



FY26 Vitality Fund

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA:	Friday, February 6, 2026
RFA ID No:	DMPED – FY26 – BD – LO– VF
Information Session:	DMPED will host a virtual information session for interested applicants. Please check DMPED’s website for more details: https://dmped.dc.gov/service/grant-opportunities .
DMPED Contact:	DMPED Business Development Email: bizdev@dc.gov Phone: (202) 727-6365
Submission Deadline:	Wednesday, July 15, 2026, 4:00PM ET
Grant Administrator:	Business Attraction Team

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY.
Hand delivered or mailed applications, incomplete applications, or applications submitted after the Submission Deadline will not be accepted.

Completed applications (including attachments) must be submitted through the Submittable application portal.

DC Grant Opportunities: All District Grant Opportunities are at the following websites:

- Office of Community Affairs - [All Current District Grants](#)
- Office of the Deputy Mayor for Planning and Economic Development - [DMPED Grant Opportunities](#)

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SECTION A. GENERAL INFORMATION

A.1 Funding Opportunity

The Office of the Deputy Mayor for Planning and Economic Development (“**DMPED**”) invites the submission of applications from qualified organizations for a grant under the FY2026 Vitality Fund (“**Program**”). The purpose of the Program is to attract businesses to, or retain businesses in, in the District of Columbia (“**District**”).

The Program will provide grants for the purpose of attracting or supporting the retention and expansion of companies that plan to occupy commercial space in the District of Columbia, with a preference for attraction to or retention and expansion in the Vitality Fund Target Area (as defined below), and to encourage job creation and investment in DC. Companies must demonstrate that the attraction, retention, or expansion of their business will have a significant positive impact on the District to be eligible for grants and be active in the location decision making process. The Program will provide grants to cover certain eligible costs identified in D.C. Official Code §1-325.452 and as further described in this RFA.

A.2 Source of Funds

The Program will be funded pursuant to the Vitality Fund Act of 2024, effective September 18, 2024 (D.C. Law 25-217; D.C. Official Code §§ 1-325.451 – 1-325.452).

A.3 Grant Funding and Anticipated Number of Awards

The total amount of funding available for this Program is \$6,000,000. DMPED expects to award multiple grants under the Program. Award sizes will vary by applicant based on the specific project investments. Awards are anticipated to be disbursed over a three-year period based on the awardee’s performance milestones related to job creation. Based on an internal review panel of recommendations, the Mayor’s budget priorities, the available resources, and the goals of the Program, the Deputy Mayor will make the final funding decision.

A.4 Conflicts Between RFA and Applicable Law

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control, and it is the responsibility of the applicant to ensure compliance.

A.5 Competition for Grant Award

This is a competitive RFA. Each applicant must demonstrate its ability to carry out the activities for the grant for which it applies.

Applications are evaluated in three phases: (i) Phase One is pre-screening, (ii) Phase Two is the review panel, and (iii) Phase Three is the award recommendation. See **Section E** for further details.

Final determinations on awards and funding are final and cannot be appealed.

A.6 Period of Performance

All grant activities are contingent on grantee performance and availability of funds during the subsequent funding years, unless such date is extended by DMPED in its sole and absolute discretion.

A.7 Grant Reporting and Monitoring

If an applicant is awarded a grant under this Program, DMPED, at its sole discretion, may use several methods to monitor the grantee's post-award performance until closeout of the grant. Monitoring may include review of expenditures, review of progress towards performance targets, site visits, data collection, or other methods set forth in a grant agreement. At any point, the grant is subject to a performance or financial audit.

A.8 Schedule

Applications will be accepted and reviewed on a rolling basis through Wednesday, July 15, 2026, 4:00PM ET (the "**Submission Deadline**"). DMPED anticipates a timeline of forty-five (45) days after application submission to complete the application review, obtain funding recommendations and approval.

SECTION B. PROGRAM ELIGIBILITY REQUIREMENTS

B.1 Eligibility Requirements

Applicants must meet the following requirements to be considered for a grant under the Program.

