



THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Mayor's Office on Latino Affairs

FY 2024 Latino Community Engagement Grant
REQUEST FOR APPLICATIONS (RFA)

**Release Date of
RFA**

Monday, March 25th, 2024

**Submission
Deadline**

**Friday, April 12th, 2024, at 5:00PM
(ET)**

MOLA will only receive, or answer questions related to this grant competition if submitted in writing via e-mail to grants.ola@dc.gov.

Due to the volume of inquiries and other administrative tasks, questions submitted after Wednesday, April 10th, 2024, at 5:00 pm EST may not receive a response.

**Submission
Details &
Technical
Support**

Please submit your complete application
via e-mail to grants.ola@dc.gov

For technical support, please contact
your email administrator.

Point of Contact

Ricardo Espitia | Lucy Hernandez
Grant Management Specialist | Grants
Monitor
Phone: (202) 714-4769 | (202) 600-1807
Email: grants.ola@dc.gov



Muriel Bowser
Mayor

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Eduardo Perdomo
Director

**Availability of
RFA:**

Download the RFA on MOLA's website (communityaffairs.dc.gov), MOLA's website (MOLA.dc.gov), and on the [District's Grant Clearinghouse](#) website.



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SECTION I – BACKGROUND

I. Introduction

The D.C. Mayor’s Office on Latino Affairs (MOLA) is soliciting grant applications for its Fiscal Year (FY) 2024 Latino Community Engagement Grant from qualified Community-Based Organizations (CBOs) providing direct services to the District’s Latino communities.

MOLA’s mission is to improve the quality of life of the District's Latino residents by addressing a broad range of social and economic needs through strategic management of public and private partnerships, expertise on policy, community relations, civic engagement, and community-based grants. MOLA also works to engage and disseminate information to Latino residents in all eight wards to increase their knowledge of and access to vital programs and services available to them. MOLA has served the Latino community in the District of Columbia since 1976. MOLA also supports DC Government Agencies under the Language Access Act to ensure that culturally and linguistically services are delivered to Spanish-speaking residents of the District. MOLA provides development, training, and support to community service agencies to increase their capacity to better serve the Latino population in the District of Columbia.

II. Funding Areas

Funding priority areas identified for FY 2024 are aligned with the following Mayor Muriel Bowser’s administration budget priorities: Jobs & Economic Development, Public Safety, Youth Engagement, and Arts & Creative Economy. Funds are available for the following:

1. Launching a Workforce Development Community Ambassadors Program to deploy trusted messengers who will provide accurate information about government and nonprofit resources available to DC Latinos;
2. Assist in the execution of community cultural events to promote the Latino Diasporas in DC. Events include: Mi Pequeño El Salvador Festival; Afro-Latino Fest; Mayor Bowser’s Summer Soccer League; DC Latino Restaurant Week
3. Encouraging economic growth by aiding Latino small businesses with a particular emphasis on bolstering DC's Latino Legacy Businesses.

III. Target Population

The target population for this grant is Latino immigrants of all ages and families of mixed



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immigration status with at least one family member in the District of Columbia.

IV. Eligible Organization

Applicants shall meet the following minimum requirements to be considered for the FY 2024 Latino Community Engagement Grant:

1. The organization is a Community Based Organization (CBO) with a Federal 501(c)(3) tax-exempt status and is a Licensed business with the Department of Licensing and Consumer Protection (DLCP);
2. The organization's principal place of business must be located in the District of Columbia; if a national or regional organization, it must have a location in the District through which it provides services;
3. The organization must provide services to DC residents or collaborate with an organization that provides services to DC residents through the organizational efforts of the applicant;
4. All services and programming funded by the grant must be provided in the District of Columbia; and
5. The organization must be registered in good standing with the DC Department of Licensing and Consumer Protection (DLCP) and have Certificate of Clean Hands from the Office of Tax and Revenue (OTR). Applicants must maintain their good standing status and Certificate of Clean Hands with the aforementioned entities throughout the pre-award process and the grant's period performance;
6. Applicants shall provide an affidavit regarding any debarments, suspensions, or default with the Office of Contract and Procurement;
7. *(This requirement applies only to current MOLA grantees)* Current grantees must be current on MOLA reporting obligations for the FY24 grant cycle, must be in good standing with the District's legal requirements, including those imposed by grant contracts, and



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progress reports must reflect substantial progress towards the goals of their grant agreement.

Preference will be given to applicants who demonstrate strong evidence of responding to one of Mayor Muriel Bowser's policy priorities.

