



DC Department of Parks and Recreation

FY25 REC for All

Programming Grant

Request for Applications (RFA)

RFA No.: DPR-R4AP-2025

RFA Release Date:

Wednesday, December 4, 2024

Pre-Application Meeting

Tuesday, December 17, 2024 at 11:00 am

Attendance is encouraged

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

Application Submission Deadline:

Wednesday, January 8, 2025 at 4:00 pm

Applications shall be submitted electronically through the Grants Management Portal, click here: [Grant Management System](#)

PAPER, LATE, OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Table of Contents

Section A: Funding Opportunity Description..... 3

Background 3

Scope 3

Programming Grant 3

Program Requirements 4

Program Outcomes 4

General Requirements..... 5

Reporting and Deliverables..... 5

Source of Grant Funding..... 6

Anticipated Number of Awards..... 6

Total Amount of Funding to be Awarded..... 6

Period of Performance..... 6

Location Requirements 7

Grant Making Authority 7

Section B: General Provisions..... 8

Eligibility Information..... 8

Monitoring..... 8

Audits 8

Nondiscrimination in the Delivery of Services 9

Other Applicable Laws..... 9

Section C: Application Format.....10

Applicant Profile 10

Applicant Summary 10

Program Narrative..... 10

Section D: Program Narrative 11

Program Narrative..... 11

Organization Profile 11

Participant Profile..... 11

Program Description 11

Section E: Application Review and Scoring.....12

Review Panel..... 12

Table 1: Technical Rating Scale 12

Scoring Criteria..... 12

Section F: Application Submission Information14

How to Request an Application Package 14

Application Preparation..... 14

Submission Date and Time..... 14

Section G: Award Administration Information14

Award Notices 14

Appeal 14

Grantees’ Program Compliance..... 15

Program Launch 15

Grantees’ Payments 15

Anti-Deficiency Considerations 16

Section H: **Contacts**..... 16

Section I: **Additional Documents Required for Submission** 16

Section A: Funding Opportunity Description

Background

In support of Mayor Bowser's goal of engaging underserved youth with robust recreation opportunities, the DC Department of Parks and Recreation (DPR) is proud to continue the Recreation for All Community Grants. DPR will offer funding to support Community-based programs, activities, and events that will engage youth, provide recreation opportunities, and promote skill development. Rec For All will invest in organizations that will expand recreational offerings and provide residents in underserved communities with safer quality events, programs, and affordable recreation opportunities.

Scope

DPR is seeking organizations through the competitive grantmaking process to provide inclusive and accessible recreational opportunities to youth in our community. Through our programs and facilities, we strive to promote physical, social, and emotional wellness, foster a sense of community, and enhance the quality of life for all individuals, regardless of ability, age, race, gender, or socioeconomic status. We are committed to creating a welcoming and inclusive environment that celebrates diversity and encourages lifelong learning, growth, and personal fulfillment.

All applications should address the Rec for All Core Values in their programming:

1. **Equity:** Ensuring that all individuals have equal access to recreational opportunities and resources, regardless of their age, ability, race, ethnicity, gender, sexual orientation, or socio-economic status.
2. **Inclusion:** Creating a welcoming and supportive environment that values and respects diversity and promotes the participation of all individuals in recreational activities.
3. **Empowerment:** Encouraging individuals to take an active role in their recreation and wellness, and providing them with the knowledge, skills, and resources needed to make informed choices.
4. **Community:** Fostering a sense of belonging and connection among individuals and groups and promoting social engagement and civic participation through recreational activities.
5. **Sustainability:** Encouraging responsible use of natural resources and promoting environmentally friendly practices in recreational activities.
6. **Innovation:** Embracing new and emerging technologies and practices to enhance the quality and accessibility of recreational opportunities.

Programming Grant

Grantees shall deliver high quality, structured new or existing innovative recreational programmatic offerings that will allow residents to discover new passions. Organizations can request up to \$100,000 to support the launch or expansion of a new or existing program. The programming grant is not for one-time events.