1. Commit to expand or relocate operations to commercial space in Washington, DC ("**Eligible Program Location**"), with preference for applicants that will occupy at least 15,000 square feet of office space for at least five (5) years.
2. Commit to make significant capital improvements to the Eligible Program Location, with a preference for applicants that intend to invest at least \$2 million in improvements.
3. Commit to create new jobs at the Eligible Program Location, with a preference for applicants that intend to create at least 30 new jobs over a three-year period.
4. Preference will be given to companies in the following high-growth industry sectors, specifically the industry subsectors, though companies otherwise meeting the eligibility criteria for the Vitality Fund may be eligible. Applicants may be for-profit or non-profit entities.

Sector	Subsectors
Consulting and Business Services	Consulting Services Headquarters
Communications and Design	Marketing Electronic Media
Education and Research	Research Organizations
Life Sciences	Health Technology
Technology	Cybersecurity Artificial Intelligence Financial Technology

5. Demonstrate site control of the Eligible Program Location in which the applicant has or will expand or relocate. Applicant may demonstrate site control by a signed letter of intent or other binding commitment, lease, contract of sale, or deed in applicant's name.
6. Demonstrate that the expansion or relocation of its operations will have significant positive economic impact on the District, which may be evidenced by the following factors:
 - a. New jobs;
 - b. Retained jobs;
 - c. Total employment;
 - d. Average annual wages;
 - e. Term of occupancy;
 - f. Net new square feet occupied;
 - g. Total square feet occupied;
 - h. Dollar amount of capital investment;
 - i. Tax revenue;
 - j. Return on investment; or
 - k. Contribution of the company's presence in the District to the growth of the company's industry in the District.
7. Require their employees, in the aggregate, to be on-site at the Eligible Program Location for at least 50% of their work hours.
8. Agree to one of the following community benefits:
 - a. Develop or participate in a workforce development program that offers District residents opportunities for training or employment within the business or the industry in which it operates; or
 - b. Spend at least 5% of its total annual contracting with businesses eligible for certification as local business enterprises pursuant to D.C. Official Code §2-218.31
9. Projects will receive preference if the Eligible Program Location is located in the boundaries of the Vitality Fund Target Area, illustrated on the interactive online mapping tool. To check if a proposed Project is within the Vitality Fund Target Area, enter the address on the online mapping tool available here:

<https://dcgis.maps.arcgis.com/apps/instant/lookup/index.html?appid=bff51ec133a741d08e942db321cd4482>

10. Licensed businesses in good standing with the Department of Licensing and Consumer Protection (DLCP), the Office of Tax and Revenue (OTR), the Department of Employment Services (DOES), and Internal Revenue Service (IRS). Businesses not currently located in the District may not need to demonstrate compliance with these requirements at the time of application but will be required to demonstrate compliance prior to the disbursement of funds. Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the period of grantee's performance under the grant agreement.

B.2 Eligible Uses of Grant Funds

Grant funds may be used solely to support the following costs:

1. Operational costs;
2. Down-payment assistance or to subsidize rent for the Eligible Program Location;
3. Tenant improvements to the Eligible Program Location;
4. Workforce training or professional development costs not eligible for support through other workforce programs; and
5. Recruitment and hiring costs.

SECTION C. GRANT APPLICATION

Applicants must provide truthful and accurate responses to all qualification and eligibility questions and include all required attachments with the application. Applicants must attest to the accuracy of the information provided. Failure to provide accurate documents or omitting required attachments will disqualify the application from consideration for an award. The primary applicant entity must complete and include the required documents with the application submission.

C.1 Grant Eligibility Intake Form and Application

Applications must include elements for each section outlined below. Applications that fail to include all necessary elements may not be reviewed or considered or may be disqualified. Applications must provide sufficient information for DMPED to determine the merit of the application. Applications will be evaluated in accordance with the scoring criteria in **Section F.1**.

