**GOVERNMENT OF THE DISTRICT OF COLUMBIA**
**Executive Office of the Mayor**
Mayor's Office on Asian and Pacific Islander Affairs

# FY20 Asian & Pacific Islander Affairs Community Grant

## REQUEST FOR APPLICATIONS (RFA)

---

| | |
|---|---|
| **Release Date of RFA:** | **Monday, June 3, 2019** |
| **Pre-Bidder's Conferences:** | Monday, June 17, 2019<br>11:00AM-12:00PM and 6:00PM-7:00PM<br>MOAPIA Conference Room<br>441 4th Street NW Room 721 North<br>Washington, DC 20001 |
| **RSVP Here:** | http://bit.ly/prebidders |
| **Submission Deadline:** | **Monday, July 1, 2019 at 5:00 pm** |

*Please note that applications must be submitted electronically via ZoomGrants. Incomplete applications or those submitted after the deadline will not be accepted.*

| | |
|---|---|
| **Submission Details:** | Online submissions only. Please submit your complete application through the following online portal:<br>**ZoomGrants:**<br>https://www.zoomgrants.com/zgf/FY20AAPIGRANT |
| **Point of Contact:** | Lanting Qin, Grants Management Specialist<br>202-727-3756<br>grants.moapia@dc.gov |
| **Availability of RFA:** | Download from MOAPIA's website (www.apia.dc.gov) and/or the District's Grant Clearinghouse website. |

# TABLE OF CONTENTS


| Section I | General Information | Page |
|---|---|---|
| | Introduction | 3 |
| | Funding Areas | 3 |
| | Target Population | 3 |
| | Eligible Organization | 3-4 |
| | Award Amounts and Duration | 4 |
| | Application Review & Awards | 4 |
| | Award Notification | 4 |
| | Submission Guidelines | 4-6 |
| | Pre-Application/Grant Orientation | 6 |
| | Contact Person | 6 |
| | Terms and Conditions | 6-7 |
| **Section II** | **Proposal Format** | 8 |
| | Proposal Summary | 8 |
| | Program Narrative | 8-9 |
| | Budget | 9 |
| | Staffing Plan | 9 |
| | Work Plan | 10 |
| | Performance Plan | 10 |
| | Appendices | 10 |
| **Section III** | **Scoring of Applications** | 11 |
| | Scoring Criteria | 11-12 |
| **Section IV** | **Administrative Requirements** | 13 |
| | Certification and Assurances | 14-20 |
| | Attachments | 21 -26 |
| | Application Checklist | 27 |

# SECTION I - BACKGROUND

## A. Introduction

The D.C. Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) is soliciting grant applications for its FY 2020 Asian American and Pacific Islander Community Grant from qualified Community-Based Organizations (CBOs) providing direct services to the District's Asian American and Pacific Islander (AAPI) community. MOAPIA was created in 1987 as part of the Executive Office of the Mayor to address the needs of the District's AAPI residents. MOAPIA's mission is to improve the quality of life for District AAPIs through advocacy and engagement. It has three primary programs: advocacy, community outreach and education, and inter-agency coordination. MOAPIA serves as the liaison between the District Government and the AAPI community. It advises the Mayor, the Council, and the District agencies on the views, needs, and concerns of the District's AAPI community.

## B. Funding Areas

The primary focus of the grant is programs that provide direct services to the District's AAPI community that address at least one of the following areas:

- Education
- Jobs & Economic Development
- Public Safety
- Civic Engagement
- Health & Wellness
- Youth Engagement
- Arts & Creative Economy

The programs should encompass culturally and linguistically competent direct services that increase low-income Asian American and Pacific Islander residents' and small businesses' capacity for independence into the general community.

## C. Target Population

The target population for this grant is Asian American and Pacific Islander residents and/or merchants in the District of Columbia.

## D. Eligible Organization

Applicants must meet all of the following conditions:

- be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
- the organization or program serves the District's Asian American and Pacific Islander residents; or business owners;
- the organization's principal place of business is located in the District of Columbia;

- all services and programming to receive funds must be provided in the District of Columbia;
- the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;
- Current grantees must be current on any reporting obligations for the FY19 grant cycle.

Preference will be given to applicants who demonstrate:

- Strong evidence of responding to one of Mayor Muriel Bowser's policy priorities: focusing on our youngest residents, transforming workforce training, and creating economic opportunities.

## E. Award Amounts and Duration

Award sizes will vary, and eligible organizations can be funded up to $75,000. The grant will be awarded for one year starting in October 1, 2019 and ending on September 30, 2020. Program must be run and evaluated during this period. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAPIA to make an award.

