

REQUEST FOR APPLICATIONS HEIRS PROPERTY ASSISTANCE PROGRAM

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Checklist for Applications: Heirs Property Assistance Program

Verify that the application form and attachments conform to all instructions.

- The application is prepared on 8 1/2 by 11-inch page format, using 11- or 12-point type.
- The application is submitted electronically to DHCD at RFPquestions@dc.gov.
- The application includes only the requested information listed below:
 - Cover page with Contact Information for RFA Grantees
 - Name of organization
 - Key contact
 - Mailing address
 - Telephone
 - Email
 - Proposal Narrative, Collaboration Description (if applicable), Program Goals and Objectives, Organizational Capabilities
 - The following attachments
 - Attachment A: Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
 - Attachment B: Organizational chart
 - Attachment C: Board resumes, as applicable
 - Attachment D: Relevant staff resumes
 - Attachment E: Tax-exempt status determination letter, as applicable
 - Attachment F: Certification by the DC Department of Licensing and Consumer Protection (DLCP) to do business in the District of Columbia.
 - Attachment G: Certificate of Clean Hands from the Office of Tax and Revenue (OTR) (current to within six months)
 - Attachment H: Certificate of Good Standing from DC Department of Licensing and Consumer Protection (DLCP) (current within 6 months)
 - Attachment I: Copy of current organizational budget
 - Attachment J: Financial statements and reports for the last two years
 - Attachment K: Conflict of Interest policy and statements
 - Attachment L: Debarment affidavit
 - Attachment M: Program monitoring and evaluation tools, if applicable
 - Attachment N: Certificate of Insurance (COI) issued by an insurance company/broker that is used to verify the existence of insurance coverage under the specific conditions granted to the listed individual/organization. The document details the policy's effective date, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.
 - Attachment O: Monitor Certification Form

Section 1: Overview of Heirs Property Assistance Program

Introduction

Mayor Bowser recently proposed the District of Columbia Heirs Property Assistance Program to address a vexing legal problem faced by District of Columbia families upon the death of a family member. The program seeks to ease the burden of probate for low-income families in the District of Columbia.

When a resident dies, the Probate Division of the District of Columbia Superior Court oversees the transfer of that person's real estate and other property to their heirs or other beneficiaries. The estate may include all the decedent's property, whether real (land and buildings) or personal (e.g., cars, jewelry, furniture, bank accounts, stocks). Probate is the legal process of figuring out what to do with this property. It is a process of determining if there is a valid will, identifying a deceased person's property, paying the decedent's outstanding debts and taxes, and distributing the property per the will or otherwise according to the laws of the District of Columbia. Probate can be a long and complicated process, often requiring as many as three years to resolve. Even the simplest cases may involve several necessary court filings and the payment of legal and other fees by the estate or heirs. Furthermore, for some estates, the process can prove too complicated and expensive to complete. In some cases, residents and/or heirs continue to live in a home and use a decedent's property unaware that probate is required. The situation is often made worse when the decedent has multiple heirs, when the heirs live in different states, or when there is conflict among heirs. In such cases, it may be difficult or impossible for the heirs to communicate and work together to resolve the issue.

Whether the process is active but drawn-out by such complications, or simply uninitiated or abandoned, many residential properties do not have "clear title" - having never completed probate in the District of Columbia. In some cases, this means the property stands vacant and neglected. In all cases, without clear title to the property the heirs will likely be unable to sell the property, borrow against it, or prove the property is theirs in legal disputes and government documents. This can be important, for example, when applying for government assistance. Thus, even when heirs can remain in the home without dispute, a property without clear title can have detrimental impacts on those residents as well as on their properties and the neighborhoods and communities in which they are located.

For these reasons, Mayor Bowser proposed the District of Columbia Heirs Property Assistance Program in her Fiscal Year 2023 Budget, which was passed by the Council and signed by the Mayor as part of the Fiscal Year 2023 Budget Support Act of 2022 (A24-O492) ("the Act" or "the Acts"). According to the Act, the mayor may issue grants to assist low-income individuals to pay for legal services necessary to obtain clear legal title to property that the individual inherited from a member of the individual's family. The Act further stipulates that grants may be issued by the District of Columbia directly to an individual eligible for assistance, to a legal services organization providing the legal services, or to a third-party grant-managing entity for the purpose of making subgrants to individuals or organizations on the District of Columbia's behalf. The proposed budget and financial plan include recurring funding of \$1 million for the Department of Housing and Community Development (DHCD) to support the authorized activities in the Act.