DPR will accept applications in the following categories:

1. Cultural Arts
 - a. Mural Development
 - b. Dance/Theatre
 - c. Photography/Videography
 - d. Drama Therapy

2. Youth Development
 - a. Global Education/Exploration
 - b. Entrepreneurship/Career Exploration
 - c. Leadership Development
 - d. STEM/STEAM (BOOST)

3. Environmental
 - a. Gardening
 - b. Nutrition
 - c. Nature and Healing

4. Sports/Athletics
 - a. Sports/Fitness
 - b. Sport Education/Business
 - c. Sports Health & Wellness
 - d. Sport Broadcasting/Social Media
 - e. E-Sports

5. Therapeutic Recreation

Program Requirements

The GRANTEES shall:

- Deliver program services to youth between the ages of 6 to 18 years of age.
- Deliver a minimum of six conservative weeks of program services.
- Deliver a minimum of 120 hours of high quality and structured programming.
- Undergo background checks as mandated by the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA). (Must be conducted through Metropolitan Police Department and Federal Bureau of Investigation)

Program Outcomes

The Grantee will be responsible for reporting the outcomes for all enrolled participants. These target goals should be outlined in the plan provided and DPR must approve the acceptable documents associated with each outcome listed below:

Outcomes
Number of Residents Served
The number of Residents who completed the program

Grantee outcomes shall be reported to DPR as prescribed in a grant reward. DPR may also request additional information such as videos, photographs, cost adjustments, and measurable accomplishments awards or other information.

General Requirements

- Grantee must maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, DPR may have the Grantee’s invoices, vouchers, and statements of cost audited. Any payment may be reduced by amounts found by DPR not to constitute allowable costs as adjusted for prior overpayment or underpayment. If the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.
- Grantees shall collect and report statistical information as requested by DPR, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program-specific related activities and outcomes.
- Grantees will be required to participate in ongoing monitoring and evaluation activities led by the DPR-designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- Grantees shall collect data regarding contact with persons with Limited English Proficient (LEP) and Non-English Proficient (NEP).
- Grantees shall provide interpretation services and translation of vital documents for persons with LEP/NEP. All translated materials must have a DPR brand.
- Grantees shall incorporate the provided DPR logos, taglines, identifiers, and/or other branding on all products, programs, activities, services, resources, and related property and materials funded by DPR.
- Grantees shall attend and comply with all DPR meetings, onboard training, requests, etc.

Reporting and Deliverables

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

Items	Deliverables	Method of Delivery	Due Date
Item 1	Program Work Plan	Via email	Two weeks after Program Orientation

Item 2	Recruitment Plan	Via email	Two weeks after Program Orientation
Item 3	Residents Sign in Sheets	Via Grant System	Monthly by the 10th of the subsequent month
Item 3	Weekly/Monthly Progress Report	Via Grant System	Monthly by the 10th of the subsequent month
Item 4	Monthly Expenditure Report	Via Grant System	Monthly by the 10th of the subsequent month
Item 5	Invoices	DIFS System	This will be outlined in the NOGA
Item 6	Closeout/Final Report	Via Email	30 days after the end of the grant period

All program reports and deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DPR no later than the end of the grant.

DPR is the sole owner of and controls all deliverables, reports, data, information, processes, procedures, or products by, for, or from this grant award. The Grantee must receive written permission from DPR to use or distribute any deliverable, report, data, information, process, procedure, or product by, for, or from this grant award, before the proposed use or distribution.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on the availability of funds and the quality of the applications. This RFA does not commit DPR to make a grant award. DPR maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA, the DPR-approved application, and the Notice of Grant Agreement (NOGA), if awarded.

Anticipated Number of Awards

DPR intends to issue multiple awards. DPR, however, reserves the right to make additional awards or no awards pending the availability of funds and quantity and quality of applications.

Total Amount of Funding to be Awarded

The total amount of funding for DPR grant awards is up to \$2,000,000.

Period of Performance

The “Rec For All - Programming” grant will operate from the award date to **September 30, 2025**. DPR reserves the right to exercise single option years up to four additional years beyond the original performance period if funding is available in the designated option year and the Grantee has met the performance requirements of the grant.

