the DPR Office of Partnerships and Grants at Tanya.Myers@dc.gov

IV. COMPLIANCE

A. Application:

The application shall contain the following information in a format at the discretion of the applicant:

1. Experience

Explain why your company is a good fit for this grant award. You may use your own format but please provide details and supporting documents where appropriate.

2. Profile

- a. Explain your organization's achievements, its mission and current budget and staff.
- b. Provide the following documents: DC OTR Clean Hands Certificate, an IRS Tax Exempt Determination Letter, an Audited Financial Statement, a Certificate of Insurance with proof of commercial, general, professional, comprehensive, automobile, and workers compensation insurance.
- c. Submit a list of the current Board of Directors. This document must be on applicant's letterhead, signed and dated by the certified official from the Board (not the Executive Director).
- d. Organization Contact Information: Form shall include all business contact information with a designated representative, EIN/Federal Tax Number, business contact name and address.

3. WorkPlan

Explain how you will execute Section III, Paragraph F (above) and the anticipated timeline for each step. The explanation should include objectives, actions, results, persons responsible, and duration, and any other information that your organization in its expertise would deem helpful to the Department's assurances that the grant activities are properly executed.

4. Budget

- a. How will the grant funds be paid? Explain recordkeeping and money transfer methods.
- b. How will purchases be made? Explain ability to receive bulk, large items and pick up plans.
- c. Provide a budget of planned costs for operational functions to carry out this grant.

5. Data and Recommendations

Present a plan demonstrating how you will record each payment or purchase, and implementation and outcomes. What information will you report to DPR and which industry standard recommendations will be provided for grant reporting?

B. Audits

The Applicant shall promise to provide the Department of Parks and Recreation and the District government, such access to program and financial records as may be necessary for monitoring purposes. The Applicant shall be able to retain all records for at least three (3) years following final close-out of the grant.

C. Monitoring

The DPR Office of Partnerships and Development or his/her designee shall monitor and assess the performance of the Grantee according to the scope of work and related service delivery standards set forth in the grant agreement.

D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352, 42 U.S.C. § 2000a *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal TANF funds.

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, familial 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, or other protected classes. Sexual harassment is a form of sex discrimination which also prohibited by the DC Human Rights Act. Discrimination in violation of the DC Human Rights Act will not be tolerated. Grantee may be required to funds back for violations of this Act. Grantor may withhold funds for allegations of violations of this Act.

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 translations 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.

V. APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, completed applications must be e-mailed to Tany.Myers@dc.gov prior to the deadline for consideration and be received no later than April 21, 2023. The application will be recorded upon receipt and immediately assessed and scored to determine a selected Grantee. Applications submitted after the deadline will not be considered for funding.

VI. REVIEW AND SCORING OF APPLICATION

A. Review Panel

DPR will review the application for sufficiency. In its discretion, DPR may exclude applications for scoring that do not adhere to the requirements set forth above. If DPR deems the application requirements were met, DPR will submit the application to a review panel.

A review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in recreation service, data analysis, evaluation, and programmatic planning and implementation. Those persons scoring the proposals will confirm that they have no conflicts of interest. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. Neither the Mayor nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards. Scores and award amounts are non-appealable. Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, a Grantee will be announced publicly and an award letter may be subject to release (with redactions as allowed by law) under the District's Freedom of Information Act. District officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full. DPR shall make the final funding determination.

B. Scoring Criteria

Applicant' proposal submissions will be objectively reviewed against the following criteria below:

Scoring Criteria	Points
Demonstrated strong performance profile and organization. (See IV A 1 and 2, Page 6)	20
Proposed Workplan: Strategic plan on staffing, logistics, making payments, data collection, and capacity building support offered to grantees. (See IV A 3 Page 6)	40
Sufficient proposed budget. (See IV A 4, Page 6 above)	20
Reporting Data and Outcomes Plan (See IV A 4, Page 6 above)	10
Reporting Recommendations (See IV A 5, Page 6 above)	10

C. Decision on Award

The final decision on the award rests solely with DPR. After reviewing the scoring of the review panel DPR shall decide no later than Friday April 28, 2023. Grantee will be notified by the email address that they provide in the application and will be invited to sign a grant agreement. Upon execution of a grant, the full grant amount will be paid according to the terms of the grant agreement presented to the Grantee by DPR on or around May 1, 2023.