1. Eligibility Intake Form

Potential applicants will complete an Eligibility Intake Form to determine if their company meets the minimum eligibility requirements and if their proposed relocation and/or expansion and the location for such proposed relocation and/or expansion (the “Project”) is qualified to participate in the application process. As part of the pre-screening process, potential applicants will be required to disclose the following information:

- a. Industry Sector
- b. NAICS Code
- c. Primary US location/HQ
- d. Total full-time employees (company-wide)
- e. Current DC location (if applicable)
- f. Total full-time employees at current DC location (if applicable)
- g. Address of potential Eligible Program Location
- h. Projected new full-time jobs at Eligible Program Location (up to 3 years)
- i. Projected average wage of new full-time jobs
- j. Projected capital investment at potential Eligible Program Location (up to 3 years)
- k. Total square feet at potential Eligible Program Location
- l. Decision making timeline
- m. Description of other competing locations, if any

2. Application

Applications must include elements for each section outlined below. Applications that fail to include all necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for DMPED to make a determination of merit of the application.

a. Company Overview and Project Description

- i. Company Overview: Describe the applicant’s history and mission. Provide an

overview of the company including information about its services or products, current presence in the District, if applicable, US and global locations, headquarters, size in terms of total employees, industry sector, and corporate structure. To provide further information, the applicant can reference its website or attach relevant organizational materials.

- ii. **Project Description:** Applicants should fully describe and explain their relocation or expansion by providing a narrative, including the following details:
 1. Anticipated timeline for the relocation or expansion, including anticipated lease execution or acquisition date and date of occupancy
 2. Decision deadlines and drivers
 3. Description of competing location(s) for the relocation or expansion
 4. Amount of square feet intended to be occupied at the Eligible Program Location
 5. Whether the space will be leased or owned
 6. Anticipated length of lease term (if leased)
 7. Evidence of site control, including the following details and supporting documentation: contract of sale, letter of intent, or executed lease in special circumstances as determined by DMPED
- b. **Jobs and Wages:** Applicants should describe the current and anticipated new jobs to be created at the Eligible Program Location over a three-year period from the date of occupancy, including the following:
 - i. Number of current full-time jobs in DC, if any
 - ii. Number of current District resident employees in full-time jobs, if any
 - iii. Projected number of new full-time jobs created each year over a three-year period from the date of occupancy
 - iv. Average annual wages, including salary and benefits, of new full-time jobs by the applicant each year at the Eligible Program Location
- c. **Capital Investment:** Applicants should describe the proposed investment in the Project location, if any, including the dollar amount of any capital investment, specifically tenant improvement costs.
- d. **Capacity of Applicant**
 - i. **Key Personnel:** Identify the team member(s) who will be responsible for working on this Program, if awarded grant funds. The team members can be staff or contractors. Applications should also provide information that explains the relationship among team members, their respective roles and contributions to the Program, and the overall management of the team.
 - ii. **Capacity to Meet Program Requirements:** The applicant must demonstrate their capacity to comply with reporting and the following Program requirements if awarded grant funds:
 1. Maintaining a company policy that requires employees working from the Eligible Program Location to be on-site at the location for at least 50% of the work hours in the aggregate.
 2. Implementing or participating in a workforce development program or committing to spend at least 5% of its total annual contracting with local business enterprises.

C.2 Attachments

The following attachments must be included with each application. All application attachments must be submitted via the District’s grant application portal in .pdf format and must clearly identify the document using the document names below.

Attachment	Attachment Name/Description
C.1	Active District of Columbia Business License issued by the Department of Licensing and Consumer Protection (DLCP).
C.2	Certificate of Good Standing issued by the Department of Licensing and Consumer Protection (DLCP).
C.3	Certificate of Clean Hands from the District of Columbia Office of Tax and Revenue (OTR) (current within last three months).
C.4	Tax Certification Affidavit (Download fillable form at Tax Certification Affidavit)
C.5	Tax-exempt status determination letter, if applicable
C.6	Debarment Affidavit. Applicants shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts including any of the applicant teams’ entities (Download fillable form from Debarment Affidavit).
C.7	Arrest and Convictions Statement (Download fillable form at Arrest and Conviction Statement).
C.8	Statement of Certification (Download fillable form at Statement of Certification).
C.9	Form W9 (Download fillable form from W9).
C.10	Insurance Policies Affidavit (Download fillable form at Insurance Policies Affidavit).
C.11	Dunn and Bradstreet Number via www.dnb.com or Proof of Enrollment.
C.12	Provide the first two pages of the applicant’s most recent federal income tax return for the last two years, as accepted by the IRS.
C.13	Required Financial Document (Download fillable form Required Financial Document).

