



DC Department of Employment Services
Workforce and Federal Programs
**Out-of-School Youth
2026**

OSY Pre-Apprenticeship Grant

Request for Applications (RFA)

RFA No.: DOES-OSY Pre-Apprenticeship 2026

RFA Issue Date	April 23, 2026
Closing Date and Time	May 26, 2026
Submission	Application submission deadline: <i>Applications shall be submitted electronically through the Grants Management Portal, click here:</i> https://dcdoesgrants.gvgrantcloud.com/account/announcements Paper Applications will not be accepted
Pre-Application Conference	A virtual pre-application conference will be held on May 8 , 2026, at 11:00 pm. (Please email OGAGRANTS@dc.gov if you will be attending the pre-application meeting.)

Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

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SECTION 1: APPLICATION CHECKLIST

- 1.1 In addition to the narrative responses in Section 7, applicants must upload the documents listed below directly to the online application portal. These documents are used to verify that an applicant organization is eligible to receive grant funds from the District of documents, information, and attestations will be deemed non-responsive and will not be eligible for award. False attestations or documentation may result in forfeiture of the grant and other penalties, as appropriate.

(a)	<u>Certificate of Clean Hands</u> : Each applicant must submit a current Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR). A Certificate of Clean Hands can be requested via OTR's online portal, https://mytax.dc.gov/ . DOES requires that the submitted Certificate of Clean Hands reflect a date within a 30-day period immediately preceding the application's submission. Self-Certification and Certificates of Good Standing will not be accepted.	☐
(b)	Documentation that the grantee has legal status (i.e., <u>Current Business License</u> , nonprofit incorporation, etc.) to conduct business within the District of Columbia.	☐
(c)	<u>IRS Tax-Exempt Determination Letter</u> (for nonprofits only)	☐
(d)	<u>IRS 990 Form</u> from most recent tax year (for nonprofits only)	☐
(e)	IRS W-9 Form: If the applicant is not a current vendor (receiving funding) from DOES, submit a completed W-9 form. The form can be found at https://www.irs.gov/pub/irs-pdf/fw9.pdf	☐
(f)	Copy of most recent and complete set of audited financial statements. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.	☐
(g)	General Terms and Conditions (Attachment A is complete and signed)	☐
(h)	Applicant Assurances, Certifications & Disclosures (Attachment B is complete and signed)	☐
(i)	Non-Disclosure Agreement (Attachment C is complete and signed)	☐

(j)	Relationship Disclosure Statement (Attachment D is complete and signed)	☐
(k)	DC Contribution and Solicitation Certification (Attachment E is complete and signed)	☐
(l)	Insurance Affidavit (Attachment G is complete and signed) – See Attachment H for minimum insurance limits required.	☐
(m)	System for Award Management (SAM) with Federal Government: The Applicant must be registered in the System for Award Management at www.sam.gov and provide evidence of this registration as part of its application package to DOES.	☐
(n)	List of Board of Directors' members and positions	☐
(o)	List of Partners and Affiliations, as relevant	☐
(p)	Resumes for Key and Essential Staff	☐
(q)	Organizational Chart	☐
(r)	Completed Table Identifying Past Grants and Contracts as set forth in Section 7.5.	☐
(s)	Itemized Budget	☐
(t)	Proof of Occupancy	☐

SECTION 2: GENERAL INFORMATION

2.1 Introduction

- 2.1.1 The District of Columbia Department of Employment Services (DOES) issues this Request for Applications (RFA) for the 2026 DOES OSY Pre-Apprenticeship Grant.

2.2 Agency Contact

- 2.2.1 For additional information regarding this grant competition, please contact:

Vanessa Black
 Department of Employment Services
 Office of Grant Administration and Resource Allocation (OGARA)
 Email: OGAGrants@dc.gov

2.3 Key Dates

Notice of Funding Announcement Date	April 10, 2026
Request for Application Release Date	April 23, 2026
Pre-Application Conference Date	May 8, 2026
Application Submission Deadline	May 26, 2026
Award Selection Notice Date	TBD
Anticipated Award Start Date	TBD

2.4 Grantmaking Authority

- 2.4.1 DOES is authorized to issue this grant pursuant to the Workforce Innovation and Opportunity Act (WIOA) Title I Youth program (29 U.S.C. § 3164) and its implementing regulations at 20 C.F.R. Part 681, the District of Columbia Department of Employment Services (DOES) will issue a Request for Applications (RFA) for the Out-of-School Youth (OSY) Pre-Apprenticeship Grant.
- 2.4.2 DOES reserves the right without prior notice, to reduce or cancel one or more programs listed in this Request for Applications (RFA). DOES reserves the right to reject all applications, adjust the total available funds or cancel the RFA in part or whole. Funding levels for the total program and budget amounts of individual awards shall be contingent upon continued receipt of funding by DOES, as well as any reduction, elimination or reallocation of funds by a federal grantor, the Executive Office of the Mayor (EOM) and/or DOES. Any adjustments shall be in accordance with authorizing legislation for the use of funds, all D.C. Municipal Regulations for grant-making and the applicable federal and DOES terms of agreement.

2.5 Overview

- 2.5.1 The Department of Employment Services (DOES) connects District of Columbia (District) residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides a range of programs and services to jobseekers, 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.

DOES, Office of Workforce & Federal Programs Out-of-School Youth Program (OSY) provides occupational skills training, career awareness counseling, work readiness modules, basic education, GED preparation, supported internship experiences, vocational skills training, and pre-apprenticeship. Out-of-School programs serve young adults ages 16 - 24 who are no longer attending secondary or post-secondary school. It is a training vehicle that assists youth in achieving short and long term educational and employability goals through relevant occupational skills training and guidance.

DOES, through OSY, is seeking applications from organizations for the Pre-Apprenticeship Program designed to equip young adults with work readiness, credential

attainment, and on the job training to lead to full-time employment. By combining structured learning with real-world application, the program will empower District youth to develop sustainable ventures, enhance economic mobility, and achieve lasting career growth.

SECTION 3: AWARD INFORMATION

3.1 Total Amount of Funding to be Awarded

- 3.1.1 Up to \$200,000.00 is available in total for awards through this RFA.

3.2 Anticipated Number of Awards

- 3.2.1 DOES intends to issue up to one (1) grant award. DOES, however, reserves the right to make additional awards or no awards pending availability of funds and quantity and quality of applications.
- 3.2.2 The maximum amount of grant award funding that can be applied for is based on how many participants the applicant projects to serve and for how long.

