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Office of Youth Programs

YouthTech 2013

**Request For Applications (RFA)**

RFA No.: DOES-OYP-YOUTHTECH-2013

RFA Release Date: July 12, 2013

**Pre-Application Meeting**

Attendance is highly encouraged.

*Date:* Thursday, July 25, 2013

*Time:* 10:00 a.m. to 12:00 p.m.

*Location:* DOES Headquarters

4058 Minnesota Avenue, NE, Suite 2310

Washington, DC 20019

*RSVP:* [youthjobs@dc.gov](mailto:youthjobs@dc.gov)

**Application Submission Deadline:**

**August 12, 2013 at 2:00 p.m. EDT**

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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## **Section A: Funding Opportunity Description**

### **Scope**

The District of Columbia Department of Employment Services (DOES) Office of Youth Programs is seeking grant applications for high quality, structured, information technology (IT) focused workforce development programs as a part of the 2013 *YouthTech* Program for out-of-school DC residents between the ages of 16 and 24 who are no longer attending secondary or postsecondary school.

Through *YouthTech*, we strive to provide youth with the opportunity to:

1. Gain a nationally recognized credential in the IT field;
2. Learn and develop the skills, attitudes, and technical abilities needed to maintain employment within the IT industry and be successful;
3. Gain exposure and hands-on training while working with dynamic professionals; and
4. Receive a letter of recommendation to support the youth's job search efforts and assist with transition into full-time employment in the IT industry.

Applicants should propose a technology workforce development program to offer District youth the opportunity to obtain the Comp TIA A+ Certification and to receive exposure to a broad array of opportunities within the IT industry. In order to obtain the Comp TIA A+ Certification, applicants must pass both the Comp TIA A+ Essentials and Comp TIA A+ Practical Application exam. The program should include intensive training that will result in each youth participant receiving Comp TIA A+ Certification and being able to demonstrate competency as a computer technician. Additionally, each participant should be exposed to leading IT projects in the enterprise environment, including specialized software systems, telecommunications, web development, hardware installation, help desk functions, mobile site and application development, and other enterprise IT functions.

Applicants are expected to implement an engaging program that will challenge youth participants to think critically and prepare them for a successful career in the IT industry. Applicants will be expected to plan a minimum of six (6) special events and guided activities during the work readiness phase of the program that will facilitate exposure to the IT industry, connect youth to unique learning opportunities, and introduce them to IT professionals. Additionally, applicants will be required to identify a 12-week subsidized internship opportunity for each participant. The 12-week internship experience should allow the participant to explore the proposed specialized fields of IT, and the applicant is expected to propose a structure for on-going support, mentoring, and professional development throughout the internship period.

All proposed programs must deliver a variety of purposeful and developmentally appropriate workforce exploration and experience-based activities. Applicants must employ the youth development philosophy in their approach and program design. Youth Development is a process in which all youth seek ways to meet their basic physical and social needs and to build

competencies (knowledge and skills) necessary to succeed in adolescence and adulthood. All proposed programs must be held in the District of Columbia.

Applicants may submit only one (1) proposal in response to this RFA. Grantees will be required to deliver programming to two (2) to four (4) cohorts per year. Cohorts must consist of a minimum of 15 participants with a maximum of 25 participants. Applicants should propose to serve a minimum 30 participants and a maximum of 100 participants throughout the entire grant period. Programs will begin on October 1, 2013 and shall conclude by September 30, 2014. Grantees are expected to provide services at least four (4) days per week with a minimum of 25 hours of contact per week per participant. At the discretion of DOES a maximum of three (3) one-year option periods may be granted based on performance and the availability of funding. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year.

## **Background**

DOES is the agency whose mission is to plan, develop, and administer workforce development services to District of Columbia residents. DOES provides a range of programs and services to job seekers, including job development, job search assistance, self-directed job search, vocational training, apprenticeship, unemployment insurance, transitional employment, and referrals to supportive services and educational programs.

Specifically, the mission of the DOES Office of Youth Programs is to prepare District youth for the workforce and to connect them to employment opportunities. DOES is dedicated to educating youth participants about workforce readiness, high-growth industry career exploration, and academic enrichment through experiential, hands-on programs. This is done by providing programs that are developed to prepare youth for the real world by showing them how to generate wealth and effectively manage it, how to create jobs which make their communities more robust, and how to apply entrepreneurial thinking to the workplace. Youth participants put these lessons into action and learn the value of contributing to their communities.

DOES seeks to provide a grant opportunity to address the increased demand for technology professionals. Applicants should propose programs that provide youth with academic instruction, applied technical training, and career exploration. Through academic study, as well as participation in competitive events and community-based outreach activities, youth can be equipped with the technical skills, work ethic, and confidence necessary to pursue postsecondary education or directly enter the high-tech workforce.

## **Source of Grant Funding**

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds. This RFA does not commit DOES to make a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.

DOES may suspend or terminate an outstanding RFA, pursuant to its own grant-making policies or any applicable federal regulation or requirement.