Location Requirements

For this RFA, all Applications shall provide services in the District of Columbia. Each Application shall provide legal proof of ownership or occupancy of the site where the program will be held to prove that the Applicant is entitled to conduct the program in that space.

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

- Certificate of Occupancy issued by the District of Consumer & Regulatory Affairs (DCRA) that shows the location has sufficient space to serve the number of participants proposed by the Applicant
- The signed approval letter and building use agreement from the DC Public Schools Office of Out-Of-School time
- The signed approval letter and a permit from the DC Department of Parks and Recreation
- Building lease or rental agreement that is current and valid

The Applicant shall submit written notice of any site changes within 24 hours of the proposed change. Any site changes shall be approved by DPR, before the proposed change.

Grant Making Authority

DPR maintains the right to issue grant awards under DC Official Code Section 10-302(f)(2). and other applicable Federal and local authorities. DPR also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quantity and quality of applications. Funding for the award is contingent on the availability of funds.

Rights and Responsibilities of DPR

- DPR reserves the right to accept or deny any or all applications if it determines it is in its best interest to do so. DPR shall notify the applicant if it rejects that applicant's proposal. DPR may suspend or terminate an outstanding RFA under its own grant-making authority or any applicable federal regulation or requirement.
- DPR reserves the right to issue an addendum and/or amendments after the issuance of the RFA or to rescind the RFA.
- DPR may conduct pre-award technical/virtual site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- DPR may enter negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- DPR may use past performance data in determining an award if an applicant was awarded a previous grant or contract by DPR or the District of Columbia.

Section B: General Provisions

Eligibility Information

The eligibility criteria are as follows:

Applicants shall meet all applicable eligibility requirements listed in this RFA. Applications that do not meet eligibility will be considered unresponsive and will not be considered for funding under this RFA. Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations with demonstrated effectiveness in providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, and faith-based organizations
- Public, charter, or alternative secondary schools
- Private and for-profit service providers

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

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

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DPR staff are responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to program locations.

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

Any reports generated are the sole property of DPR. Grantees must receive prior written permission from DPR, to use or disclose any report or its contents.

Audits

Grantees must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DPR may have Grantees' invoices, vouchers, and statements of cost audited. Any payment may be reduced by amounts found by DPR not to constitute allowable costs as adjusted for prior overpayment or underpayment. If the District has made all payments to the Grantee and an

overpayment is found, Grantees shall reimburse the District for said overpayment within thirty (30) days, after written notification.

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

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

Nondiscrimination in the Delivery of Services

By Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

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

Other Applicable Laws

Grantee shall swear under penalty of perjury to compliance with all applicable District and federal statutes and regulations as may be amended from time to time, including the list below.

- DC Official Code Section 1-328.15 (c)(2)
- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug-Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)

- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- DC District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- Mayor’s Order 2023-131
- Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P. L. No.91-646)
- Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. 4002
- National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. 470 et seq.), Executive Order 11593
- Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.
- D.C. Minimum Wage Amendment Act. of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.
- Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA)

Section C: Application Format

Applicant Profile

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

Applicant Summary

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

Program Narrative

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

- Organizational Profile
- Participant Profile
- Program Description

Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed

expenditure for the grant. Budget narratives must detail how funds will be expended toward the program.

Applicants must use the following budget categories:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Participant Cost
- Other Direct Cost
- Travel
- Indirect Costs (maximum amount is 10% unless there is a Federal approved rate)

Please see Attachment A for definitions of the budget items listed above.

Section D: Program Narrative

Program Narrative

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

Organization Profile

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

Participant Profile

- Describe your experience working with the targeted population.
- Describe how your organization plans to recruit participants for this grant.
- Describe which age group and ward(s) you would be serving.

Program Description

- Identify and describe your program services. How will your organization deliver high-quality, structured training in response to the requirements outlined in this RFA? (See Section A).
- Describe how your organization has historically provided these programming services.
- Describe how your organization will achieve outcomes and meet the performance deliverables within this grant. What specific activities, strategies, and projects will participants be engaged in throughout the program?