3.3 Performance and Funding Period

- 3.3.1 The OSY Pre-Apprenticeship Grant will operate from the date of award through one (1) year thereafter.
- 3.3.2 DOES reserves the right to exercise single option years up to three additional years beyond the original period of performance contingent upon grantee performance and available funding.

3.4 Source of Funding

- 3.4.1 The OSY Pre-Apprenticeship Grant is funded 100% funded through a US Department of Labor, Employment grant of supporting the District's Title I –Youth. Grant funds shall only be used to support activities specifically outlined in the scope of this NOGA.
- 3.4.2 Funding for grant award is contingent on availability of funds. This RFA does not commit DOES to making a grant award. DOES maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the applications. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA.

3.5 Anti-Deficiency Considerations

- 3.5.1 Grantees 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 4: BACKGROUND & PURPOSE

4.1 Background

DOES, through the Office of Workforce Development Out-of-School Youth Program (OSY), provides occupational skills training, career awareness counseling, work readiness modules, basic education, GED preparation, supported internship experiences, and vocational skills training. Out-of-School programs serve young adults ages 16-24 who are no longer attending secondary or post-secondary school. These programs offer structured training and support to help youth achieve short- and long-term educational and employment goals through relevant career preparation and workforce development initiatives.

Pre-apprenticeship programs offer a structured gateway for young adults, equipping them with essential skills that ease the transition into registered apprenticeships. In the District of Columbia, a wide range of apprenticeship pathways are available to help residents strengthen their abilities and advance their careers. These programs play a vital role in expanding access for underrepresented groups by lowering barriers to workforce entry and connecting participants to supportive services.

DOES is committed to preparing youth for success through workforce readiness training, career exploration in high-growth industries, and academic enrichment delivered via hands-on, experiential learning. These initiatives are designed to prepare young people for real-world challenges—teaching them how to build and manage wealth, create jobs that strengthen their communities, and apply entrepreneurial thinking in the workplace.

4.2 Purpose

The goal of OSY Pre-Apprenticeship grant is to equip out-of-school youth ages 16 – 24 in Washington, DC with pathways to high-demand careers through traditional and non-traditional industry-aligned training, stackable credentials, and unsubsidized job placement. This structured program, up to 16-weeks in length, provides participants who are actively seeking unsubsidized employment with the opportunities to build career readiness, strengthen both technical & workplace skills, as well as gain exposure to the workforce.

Program providers are responsible for delivering comprehensive career readiness training, recruiting and maintaining partnerships with pre-apprenticeship employer host sites, and facilitating participant placement and matching appropriate work experiences in the following industries. The goal is to prepare participants for entry into a registered Apprenticeship program or direct placement into unsubsidized employment within the

pre-apprenticeship scope, while maintaining and creating sustainable pathways to long-term career success.

SECTION 5: ELIGIBILITY

5.1 Eligibility Requirements

- 5.1.1 Applicants shall 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.
- 5.1.2 Eligible applicants include public and private non-profit and for-profit organizations eligible to do business with the District government, including but not limited to community-based organizations, faith-based organizations, Public, charter, or alternative secondary schools and post-secondary institutions, trade associations or chambers of commerce, and private service providers.
- 5.1.3 Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.
- 5.1.4 Register Credentials with Local/State Workforce Systems.
- 5.1.5 Registered Apprenticeship Partnership: A partnership with one or more registered apprenticeship programs that assist in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

5.2 Experience Requirements

- 5.2.1 Applicants must have demonstrated experience and qualifications delivering high quality, structured and specialized workforce development training responsive to this RFA, including:
 - (a) Working knowledge of federal (including WIOA) and local laws, rules, regulation, policies and guidance that restrict data collection/disclosures; and demonstrate experience with OSY or Apprenticeship support.
 - (b) Must show past programmatic evidence of program achieving outcomes in-line with the District's federal performance rate targets in credential attainment, employment, and employment retention.

SECTION 6: SCOPE OF WORK/PERFORMANCE REQUIREMENTS

6.1 Target Population to be Served

- 6.1.1 An out-of-school youth is an individual who is
 - (a) Not attending any school (as defined under State law);

- (b) Between the ages of 16 to 24; and
- (c) One or more of the following:
 - (i) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete quarter of the school year calendar;
 - (ii) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (iii) An offender;
 - (iv) A homeless individual, a homeless child or youth, or a runaway;
 - (v) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. § 677), or in an out-of-home placement;
 - (vi) An individual who is pregnant or parenting;
 - (vii) An individual with a disability; or
 - (viii) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

6.2 Location of Services

- 6.2.1 The OSY Pre-Apprenticeship program shall be provided in-person in the District of Columbia, including at an American Job Centers or a DOES approved location.
- 6.2.2 Each applicant must provide legal proof of ownership or occupancy. Adequate proof of ownership or occupancy that may be submitted includes the following:
 - (a) Certificate of Occupancy issued by the Department of Buildings that shows the location has sufficient space to host the program proposed by the applicant; and
 - (b) Building lease or rental agreement that is current and valid.
- 6.2.3 Grantee must submit written notice of any site changes within 24 hours of the proposed change. DOES must approve any site changes prior to the proposed change.

6.3 Scope of Services

- 6.3.1 Grantee will recruit and/or refer participants to enroll into the training program at a DOES American Job Center location. DOES will confirm the participant's eligibility.
- 6.3.2 The Grantee shall serve a minimum of 40 youth participants for a period no later than 16 weeks.
- 6.3.3 The grantee shall be responsible for completing two (2) professional development workshops for participants, engaging them in professional behavior dress and conduct. These sessions should be focused on the participants' growth in the industry of choice.