### **Anticipated Number of Awards**

DOES intends to award at least one (1) grant. DOES reserves the right to make additional awards pending availability of funds.

### **Total Amount of Funding to be Awarded**

Pending the availability of funds the total amount of funding that DOES anticipates will be available for award is \$2,000,000.00. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

### **Period of Performance**

The 2013 *YouthTech* program will operate from October 1, 2013 through September 30, 2014. Grantees will be expected to operate between two (2) to four (4) cohorts of participants during this period. Each cohort will engage in a total of 28 weeks of instruction, training, and subsidized internship experience which includes three (3) program phases:

**Phase I:** Occupational Training – This 10-week phase will include intense occupational skills training in preparation for the CompTIA A+ Certification and structured activities designed to provide high-level exposure to the IT industry. All required materials and fees for certification preparation and receipt must be provided by the Grantee.

**Phase II:** Work Readiness Training – This 6-week phase will include six (6) work readiness trainings (Grantees are only required to execute structured career exploration activities for one (1) day per week during this phase of the program to be offered in conjunction with DOES' planned Work Readiness workshops to be held four (4) days per week).

- **Phase III:** Internship Experience – This 12-week phase will require all Grantees to serve as mentors or guides assisting the participants with maintaining solid working relationships with internship employers. Grantees are expected to develop and secure internship experiences for participants (these cannot include District government agencies without prior approval from the DOES Office of Youth Programs).

### **Specialized Industry Learning Component**

Grantees must deliver a minimum of one (1) of the nine (9) specialized industry learning components as part of the proposed program. Specialized learning engages participants in active learning processes by exposing them to the highest demand occupations in the Information Technology field.

Grantees must choose at least one the following specialized industry learning components:

1. Mobile Applications Development
2. Health Information Technology
3. Windows Administration
4. Cloud Design/Architecture
5. Network Administration/Engineering
6. Data Warehouse and Security
7. User Experience (UX) Design
8. Network Engineering
9. Web Development

### **Location Requirements**

For the purpose of this RFA, all Applicants must provide services in the District of Columbia. Each Applicant must provide legal proof of ownership or occupancy of the site where the program will be held to prove that the Applicant is entitled to conduct the program in that space; this must be attached to the application as Attachment N.

Adequate proof of ownership or occupancy that may be submitted as Attachment N includes the following:

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

The Applicant must submit written notice of any site changes within 24 hours of the proposed change. Any site changes must be approved by DOES, prior to the proposed change.

### **Grant-Making Authority**

DOES maintains the right to issue grant awards via the “Workforce Job Development Grant-Making Authority Act of 2012.” DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability. Funding for the award is contingent on availability of funds.

## **Section B: General Provisions**

### **Eligibility Information**

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

Organizations that are eligible to apply for this grant include public and private non-profit and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Grantee may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective grant, including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must demonstrate their fiscal and operational capacity to carry out the proposed program by submitting documentation to verify qualifications. The relevant eligibility documents that must be attached to the application are: *(Please note this is not an all-inclusive list of the required attachments)*

- Attachment I -- IRS Form W-9 (signed and dated);
- Attachment J -- Basic Business License Clean Hands Form – “Clean Hands Self Certification” from DCRA;
- Attachment K -- Certificate of Clean Hands (formerly Certificate of Good Standing) obtained from the Office of the Chief Financial Officer, Office of Tax and Revenue (OTR). Request to obtain Certificate of Clean Hands online at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
- Attachment O -- Valid and current license conferred by DCRA (General Business License or Charitable Solicitation License);
- Attachment P -- Documentation proving IRS tax status (e.g., 501(c)(3) determination letter); and
- Attachment Q -- The Applicant shall provide a copy of the organization’s most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must

provide, at a minimum, copies of current and previous years' budgets, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years prior to the date of the grant application.

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

### **Monitoring**

Specific monitoring and progress report schedules will be established, agreed upon, and included in the Grant Agreement. DOES staff responsible for monitoring and evaluating the program may also make periodic scheduled and unscheduled visits to sites.

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

### **Audits**

The Grantee must maintain and provide documentation related to this program for three (3) years after submission of the final payment. At any time before final payment and three (3) years thereafter, DOES may have the Grantee's invoices, vouchers, and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Grantee by the District and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

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

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

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

## **Section C: Application Format**

### **Technical**

The length of the application is limited to 25 double-spaced pages, typed in 12 point Times New Roman font with 1 inch margins. The 25-page limit EXCLUDES Attachments A-Q.

### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, program service area, and the amount of funds requested. The Applicant Profile (Attachment A) must be the cover page of the entire application.

### **Table of Contents**

Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

### **Application Summary (Not to exceed 1 page)**

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

### **Program Narrative (Not to exceed 25 pages)**

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

- Organization Profile
- Participant Profile
- Program Description

### **Required Attachments**

Attachments A-Q are required. The attachments are excluded from the 25-page limit.

