

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

REQUEST FOR APPLICATIONS (RFA)

FY24 Asian American and Pacific Islander Community Grant

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| Release Date of RFA: | Friday, July 14, 2023 |
| Pre-Bidders’ Conferences: | Monday, July 17, 2023, at 11:00 AM to 12:00 PM 441 4 th St NW, DC 20001 Room: 1107 |
| Submission Deadline: | Friday, August 11, 2023 at 5:00PM EST <i>Please note that applications must be submitted electronically via ZoomGrants. Incomplete applications or those submitted after the deadline will not be accepted.</i> |
| Submission Details: | Online submissions only. Please submit your complete application through the following online portal: Zoomgrants For technical support, please contact ZoomGrants: Submit a ticket at help.zoomgrants.com or call 866-323-5404 x2 |
| Point of Contact: | Lap Nguyen, Grant Monitor 202-594-7423 Lap.nguyen@dc.gov |
| Availability of RFA: | Download from MOCA’s website (communityaffairs.dc.gov) & on the District’s Grant Clearinghouse Website |

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SECTION I – GENERAL INFORMATION

A. Introduction

The DC Mayor’s Office on Asian and Pacific Islander Affair (MOAPIA) is soliciting grant applications for its FY 2024 Asian American and Pacific Islander (AAPI) Community Grant from qualified Community-Based Organizations (CBOs) providing direct services to the District’s AAPI community. MOAPIA was created in 1987 as part of the Executive Office of the Mayor to address the needs of the District’s AAPI residents. MOAPIA’s mission is to improve the quality of life for District AAPIs through advocacy and engagement. It has three primary programs: advocacy, community outreach and education, and inter-agency coordination. MOAPIA serves as the liaison between the District Government and the AAPI community. It advises the Mayor, the Council, and the District agencies on the views, needs, and concerns of the District's AAPI community.

B. Funding Areas

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

1. **More Democracy:** DC is the seat of America’s democracy, but there’s more we can do to make sure that all voices are heard in DC.
2. **Fight for the Middle Class:** Ensuring Washington, DC remains a city for people of all ages and at all stages of life means fighting to protect the middle class. When Washingtonians have access to opportunity and can afford to build a good life for themselves and their loved ones in DC, our neighborhoods are stronger.
3. **End Gun Violence:** Public safety serves as a foundation for living a healthy and happy life. We want to create significant, lasting change and not just to reverse these rising trends, but to reduce gun violence and ultimately end it.
4. **Reimagine the Downtown:** We have the opportunity to reimagine a Downtown where residents, workers, and visitors can live, work and play in vibrant centers of activity for all.
5. **All Students on a Pathway to Success:** Schools and education are the heartbeat of our communities, and every community deserves a great school. Every single student should be able to achieve their fullest potential, and to pursue their dreams.
6. **DC’s Future:** Looking to the future, the District of Columbia will continue to position itself as a global and forward-thinking leader in the way we choose to serve those who live, work, and play in our city.

The programs should encompass culturally and linguistically competent direct services that increase District’s AAPI residents and small businesses owners’ capacity for independence and integration into and success in the general community.

C. Target Population

The target population for this grant is Asian American and Pacific Islanders residents in the District of Columbia.

D. Eligible Organization

Applicants shall meet the following conditions in order to apply for the AAPI Community grant:

1. The organization is a CBO with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501(c)(3) organization; or be a private entity, such as a coalition or association, that is partnering with at least one or more 501(c)(3) organization(s);
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. The organization must be currently registered in good standing with the DC Department of Licensing and Consumer Protection (DLCP), and the Office of Tax and Revenue (OTR);
5. All services and programming funded by the grant must be provided in the District of Columbia; and
6. *(This requirement applies only to current MOAPIA grantees)* Current grantees must be current on MOAPIA reporting obligations for the FY23 grant cycle, must be in good standing with the District's legal requirements, including those imposed by grant contracts, and progress reports must reflect substantial progress towards the goals of their grant agreement.

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

E. Awards Amounts & Duration

Award sizes will vary, and eligible organizations can be funded up to \$40,000. The grant will be awarded for one year starting on October 1, 2023 and ending on September 30, 2024. Programs must be run and be evaluated during this period. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAPIA to make an award.

F. Application Review & Awards

MOAPIA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health and human services, 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. Final decisions will be made based on 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; and the input and expert opinion of grant administrators with prior experience with applicants and relevant agency Directors.

G. Award Notification

Award letters are expected to be released on September 25, 2023 via email using the grant application program, ZoomGrants. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms. **This agreement may be modified depending on specific project needs.**

H. Submission Guidelines

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

Applications are due no later than August 11, 2023 at 5:00PM EST. All applications will be recorded upon receipt. Applications received after **August 11, 2023 at 5:00PM EST.** will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the funding agency will not be accepted after the deadline of **August 11, 2023 at 5:00PM EST.** Applications with incomplete, illegible, or corrupted files or digital material will not be considered.