This Request for Applications (RFA) is only for the funding available in Fiscal Year 2023 and the total funding provided as grants to all grantees as a result of this RFA will not exceed \$1 million. Beyond this, there is no prescribed minimum or maximum grant amount and the awarding of any of these funds through this RFA is at DHCD's sole discretion.

Program Goals

- To assist low-income individuals or households, whose income falls within 80% of the Median Family Income (MFI) as determined by the U.S. Department of Housing and Urban Development, in the District of Columbia to obtain clear legal title to real estate inherited either with or without a will from a member of their family.
- To create an application, screening, and income verification process for applicants to the District of Columbia Heirs Property Assistance Program.
- To develop a program infrastructure to document the scale and the scope of heirs' property issues in the District of Columbia and develop useful measures of program success.
- To provide guidance on how to improve programs to better assist low-income households to obtain clear legal title to real estate the individual inherited either testate or intestate from a member of the individual's family.

Eligible Program Beneficiaries

- The program will assist low-income households, generally up to 80% of the median family income (MFI) as determined by the U.S. Department of Housing and Urban Development, that have a potential legal claim to residential real estate (which includes interests in condominiums, cooperatives, and HOA properties) in the District of Columbia that is already in probate or otherwise does not have a clear legal title as the result of the death of a former owner.
- The households need to be current District of Columbia residents or make a formal commitment and plan submitted as part of the program to reside in the residential real property that is part of the estate in the District of Columbia after probate is completed or to use the proceeds of the sale of the assets for the benefit of District of Columbia residents.
- Should it become necessary due to demand for the program, eligible personal representatives or resident heirs with lower incomes will be prioritized for full legal representation (see Section 3).

Program Funding and Structure

DHCD intends to select one or more grantees to become grantees and administer the District Heirs Property Assistance Program. Once a selected grantee is designated a grantee by signing a grant agreement with DHCD, they will be asked to establish a District Heirs Property Assistance Program Fund (Fund). The Fund must comply generally with 2 Code of Federal Regulations (CFR) § 200, which stipulates that the fund may be deposited into an account with other non-related funds if it is in a non-interest-bearing account and that there is a system in place to distinguish between the funds. The grant agreement will outline the terms of operation and administration of the Fund, including the handling of interest earned and program income. The grantee will be able to draw any remaining funds from the Fund during the performance period to pay for grant-eligible activities as described in the grantee's successful application, as memorialized in the grant agreement with the District of Columbia. Funds cannot be transferred out of the Fund for any other purpose, even if later returned, without the express written permission of DHCD. The grant agreement will also describe various performance measures to be met during the performance period of the grant and whether the failure to meet specific

performance measures may make all or some of the funds subject to recapture by the District of Columbia.

The performance period for the grant, as defined in the grant agreement, will be up to three-years. In the absence of a grant modification extending the grant agreed, any funds remaining at the end of the grant performance period are to be returned to DHCD.

Grantee will need to provide quarterly statements for the Fund along with quarterly grantee performance reports. Any payments or transfers determined by DHCD to be ineligible, after a review or audit, will need to be returned to the Fund and may be subject to recapture.

Section 2: Invitation to Submit Qualifications

DHCD invites applications that:

- 1) Demonstrate an understanding of the challenges of heirs dealing with a property in probate, preferably in the District of Columbia, including interest in a common interest community, particularly a cooperative interest.
- 2) Deliver some or all the eligible activities and meet the grantee eligibility requirements described, and
- 3) Demonstrate existing non-District of Columbia Government support or a strong capacity to raise support from non-District of Columbia Government sources for the activities to be provided by the program.

Grantees can apply as a single entity or by proposing a formal partnership or joint venture among multiple independent entities or individuals. However, only one entity or individual can be designated the fund manager and fiscal agent for the Fund in the application. All entities or individuals named in the proposal must submit the required information and attachments described in this RFA, some of which must be submitted before the deadline for application submission, and all of which must be submitted prior to the closing date for the grant award to grantees selected for funding.

