



District of Columbia  
Department of Youth Rehabilitation Services

## **REQUEST FOR APPLICATIONS (RFA)**

Intensive Mentoring for Oasis Youth Leadership Program  
(Short name: OASIS Intensive Mentoring Program)  
RFA # 2026-Oasis-01

**Publication Date:** Tuesday, July 29, 2025

**Application Deadline:** Friday August 29, 2025 at 5pm ET

Government of the District of Columbia  
Department of Youth Rehabilitation  
Services 450 H Street, NW  
Washington, DC 20002



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## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

This Request for Applications (RFA) announces the agency's intention to award a community-based organization to provide the most rigorous, effective, appropriate supports and services for at-risk youth and their families. The Department of Youth Rehabilitation Services (DYRS) seeks eligible entities that deliver intensive mentoring, career readiness and social development training, curriculum development and family support services to at-risk youth, ages 10-14, and their families at the DYRS Laurel campus and in District communities.

The proposed program should be in alignment with the DYRS vision – to provide the nation's best continuum of care for court-involved and at-risk youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement, and community support. The core belief of DYRS is that helping youth transition to a productive and self-sustaining adulthood is the most effective public safety strategy. DYRS assists youth in successful transitions to adulthood through careful case planning and care coordination, and by investing in community-based organizations to provide developmentally appropriate supports and services.

### 1.2 Organizational History

DYRS enacts reforms to advance the District's juvenile justice goals of rehabilitating youth in the least restrictive manner consistent with public safety. DYRS recognizes that engaging youth in structured, positive activities and systemically connecting young people to a broader network of formal and informal supports is a more effective way to help youth succeed while promoting public safety.

DYRS is responsible for the supervision, custody, and care of young people in the District who are either: 1) **Detained** in a DYRS facility while awaiting adjudication or 2) **Committed** to DYRS by a DC Family Court judge following adjudication. The agency provides comprehensive support services to youth who have been committed to its care – in secure facilities, at drop-in centers called Achievement Centers, and within the community.

DYRS' mission is to give youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment consistent with public safety.

### 1.3 Intensive Mentoring for At Risk Youth

#### Program Philosophy

DYRS programming is at the forefront of a national trend in offering progressive,

rehabilitative juvenile justice programming. The overall goal of DYRS programming is to help youth and their families achieve personal goals and milestones through the provision of intensive mentoring, rooted in a holistic and therapeutic approach. DYRS implements programming with the following three objectives in mind:

- **To advance the rehabilitation of DYRS youth** by connecting them to services, supports, and resources that help them reach their goals and developmental milestones;
- **To enhance public safety** by engaging youth referred to positive, developmentally appropriate, and structured activities that complement and enhance DYRS's methodologies for the care and supervision of young people; and
- **To create safer and stronger communities** that support youth and families by investing directly in local organizational and human resources that are accessible and dedicated to strengthening young people and their families.

Programming includes activities for youth and families in the DYRS Laurel campus and the community.

### **Program Model**

The DYRS Intensive Mentoring Program for At-Risk Youth seeks to ensure youth who live in communities that have experienced high rates of gun violence and crime, receive the support they need to thrive despite adversity. By intentionally enhancing youth pro-social attitudes, creating safe spaces to practice prosocial behaviors, and cultivating connections to supportive adults and environments that sustain their growth, we aim to increase protective factors and build youth resilience to navigate challenges, enhance workforce participation, and engage positively in the community.

DYRS seeks to fund programs that deliver multifaceted programming to address the holistic needs of youth, demonstrate proven results in youth outcomes, and employ a cohort approach. The program mentors must minimally service youth for 40 hours per month. DYRS will work with the selected agencies to coordinate the referral process, train the grantee on the DYRS curriculum, and refine tools for monitoring and evaluating program results.

### **Target Population**

The target population to be served includes two distinct, but related populations:

- **Youth:** Young people ages 10-14 referred to DYRS.
- **Family Members:** Parents/caregivers/siblings of youth referred.

**Note:** Staff members of the selected grantee are required to complete a background clearance process to work with youth and families. Generally, clearance screenings include Child Protection Registry Clearance, DC Criminal Background Check Clearance, Drug Screen Clearance, FBI Criminal Background Clearance, and National Sex Offender Registry Clearance. While these clearances and records are **not** due at the time of submission of an application,

DYRS requires all providers and staff to complete the clearance process prior to any direct work with youth.

#### **1.4 Qualifications and Eligibility**

The following eligibility criteria will apply to all applicants for this RFA. Please make sure that your organization(s) meets these criteria, as stated below:

**1. General Eligibility Statement:**

- ✓ Any public or private community-based organization or institution located in the District of Columbia is eligible to apply. Non-profit and for-profit institutions are eligible, but for-profit organizations may NOT include profit in the grant application.

**2. Organizational Structure and Status**

- ✓ No fiscal agents or individuals will be accepted. Applicants are defined as organizations and must meet the criteria below.
- ✓ Non-profit organizations, grassroots organizations, faith-based organizations, and neighborhood-based organizations are eligible to apply. Organizations that are not grassroots, community-based organizations must demonstrate neighborhood rootedness, commitment, and investment to the target neighborhoods where your organization has a history of service delivery or community connections.
- ✓ An organization described in Section 501(c)(4) of the Internal Revenue Code, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply, or serve as a host site, or act in any type of supervisory role in the program. Organizations that have both a 501(c)(3) and a 501(c)(4) tax status may only apply under their 501(c)(3) arm.
- ✓ Organizations must be incorporated/registered to operate in the District of Columbia.
- ✓ Organizations must have a physical location where they provide services. This location must be within the District of Columbia, and the applicant must establish a history of providing services in that location.

**3. Programmatic Focus and Experience**

- ✓ Organizations must have experience serving at-risk and/or justice-involved youth.
- ✓ Organizations applying should demonstrate a primary vision and program focus on serving children, youth and/or families.
- ✓ Organizations must be deeply connected, rooted, and invested in the neighborhoods they serve. Furthermore, organizations must be culturally and linguistically competent to address the needs of youth and families served. This is expected through the employment of staff who can effectively communicate with the diverse families and young people that are served.
- ✓ Organizations must identify staff and their respective functions to implement this program, identify staff supervision, reporting structures, and who is responsible for

each program component, and provide job descriptions of position(s) funding is requested for (include staff resumes with the professional licenses and/or certifications of all personnel and consultants included in your application, for individuals identified).

**4. Operations and Finance**

- ✓ Organizations must be in good financial standing with the DC Office of Tax and Revenue and the Internal Revenue Service, as well as follow all appropriate charitable financial reporting standards.
- ✓ Organizations should demonstrate experience managing grant awards or management of funds received from District Government Agencies through grants or contracts.

**5. Hiring Criteria for Mentors**

- ✓ If the new hire is a returning citizen (has been directly impacted by the justice system), that person must have been released a minimum of 6 months prior to working with youth
- ✓ Must not have any open charges with pending court dates, regardless of offense
- ✓ Closed charges within 2 years will require more investigation and will be reviewed on case-by-case basis.
- ✓ Must have a valid ID card
- ✓ Must attend required training prior to working with youth

**6. Applications**

- ✓ For collaborative applications, one organization must act as the Primary Grantee. That organization must meet all criteria listed above and must accept fiduciary, reporting and programming oversight responsibility for the application and grant.
- ✓ The applicants must demonstrate experience in working on projects similar in size, scope and function. Please provide evidence of this experience.

**Special Considerations**

Special consideration will be given to applicants that can provide a clear and concise plan for rapid implementation.

**1.5 Award Period and Award Amount**

DYRS anticipates selecting one (1) entity for a period of twelve (12) months – starting October 1, 2025.

The selected awardee and their proposed program will be managed for the duration of the project period by DYRS.

Entities seeking funding will receive an award of up to \$500,000. Proposed budgets should be reasonable and reflect, to the best of their ability, accurate expenses to be incurred during the award period. The budget narrative should be used to explain each cost, the calculation, and the purpose.

The agency reserves the option to consider multi-year grants through continuation under this opportunity. Continuation is contingent upon availability of funds and performance.

### **1.6 Number of Awards**

One (1) award will be made under this funding opportunity.

### **1.7 Source of Grant Funding**

Funds are made available through District appropriations to the Department of Youth Rehabilitative Services.

### **1.8 Application Guidance**

Each applicant is invited to propose a comprehensive, thoughtful plan for 12 months of programming to include:

- Methodology to deliver programming and support positive youth development
- Detailed approach to delivering services to and for youth
- Provide a clear description of proposed activities to include session types, duration, curricula, and tools
- Effective recruitment and retention strategies for youth engagement
- Describe the key outcomes your program aims to achieve and how you will track and evaluate progress.