- 6.3.4 Grantee shall secure job placements, apprenticeships, or post-secondary education opportunities for each participant. Placements shall align with the participant's industry of apprenticeship certification.
- 6.3.5 The grantee shall have permanent employment placement, preferably in apprenticeship, for at least **70%** of participants that complete the program.
- 6.3.6 The grantee shall provide mentorship, professional development, networking opportunities, and hands-on experience, and on the job training to each participant, all centered around the 14 elements required in serving WIOA-enrolled youth.
- 6.3.7 The grantee shall provide a partnership agreement with a third-party entity if the grantee does not offer all WIOA 14 elements within grantees direct oversight. These services must be documented by the grantee on third party or grantee letterhead; identifying services outlined. Documentation must be submitted before services are rendered.
- 6.3.8 In accordance with WIOA, grantees shall provide in person occupational skills training, work readiness and financial literacy training, workforce preparation, internship placement, case management and 12-month follow-up services to eligible youth, consisting of each of the following core components for the out of school program
 - (a) **Academic Activities** that help youth obtain a nationally recognized credential in an occupational skills training area of focus on either traditional or non-traditional training, that leads to an entry level career that is high-skill, high-wage, in high-demand and that prepares them for a transition to post-secondary education and training;
 - (b) **Paid Work Experiences** that have as a component academic and work readiness;
 - (c) Leadership development or workforce readiness opportunities which lead to a nationally recognized certification;
 - (d) **Adult Mentoring or Support**, on a weekly basis, to review the individualized service strategy plan's progress for the period of participation and a subsequent period, for a total of not less than 12 months;
 - (e) **Follow-up Services** for not less than 12 months after completion of participation, as appropriate; and services that provide labor market and employment information about in-demand industry sectors or occupation available in the local area, such as career awareness, career counseling, and career exploration services.
- 6.3.9 The Pre-Apprenticeship Program must include the following components at the discretion of the grantee:
 - (a) Phase I: Workforce and Life Skills Training: This phase shall include numerous trainings such as workforce and life skills training along with core development courses. The grantee will provide participants with career exploration and soft skills development that includes a detailed resume and cover letter, along with interview preparation and job coaching.

- (b) Phase II: Core Development Training: This phase shall provide structured pre-apprenticeship training, limited to no more than 30 hours per week, at the District's minimum wage rate of \$17.95. Effective July 1, 2026, the District's minimum wage will be \$18.40 (paid by DOES). This training is designed to give participants hands-on experience and prepare them for pre-apprenticeship examinations in high-demand, growing trade industries. Activities will be organized to offer meaningful exposure to pre-apprenticeship employment opportunities.
 - (c) Phase III: Career Guidance: This phase shall provide comprehensive career guidance to participants, including individualized counseling, labor market navigation, and strategies for long-term career advancement. This phase should focus on helping participants understand career pathways within their chosen field, identify growth opportunities, and develop job search skills such as resume writing, interviewing, and networking.
- 6.3.10 Grantees shall assist participants in securing unsubsidized employment aligned with the certification obtained or other WIOA-defined placements. Job placement efforts must prioritize positions that are field-related and support participants' progression toward sustainable career.
 - 6.3.11 The pre-apprenticeship career-set training shall provide a maximum of 16 weeks of instruction, hands on training, and internship experience that leads to full-time unsubsidized employment, apprenticeship, or post-secondary education or military enrollment.
 - 6.3.12 The grantee shall procure and schedule examinations associated with identified industry recognized credential/licensure. The Grantee shall allow participants a minimum of two attempts at achieving the industry recognized credential/license. In the event participants are unsuccessful with the first attempt, Grantee will be responsible to host testing bootcamps to further prepare participants to successfully pass and obtain their certification. Grantee will ensure enrolled participants achieve outcomes set forth in this RFA.
 - 6.3.13 Procure and schedule pre-requisite examinations, urinalysis, background checks etc., associated with each cohort's industry recognized credential/licensure.
 - 6.3.14 All changes to the program phase structure and implementation are subject to DOES approval.

6.4 Staffing Requirements

- 6.4.1 Grantee shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties they have been assigned.

- 6.4.2 Organizations must have the staff and infrastructure needed to deliver quality workforce training, address the supportive services needs of the target populations, track performance in the DOES automated case management system (DC Networks), enter time in the Time Management System (TMS), and offer all successful completers individualized assistance in identifying unsubsidized placement opportunities.
- 6.4.3 At least two (2) staff members shall always be present.
- 6.4.4 Registered Apprenticeship Partnership: A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program or unsubsidized employment.
- 6.4.5 Grantee shall have a minimum of one case manager for every 20 participants. Case managers will conduct daily, weekly and monthly check-in(s) with the participants to ensure they are engaged in programming and successfully completing the certification training. The case Manager will document and submit monthly case notes. Additionally, case managers will provide support services such as clothing, housing, and food insecurities resources to each participant in the program. through the Unite US platform.
- 6.4.6 Grantee must be current on payment of all federal and District taxes, including Unemployment Insurance and Paid Family Leave taxes and Workers' Compensation premiums. Providers cannot be listed on any federal or local excluded parties' lists.
- 6.4.7 Grantee must demonstrate experience with WIOA, Out of School Youth, or apprenticeship collaboration
- 6.4.8 Program must offer training and credential for one or more of the following:
- Construction: NCCER (National Center for Construction Education and Research), OSHA, CPR/First Aid
 - IT: CompTIA, Cisco, Microsoft, Google IT Support.
 - Digital Marketing: Meta Social Media Marketing cert, Hub Spot Content Marketing Certificate, Adobe Creative Cloud Basics Cert
 - Healthcare: CNA, Pharmacy Technician, Medical Assistant certs
 - Hospitality: National Restaurant Association certifications.
 - Utilities & Technical Services: OSHA 10, Fiber Optics Installer Certification, FAO CFOT (Certified Fiber Optic Technician), OSHA 10 Construction Safety, CompTia, IT Fundamentals (optional for IT/network pathway), Electrical Safety Certification, Utility Locator Certification
 - Business & Administrative Services: Customer Service Certification, Microsoft Office Specialist, Notary & Real Estate Licensing Prep, Legal Support Professional Certificate
 - Environmental & Safety Services: HAZWOPER 40-hour certification, Environmental Safety Technician Certificate

- Auto Mechanic: ASE (Automotive Service Excellence) Entry level certification, OSHA 10 (General Safety) Manufacturer Specific Certifications (Ford, GM, Toyota)

6.4.9 Staff who have direct contact with participants shall have background checks completed, compliant with the *Criminal Background Checks for the Protection of Children Act of 2004* (D.C. Code § 4-1501.01 *et seq.*).

6.4.10 Grantees must have at least one (1) local, certified mandated reporter for each physical site serving youth.

6.4.11 At least two (2) staff per physical site serving youth must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. All staff must be aware of the location of the trained CPR personnel on-site.

6.5 Program Outcomes

6.5.1 The Grantee will be responsible for achieving the outcomes set forth in the “Target” column for all enrolled participants. These target goals should be outlined in the overall plan provided and DOES shall approve the acceptable documents associated with each outcome listed below.