All else being equal, DHCD will prefer applications that propose to conduct all the eligible activities described in the next section. Complete applications that do not propose to provide all the eligible activities but do explicitly address each of the eligible activities in their proposal and provide an explanation of why they are only applying to perform a selection of the activities eligible under this RFA will be given full consideration.

Section 3: Funding Areas/Eligible Activities

This grant will fund the following eligible activities:

1. **Educational and Informational** public presentations on the probate process and how District residents can maintain clear title to residential property.
2. **Develop and implement campaigns and marketing materials** to increase public awareness of the probate process and the services offered by the program.
3. **Build and support legal and technical assistance services** amongst organizations assisting the District community with heirs' property issues.
4. **Provide bereavement skills training** for internal staff and external providers offering legal and technical assistance services.

5. **Provide legal representation,**¹
 - a. **Brief legal representations,** referrals, and consultations, including screening individual persons for possible legal relief; making appropriate referrals to pro bono or paid counsel with little ongoing oversight; and providing brief legal consultations or legal scope representations.
 - b. **Full legal representation,** including by pro bono counsel supervised by or in conjunction with the applicant.
6. **Provide technical assistance** in determining what claims, bills, taxes, and other expenses of administration need to be paid by the estate, including HOA, cooperative, and condominium-assessment liability, and compliance; in preparing required tax returns; on home repairs and home repair programs; in distributing the estate to heirs or other beneficiaries, in closing estates; and with determining expected post-inheritance tax liability and compliance.
7. **Establish a presence at the D.C. Superior Court Probate Resource Center** through in-person services and/or through educational materials present at the center.
8. Provide **need-based assistance for probate-related legal costs** for very-low-to-moderate income heirs and personal representatives based on funding availability to potentially cover costs for family mediation, court filing fees, bond premium fees, newspaper publication fees, limited heirs' searches, deed filing fees, upfront fees contributing to the opening of an estate, and decluttering/removal of property from houses that prevents its use or sale.

The District of Columbia Heirs Property Assistance Program will not to be used to:

- Fund a personal representative's personal debt,
- Pay for personal expenses of any heir or family member, or personal representative, or
- Pay for any improvements to the property.

Section 4: General Qualifications for Grantees

Successful grantees will exhibit the following qualifications.

Commitment and Experience in Providing Legal and Technical Assistance to Advance Racial Equity in the District

DHCD encourages responses from grantees who desire to serve the residents of the District of Columbia and can reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's communities. They should demonstrate an understanding of the complex social and economic factors affecting residents in the District and provide evidence of measurable positive change that has resulted from the grantee's efforts and partnerships to address racial equity amongst communities.

Organizational Capacity

Grantees must be ready to proceed immediately with implementation of the District of Columbia Heirs Property Assistance Program. While additional staffing and capacity building is encouraged with a successful application, grantees should demonstrate that they have the financial stability, management capacity, staffing level, staff qualifications,

¹ Both brief and full legal representation may include: assistance in completing the standard probate forms including to become a personal representative for the decedent; assistance in administering the decedent's deed or share certificate; assistance in submitting wills, required forms, reports, and court filings; assistance in distributing the estate to heirs or other beneficiaries; assistance in closing estates, assistance with determining expected post-inheritance tax liability and compliance.

reporting ability, and a sufficient record of providing technical and legal support assistance for residents dealing with heirs property to begin administering the program on the date the grant funds become available.

Additionally, grantees must have a physical District location and capacity to deliver services virtually and in person within the District.

Governing Body Membership

As Applicable, successful grantees will demonstrate that its board or other governing body:

- Possesses the fund management, legal, business administration, and management skills required to oversee the Fund in partnership with the District government.