- Describe proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

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

Table 1: Technical Rating Scale

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

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant’s score for each criterion. The applicant’s total technical score will be determined by adding the applicant’s score to each scoring criterion

Scoring Criteria

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

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above,

and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

- Organization Profile 20 points
- Participant Profile 20 points
- Program Description 40 points
- Budget and Budget Narrative 20 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has stated the mission of the organization. • The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). • The extent to which the applicant has demonstrated the experience of the staff to effectively deliver the proposed program. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • The extent to which the applicant has described their experience working with the targeted population under this grant. • The extent to which the applicant has described how they will recruit participants for this grant. • The extent to which the applicant has described the age group and Ward(s) that they will be serving under this grant. 	
3	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has identified and described how the organization will deliver high-quality, structured training in response to this RFA. (See Section A). • Describe how your organization has historically provided programming or services. • The extent to which the applicant describes how your organization will achieve and meet the performance deliverables within this grant. What specific activities, strategies, and projects will participants be engaged in throughout the program? • The extent to which the applicant has described proposed sites where program activities will be conducted. 	
4	Budget and Budget Narrative	20
	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.). 	
TOTAL POINTS		100

Awards will be based on scoring criteria and the needs of the agency.

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <https://communityaffairs.dc.gov/content/community-grant-program>
- The application package can also be found at: www.dpr.dc.gov

Application Preparation

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

Submission Date and Time

To be considered for funding, complete applications and attachments (see section I) must be received electronically via [Grant Management System](#) no later than, **Wednesday, January 8, 2025, at 4:00 pm. EST.** Applications received after 4:00 p.m. EST **will not** be considered for funding.

Section G: Award Administration Information

Award Notices

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

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

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

Appeal

To ensure a fair and equitable appeals process, all responsiveness determination and grant award appeals will be reviewed and decided **solely** by the DPR General Counsel. Appeals must be in writing and addressed to: DPR General Counsel, 1275 First Street NE, 8th Floor, Washington DC 20002. Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of responsiveness determination, or otherwise tries to intentionally influence the award of a grant by any means outside of this application process, the appeal may be dismissed with prejudice, and/or the applicant may be precluded from consideration for future grant opportunities, in DPR’s discretion.

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

Grantees’ Program Compliance

Before the start of the program, Grantees must complete the following:

- DPR Orientation
- DPR pre-program site visit
- Submission and approval of required insurance
- Submission and approval of background checks

Program Launch

Before Grantees can begin programming, they must receive official documentation from the Grant Division of Public Engagement and Strategy.

Grantees’ Payments

Applicants shall not incur any costs or obligations through the grant application or award process. Funding is not guaranteed unless the grant award is executed provided that the grantee maintains eligibility during the period after the grant is awarded.

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are two (2) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2
50%	50%

Payment #1: – Base Amount:

The base payment is contingent on successful completion of the following:

- Orientation

- Pre-Program Site Visit
- Background Checks
- Work Plan/Recruitment Plan
- Approval of Required Insurance

Payment #2:

This payment schedule and requirements will be outlined in the Notice of Grant Agreement.

Any remaining unspent funds on September 30, 2025, shall be returned by the Grantee to the DC Treasurer by check no later than October 31, 2025.

If Grantees do not comply with the NOGA, applicable federal and District laws and regulations, the NOGA may be terminated, or the award amount reduced for underperformance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

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

Section H: Contacts

LaShaun N. Basil
Lashaun.basil@dc.gov

Section I: Additional Documents Required for Submission

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

Documents provided by DPR

- Statement of Certification (See Attachments)
- Non-Closure Document (See Attachments)
- Disclosure Document (See Attachments)

Documents to be provided by the applicant

- Valid DC Business License
- Clean Hands Certificate
- Itemized Budget
- Insurance Certificate – Additional insurance may be required at award.
- Proof of Occupancy

- Most recent and complete set of audited financial statements
- Staffing Plan
- Organizational Chart
- Resume of Key Personnel
- List of Partners and Affiliations (if applicable)