- Attachments A-J
  - Forms that the Applicant must complete and submit
  - Forms are included in this RFA
- Attachments K-Q: Applicant must submit copies of the documentation

## **Section D: Program Narrative**

### **Program Narrative (Not to exceed 25 pages)**

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

#### **Organization Profile**

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have to deliver the proposed programs.
- Describe how your organization will meet the requirements of this grant in terms of creating a substantive technology workforce exploration experience for participating youth.
- Describe how your organization has been successful training youth in the past. Please provide the percentage of prior participants who have successfully completed the exam, their placement rate, and their retention rate.

#### **Participant Profile**

- Describe the number of youth your organization will serve under this grant for the year (this should include the total number of youth to be served each cohort and the number of cohorts to be served in one year).
- Describe how your programming is designed to provide quality information technology occupational training and exposure to the world of work.
- Describe your experience working with the target population (out-of-school youth between the ages of 16-24). Describe the anticipated challenges and the strategies to overcome them.

#### **Program Description**

- Describe how your organization has historically provided programming within the information technology industry sector and describe your ability to prepare participants for the successful completion of the certification exam, place students in internships, and ensure their retention.
- Describe which specialized learning component your program will include. Describe how your organization is equipped to deliver programming in this area.
- Describe how your programming will supply youth with innovative learning and work experiences in the information technology sector and how it prepares them for the technology workforce. Include specific activities, strategies, and projects that youth will engage in throughout the program.
- Describe any existing or planned partnerships with organizations that will assist with the attainment of the CompTIA A+ Certification and the six (6) career exploration activities.

- Describe the role(s) youth have had in contributing to the design or content of your program.
- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program or for field trips/enrichment, please describe how these sites will be acquired and utilized.
- Describe your current relationships with internship employers looking to hire this population within the technology industry. If no current relationships exist, describe your approach to creating, building, and maintaining these forecasted relationships. Include which internship employers would be contacted and the plan to engage them within your program model.
- Provide a ***1-page proposed timeline or schedule with the start and end date of each 28-week cohort that details*** the weekly schedule of programming, noting breaks for holidays, etc. (Again, the more detailed you can be in your schedule, the easier it will be for reviewers to evaluate and objectively score your program).

## **Section E: Application Review and Scoring**

### **Review Panel**

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

**Table 1: Technical Rating Scale**

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

### **Scoring Criteria**

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

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 40 points
- Participant Profile 20 points
- Program Description 40 points

**Table 2: Scoring Criteria**

ITEM	SCORING CRITERIA	Pts.
1	<b>Organization Profile</b>	40
	<ul style="list-style-type: none"> <li>• The extent to which the Applicant has stated the mission of the organization.</li> <li>• The extent to which the Applicant has described the history of the organization (year founded and by whom) and its size (budget and staff).</li> <li>• The extent to which the Applicant has demonstrated that their staff is well-equipped with the skills necessary to effectively deliver the proposed program.</li> <li>• The extent to which the Applicant has demonstrated experience in the field of youth development.</li> <li>• The extent to which the Applicant has described how the organization is capable of meeting the requirements of this grant in terms of creating a substantive workforce exploration experience for participating youth.</li> <li>• The extent to which the Applicant has demonstrated past success of (1) preparation of participants for successful completion of the exam; (2) placement of participants in internships or employment; and (3) retention of employment by participants.</li> <li>• The extent to which the Applicant has provided the percentage of prior participants who have successfully completed the exam, their placement rate, and their retention rate.</li> </ul>	
2	<b>Participant Profile</b>	20
	<ul style="list-style-type: none"> <li>• The extent to which the Applicant has described the number of youth to be served under the grant and the total number of cohorts to be served.</li> <li>• The extent to which the Applicant has described how the proposed programming is designed to provide quality, high-tech advanced skills and training.</li> <li>• The extent to which the Applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.</li> </ul>	
3	<b>Program Description</b>	40
	<ul style="list-style-type: none"> <li>• The extent to which the Applicant has described their proposed program.</li> <li>• The extent to which the Applicant has described how the organization has historically provided programming in the information technology industry and described its ability to prepare participants for the successful completion of the certification exam, place students in internships, and ensure their retention.</li> <li>• The extent to which the Applicant has identified and described a minimum of one (1) specialized industry learning component that will be delivered via the program and the extent to which the applicant has described their ability to deliver programming within this area.</li> <li>• The extent to which the Applicant has described current relationships with employers looking to hire this population within the technology industry. If no current relationships exist, the extent to which the Applicant describes their approach to creating, building, and maintaining these forecasted relationships.</li> <li>• The extent to which the Applicant has described how their programming will supply youth with innovative learning and internship experiences in the information technology sector and how it prepares them for the technology workforce.</li> <li>• The extent to which the Applicant has described the role(s) youth have had in contributing to the design or content of the program.</li> <li>• The extent to which the Applicant has provided a description of proposed sites</li> </ul>	

