



DC Department of Parks and Recreation
Program Evaluation and Strategic Planning Grant

Request for Applications (RFA)

RFA No.: DPR-PESP-2024

RFA Release Date:

Wednesday, February 7, 2024

Pre-Application Meeting

DPR Headquarters

Friday, February 23, 2024

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

Application Submission Deadline:

Thursday, March 7, 2024 at 5:00 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

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Section A: Funding Opportunity Description

Background

The Department of Parks and Recreation (DPR) is the governing body of the parks and recreation programs in the District of Columbia government. The agency coordinates a wide variety of recreation programs, including sports leagues, youth development, therapeutic recreation, aquatic programming, outdoor adventure, camping, and senior citizen activities. In addition, adaptive programs and facilities are available for persons with disabilities.

Community Programs focus on providing various recreational and educational opportunities for the District of Columbia community. Community Programs are made up of eight functional areas which include **Boost, Environment, Kids Camps and Co-Ops, Rec-4-All, Seniors, Sports Health and Fitness, Teens, and Therapeutic Recreation**. We offer a wide range of programs and activities for people of all ages and interests, which include sports leagues, fitness classes, arts and crafts workshops, summer camps, and community events. Community Programs also have partnerships with local organizations and schools to enhance offerings. We aim to promote a healthy and active lifestyle while fostering a sense of community and engagement among residents in Washington, D.C.

Scope

Through the competitive grantmaking process, DPR seeks to secure a qualified organization to develop a Strategic Plan and Evaluation Report of DPR's community programs for fiscal year 2024. The Strategic Plan shall assess current programs, align with nationwide standards, and create a logic model for how programs should operate. The Grantee shall work with each program to obtain the necessary components to complete the Strategic Plan and align with the Evaluation Report. The Grantee should submit a comprehensive evaluation of each program to provide guidance to build upon the Strategic Plan for the fiscal year 2025. Evaluation Report must be professional and easy to read, copy editing and design elements should have visual appeal and flow throughout the documents.

Community Programs include the following:

- Boost;
- Cultural Arts;
- Environment;
- Kids Camps and Co-Ops;
- Seniors;
- Sports, Health, and Fitness
- Teens and Young Adults;
- Therapeutic Recreation

Comprehensive Strategic Plan

Develop a comprehensive strategic plan with the following key elements to be completed in the following areas:

Task 1. Discovery and Assessment

The Grantee shall assess the programs within Community Programs. The assessment shall consist of a review of pertinent documents, including existing and past plans, reports, policies, and procedures. Conduct interviews with residents who participate in the program operated by DPR.

The Grantee shall identify trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities, and threats.

Task 2. Research and Consensus

The Grantee shall convene a series of strategic planning sessions with program participants, residents program leadership, staff, and key stakeholders to identify key strategic goals, objectives, realistic strategies, concrete action steps, and performance measures that can be used to monitor overall performance.

Task 4. Strengths, Weakness, Opportunities, and Threat (SWOT) ANALYSIS

The Grantee shall facilitate a SWOT analysis with Community Programs' participants, leadership, and staff to identify the strengths, weaknesses, opportunities, and threats within the program to help with future planning and improvements. SWOT analysis is an important component of the strategic planning process because it allows staff to assess internal and external factors, as well as the current and future potential of all Community Programs.

Task 5. Logic Model Development

The Grantee shall develop a detailed Community Programs logic model with input from participants, leadership, and staff. A logic model is a roadmap that clearly and concisely illustrates the resources and inputs required to implement a program, the activities and outcomes of the program, and the desired short and long-term outcomes of the program. A strong logic model will also help Community Programs with program planning, implementation, management, evaluation, and reporting.

Task 6. Evaluation Plan

The Grantee shall develop an evaluation plan to conduct a comprehensive needs assessment of the target population. The Grantee shall include gathering data on the current needs, challenges, and resources available to the population. The Grantee shall use this information to develop specific goals and objectives for the program to create the strategic plan. The Grantee shall also identify the appropriate evaluation methods and tools to measure the effectiveness and impact of the program on the participants.

Task 7. Development of Draft and Final Strategic Plans

The Grantee shall develop an actionable strategic plan that will serve as the overall blueprint for DPR to improve its Community Programs to maximize participation and benefits to the

participant in a more efficient manner. The Grantee shall produce a draft strategic plan for review and approval or modification by the programs. At a minimum, the plan shall include:

- An executive summary.
- A detailed plan that identifies the following:
 - Executive Summary
 - Introduction
 - Vision and Mission
 - Goals
 - Objectives
 - Strategies and Tactics
 - Evaluation Plan
 - Action Step and Implementation Plan
 - Performance Measures
 - Conclusion

Program Requirements

- The Grantee shall work with programs to obtain necessary components of the report for all marketing collateral, including messaging to agency staff, day-of signage, and registration.
- The Grantee shall work in close collaboration with DPR staff to gain access to recreation sites and other DPR establishments.
- The Grantee must be willing to evaluate community stakeholder conversations to receive feedback from residents on programming accessibility and challenges.
- The Grantee should utilize terms and align its recommendations with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and National Recreation and Park Association (NRPA)

General Requirements

- 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, onboarding training, requests, etc.