## F. Application Review & Awards

MOAPIA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, MOAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to award a grant to an applicant rests solely with MOAPIA. Awards are expected to be announced in August 2019.

## G. Award Notification

Award letters will be released in September 2019 via email using the grant application program, ZoomGrants. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment.

## H. Submission Guidelines

The **ONLY** method to submit an application is through ZoomGrants online portal.

**Applications are due no later than Monday, July 1, 2019 at 5:00PM.** All applications will be recorded upon receipt. Applications received after **Monday, July 1, 2019 at 5:00PM** are disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by MOAPIA, will not be accepted

after the deadline of **Monday, July 1, 2019 at 5:00PM.** MOAPIA is not responsible for unreadable and/or out of order submissions.

The grant application will be available through the online grant application ZoomGrants. In order to apply, an applicant must go to the link that will be posted on MOAPIA's website (www.apia.dc.gov). Once the applicant clicks on the link, he or she will be prompted to create a ZoomGrants account and then will be able to access the grant application.

With an extenuating circumstance and with prior written approval by the Director of the Mayor's Office on Asian and Pacific Islander Affairs, applicants may submit their application through hardcopy, email, or cloud storage.

Hardcopy Application - **Only with prior written approval by the Director of MOAPIA will hardcopy submissions be reviewed**. Submissions must include a total of two (2) applications, one (1) original and one (1) copy, in a sealed envelope or package. The Applicant Profile should be affixed to the outside of each submission envelope or package. Hardcopy Applications must be hand-delivered, mailed, or delivered by Messenger/Courier Services to:

Mayor's Office on Asian and Pacific Islander Affairs

ATTN: Lanting Qin

441 4th Street, N.W. Suite 721 North

Washington, DC 20001

MOAPIA is located in a secured building. Messenger/Courier Services should allocate sufficient time to meet security identification requirements, so applications are received by **Monday, July 1, 2019 at 5:00PM**. Applications sent by the U.S. Postal Service (USPS) must be postmarked by the USPS no later than **Monday, July 1, 2019 at 5:00PM** to be considered for review.

Email submissions - **Only with prior written approval by the Director of MOAPIA will email submissions be reviewed.** Applications emailed must be sent as an entire package in one (1) email as 1 attachment in PDF format. Attachments not sent in the email will not be accepted. Please note in the subject line of the email: "FY2020 Community Grant – Mayor's Office on Asian American and Pacific Islander". Please note: Submission times will be determined based on date and time received according to MOAPIA's email program. Give ample time for submission, taking into account your technology capabilities and potential technology issues, an email confirmation will be provided upon submission. Please ensure your attachment is readable and in the correct order, unreadable and/or disorganized scans will affect your application. Emails must be sent no later than **Monday, July 1, 2019 at 5:00PM** to grants.moapia@dc.gov.

Dropbox (Cloud) - **Only with prior written approval by the Director of MOAPIA will Dropbox (Cloud) submissions be reviewed.** MOAPIA is not responsible for any technological issues in uploading or downloading the file. The file must contain a timestamp no later than **Monday, July 1, 2019 at 5:00PM** indicating the upload/post time for it to be considered. MOAPIA will not be readily available on **Monday, July 1, 2019** to resolve

technological issues, if you are interested in uploading and having MOAPIA download your file, please do so taking into account your technology capabilities and potential technology issues.

**Facsimile submissions will not be accepted.**

## I. Pre-Application/Grant Orientation

A pre-application orientation will be held on Monday, June 17, 2019 from 11:00AM-12:00PM and 6:00PM-7:00PM at 441 4th Street, N.W. Room 721 North, Washington, DC 20001. Applicants who have questions regarding the RFA are encouraged to attend the meeting. For language access needs such as translation or sign language, please contact Lanting Qin (lanting.qin@dc.gov) 3 to 5 days before the pre-application conference. NOTE: This is only to discuss and give guidance to the RFA process and no particular details of an application can be discussed at these meetings.

## J. Contact Person:

Lanting Qin, Grants Management Specialist
Direct: (202) 727-3756
Main: (202) 727-3120
Email: grants.moapia@dc.gov

## K. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAPIA to make an award
- MOAPIA reserves the right to accept or deny any or all applications if MOAPIA determines it is in the best interest of MOAPIA to do so. MOAPIA shall notify the applicant if it rejects that applicant's proposal. MOAPIA reserves the right to suspend or terminate an outstanding RFA
- MOAPIA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA
- MOAPIA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility
- MOAPIA 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
- MOAPIA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOAPIA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA

and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance

# SECTION II – PROPOSAL FORMAT

The application is limited to **10 double-spaced, single-sided pages** without including the attachments. The proposal should be submitted within the following formatting specifications and settings:

## A. Proposal Summary (1 page)

This section of the application should be an overview of your organization, the goal of the proposed program, its objectives, outcomes, and cost.