### **1.9 Project Outcomes, Outputs, and Deliverables**

DYRS seeks an applicant that proposes a plan that aligns with the program model described in this solicitation and supports DYRS implementation of the Positive Youth Justice (PYJ) framework. After the grant is awarded, a full grant award package and Activities Funded document will delineate the required activities, outputs, and deliverables of the selected grantee.



## **Outcomes**

The overall outcome for this grant program is in alignment with the DYRS mission – to improve public safety and give court-involved and at-risk youth the opportunity to become productive citizens by building on the strengths of the youth and their families in the least restrictive, most homelike environment, consistent with public safety.

## **Sample Outputs**

By the end of the grant period, the grantee will have achieved the following:

- Number of youth served through the program
- Percent of youth retention through the end of the program
- Number of at-risk youth trained in pro-social or leadership skills through program
- Percentage of youth who participate in civic engagement activities following soft skills/life skills training
- Percentage of engaged youth that have increased protective factors or decreased risk factors

## **Sample Deliverables**

By the end of the grant period, the grantee will have completed the following:

- Completed weekly interactive workshops, delivered weekly mentorship services, and facilitated civic engagement activities with at least 120 youth over a 12-month period
- Submit assessments and data collection results for at least 120 youth served. This includes pre and post tests, assessments to measure risk and protective factors, and documented activity attendance.
- A power point presentation detailing the impact of the funding provided and the programming offered to be submitted no later than 30 days before the end of the grant period.

## **1.10 Eligibility**

All the checked institutions below may apply for these grants.

- ✓ Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations
- ✓ Faith-based organizations
- ✓ Universities/educational institutions
- ✓ Private Enterprises

To remain eligible, as a condition of continuation, the applicant must ensure that the information in the application is complete and truthful and always meets the material conditions stated in the application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff leave the organization after the application's submittal or the grant award to the Applicant, the Applicant has the

responsibility to advise DYRS, in writing, of this change in material conditions. Another example of a change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

### **1.11 Competition for a Grant Award**

This RFA is competitive. Each applicant must demonstrate its ability to carry out the activities for the grant. A review panel will evaluate the applications and grant awards will be made based on eligibility, the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization's capacity to achieve the grant's goals.

### **1.12 Grant Monitoring**

In its sole discretion, DYRS or an entity authorized by DYRS may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

### **1.13 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

### **1.14 RFA Conditions – Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, Assertions, and Assurances" (PCA), is incorporated by reference in this RFA.

### **1.15 Definitions**

**District** – The District of Columbia.

**Grantee** – The entity provided a grant by the District, including a subgrantee.

## **SECTION 2. PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **2.1 Pre-Award Site Visit**

Highly ranked applicants who are recommended for funding by an evaluation panel may be

selected for a pre-award site visit or asked to provide further details in the form of additional proposal materials or a presentation to DYRS and relevant stakeholders. The decision to visit an applicant for a pre-award site visit or to invite an applicant for further information or presentation rests with the review panel and the DYRS Director.

## **2.2 Tracking and Reporting System**

All grantees and subgrantees of DYRS are required to ensure:

- appropriate service delivery
- financial management and reporting
- regular recording of youth activity data
- regular recording of youth progress and achievements

A grantee of DYRS may be required to enter daily data into FAMCare – the DYRS case management system. In FAMCare, DYRS records, tracks, and reports enrollment into services, youth attendance, youth activities, youth outcomes achieved, or milestones reached, and other important information relevant to the treatment and success of each young person. The grantee is responsible for entering data into the system in a timely manner and submitting reports for data validation and substantiation.

## **2.3 Use of Funds**

The acceptance of a grant from DYRS creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them within applicable federal, DC, and DYRS requirements.

No payments under a grant may be made until the DYRS or an authorized entity has distributed the full grant award package to the grantee and a purchase order for the grantee is established. All DYRS grants are made on a cost-reimbursement basis. All project costs claimed must be paid prior to requesting reimbursement and proof of cost incurred. Additionally, DYRS retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, in any unearned payment for which the local share is not contributed, and in property acquired through the grant to which DYRS either retains title or reserves the right to transfer title.

## **2.4 Permissible Use of Grant Funds**

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds

may be provided for grant administration expenses in limited circumstances and for good cause approved by DYRS, at its sole discretion.

DYRS will establish how certain types of costs are evaluated to determine whether and to what extent they are reimbursable. The cost principles apply to the grantee and any sub-award made by the grantee. Several general principles determine whether particular costs claimed under the grant will be reimbursed:

1. The maximum obligation of DYRS to support the program will not exceed the amount specified in the Notification of Grant Award.
2. The cost of an item claimed must be allowable, reasonable, allocable to the grant and consistent with any specific limitations and exclusions in the grant award.
3. The cost of an item claimed must be clearly allocable to the grant and to one or more specific objectives under the grant. Claims must contribute to the purposes and execution of the grant project. Indirect costs are often allocable to several programs, and how the grantee determines the amount allocable to the specific grant must be detailed in the budget narrative.
4. Each cost item must be treated consistently by the grantee within its grant and its non-grant activities and be determined in accordance with generally accepted accounting principles.
5. Each cost item must be adequately documented.
6. Be necessary and reasonable for proper and efficient performance and administration of the applicable award or grant.
7. Be allowable and allocable under the grant guidelines.
8. Be allowable under the provisions of 2 CFR Part 200 and conform to any limitations or exclusions set forth therein.

### **Allowable Costs**

1. Salaries and wages for employees working on a DYRS grant project during the grant period that are allowable if:
  - ✓ total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities
  - ✓ charges are properly documented including direct salary charges and salaries allocated to indirect costs
  - ✓ fringe benefits computed under a formally established and consistently applied organizational policy are allowed as a direct cost if they are included in the grantee's budget schedules and narrative.

2. Travel costs for travel inside the Beltway. In limited circumstances, DYRS may approve an exception (i.e., where a grantee's attendance at an out-of-state event contributes to the purposes and goals of the grant). Travel is reimbursed at the DYRS-established mileage rate or actual fares.
3. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more must be approved by DYRS, in advance.
4. Consultant Services: Grantees are expected to use the services of their own employees to the maximum extent in carrying out the activities supported by DYRS grants. However, where it is necessary to contract for the services of an individual or group who is not an employee, the grantee must do so in accordance with its own organizational contracting procedures and the factors specified in this cost principles section. The grantee's budget and/or request for approval of a consultant contract must specify the rates for service and other consultant costs broken down by category. Contractor and consultant costs are considered "direct" expenses in the DYRS grant application and should be included in the budget documents as such. The maximum allowable reimbursement rate for consultants/contractors is \$650 per day, or \$81.25 per hour for a maximum 8-hour workday.
5. Audit costs related to the grant project are allowable as part of the grantee's indirect costs.

### **Unallowable Costs**

The following costs are unallowable (including but not limited to):

1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties.
2. Goods or Services for personal use / Entertainment / Alcoholic beverages.
3. Gifts, Donations, and Contributions.
4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant.
5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS.
7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state,

- tribal, local or foreign laws and regulations are unallowable.
9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
  10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.
  11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit’s own funds, however represented, are unallowable.
  12. Merit awards and bonuses.

DYRS retains the right to deem other costs unallowable should the agency determine the expense to be outside the scope of the grant or grant goals and objectives.

### Matching Funds

Applicants are not expected to contribute a match to the grant award.

## **2.5 Reporting Requirements**

As a continuing condition of eligibility for funding, the grantee is required to submit:

- Workplan and detailed budget for the life of the project’s implementation, and a monitoring and evaluation plan
- Monthly Expense report with support documentation for cost-reimbursement
- Quarterly programmatic reports. Submitted reports will detail activities completed in the preceding quarter, highlight outputs achieved/progress toward indicator targets, describe unforeseen changes to project timetable, staffing, other changes that may affect project outcomes and subsequent action plans to mitigate challenges in the following quarter; and detail financial projection for the following quarter with expected activities plan
- A final report consolidating and summarizing the efforts of the program, to include data detailing the impact of the programming, to be submitted no later than 30 days before the end of the grant period.
  - Must include data sets and assessments used to measure youth engagement, youth outcomes, and services rendered and achieved indicators

DYRS will conduct a pre-award risk assessment of the grantee to determine the frequency of reporting requirements. A *sample* reporting schedule for quarterly reports is as follows:

Quarter 1 (October - December): January 15  
Quarter 2 (January - March): April 15  
Quarter 3 (April – June): July 15  
Quarter 4 (July - September): September 30

If a report's due date falls on a weekend or a District holiday, the report will be due on the next business day.

