



**Progressive Life Center**

**REQUEST FOR APPLICATIONS (RFA)**

Achievement Center Service Coalition for the Community Program Initiative

**Publication Date: 8/19/2022**

**Application Deadline: 9/9/2022 at 5pm**

Progressive Life Center  
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Washington, DC 20002

## SECTION 1. GENERAL INFORMATION

### 1.1 Introduction

Progressive Life Center (PLC), on behalf of the Department of Youth Rehabilitation Services (DYRS) is seeking grantees to provide year-long and quarterly scheduled programming to support youth committed to DYRS. Depending on the category of grant selected, there will be a projected start date of October 1<sup>st</sup>, 2022, or January 1<sup>st</sup>, 2023.

This Request for Applications (RFA) announces the agency's intention to invest in community-based organizations to provide the most rigorous, effective, appropriate supports and services for our youth. The Department of Youth Rehabilitation Services (DYRS) seeks eligible entities to propose innovative enrichment programming and activities to support referred youth and their families. Proposed programming should include programming to support positive youth development. PLC encourages applicants with unique proposal ideas for rehabilitation as DYRS seeks to innovate the breadth and extent of services provided to our youth and families.

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

### 1.2 Organizational History

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

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

PLC seeks high-quality applications from high-performing organizations to conduct programming in DYRS Achievement Centers. Efforts that engage the community are one of the most cost-effective ways of protecting public safety and supporting youth in their success.

The Progressive Life Center (PLC) was founded in 1983, by Dr. Frederick Phillips (1946-2018), a clinical psychologist who dedicated his career to child welfare and family development. PLC began with one program and a staff of five, providing community-based mental health services with a culturally and spiritually based approach to adjudicated African American youth and their families in Washington, DC. Today, PLC has nearly 100 staff in offices in the District of Columbia; Baltimore, MD; Prince George's County, MD; Philadelphia and York, PA; and Newark, DE. We are dedicated to helping individuals and families recognize and maximize their inner resources and strengths, enhance their relationships, and function harmoniously in broader environments. PLC is a 501 (c)(3) nonprofit organization and is licensed as a child placement agency in the State of Maryland, State of Delaware, and the Commonwealth of Pennsylvania. In addition, PLC is accredited by the Council on Accreditation.

### 1.3 Program Models

DYRS programming is at the forefront of a national trend in offering progressive, rehabilitative juvenile justice programming. The overall goal of DYRS programming is to help youth and their families achieve personal goals and milestones through the provision of a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement, and community support. DYRS implements programming with the following three objectives in mind:

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

Programming includes activities for youth and families in the achievement centers, secure facilities, and the community.

### Target Population

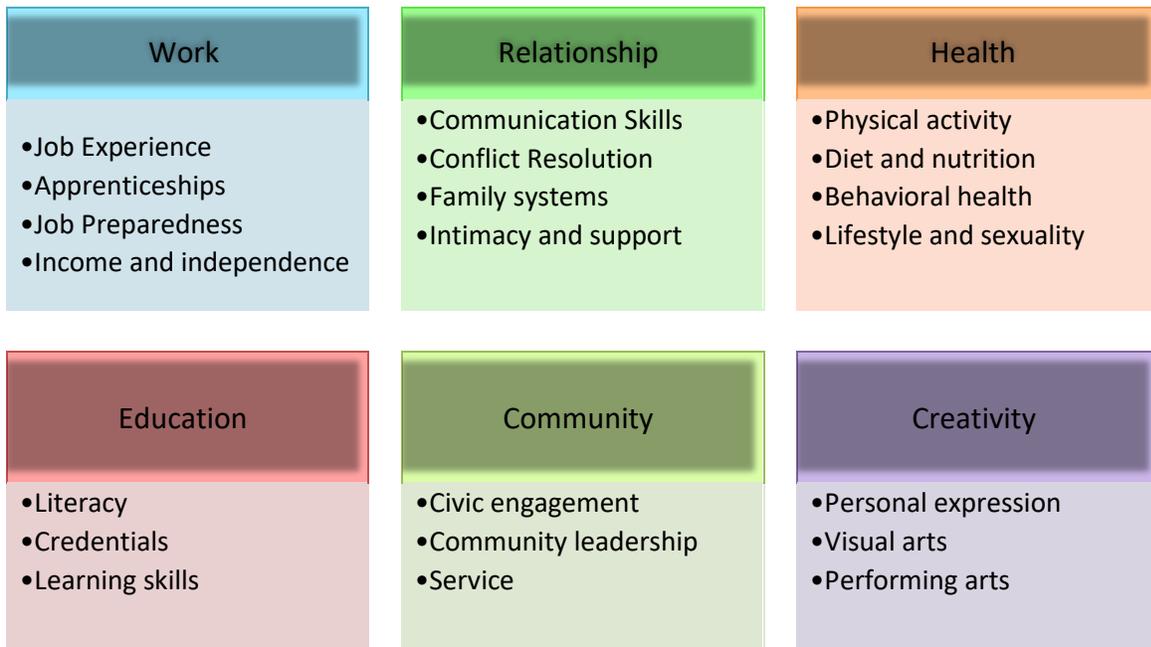
The target population to be served is as follows:

- **Youth:** Young people referred by DYRS.