Nondiscrimination in the Delivery of Services

The grantee must comply with federal and local laws that prohibit discrimination in the delivery of program and services, including, but not limited to, the following:

- Fair Housing Act (FHA, Title VIII of the Civil Rights Act of 1968): The FHA prohibits a broad range of practices that discriminate against individuals based on color, disability, familial status, national origin, race, religion, or sex (collectively, “status”) to ensure equal access to housing opportunities. Under the FHA, it is unlawful for direct providers of housing, such as landlords and real estate companies, as well as other entities, such as municipalities, banks, and homeowners’ insurance companies, to discriminate in the sale or rental of, or otherwise make unavailable or deny, a public or privately-owned dwelling because of the status of the renter or buyer.
- D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq.: Prohibits discrimination in housing based on actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, status as a victim of an intrafamily offense, or place of residence or business of any individual.
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.): Prohibits discrimination based on race, color or national origin in programs and activities receiving federal financial assistance.
- Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Part 6): No person based on race, color, national origin, sex, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
- The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107): Prohibits discrimination based on age in programs or activities receiving federal financial assistance.
- All federal and local laws and regulations that offer consumer protections from prohibited lending practices and mortgage foreclosure procedures.

Section 5: Application

With reference to the qualifications listed in the previous sections, DHCD will evaluate applications based on the criteria outlined below. Grantee must provide a written proposal narrative responding to these questions and prompts, demonstrating how the organization plans to successfully implement and administer the program.

- **District of Columbia Heirs Property Assistance Program Approach Narrative (50%)**
 - Provide a narrative summary of the proposed District of Columbia Heirs Property Assistance Program.
 - Enumerate and describe the eligible activities listed on pages 5-6 that will be implemented under your proposal and indicate any that are already being conducted by participants in your proposal and how the grant will provide support for each activity.
 - Indicate if the eligible activities listed on pages 5-6 will be addressed solely by the grantee's organization or through a partnership. If the application does not propose to assist with a specific listed activity, please explain why.
 - Describe how the program will be structured and managed to meet the goals:
 - To assist low-income households in the District of Columbia to obtain clear legal title to real estate inherited either testate or intestate from a member of the individual's family.
 - To develop a program infrastructure to document the scale and the scope of heirs property issues in the District of Columbia to develop useful measures of need and program success.
 - To provide feedback to the District of Columbia on how to improve programs to better assist low-income households to obtain clear legal title to real estate the individual inherited either testate or intestate from a member of the individual's family.
 - Describe how, should it become necessary, eligible personal representatives or resident heirs with lower incomes will be prioritized for full legal representation.
 - Describe how the program will advance racial equity and address the generational loss of real property and wealth that impacts black District of Columbia households. Specifically, how will the program target this population and other marginalized communities through specific marketing or services.
 - Describe the method the program will use to serve the needs of households where English is not the first language.
 - Provide a work plan covering the entire three-year period of the grant.
 - Provide a budget covering the three-year period of the grant. Please note there is no prescribed award amount for any service or for any specific grant.
 - Describe why your organization and any other participants in your application are particularly well positioned to implement this program.
- **Fundraising and Leverage (5%)**
 - The additional sources of funding available to you that can also be used for grant eligible activities.
 - Explain how the grant funds available will expand the services you provide, increase the number of people you assist, or improve the assistance you currently provide.
 - Describe any additional sources of funding that you plan to pursue to expand the reach or improve the services offered under the funding areas listed above.
- **Financial Viability (10%)**

- Provide a brief narrative to document the grantees’ current financial standing and track record of financial health in addition to the recent audited financial statements and reports and other relevant documents provided under Attachment I.
- **Program Tracking (25%)**
 - Please describe your organization’s approach to provide the following evaluative criteria and program tracking:
 - Capacity Building:
 - Paralegal or legal staff hired through or paid by the grant.
 - Tax experts retained through or paid by the grant.
 - Training or mentoring sessions for pro bono counsel.
 - Partnerships formed or operated by community and legal service providers to conduct heirs property and probate informational campaigns.
 - Language access services.
 - Number and type of successful resolutions for judicial actions.
 - Number of complete applications received.
 - Number of active applications for which eligibility has been determined.
 - Number of currently active limited scope and full representations.

- **Quality of Required Attachments (10%)**

All the attachments listed below must be received by the deadline for your application to be considered. Applications with more complete and easier to interpret attachments will be scored higher for these points.