- A brief overview of your organization (history, mission, and current programs)
- The goal(s) of the proposed program
- A summary of the program objectives and expected outcomes
- And the estimated cost of the program for which you are seeking funding

## B. Program Narrative (8-10 pages)

This section should answer the following questions using the format provided below – please include the question, followed by your response in your submission. If a question or section does not apply to your proposal, you do not have to include the question.

1. What is the name/title of your program(s)?
2. What are the funding area(s) for which you are applying?
    a. Please list if multiple areas, please in one or two sentences indicate how the project will address all the areas.
3. Who is the target population(s) this project will serve?
4. What is the service/program do you propose?
5. Why is there a need for and/or proposed impact of your service/program?
    a. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project?
    b. How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"? (Mayor Bowser's Policy Priorities are the following: *focusing on our youngest residents; transforming workforce training; creating economic opportunities*.)
6. What is the expected impact of your service/program?

a. What are the practices your organization proposes to implement to address the need? How will they create the desired impact?
b. What innovative practice(s) will your service/program implement?

7. Why is your organization or collaboration uniquely positioned to implement this service/program? Please be sure to note at minimum your capacity, including human and financial resources, to implement the services/program.
8. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?
9. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?
10. Who will you be collaborating with and what will each collaborator's roles be in the service/program? [Please answer if submitting a collaboration proposal].
11. Would it be possible for the Mayor or one of her designees to participate in an event(s) with your organization that has received support from this grant?

## C. Budget (Attachment D)

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted to the agency under which the applicant is seeking funding. Up to 15% of the funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, audits and the like).

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds for other grant sources

Budget Narrative/Justification:

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel) and calculation of costs. If applying as a joint collaboration, please include the appropriate division of budget between the two or more organizations who are applying and include the justification for the allocation.

## D. Staffing Plan (Attachment E)

This section should contain the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a start date as to

when the position will be filled should be supplied. If applying as a joint collaboration, please note the affiliation organization to the appropriate corresponding staff.

## E. Work Plan (Attachment F)

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff.

## F. Performance Plan (Attachment G)

The goals that are set in the Performance Plan should follow a format similar to the S.M.A.R.T. measures. S.M.A.R.T. measures means they should be **Specific, Measurable, Attainable, Realistic,** and **Time-defined.**

Using Attachment G, list the expected measures of your program with targets by quarter. The measures must include a numerical value that can be assessed. Please include in narrative format how the measurement will be evaluated. If the measures will be semi-annual or yearly, please note them in 2nd quarter and 4th quarter respectively.

## G. Appendices

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission are listed below:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2017 and year-to-date
- Project Staff Job Descriptions
- Relevant Project Staff Resumes
- Nonprofit corporation status – copy of IRS determination letter
- Tax and Business certification
- Organizational and program charts
- Current Board list with names, affiliation, and contact information.
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- DC Incorporation Documentation
- DC Clean Hands Certificate / Certificate of Good Standing

# SECTION III – SCORING OF APPLICATIONS

## Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria, out of 100 points total:

**Criterion A: Soundness of the Proposal** **20 points**

- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program
- The description of the program implementation, including the work plan, is realistic based on the proposed time requirements

**Criterion B: Program Goals, Objectives and Services** **15 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific
- Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives
- Applicant demonstrates that the program is using best practices and/or is based on national standards (if applicable)

**Criterion C: Program Evaluation** **15 points**

- Applicant demonstrates a clear process to measure/evaluate its program

**Criterion D: Organizational Capability and Relevant Experience** **25 points**

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the Asian immigrant community. Information on prior program evaluations, findings, and changes made as a result should be referenced
- Applicant demonstrates capacity to work with District's Asian immigrant community and language minority populations
- Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions

**Criterion E: Sound Fiscal Management and Budget** **15 points**

- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years) and/or financial statements, and/or cash flow documents (2017 and year-to-date)
- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives

**Criterion F: Community Outreach** **10 points**

- Applicant demonstrates sound community outreach plan to connect with AAPI and other DC community (residents and businesses) to promote programs and/or services to new potential clients, as well as raise awareness of DC AAPI issues. Opportunities including tabling at various District of Columbia government events and other sponsored activities.