## Achievement Centers and Positive Youth Justice Framework

In July 2014, DYRS opened its first Achievement Center to expand and strengthen the continuum of programming to committed youth at its headquarters location. DYRS opened its second Achievement Center in Southeast DC in March 2016 which has allowed the agency to expand its reach of drop-in center programming and supports for youth and families. At the Achievement Centers, youth have previously participated in drop-in activities, structured programming or classes, job fairs, family nights, listened to guest speakers, and engaged in community forums, among other activities.

Programming offered at the Achievement Centers is grounded in the Positive Youth Justice (PYJ) framework. The PYJ comprises six domains of life. The six positive youth domains are work, education, health, relationships, community, creativity and inside each of those domains are the following:



### 1.4 Purpose of the Grants

The purpose of this Request for Applications is to seek eligible entities to provide the most rigorous, effective, appropriate supports and services for our youth.

For FY23, DYRS/PLC will be seeking grantees that can offer services in one (1) of two (2) categories:

- Year long grants that will offer services in the areas of barbering, music production, programming specifically for girls, and vocational programming. Services will be

provided at the Achievement Center(s) 2-3 days per week in 1- or 2-hour blocks. These grants will have an October 1 to September 30<sup>th</sup>, 2023, program cycle

- Quarterly grants, offering services in career development, also at the Achievement Center(s) 1-2 days per week in a 1-hour block. These grants will have a schedule of either:
  - Quarter 1: October – December of 2022
  - Quarter 2: January – March of 2023

## 1.5 Grant Categories and Award Amounts

### Yearly Programming:

**Barbering (Award up to \$115,000):** Seeking proposals that provides extensive hands-on practice in barbering and customer service. The program should teach youth referred in the basic business aspects to understand clients and become a professional upon completion. Successful applicant is expected to teach essential health and safety concepts, sanitation, and disinfection. This program will be offered at the MLK Achievement Center only.

**Music Production (Award up to \$100,000):** Seeking proposals to develop specific skills needed to produce audio tracks for productions that may include motion pictures, television, music videos and recording. Successful applicants will be able to the fundamentals of audio engineering and electronic music production, general media production, editing, computer animation and special effects sound production. This program can be offered at both Achievement Centers.

**Programming focused on girls (Award up to \$50,000):** Seeking proposals that provides gender-responsive programming to girls referred by DYRS. Programming should emphasize comprehensiveness, safety, empowerment, and family and relationship support. This program can be offered at both Achievement Centers.

**Vocational Programming (Award up to \$60,000):** Seeking proposals that provides youth with technical skills in various areas, including but not limited to carpentry, motor mechanics, welding, electrical wiring, compressing bricks and bricklaying, plumbing, agriculture. This program can be offered at both Achievement Centers. Applicants applying in this category must include a day of “experiential learning” programming offsite from the Achievement Center(s).

### Quarter 1 Programming:

**Career Exploration (Award up to \$40,000):** Seeking proposals that will introduce referred youth to traditional and/or unique career paths. Proposed programs may focus on the following areas: Fashion, handcraft, embroidery, nail technology, electronic device repair, wax technician/esthetician, massage therapy etc.

## Quarter 2 Programming:

**Technology (Award up to \$40,000):** Seeking proposals that will introduce referred youth to technology-based skills. Proposed programs may focus on the following areas: 3D design and printing, coding, digital photography, robotics, social media management, game design, etc.

### **1.6 Number of Awards**

The number of awards made will depend on the caliber and quality of the proposals received.

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

Funds are made available through District appropriations to the DYRS.

### **1.8 Application Guidance**

Applicants may apply for either year-long or quarterly programming through this Request for Applications. Applicants can also propose services at one or both of the Achievement Centers and should specify this in their application.

Each applicant is invited to propose a comprehensive, thoughtful plan for programming to include how it will:

- Work with the authorized managing entity
- Support youth referred under this funding opportunity
- Successfully execute day-to-day operations related to programming
- Conduct attendance reporting
- Submit proper invoices to the authorized managing entity
- Report program progress throughout the grant period to the authorized managing entity

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

DYRS/PLC seeks an applicant that proposes a plan that aligns with the domains of the PYJ framework. After the grant is awarded, a full grant award package and Activities Funded document will delineate the required activities, outputs, and deliverables of the selected grantee.