DYRS will provide a suggested reporting template for progress reports and final reports. The final report includes quantification of the grantee's project outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. DYRS requires submission of data and analysis of the data.

## **SECTION 3. APPLICATION CONTENT AND SUBMISSION**

### **3.1 Format**

Proposals must be formatted according to the RFA as noted in section 3.3. All applicants must attach additional materials, including any tables, charts, photographs, work plan, budget, budget narrative, resumes, and required documents (referred to below).

### **3.2 Applicant Profile**

Each applicant must submit the required cover page, provided as a template by the DYRS. This document should be included with all of the application documents and submitted in one email, if applying by email.

### **3.3 Narrative**

The narrative will function as the project proposal. **Applications are limited to 12 pages, this DOES NOT include the Budget and Budget Narrative or the required cover page.** The format for the applications should be in Times New Roman 12-point font with 1-inch margins, double spaced. Acceptable narratives are clear and concise and must answer each area listed below (detailed descriptions of response areas is in Section 4.2 Scoring Criteria).

- Project idea
- Target population
- Organizational Capacity
- Evaluation
- Budget
- Budget Narrative
- Required Documents

Applicants are required to submit all sections. Specifically, applicants must submit a budget narrative which offers a description of costs associated with each line item and clear

justification for the line items in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditures are proposed and how the line-item amounts were derived.

The budget is the total amount of direct and indirect costs estimated to carry out the proposed program. Only allowable, allocable, and reasonable costs may be included in the proposed budget. Travel outside the DC metro area is not an allowable expense unless previously approved by DYRS.

### **3.4 Performance Measures**

The grantee and its subgrantees will be monitored by DYRS to ensure compliance with all federal, local, and agency requirements and to evaluate progress on proposed objectives. DYRS will monitor the grantee for functions and activities performed under the grant to ensure compliance with all applicable requirements and to ensure services and responsibilities outlined and performance goals are achieved. DYRS will monitor progress through oral and written communications, review of information through regular reports and/or specific requests, on-site visits, and formal audits.

DYRS will monitor its grantees according to the approved proposal, terms of the grant award, and the Activities Funded document.

### **3.5 Required Documents**

Each of the following documents must be filed as part of a complete application submission. If any of the documents are not included as part of the application submission, DYRS may classify the grant application as “received” but not “filed.” If a government agency must issue a required document, and an applicant has requested the document but not received it, DYRS may accept a copy of the applicant’s request to the agency for the purpose of deeming the application complete. The following items are required:

#### Certificate of Good Standing

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DYRS requires that the submitted Certificate of Good Standing reflects a date within a six-month period immediately preceding the application’s submission.

#### IRS W-9 Tax Form



The applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). SYRS defines “current” to mean that the document was completed within the same calendar year as that of the application date.

#### Tax Exemption Affirmation Letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IIRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

If there is no IRS tax exemption letter because the organization is a religious organization, then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*.).

#### Applicant’s Current Fiscal Year Budget

The applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix A. Also, the applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

#### Audited Financial Statements

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the applicant must provide its most recent complete year’s unaudited financial statements.

#### Indirect Cost Rate Agreement

If the applicant has a negotiated indirect cost rate with a federal agency, it must submit evidence of that negotiated rate with its application package. If an applicant does not have a negotiated

indirect cost rate, or if not established, DYRS will accept an explanation of how indirect costs will be calculated on letterhead and signed by the organizations financial officer or president.

#### Separation of Duties Policy

The applicant must state how the organization separates financial transactions and duties among people within the organization to prevent fraud or waste and maintain internal controls for the financial management of grant funds. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel working in financial transactions;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and
- Address other limits on staff and board members' handling of the organization's funds.

#### Letters of Support

The proposal must identify and attach a letter of support on the supporting entity's letterhead, signed by an authorized representative.

#### Partner Documents

If applicable, the applicant must submit any partnering organization's Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs and documentation of the partner's tax-exempt status.

#### System for Award Management (SAM) Registration

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DYRS.

#### Documentation or Proof of Matching Funds

Either of the following documents will be accepted: (a) award letters signed with the award amount and date awarded clearly stated; or (b) donation letters from any private donor

documenting the amount donated and the date of the donation (in-kind donation and monetary donations are accepted).

#### Other Documents

- Signed Promises, Certifications, Assertions, and Assurances

### **3.6 Submission**

Applications must be submitted electronically via email at [DYRS.Grants@dc.gov](mailto:DYRS.Grants@dc.gov) or using following link: [FY26 Intensive Mentoring for Oasis Youth Leadership Program](#).

DYRS strongly recommends that applicants use appropriately descriptive file names (e.g. Narrative, Budget Narrative, Proposed Budget, Resumes, etc.) for all attachments. DYRS recommends that applicants submit resumes in a single file.

## **SECTION 4. APPLICATION REVIEW AND SCORING**

### **4.1 Review Panel**

This is a competitive grant. The review panel will read, score, and rank each applicant's proposal. The panel will recommend the top scorers for the award of the grant.

Review panels may vary in size but will typically include three to five people.

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards rest, solely, with the Director based on assessment of the recommendations of the review panel, pre-award site visit reports, and any other information considered relevant.

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application.

### **4.2 Scoring Criteria**

Proposals will be reviewed using the following criteria:

Criteria	Points
<p><i>Project idea:</i> Proposal reflects an innovative and thoughtful program that delivers multifaceted programming to address the holistic needs of youth; demonstrate proven results in youth outcomes; and employ a cohort approach.</p> <p>Implementation plans will explain how the applying organization will: retain youth for the duration of the grant period, incorporate restorative justice practices, and achieve outcomes. Include specific outcomes, activities, and outputs.</p>	20
<p><i>Target population:</i> Proposal reflects applicants' extensive knowledge working with the intended target population and includes examples of this experience. Proposal also includes organizational experience working with community members, knowledge of community issues and knowledge working with at risk and or justice-involved youth programs.</p> <p>Proposal reflects any past successful programming offered to the area where the applying organization has a history of service delivery, date of past programming, and any past or current community connections. Proposal also explains whether and how the applicant's efforts working with this target population will facilitate economic opportunities for youth and families.</p>	20
<p><i>Organizational capacity and key personnel:</i> Proposal demonstrates an applicant's organizational capacity and offers a clear plan for how to best utilize staff to reach proposed outcomes, conduct activities, and yield outputs. Proposal offers a brief biographical paragraph on any individual whose expertise will be utilized during the grant period and the explains their roles in achieving the proposed outcomes, activities, and outputs. Proposals should also demonstrate how the applicant organization will facilitate the supervision, coaching, and professional development of staff throughout the grant period.</p>	20
<p><i>Evaluation:</i> The evaluation plan reflects robust and thoughtful techniques for measuring project success. The evaluation plan should be clearly linked to outcomes, activities, and outputs. The individual(s) responsible for completing the project evaluation is reflected in this section.</p>	20
<p><i>Budget:</i> The application includes a reasonable, comprehensive, accurate numeric budget.</p>	10
<p><i>Budget Narrative:</i> The application includes a clear, compelling budget narrative, one which justifies the line items listed in the numeric budget.</p>	10

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions if Applicant Will Receive the Grant**

Upon acceptance of a grant award, the grantee must provide the following documents:

#### Certificate of Insurance

The grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in the General Terms and Conditions. DYRS will not adjust approved budgets to cover the costs of grantee insurance.

#### Assurance of Continued Truth and Accuracy

Upon acceptance of the grant award the grantee shall notify DYRS of any changes that may have occurred to its organization since the time of submission of its original application.

## **SECTION 6. CONTACT INFORMATION AND APPLICATION SUPPORT**

### **6.1 Agency Point of Contact**

For questions about the RFA or its content, or for support in submitting your application, please email: [DYRS.Grants@dc.gov](mailto:DYRS.Grants@dc.gov)

### **6.2 Updates and Questions and Answers (Q&A)**

Additional information may become available before the application is due. It is the applicant's responsibility to review the status and requirements of the grant, for which it is applying.

Questions can be submitted via email [DYRS.Grants@dc.gov](mailto:DYRS.Grants@dc.gov) by July 21, 2025. DYRS will publish questions and answers no later than July 28, 2023.

### **6.3 Pre-Application Conferences**

Applicants are encouraged to attend a virtual pre-application meeting to be held on Friday, July 18, 2025, from 10am to 12pm. Applicants interested in attending this session should send a message to the following email address: [DYRS.Grants@dc.gov](mailto:DYRS.Grants@dc.gov) or use the following meeting link: [Pre-Application Conference: FY26 Intensive Mentoring for Oasis Youth Leadership Program | Meeting-Join | Microsoft Teams](#). Attendance at the session is NOT mandatory to apply, however highly recommended.

