District of Columbia
Department of Aging and Community Living

REQUEST FOR APPLICATIONS

Debit Card Transportation Service (Connector Card)

The DC Department of Aging and Community Living Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.

RFA Release Date: July 8, 2022

Application Submission Deadline
August 8, 2022 4:00 pm, EST

LATE APPLICATIONS WILL <u>NOT</u> BE ACCEPTED

District of Columbia
Department of Aging and Community Living

Announces

A PRE-SOLICITATION CONFERENCE

July 18, 2022
1:00 p.m.
500 K Street, NE, WDC 20003

All proposals shall be submitted via ZOOM Grants utilizing the following link:

https://www.zoomgrants.com/zgf/FY2023DebitCardTransportationServiceConnectorCard

For questions, please contact:

Name: Rinaldo Washington
Title: Program Manager
Email: Rinaldo.Washington@dc.gov

DACL
DEPARTMENT OF AGING AND COMMUNITY LIVING
LIVE BOLDLY

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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SECTION I GENERAL INFORMATION

Introduction

The DC Department of Aging and Community Living is seeking applications from agencies interested in providing Debit Cards for Transportation (Connector Cards) to older adults 60 and older in Washington District of Columbia. This request for proposal (RFP) is open to all non-profit, for-profit, faith based, private and public licensed agencies that demonstrate experience serving older adults, demonstrate that they have experienced and qualified staff and are able to provide services to all wards across the city.

The debit card transportation service (Connector Card) is a discount fare program provided to lower-income District residents. The service provides an opportunity for seniors to utilize ground transportation such as Metro, taxicab, Uber, etc. via a pre-loaded debit card. The successful applicant will be expected to provide outreach activities to inform and engage residents across all wards of the District.

DACL intends to fund the program in the amount of $1,500,000. The successful applicant(s) may subcontract or subgrant service provision for specific areas. The initial award will be for the period October 1, 2022 - September 30, 2023. Future funding will be contingent upon performance and funding availability. Funds for this program are made available through District Government local funds and Older Americans Act Title III B funds.

DACL's Mission, Vision, and Values

The District of Columbia Department of Aging and Community Living (DACL) is the Single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the wellbeing of seniors ages 60 years and older.

The mission of the District of Columbia Department of Aging and Community Living is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources.

The successful applicant will partner with DACL on providing information, data, and reports on the service provided and the effect of the service on the participants. Based on the information, data, and reports, the successful applicant is expected to adapt the program as needed in order to achieve equity, consistency, and quality for District residents.

DACL's Commitment to Funding Culturally Responsive Services

DACL, in accordance with the Mandate of Mayor Bowser and the DC Council seeks to fund services which reflect our commitment to culturally responsive services which create positive and equitable outcomes for all service recipients. Applicants to this proposal should demonstrate their ability to provide routine services which are person centered, strengths based and that are culturally:

- *Competent* – as demonstrated by a set of behaviors, attitudes and policies that allow cross agency/system work in cross-cultural situations, that honor and respect a divergent set of cultural beliefs and lifestyles and that demonstrate an awareness of one's own cultural values while demonstrating the ability to work with members of other cultural groups.
- *Responsive* – to the cultural and linguistic needs of diverse groups/individuals. Applicants must demonstrate the ability to effectively serve and engage individuals of diverse backgrounds. Applicants must also demonstrate their ability to recruit and retain a workforce that reflects the diversity of the population served.
- *Accessible* – applicants should demonstrate how they will overcome barriers to service provision and support clients in accessing both traditional and non-traditional programs and services.

SECTION II PROPOSAL FORMAT

Program Requirements

The Debit Card for Transportation Service (Connector Card) RFA seeks applicants to assist older adults with ground transportation services. The successful applicant(s) will implement transportation services that feature creative approaches to service delivery, are senior friendly, culturally sensitive, accessible, efficient, safe, reliable, and affordable with excellent customer service.

The successful applicant will be responsible for providing clients of the program with a preloaded debit card that can only be used for ground transportation services. Applicants are expected to partner with a vendor to produce the debit cards to be distributed to DC seniors in a timely and efficient manner. Services must be provided in a culturally relevant manner across all wards in the District.

Client Eligibility

1. Individuals 60 years of age and older residing in the District of Columbia
2. Client contribution amounts to sign up for Connector Card are based on a sliding scale:

Client Income and Subsidy Amounts				
Minimum Client Income	**Maximum Client Income**	**Client Contribution Amount**	**Grantee Contribution Amount**	**Connector Card Total Amount**
$0	**$13,590**	**$0**	**$100**	**$100**
$13,591	**$15,411**	**$24**	**$76**	**$100**
$15,412	**17,232**	**$32**	**$68**	**$100**
$17,233	**$19,053**	**$40**	**$60**	**$100**
$19,054	**$20,874**	**$48**	**$52**	**$100**
$20,875	**$22,695**	**$52**	**$48**	**$100**
$22,696	**$24,516**	**$56**	**$44**	**$100**
$24,517	**$26,337**	**$60**	**$40**	**$100**
$26,338	**$28,158**	**$64**	**$36**	**$100**
$28,159	**No Max**	**$70**	**$70**	**$100**

Clients must be residents of the District of Columbia. The successful applicant will also devise outreach programs to serve underserved, low-income, and isolated seniors.