#### **Outcomes**

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

## Sample Deliverables

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

- A monthly or quarterly programmatic and financial report.
- A final report consolidating and summarizing the efforts of the program, to include data detailing the impact of the programming, to be submitted no later than 30 days before the end of the grant period.

### 1.10 Eligibility

All the checked institutions below may apply for these grants.

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

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DYRS/PLC in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

### 1.11 Competition for a Grant Award

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

### 1.12 Permissible Use of Grant Funds

A grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DYRS at its sole discretion.

### 1.13 Grant Monitoring

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

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

### **2.1 Tracking and Reporting System**

All grantees of PLC are required to ensure:

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

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

### **2.2 Use of Funds**

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

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

Service coalition entities funded in response to this Request for Applications will be managed by PLC which will determine the method and timeliness for disbursement of funds.

### **2.3 Permissible Use of Grant Funds**

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

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

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

#### Allowable Costs

1. Salaries and wages for employees working on a DYRS grant project during the grant period that are allowable if:
  - total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities
  - charges are properly documented including direct salary charges and salaries allocated to indirect costs
  - fringe benefits computed under a formally established and consistently applied organizational policy are allowed as a direct cost if they are included in the grantee's budget schedules and narrative.
2. Travel costs for travel inside the Beltway. In limited circumstances, DYRS may approve an exception (i.e. where a grantees attendance at an out-of-state event contributes to the purposes and goals of the grant). Travel is reimbursed at the DYRS-established mileage rate or actual fares.
3. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more is not allowable unless DYRS approves in advance.
4. Consultant services. Grantees are expected to use the services of their own employees to the maximum extent in carrying out the activities supported by DYRS grants. However,

where it is necessary to contract for the services of an individual or group who is not an employee, the grantee must do so in accordance with its own organizational contracting procedures and the factors specified in this cost principles section. The grantee's budget and/or request for approval of a consultant contract must specify the rates for service and other consultant costs broken down by category. Contractor and consultant costs are considered "direct" expenses in the DYRS grant application should be included budget documents as such.

5. Audit costs related to the grant project are allowable as part of the grantee's indirect costs.

### Unallowable Costs

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

1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties.
2. Goods or Services for personal use / Entertainment / Alcoholic beverages.
3. Gifts, Donations, and Contributions.
4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant.
5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS.
7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable.
9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.
11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, however represented, are unallowable.
12. Merit awards and bonuses.

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

### **2.4 Reporting Requirements**

As a continuing condition of eligibility for funding, the grantee is required to submit quarterly or monthly programmatic and financial reports to ensure that the grantee is properly using grant funds, making progress in carrying out the proposed program, and meeting data collection and reporting requirements.

Submitted reports will detail actions taken in the preceding quarter, highlight outputs achieved, provide a financial update, describe unforeseen changes to project timetable, staffing, partnerships, other changes that may affect project outcomes, meetings and/or trainings held for all subgrantees within the service coalition, the number of youth served, achievements in capacity building, administrative goals, and progress on objectives.

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

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

### **3.1 Narrative**

This will function as the project proposal. Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question. Generally, the questions in the application portal will encompass the following elements:

- Project idea
- Target population
- Organizational Capacity
- Data Collection, Evaluation, and Reporting
- Budget and Budget Narrative
- Required Documents

Acceptable narratives are clear and concise and must not exceed word limits prescribed for each question. **Applications are limited to 12 pages of narrative ONLY. This DOES NOT include the Budget and Budget Narrative.** The format for the applications should be in Times New Roman 12-point font with 1-inch margins, double spaced.

Applicants are required to submit all sections. Specifically, applicants must submit a budget narrative, using the budget template provided, which offers a description of costs associated with each line item and clear justification for the line items in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditures are proposed and how the line item amounts were derived.

The budget is the total amount of direct and indirect costs estimated to carry out the proposed program. The indirect costs are capped at 10% of the total grant amount. Only allowable, allocable, and reasonable costs may be included in the proposed budget. Travel outside the DC metro area is not allowable expense unless previously approved by DYRS.

### **3.2 Performance Measures**

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

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

### **3.3 Required Documents**

Each of the following documents must be submitted as part of a complete application submission. Applications that do not include ALL of the required documents will be deemed ineligible for review. The following items are required:

#### Certificate of Good Standing

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

#### IRS W-9 Tax Form

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

#### Tax Exemption Affirmation Letter

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

If there is no IRS tax exemption affirmation letter because the organization is a religious organization then the applicant may submit the best evidence it can of its status. Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the

group's board chair or similar official, verifying that the organization is a religious group; (iii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists (See IRS publication no. 1828, *Tax Guide for Churches and Religious Organizations*).