	<p>where program activities will be carried out. Applicants must specify if sites have been secured at the time of this proposal.</p> <ul style="list-style-type: none"><li>• If additional sites will be used for field trips or other enrichment activities, the extent to which the Applicant has described how these sites will be acquired and utilized.</li><li>• The extent to which the Applicant has provided a clear, detailed, 1-page proposed timeline or schedule of the 28-week program for each cohort.</li></ul>	
<b>TOTAL POINTS</b>		100

## **Section F: Application Submission Information**

### **How to Request an Application Package**

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- Application packages can also be found at: <http://does.dc.gov/page/does-grants>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

### **Application Preparation**

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

### **Submission Date and Time**

In order to be considered for funding, complete applications must be received no later than **August 12, 2013, 2:00 p.m. EDT**. Applications received after 2:00 p.m. EDT on August 12, 2013 will not be considered for funding.

**Three (3) hard copies and one (1) electronic copy** (only flash drive or compact disc will be accepted) must be submitted. Applications will not be considered for funding, if the Applicant fails to submit the required number of copies and/or electronic copy in the form of a flash drive or compact disc.

Applications that are mailed in advance must be sent via Certified Mail and received by 2:00 p.m. on August 12, 2013. Mailed applications must be sent to:

DOES Grants Office  
ATTN: Maryann Carroll  
Department of Employment Services  
4058 Minnesota Avenue, NW Suite 5000  
Washington, DC 20019

Applications may be hand delivered by submitting the complete application at the main lobby of DOES Headquarters located at 4058 Minnesota Avenue, NW, Washington, DC 20019. The Applicant must complete a DOES Acknowledgement of Receipt Form that will serve as verification of submission date and time. Applications delivered by a courier service will not receive a DOES Acknowledgement of Receipt Form.

No incomplete, faxed, e-mailed, or late applications will be considered. Supplements, deletions or changes to the application will not be accepted after submission. Applications that do not follow the required format will not be reviewed.

## **Section G: Award Administration Information**

### **Award Notices**

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

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

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director. The Grant Agreement will be sent to the Applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed.

### **Appeal**

An Applicant may appeal the responsiveness determination only to the DOES Office of Equal Opportunity. Appeals must be in writing and addressed to: DOES Office of Equal Opportunity, 4058 Minnesota Avenue NE, Suite 5800, Washington DC 20019. Appeals may also be submitted via email to: rahsaan.coefield@dc.gov. Appeals of the responsiveness determination must be received by the DOES Office of Equal Opportunity within two (2) business days of the responsiveness determination notice.

In order to ensure a fair and equitable appeals process to all Applicants, it is imperative that Applicants communicate solely with the DOES Office of Equal Opportunity regarding an appeal of the responsiveness determination. Program staff cannot issue a decision regarding the appeal of a responsiveness determination. If an Applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the Applicant may be precluded from consideration for future grant opportunities.

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

## **Grantee Program Compliance**

Youth participants will be assigned to Grantees by DOES only. DOES shall approve any termination or removal of youth participants. Grantees will not be permitted to screen, interview, or select participants for their awarded programs.

Prior to the start of the program, Grantees must successfully complete the following:

- DOES site visit inspection;
- Criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program for every employee working with youth. DOES will provide these clearances free of charge. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance;
- DOES Supervisor Orientation;
- All DOES mandatory meetings;
- DOES-approved orientation plan for all assigned youth participants. The DOES approved orientation will be held the first day of the 28-week program for each cohort;
- Non-Disclosure Agreements for each staff person and volunteer working on grant; and
- Proof of Insurance.

## **Grantee Reporting and Deliverables**

The required program deliverables for each participant are described below and should be submitted on or before the end of the third phase of each cohort.

1. **Program Timeline/Schedule of Occupational Training** – Grantees must complete and submit a final program timeline/schedule for each 28-week cohort 15 days prior to the start of the cohort.
2. **Program Progress Report** – Grantees must complete and submit a weekly progress report including a status of program and participants' progress through the occupational training phase. The weekly progress report is due Wednesday by noon of the following week.
3. **Electronic Time and Attendance Reporting** – Grantees must enter time for participants electronically on a weekly basis on Fridays by 3:00 p.m. EST, throughout the 28-week program.

4. **Paper Time Sheet Reporting** – Grantees must complete timesheets for all participants on a bi-weekly basis on Fridays by 3:00 p.m. EST, throughout the 28-week program.
5. **Letter of Commitment** – Grantees must provide a letter of partnership demonstrating committed 12-week internship placements for assigned participants within 15 days of the start date of the 12-week Internship Experience.
6. **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the 28-week program that consists of the following:
  - a. A cover letter and a resume describing training and work that was performed in the 28-week program;
  - b. A reference letter, if a participant’s performance was deserving of a reference;
  - c. A completed DOES-approved Performance Evaluation at the conclusion of the 28-week program for each participant; and
  - d. All completed paper timesheets for each participant for the 28-week program.