## **Appendix 1. General Terms and Conditions**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Youth Rehabilitation Services

**DYRS Grant General Terms and Conditions**

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## **DYRS Grant General Terms & Conditions (Rev. 4-29-2019)**

### **1. This document**

Each entity applying for the grant (Applicant) advertised in the Request for Applications (RFA), the successful Applicant (Grantee), and a subrecipient of funds under the grant provided in response to an application under the RFA (the Grant) is subject to and must comply with the following:

- a. The applicable general terms and conditions outlined in this Appendix 1 – DYRS Grant General Terms and Conditions (GT&C);
- b. The promises, certifications, assertions, and assurances made as part of the application in Appendix 2 – DYRS Grant Promises, Certifications, Assertions and Assurances (PCA); and
- c. The terms, conditions, or restrictions in the Grant award documents.

The Grantee must review the Grant award document for additional administrative and programmatic requirements.

### **2. Order of precedence**

In the event of inconsistency among the provisions of the DYRS grant documents governing the Grant, the inconsistency shall be resolved by giving precedence to the following documents, including their attachments, in the following order:

- a. The most recent written, DYRS-approved amendment to the Grant Award Notice (GAN);
- b. The GAN;
- c. The DYRS Request for Applications (RFA), including all appendices; and
- d. The Grantee's submitted proposal.

### **3. Communications with DYRS**

- a. Communications shall be directed to DYRS offices, or DYRS staff, as the RFA or Grant states.
- b. Reports and other submissions shall be directed to the Grant Administrator.
- c. If reports are electronically filed, any required signatures shall be reliably and clearly reproduced.



## **DYRS Grant General Terms & Conditions (Rev. 4-29-2019)**

- d. The Grantee shall maintain electronic mail (“e-mail”) capabilities for communication with DYRS.
- e. A notice shall be deemed timely delivered to DYRS only when written confirmation of receipt is provided by DYRS.

### **4. Grant match: projection and documentation**

When documentation of a grant match is required:

- a. In support of an application, the applicant must provide a basic budget that shows unit rates and quantities, as with hours worked, square feet used, or miles driven; and
- b. In support of an award, the Grantee must provide the following, which must be acceptable to DYRS, unless DYRS revises or waives the requirement in writing:
  - (1) Documentation for salary and items purchased in the same form as required in the Payment section of this document.
  - (2) Documentation of a proposed in-kind match, including detail for volunteers. Volunteer hours provided to the Grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the Grantee organization. If the Grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. Donated space, as for a meeting or event, may be valued according to a written statement from a property’s owner or manager. Donated vehicle use may be valued as provided for reimbursement of travel.

### **5. Communication of a material change**

The Applicant and the Grantee shall advise DYRS immediately orally and thereafter immediately in writing, if:

- a. A material condition of the Application or performance of the grant has changed. A material condition includes: the loss of a staff member proposed as a principal; the lack of funds to pay bills incurred for the grant’s activities; the expenditure of granted funds for non-granted activities, materials, or supplies; or a change in the Applicant’s governance; or
- b. The Grantee’s insurance coverage has been reduced, or the Grantee has been notified of a cancellation in whole or in part of its insurance.

### **6. Compliance as a continuing condition of eligibility**

The Applicant must continue to comply with these terms during the Grant period, if awarded a grant. If, as the Grantee, the Applicant fails to comply with the terms and conditions of this

## **DYRS Grant General Terms & Conditions (Rev. 4-29-2019)**

award, DYRS may suspend, terminate, take other corrective action (including, but not limited to, recovery of funds provided under the Grant), or initiate dispute resolution.

### **7. Grant award contingent on available funding**

The Grant award and DYRS's distribution of funds pursuant to the Grant award are subject to the availability of funding from the sources identified in the RFA for the particular grant opportunity or project. DYRS's ability to provide funds is, and shall remain subject to, the provisions of:

- a. The Federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351;
- b. The District Anti-Deficiency Act, D.C. Official Code § 47- 355.01- 355.08; and
- c. Amendments to these statutes.

### **8. Bonding Requirements**

A bond is not required of the Grantee unless DYRS states the requirement in writing.

If DYRS does require a bond, the Grantee, before accepting the grant, must secure the bond in an amount not less than the total amount of the funds awarded, against losses of money and other property:

- a. Caused by fraudulent or dishonest act, and
- b. Committed by an employee, board member, officer, partner, shareholder, trainee, or volunteer.

### **9. Grant period**

The period of this Grant shall begin on the date given on a GAN. On and after the begin date, the RFA, the documents it incorporates, and the documents specified in Section 1 of this document apply to the Applicant as “Grantee.”

The period of the Grant shall end on the date stated in the GAN, unless DYRS modifies the period in writing (“end date”).

### **10. Payment**

- a. The Grantee will be reimbursed for work performed and expenses incurred.
- b. DYRS will not reimburse the Grantee for grant-related expenditures made before the begin date.
- c. The Grantee may submit invoices for grant-related reimbursement when it chooses, but not later than September 30 for expenses incurred in the prior 365 days. The Grantee

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must use the DC Vendor Portal at [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov) to submit invoices. To register for use of the portal, the Grantee must have a business license issued by the District Department of Consumer and Regulatory affairs. The Grantee must inform the agency's point of contact any objections or limitations with the use of the portal prior to acceptance of the grant.

- d. The Grantee's submittal must include a signed invoice, on organization letterhead, with federal tax identification number and supporting documentation. The submittal to DYRS must include:
  - (1) For employee labor: For the relevant period, a payroll report, with information drawn from an official book or record, like a payroll register, official time sheet or time card/s, approved by a Grantee representative.
  - (2) For a contractor expenditure: Each expenditure must be supported by an invoice. In turn, each contractor invoice must rest on information drawn from an official book or record.
  - (3) For another expenditure: Each expenditure must be supported by an invoice or receipt.
- e. The Grantee must keep backup documentation to show:
  - (1) For Grantee:
    - (a) For labor: the official books and records information showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet or time card/s);
    - (b) For non-labor: an invoice and receipt that identifies or describes the invoiced item, showing quantity, rate or price, and for a procured item, including a contractor and subgrantee invoice, proof of payment.
  - (2) For Grantee's contractor or subgrantee:
    - (a) For labor: the official books and records information showing employee name, title, hours worked that are charged to the Grant, and pay rate for the period (typically a payroll register, official time sheet, or time card/s); and
    - (b) For a non-labor item: an invoice or receipt must identify or describe the invoiced item, showing quantity, rate or price, and for a procured item, proof of payment.
- f. In some circumstances DYRS may require documents supporting an accounting entry before releasing payment. Such information may include:

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- (1) General ledger screen shot or excerpt, showing paid bills or expenditures;
  - (2) Copy of a canceled check or a bank statement of an electronic transfer;
  - (3) Statement from contractor, subcontractor, or vendor that the bill has been paid; or
  - (4) Report of on-site inspection or audit.
- g. Under no circumstances will DYRS provide a portion of grant funds for the Grantee's start-up costs, as an advance.
- h. The sum of all monies paid to the Grantee pursuant to the grant award shall not exceed the total amount stated for the Grant.
- i. Notwithstanding the above, DYRS may withhold payment if DYRS determines that the Grantee has failed to comply with terms of the Grant.

### **11. Unethical conduct**

- a. The Applicant/Grantee shall avoid unethical conduct with respect to securing and administering granted funds, with ethical conduct to be measured generally against the provisions of the District Ethics Manual (most recent edition as of the time the grant is awarded), found at [www.bega.dc.gov](http://www.bega.dc.gov), under the heading for documents.
- b. In particular, the Grantee shall avoid:
- (1) Apparent and actual conflicts of interest;
  - (2) Contributing to a violation of the District's restrictions on gifts to District personnel; and
  - (3) Contributing to a violation of the two-year ban on District personnel taking certain actions regarding a "particular matter" described in the District Ethics Manual.
- c. No Applicant/Grantee shall employ or retain a person or selling agency to solicit or secure the Grant, a payment under it, or an amendment, upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. Except, an applicant or grantee may condition its compensation for a bona fide employee on grant-related job performance and may retain an attorney for compensation permitted by the District's Rules of Professional Conduct.
- d. Except as may be allowed under the District Ethics Manual for items that are unsolicited and of nominal value, with respect to grant funds, the Grantee and Grantee's employees, officers, or agents shall not solicit or accept a gift, gratuity, favor, or anything of

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monetary value, from: a contractor, subcontractor, vendor, party to a related agreement, or a beneficiary of the Grant.