Service Components

The objective of Connector Card Debit Transportation is to provide transportation choices for seniors to decrease isolation, dependence, and keep them connected to their communities.

Connector Card transportation services shall be secured through the purchase or subsidy from other transportations service providers at a substantially lower rate than the public bus and taxicab companies. Applicants are strongly encouraged to develop creative service partnerships and approaches to service provision that include the use of noncash payments and technology such as apps. Special concern and emphasis should be given to residents with limited or no access to the internet or smart technology. Customer feedback and involvement in the design is strongly encouraged to ensure rider satisfaction and to understand particular issues and concerns related to the current quality of service.

Rider Information

Currently, a debit card with a maximum of two $50 loads or one $100 load per month is distributed to seniors upon their request. The debit card can be used for any form of ground transportation. Rates are based on income, and a sliding fee scale is used based on the Health and Human Services Poverty Guidelines (see Attachment E). Customer contributions may range from $0.00 up to $35.00 for a $50.00 load.

The current unduplicated customer count is 1,648.

Staffing and Key Personnel

There should be a sufficient number of qualified staff to effectively perform the proposed activities. The applicant must obtain advanced approval in writing from DACL for staff hired in key positions or any changes in staffing patterns that may negatively impact the grant throughout the performance period in accordance with established DACL requirements.

- *Key staff for this program must include, but are not limited to, the positions listed:*
  - Program Coordinator
  - Data Entry Clerk
- *Additional staff may include but are not limited to:*
  - *Administrative Staff*
  - *Outreach Staff*
  - *Contract Services*

In the proposal, the applicant should identify the primary contact for DACL and who will have overall accountability for service delivery.

Performance Goal and Outcome Measures and Client Data Program Reporting Requirements

The Government of the District of Columbia has adopted performance-based budgeting for all programs and services. The successful applicant providing these services must use performance goals and outcome measures identified by DACL at the initiation of this grant. Successful applicants will collect baseline data in FY 2023 to develop FY 2024 performance measure milestones. Instructions for completing performance measures documents are in Attachment B.

The successful applicant(s) must be able to report client level demographic data and service data. The successful applicant(s) will be required to provide monthly narrative and financial reports in a prescribed format to DACL. At a minimum, the grantee will be required to report the following in the DACL Client Services and Tracking System (CSTARS): the number of seniors enrolled, number of times cards are used monthly for trips, number of subsidized and unsubsidized clients. A final report is required at the end of the grant period showing overall participation/enrollment data, survey or testing data analysis, progress towards goal achievement and participant feedback on their experience and satisfaction with the program.

Source of Grant Funding and Payment Processes

The grant award consists of Older Americans Act Title III B funds allocated to the District of Columbia and District appropriated funds. Funds are made available through a cost-reimbursement method using standard Monthly (M-1) financial invoices submitted through the District E-Invoicing Portal. Costs to this grant must be reasonable, allocable, and allowable under the DACL Grant Policy Manual and OMB Cost Principles.

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2023 grant program for the targeted population. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for other activities other than approved program activities.

The use of funds is governed by applicable administrative and costs requirements governing allocable, allowable, and reasonable costs in OMB Circular 200 and the DACL Grant Policy Manual.

Operational Reserves, Program Income, and Contributions

The grant is a cost-reimbursable grant. The contributions made by participants in the program are to be listed as part of the grantee share. Applicants are encouraged to have at least three (3) months of operations cash on hand to carry out the initial program activities or access to a line of credit equivalent to at least three (3) months of the awarded funds. Based on the availability of funds, an advance up to one-quarter of the projected grant budget may be requested.

Program income must be re-invested in the program to support and/or expand the services to customers. Applicants shall identify all sources of additional funds used in support of the program. Any refunds of costs that have already been reimbursed by DACL must be reported to DACL.

No registration, membership, or annual fee may be required of program participants. However, participants may be required to pay for a portion of the costs of the program for cost-sharing components. All contributions must be used to offset the cost of the program.

Cost Sharing

If cost-sharing is implemented in a service component, it must be included in the application and approved by DACL before it is implemented. Organizations shall not require cost sharing by a low-income older individual if the income of such an individual is at or below the federal poverty line. An applicant may exclude low-income individuals whose incomes are above the federal poverty line from cost-sharing. A sliding scale, based solely on individual income and the cost of delivering services, must be established for cost-sharing. The grantee organization will:

1. protect the privacy and confidentiality of client's information;
2. establish appropriate procedures to safeguard and account for cost-share payments;
3. use each collected cost-share payment to expand the service for which such payment was given;
4. not consider assets, savings, or other property owned by a client in determining whether cost-sharing is permitted

5. determine the eligibility of customer's cost-share solely by a confidential declaration of income and with no requirement for verification.