All program deliverables must be submitted per the schedule provided above, and final program deliverables must be submitted to DOES no later than the end of third phase of each cohort.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

### Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. There are four (4) payment categories listed below, each representing a specific percentage of the total grant amount:

<b>PAYMENT #1 - Base Amount</b>	<b>PAYMENT #2 - Certification Completion</b>	<b>PAYMENT #3 – Work Readiness and Internship Placement</b>	<b>PAYMENT #4 - Program Retention</b>
40%	20%	20%	20%

**PAYMENT #1 – Base Amount:** Grantees that successfully complete the pre-program site visit, complete background check clearances for all its staff, and attend the mandatory pre-program training and orientation will be eligible to begin submitting invoices for the Base Amount. The base amount is equal to 40% of the total grant award to be paid in 12 equal installments over the full grant year. The base amount applies to the total number of cohorts indicated in the program proposal. This means a total of 12 invoices will be submitted throughout the grant period.

Grantees will be expected to be in full compliance with all program rules and expectations in order to be approved for payment for services. Please See Attachment 1 for more information.

**PAYMENT #2 – Certification Completion:** At the end of the 10-week Occupational Training phase of the program for each cohort, Grantees may invoice for this payment. The certification completion amount is equal to 20% of the total grant award. Please See Attachment 1 for more information.

**PAYMENT #3 – Work Readiness and Internship Placement:** At the end of the 6-week Work Readiness phase of the program and after DOES has received, accepted, and approved the participants' placement in the 12-week Internship Experience phase, Grantees may invoice for this payment. This payment is equal to 20% of the total grant award. Please see Attachment 1 for more information.

**PAYMENT #4 – Program Retention:** At the end of the 12-week Internship Experience phase of the program and after submission of all required reports and the Participant Package described in Section G of the RFA, Grantees may invoice for this payment. This payment represents 20% of the total grant award divided by the total number of youth participants. Please see Attachment 1 for more information.

If the Grantee does not comply with the Grant Agreement, applicable federal and District laws, and regulations, then the Grant Agreement may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

### **Anti-Deficiency Considerations**

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

## **Section H: Contacts**

### **Grant Monitor**

Kristina Savoy  
Program Manager, Office of Youth Programs  
Department of Employment Services  
Kristina.Savoy2@dc.gov  
202-698-5098

### **Grants Officer**

Maryann Carroll  
Contract, Grants and Compliance Officer - ACO  
Operations  
Department of Employment Services  
[doesgrants@dc.gov](mailto:doesgrants@dc.gov)

## LIST OF ATTACHMENTS

- **Attachment 1** – Explanation of Payment Structure

### Required Forms (forms attached)

- **Attachment A** – Applicant Profile
- **Attachment B** – Statement of Certification
- **Attachment C** – Non-Disclosure Agreement
- **Attachment D** – Budget Narrative
- **Attachment E** – Itemized Budget
- **Attachment F** – List of Partners and Affiliations
- **Attachment G** – List of Other Funding Sources
- **Attachment H** – Staffing Plan

**\*\*Note\*\***

All documents and templates must be clearly labeled according to the list on this page. Attachment letter must be visible on **top right**.

### Eligibility Documentation (forms attached)

- **Attachment I** – IRS Form W-9 must be signed and dated
- **Attachment J** – Basic Business License Clean Hands Form – “Clean Hands Self Certification” from the Department of Consumer & Regulatory Affairs (DCRA)

### Required Supporting Documentation (no templates; Applicant must provide copy of documents)

- **Attachment K** – Certificate of Clean Hands (formerly Certificate of Good Standing) obtained from the Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) request to obtain Certificate of Clean Hands online at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
- **Attachment L** – Applicant’s Current Organizational Chart
- **Attachment M** – Packet for each staff person working on grant that includes:
  - Resume; brief biography; and description of staff person’s role in project.
- **Attachment N** – Proof of Occupancy must be at least one of the items listed below:
  - Certificate of Occupancy or Home Occupation Permit (HOP) issued by Department of Consumer & Regulatory Affairs (DCRA). If conducting an in-home program, the Applicant must provide the HOP;
  - Signed approval letter and building use agreement from the DC Public Schools Office of Out-of-School Time;
  - Signed approval letter and permit from the DC Department of Parks and Recreation; or
  - Building lease or rental agreement.

### Eligibility Documentation (no template; Applicant must provide copy of documents)

- **Attachment O** – Valid and current license conferred by DCRA or applicable regulatory body to conduct business in the District (e.g., Basic Business License or Charitable Solicitation License)
- **Attachment P** – Documentation proving IRS tax status (e.g., 501(c)(3) letter)
- **Attachment Q** – Audit: The Applicant shall provide a copy of the organization’s most recent and complete set of audited financial statements available. If audited financial statements have never been prepared due to the size or age of an organization, the Applicant must provide, at a minimum, a current and previous year budget, an income statement or Profit and Loss Statement, and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

**Attachment 1 (Sample Invoice and Payment Breakdown)**

**PAYMENT SCENARIO**

For the purposes of this sample scenario, we will assume that Grantee has been awarded a grant and will serve three (3) cohorts of 25 participants for the year for a total of 75 participants. The total grant award is \$300,000.00 (\$4,000.00 per participant).