- e. If the Grantee is a natural person, he or she shall not participate in the selection, award, or administration of funds from the Grant if that would create a real or apparent conflict of interest. This prohibition also applies to a Grantee's employee, officer, or agent. An example of a conflict would be when the Grantee decides to employ, or buy from, a person or entity in which he or she, or a member of his or her immediate family, including a domestic partner, has an employment or financial interest.

### **12. Grant purchases, including equipment, exceeding \$5,000 per unit cost**

- a. The Grantee shall not purchase with grant funds equipment or supplies exceeding \$5,000 per unit cost ("Big Grant Purchase") without DYRS's written agreement.
- b. For each Big Grant Purchase, the Grantee shall give advance written notice to DYRS to allow DYRS to approve or disallow the purchase.
- c. Identification of a Big Grant Purchase in a DYRS-approved proposal constitutes approval of the Big Grant Purchase. If a Big Grant Purchase is not identified in a DYRS-approved proposal, advance notice shall be given four (4) weeks in advance of the commitment to purchase. DYRS may waive this time period in writing, for good cause.
- d. For all Big Grant Purchases, the Grantee shall maintain an inventory record ("Big Grant Purchase Inventory") showing:
  - (1) Purchase price;
  - (2) Grant number;
  - (3) Name of item;
  - (4) Manufacturer's name;
  - (5) Serial number (if applicable);
  - (6) Acquisition history (purchase order, invoice, packing slip);
  - (7) Guarantee or warranty lapse date;
  - (8) Storage location;
  - (9) Unit price; and
  - (10) Additional costs, if any, for transportation, installation, and taxes, each as a separate item.

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- e. The Big Grant Purchase Inventory shall be updated annually, or at the grant end date, whichever occurs first.
- f. DYRS may inspect and reclaim all or part of the inventoried equipment within 12 weeks of the grant end date.
- g. Warranties for Big Grant Purchases are governed by the provisions for purchases of materials and labor with an aggregate value of over \$5,000 as set forth in the Contracts, subcontracts, or subgrants section of this document.

### **13. Modifications of the grant, including extensions and increases**

The terms and conditions of the grant may be modified only upon DYRS's prior written approval. The modification shall take the form of an amendment to the GAN.

- a. Through an amendment, DYRS may increase or reduce the grant amount, change scope, and/or extend or reduce the grant period.
- b. If DYRS notifies the Grantee that a funding increase or an extension of the grant period is available, the Grantee must apply for the increase or extension in writing according to the terms of the DYRS notification. Typically, DYRS requires an application to extend a grant period eight (8) weeks in advance of the grant's then-current end date. The application must justify the amendment, and include a description of proposed changes to scope, performance schedule, description of proposed outcomes, and budget.

### **14. Contracts, subcontracts, or subgrants**

- a. Nothing in the GAN shall be construed to create a contractual relationship between DYRS and Grantee's contractor, subcontractor, subgrantee, or vendor.
- b. Any Grant-related work and/or activity that is contracted, subcontracted, or subgranted is subject to applicable District law and DYRS's review and approval. The Grantee shall give DYRS advance notice of contracts, subcontracts, and subgrants enough time to allow DYRS to determine whether its approval is needed, and, if so, whether approval must come before the Grantee's execution of the contract, subcontract, or subgrant.
- c. The Grantee's contract, subcontract, or subgrant shall specify that the contractor, subcontractor, or subgrantee, and its contractors, subcontractors, or subgrantees, shall be subject to the conditions and prohibitions of the GAN.
- d. Warranties for labor and materials shall be obtained for purchases of materials and labor having an aggregate value of over \$5,000. These warranties shall be for at least two (2) years. DYRS may waive this requirement in writing for demonstration or research grants.
- e. If the Grantee, its contractors, subcontractors, or subgrantees disturbs work guaranteed under another District contract or grant, the Grantee shall be responsible to restore the

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disturbed work to a condition comparable to its original condition and warranty such restored work, or alternatively to pay the District for the damage.

- f. No Grantee shall use grant funds to procure services or materials from a vendor, contractor, or subcontractor that is suspended or debarred by the District or the federal government.

### **15. Establishing and managing subawards**

If the Grant authorizes or provides for subawards, the Grantee, as a pass-through entity, must:

- a. Ensure that all subaward agreements are in writing and address all elements for subaward agreements identified in the RFA and GAN.
- b. Ensure that the subawardees are aware that they are subject to all applicable terms, conditions, and requirements of the RFA, GAN, and appendices.
- c. Establish and follow a system for monitoring subawardee performance that includes elements required by the RFA, GAN, and appendices and report the results of the monitoring in required performance reports.
- d. Establish and maintain an accounting system that ensures compliance with the maximum funding limitation established in the GAN and with the requirements for payment of costs under the Grant. This includes establishment of written procedures for determining that subaward costs are allowable under the GAN, and may provide for determinations on a pre-award basis, through ongoing monitoring of costs that subgrantees incur, or a combination of both approaches, provided the Grantee documents its determinations.

### **16. Entry onto a project site**

The Grantee shall provide the District with access to the project site(s) and to books and records for the funded project. The Grantee also shall secure from the relevant property owner permission in writing for DYRS or its designee to access a project site/s at reasonable times to inspect the work performed by the Grantee, its contractor, subcontractor, subgrantee, or vendor. The Grantee shall obtain the written consent in advance of performing the work.

### **17. Facilities controlled by the Grantee**

- a. If a facility controlled by the Grantee is used during the performance of projects under the grant, it shall meet all applicable federal, state, and local regulations for the intended use. Such a facility includes an office, training room, storage yard, or staging area.
- b. With respect to such a facility, the Grantee shall identify an emergency site facility to finish the activities of the Grant if the primary facility becomes unavailable for use due to a catastrophic event.

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- c. Each facility controlled by the Grantee that is used for activities under the Grant shall be accessible to mobility-limited persons consistent with the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.*, and the Americans with Disabilities Act, 42 U.S.C. § 12101 *et seq.* This means that if a facility is not required to be modified under either Act, the Grantee need not modify it, but DYRS will require the Grantee to explain how it will seek to accommodate mobility-limited persons.

### **18. Safe work environment**

The Grantee, and its contractors, subcontractors, or subgrantees, shall provide a safe work environment for work on DYRS-funded projects. The Grantee shall provide a procedure for reporting unsafe working conditions and addressing reports made. If the Grantee, contractor, subcontractor, or subgrantee receives an allegation of an unsafe working condition or practice or has a safety incident, the pertinent party shall investigate the reported unsafe condition or practice and take appropriate action to address the situation in a timely manner. The incident and response shall be described in the Grantee's next grant report.

### **19. Unusual incident reporting**

The Grantee shall report each unusual incident involving or affecting performance of the Grant to the Grant Administrator within twenty-four (24) hours of the incident or of the Grantee's learning of the incident. The initial report may be oral or in writing (typically by e-mail). The Grantee shall, within five (5) days of the incident, communicate in writing to the Grant Administrator a full description of the incident and any response(s) taken or to be taken in response to the incident.

An unusual incident is an event or occurrence significantly different from routine or established procedure that affects or may affect performance of the Grant. Examples include, but are not limited to, an injury, a traffic accident, a theft, or the firing or resignation of a principal staff member or contractor identified in the Application.

### **20. Termination**

The Grant, and the offer of the Grant, shall be subject to DYRS's termination:

- a. At any time, in whole or in part, for the convenience of the Government should DYRS determine that such termination is in the best interest of the public or the Government;
- b. Immediately for:
  - (1) Lack of funding;
  - (2) Failure of the Grantee to follow District or applicable federal law, including statutes, rules and regulations;



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- (3) Failure of the Grantee to carry out DYRS's ordered grant remediation plan;
  - (4) An ethics violation involving the grant, pursuant to the ethical standards in the most recent version of the District Ethics Manual, published by the District's Board of Ethics and Government Accountability ([bega.dc.gov](http://bega.dc.gov)), as of the date that the GAN was sent;
  - (5) Cessation of insurance coverage without replacement of similar coverage; or
  - (6) Fraud, waste or abuse.
- c. After the Grantee has acknowledged or otherwise signified receipt of the Grant, fourteen (14) calendar days after the Grantee receives from DYRS written notice of termination due to:
- (1) *Force majeure*, as defined and described below; or
  - (2) Cause, as defined and described below.