SECTION VII. APPLICATION CHECKLIST

Each application is required to contain the following information:

1. The substantive content requested in Section IV A above. Applicant may use the format it prefers in its discretion to provide the requested information.
2. The documents required under Section IV A above.
3. The application should be submitted by electronic copy by email to tanya.myers@dc.gov and three hard copies by hand delivery to DPR by the application deadline to:

District of Columbia, Department of Parks and Recreation
Attn: Tanya Myers
1275 First St. NE, 8th Floor
Washington, DC 20002

4. Applicant should complete the requirements and attestations in Appendices A-C, attached and provide these with the application.

Appendix A

**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements and DSLBD Requirements**

Applicant should refer to the regulations cited below to determine the certification to which they are required to attest. Applicant 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 C.F.R. Part 69, "New Restrictions on Lobbying" and "Government-wide Debarment and Suspension (Non-procurement) and 28 C.F.R. §83.670, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. 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 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 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 - III, "Disclosure of Lobbying Activities," 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 C.F.R. Part 83, for prospective participants in primary covered transactions, as defined at 28 C.F.R. §83.670, for prospective participants in primary covered transactions:

The applicant certifies that it and its principals:

- (a) 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;
 - (b) 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;
 - (c.) 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
 - (d) 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 to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a) 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;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) 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);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) 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;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4th Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) 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

(2) 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;

(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 C.F.R. Part 83):

A. 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

B. 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 10 calendar days of the conviction, to:

DC Department of Parks and Recreation, Partnerships and Development Division, 1275 First St. NE, 8th Floor, Washington, DC 20002.

(4) Pursuant to D.C. Code § 2-218.46 All non-construction contracts for government-assisted projects in excess of \$250,000 shall include the following requirements unless a waiver has been approved in accordance with DC Official Code § 2-218.51:

At least 35% of the dollar volume of the contract shall be subcontracted to small business enterprises.

If there are insufficient qualified small business enterprises to completely fulfill the requirement of subparagraph (A) of this paragraph, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises; provided, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

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

Print Applicant Name and Title

Federal Tax Identification No.

Business Address

Signature _____
Signature

Date _____
Date

Appendix B

GOVERNMENT OF THE DISTRICT OF COLUMBIA LIVING WAGE ACT OF 2006 CERTIFICATION

CERTIFICATION:

Pursuant to the Living Wage Act of 2006, as amended (D.C. Law 16-118, D.C. Official Code §2-220.03 *et seq.* (2010)), all recipients of government assistance in the amount of \$100,000 or more shall pay their affiliated employees no less than the living wage. <https://does.dc.gov/service/office-wage-hour-compliance-0#:~:text=Beginning%20July%201%2C%202023%2C%20the,%245.35%20per%20hour%20to%20%246.00.>

All subcontractors of recipients that receive funds of \$15,000 or more shall pay their affiliated employees no less than the living wage; provided, that this receipt of funds is from the funds received by the recipient from the District government.

All subcontractors of recipients of government assistance shall pay their affiliated employees the living wage if the subcontractor receives \$50,000 or more from a recipient; provided, that this receipt of funds is from government assistance received by the recipient from the District of Columbia.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act.

Please check the appropriate box:

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

Explain:

I certify that we do not meet the exemption and will pay each individual working under this grant program/project a living wage of at least \$17.00 per hour.

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Living Wage Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (D.C. Law No. 16-118, D.C. Official Code § 2-220.01 *et seq.* (2010)) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia under D.C. Official Code § 32-1301 *et seq.*)

Print Applicant Name and Title

Federal Tax Identification No.

Business Address

~~Signature~~
Signature

~~Date~~
Date

Appendix C

I promise that the information provided in this grant application has been reviewed by my office and accurately describes the organization's ability to carry out the grant responsibilities during the intended grant term from May 1, 2023 through December 31, 2023.

Print Organization Name

Federal Tax Identification No.

Business Address

~~Signature~~
Signature and Title

~~Date~~
Date