Attachment	Attachment Name/Description
C.14	Statement of Financial Position (ie: organizational budget, balance sheet certified by an authorized representative of the organization, profit & loss, cashflow statement for the last three years, and any letters, filings, etc. submitted to the IRS within the three years before the date of the grant application) or, if available, audited financial statements for the last three years.
C.15	Ethics and Accountability Statement (Download fillable form from Ethics and Accountability Statement).

SECTION D. APPLICATION SUBMISSION GUIDELINES

D.1 Submission Guidelines

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is utilizing a Grants Management Platform to streamline the application and review process. While the application portal is branded with DMPED's name, the platform is powered by Submittable, which also provides customer service support to applicants. All applications for this funding opportunity must be submitted electronically through the portal. Applicants will be required to create a free Submittable account to access the application, upload required documents and receive communications regarding their submission.

1. All applications, including attachments, must be completed and submitted via the [DMPED Grants Management Platform](#) no later than the Submission Deadline.
2. [DMPED Grants Management Platform](#) receives and records all applications upon submission. Unless requested by DMPED, any additions or deletions to a submitted application will not be accepted once applications are submitted or after the Submission Deadline. DMPED is not responsible for unreadable, incomplete, and/or out-of-order submissions.
3. Follow this link to access the [Help Center for DMPED Grants Management Platform](#).
4. Due to the variance of applicant internet speeds, applications with many attachments will take time to upload and process. Applicants should consider submitting applications no later than **two hours prior to** the Submission Deadline. If an application is submitted minutes before the Submission Deadline, the announcement may close in the middle of processing the application submission. If this occurs, DMPED will not receive the application.
5. DMPED is not responsible for malfunctions of the online platform. DMPED advises prospective applicants not to upload any documents to Dropbox or similar applications.
6. All attachments to the application must be submitted in Adobe Acrobat .pdf format, MS Word, MS Excel, and photos in PEG, PNG, or GIF format. Any other formats will deem the application incomplete. Do not combine all required documents into one .pdf file but attach each required attachment document separately following application guidelines. DMPED will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable PDF file. **Any attachments uploaded that are not requested and specified in the RFA or are password protected files will not be read** and will be deemed not received.
7. If an applicant encounters any technical system errors follow the link to the Submittable [Applicant Help](#) website or contact Submittable via email at nextzensupport@submittable.com.
8. Examples of events that would NOT be considered "technical system errors" are:
 - a. Failure to follow Request for Application (RFA) instructions.
 - b. Failure to follow application instructions.
 - c. Local internet problem at the time of Submission Deadline.

- d. Unable to see final application “Submit” button.
- e. Forgotten username or password credentials.
- f. Security locked out of system resulting from forgetting password.
- g. Application closing during the submission process while the “Processing” indicator is still active.

D.2 Pre-Application Information Session

DMPED will hold pre-application information sessions, and details are available on the DMPED website at dmped.dc.gov. The purpose of an information session is to allow prospective applicants to inquire about the grant, the RFA document, the application submission process, required application documents, and the application review process.

Verbal answers provided during an information session are intended solely for general discussion and do not represent the District’s final position. Applicants should submit questions in writing following the conclusion of the information session, no later than five (5) days after the date of the information session to receive an official response. Responses will be posted to the DMPED website. Oral explanations or instructions given by District officials prior to the grant award are not binding.