Voluntary Contributions
Voluntary contributions are allowed and must be solicited within established DACL guidelines. There shall be no means testing for any services for which voluntary contributions are accepted, and services should not be denied solely because a participant does not voluntarily contribute to the cost of the service.

Audits

DACL requires all grantees (except District agencies and the University of the District of Columbia) to undergo an annual audit. The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, and the Office of Management and Budget (OMB) Circular No. A-133 [if the grantee receives $750,000 or more in federal funds].

Any firm or person conducting audits in the District is required by District of Columbia law to be licensed to practice in the District of Columbia as certified by the Department of Consumer and Regulatory Affairs Board of Accountancy. Grantees are required to schedule and pay for the use of independent auditors. Program-related A-133 audits may be scheduled and budgeted in the grant.

Certified Business Enterprise (CBE) Requirement

DACL strongly supports and encourages the use of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise (CBE) program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts t0 use CBE certified businesses pursuant to the Act in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. The grantee is encouraged to utilize the resources of the Department of Small and Local Business Development, including the Business Center, found on DSLBD's website (http://dslbd.dc.gov).

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain program records for at least three years and financial records for at least five years after the grant ends. Records must be available at the organization's headquarters and available for inspection reflecting the participant's enrollments/memberships and documented services provided. The applicant shall maintain the confidentiality of client records, and to the extent possible, the client must validate all services delivered.

Monitoring

DACL shall monitor and evaluate the performance of the applicant according to the program scope, DACL grants standards, related federal and local regulations, and policy requirements.

Relevant, timely and reliable data is necessary to ensure compliance, inform trends, evaluate program results and performance and drive program improvements and policy decisions. DACL reserves the right to request/collect key data metrics including client level demographic, performance and service data and set expectations for key performance measures. The successful applicant will be expected to collect and report data in a format to be agreed upon at the beginning of the grant award, notwithstanding DACL reserves the right to amend the data requested at any time with reasonable notice during the award period.

Insurance Requirements

Successful applicant(s) must provide the following insurance coverages after the grant is awarded:

1. Commercial General Liability Insurance. The Grantee shall provide evidence satisfactory to DACL, with respect to the services performed, that it carries $1,000,000 per occurrence limits; $2,000,000 aggregate; Bodily Injury and Property Damage, including, but not limited to, premises-operations, broad form property damage, Products and Completed Operations, Personal and Advertising injury, contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.

2. Automobile Liability Insurance. The Grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles when used in conjunction with the performance of this grant. The policy shall provide a $1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Grantee shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

4. Employer's Liability Insurance. The Grantee shall provide liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 policy limit for disease.

5. Umbrella Liability Insurance. The Grantee shall provide umbrella liability (in excess over employer's liability, general liability, and automobile liability) insurance as follows: $2,000,000 per occurrence, including the District of Columbia as an additional insured.

6. Professional Liability Insurance (Errors and Omissions). The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission committed in the performance of professional services under this NGA. The policy shall provide limits of $1,000,000 per occurrence for each wrongful act and $2,000,000 annual aggregate. Grantee shall maintain this insurance for five (5) years following the District's final acceptance of the work performed under the NGA.

7. Crime Insurance (Third Party Indemnity). The Grantee shall provide a Third Party Crime policy to cover the dishonest acts of Grantee's employees which result in a loss to the

Government of the District of Columbia. The policy shall provide a limit of $50,000 per occurrence. This coverage shall be endorsed to name the District of Columbia as joint-loss payee, as its interests may appear.

8. Cyber Liability Insurance. The Grantee shall provide evidence satisfactory to the Grant Monitor, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Grantee in the NGA and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, and trade dress; invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs, as well as regulatory fines and penalties and credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

9. Sexual/Physical Abuse & Molestation. The Grantee shall provide evidence satisfactory to DACL, with respect to the services performed, that it carries $1,000,000 per occurrence limit, $2,000,000 aggregate. The policy coverage shall include the District of Columbia as an additional insured. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.

10. Employment Practices Liability. The Grantee shall provide evidence satisfactory to DACL, with respect to the services performed, to cover the defense of employment related claims which the District of Columbia would be named as a co-defendant in claims arising from: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts. The policy shall provide limits of $1,000,000 for each wrongful act and $2,000,000 annual aggregate.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. Applicants should include sufficient information to demonstrate their understanding of the population to be served. Applicants should also outline their philosophical approach to service provision and how each service will be provided. It is essential that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each application must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area, and the amount of grant funds requested.

- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 20 pages. The program narrative should address the listed criteria. Specific technical scoring criteria are in Section V and should be reviewed carefully in preparing the narratives.