Individuals and for-profit entities are not eligible to receive grants. No grant funds expended by the eligible applicants may be used to subsidize or defray the operating cost of for-profit businesses. However, eligible applicants may partner with for-profit business entities, schools, or other non-profit organizations on the development of the projects.

V. Budget

A grant budget includes all the costs associated with carrying out the grant project or program. To determine how much you will spend, you must know what activities and services you will provide, when they will be provided and by whom. The organization must submit the budget to run the entire program in the supporting document section. In addition, the organization will submit the budget requested via email.

Please note that the budget requested should be a percentage or portion of the entire budget of the program. We will finance only a portion of the program.

VI. Allowable Funding Uses

Grant Funds may be used to support the following project costs:

- Personnel Cost directly related to the implementation of the project.
- Travel and Transportation
- Supplies
- Consultants or Contractors working on the implementation of the project.
- Small Equipment (Not to exceed \$300)
- Communications
- Marketing and Promotions
- Printing/copies
- Training
- Indirect Costs

VII. Not Allowable Funding Uses



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Grant Funds cannot be used to pay for the following items:

- Acquisition/Purchase of real property
- Rental or Lease Payments
- Acquisition/Purchase of vehicles
- Federal and District Taxes
- Any costs to satisfy liens and related penalties.
- Government impositions
- Food and Beverage
- Organizational Capacity Building
- Debt Service
- Lobbying
- To subsidize or defray the operating costs of for-profit businesses.

VIII. Awards Amounts and Duration

Award sizes will vary, and eligible organizations can be funded up to **\$150,000**. The grant will be awarded for FY 2024 starting on April 29th, 2024, and ending on September 30, 2024.

Programs must be run and evaluated during this period. In its sole discretion, the grantor may use several methods to monitor the grant, including quarterly reports, site visits, review of performance planning, engagement efforts, and data collection. At any point, the grant is subject to a performance or financial audit.

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.

IX. Award Notification

Award letters are expected to be released in late April 2024 via email. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents including the total budget along with the amount of grant funding for the program; and payment terms.

X. Submission Guidelines



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The **ONLY** method to apply is via email to grants.ola@dc.gov. **Applications are due no later than Friday, April 12, 2024, at 5:00 PM.** All applications will be recorded upon receipt. Applications received after **Friday, April 12, 2024, at 5:00 PM** will be disqualified and will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application, unless requested by the funding agency will not be accepted after the deadline of **Friday, April 12, 2024, at 5:00 PM.** Applications with incomplete, illegible, or corrupted files or digital material will not be considered.

All applications must be submitted via email to grants.ola@dc.gov. All attachment documents must be submitted in Adobe Acrobat PDF format. Any other form will deem the submission incomplete.

The grantor is responsible for malfunctions of the email platform. Applications that encounter technical systems errors must contact their technical support desk.

XI. Contact Person:

Mayor's Office on Latino Affairs (MOLA)
Ricardo Espitia | Lucy Hernandez
Grant Management Specialist | Grants Monitor
Direct: (202) 714-4769 | (202) 600-1807
Email: grants.ola@dc.gov

XII. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.
- MOLA reserves the right to accept or deny any or all applications if MOLA determines it is in the best interest of MOLA to do so. MOLA shall notify the applicant if it rejects that applicant's proposal. MOLA reserves the right to suspend or terminate an outstanding RFA.
- MOLA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.
- MOLA 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.
- MOLA may conduct pre-award on-site visits to verify information submitted in the



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application and to determine if the applicant's facilities are appropriate for the services proposed.

- MOLA may enter negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOLA 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 and, 31 CFR Part 35, 1 DCMR §§ 5000-05; 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 federal law and/or 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.



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SECTION II – PROPOSAL FORMAT

The application is limited to 10 double-spaced, single-sided pages without attachments, and font-type Times New Roman, size 12. The proposal should be submitted within the following formatting specifications and settings:

I. 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;

II. 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:



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- a. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? 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?
 - i. What are the practices your organization proposes to implement to address the need? How will they create the desired impact?
 - ii. 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 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 role 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?
12. Please provide two additional points of Contact.

III. Budget (Attachment A)

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



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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.

IV. Staffing Plan (Attachment B)

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.

V. Work Plan (Attachment C)

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

VI. Performance Plan (Attachment D)

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.



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Using Attachment D, 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 the 2nd quarter and 4th quarter respectively.

VII. 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 2023 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



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SECTION III – SCORING OF APPLICATIONS

I. Scoring Criteria

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for EOM to determine the merit of the project proposal.

Criterion A: Soundness of the Proposal

20 points

- The program demonstrates that members of the community would benefit from the outcomes of the grant.
- The description of the program implementation, including the work plan, staffing plan, and performance work plan is realistic based on the proposed time requirements.
- The program addresses the Mayor's Priorities, and it will impact district residents.