The payment breakdown overview is included below. The Grantee is able to invoice for up to \$4,000.00 per participant depending on reaching several important performance benchmarks. Payments will be made after submission and approval of the invoice and all required supporting documentation.

<b>PAYMENT #1 - Base Amount</b>	<b>PAYMENT #2 - Certification Completion</b>	<b>PAYMENT #3 – Work Readiness and Internship Placement</b>	<b>PAYMENT #4 - Program Retention</b>
40%	20%	20%	20%

**PAYMENT #1 – Base Amount**

The base amount is intended to cover fixed costs associated with operating the program. The base amount payment represents 40% of the total grant award. This will be paid in 12 equal installments each month of the grant period.

Generally, the total base amount is calculated as follows:

$$\text{TOTAL BASE AMOUNT PAYMENT} = \text{TOTAL GRANT AWARD} * .40$$

In this example, the total base amount payment would be:

$$\text{TOTAL BASE AMOUNT PAYMENT} = \$300,000.00 * .40$$

$$\text{TOTAL BASE AMOUNT PAYMENT} = \mathbf{\$120,000.00}$$

Generally, the monthly base amount is calculated as follows:

$$\text{MONTHLY BASE AMOUNT PAYMENT} = (\text{TOTAL GRANT AWARD} * .40) / 12 \text{ months}$$

In this example, the monthly base amount payment would be:

$$\text{MONTHLY BASE AMOUNT PAYMENT} = (\$300,000.00 * .40) / 12 \text{ months}$$

MONTHLY BASE AMOUNT PAYMENT = **\$10,000.00**

**PAYMENT #2 – Certification Completion**

The certification completion payment is a performance-based payment connected to the participant's successful completion of the A+ Certification. The certification completion payment represents 20% of the total grant award. The total amount that can be earned per participant is the total value of the certification completion payment divided by the total number of participants to be served during the grant year.

Generally, the total certification completion payment can be calculated as follows:

CERTIFICATION COMPLETION PAYMENT = TOTAL GRANT AWARD \* .20

In this example, the total certification completion payment can be calculated as follows:

CERTIFICATION COMPLETION PAYMENT = \$300,000.00 \* .20

CERTIFICATION COMPLETION PAYMENT = **\$60,000.00**

Generally, the certification completion payment per participant can be calculated as follows:

CERTIFICATION COMPLETION PAYMENT (per participant) =  
(TOTAL GRANT AWARD \* .20) / TOTAL # OF PARTICIPANTS

In this example, the certification completion payment for each participant would be:

CERTIFICATION COMPLETION PAYMENT (per participant) = (\$300,000.00 \* .20) / 75

CERTIFICATION COMPLETION PAYMENT (per participant) = **\$800.00**

The full per participant certification completion payment is not guaranteed. Rather, there is a designated amount that can be earned depending upon the performance outcome attained according to the stipulations below:

- If a participant successfully completes the 10-week Occupational Training Phase, takes the certification exam, and obtains the A+ Certification, then the Grantee may invoice for the full per participant certification completion payment for that individual participant. (In this sample scenario, that would be **\$800.00** for such a participant).
- If a participant successfully completes the 10-week Occupational Training Phase, takes the certification exam, but is not successful in obtaining the A+ Certification, then the Grantee may invoice for 75% of the per participant certification completion payment for

that individual participant. (In this sample scenario, that would be **\$600.00** for such a participant).

- If a participant completes the 10-week Occupational Training Phase, but does not take the certification exam and does not obtain the A+ Certification , then the Grantee may invoice for 50% of the per participant certification completion payment for that individual participant. (In this sample scenario, that would be **\$400.00** for such a participant).
- If a participant does not successfully complete the 10-week Occupational Training Phase (but completes six (6) weeks or more of the training) and does not take the exam or obtain the A+ Certification , then the Grantee may invoice for 25% of the per participant certification completion payment for that individual participant. (In this sample scenario, that would be **\$200.00** for such a participant).
- If a participant does not successfully complete a minimum of six (6) weeks of the Occupational Training Phase, then the Grantee may NOT invoice for that individual participant.

### **PAYMENT #3 – Work Readiness and Internship Placement**

The work readiness and internship placement payment is a performance-based payment connected to the participant’s successful completion of the 6-week Work Readiness phase of the program and their placement into the 12-week Internship Experience within their field of study. The work readiness and internship placement payment represents 20% of the total grant award. The total amount that can be earned per participant is the total value of the work readiness and internship payment divided by the total number of participants to be served during the grant year.