The grant application will be available through the online grant application ZoomGrants. To apply, an applicant must go to the link that will be posted on [MOCA's website](#). Once the applicant clicks on the link, they will be prompted to create a ZoomGrants account and then will be able to access the grant application.

If you have questions about using ZoomGrants, please see the following resources:

- [Welcome Packet for Applicants/Reviewers](#)
- [Overview of Zoomgrants Video](#)
- [Applicants' Tutorial](#)

I. Pre-Bidders Conference

A pre-bidder's conference will be held Monday, July 17, 2023, at 11:00 AM to 12:00 PM
441 4th St NW, DC 20001, Room: 1107

Please RSVP here: tinyurl.com/MOAPIAPreBidFY24

If a representative from your organization is unable to attend a pre-bidders' conference, we encourage you to email your questions prior to the pre-bidders' conference, but no later than July 11, 2023 to lap.nguyen@dc.gov with the subject line "AAPI Community Grant FY24 Question".

Outside of the pre-bidders' meetings, we will only receive, or answer questions related to this grant competition if submitted in writing via e-mail. Due to the volume of inquiries and other administrative tasks, questions submitted after July 11, 2023 may not receive a response.

J. Contact Person:

Lap Nguyen Grant Monitor
Direct: (202) 594-7423
Main: (202) 727-3120
Email: lap.nguyen@dc.gov

K. Terms and Conditions

- Funding for this grant was included in the budget for FY 2024 submitted by the Mayor and approved by Council. Still, funding for those "awarded" grants under this program is contingent on that budget becoming effective. The RFA does not commit MOAPIA to make an award and the Anti-Deficiency Act precludes the government from making a binding financial commitment until FY 2024, which begins October 1, 2023.
- MOAPIA reserves the right to accept or deny any or all applications if MOAPIA determines it is in the best interest of MOAPIA to do so. MOAPIA shall notify the applicant if it rejects that applicant's proposal. MOAPIA reserves the right to suspend or terminate an outstanding RFA.

- MOAPIA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- MOAPIA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- MOAPIA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- MOAPIA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. MOAPIA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations; 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.
- The Executive Office of the Mayor and its constituent agencies may seek supplemental funding for this program from foundations and philanthropists. Applicants may agree or refuse to consent to their proposal being shown to any such philanthropist for possible consideration.
- Should a philanthropic donor place additional restrictions on any grant, the applicant will have an opportunity to agree or reject any such terms (possibly at the expense of not receiving the grant).
- In the event that any intellectual property is created using grant funds, the Grantor (MOAPIA and the District of Columbia government) shall retain sole ownership of such property, except that Grantee shall be granted a license to use such property in the course of fulfilling the terms and conditions of this grant agreement. Such license shall be assignable and transferable to agents, contractors, or vendors engaged in assisting Grantees in fulfilling the obligations of this grant agreement.

L. Grant Acknowledgement

All recipients of District of Columbia grants funds are required to list the District of Columbia as a donor on any donor lists at the appropriate level.

This section is intentionally left blank.

SECTION II – ADMINISTRATIVE REQUIREMENTS

A. Certifications, Assurances and Mayor’s Order 2017-313

The agency shall complete and return the Certifications, Assurances and the Mayor’s Order 2017-313 listed with the application submission (Certifications, Assurances and the Mayor’s Order are provided in PDF format in the Supporting Documents section of the application in Zoomgrants).

B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds. The Grantees at their sole expense shall procure and maintain, during the entire period of performance under this grant, the types of insurance specified below. The Grantee shall submit a Certificate of Insurance to the Grant Administrator giving evidence of the required coverage prior to commencing performance under this grant. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Grant Administrator.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required to be maintained by the Grantee and its subcontractors (except for workers’ compensation and professional liability insurance) as an additional insured for claims against the Government of the District of Columbia relating to this grant, with the understanding that any affirmative obligation imposed upon the insured Grantee or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee or its subcontractors, and not the additional insured.