Description of the social and demographic characteristics and needs of the target population of seniors, specifically older individual with the greatest social and economic need:

- Background and experience of the entity applying for the grant in working with the target population particularly as it relates to transportation services.
- Description of Services
  - Outreach to include activities to be conducted to ensure participation of eligible participants in the program
  - Provision of information and connection to referrals
  - Client eligibility determination
  - Access/Referral process
  - Collaboration with community agencies

- Project Work Plan which must include:
  - Program goals and measurable objectives that identify the number of clients to be served for the year
  - Key milestones, projected timeline (by month), and associated activities;
  - measurable objectives that incorporate coordination as needed with interested organizations for planning, purchasing, training, maintenance and /or trip coordination; sound program practices and target outcomes, which relate to applicant responsibilities and risk management, customer service responsibilities, use of transportation- related technology and software and innovative strategies to improve the service;
  - plan for coordination and developing program agreements, staff assignments and compliance monitoring of consulting contractors and existing and new program providers.
  - Schedule and structure for community awareness and outreach
  - Performance Outcome measures that will show tangible evidence of program effectiveness participants served, participant progress expected in accordance with the goals, and timelines established.

- Organizational Capability and Relevant Experience **including, but not limited to:**
    - Successful and related programmatic experiences, including any prior evaluations, survey results, or other objective measures with associated programs.
    - Ability to timely and accurately meet program reporting requirements such as writing and financial reports.
    - Professional and business licenses required by the District of Columbia Departments of Health and Consumer and Regulatory Affairs.

- **Program Budget** should clearly demonstrate how funding will support the project for 12 months. Budget allocations should clearly align with the goals and objectives to be achieved by the program.

  Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget narrative is in Attachment C and is not counted in the page limit.

- **Certifications and Assurances** are not counted in page total. Certifications and Assurances are in Attachments A and B. Applicant must include complete and sign the documents in the application submission.

- **Appendices** are not counted in the page total. The following items must be included as appendices:

  - Audited financial statement for the year ending September 30, 2021 or the applicant's most recent completed fiscal year.

  - Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;

  - Current Certificate of Good Standing from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;

  - Name, address, telephone number, positions held by the applicant's current Board of Directors as of the date of the grant application;

  - Organizational chart showing the structure of the proposed program;

  - Employee resume and job descriptions for key staff, consultants, and other staff; and

  - Planned job descriptions for the program.

The total number of pages for the program narrative **may not exceed 20 double-spaced pages** on 8½ by 11-inch paper. **The entire document must be double-spaced including bullet items.**
Margins must be no less than 1 inch, and the font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages must be numbered. Applications that do not conform to all these requirements will not be considered.

SECTION V EVALUATION AND SELECTION PROCEDURES

Evaluation Process

Each proposal will be evaluated on the strength of the proposal and the responsiveness to the selection criteria. Successful applicants must be ready to proceed with the proposed program within a reasonable time. Failure to submit a complete proposal and/or to respond to all requirements may cause the proposal to be deemed unresponsive and it will be rejected. All services must be available across all wards of the city and provided in a linguistically and culturally appropriate way.

Review Panel

A qualified review panel will conduct a technical review of all applications. The panel will include experts in the field of transit, human services, senior advocates, private providers, disabilities, and low-income issues. The review panel will read and score each applicant's proposal and make recommendations to the Executive Director for funding based on the strength of the proposals. The Executive Director of the Department of Aging shall make the final funding determinations.

Review Panel Process

External Review
An external panel will participate in a training session prior to commencing review. The panel will evaluate the applications and make funding recommendations to the Executive Director. The review panel recommendation for funding is based on the competitive selection criteria listed.

Internal Review
After initial review and scoring of the applications by the external panel, agency staff will conduct an internal review to determine the programmatic and fiscal soundness of the application. Staff will certify that the information presented meets the mission, goals, and policy requirements of the agency. DACL may have questions for the applicants. Applicants will be provided with questions in writing and will have the opportunity to respond in writing. If needed, applicants' written responses will factor into the final funding recommendations presented to the executive director for determination.

Selection Criteria	Points
Strength of Proposed Program • Applicant demonstrates a clear understanding of the target population and their needs and challenges • Applicant clearly describes services to be provided, including collaboration with other entities • The proposed work plan incorporates a strong program service model, and activities result in the accomplishment of the project objectives. The applicant identified the number of individuals to be served, the service units to be provided, and measurable outcomes specifying the evaluation methodology to be used in the service components. • Applicant has an effective approach to outreach, identifying and maintaining clients	25
Program performance, outcomes, and quality • Applicant demonstrates strong past performance in achieving desired outcomes, goals and performance metrics and/or other notable accomplishments in providing services to target population • Applicant has the relevant staff, systems and processes to collect participant and performance data and evaluate and manage performance • The applicant demonstrated the ability to provide the required services in the designated service component. The goals, objectives, and outcomes of the program are clearly defined, measurable and time specific. Applicants address new and innovative features, enhancements or program expansions and addresses rider feedback, and plans to address complaints	25
Organizational Capacity • The applicant demonstrated the ability, knowledge, and experience to manage transportation services on a large scale relevant to the services provided and the target population. • Applicant has qualified staff responsible for program oversight, management, and fiscal oversight • Applicant has systems and processes to support reporting and monitoring of the grant • Applicant has experience working with the target population and has relevant infrastructure and/or partnerships to support service provision, if no prior experience the applicant has clearly articulated the ways in which it will develop and maintain the structure to do so • Applicant's organization reflects the diversity of the community served • The applicant demonstrated management capacity, staff, and technology to timely and accurately meet program-reporting requirements such as completion of required enrollment data, language appropriate materials, invoices, and CSTARS required data and reports.	25