# SECTION IV – ADMINISTRATIVE REQUIREMENTS

## A. Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

## B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

## C. Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

## D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office on Asian and Pacific Islander Community Grant funds.

The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and
- District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004

# SECTION V – ATTACHMENTS

## Attachment A – Certifications

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**OFFICE OF THE CHIEF FINANCIAL OFFICER**

**Certification Regarding**

**Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, "Disclosure of Lobbying Activities," in accordance with its instructions;

c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under

grants and cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

A. The applicant certifies that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph

(d) (2) From an employee or otherwise receiving actual notice of such conviction. Employers of Convicted employees must provide notice, including position title to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4th Street, NW, Room 721 North, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
B. If convicted of a criminal drug offense resulting from a violation occurring during the

   Conduct of any grants activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Mayor's Office on Asian and Pacific Affairs, 441 4th Street, NW, Room 721 North, Washington, DC 20001.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

_____

1. Grantee Name and Address

_____ _____

2. Application Number and/Program Name 3. Grantee IRS/Vendor Number

_____

4. Typed Name and Title of Authorized Representative

_____ _____

5. Signature 6. Date

## Attachment B – Assurances

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

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental

Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevention or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA Accessibility Guidelines for Buildings and Facilities, Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.
15. It will comply with the provisions of the Costal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.
17. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

_____ _____

Signature Date

## Attachment C – Applicant Profile
**FY2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant**

# Applicant Profile

**Organization's name: _____**

Address: _____

Website: _____

**Contact information:**

**Authorizing Officer**
Name and Title
Telephone:
Email:

**Project Director**
Name and Title
Telephone:
Email:

**Financial Officer**
Name and Title
Telephone:
Email:

**Name/Description of Proposed Program:**

_____

_____

_____

**Funding Area(s): _____**

**Funding Amount Requested: _____**
**Total Project Budget: _____**

*As duly authorized representative of the application, I hereby certify that, if awarded, the applicant will comply with all conditions set forth by the Mayor's Office on Asian and Pacific Islander Affairs*

_____ _____
Signature of Authorized Official Date

# Attachment D – Budget Summary

## FY2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant

| **Personnel** | Salary/Hourly Rate | % of Time | Total |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Fringe Benefits** | | | |
| | | **Personnel Total:** | |
| **Non Personnel** | Unit Costs | # of Units | Total |
| **Travel** | | | |
| **Supplies** | | | |
| **Equipment** | | | |
| **Consultants** | | | |
| **Communication** | | | |
| **Printing/Copying** | | | |
| **Training** | | | |
| **Operating Expenses** | | | |
| **Other Expenses** | | | |
| | | **Non Personnel Total:** | |
| | | **Program Total:** | |

# Attachment D – Budget Description Narrative
## FY2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant

| | |
|---|---|
| **Personnel** | |
| **Fringe Benefits** | |
| **Travel** | |
| **Supplies** | |
| **Equipment** | |
| **Consultants** | |
| **Communication** | |
| **Printing / Copying** | |
| **Training** | |
| **Operating Expenses** | |
| **Other Expenses** | |

# Attachment E – Staffing Plan

## FY 2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant

| Name | Position Title | Filled/ Vacant | % of Effort | Start Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# Attachment F – Work Plan

## FY2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant

| Description of Task/Activity | Responsible Person and/or Organization | Start Date | Completion Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# Attachment G – Performance Plan

## FY2020 Mayor's Office on Asian and Pacific Islander Affairs Community Grant

| Performance Measures | 1st Quarter Target | 2nd Quarter Target | 3rd Quarter Target | 4th Quarter Target | Comment |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**APPLICATION CHECKLIST**

Applicants are required to follow the content requirements and submission instructions below. Please submit your proposal in the sequence listed here with clearly titled sections and sub-sections.

**Applications will be considered incomplete if any part of any sections is missing.**

- **Proposal Narrative - make sure that your narrative covers the following:**
  - Proposal Summary
  - Program/Project Narrative
    - Collaboration Description (if applicable)
    - Program Goals and Objectives
    - Organizational Capabilities
    - Fundraising Plan

- **Other required Application Materials:**
  - Certifications (Attachment A): please sign and scan entire document for submission
  - Assurances (Attachment B): please sign and scan entire document for submission
  - Agency Profile (Attachment C): please type or write in eligible handwriting
  - Budget (Attachment D)
  - Staffing Plan (Attachment E)
  - Work Plan (Attachment F)
  - Performance Plan (Attachment G)

  **Please note that all Attachments listed above are included in this RFA. Please do not substitute forms. You are required to fill out, scan, and return <u>all</u> pages of the Attachments.**

- **Appendices – please maintain order of submission listed below:**
  - Job Descriptions
  - Staff Resumes
  - Organizational chart
  - Current Board list with names, affiliation, and contact information
  - Copy of current organizational budget
  - Balance Sheet or audited financial statements (year 2018)
  - Copy of IRS tax-exempt determination letter
  - Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support
  - Collaborative Partner Materials (if relevant)