The additional insured status under the Grantee’s and its subcontractors’ Commercial General Liability insurance policies shall be effected using the Insurance Services Office, Inc. (“ISO”) Additional Insured Endorsement form CG 20 10 (12 19 edition) and CG 20 37 (12 19 edition) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grant Administrator in writing. All of the Grantee’s and its subcontractors’ liability policies (except for workers’ compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 (04 13 edition) or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Grantee or its subcontractors, or anyone for whom the Grantee or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Grantee and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

The Grantees shall procure and maintain, during the entire period of performance under this grant, the following types of insurance:

1. Commercial General Liability Insurance (“CGL”) - The Grantee shall provide evidence satisfactory to the Grant Administrator with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, ISO form CG 00 01 (or another occurrence-based form with coverage at least as broad and approved by the Grant Administrator in writing), covering liability for all ongoing and completed operations of the Grantee and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease

or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage using ISO form to The Government of the District of Columbia.
 - b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds.
 - c. **A waiver of subrogation in favor of The Government of the District of Columbia.**
 - d. Any Annual Aggregate shall apply on a per location or per project basis (where applicable).
 - e. Defense costs shall be in addition to and not erode the limits of liability.
2. Automobile Liability Insurance – If the Grantee’s work under the Community Grant requires the use of an automobile, the Grantee shall provide evidence satisfactory to the Grant Administrator of commercial (business) automobile liability insurance written on ISO form CA 00 01 (or another form with coverage at least as broad and approved by the GA in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Grantee in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Grantee shall provide auto physical damage insurance to cover loss to a covered auto or its equipment:

- a. Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered auto; and
- b. Collision Coverage - Caused by: The covered auto's collision with another object or the covered auto's overturn.

The Commercial Auto Liability policy shall be further endorsed:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia;
 - b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds;
 - c. To include a waiver of subrogation in favor of The Government of the District of Columbia;
 - d. Defense costs shall be in addition to and not erode the limits of liability;
 - e. If applicable, include Form CA 99 48 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or its equivalent).
3. Workers Compensation and Employer’s Liability Insurance - If a Grantee has employees of the organization working on the grant, then the Grant is required to have Workers Compensation and Employer’s Liability Insurance that meet the following requirements:
- a. Workers’ Compensation Insurance - The Grantee shall provide evidence satisfactory to the Grant Administrator of Workers’ Compensation insurance in accordance with the

statutory mandates of the District of Columbia or the jurisdiction in which the grant is performed.

- b. Employer's Liability Insurance - The Grantee shall provide evidence satisfactory to the Grant Administrator of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a. Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
4. Professional Liability Insurance (Errors & Omissions) – This insurance is required if the grant organization is providing professional advice as part of its work under the grant. The Grantee shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Grant. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
 5. Subcontractor Insurance Requirements - Any and all subcontractors engaged by Grantee for work under this agreement shall be required to have the same insurance required of Grantee. Should the Grantee wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Grantee shall submit in writing the name and brief description of work to be performed by the subcontractor to the Grant Administrator and the Grant Administrator will confirm it with the Office of Risk Management. In either instance, the Grantee must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.
 6. Primary and Noncontributory Insurance - The insurance required for this Grant shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.
 7. Duration - The Grantee shall carry all required insurance until all grant work is accepted by The Government of the District of Columbia.
 8. Liability - These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the Grantee's liability under this grant.
 9. Measure of Payment - The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Grantee shall include all of the costs of insurance and bonds in the grant price.
 10. Notification - The Grantee shall ensure that all policies provide that the Grant Administrator shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Grantee no longer complying with the above requirements. The Grantee shall provide the Grant Administrator with

ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the Grant Administrator with an updated Certificate of Insurance should its insurance coverages renew during the grant. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the term of the Grant by giving Grantee at least 30 days' notice of the change. The Grantee must comply, at your expense, and deliver to the Grant Administrator evidence of compliance before the change becomes effective.

11. Certificates of Insurance - The Grantee must send to Grant Administrator, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. The Grantee must also provide us with evidence of renewal before the expiration date of each insurance policy. Grantee is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding grant number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia
441 4th Street, N.W.
Washington, DC 20001**

The Grant Administrator may request and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the grant, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the Grant Administrator prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Administrator on an annual basis as the coverage is renewed (or replaced).

12. Disclosure of Information - The Grantee agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, servants or subcontractors in the performance of this grant.
13. Carrier Ratings - All Grantee's and its subcontractors' insurance required in connection with this grant shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
14. Warranties - When applicable, the Grantee should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). Grant Administrator should collect, review for accuracy, and maintain all warranties for goods and services.

C. Audits

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

D. Nondiscrimination in the Delivery of Services

In accordance with 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 African American Affairs community 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. §§ 701 *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

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.

This section is intentionally left blank.

SECTION III – PROPOSAL FORMAT, APPLICATION CHECKLIST, SCORING CRITERIA & REQUIRED DOCUMENTS

Proposal Format and Application Checklist

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

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

- Agency/Organization Profile
 - Current address is listed.
 - Contact information of all key personnel is listed.
 - Program Name is listed.
- **Proposal Narrative - make sure that your narrative covers the following:**
 - Proposal Summary
 - Program/Project Narrative
 - Collaboration Description (if applicable)
 - Program Goals and Objectives
 - Number of People to be Served
 - Organizational Capabilities
 - All questions on Zoomgrants are fully answered
- **Budget: – make sure your budget is clear, detailed and in line with goals and objectives.**

A standard budget form and budget narrative form is a required part of the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel, non-personnel, other direct and indirect costs.