Generally, the total work readiness and internship placement payment can be calculated as follows:

$$\text{WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT} = \text{TOTAL GRANT AWARD} * .20$$

In this example, the total work readiness and internship placement payment can be calculated as follows:

$$\text{WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT} = \$300,000.00 * .20$$

$$\text{WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT} = \mathbf{\$60,000.00}$$

Generally, the work readiness and internship placement payment per participant can be calculated as follows:

WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT (per participant) =  
(TOTAL GRANT AWARD \* .20) / TOTAL # OF PARTICIPANTS

In this example, the work readiness and internship placement payment for each participant would be:

WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT (per participant) =  
(\$300,000.00 \* .20) / 75

WORK READINESS AND INTERNSHIP PLACEMENT PAYMENT (per participant) =  
**\$800.00**

The full per participant work readiness and internship placement payment is not guaranteed. Rather, there is a designated amount that can be earned depending upon the performance outcome attained according to the stipulations below:

- If a participant successfully completes the 6-week Work Readiness phase of the program and is placed into an approved 12-week Internship Experience, then the Grantee may invoice for the full per participant work readiness and internship placement payment. (In this sample scenario, that would be **\$800.00** for such a participant).
- If a participant successfully completes the 6-week Work Readiness phase of the program and is not placed into an approved 12-week Internship Experience, then the Grantee may NOT invoice for that individual participant.
- If a participant does not complete the 6-week Work Readiness phase of the program and is not placed into an approved 12-week Internship Experience, then the Grantee may NOT invoice for that individual participant.

#### **PAYMENT #4 –Program Retention**

The program retention payment is a performance-based payment connected to the participant's successful completion of the 12-week Internship Experience Phase of the program. The program retention payment represents 20% of the total grant award. The total amount that can be earned per participant is the total value of the program retention payment divided by the total number of participants to be served during the grant year.

Generally, the total program retention payment can be calculated as follows:

PROGRAM RETENTION PAYMENT = TOTAL GRANT AWARD \* .20

In this example, the total program retention payment can be calculated as follows:

$$\text{PROGRAM RETENTION PAYMENT} = \$300,000.00 * .20$$

$$\text{PROGRAM RETENTION PAYMENT} = \mathbf{\$60,000.00}$$

Generally, the program retention payment per participant can be calculated as follows:

$$\text{PROGRAM RETENTION PAYMENT (per participant)} = \\ (\text{TOTAL GRANT AWARD} * .20) / \text{TOTAL \# OF PARTICIPANTS}$$

In this example, the program retention payment for each participant would be:

$$\text{PROGRAM RETENTION PAYMENT (per participant)} = (\$300,000.00 * .20) / 75$$

$$\text{PROGRAM RETENTION PAYMENT (per participant)} = \mathbf{\$800.00}$$

The full per participant program retention payment is not guaranteed. Rather, there is a designated amount that can be earned depending upon the performance outcome attained according to the stipulations below:

- If a participant successfully completes the 12-week Internship Experience phase of the program and is hired to remain on board full-time in an unsubsidized position with the internship experience placement or a similar position within the field, and the Grantee has submitted all required reports and the Participant Package described in Section G of the RFA, then the Grantee may invoice for the full per participant program retention payment. (In this sample scenario, that would be **\$800.00** for such a participant).
- If a participant successfully completes the 12-week Internship Experience phase of the program, but is not hired to remain on board full time in an unsubsidized position with the internship experience placement or a similar position within the field, and the Grantee has submitted all required reports and the Participant Package described in Section G of the RFA, then the Grantee may invoice for 75% of the per participant program retention payment. (In this sample scenario, that would be **\$600.00** for such a participant).
- If a participant completes a minimum of nine (9) weeks of the Internship Experience phase, and the Grantee has submitted all required reports and the Participant Package described in Section G of the RFA, then the Grantee may invoice for 50% of the per participant program retention payment. (In this sample scenario, that would be **\$400.00** for such a participant).
- If a participant completes less than nine (9) weeks of the Internship Experience phase, then Grantee may NOT invoice for that individual participant. The Grantee shall submit all required reports and the Participant Package described in Section G of the RFA, as applicable.

**Attachment A**

**APPLICANT PROFILE**

Applicant Organization Name: \_\_\_\_\_

Federal Employer Identification Number (Organization Tax ID Number): \_\_\_\_\_

Total Amount of Funds Requested: \_\_\_\_\_

Number of Youth Participants to be Served: \_\_\_\_\_

Contact Person for Administrative Matters: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Telephone of Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Proposed Site Address: \_\_\_\_\_

Proposed Site SDA: 1          2          (please circle one)

Proposed Site Location Ward: 1    2    3    4    5    6    7    8    (please circle one)

Applicant's Authorized Representative	
Authorized Rep Name:	
Title of Authorized Rep:	
Email:	
Telephone:	

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Attachment B**

**STATEMENT OF CERTIFICATION**

The Applicant is required to disclose, in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of
  - (a) any crime or offense arising directly or indirectly from the conduct of the Applicant or the Applicant's organization, or
  - (b) any crime or offense involving financial misconduct or fraud, or
  - (c) any crime or offense involving a minor
- Been the subject of legal proceeding arising directly from the provision of services by the organization
- Been listed on the Child Protection Register (CPR) as a "substantiated" case

If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-87, A-102, A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of federal funds for this federally-assisted program.