### 21. Termination for *force majeure* or cause

- a. For *force majeure* DYRS may terminate the grant and the Grantee may seek certain reimbursement, as described in this section.
- b. For cause DYRS may terminate the grant, but the Grantee may not receive the reimbursement allowed for termination on the basis of *force majeure*.
- c. Cause and *force majeure* defined:
  - (1) Cause is a basis for DYRS's termination of the grant, when DYRS determines that the Grantee has:
    - (a) Failed to achieve the intended outputs within the time frame that has been approved;
    - (b) Performed incompetently, recklessly, or unlawfully.
  - (2) *Force majeure* is a condition or occurrence which provides a valid excuse to failure to perform within the time frame of the grant, an unexpected and disruptive event which DYRS determines could not have reasonably been anticipated or controlled, and includes:
    - (a) Timely applying for a government permit or approval but not timely receiving same from the government agency;
    - (b) A change in applicable law;

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- (c) An unforeseen weather event;
  - (d) Organized labor strike or slowdown; and
  - (e) Refusal of a necessary third party to approve, agree, or participate, following the Grantee's reasonable attempts to secure same.
- d. The Grantee may not invoke *force majeure* as an excuse for poor planning, failure to accommodate foreseeable delays by suppliers, or the Grantee's failure to manage its own resources.
- e. For *force majeure*, the Grantee may seek reimbursement for otherwise-reimbursable expenditures incurred up to the date of termination, as well as reasonable costs incurred for demobilization.

### **22. Unspent funds**

Funds provided under this Grant, but not spent to fulfill the terms of the Grant, shall be returned immediately to DYRS upon completion of all work required under the Grant, termination of the Grant, or the Grant end date, whichever is earliest.

### **23. Grant fiscal performance review and remediation plan**

- a. After eight (8) weeks of the Grantee's grant performance, DYRS may perform a complete grant fiscal compliance review to determine patterns and rates of expenditures.
- b. If DYRS identifies deficiencies, DYRS may require that the Grantee undertake a grant remediation plan to improve and correct fiscal problems. Grant remediation may include:
  - (1) Repayment of Grant funds;
  - (2) Reduction in the Grant award; and
  - (3) Reallocation of Grant funds.

### **24. Accounting and audits**

- a. The Grantee shall maintain an accounting system that:
  - (1) Conforms to generally accepted accounting principles;
  - (2) Permits an audit of all income received and expenditures disbursed by the Grantee during performance of the activities approved for the Grant; and

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- (3) Allows for the identification and review of documents supporting an accounting entry.
- b. The Grantee shall assist, and shall require that its contractors, subcontractors, and subgrantees assist, in the inspection and provision of financial records relevant to the Grant, including financial statements and tax returns. The Grantee shall seek such assistance from each vendor of a Big Grant Purchase.
- c. At any time before final payment on this Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, and for three (3) years thereafter, the District shall have the right to audit the Grantee, its contractors, subcontractors, or subgrantees. The District may, during this period, seek to audit vendors of Big Grant Purchases. If federal funds have been granted or subgranted, a federal agency may undertake such audits. The Grantee shall assist the District in obtaining the cooperation of its contractors, subcontractors, subgrantees, and vendors in such audits.

If federal funds have been included in the DDOE Grant to the Grantee, and the Grantee spends over the following amounts of federal funds, from all sources, the Grantee shall obtain an independent audit of program expenditures in accordance with federal rules:

- (1) If the Grantee's fiscal year that started after 12/26/14, for an aggregate of federal funds spent of \$750,000 or more (including this Grant) in its own fiscal year, the Grantee shall obtain an independent audit of program expenditures in accordance with 2 CFR Part 200, Subpart F.
  - (2) In any event, the Grantee of federal funds shall comply with all applicable federal regulations contained in 2 CFR Part 200.
  - (3) A copy of the audit findings and the audit report shall be submitted to the Grant Administrator no later than thirty (30) days from the issuance of the audit findings.
- d. If a federal agency undertakes an audit of the Grantee in connection with the Grant, the Grantee shall make available to DYRS all information that the audit requires, including information from its contractors, subcontractors, subgrantees, and, as practicable, vendors.
- e. The Grantee shall, upon DYRS request, repay to DYRS a reimbursed expenditure that DYRS has disallowed after an audit.

### **25. Document retention for three years**

- a. For three (3) years after the final DYRS payment of the Grant, or the end of the District fiscal year in which the Grant ends, whichever is later, the Grantee must maintain complete documentation of the Grant activities, including financial records and other documents supporting accounting entries. Upon DYRS's request, the Grantee must be

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able to produce for review the documentation, including for DYRS audit or, if applicable, federal audit.

- b. The Grantee must produce these materials for review, permit review of them, and respond promptly to questions regarding them, upon DYRS's or an auditor's request.
- c. If a claim, litigation, or audit is filed or commenced before the expiration of the three-year period, the documentation retention period shall be tolled, and documentation must be preserved until the claim, litigation, or audit has been finally resolved.
- d. The Grantee shall secure the agreement to the provisions of this section in writing from a person that this appendix subjects to an audit requirement.

### **26. Attribution of funding**

- a. When communicating in writing (including in signage, on garments, and electronically) about the activity or project which the Grant funds, the Grantee must identify publicly the support of DYRS. The Grantee shall include a DYRS logo, which DYRS will provide.
- b. The Grantee shall follow DYRS Sign Design Guidelines and Publication Design Guidelines.
- c. If federal or other funds have been subgranted, and if DYRS requests, the Grantee must similarly acknowledge the funds' source.

### **27. Rights in data and other information**

- a. DYRS retains ownership of all information produced pursuant to this Grant, including data regarding persons surveyed, interviewed, and/or counted, and any information regarding to whom services or things were provided.
- b. To ensure the protection of persons' confidentiality and compliance with District law and policies regarding confidentiality, the Grantee may not publish scientific or technical articles based on these data and/or information without DYRS's prior written consent.
- c. DYRS is, for federal funding, subject to certain information restrictions, and may require that the Grantee give notice to, and request a decision from, the federal funder.
- d. DYRS will not unreasonably withhold consent to a request by the Grantee for a nonexclusive license to use aggregated, non-confidential data, including for publication in professional and scientific journals and at professional meetings.
- e. The documents for this Grant are public documents and may be disclosed under the District's Freedom of Information Act, D.C. Official Code §§ 2-531-40. DYRS shall have the right to disclose to a third party the identity of a person providing a service or good under this Grant and the terms of insurance obtained pursuant to this Grant.

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- f. The Grant may involve activities in which confidential information is provided to the Grantee. DYRS may also advise the Grantee in writing as to the content and nature of confidential information. When the Grantee uses or has access to confidential information, it shall treat the information as follows:
- (1) The Grantee shall use confidential information only to the extent required to accomplish the purposes of this Grant.
  - (2) The Grantee shall not disclose confidential information to others without the express written permission of DYRS. Exception: The Grantee may disclose confidential information to its contractors or subgrantees who have agreed in writing to be bound by the disclosure limitations in this section.
  - (3) To be considered confidential information subject to the disclosure limitations in this section, DYRS's orally provided information shall be identified as confidential at the time of disclosure, summarized in writing and the summary delivered within thirty (30) days of disclosure.
  - (4) Confidential information shall not pass in ownership to the Grantee. The furnishing of confidential information does not constitute a license to the Grantee to use the information for purposes beyond the activities of this Grant.
  - (5) After being requested by DYRS to destroy confidential information, the Grantee shall return or destroy it within seven (7) days. Destruction shall be verified by the Grantee in writing by a duly authorized officer or manager. Confidential information that is not returned or destroyed shall remain subject to the confidentiality obligations set forth in this section.
  - (6) The confidential information shall not be copied or reproduced at any time without the prior written consent of DYRS, except for distribution to employees or contractors in accordance with, and subject to, the provisions of this section.
  - (7) The requirements of this section shall continue past the term of this Grant.
  - (8) The Grantee shall secure from contractors and subgrantees the agreement, in writing, to be bound by this section if they use or have access to confidential information.
  - (9) Confidential information shall include, but not be limited to: Homeowner names, phone numbers, social security numbers, financial information, and home security arrangements.

## **28. Indemnification**

Unless prohibited by law, the Grantee shall indemnify, defend, and hold harmless the District of Columbia and its officers, agents, and employees from any and all claims that are in any way

## **DYRS Grant General Terms & Conditions (Rev. 4-29-2019)**

connected to the grant. Unless prohibited by law, the Grantee shall require its principal contractors, subcontractors, subgrantees, and/or, if practicable, vendors for this Grant to do the same.