Table 1. Outcomes

Outcomes	Target
Participant attainment of nationally recognized credential/certification	80%
Participant placement in a full-time unsubsidized employment or apprenticeship	70%

6.6 Reporting and Deliverables

6.6.1 Grantees will be required to collect, track, and report information on all grant activities, services provided, and individuals served.

6.6.2 The required program reports are described below and shall be submitted in accordance with the timeline and method below.

6.6.3 A summary of all deliverables including quantity, formats, and deadlines are included in the table below. Each deliverable shall be submitted to the Grant Administrator within the due date timeline specified below. Upon award, the executed Grant Agreement will contain a finalized deliverable table.

Table 2. Reporting

Items	Reports	Quantity	Format and Method of Delivery	Due Date
Item 1	Timesheets/Attendance Sheets	1	Via email	Weekly/Friday by 3:00pm
Item 2	Monthly Program Reports: • Program Narrative and Status Report • Monthly Case Notes for each participant • Measurable Skills Gain (MSG) for each participant) Employment/Job Placement Status Update	1	Via email	Monthly by the 5th of the subsequent month
Item 3	Status Report to include placements	1	Grant Management System	Monthly by the 10th of the subsequent month
Item 4	Expenditure Report	1	Grant Management System	Monthly by the 10th of the subsequent month
Item 5	Close out/Final Report	1	Via email	30 days after grant end date
Item 6	LEP/NEP Report	1	Via email	Quarterly

6.6.4 The monthly report will cover curriculum covered, attendance rate, certification status, and any participant highlights/challenges and career exploration activities conducted. A template may be provided by the program.

6.6.5 Any reports generated are the sole property of DOES. The grantee must receive prior written permission from DOES, in order to use or disclose any report or its contents

6.6.6 A summary of all deliverables including quantity, formats, and deadlines is included in the table below. Each deliverable shall be submitted to the Grant Administrator within the due date timeline specified below. Upon award, the executed Grant Agreement will contain a finalized deliverable table.

Table 3. Deliverables

Items	Deliverables	Quantity	Format and Method of Delivery	Due Date
Item 1	Program Orientation	1	In person/Virtual	Within 10 days of Grant Award
Item 2	• Work Plan (schedule of classes, recruitment plan, curriculum, credential plan, etc) • Receipt of Staff Clearances (programs who serve youth under 18) (must meet ratio 1:12) • Submission of work plan, program training, and staff chart • Pre-site visit by OSY staff • Proof of insurance required by the Office of Risk Management	1	Via Email	Within 10 days of Grant Award
Item 3	WIOA 14 Elements Provider Partnership Agreement	1	Via Email	Within two (2) weeks of grant award and 2 weeks of modification of Program Option Year if applicable
Item 4	• Pre-Site Visit • Monthly Site Visit	1	In Person	Pre Site visit within two (2) weeks of grant award and every month following

Item 5	Participant Termination Request	1	Via Email	24-48 hours of requesting participant termination or participant completing the program
Item 6	• Work Readiness Certification • Financial Literacy Resume and proof of active Indeed profile for each participant	1	Via Email	By the 4 th week of the start of program
Item 7	• Incident Report	1	Via Email	24-48 hours after incident occurred

6.6.7 All final program deliverables must be submitted to DOES within the timeframe above but no later than the last day of the period of performance

6.7 Data Collection

6.7.1 Grantee shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a form approved by DOES on a quarterly basis.

6.7.2 Grantee shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, youth demographics, specific services provided, and participation in workshops and other program specific related activities and outcomes.

6.8 Evaluation and Monitoring

6.8.1 Grantee will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include technical/virtual site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.

SECTION 7: APPLICATION COMPONENTS

7.1 Application Profile

7.1.1 Each application must include an Application Profile, which identifies the applicant type of organization, program service area and the amount of the funds requested.

7.2 Applicant Summary

- 6.2.1 Each application must include an Application Summary. This section of the application must summarize how the organization will implement the project in service of the goal and objectives.

7.3 Organizational Profile and Staffing Plan

- 7.3.1 The staffing plan should describe staff organization for Pre-Apprenticeship program training program, provide narrative descriptions for key staff, including number of hours per week, job responsibilities, and qualifications. The plan should clearly indicate which staff positions will need to be hired.

7.4 Project Narrative

- 7.4.1 The applicant must provide a full description of the program and how it will accomplish the how the applicant will successfully achieve the goals of the grant. Furthermore, this section should discuss the process the applicant will use to meet all the requirements set forth in Section 5. The program narrative shall include:

- (a) Organizational Profile
 - (i) State the mission of your organization.
 - (ii) Describe the history of your organization (year founded and by whom) and its size (total organization budget and staff).
 - (iii) Describe the experience your organization and staff have to deliver the proposed program.
 - (iv) Detail key staff that will manage grant funds. Provide qualitative evidence of success in managing and complying with grant requirements.
 - (v) Describe your experience working with the targeted population.
 - (vi) Detail the program team, tenure, experience, and connection with the community, and how the program personnel are best suited to serve the target population.
- (b) Participant Profile
 - (i) Describe the number of participants your organization will serve under this grant for the period of performance.
 - (ii) Describe how your programming is designed to provide high quality, structured professional services outlined within this RFA.
 - (iii) Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.
- (c) Program Description
 - (i) Identify and describe how your organization will deliver the high-quality structured workforce development training responsive to the requirements outlined within this RFA.

- (ii) Identify and describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.
- (iii) Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.
- (iv) Provide information on your formalized partnerships with registered apprenticeship programs and detail the process to place participants in apprenticeship jobs post program completion.

7.5 Past Performance

7.5.1 Identify District agencies from which the Applicant has received funding as a contractor, grantee, partner, subcontractor or subgrantee in the past three years by completing the table in “Attachment F” of the application.

Grant or Contract Title	District Agency and point of contact	The grant number(s), contract number(s), or other identifier(s)	The amount(s) paid	What was accomplished as a result of the funding	Briefly describe each dispute, investigation, and/or audit, if any, related to any of these District grants or contracts.

7.5.2 If the applicant would like to submit a past performance form, applicants are welcome to use the template in “Attachment I” (Past Performance) as additional supporting documentation.

7.6 Itemized Budget and Budget Narrative

7.6.1 All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Applicants are allowed to charge the federal de-Minimis indirect cost rate of 15%. Budget narratives must detail how funds will be expended towards the program. All costs must be reasonable and necessary to carry out the grant objectives.