<input type="checkbox"/> Attachment A: Organizational documents (e.g., Articles of Incorporation and Bylaws, as applicable)
<input type="checkbox"/> Attachment B: Organizational chart
<input type="checkbox"/> Attachment C: Board or governing body resumes
<input type="checkbox"/> Attachment D: Relevant Staff resumes
<input type="checkbox"/> Attachment E: Tax-exempt status determination letter, as applicable
<input type="checkbox"/> Attachment F: Certification by the DC Department of Licensing and Consumer Protection (DLCP) to do business in the District of Columbia.
<input type="checkbox"/> Attachment G: Clean Hands Certificate from the Office of Tax and Revenue (OTR) (current within 6 months)
<input type="checkbox"/> Attachment H: Certificate of Good Standing from DLCP (current within 6 months)
<input type="checkbox"/> Attachment I: Copy of current organization budget
<input type="checkbox"/> Attachment J: Financial statements and reports for the last two years
<input type="checkbox"/> Attachment K: Conflict of interest policy and statements
<input type="checkbox"/> Attachment L: Debarment affidavit
<input type="checkbox"/> Attachment M: Program monitoring and evaluation tools, if applicable
<input type="checkbox"/> Attachment N: Certificate of Insurance (COI) issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to the listed individual/organization. The document details the policy's effective date, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.
<input type="checkbox"/> Attachment O: Monitoring Certification Form

General Compliance

Each grantee must certify that the project is, and will be, in compliance with all applicable federal and local rules and regulations by completing the Monitoring Certification Form. Grantees receiving financial assistance from DHCD could be subject to any and all of the following laws and regulations listed in the table below:

<ul style="list-style-type: none"> • Housing Production Trust Fund - D.C. Code §42-28; DCMR 10-B41 • Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 2 CFR Part 200 • Community Development Block Grant (CDBG) - 24 CFR Part 570 • HOME Investment Partnerships Program (including long-term affordability requirements) - 24 CFR Part 92 • Housing Opportunities for Persons with AIDS (HOPWA) - 24 CFR Part 574 • Environmental Reviews - 24 CFR Part 58 • Certified Business Enterprise Agreement • Age Discrimination Act of 1975 - 24 CFR Part 146 • Affirmative Action Plan - Mayor's Order 85-85 • Non-procurement Debarment - 2 CFR Part 2424 • Anti-lobbying Restrictions - 24 CFR Part 87 • D.C. Notice on Non-Discrimination - D.C. Official Code §§2-1401.1 et seq. • The Rental Housing Conversion and Sale Act of 1980 (D.C. Law 3-86) • The Rental Housing Act of 1985 • Section 3 of the Housing and Urban Development Act of 1968, -12 USC. 1701u - 24 CFR Part 135 • First Source Program - D.C. Official Code §§2- 219.01 et seq. • Americans with Disabilities Act of 1990 - 42 USC 2181 et seq. • Lead Safe Housing Rule (Lead Based Paint) - 24 CFR Part 35 	<ul style="list-style-type: none"> • Section 504 of Rehabilitation Act of 1973, as amended - 24 CFR Part 8 • Uniform Relocation Act - 42 USC Chapter 61: District of Columbia Relocation Assistance provisions (10 DCMR Chapter 22) • Freedom of Information Act - D.C. Official Code §2-531 et seq. • Davis Bacon and related Acts - 40 USC § 276a-276a-5 and 42-USC 5310: 42 USC 327 et seq. • Conflict of Interest - 24 CFR §570.611: 24 CFR §§ 85.42 and 85.36 • Fair Housing - 24 CFR Part 107: 24 CFR Part 100 • Hatch Act - 5 USC Chapter 15 • LIHTC - § 42 of IRS Code of 1986 • National Environmental Policy Act (NEPA) of 1969 - 24 CFR Part 58 • Sections 9a and 9b of the Historic Landmark and Historic District Protection Act of 1978, as amended • Section 106 of the National Historic Preservation Act of 1966 - 36 CFR Part 800 • Drug Free Workplace - 24 CFR Part 21 • Inclusionary Zoning Implementation Act of 2006, D.C. Law 16-275, D.C. Official Code §§6-1041.01 et seq. • Broadband Infrastructure in HUD-Funded New Construction & Substantial Rehabilitation: HOME - 24 CFR 92.251(a)(2)(vi); CDBG - 24 CFR 570.202(g) • Section 108 Loan Guarantee Program (Section 108) 24 CFR 570, Subpart M, Loan Guarantees
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Application Review

The application review process is as follows:

- Applications are pre-screened for completeness and compliance.
- Complete and fully compliant applications will be reviewed by an internal review panel that will submit scoring, ranking and comments to DHCD leadership.