### **29. Insurance**

Unless DYRS waives insurance requirements in writing, the following are conditions to receipt of funds under the Grant:

- a. Except as provided below, the Grantee shall obtain the following minimum insurance coverages and keep such insurance coverage in force throughout the grant period:
  - (1) Commercial General Liability Insurance: one million dollars (\$1,000,000) limit per occurrence, and two million dollars (\$2,000,000) aggregate, with the District added as additional insured;
  - (2) Automobile Liability Insurance: one million dollars (\$1,000,000) per occurrence combined single unit;
  - (3) Workers' Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability of at least:
    - (a) One hundred thousand dollars (\$100,000) per accident for injury;
    - (b) Five hundred thousand dollars (\$500,000) per employee for disease; and
    - (c) Five hundred thousand dollars (\$500,000) policy limit for disease;
  - (4) Umbrella/Excess Liability Insurance: two million dollars (\$2,000,000) limit per occurrence; and
  - (5) Professional Liability Insurance: two million dollars (\$2,000,000) limit per claim;
  - (6) When District property or a District facility is used, crime insurance (third party indemnity) to cover the dishonest acts of employees of the Grantee, its contractors, subcontractors, and subgrantees that result in loss to the District; and
  - (7) Sexual/Physical Abuse and Molestation insurance if minors are involved in the services provided, and no other policy covers the matter, in the amount of one million dollars (\$1 million) per occurrence and two million dollars (\$2 million) aggregate, with the District as an additional insured.
- b. For each project conducted on federal property, in addition to the coverages in paragraph "a." of this section:

## DYRS Grant General Terms & Conditions (Rev. 4-29-2019)

- (1) The Grantee and its subgrantees must procure public and employee liability insurance from responsible companies with a minimum limitation to be the greater of:
    - (a) One million dollars (\$1,000,000) per person for any one claim, and an aggregate limit of three million dollars (\$3,000,000) for any number of claims arising from any one incident; or
    - (b) The minimum required by law, if any;
  - (2) The United States of America must be named as an additional insured on each such policy;
  - (3) Each such policy shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles thereunder; and
  - (4) Each such policy shall be obtained by the insured, be for the account of the insured, and be at the insured's sole risk.
- c. Each insurance policy obtained by the Grantee shall:
- (1) Be written with a company licensed by (a) the state in which the Grantee's principal offices are located and qualified to write insurance policies in the District of Columbia, or (b) the District of Columbia;
  - (2) Provide for at least thirty (30) days' written notice to DYRS prior to termination or material alteration; and
  - (3) Be written by a company that is financially responsible, with either an A.M. Best Company financial strength and financial size category rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher.
- d. The Grantee shall require each Grant-related contractor, subcontractor, or subgrantee, to carry the Grant-related insurance required herein, or the Grantee may, at its option, provide the coverage for the entity.
- e. Unless otherwise prohibited by law, each policy (excluding otherwise applicable Workers' Compensation or Professional Liability) shall:
- (1) Name the District as an additional insured with respect to work or services performed under the grant or subgrant;
  - (2) Provide that the insurance coverage provided thereunder will be primary and noncontributory with any other applicable insurance; and

## **DYRS Grant General Terms & Conditions (Rev. 4-29-2019)**

- (3) Contain a waiver of subrogation in favor of the District of Columbia.
- f. The Grantee may submit a Certificate of Insurance giving evidence of the required coverage either before or after the date of the GAN, but DYRS must receive it before DYRS makes a payment of Grant funds.
- g. The requirements of this section shall not apply to a government agency that provides one of the following:
  - (1) For an agency of the District of Columbia, a written statement that the agency complies with the intent of the paragraph by requiring insurance for all activities not carried out by District employees; and
  - (2) For a non-District government agency, a written statement (a) that the agency is self-insured, (b) that the self-insurance is primary and non-contributory with any other insurance maintained by the District of Columbia, and (c) identifying the self-insurance fund.

### **30. Special provisions for certain programs or projects**

Special provisions are written into the Request for Applications.

### **31. Requests for reconsideration of certain DYRS decisions**

In certain limited circumstances DYRS provides the following procedure for an applicant to seek review or reconsideration of a grant-making decision:

#### **Request for reconsideration**

- a. When the Department decides to award a grant to a successful applicant, it will notify in writing each applicant whose application was not selected for award. At the Department's discretion this notification may include a statement regarding eligibility, a reviewer's evaluation and comments, or a summary. It will not identify a reviewer or provide the contents of an application. Written notification may be made electronically, typically by email.
- b. If an unsuccessful applicant wishes to better understand the decision regarding an offered grant, the applicant may ask the Department's Grants Division for further information. The Department may meet with the applicant, explain the decision, and may provide reviewer evaluation, comment, or a summary.
- c. If an unsuccessful applicant wishes the Department to reconsider the decision, the applicant must file a "Request for Reconsideration" in writing within seven (7) days of the date of the Department's notification. The filing should be addressed to the Department Director.



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- d. A written request may be made electronically, typically by email to the published email address for the grant competition. The Department encourages electronic communication.
- e. A Request for Reconsideration must include a concise statement of the reason(s) for the request and include all documentation and other evidence supporting the request.
- f. A request must identify the reasons for reconsideration and provide supporting evidence, or it will be denied.

### **Department response**

- a. A change to the award decision will be made only because of fraud, a criminal act, or a material error in the determination of eligibility.
- b. The Department Director, or designee, will consider the Request for Reconsideration and the evidence provided.
- c. Ordinarily a decision will be issued within seven (7) days, except the Director may extend that time, and will notify the requestor in writing of an extension.
- d. The Director may halt the award of the grant while the Request for Reconsideration is pending.
- e. After reconsideration, the Director will inform the requestor in writing of the determination.
- f. If the Director determines that a valid basis for a change to the award exists, the Director may:
  - (1) Reopen the grant application process, in whole or in part;
  - (2) Revise or revoke an award; or
  - (3) Take other appropriate action to address an error.

### **Effect of the award**

Unless the Department states otherwise in writing, either (a) seven (7) days after a grant's announcement, or (b) upon affirmation of a grant after considering a request for reconsideration, an award of the grant constitutes final Department action on the grant.

## **Appendix 2. DYRS Grant Promises, Certifications, and Assurances**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Youth Rehabilitation Services

## **Appendix 2 – DYRS Grant Promises, Certifications, Assertions, and Assurances**

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An Applicant must agree in writing, by signature below, to comply with the following promises, certifications, assertions, and assurances, made in support of the grant application.

## **I. MEANING OF SIGNATURE ON THE PCA**

1. This Appendix 2 – DYRS Grant Promises, Certifications, Assertions, and Assurances (PCA) contains terms that apply to: the undersigned Applicant (Applicant) and its application (Application) and, upon award of the grant applied for (Grant), to the successful applicant (Grantee). This PCA is incorporated into the Request for Applications (RFA) and each Grant Award Notice. The Applicant signifies its agreement to the PCA terms by signing below in the Signature and Certification of the Applicant section.

2. The Applicant, either personally if a natural person or through an authorized representative if a legal entity, must read the terms of this PCA, state that the terms are understood, and agree to them.

3. Specifically, the Applicant is:

- a. Giving the stated assurances;
- b. Asserting facts as true and accurate;
- c. Certifying or promising as stated;
- d. Agreeing to comply with the terms, as stated, for purposes of the Application and throughout the period of the Grant; and
- e. Agreeing that the statutes, rules, regulations, and industry practices stated, apply, and promising to comply with them, as applicable.

## **II. SPECIFIC ASSURANCES**

**As the Applicant, or the duly authorized representative of the Applicant, I certify that:**

### **A. True statements**

All communications to DYRS have been and will continue to be truthful. For statements regarding matters for which the Applicant lacks direct personal knowledge, the Applicant has undertaken a reasonable inquiry to determine if any and all such statements at the time they are made are true and correct.

### **B. Resources and record**

The Applicant has or will have during the entirety of the grant period:

## **DYRS Grant Promises, Certifications, Assertions, and Assurances (Rev. 5-2-2019)**

- a. The financial resources and technical expertise necessary to perform all activities required by and identified in the Application, project proposal and grant, or the ability to obtain such resource or expertise in advance of performing the proposed matters;
- b. The ability to comply with the proposed delivery or performance schedule, taking into consideration all other existing and reasonably expected organizational commitments;
- c. A satisfactory record performing activities similar to those proposed or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, the skills and resources necessary to perform as proposed; and
- d. A record of integrity and business ethics.

### **C. Tax status/organizational form**

If it applied for the grant as a nonprofit organization, the Applicant will maintain its tax status as a nonprofit organization during the grant period.

### **D. Obligations to the District/good standing**

The Applicant, at the time of filing of the Application, is current on all obligations outstanding to the District, including all District departments or agencies, and will stay current on such obligations during the period of the grant. The Applicant shall at all times have and maintain a valid District business license, and if requested by DYRS, shall provide an updated Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs or its successor.