7.6.2 Applicants who are current recipients of local or federal financial assistance are required to demonstrate how they will ensure that any award of local or federal funds under this RFA will not supplant other local or federal funds which otherwise have been made

available. All budget narratives shall identify the average cost per participant (required). Budget should also include a summary of cost per participant costs, not to exceed \$5,000 per individual served.

- 7.6.3 The itemized budget can include the following budget items, as outlined in the budget section of the online application.
- (a) Personnel
 - (b) Fringe
 - (c) Equipment
 - (d) Materials & Supplies
 - (e) Contractual Services
 - (f) Travel
 - (g) Other Direct Costs
 - (h) Indirect Costs
- 7.6.4 Grant funds awarded must be applied to direct program costs such as program staff salary and benefits, program supplies and materials, student engagement activities, program evaluation, staff time and expenses related to procuring background checks, staff time related to data entry, reporting, accounting costs when related to program expenses, and cleaning supplies. The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de-minimums indirect rate is 15%.
- 7.6.5 Subcontracting for the delivery of any of the core implementation requirements is prohibited unless approved by DOES.
- 7.6.6 Grant funds may not be used for any of the following activities: Any program other than the one described in the application; alcohol of any kind; bad debts; contingencies; - indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; re-granting (also known as sub-granting unless approved by the DOES); subcontracting (unless approved by the DOES); and payment, sales tax or other excepted taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy.

SECTION 8: REVIEW AND SCORING OF THE APPLICATION

8.1 Review Panel

A review panel will be composed of a minimum of three individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, evaluation of programs and past performance, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 3 against the established Scoring Criteria in Table 4.

8.2 Technical Rating Scale

Indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. The five review criteria are outlined below.

Table 3: Technical Rating Scale

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

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the applicant's score for each criterion. The applicant's total technical score will be determined by adding the applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the applicant's response as "Good," then the score for that criterion is 4 out of 5 which scaled to 32 out of 40 points.

8.3 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 4, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points
- Past Performance 15 points

- Budget and Budget Narrative

15 points

Table 4: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	- The extent to which the applicant has stated the mission of the organization. - The extent to which the applicant has described the history of the organization (year founded and by whom) and its size (budget and staff). - The extent to which the applicant has demonstrated that its staff is well equipped with the knowledge, skills and abilities necessary to effectively deliver the proposed program. - The extent to which the applicant has demonstrated experience working with the targeted population. - The extent to which the applicant has detailed key staff that will manage grant funds. Provide quantitative and qualitative evidence of success in managing and complying with grant requirements.	
2	Participant Profile	20
	- The extent to which the applicant has described the number of participants to be served under the grant. - The extent to which the applicant has described how the proposed programming is designed to provide quality services. - The extent to which the applicant has described its experience working with the target population, anticipated challenges, and strategies to overcome them.	
3	Program Description	40
	- The extent to which the applicant has described how the organization will deliver the high quality, structured workforce development training in responsive to this RFA. (See Section A). - The extent to which the applicant has described how the organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program. - The extent to which the applicant has provided a description of the proposed site where program activities will be carried out	
4	Past Performance	15
	- The extent to which the applicant has historically provided relevant programming and services, including demonstrated quality of service delivery and whether the applicant was a former grantee successfully providing similar services in the past two years in the District of Columbia. - The extent to which the applicant has demonstrated the capability of successfully completing the stated program requirements for this RFA through past performance of any prior awarded contracts or grants.	
5	Budget and Budget Narrative	15
	The extent to which the applicant provides a clear explanation of how the budget amount is derived.	

	The extent to which the applicant has allocated the funds (i.e., salaries, supplies, training materials, etc.) in a manner that demonstrates the capability of successfully completing the stated program requirements for this RFA.	
TOTAL POINTS		100

SECTION 9: APPLICATION SUBMISSION

9.1 Application Submission

- 9.1.1 In order to be considered for funding, complete applications and attachments must be received electronically via the grant management system - <https://dcdoesgrants.gvgrantcloud.com/account/announcements> no later than the deadline listed on the front cover of this RFA. **Applications submitted after 3:00 p.m. May 26, 2026, will not be considered.**
- 9.1.2 To register for the grant management system, please visit: <https://dcdoesgrants.gvgrantcloud.com/account/register>.
- 9.1.3 For technical support, please email OGAgrants@dc.gov.

9.2 Pre-Application Conference

- 9.2.1 DOES will host a virtual information session to provide an overview and answer questions related to the RFA. The virtual pre-application conference will be held on **May 8, 2026, at 11:00 pm**. Please email OGAgrants@dc.gov if you will be attending the pre-application meeting to receive the meeting invite link.

SECTION 10: AWARD ADMINISTRATION

10.1 Notification

- 10.1.1 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.
- 10.1.2 Applicants that 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.
- 10.1.3 The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between Grantee and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

10.2 Reimbursement

- 10.2.1 The Government of the District of Columbia shall make payments on reimbursement requests in accordance with the terms outlined in the Notice of Grant Agreement (NOGA). Payments will be made via the District Integrated Financial System (DIFS).

10.3 Appeal

- 10.3.1 An applicant may appeal a non-responsiveness determination or a grant award selection.
- 10.3.2 To ensure a fair and equitable appeals process, all appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #4311, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection” or “Appeal of Non-Responsiveness Determination”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice or the responsiveness determination.
- 10.3.3 If an applicant communicates with program staff regarding an appeal, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.
- 10.3.4 Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection or the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel.
- 10.3.5 For an appeal of grant award selection, the appeal process will consider the submitted application, and the applications of the grantees selected.
- 10.3.6 For an appeal of a non-responsive determination, the appeal process will consider the submitted application and the responsiveness determination.
- 10.3.7 The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

SECTION 11: POST-AWARD REQUIREMENTS

11.1 Grantee Requirements

- 11.1.1 If an applicant is awarded the grant and accepts the grant award by signing the Notice of Grant Award (NOGA), the requirements in this section are in effect.

- 11.1.2 The Grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made in writing for review and approval by the DOES, prior to being implemented.
- 11.1.3 Grantee shall attend and comply with all DOES meetings, onboarding trainings, requests, etc.
- 11.1.4 Grantee shall conduct an In-Person/Virtual meeting 14 days before travel to include participants, parents, guardians/families to ensure alignment and address any questions.
- 11.1.5 Grantee shall participate in monthly meetings. During these meetings vendor performance, administrative issues and participant highlights/challenges will be discussed.
- 11.1.6 At the end of the program, Grantee shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.