- DHCD leadership will submit recommendations to the DHCD Director for final approval after taking into consideration the independent review panel's recommendations.
- Based on the review panel recommendations, the Mayor's budget priorities, the resources available, and the goal of achieving a balance as to communities served and the goals of the program, DHCD will award funds to one or more grantees.

Post-Selection

An approved grantee will have three (3) months after award selections take place to complete a final workplan and enter into a grant agreement with DHCD for implementation of the funded activity. Before executing the grant agreement, the successful grantee will meet with DHCD staff to negotiate the specific activities that will be conducted under the grant agreement so that the grantee's mission, community needs, and District Government priorities are addressed. **Awarded grantees may also be required to provide additional compliance documentation before grant execution, as well as any documents listed under the required attachments chart above that become outdated during this period.** Upon execution of the agreement, the organization will receive payment as outlined in the grant agreement on a non-reimbursement basis.

In accordance with District requirements, and the terms of the grant agreement, DHCD will conduct evaluations of the Program Manager's use of the local funds. The areas of review will include financial management, regulatory compliance, and program performance. The reviews also may include scheduled or unscheduled site visits. Accordingly, each selected grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Section 6: Application Instructions

The application should be submitted via email to RFPquestions@dc.gov. Applications can be submitted as a zipped pdf attachment, or a link can be provided for DHCD to download the application. Due to possible mailbox size constraints, after submission, applicants should send a second email without any attachments to the same email address to confirm DHCD's receipt of its application. Please use the checklist on page 2 to ensure application completeness.

Application Questions

Grantees are encouraged to e-mail their questions to RFPquestions@dc.gov. Questions submitted after the deadline date will not receive responses.

Application Submission Date and Time

Applications are due no later than **April 3, 2023**. All applications will be recorded upon receipt. Applications **submitted at or after 5:00 p.m.**, will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The application is submitted electronically to DHCD, 1800 Martin Luther King, Jr. Avenue SE, Office of the Director, c/o Danilo Pelletiere, Washington, DC 20020 and/or via email at RFPquestions@dc.gov.

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

RFA Attachments

Exhibit A: Additional Required Documentation for Award Recipients (this is only required if selected as awardee)

1. Demonstrate evidence that it has private funds available to invest in Grant Eligible Activities as of the date the FY2023 Grant Funds are dispersed.
2. Verifications issued by the DC Office of Tax and Revenue and the Department of Employment Services confirming no outstanding tax liability owed to the District of Columbia.
3. District of Columbia Department of Employment Services First Source Forms
 - Non-Construction First Source Employment Agreement
 - Revised Employment Plan Hours Worked Percentages Form
4. District of Columbia Department of Small and Local Development Small Business Enterprise Utilization Acknowledgment
5. Affirmative Action Plan Forms
 - Assurance of Compliance with Mayors Order 85-85
 - Equal Employment Opportunity Policy Statement
 - Fillable Employment Information Report Pages 1 & 2
6. Certificate of Incumbency, together with an authorizing resolution showing that the Grantee has the authority to enter into the Grant Agreement and that the person executing the Agreement on behalf of Grantee has the requisite authority to sign and deliver the Agreement to the Grantor.
7. A written opinion of the Grantee's counsel stating that the Grantee:
 - Is validly organized, existing, and authorized to do business in the District of Columbia;
 - That Grantee has the full authority and legal right to carry out the terms of the Agreement;
 - Has taken all actions to authorize the execution, delivery and performance of the Grant Agreement;
 - None of the aforesaid actions, undertakings or agreements violates any restriction, term, condition, or provision of the Grantee's organizational or management documents.

Exhibit B: Debarment Affidavit

The grantee must sign and submit a Contract Affidavit certifying that they are not debarred from participation in any federal program nor have any unresolved default or noncompliance issues with the District of Columbia.