Criterion B: Program Goals and Outcomes

15 points

- Program goals and supporting objectives and activities are clearly defined, measurable, and time-specific.
- Applicant demonstrates clearly what are the outcomes of the programs.
- Applicant demonstrates that the program uses best practices and/or is based on national standards to manage information.

Criterion C: Program Evaluation

5 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 Latino community. Information on prior program accomplishments, evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District's Latino community.
- 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



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administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions.

- The organization possesses a Board member structure.

Criterion E: Sound Fiscal Management and Budget

25 points

- Applicant demonstrates sound fiscal management (i.e., File their taxes, current business license, certificate of clean hands, certificate of good standing), the submission of the Lead Agency’s annual audits (2 years, if available), and/or financial statements, and/or cash flow documents (2022 and year-to-date).
- Applicant’s budget with budget justification is reasonable and realistic to achieve stated goals and objectives.
- If the applicant previously received a District grant/or contract, it managed the funds transparently and responsibly for the grant’s intended purposes. (i.e., refer to the Affidavit from the Office of Contract and Procurement, Assurance and Certifications affidavit)

Criterion F: Community Outreach

10 points

- Applicant demonstrates sound community outreach plan to connect with Latino and other DC communities (residents and businesses) to promote programs and/or services to new potential clients and constituents, as well as raise awareness of DC’s Latino issues. Opportunities include tabling at various District of Columbia government events and other District government-sponsored activities. If the applicant previously received District funds, it participated in such events and promptly responded to requests for assistance to constituents within the applicant’s range of expertise.

II. Miscellaneous

- Those people scoring the proposals will confirm that they have no conflicts of interest.
- Neither the Mayor nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers’ comments and the scores themselves are deliberative and privileged and will not be released. However, winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law) under the District’s Freedom of Information Act.
- District officials may decline to debrief unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.



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III. Application Review & Awards

The application review for the Engagement Grant will occur in (3) phases.

1. Phase 1: Prequalification Period.

During the prequalification period, applicants must successfully submit all the required information and documents listed in Section XI. Each application will receive an initial screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the application review panel phase.

An application will not be qualified for the review panel if:

- a) The application is received after the Submission Deadline;
- b) The application package is incomplete;
- c) The application fails to address the priorities;
- d) The application or Project does not fall within the scope of this RFA.

2. Phase 2: Application Review Panel.

Applications that are qualified in Phase 1 will be evaluated by an independent panel. MOAA 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, or grants administration and non-profit management. The panel members will review and score applicant proposals and submit recommendations for awards using the scoring criteria defined in Section V.

3. Phase 3: Award.

Final decisions will be made based on the panel recommendations, the scores, and such other factors and considerations as the District deems relevant at the time of award, which may include: updated consideration of how well the applicant has performed on prior grants; grant administrators with prior experience with applicants; and the input and expert opinion of relevant agency Directors.



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SECTION IV – ADMINISTRATIVE REQUIREMENTS & APPLICATION CHECKLIST

I. Certifications and Assurances

The agency shall complete, sign, and return the Certifications and Assurances listed with the application submission (Certifications and Assurances need to be provided in a PDF format).

II. Insurance

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

III. Grant Agreement.

Selected awardees must sign an agreement setting forth the terms and obligations that will serve as conditions for the selected awardee's receipt of the application grant funds. To remain eligible for this grant, all supplemental documentation must be submitted to the grantor within five (5) days of the Award Letter. An applicant that cannot provide these materials **WITHIN 5 BUSINESS DAYS** may be deemed ineligible to receive grant funds and the offer may be withdrawn. Upon full execution of the grant agreement and any associated documents, grant disbursement will begin.

IV. 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.

V. Taxability of Grant Funds

Receipt of grant funds may be considered taxable income to the grant recipient. Grant recipients should consult their tax advisor regarding tax income and tax liabilities concerns.



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VI. Nondiscrimination in the Delivery of Services

Under the federal Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), and/or the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq.*), as amended, no person shall on the grounds of race, color, religion, national origin, political affiliation sex, sexual orientation, gender identity or expression, or, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor’s Office on Latino Affairs community engagement grant funds.

