

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

Fiscal Year 2023

**REQUEST FOR APPLICATIONS
(RFA)
Oxon Run Park Maintenance and Operations**



Department of Parks and Recreation (DPR) invites the submission of applications for funding to support maintenance and operations at the “Well” located at Oxon Run Park (ORP).

**NOTICE OF EXPANDED ELIGIBILITY AND DEADLINE
COMPETITIVE GRANTS OPPORTUNITY**

New Deadline Date: Friday May 19, 2023

**APPLICATIONS THAT ARE NOT RECEIVED BY THE SUBMISSION
DEADLINE WILL NOT BE CONSIDERED FOR FUNDING**

Funding Type	One time The Well at Oxon Run Maintenance and Operations Grants
Funding Amounts	Up to \$500,000.00
Opportunity Category	Competitive
DPR Division	Partnerships and Development
Program Contact	Tanya.Myers@dc.gov
Program Description	Assistance and support to DPR operating and maintaining the Well at ORP
Application Period	April 28, 2023 through May 19, 2023
Eligible Applicants	Individual Program Providers and Non-Profit Organizations
Origin	Department of Parks and Recreation (DPR)
Application Due Date	Friday May 19, 2023
Identifying Documents	NOFA and RFA

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GENERAL INFORMATION

I. INTRODUCTION

On April 28, 2023, DPR advertised the Request for Applications (RFA) below in the DC Register and on the DPR and Mayor’s Office of Community Affairs, Community Grants webpages. DPR then convened two in-person public meetings and a virtual meeting regarding the RFA. Given the strong public attendance and widespread demonstrated interest, namely from various individuals and organizations with expertise related to the grant activities, by way of this notice, DPR is herein expanding its eligibility from DC non-profit organizations only as advertised on April 28, 2023, to individual program providers and all non-profit organizations. The application deadline is also extended from May 12, 2023 through May 19, 2023.

Oxon Run Park (ORP) is located in Ward 8 in the southernmost part of the District of Columbia. ORP is located between the Washington Highlands on the east and Congress Heights and Bellevue neighborhoods on the west and is primarily bounded by 13th St., Valley Ave., Livingston Rd., South Capitol St., 1st St., Wayne Pl. and Mississippi Ave.

Since 2010, the District of Columbia has rehabilitated, expanded and improved the trails and other amenities in ORP. The ORP now includes a recreation center and outdoor pool, playground and the Southeast Tennis and Learning Center, among other things.

In 2019, the DC Health issued a health equity report exposing health disparities primarily in the neighborhoods surrounding ORP. <https://dchealth.dc.gov/release/health-equity-report-district-columbia> Such disparities were exasperated by the Covid-19 pandemic (beginning on March 2020-current).

DPR’s mission is 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.

One way that DPR accomplishes its missions is by enhancing the physical, mental, and social well-

being of residents and visitors by providing quality, customer-focused leisure and learning opportunities in more than Four Hundred (400) safe parks and facilities. These leisure and learning opportunities are amply demonstrated through the quality, diversity, and quantity of programs that are available to the citizens of the District of Columbia.

II. BACKGROUND

In 2022, DPR completed a one-acre farm and programming space within Oxon Run Park. The farm and its surrounding programming space is affectionately referred to as the “The Well” to signify the abundance of food and nourishment that it will provide to the local community. It also signifies the meeting place of residents to engage in recreation and leisure activities. The Well is designed to yield seasonal crop production, a pick-your-own flower garden, a farm stand, an orchard with chickens, a greenhouse, herb and pollinator gardens, and a large youth garden with outdoor classroom. In addition to farm and garden activities, the space can host local art features and a community gathering spot perfect for theater and dance performances. This will be a space for all ages.

III. AUTHORITY

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.

DC Official Code § 10-213

...DPR shall have power and authority to adopt, 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

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.

For the purposes of this RFA, DPR has defined the following:

- (1) “Horticultural techniques” means the scientific, artistic, and technological methods used to cultivate and manage an agricultural space, such as growing from the ground, hydroponics, container farming, vertical farming, or growing in greenhouses or raised beds.
- (2) “Produce” means any substance produced for human consumption and nourishment using horticultural techniques, such as vegetables, fruits, grains, mushrooms, honey, herbs, nuts, seeds, and rootstock.
- (3) “Soil Maintenance” means that the levels of arsenic, lead, and heavy metals in the soil fall within the acceptable parts per million range identified in regulations promulgated by the Mayor.
- (4) Organic fertilizer” means a material that:
 - (A) Is derived from either plant or animal products containing one or more elements that are essential for plant growth, other than carbon, hydrogen, and oxygen;
 - (B) May be subjected to biological degradation processes under normal conditions of aging, rainfall, sun-curing, air drying, composting, rotting, enzymatic, or anaerobic/aerobic bacterial action; and
 - (C) May not be mixed with synthetic materials or changed in a physical or chemical manner from their initial state, except by manipulation such as drying, cooking, chopping, grinding, shredding, hydrolysis, or pelleting.
- (5) “Urban farm” means any property in the District of Columbia that is used for the growing, cultivating, processing, and distributing of crops for profit, not for profit, or for educational purposes. The term “urban farm” shall not include backyard or community gardens.

IV. SCOPE

In accordance with the above Act and Policy, DPR is interested in providing for resources to bolster farming in Oxon Run Park and food access for DC residents, the DPR environmental green team subject matter experts are seeking a FY23 Grantees to swiftly activate Farm Production: 11,200 square feet; Educational Space: 3,600 square feet and Orchard and aviary: 3,700 square feet in the following manner:

A. Maintenance

Maintenance shall include 1) landscaping, 2) physical improvements, 3) physical repairs, 4) trash collection including recycling, 5) water supply and 6) safety of the area including abatement and mitigation of dangerous conditions.