Budget justification, reasonable cost and leverage of funds • Proposed budget supports the scope of work and work plan • Applicant demonstrates reasonable implementation costs relative to financial and human resources • Applicant is able to demonstrate that they are fiscally sound as demonstrated by history and financial statements/audits from current fiscal year • The applicant provides an accurate, clear and complete budget, including a detailed budget narrative that is reasonable, allocable and clearly aligns with project service objectives to be achieved. • Applicant provides justification for the level of funding requested Applicant leverages other funds to support total program administrative costs (e.g., foundations, corporate, individual donations, other federal)	25
Total Maximum Score for Selection Criteria	**100 points**

Decision on Awards

The final decision on funding will be made by the Director of the Department of Aging and Community Living.

Electronic posting of the application will be on the DACL website, www.dacl.dc.gov and the Office of Partnerships and Grants Development website, www.opgd.dc.gov.

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

Applications Submitted by ZOOM Grants

Applications must be submitted through the ZOOM grants system using the link below:

https://www.zoomgrants.com/zgf/FY2023DebitCardTransportationServiceConnectorCard

1. Once you are on the Connector Card Application Zoom Grants page link you will need to login to your existing ZOOM grants account or Create a New Account.
2. Once you are logged in to ZOOM Grants click on the "Upload your Application Here" tab.
3. Upload the requested application docs

Applications are due no later than *4:00 pm, EST, on August 8, 2022* - late applications will not be reviewed. All applications will be recorded upon receipt. Any additions or deletions to an application will not be accepted after the deadline.

LATE APPLICATIONS WILL NOT BE ACCEPTED

The Department of Aging and Community Living does not accept responsibility for delays in the delivery of the proposals.

CHECKLIST FOR THE FY 2023 DEBIT CARD TRANSPORTATION PROGRAM GRANT

- ☐ The application must be:
  - o Printed on 8 1/2 by 11-inch paper
  - o Double-spaced
  - o Single-sided
  - o Numbered pages
  - o Use 12-point type (Times New Roman or Arial preferred)
  - o Has a minimum of one-inch margins
  - o **Does not exceed 20 pages**. The abstract, appendices, certifications, and assurances and attachments are not included in the page limit.

- ☐ Application Must Include:
  - o FY 2023 Program Objectives;
  - o FY 2023 Mandatory Performance Goals and Outcome Measures;
  - o All Position Descriptions and Resumes listed in the budget narrative;
  - o Board of Directors listing complete with ethnicity and gender for each board member;
  - o Applicant Profile
  - o Abstract (not to exceed 1 page)
  - o Program Narrative
  - o Appendices, including:
    - i. Certification regarding current taxes from DC Tax and Revenue is included in appendices
    - ii. Current Certificate of Incorporation and Good Standing
    - iii. Current Certificate of Insurances
    - iv. Current Federal Negotiated Cost Rate Agreement, if applicable
    - v. Updated Inventory List (Current Grantees Only)
  - o A Budget Narrative (following the sample shown in Attachment C)
  - o Certifications and Assurances listed in Attachments A and B signed by an authorized representative.
  - o Workplan
  - o Evaluation Tools

SECTION VII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Outcome Measures Form (includes samples)
Attachment C	Budget Summary Form and Narrative (includes sample narrative)
Attachment D	Certifications
Attachment E	Assurances
Attachment F	Connector Card Contribution Amounts

Attachment A

Applicant Profile
Department of Aging and Community Living
Fiscal Year 2023 Grant Program

Applicant Name: ____

Contact Person:____

Office Address:____

Mailing Address: ____

Phone/Fax: ____

Email: ____

Website URL: ____

D.U.N.S. Number: ____

Tax Identification Number: ____________________________________

Program Area(s):____

Program Description:

____

____

Total Program Cost $__________

DACL Grant Funds $__________

Applicant Funds $__________

____

Printed Name and Title of Authorized Official

____

Signature of Authorized Official
Date

Attachment B

INSTRUCTIONS FOR COMPLETING THE STANDARD

OUTCOME MEASURES FORMS

Each grantee providing the services listed on the previous pages must include the relevant **Standard Performance Goals and Outcome Measures Forms** in its grant application. Standard Performance Goals and Outcome Measures are required for **each service that appears on a separate service line in the grantee's Department of Aging and Community Living grant application budget.** The Performance Goals and Outcome Measures Forms are found on the following pages.