#### Applicant's Current Fiscal Year Budget

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

#### Audited Financial Statements

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

#### Separation of Duties Policy

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

This statement should:

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

#### Partner Documents

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

### **3.4 Submission**

**All applications must be submitted by Friday, September 9<sup>th</sup>, at 5pm.** Applications must be submitted by email to [applications@plcntu.org](mailto:applications@plcntu.org). No applications will be accepted after the deadline. Applicants must

submit ALL documents related to the grant in ONE (1) email. Applications that do not include all the required documents will not be eligible for review.

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

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

### **4.1 Review Panel**

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

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

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Notifications are anticipated during the week of September 26<sup>th</sup>.

### **4.2 Scoring Criteria**

Proposals will be reviewed against the following scoring criteria:

<b>Criteria</b>	<b>Points</b>
<i>Project Idea:</i> Proposal reflects an innovative and thoughtful program rooted in the Positive Youth Justice domains to support youth and/or families in the achievement centers, secure facilities, or within the community. The proposal clearly identifies the type of programming, where it will be held, and its overall implementation plan. Implementation plans will explain how the applying organization will: retain youth and families for the duration of the grant period, incorporate restorative justice practices, connect the particular services to improved economic growth for youth and families. Include specific outcomes, activities, and outputs.	20

<p><i>Target Population:</i> Proposal reflects applicant’s extensive knowledge working with the intended target population and includes examples of this experience. Proposal also includes organizational experience working with community members, knowledge of community issues and knowledge working with a justice-involved youth program. Proposal reflects any past successful programming offered to the area where the applying organization has a history of service delivery, date of past programming, and any past or current community connections. Proposal also explains whether and how the applicant’s efforts working with this target population will facilitate economic opportunities for youth and families.</p>	20
<p><i>Organizational Capacity and Key Personnel:</i> Proposal demonstrates an applicant’s organizational capacity and offers a clear plan for how to best utilize staff to reach proposed outcomes, conduct activities, and yield outputs. Proposal offers a brief biographical paragraph on any individuals whose expertise will be utilized during the grant period and the explains their roles in achieving the proposed outcomes, activities, and outputs. Proposals should also demonstrate how the applicant organization will facilitate the supervision, coaching, and professional development of staff throughout the grant period.</p>	20
<p><i>Data Collection, Evaluation, and Reporting:</i> The proposal reflects thoughtful and creative techniques for measuring project success. The proposal clearly explains the collection of data on activities, outputs, and outcomes. The individual(s) responsible for collecting data and a method for reporting to stakeholders and funders. The proposal also outlines how financial data is collected, managed, and reported.</p>	20
<p><i>Budget:</i> The application includes a reasonable, comprehensive, accurate numeric budget.</p>	10
<p><i>Budget Narrative:</i> The application includes a clear, compelling budget narrative, one which justifies the line items listed in the numeric budget.</p>	10

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

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

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

#### Certificate of Insurance

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

## Banking Information

The grantee shall submit proof of banking information to PLC. This information will be used for PLC to facilitate all payments through direct deposits.

## Clearances

PLC strongly recommends that applicants for these grants ensure that all staff that will be paid by the grant have FBI clearances, CFSA clearances, and DC Criminal background clearances on file and in possession by October 1, 2022.

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

### **6.1 PLC Point of Contact**

All questions regarding the application should be sent to [applications@plcntu.org](mailto:applications@plcntu.org). Once grantees are selected, each grantee will be given information on PLC staff to contact for programming, capacity building, and financial management specific questions.

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

Additional information may become available before the application is due. It is the applicant's responsibility to review the status and requirements of the grant for which it is applying. Questions for this application can be submitted to [applications@plcntu.org](mailto:applications@plcntu.org) up to 5pm on Thursday, September 1<sup>st</sup>. Responses to all questions will be posted to PLC's website by Friday, September 2<sup>nd</sup>.

### **6.3 Pre-Application TA Session**

Applicants are encouraged to attend a virtual pre-application meeting to be held on Tuesday, August 30<sup>th</sup> from 10am to 12pm. Applicants interested in attending this session should send a message to the following email address: [FY23ACRFA@dc.gov](mailto:FY23ACRFA@dc.gov). A link will be sent no later than an hour leading up to the session. Attendance at the session is NOT mandatory to apply, however highly recommended. PLC will post a recording of the session(s) to our website.