1. Provide maintenance for the physical farm and educational space to be managed in a clean, efficient and nuisance free manner through proper farm equipment, security, fencing, irrigation, composting, and garbage disposal to ensure residents enjoy a healthy and clean outdoor open space and compliance with all DOEE, DOH, DCRA and DGS land use requirements;
2. Maintain the farm using standard horticulture techniques, soil maintenance and organic fertilizer and integrated pest management; and
3. Maintain tree canopies, shaded areas, water supply and farm equipment and readiness.

B. Operations

Programming shall primarily incorporate the daily fundamentals of growing food for production, harvesting, crop management, as well as distribution. The site is expected to have a Farm Manager, who will facilitate the day-to-day farming and activities on the farm with staffing as well as a source of volunteers to assist with the production of the site.

1. Provide opportunities for residents to farm and learn about food justice and food security;
2. Provide opportunities for residents to raise crops through farming methods and standards as defined above;
3. Provide access to fresh produce (or eggs), at little or no cost;
4. Program the farm and educational space with consistently scheduled outdoor fitness, athletic, arts and cultural, and wellness activities for diverse populations;
5. Conduct participation outreach to socioeconomic challenged groups;
6. For any grant issued by DPR over three hundred thousand dollars, contract at least 10%

of the total grant amount, to at least two DC Ward 8 community organizations who support ORP;

7. Provide event and marketing, social media and other co-branding materials with DPR's logo;
8. Programs SHOULD NOT INCLUDE any involving the direct supervision of children or youth; and
9. Programs SHOULD show compliance procedures with laws, Executive Orders and DPR policy as to emergency operations, Covid-19 safety protocols, cleaning and contract tracing requirements.

A. Target Population

The Grantee shall provide free programming with a focus on people who live in and around the ORP with a focus on DC residents of all ages.

B. Eligible Organizations

Individual Program Providers or 501C3 organizations in good standing and with clean hands, with a focus on programs involving farming and education and recreational programming. The Grantee shall have demonstrated experience in providing programming to Ward 8 residents. Individual program providers may be individuals or other business entities.

C. Award Period

The term of this grant shall be for June 2, 2023 through December 31, 2023.

D. Grant Award and Amounts

Grantor may award 1 or more grantees up to \$500,000.00 but shall not exceed this total amount. These funds are subject to 1) the execution of a written grant agreement award, 2) a waiver from the Executive approving the funds, if applicable, and 3) funding availability.

E. Use of Funds

Grant funds shall only be used to support program activities within the scope of the RFA, Application, and written grant agreement including compliance, if applicable, with DC Official Code § 2-218.46 for contract performance and §2-220.03 for living wage compliance.

F. Contact Person

For further information, please contact the DPR Grant Administrator:

Ms. Tanya Myers, Chief

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

G. Explanations to Prospective Grantees

Applicants are encouraged to email their questions to the DPR Office of Partnerships and Grants before May 19, 2023, and participate in the available webinars that will be published on DPR's website.

V. COMPLIANCE

A. Application:

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

1. Experience

Explain why you (or your business) 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 achievements, its mission and current budget and staff.
- b) Provide the following documents if you are a business entity: DC OTR Clean Hands Certificate, an IRS Tax Exempt Determination Letter (if applicable), an Audited Financial Statement, a Certificate of Insurance with proof of commercial, general, professional, comprehensive, automobile, and workers compensation insurance.
- c) If applicable, 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) Contact Information: Form shall include all business contact information with a designated representative, EIN/Federal Tax Number, business contact name and address.

3. Work Plan

Explain how you will execute the Scope of this RFA, or a portion of the scope of this RFA and the anticipated timeline for each step. The explanation should include objectives, actions, results, persons responsible, and duration, and any other information that you would deem helpful to the Department's assurances that the grant activities listed in Section IV are properly executed.

4. Budget

- a) Provide an amount of grant funds needed to support your application? Provide a budget of planned costs for operational functions to carry out this grant.
- b) How will purchases be made?
- c) Explain your ability to receive bulk, large items and transport items.
- d) Present a plan demonstrating how you will document each payment or purchase.

5. Data and Recommendations

a) **Data Collection**

Provide a framework of the data that you will collect regarding programming participation, attendance and outcomes. What information do you anticipate reporting to DPR? What type of incident reporting or logs will you keep to collect information to make recommendations to DPR?

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. Please discuss where and how you maintain your records.

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. Please discuss your point of contact's credentials, history and work experience and how they will work collaboratively with DPR?

d) **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 May 19, 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
Expertise, Experience and Profile	20
Workplan	40
Budget	20
Reporting Data and Outcomes Plan	10
Reporting Recommendations	10

C. GRANT AWARDS

The final decisions on the awards rests solely with DPR. After reviewing the scoring of the review panel DPR shall decide on or around May 26, 2023. Grantees will be notified by the email address that they provide in the application and will be invited to sign a grant agreements. Applicants shall not rely on any grant funding unless and until the grant payment is transferred to the applicant following the execution of a written grant agreement.

SECTION VII. APPLICATION CHECKLIST

Each application is required to contain the following information:

1. The substantive content requested in the Compliance Section above. Applicant may use the format it prefers in its discretion to provide the requested information.
2. The documents required in the Compliance Section 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 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 incising 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

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

Date

Appendix C

I promise that the information provided in this grant application accurately describes my ability to carry out the grant responsibilities during the intended grant term from June 2, 2023 through December 31, 2023.

Print Name

Federal Tax Identification No.

Business Address

Signature and Title

Date