The grantee must complete the applicable forms by adding the:

- Name and title of the responsible person
- Department of Aging and Community Living funds (do **not** include the grantee match) the grantee has budgeted for the services that comprise the activity

<u>Definitions</u>

Target Results: The target results are what the Program is working to achieve during the fiscal year.

Actual Results: The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

Outputs and Demands: Outputs and demands are the statistics the grantee records to determine whether the target results have been met.

Responsible Person: The name and title of the person or people responsible for ensuring that the target results are met.

FY 2023 Budget: The amount of Department of Aging and Community Living funds budgeted for the services comprising this activity.

Submission of Outputs, Demands, and Actual Results Data to the Department of Aging and Community Living

The demands and outputs, which allow a grantee to calculate actual results, are based on the fiscal year 2023 data. Therefore, the demands, outputs, and actual results are recorded on the forms once the fiscal year has ended and client data has been collected and tabulated for the year. ***The completed forms must be sent to the Department of Aging and Community Living at the conclusion of the fiscal year. Grantees will be notified of the date that the forms are due. Additionally, there may also be monthly reporting requirements, but grantees will be notified at a later date.***

Putting Systems in Place to Track Results

The system for using relevant measurement tools, collecting and recording output and demand data, and tracking results, must be in place at the beginning of the fiscal year so that the data will be available to determine whether the target results were met for the year. Progress should be monitored periodically. Data and worksheets must be maintained and made available to Department of Aging and Community Living staff, upon request, for monitoring purposes.

Recording Outputs and Demands

Some outputs and demands, specifically the number of clients receiving a particular service, are provided by CSTARS based on the client data entered by grantees. Other outputs and demands, based on the number of participants screened and reassessed, the results of screenings and reassessments, the length of time a client has received service, and the results of customer surveys and training evaluation forms must be tracked by the grantee.

The nutrition performance measures require screenings and follow-up screenings. Nutrition follow-up screenings on high-risk clients should occur at six-month intervals. All clients receiving reassessments within the fiscal year should be included in the calculations to determine what percentage of clients had improved nutrition or healthy lifestyle scores upon reassessment.

Service longevity spreadsheets required for most in-home and continuing care service performance measures must list the clients in the program and track their service use during the fiscal year. Clients who receive service throughout the fiscal year are counted as having remained in their home for the year. Clients, who stop service ***temporarily*** during the year for situations such as hospitalization, may still be counted as remaining in their homes.

Customer surveys, required by most community-based service performance measures, must be completed prior to the end of the fiscal year allowing enough time for responses to be received and tabulated and included in the calculations to determine the actual result.

Calculating Target Results

Example Nutrition Services: 5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score.

- **Demand**
  - 250 participants at high nutritional risk received follow-up screening (will be lower than the number assessed at high risk because some may have dropped out of the program or follow-up screening was not possible for a variety of reasons)
- **Output**
  - 50 participants who received follow-up screening had an improved nutritional risk score (improved by one or more points)
- **Actual Result Calculation = output divided by demand, i.e.**
  - 50/250 = 20% improved
- **Actual Result 20%**

Example Day Care: 50% of seniors receiving day care services will remain in their homes for one year.

- **Demand**
  - 100 participants received day care services
- **Output**
  - 50 participants received services for one year (participants who stop services ***temporarily*** may be counted)
- **Actual Result Calculation = output divided by demand, i.e.**
  - 50/100 = 50% remained in their home for one year
- **Actual Result 50%**

Example Community-based Services (i.e., Congregate Meals, Nutrition Education, Nutrition Counseling, Recreation, Counseling, Transportation to Sites): 10% of participants will report that the services enable them to maintain an active and independent lifestyle.

- **Demand**
  - 75 people responded to this question on the customer survey.
- **Output**
  - 70 respondents reported the services enabled them to maintain an active and independent lifestyle.
- **Actual Result Calculation = output divided by demand, i.e.**
  - 70/75=93% reported that the services enabled them to maintain an active and independent lifestyle.
- **Actual Result 93%**

Agency: ___________________________

Service: _________________________________

D.C. DEPARTMENT OF AGING AND COMMUNITY LIVING
SENIOR SERVICE NETWORK

Performance Goals and Outcome Measures for the Connector Card Program
FY 2023

PROGRAM	**TRANSPORTATION**
Activity	**Connector Card**
Activity Purpose Statement	
Services that Comprise the Activity	Debit Card Transportation
Activity Performance Measures	Target Results:
Activity Performance Measures	Actual Results:
Activity Performance Measures	**Demand:** **Outputs:**
Responsible Person	
FY 2023 Budget (Department of Aging and Community Living share only)	

Attachment C

D.C. DEPARTMENT OF AGING AND COMMUNITY LIVING
FY 2023 BUDGET SUMMARY SHEET

Object Class Category	DACL	Non DACL Cash	Non DACL In-Kind	TOTAL	Justification
Personnel					
Fringe Benefits					
Total Personnel cost					
Travel					
Occupancy					
Supplies/Equipment					
Communication					
Other					
Subtotal Other Cost					
Indirect Charges @10% of TPC					
Total Budget					

Attachment C

Budget Narrative Sample Format

PERSONNEL

Project Director. The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 25% of the time for 12 months. Based on an annual salary of $60,000, the cost of the project will be $60,000.