SECTION E. APPLICATION REVIEW

To be eligible for an award, applications must include complete responses to all questions and all required documents, as further described in **Section C.1** and **Section C.2**. Intake forms or applications that omit the necessary elements may not be reviewed and may be disqualified. Intake forms or applications must provide sufficient information to assist DMPED in determining eligibility and making a decision about the applicant's capability to successfully fulfill Program goals and objectives.

Intake forms and applications will be evaluated on a rolling basis as described in Section A.8. To complete all application reviews and obtain funding recommendations and approval, DMPED anticipates a timeline of forty-five (45) days for each application review period described in this **Section E**.

Application review consists of four Phases.

E.1 Phase One: Eligibility Intake Form

Phase One is an initial Eligibility Intake Form to determine eligibility for the Vitality Fund. Any potential applicant must complete an Intake Form to be considered for Phase Two. The Eligibility Intake Form will establish if the company meets the minimum eligibility requirements and if their proposed relocation or expansion and the location for such proposed relocation or expansion is eligible to participate in the application process.

At the end of Phase One, applicants will receive a notification confirming their eligibility to apply for the Vitality Fund and will receive the application link to apply.

E.2 Phase Two: Pre-screening Application

Phase Two is a pre-screening of each application to verify timely submission of the application and to ensure that all questions are answered, all required documents listed in **Section C.2** are included, and all documents are signed, dated, and compliant with the RFA requirements.

To qualify for Phase Two, applicants must successfully satisfy the pre-screening requirements set forth herein. Only complete applications that pass the pre-screening will move to Phase Two.

At the end of Phase Two, applicants will receive a notification regarding the outcome of Phase Two and whether or not their application will progress to Phase Three.

E.3 Phase Three: Review Panel

Phase Three is a detailed review of the application by a review panel. The review panel will evaluate and score each application using the scoring criteria identified in **Section F.1**, with a narrative of the evaluation approach provided in **Section C.1**.

E.4 Phase Four: Award Recommendations.

Phase Four is the final award determination. At the conclusion of Phase Three evaluations, recommendations for funding awards are submitted to the Deputy Mayor for final approval. The Deputy Mayor will make the final funding decision based on the Mayor's budget priorities, the resources available, and the goals of the Program. **Final determinations on awards and funding are final and cannot be appealed.**

SECTION F. APPLICATION EVALUATION; SCORING CRITERIA

Applications will be scored based on the scoring criteria below, and the scores will guide the funding recommendations and award decisions. Applications must include the elements for each criteria outlined below, and as further described in **Section C.1**.

F.1 Summary of Scoring Points

#	Scoring Criteria	Maximum Points
1.	Company Overview and Project Description	25
2.	Jobs and Wages	30
3.	Capital Investment	30
4.	Capacity of Applicant	15
	Maximum Total	100

SECTION G. CONDITIONAL AWARD REQUIREMENTS

G.1 Conditional Award Letter

DMPED will send a conditional award letter to each successful applicant detailing the conditions of the grant award and identifying and requesting additional grant specific award documents, as outlined below:

Ln. #	Document Description
1.	Active District of Columbia Business License issued by the Department of Licensing and Consumer Protection (DLCP), if applicable. DLCP
2.	Certificate of Good Standing issued by the Department of Licensing and Consumer Protection (DLCP). DLCP
3.	Current Certificate of Clean Hands from the District Office of Tax and Revenue (OTR). OTR
4.	Certificate of Insurance (COI) meeting minimum required coverage identified in the RFA Exhibit A (View Sample COI at Sample COI)
5.	First Source and Workforce Development Employment Agreement with the Department of Employment Services will be required if the total aggregate award is in the amount of \$300,000 or more pursuant to the First Source Amendment Act of 1984, as amended (D.C. Official Code §§ 2-219.01, <i>et seq.</i>) and the rules and regulations promulgated thereunder, and Mayor’s Order 83-265. First Source Agreement
6.	Subcontracting Plan approved by the Department of Small and Local Business Development (DSLBD), Certified Business Enterprises if the award in the amount of \$250,000 or more . A Certified Business Enterprise Utilization and Participation Agreement must be executed between awardee and DSLBD, governing certain obligations of awardee under the Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended (D.C. Law 16-33; D.C. Official Code §§2-218.01, <i>et seq.</i>). Subcontracting Plan
7.	Updated project budget, if applicable
8.	<i>RESERVED</i>
9.	Form W9 (as submitted with application or updated W9 if needed). W9 Form
10.	Automated Clearing House (ACH) Form – Successful applicants will receive disbursements via an electronic transmission to the bank account designated for this grant. To establish this transfer, successful applicant(s) must fully complete and submit an ACH Form that includes the signature of an authorized representative from their financial institution (download fillable form from ACH Enrollment Form)
11.	Grant Agreement – Successful applicants are required to sign an agreement setting forth the terms and conditions for their receipt of grant funds.