11.2 Pre-Program Requirements

- 11.2.1 Prior to the start of the program, Grantee must successfully complete and provide supporting documentation, as applicable:
- (a) DOES Orientation;
 - (b) Pre-Program Site Visit;
 - (c) All DOES mandatory meetings; including orientation hosted by DOES for program participants;
 - (d) Program Training(s) (PII/FTI, VOS/DC Networks, TMS System);
 - (e) Security Awareness Training(s) (if applicable);
 - (f) Grantees shall be required to submit proof of insurance for the insurance clauses as determined by the Office of Risk Management (ORM), based on the scope of their work. The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the required types of insurance specified by ORM (Attachment H) in the Attachment Section of the Grant Management System.

SECTION 12: GENERAL PROVISIONS

12.1 General

- 12.1.1 General Terms and Conditions is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Attachment A.
- 12.1.2 DOES is the sole owner of and controls all deliverables, reports, data, information, process, procedure, or product by, for or from this grant award. The Grantee must receive

written permission from DOES to use or distribute any deliverable, report, data, information, process, procedure, or product by, for or from this grant award, prior to the proposed use or distribution.

- 12.1.3 Grantee shall provide interpretation services and translation of vital documents for LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Coordinator on a quarterly basis.
- 12.1.4 Grantee must maintain and provide documentation related to this program for 3 years after submission of the final payment. At any time before final payment and 3 years thereafter, 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 the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

12.2 Insurance

- 12.2.1 All applicants that receive awards under this RFA must show proof of all insurance coverage required by law prior to receiving funds. DOES reserves the right to request certificates of liability and liability policies pre-award and post-award and make adjustments to coverage limits for programs per requirements promulgated by the District of Columbia Office of Risk Management. Insurance requirements are set forth in Attachment G.
- 12.2.2 The Government of the District of Columbia should be listed as an *Additional Insured* and the *Certificate Holder*. The policies should also contain a *Waiver of Subrogation* provision in favor of the Government of the District of Columbia.

Attachment A – General Terms and Conditions

Individual grant agreements may contain terms and/or conditions which may differ somewhat from those in this general template; therefore, each recipient must read, refer and adhere to the terms and conditions in any respective award document.

The following terms and conditions are applicable to this, and all Requests for Applications issued by the District of Columbia Department of Employment Services (DOES) and to all awards, if funded under this RFA:

- (1) Funding for a DOES subaward is contingent on DOES' receipt of funding (local, federal, or private) to support the services and activities to be provided under this RFA.
- (2) DOES may suspend or terminate an RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- (3) The RFA does not commit DOES to make any award.
- (4) Individual persons are not eligible to apply or receive funding under any DOES RFA.
- (5) DOES reserves the right to accept or deny any or all applications if the DOES determines it is in the best interest of DOES to do so. An application will be rejected if it does not comply with eligibility requirements, formatting or submission requirements outlined in the RFA. DOES shall notify the applicant if it rejects that applicant's proposal for review.
- (6) DOES reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA. The prospective applicant is responsible for retrieving this information via sources outlined in the RFA (e.g. DC Grants Clearinghouse).
- (7) DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. The applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility. No funds already awarded the applicant under other instruments or agreements shall be used by the applicant to fund the preparation of the application.
- (8) DOES may conduct pre-award site visits (either in-person or virtually) to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- (9) DOES shall determine an applicant's eligibility by way of local and federal registries for excluded parties searches and documents and certifications submitted by the applicant.
- (10) The Applicant Organization must obtain a Data Universal Numbering System (DUNS) number to apply for funding and register for the federal System for Award Management (SAM) at www.sam.gov prior to award. DOES reserves the right to require registry into local and federal systems for award management at any point prior to or during the Project Period (i.e., the total number of years for which funding has been approved).
- (11) DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- (12) DOES shall establish terms of agreement for an award funded under this RFA. If funded, the applicant will receive a Notice of Grant Award (NOGA). The NOGA will establish the Project Period and define any segments of the Project Period (e.g. initial partial year, or a 12-month budget period). The NOGA shall outline conditions of award or restrictions.

- (13) Continuation of funding, if awarded shall be based on availability of funds, documented satisfactory progress in interim and annual reports, continued eligibility and determination that the continued funding and activities is in the best interest of the District of Columbia.
- (14) DOES shall provide the citations to the local or federal statute/s and implementing regulations that authorize the award; all applicable District of Columbia and Federal regulations, including 2 CFR 200 and Department of Labor, payment provisions identifying how the awardee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the funding agency; and compliance conditions that must be met by the awardee.
- (15) 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. Additional information about grants management policy and procedures may be obtained at the following site: <https://oca.dc.gov/page/division-grants-management>.
- (16) Branding: GRANTEE shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- (17) **Living Wage:** GRANTEE shall comply with the Living Wage Act of 2006 (D.C. Code §§ 2-220.01– 2- 220.11). Recipients of contracts or government assistance, including grants, shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage of \$17.95. Effective July 1, 2026, the District’s Minimum Wage and Living Wage will be \$18.40 per hour.
- (18) **Monitoring**
- a. Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff are responsible for monitoring and evaluating the program and may also make periodic scheduled and unscheduled visits to worksite locations.
 - b. During technical/virtual site visits, GRANTEES are required to provide access to facilities, records, youths, 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 GRANTEES’ level of compliance with federal and/or District requirements and to identify specifically whether the GRANTEES’ operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.
 - c. Any monitoring reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents.
 - d. GRANTEES shall, at the request of the District government, provide to the District government a certification of its compliance with Mayor’s Order 2021-99 for in person or hybrid services.
- (19) **Audit**
- a. GRANTEES must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final

payment and three years thereafter, DOES may have GRANTEES' 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 the District has made all payments to the GRANTEES and an overpayment is found, GRANTEES shall reimburse the District for said overpayment within thirty days, after written notification.

- b. GRANTEES 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.
- c. GRANTEES 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.
- d. Any reports generated are the sole property of DOES. GRANTEES must receive prior written permission from DOES, in order to use or disclose any report or its contents

(20) **Nondiscrimination in the Delivery of Services**

- a. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.
- b. In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

GRANTEE shall comply with all applicable District and federal statutes and regulations and Mayor's Order, as may be amended from time to time, including the below.

Federal Laws and Regulations

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.
- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951

- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR § 680.450 and 20 CFR § 680.460
- Stevens Amendment – Further Consolidated Appropriations Act 2020, at P.L. 116-94, Division A, Title V, Section 505.