**We hereby attest the following:**

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements.
2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete, and current at all times; and we give DOES or the District of Columbia, through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant.
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. (This statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of

Columbia tax laws and has paid all taxes due to the District of Columbia or is in compliance with any payment agreement with OTR).

4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail.
5. We are not proposed for debarment or 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 and are not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating agency.
6. We have the financial resources and technical expertise necessary for the completion of the program. In addition, we have the equipment and sites adequate to perform the grant or subgrant, or the ability to obtain them.
7. We have the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments.
8. We have a satisfactory record performing similar activities as detailed in the award or we can establish that we have the skills and resources necessary to provide the programming described in the grant;
9. We have a satisfactory record of integrity and business ethics.
10. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the programming described in the grant, or the ability to obtain them.
11. We are in compliance with the applicable District licensing and tax laws and regulations;
12. We are in compliance with provisions of the Drug-Free Workplace Act.
13. We meet all other qualifications and eligibility criteria necessary to receive a grant award under applicable laws and regulations.
14. We agree to indemnify, defend, and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors, or omissions of any person and for any costs or expenses incurred by the Government of the District of Columbia on account of any claim therefore, except where such indemnification is prohibited by law.
15. We will ensure that the sites under our organization's ownership, lease or supervision, which shall be utilized in providing the programming, are compliant with all District statutes, codes, and regulations.

16. We possess legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of our governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
17. We will comply with provisions of federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. (5 USC 1501, et. seq.).
18. We will comply with the minimum wage and maximum hours provisions of the federal Fair Labor Standards Act, if applicable.
19. We will comply with all requirements imposed by the federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
20. We will comply with the provisions of the Code of Federal Regulations Title 28, Chapter 1: Part 22 - Confidentiality of Identifiable Research and Statistical Information; Part 42 - Nondiscrimination; Equal Employment Opportunity; Policies and Procedures; Part 66 - Uniform Administrative Requirements for Grants and Cooperative.
21. We will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.
22. We and all contractors will comply with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
23. In the event a federal or State court or federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of grant funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
24. We understand that DOES may conduct pre-award, on-site visits to verify information submitted in the application and to determine if the Applicant's sites are appropriate for the programming intended.

The Grantee shall comply with all the applicable District and federal statutes and regulations as may be amended from time to time including:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 7 U.S.C. § 361a et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Section 2 of the Youth Employment Act of 1979, effective January 5, 1980 (D.C. Law 3-46; D.C. Official Code §32-241)
- Section 2a of the Youth Employment Act of 1979, effective January 5, 1980 (D.C. Law 3-46; D.C. Official Code §32-242)

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the Applicant to ensure compliance.

**Acknowledgement of Authorized Representative**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant will comply with the above Certifications, Licenses, and Assurances and that everything included in this application is true and accurate.

---

Typed/Printed Authorized Representative and Title

---

Signature of Authorized Representative

**Attachment C**

**NON-DISCLOSURE AGREEMENT**

DOES records and any information gathered therefrom are strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of information. Specifically, the Applicant must agree to the following conditions:

- Participant records shall be kept confidential and shall not be open to public inspection nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was received.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Official Code § 16-2336).
- I understand that if my organization is selected as a Grantee, then each staff person and volunteer who will be working on the program must submit a signed non-disclosure agreement, after award but prior to engaging in work.

Certified By:

\_\_\_\_\_  
Applicant's Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant's Authorized Representative's Signature

\_\_\_\_\_  
Date

**Attachment D**

**BUDGET NARRATIVE**

The Budget Narrative must include an explanation for each of the budget line items. For each line item, include a brief explanation of how the budget amount was derived. Information should contain sufficient detail to provide the review panel with an understanding of how the requested budget amounts were determined.

**Attachment E**

<b>ITEMIZED BUDGET</b>	
Item Description	Amount
Staff Salaries (Total must be from Total on Staffing - Plan Attachment H)	\$
Fringe (include rate here: _____ %)	\$
Travel	\$
Phone	\$
Equipment	\$
Supplies	\$
Printing	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
Other (Please Specify)	\$
<b>Total Direct Costs</b>	<b>\$</b>
Indirect Costs (may not exceed 15% of grant funds requested)	\$
<b>Grand Total of Direct and Indirect Costs</b>	<b>\$</b>





**Attachment H**

STAFFING PLAN					
Name	Position Title	Filled/Vacant	Annual Salary	% of Effort on this Grant	Amount to be paid via this Grant
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
			\$	%	\$
Total Salaries (Amount must be included in Itemized Budget - Attachment E)					\$

Form **W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

**Exempt Payee**

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