Program funds cannot be used:

- For food expenditures;
 - For lobbying;
 - To cover any expenses made prior to the grant award (however, cases funded through this grant may have been initiated prior to this grant and may have been initiated through previous Community Grant Funding);
 - To supplant (replace) funds from other grant sources; or
 - To provide legal services to persons who are not resident in DC, except family members as discussed above, or persons detained outside DC, who were residents of the District prior to their detention.
- **Staffing plan– please provide a detailed plan of staff from your organization that will be working under the grant.**

This section should contain the name of staff assigned, or (if known) to be hired for the program, job title of staff positions. If the position is not filled, a projected start date as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member.

- **Work plan:** Include activities for each quarter.
- **Performance plan:** Include quarterly goals that measure the success of your program.

Scoring Criteria

Applicant's proposal submissions will be reviewed against the following criteria:

- **Criterion A: Soundness of the Proposal 20 points**
 - The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program
 - The description of the program implementation, including the work plan, is realistic based on the proposed time requirements
 - Applicant has contingency plans for altered operations in case of unforeseen circumstances

- **Criterion B: Program Goals, Objectives and Services 15 points**
 - Program goals and supporting objectives and activities are clearly defined, measurable, and time specific
 - Applicant clearly demonstrates the effectiveness of their services and activities in accomplishing the program goals and objectives
 - Applicant demonstrates that the program uses best practices and/or is based on national standards (if applicable)

- **Criterion C: Program Evaluation 15 points**
 - Applicant demonstrates a clear process to measure/evaluate its program

- **Criterion D: Organizational Capability and Relevant Experience 25 points**
 - Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the District's Asian immigrant and Pacific Islander 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 Asian immigrant community, the District's Pacific Islander community, and language minority populations
 - Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible
 - Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment
 - Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions

- **Criterion E: Sound Fiscal Management and Budget 15 points**
 - Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (3 years) and/or financial statements, and/or cash flow documents (2023 and year-to-date)
 - Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives
 - Applicant is required to submit a budget which reflects compliance with Section III.D requirements, including specific line items for language access protocols.
 - If applicant previously received a District grant, it managed the funds transparently and responsibly for the grant's intended purposes.

- **Criterion F: Community Outreach 10 points**
 - Applicant demonstrates sound community outreach plan to connect with AAPI and other DC community 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 AAPI issues. Opportunities include tabling at various District of Columbia government events and other District government-sponsored activities. If 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.

- Applicant demonstrates proper safety precautions would be taken to protect the health of staff and its client.

MISCELLANEOUS

- Those persons 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 about why their proposal was not granted, or their funding request was not granted in full.

Note: When final determinations about grant awards are made, some lower scoring applicants may receive grants over higher-scoring applicants, as applicant programs are taken as a whole and evaluated based on the need to reach diverse elements of the District's AAPI population and their varying needs. Consistent with the District's policies favoring open and accountable government, winning proposals may be made public, redacted only for private information.

Required Supporting Documents (in order):

- Most recent IRS Form 990
- Cash Flow Statements for 2023 and 2022
- Most Recent Audited Financial Statements
- Project Staff Job Descriptions
- Relevant Project Staff Resumes
- Copy of current IRS tax-exempt determination letter (REQUIRED for applicants that have a 501 status)
- DC Basic Business License from DCRA (Note: License period must be current at time of application)
- Organizational and Program Charts
- Current list of board members with names, affiliation, and contact information
- Memorandum of Agreement/Understanding, if applicable. DO NOT SEND a general letter of support.
- Program related materials, if applicable.
- Agency brochures or program materials, if applicable.
- Collaborative Partner Materials, if applicable.
- OTR Clean Hands Certificate
- DLCP Certificate of Good Standing
- Current Organization Budget
- Social Media accounts and number of followers for each account
- List of DC Government funding received in FY 2023 and expected in FY 2024. Include the name of DC Government agencies.

- Signed Assurance (sign and upload document)
- Sign Certifications (sign and upload document)
- Sign Mayor Order 2017-313 Sexual Harassment Policy (sign and upload document)
- Insurance Certificates (Post Award)
- District may have the grantees' expenditure statement and source documentation audited
- NICRA –
 - If an organization has an unexpired Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government, the organization can be compensated under the grant for indirect costs incurred at the rate set in the organization's NICRA;
 - If an organization does not have an unexpired NICRA with the federal government: Indirect costs may be set to 10% of all direct costs under the grant; or prospective grantees may negotiate a new indirect cost rate with the awarding District agency; or indirect cost rate may be set to the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; or indirect cost rate may be set to a calculated percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.