District of Columbia Laws and Regulations

- District of Columbia Municipal Regulations Title 27 – Chapter 19 – Section 1905 through Section 1907
- Universal Paid Leave Amendment Act of 2016, D.C. Official Code § 32-541.01 et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Campaign Finance Reform Amendment Act of 2018, D.C. Official Code § 1-1001.03 et seq.
- Nonprofit Fair Compensation Act of 2020, D.C. Official Code § 2-222.01 et seq.

_____, an Applicant/Grantee for a grant/sub-grant with the Department of Employment Services (DOES) acknowledges receipt of the DOES Grant Terms and Conditions. The Applicant/Grantee organization agrees to be bound by the DOES Grant Terms and Conditions in their entirety if selected for funding.

Applicants/Grantees of sub-grants funded in whole or part by the Department of Labor Employment & Training Administration (ETA) also agree to be bound by the DOL ETA Grant Award Standard Terms.

The person whose signature appears below is authorized to sign this assurance and commit the Applicant/Grantee to the above provisions.

Applicant's Authorized Representative (Print)	Title
Applicant's Authorized Representative's Signature	Date

Attachment B – Applicant Assurances, Certifications & Disclosures

This section includes assurances, certifications and disclosures made by the authorized representative of the Applicant/Grantee organization, who may legally bind the Applicant/Grantee. These assurances and certifications reflect requirements for recipients of local and pass-through federal funding. By signing below, the Applicant/Grantee certifies that the information provided is accurate, and that the organization attests to the following in its entirety:

- (1) The Applicant/Grantee has provided the individual, by name, title, address, email, and phone number, who are authorized to negotiate with the Department of Employment Services on behalf of the organization.
- (2) We agree that all costs incurred in developing the application are the Applicant/Grantee's sole responsibility.
- (3) We are able to maintain adequate files and records and can and will meet all grant reporting requirements.
- (4) 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.
- (5) We will provide timely and reasonable access to personnel for the purpose of interviews and discussions related to Applicant/Grantee's records and operations.
- (6) 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).
- (7) We are in compliance with, and will continue to comply with, the applicable required minimum insurance coverages required of grant recipients as described in Attachment H "Insurance Requirements" that cover all activities that might be undertaken in connection with the performance of the grant.
- (8) We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail.
- (9) 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 CFR180, 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.
- (10) 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.
- (11) 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.

- (12) 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.
- (13) We have a satisfactory record of integrity and business ethics.
- (14) 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.
- (15) We are in compliance with the applicable District licensing and tax laws and regulations;
- (16) We are in compliance with provisions of the Drug-Free Workplace Act.
- (17) We meet all other qualifications and eligibility criteria necessary to receive a grant award under applicable laws and regulations.
- (18) 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.
- (19) 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
- (20) 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.
- (21) 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.).
- (22) We will comply with the minimum wage and maximum hour(s) provisions of the federal Fair Labor Standards Act, if applicable.
- (23) We will comply with all requirements imposed by the federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- (24) 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.
- (25) We will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.
- (26) 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.

- (27) 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.

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:

- (1) 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
- (2) Been the subject of legal proceeding arising directly from the provision of services by the organization
- (3) 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.

Certified By:

Applicant's Authorized Representative (Print)	Title
Applicant's Authorized Representative's Signature	Date
Applicant's Authorized Representative's Address	Phone
Email	

Attachment C – Non-Disclosure Agreement

I, _____ hereby affirm that 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 also affirm that I will not disclose any information from any project meetings that is not a matter of public record.
- ☐ 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.
- ☐ I will hold confidential any information gathered or disclosed to grantee as a project staff member/volunteer in accordance with all applicable District and Federal confidentiality statutes.

By signing this document, I acknowledge that I have read and fully understand the statement contained herein.

Certified By:

Applicant's Authorized Representative (Print)	Title
Applicant's Authorized Representative's Signature	Date

Attachment D – Relationship Disclosure Statement

The applicant and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any individual(s) that are currently employment by or through the D.C. Department of Employment Services.

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief, and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that a failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: _____

Name: _____

Title: _____

Date: _____

Attachment E - DC Contribution and Solicitation Certification

I _____, am an authorized representative of _____, an organization in receipt of a sub-grant from the Department of Employment Services valued at \$100,000.00 or more ("the organization"). Pursuant to D.C. Code § 1-328.15, I hereby certify under penalty of perjury to the best of my knowledge after due diligence that:

1. The organization has not made a contribution or solicitation for contribution to any of the following within one (1) year beginning on the date the contribution or solicitation for contribution was made and continuing for one (1) year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election:
 - a. An elected District official who is or could be involved in influencing or approving the award of a grant;
 - b. A candidate for elective District office who is or could be involved in influencing or approving the award; or
 - c. A political committee affiliated with a District candidate or elected District official described in subparagraphs (a) or (b).
2. The organization has not made a contribution to any of the following within eighteen (18) months, beginning on the date the contribution or solicitation for contribution was made and continuing for eighteen (18) months after that date:
 - a. A constituent-service program or fund, or substantially similar entity, controlled, operated or managed by:
 - i. An elected District official who is or could be involved in influencing or approving the award of a grant;
 - ii. A person under the supervision, direction or control of an elected District official who is or could be involved in influencing or approving the award of a grant.
 - b. A political party; or
 - c. An entity or organization:
 - i. That a candidate or elected District official described in section 1(a), (b) or a member of his or her immediate family controls; or
 - ii. In which a candidate or elected District official described in section 1(a), (b) has an ownership interest of 10% or more.

☐ This does not apply to my organization.

Signature

Name and Title

Date

Attachment – F
Previous Contracts or Grants with the District

[illegible]

Attachment G – Insurance Requirements

- A. **GENERAL REQUIREMENTS.** The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Manager (GA) giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the GA.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the GA in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations aggregate, and \$1,000,000 personal and advertising injury aggregate limit.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2010 0413 and CG2037 04 13 (or its equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis
 - e) Defense costs shall be in addition to and not erode the limits of liability
2. Automobile Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the GA in

writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Defense costs shall be in addition to and not erode the limits of liability
- e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)
- f) Moving and Storage Companies shall be required to provide evidence of BMC91 or BMC91X filing

For Grantees providing transportation:

Grantees providing transportation must additionally comply with the following:

- a) Operators holding a restricted WMATC Certificate of Authority must have a single limit of \$1.5 million in combined (bodily injury and physical damage) coverage, or
- b) Operators holding an unrestricted WMATC Certificate of Authority must have a single limit of \$5M in combined (bodily injury and physical damage) coverage.