The grantee shall comply with all 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, 42 U.S.C. §§ 12101 *et seq.*](#)
- [Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794](#)
- [The Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*](#)
- [The Hatch Act, 5 U.S.C §§ 1501 *et seq.*](#)
- [The Occupational Safety and Health Act of 1970, 29 U.S.C. §§ 651 *et seq.*](#)
- [Lobbying Disclosure Act, 2 U.S.C. §§ 1601 *et seq.*](#)
- [Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101 *et seq.*](#)
- [District of Columbia Human Rights Act 1977, D.C. Official Code §§ 2-1401 *et seq.*](#)
- [DC Language Access Act of 2004, D.C. Official Code §§ 2-1931 *et seq.*](#)
- [The Grant Administration Act of 2013 as amended, D.C. Official Code §§ 1-328.11-.17.](#)
- [Mayor Order 2023-313 Sexual Harassment Policy.](#)

If the grant is reimbursable to the District from the federal government through Federal Recovery Act, the applicant must keep a list of all jobs created through the grant funds and report on such employment gains to the Department of Employment Services pursuant to [D.C. Official Code § 2-219.51](#).

VII. Application Checklist

Applicants are required to follow the content requirements and submission instructions below. Please submit your proposal in the sequence listed here with all the supporting documents.

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



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Director

Agency/Organization Profile

Proposal Narrative- Make sure that your application covers the following:

- Pre-Application Questions
- Application Questions
- Budget Requested & Staffing Plan
- Work Plan
- Performance Plan

Supporting Documents:

- Copy of current IRS tax-exempt Determination Letter (*REQUIRED for applicants that have a 501 status*)
- DC Basic Business License from DLCP [*Note: License period must be current at the time of application.*]
- IRS Form 990 for 2022, and 2023. *The full-length **990 form** is required for nonprofits who gross \$200,000 or more in total receipts, or total assets of \$500,000 or more. You file the **990-EZ** if your organization received less than the amounts requiring the full 990 form (mentioned above), but more than \$50,000 in total gross receipts. You file the **990-N**, the e-Postcard if you received less than or equal to \$50,000 in total gross annual receipts. The **990-PF form** is strictly for private foundations.*
- Most Recent Financial Statements. *Include the income statement, the consolidated balance sheet, and the statement of cash flows. This is for the whole organization, not the project.*
- Current Budget. *(This is the budget for the entire program. Please note that this budget is different from the budget you are requesting).*
- OTR- Clean Hands Certificate (*Office of Tax and Revenue*)
- DLCP- Certificate of Good Standing (*Department of Licensing and Consumer Protection*).
- OCP- Debarment Affidavit (*Office of Contract and Procurement*). *Please download the form, complete it, and sign it.*
- Signed Assurance (*sign and upload attached document*)
- Signed Certifications (*sign and upload attached document*)
- Signed Mayor Order 2023-313 Sexual Harassment Policy. (*Sign and upload the attached document*)
- Organizational Chart
- Current list of board members (*For each member include names, addresses, affiliations, and contact information*).



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- Project Staff Job Descriptions. *(Please describe only the positions of the staff working on the project).*
- Project Staff Resumes. *(All staff paid with this Grant must submit their resume).*
- Summary of accomplishment under prior grants.
- Memorandum of Agreement/Understanding if applicable. *DO NOT SEND general letters of support.*
- Program-related materials, *if applicable.*
- Collaborative Partner Materials, *if applicable.*
- List of DC Government funding received in FY2023 and expected in FY2024. Include the name of the DC Government agency.
- NICRA- *If the organization has the Negotiated Indirect Cost Rate Agreement with the Federal Government, please submit it to claim the 15% Indirect Cost.*
- 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.*
- Insurance Certificates (Post Award).



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OFFICE ON **LATINO AFFAIRS**



SECTION V: ATTACHMENTS

I. Attachment– Applicant Profile

FY2024 Latino Community Engagement Grant Program Applicant Profile

Organization’s name:

Address:

Website:

Contact information:

Authorizing Officer	Project Director	Financial Officer
Name and Title:	Name and Title:	Name and Title:
Telephone:	Telephone:	Telephone:
Email:	Email:	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 Latino Affairs

Signature of Authorized Official

Date



Muriel Bowser
Mayor

THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



Eduardo Perdomo
Director

II. Attachment A – Budget Summary

2024 Latino Community Engagement Grant Program

Personnel	Salary/Hourly Rate		% of Time	Total
Personnel Total:				
Non Personnel	Unit Costs		# of Units	Total
Supplies				
Equipment				
Communication				
Printing/Copying				
Operating Expenses				
Non Personnel Total:				
Program Total:				



Muriel Bowser
Mayor

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EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



Eduardo Perdomo
Director

Attachment A – Budget Description Narrative

2024 Latino Community Engagement Grant Program

Personnel	
Supplies	
Equipment	
Communication	
Printing / Copying	
Indirect Costs	