G.2 Conditional Award Requirements

To remain eligible for the grant and receive the award of funds, all documentation required by the conditional award letter must be submitted to DMPED within the timeframe identified in the conditional award letter. An applicant that cannot provide these materials **WITHIN THE TIMEFRAME IDENTIFIED IN THE CONDITIONAL AWARD LETTER** may be deemed ineligible for a grant award and the offer may be withdrawn.

G.3 Assurance of Continued Truth and Accuracy

Prior to the award of grant funds, a successful applicant shall notify DMPED of any changes that may have occurred to its organization since the submission of its application.

G.4 Insurance Requirements

Prior to the award of grant funds, applicants must show proof of all insurance coverage required by law and by the Program, as determined by DMPED. Successful applicants shall procure and maintain, during the entire period of performance, under the grant agreement, the types of insurance specified in **Exhibit A**. Applicants are not required to hold this coverage in order to apply but should expect to obtain coverage at the levels specified if awarded a grant. Applicants should consult their insurance provider for information about the coverage listed in **Exhibit A**.

SECTION H. GRANT ADMINISTRATION

H.1 Invoice Submission

Invoices must be submitted electronically through The District Integrated Financial System (DIFS) Supplier Portal. Successful applicants are required to register and submit invoices using the following link https://cfo.dc.gov/supplier_portal. Upon receipt of a complete invoice package, funds will be disbursed according to terms of the grant agreement.

H.2 Reporting; Site Visits

Successful applicants shall be subject to reporting requirements and site visits as specified in the grant agreement to ensure compliance with the Program and the terms of the grant agreement.

SECTION I. AWARDS CONDITIONS AND LIMITATIONS

- I.1 Funding for this grant is contingent upon continued appropriations to DMPED. This RFA does not commit DMPED to make a grant award.
- I.2 DMPED reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DMPED to do so. DMPED reserves the right to suspend, terminate, or rescind an RFA if it determines it is in DMPED or District's interest or in accordance with any applicable federal or local regulation or requirement.
- I.3 DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA. DMPED reserves the right to request additional information from any applicant.
- I.4 DMPED shall not be liable for any costs incurred by applicants in the preparation of applications in response to this RFA. Applicants agree that all costs incurred in developing the application for this grant Program are the applicant's sole responsibility.
- I.5 DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- I.6 DMPED may enter into negotiations with an applicant and adopt a modified funding amount or other revision of an applicant's proposal that may result from negotiations.

EXHIBIT A: INSURANCE REQUIREMENTS

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. Crime Insurance (3rd Party Indemnity) - The Grantee shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractors, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit per occurrence as per the following grid:

Grant Amount	Crime limit
\$1 - \$50,000	n/a
\$50,001 - \$100,000	\$20,000
Above \$100,001	\$50,000

5. Network Security/Privacy (Cyber) 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 \$1,000,000 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.

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 long 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:

Dr. Jacque McDonald

**Office of the Deputy Mayor for Planning and Economic
Development**

**Attention: Contracts, Procurement and Grants (Certificates of
Insurance)**

Email: dmped.grants@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.
- M. 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 goods and services.