Reporting and Deliverables

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

Reporting/Deliverables

Items	Deliverables	Format and Method of Delivery	Due Date
Item 1	Bi-Weekly Meetings with Program	In Person/Teams	Bi-Weekly
Item 2	Programmatic Work Plan	Via email	Two weeks from orientation
Item 3	Schedule of Community Stakeholder Events with Residents	Via email	Three weeks from Orientation
Item 4	Community Survey and Engagement Plan	Via email	Programmatic Work Plan
Item 5	Data Report from Evaluations	Via email	Established within the NOGA
Item 6	Data Report from Evaluations	Via email	Established within the NOGA
Item 7	Draft Strategic Plan	Via email	Established within the NOGA
Item 8	Final Strategic Plan	Via email	Established within the NOGA
Item 9	Monthly Status Report	Grant Management System	Monthly by the 10th of the subsequent month
Item 10	Monthly Expenditure Report	Grant Management System	Monthly by the 10th of the subsequent month

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 will have sole ownership and control of all deliverables. Grantee must receive written permission from DPR to use or distribute any product from this program, 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 is an RFA and not a DPR commitment 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 at least one (1) one hundred-thousand-dollar grant award (\$100,000). 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 DPR anticipates awarding is up to \$100,000.

Period of Performance

The “DPR Program Evaluation and Strategic Planning” grant will operate from the award date until September 30, 2024.

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.

Grant Making Authority

DPR maintains the right to issue grant awards under DC Official Code Section 10-302(f)(2). 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 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:

- Demonstrated experience and qualifications in delivering high-quality, structured, and specialized workforce development training responsive to this RFA.
- Quantitative skills and at least 3-5 years experience in program evaluation.
- Demonstrated experience with evaluating similar types of programs.
- Demonstrated experience with publishing and presenting research findings or in progress.
- Demonstrated experience in creating strategic plans, and evaluating programs and must have demonstrated a high level of reports for government programs.
- Demonstrated advanced research skills and documented expertise in creating evaluation reports of programs.
- Demonstrated knowledge and experience in evaluating large-scale programs for recreation purposes.
- Demonstrated knowledge in evaluating the effectiveness of the program using logic models.

In addition, all applicants must be current on payment of all federal and District taxes, including Unemployment Insurance, and 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.

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 the Grantees er 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 Grantees 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

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

In accordance with the 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, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85 et. seq.
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)

- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5U.S.C. 6381 et seq.)
- Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
- Drug-Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 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
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- The District’s No Tolerance Policy Regarding Sexual Harassment. The Grantee and its employees and subcontractors are subject to Mayor’s Order 2023-131, dated October 31, 2023.

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. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

The applicant shall provide any prior awarded contract or grant, evaluations, and/or data that would highlight the organization’s past performance and capability of completing the stated program requirements.

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

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Travel
- Indirect Costs

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

Food for staff or youth enrolled in the program is not an allowable expense under this grant.

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.

Program Description

- Identify and describe how your organization will deliver the high-quality, structured service in response to this RFA desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will youth be engaged in throughout the program?

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis,

evaluation 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	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. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant’s response as “Good,” then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly 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.

- Organization Profile 20 points
- Program Description 40 points
- Past Performance 20 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 that their staff is well equipped with the skills necessary to effectively deliver the proposed program. 	
2	Program Description	40
	<ul style="list-style-type: none"> • The extent to which the applicant has described their proposed program. • The extent to which the applicant describes how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program? 	
3	Past Performance	20
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations or reviews that highlight prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided similar services to the District of Columbia. 	
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

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. 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 the [Grant Management System](#) no later than **Thursday, March 7, 2024, at 5:00 pm. EST.** Applications received after 5:00 p.m. **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 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 authorized 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

Non-Responsiveness Determination

To ensure a fair and equitable appeals process, all responsiveness determination 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, Washington DC 20002. Appeals may also be submitted via email to DPRGrants@dc.gov with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within ten(10) business days of the responsiveness determination notice.

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

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the 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.

Grant Award Selection

To ensure a fair and equitable appeals process, all grant award selection 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, Washington DC 20002. Appeals may also be submitted via email to DPRGrants@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

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

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and Grantees selected. 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 technical/virtual site visit
- DPR Orientation
- All DPR mandatory meetings.

Program Launch

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

Grantees Payments

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

Payment #1 – Base Amount	Payment #2	Payment #3	Payment #4
25%	25%	25%	25%

Payment #1: – Base Amount:

This payment is based on attendance at program orientation and submission of the work plan and timeline.

Payment #2:

The payment is based on the submission of the evaluations and data analyst reports.

Payment #3:

This payment is based on the submission of the draft strategic plan.

Payment #4:

This payment is based on the submission of the final strategic plan.

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-a105 (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
DPR.Grants@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 the award.

Documents provided by DPR

- Statement of Certification
- Non-Closure Document
- Disclosure Document

Documents to be provided by the applicant

- Valid DC Business
- Clean Hands Certificate (Within 30 days)
- Itemized Budget
- Insurance Certificate
- Staffing Plan
- Resumes for essential staff
- Organizational Chart
- List of Other Funding Sources

- Copy of most recent and complete set of audited financial statements (If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.)