DACL Funds: $60,000 Matching Funds: $0 Total: $60,000

Administrative Assistant. The Administrative Assistant receives all incoming correspondence, fields all calls and greets customers at the point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of $24,000. The total cost of benefits @ 100% will be $26,400.

DACL Funds: $8,000 Matching Funds:$18,400 Total: $26,400

Total DACL Funds: $68,000
Total Matching Funds: $18,400
Total Personnel Cost: $86,400

SUPPLIES

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached, however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.

DACL Funds: $2,000 Matching Funds: $22,000 Total: $24,000

Total DACL Funds: $2,000

Total Matching Funds: $22,000
Total Supply Cost: $24,000

EQUIPMENT

Four personal computers will be purchased installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost $24,000.

DACL Funds: $4,000 Matching Funds: $20,000 Total: $24,000

A Great Server 2000 network server will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: $14,498.

DACL Funds: $7,249 Matching Funds: $7,249 Total: $14,498

Total DACL Funds: $11,249
Total Matching Funds: $27,249
Total Equipment Cost: $38,498

Travel

Travel funds will be used to support social worker travel to conduct in-home assessments, screenings, and nutrition counseling sessions with homebound clients. Staff will receive reimbursement at .505 for mileage. 700 miles x .505 per mile = $353.5

DACL Funds: $ 0 Matching Funds: $353.5 Total: $353.5

Public transportation to attend meetings, conferences, and other work-related activities will be supported through the use of Metrorail passes. 75 trips@ $1.35 per trip - $101.25

DACL Funds: $ 0 Matching Funds: $101.25 Total: $101.25

Call-N-Ride coupons will be purchased for alternative emergency transportation needs for seniors when WEHTS is unable to accommodate an essential care appointment.

DACL Funds: $ 0 Matching Funds: $240 Total: $240

Funds will support bus rentals for two major group trips to the Danish Farms and Burn Brea Dinner Theater.

DACL Funds: $ 1,700 Matching Funds: $300 Total: $2,000

Total DACL Funds: $1,700
Total Matching Funds: $994.75
Total Travel Cost: $2,694.75

Communications

Monthly telephone and internet billing along with one organization cell phone will be supported through 2010 funds.

DACL Funds: $ 2,000 Matching Funds: $ 0 Total: $2,000

Total DACL Funds: $2,000
Total Matching Funds: $0
Total Communications Cost: $2,000

Occupancy

Two thousand square feet of office space located at 2222 Jelly Roll Street, NW, Washington, DC 2999 is leased from Whosoever Realty Co. to house the lead agency headquarters and a nutritional meal site program at @ $2.00 per square foot. The monthly lease is $4,000 and $48,000 for the year (see Appendix 4 Lease Agreement).

DACL Funds: $42,000 Matching Funds: $6,000 Total: $48,000

Utilities are averaged over a 12 month period based upon the previous year usage as follows:

1. Gas @ $100 mo. x12 = $1,200
2. Electric @ $75 mo. x 12 = $900
3. Water – is covered in the lease = $0
4. Trash removal 150 mo. x 12 = $1,800
5. Snow/grass maintenance $125 x7appointments = $875

DACL Funds: $4,775 Matching Funds: $0 Total: $4,775

IN-KIND MATCH: Memorandum of Understandings exists with Joseph Property Management for one meal site estimated @ $120.00 month per the current market renter’s rate for the area. Total annual in-kind space agreement is $1,440 per annum.

DACL Funds: $0 Matching Funds: $1,440 Total: **$1,4410 in-kind**

Total DACL Funds: $42,000
Total Matching Funds: $10,775
Total Occupancy Cost: $52,775
Total In-kind: 1,440

Other Directs

Blank Check Food Service Contract provides specialty meals for birthday center events = $400

Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = $15,000

Employee Background Checks -Expenses for 85 new employee background checks at $30.00 each = $2,550

Copier Contract - annual service contract on cannon copier = $2,500

Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2 hour sessions per month for 12 months @ $269.23 per mo. = $7,000

DACL Funds: $23,332 Matching Funds: $4,118 Total: $27,450

Total DACL Funds: $ 23,332
Total Matching Funds: $4,118
Total Other Directs Cost: $27,450

INDIRECT COSTS
Administrative Clerical Pool - 2 staff @ $12.00/ hr. x 1040 hrs. ea. = $24,960
Facilities supplies and janitorial support services 12 mos. x $150 =$1,800
Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr = $3,840
Total Personnel Cost @ 7,000
DACL Funds: $37,600 Matching Funds: $ 0 Total: $37,600

Total DACL Funds: $37,600
Total Matching Funds: $0
Total Indirect Costs: $37,600

TOTAL FY 2020 GRANT PROGRAM FUNDING

Total DACL Grant Award Funds: $187,881.00
Total Local Cash Matching Funds: $83,536.75 @ 31% of total grant
Total Local In-Kind Matching Funds: $1,440
Total Program Grant: 272,857.75

LOCAL CASH MATCH SOURCE OF FUNDS

FUND SOURCE	AMOUNT	COST ALLOCATION	PURPOSE
GSAP Grant:	$ 7,249	Equipment	Great Server purchase
Participant Contributions:	$ 240	Travel	Purchase of Call-N-Ride coupons
Participant Contributions:	$ 300	Travel	Bus rental for trips

DISTRICT OF COLUMBIA DEPARTMENT OF AGING AND COMMUNITY LIVING

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS
AND LOBBYING

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 on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Department of Aging and Community Living determines to award the covered transaction, grant, or cooperative agreement.