### **E. Not suspended or debarred**

1. None of the identified persons or entities is:
  - a. Proposed for debarment or is presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions; or
  - b. Proposed for debarment or presently debarred as a result of an action by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or another District contract regulating agency.
2. The identified persons or entities are:
  - a. The Applicant, its subsidiaries, or affiliates;

- b. An officer of Applicant;
- c. A member of the Applicant's governing board; and
- d. A Grant-related:
  - (1) Vendor;
  - (2) Contractor; or
  - (3) Subcontractor.

**F. Criminal charges or investigations, or other legal proceedings**

1. Within the three (3) years immediately preceding the date of the application, neither the Applicant nor any of its officers, partners, principals, members, associates, or key employees, has:

- a. With respect to criminal matters:
  - (1) Been indicted or had charges brought against them (if still pending); and/or
  - (2) Been convicted of:
    - (a) A crime or offense arising directly or indirectly from the conduct of the applicant's organization; or
    - (b) A crime or offense involving financial misconduct or fraud; or
- b. With respect to services by the organization, been subject to legal proceedings.

(Note: For the purpose of this section, "member" means a decision-maker of an organization, not a natural person or entity who just pays dues, and "associate" means a direct supplier of a business service pursuant to the grant.)

2. If the Applicant cannot certify that one or more assertions in paragraph 1 of this section are true and correct, the Applicant has attached to this PCA a statement explaining for each assertion that is not true (a) why the assertion is not true and correct and (b) why each such matter is relevant, or not, to the Application or Grant. The attached statement shall be treated as incorporated into the PCA.

**G. Taxes due and related liabilities**

The Applicant will, upon award of the Grant and with respect to payments made under the Grant:

## **DYRS Grant Promises, Certifications, Assertions, and Assurances (Rev. 5-2-2019)**

- a. Be solely responsible for taxes owed, if any, to a taxing authority, whether federal, state or local;
- b. Defend, indemnify and hold harmless the District with respect to liability to a taxing authority, whether federal, state or local; and
- c. Ensure that each of its contractors, subcontractors, and subgrantees agree to and/or understands that, with respect to payments under the Grant, they are also subject to the tax-related requirements of this section, including agreeing to defend, indemnify, and hold harmless the District with respect to liability to any taxing authority, whether federal, state or local.

### **H. Conflicts of interest**

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a personal or organizational conflict of interest, or personal gain during the period of the Grant.

### **I. Books and records**

1. The Applicant will give DYRS, or its designee, timely access to, and the right to examine all, records, books, papers, or documents related to, the Grant.
2. The Applicant will continue or establish a proper accounting system in accordance with generally accepted accounting standards or DYRS directives.

### **J. Property owner permission**

The Applicant hereby gives permission, and will secure, in advance of work to be performed by the Applicant as Grantee, its contractors, its subcontractors, subgrantees, or its relevant vendors, permission in writing from relevant property owners, for DYRS, or its designee, to access project sites at reasonable times to inspect work performed under the Grant.

### **K. Termination/new grantee**

As a condition of acceptance of the Grant, the Applicant agrees that:

- a. It will cooperate to enable a smooth transition to another grantee if:
  - (1) DYRS determines that the grant period will end without the grant activities having been completed;
  - (2) DYRS so notifies the Applicant; and
  - (3) DYRS identifies as successor another grantee or DYRS staff to finish the activities.

## DYRS Grant Promises, Certifications, Assertions, and Assurances (Rev. 5-2-2019)

- b. The Applicant's cooperation will include:
  - (1) Identification, and offer to transfer ownership, of Big Purchase Equipment as defined in RFA Appendix 1 – General Terms and Conditions (GT&C); and
  - (2) Preparation of a transition plan for DYRS review, by a DYRS-specified date, prior to the grant period end date.

### **L. Compliance with laws**

1. The Applicant will comply with all applicable District and federal statutes and regulations, as amended, including:

- a. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990; 104 Stat. 327 (42 U.S.C. § 12101 *et seq.*);
- b. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973; 87 Stat. 355 (29 U.S.C. § 701 *et seq.*);
- c. The Hatch Act, ch. 314, 24 Stat. 440 (7 U.S.C. § 361a *et seq.*);
- d. The Fair Labor Standards Act, ch. 676, 52 Stat. 1060 (29 U.S.C. § 201 *et seq.*);
- e. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970; 84 Stat. 1590 (29 U.S.C. § 651 *et seq.*);
- f. The Hobbs Act (Anti-Corruption), ch. 537, 60 Stat. 420 (*see* 18 U.S.C. § 1951);
- g. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963; 77 Stat. 56 (29 U.S.C. § 201);
- h. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975; 89 Stat. 728 (42 U.S.C. § 6101 *et seq.*);
- i. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967; 81 Stat. 602 (29 U.S.C. § 621 *et seq.*);
- j. Military Selective Service Act of 1948; ch. 625, 62 Stat. 604 (50 U.S.C. § 3801 *et seq.*);
- k. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972; 86 Stat. 235 (20 U.S.C. § 1001);



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- l. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986; 100 Stat. 3359, (8 U.S.C. § 1101);
- m. Executive Order 12459 (Debarment, Suspension and Exclusion);
- n. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 *et seq.*);
- o. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 *et seq.*). Specifically, the Grantee shall no later than 30 calendar days after the date of the Grant Award notice (unless a longer period is agreed to in writing):
  - (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - (2) Establish a drug-free awareness program to inform employees about:
    - (a) The dangers of drug abuse in the workplace;
    - (b) The Grantee's policy of maintaining a drug-free workplace;
    - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
  - (3) Provide all employees engaged in performance of the grant with a copy of the statement required by the law;
- p. Assurance of Nondiscrimination and Equal Opportunity, found in 29 CFR § 34.20;
- q. District of Columbia Human Rights Act of 1977, effective Dec. 13, 1977 (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*), including its prohibitions on sexual harassment, consistent with 4 DCMR 11 *et seq.*;
- r. Title VI of the Civil Rights Act of 1964;
- s. District of Columbia Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*);
- t. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995; 109 Stat. 693, (31 U.S.C. § 1352); and

- u. Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*). In accordance with this act, any person who may, pursuant to the grant, potentially work directly with any child (an individual younger than age 13), or any youth (an individual from age 13 through age 17) shall complete a background check that meets the requirements of the District's Department of Human Resources.
  - v. Youth Bullying Prevention Act of 2012, effective Sept. 14, 2012 (D.C. Law 19-167; D.C. Official Code § 2-1535.01 *et seq.*). In accordance with this act, any grantee or contractor of the grantee that, on behalf of the District government or through District funding, provides services, activities, or privileges to youth (an individual age 21 or younger) must adopt and enforce a bullying prevention policy that meets the requirements of the act.
2. The Applicant will comply with all applicable District and federal environmental standards that may be prescribed, as amended.

**M. Compliance with general terms**

The Applicant will comply with Appendix 1 - GT&C and understands that those terms and conditions are incorporated in the RFA.

### **III. SIGNATURE AND CERTIFICATION OF THE APPLICANT**

**On behalf of Applicant:**

1. I am authorized to submit this application and, if DYRS requests, to negotiate with DYRS on behalf of the organization or person identified below (the Applicant). The assertions, assurance, representations, and promises, of the application are true and correct, to the best of my knowledge, information, and belief. If a statement in this PCA would not be true and correct without explanation, I attach an explanation and treat it as incorporated in the cited PCA section.
2. I have read the RFA, including the incorporated Appendix 1 – GT&C and Appendix 2 - PCA. I understand that the terms of the RFA are also incorporated by reference in each subsequent notice or amendment of a grant.
3. I understand this PCA and agree, assure, and promise as stated in each of the assertions, promises, certifications, and assurances of the document.
4. I agree, assure, and promise to DYRS, and if the funding for the grant for which the Applicant applies comes from another funder, including the U.S. Government or a nonprofit organization, I agree, promise, and assure to such funder as well.

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5. I understand that the truth and accuracy of my assertions, agreements, assurances, and promises are a condition of Applicant's securing the grant applied for.

6. I assert, represent, agree, assure, and promise, to the foregoing as though sworn under oath. If barred by faith or custom from swearing under oath, I attest to the truth of the foregoing statements and representations and my organization's intent and promise to observe them. I understand that the making of a false certification can result in the termination of this grant, and that the willful making of a false certification is punishable by criminal penalties, pursuant to D.C. Official Code § 22-2405.

Date:

---

Signature

Name:

Title:

Email:

Phone:

Applicant's Name:

Applicant's Address:

(A copy of the PCA table of contents page and the final two pages, signed, are to be provided to DYRS.)