In addition, both types of WMATC certificate holders must have in place the following Licensing Requirements as applicable:

- a) Commercial Driver's License (CDL) with the following endorsements:
 - i) P (Passenger): All drivers MUST have a P endorsement enabling them to transport passengers (16 or more).
 - ii) S (School Bus): All drivers operating school buses (flashing lights, swing arm w/stop sign) must also have an S endorsement. Please note that driver credentials for any vehicles that are converted school buses must have S.
- b) Valid (unexpired) US Department of Transportation Medical Examiner Certification ("Medical Card").

For Grantees using District Government-Owned Vehicles:

Agencies that provide Grantees with District Government-owned or leased motor vehicles are responsible for ensuring that such vehicles are used only for the performance under this Grant. Grantee and its subcontractors are prohibited from using such vehicles for home-to-work transportation unless specifically provided for under the terms of the Grant and approved in writing by the GA, or otherwise provided by law. Grantee shall

obtain automobile liability insurance with a minimum combined single limit of \$1,000,000 to cover bodily injury and property damage to protect the Grantee and the District Government against third-party claims arising from the use of District Government-owned vehicles. The Commercial Auto Liability Policy shall be endorsed to include:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds; and
- c) A waiver of subrogation in favor of The Government of the District of Columbia.

In the event of loss, destruction, or damage to any government-owned vehicles used in the performance of contract, Grantee shall be liable for full cost of repair or replacement of lost, destroyed, or damaged vehicle.

3. Workers' Compensation Insurance - The Grantee shall provide evidence satisfactory to the GA of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Grant is performed.

Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the GA of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
 - b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
 - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
4. Cyber (Media Liability and Network Security/Privacy) Liability Insurance covering acts, errors, omissions, and violation of any consumer protection laws arising out of Grantee's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that

would be incurred by Grantee on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Grantee shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

5. Professional Liability Insurance (Errors & Omissions) - The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence satisfactory to the GA of commercial umbrella with minimum limits of \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. Coverage must excess of required commercial general liability, commercial auto liability, and employers' liability. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.
7. Sexual/Physical Abuse & Molestation - The Grantee shall provide evidence satisfactory to the GA with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional, or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand-alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. So called "silent" coverage or "shared" limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the Office of Risk Management for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Grantee for work under this Grant shall be required to have the same insured required of Grantee. Should the Grantee wish to propose different insurance requirements for the subcontractor than the ones outlined in the Grant, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the

subcontractor to the GA. The GA will promptly provide in writing to the Grantee with a decision regarding the insurance requirements applicable to the subcontractor. When requested by the GA, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

E. DURATION. The Grantee shall carry all required insurance until all Grant work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this Grant and two years for non-construction related Grants.

F. LIABILITY. These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this Grant.

G. CONTRACTOR'S PROPERTY. Grantee and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding, and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.

H. MEASURE OF PAYMENT. The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all the costs of insurance and bonds in the Grant price.

I. NOTIFICATION. The Grantee shall ensure that all policies provide that the GA shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no longer complying with the above requirements. The Grantee shall provide the GA with ten (10) days' prior written notice in the event of non-payment of premium. The Grantee will also provide the GA with an updated Certificate of Insurance should its insurance coverages renew during the Grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Grantee at least 30 days' notice of the change. Grantee must comply, at your expense, and deliver to the GA evidence of compliance before the change becomes effective.

J. CERTIFICATES OF INSURANCE. The Grantee must send to GA, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for

providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding Grant number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:

Vanessa Black/Department of Employment Services

Vanessa.black@dc.gov

The GA may request, and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the Grant, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the GA prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the GA on an annual basis as the coverage is renewed (or replaced).

- K. **DISCLOSURE OF INFORMATION.** The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this Grant.
- L. **CARRIER RATINGS.** All Grantee's and its subcontractors' insurance required in connection with this Grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.

WARRANTIES. When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). GA should collect, review for accuracy, and maintain all warranties for

Attachment H - Insurance Policies Affidavit

As the duly authorized officer of _____, a _____ [LLC, corporation, etc.] (“Applicant”), with a business address of _____, an applicant for Grant Program/RFA _____ of the District of Columbia Department of Employment Services (DOES), I certify that the following are the names of the Applicant’s current insurance carriers with the type of insurance coverage under each policy:

Insurance Carrier	Type of Coverage

By signing this form, the Applicant agrees to provide DOES the following insurance documents if DOES decides to award Applicant a grant under this Grant Program/RFA within five (5) business days of notification:

- i. A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
- ii. Endorsements for each of these policies - except for Worker’s Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured for liability arising out of performance of the award; and
- iii. A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors and subcontractors from each of the applicant’s insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

Certified By:

Applicant’s Authorized Representative (Print)	Title
Applicant’s Authorized Representative’s Signature	

PAST PERFORMANCE FORM – Attachment I (OPTIONAL)

Name of Organization (applicant): _____		
Name of Funding Agency/Organization:		Award Amount:
Type of Funding Year	Award Start Date	Award End Date:
Program Summary (brief description of services and activities provided under the grant or contract).		

Performance Data

Service Level of Contract/Grant		Number of Participant Enrolled	
Number of Participant that Completed		Number for Participants that Achieved an Outcome	

PERFORMANCE RATING DESCRIPTION

1	Unsatisfactory	Performance is consistently unacceptable
2	Below Expectations	Performance fails to meet contract / grant requirements on a frequent basis
3	Meets Expectations	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by agency.
4	Exceeds Expectations	Performance is routinely above contract / grant requirements and/or product specifications
5	Outstanding	Performance is consistently superior

PERFORMANCE FACTORS	1	2	3	4	5
Vendor Responsiveness / Customer Service. Contractor or Grantee attends required trainings, meetings, and responds to program point of contact frequently and in a timely matter. Professionalism of Contractor or Grantee.					
Knowledge. Contractor or Grantee demonstrated knowledge about the contract/grant and the services that were outlined to be provided.					
Performance. Contractor or Grantee achieved the performance measures outlined in the contract/grant and they meet the deliverable in a timely manner.					
Program Requirements. Contractor or Grantee provided invoices, reports, and other programmatic requirements in accordance to the contract terms and conditions.					
Cost Control. Contractor or Grantee demonstrated performance of cost control effectiveness and budget management					

Completed By: _____

Date: _____

Phone No.: _____

Email: _____