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1. ***Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 governmental 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/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 –

A. The grantee certifies that it will maintain 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 grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

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

(2) The grantee'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 ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Department of Aging and Community Living, 500 K Street, N.E., Washington, D.C. 20002. Notice shall include the identification number(s) of each affected grant;
(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (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;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

Place of Performance: ____
Address: ____
Address: ____
City: ____
State: ____
Zip Code: ____
County: ____

☐ Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Department of Aging and Community Living, 441 4th Street, NW, Suite 900 South, Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over $100,000, or loan, or loan guarantee over $150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned certifies, to the best of his or her knowledge and belief, that: if any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT: ____
AWARD NUMBER AND/OR PROJECT NAME: ________________________
SIGNATURE: ____
DATE: ____

Attachment E

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Aging and Community Living

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, 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 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

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 PL 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 the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act if applicable.

4. 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.

5. It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

6. It will comply with all requirements imposed by the DC Department of Aging and Community Living concerning special requirements of law, program requirements, and other administrative requirements.

7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Department of Aging and Community Living 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.

8. 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. Section 102(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.

9. It will assist the Department of Aging and Community Living 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 800.8) 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 avoid or mitigate adverse effects upon such properties.

10. **It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.**

11. **It will comply, and all its contractors will comply, with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.**

12. **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 DACL and Office for Civil Rights, Office of Health and Human Services.**

13. **It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.**

14. **It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**

15. **It will adhere to Department of Aging and Community Living Policy Memorandum 01-P08, Continuation Application Instructions for Department of Aging and Community Living Grantees Receiving D.C. Department of Aging and Community Living and Medicaid for the Same Service, as applicable, and to Department of Aging and Community Living Policy Memorandum 02-P07, Approval for Key Personnel, as applicable**

16. **It will comply with the DACL Grants Policy Manual.**

17. **It will give priority in hiring to D.C. residents when filling vacant positions.**

18. **It will give priority in hiring to individuals age 55 and over.**

19. **It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports <u>in a timely manner</u>, and not later than the monthly due date.**

20. It will ensure that client intake forms are completed annually in the DACL Client Information Management System including information on age, gender, ethnicity and poverty status.

21. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.

22. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Department of Aging and Community Living -sponsored Project Director meeting.

23. It will submit an inventory listing of all equipment purchased in whole or in part with Department of Aging and Community Living funds. Further, it will comply with the requirement that all equipment purchased with D.C., Department of Aging and Community Living funds will be labeled as property of DACL and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Department of Aging and Community Living.

24. It will abide by the DACL Language Access Policy which states in part: Members must establish and maintain full, effective communication with customers of all English proficiency levels. Members shall offer professional, qualified interpretation services either by phone or in person in the primary languages of all customers identified as LEP/NEP.

25. It will include on all stationery, publicity, and promotional material and related written, electronic and oral communications the following identifier:

Part of the Senior Service Network
Supported by the D.C. Department of Aging and Community Living.

It will include in the written descriptions and verbal presentations of services funded by the Department of Aging and Community Living , that the programs and services are provided in partnership with the Department of Aging and Community Living , in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Department of Aging and Community Living Financial Support.

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

1. Grantee Name and Address

____

____

2. Project Name

____

3. Typed Name and Title of Authorized Representative

____

____

____ ______________________

4. Signature of Authorized Representative **5. Date**

Attachment F
Connector FY 23 Client Contribution Amounts

Client Income and Subsidy Amounts				
Minimum Client Income	**Maximum Client Income**	**Client Contribution Amount**	**Grantee Contribution Amount**	**Connector Card Total Amount**
$0	**$13,590**	**$0**	**$100**	**$100**
$13,591	**$15,411**	**$24**	**$76**	**$100**
$15,412	**17,232**	**$32**	**$68**	**$100**
$17,233	**$19,053**	**$40**	**$60**	**$100**
$19,054	**$20,874**	**$48**	**$52**	**$100**
$20,875	**$22,695**	**$52**	**$48**	**$100**
$22,696	**$24,516**	**$56**	**$44**	**$100**
$24,517	**$26,337**	**$60**	**$40**	**$100**
$26,338	**$28,158**	**$64**	**$36**	**$100**
$28,159	**No Max**	**$70**	**$70**	**$100**