



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor**

Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning
Affairs

**FY 2025 Black LGBTQIA+ History Preservation Grant
REQUEST FOR APPLICATIONS (RFA)**

<u>Release Date of RFA</u>	Friday, January 3, 2025
<u>Pre-Bidder's Conference</u>	Monday, January 6 th 2025, 2:30 pm - 3:30 pm (ET) VIRTUAL on Microsoft Teams, RSVP Here: Tinyurl.com/FY25BHPGrant
<u>Submission Deadline</u>	Friday, January 17, 2025, at 5:00 PM EST

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

Submission Details & Technical Support

Online submissions only. Please submit your complete application through the following online portal: [Microsoft Forms](#)

For technical support, please contact the MOLGBTQA Grants Program: 202-812-6335 or grantslgbtq@dc.gov

Point of Contact

George Garcia, Director of Operations
Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs
Phone: 202-812-6335 (text/call)
Email: george.garcia1@dc.gov or grantslgbtq@dc.gov

Availability of RFA:

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



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SECTION I – BACKGROUND

A. Background Information

The D.C. Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs (MOLGBTQA) is soliciting grant applications for its Fiscal Year 2025 (FY25) Black Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and other identities (LGBTQIA+) History Preservation Grant (BHPG) from qualified for profit and Community-Based Organizations (CBOs) providing direct services to the District's LGBTQIA+ community. The mission of the MOLGBTQA is to create a Washington, DC, where all LGBTQIA+ residents are empowered to live authentically and thrive, have equitable access to opportunities, and are supported by an inclusive, welcoming community that actively celebrates and nurtures diversity across every neighborhood. MOLGBTQA fosters civic engagement and promotes understanding of the LGBTQIA+ community through grants, partnerships, and educational initiatives.

The Black LGBTQIA+ History Preservation Establishment Act of 2024, effective June 12, 2024, D.C. Law 25-176, 71 DCR 5021, provides that MOLGBTQA shall research and produce a report on Black LGBTQIA+ history in the District. An Advisory Committee established under the Act will assist in this effort by providing guidance, feedback, and recommendations on the report's content. The BHPG grantee(s) will support these efforts, as outlined in the funding priorities below.

B. Funding Priorities

To qualify for the FY25 Black LGBTQIA+ History Preservation Grant (BHPG), applicants must provide services in at least one of the two funding priorities listed below:

1. **Policy and Report** - This priority focuses on research, comprehensive documentation, and developing actionable policy recommendations to foster systemic change. Grantees will collaborate with MOLGBTQA to create comprehensive historical analyses and policy strategies that promote equity and inclusion.
 - a. Research and Documentation - Develop detailed research on the Black Pride Movement, Black Trans activism, and the impact of the AIDS crisis on DC's Black LGBTQIA+ community.
 - b. Education and Curriculum Development - Work with the Office of the State Superintendent of Education (OSSE) to create curriculum recommendations for integrating Black LGBTQIA+ history into DC Public Schools.
 - c. Policy Recommendations - Transform research findings into actionable recommendations for public dissemination and long-term preservation.
 - d. Legacy of Equity Initiative – Leverage historical research to address racial inequities through innovative policy and systems-level strategies that promote equity and justice.

2. **Community Engagement** - This priority focuses on public-facing efforts to raise awareness, foster dialogue, and drive collective action. Grantees will collaborate to engage diverse audiences and promote the report's findings in innovative and impactful strategies.
 - a. Public Engagement and Awareness - Plan public events (e.g., exhibitions, panels, and performances) to showcase research findings and celebrate Black LGBTQIA+ history. Facilitate public feedback on report drafts through meetings and comments.
 - b. Legacy of Equity Initiative - Develop and implement community-driven programs to improve key areas such as housing, education, economic well-being, health, and safety. Bridge research and community engagement to address ongoing racial inequities.

C. Target Population

The target population for the use of these funds is LGBTQIA+ residents and/or business owners in the District of Columbia, which includes:

- Black LGBTQIA+ residents in DC;
- Educators, researchers, and policy-makers; and
- Broader community stakeholders engaged in history preservation and LGBTQIA+ advocacy.

D. Eligible Organization

Applicants shall meet the following minimum requirements to be considered for the FY25 Black LGBTQIA+ History Preservation Grant:

1. The organization is a community-based organization with a Federal 501(c)(3) tax-exempt status and is licensed as a business DLCP, or it is a for-profit organization that is also licensed as a business [District of Columbia's Department of Licensing and Consumer Protection \(DLCP\)](#);
2. The organization's principal place of business must be located in the District of Columbia;
3. The organization demonstrates a history of serving the LGBTQIA+ and/or Black communities;
4. All services and programming funded by the grant must be provided within the District of Columbia;
5. The organization must be currently registered and in good standing with DLCP and the Office of Tax and Revenue (OTR). Applicants must maintain their good standing status with the aforementioned entities throughout the pre-award process and the grant's performance period;
6. The organization shall provide an affidavit regarding any debarments, suspensions, or defaults with the Office of Contract and Procurement (OCP) and Federal Government; and
7. *(This requirement applies only to current MOLGBTQA grantees)* Current grantees must be:

- a. Current on MOLGBTQA reporting obligations for the FY24 and FY25 grant cycle;
- b. In good standing with the District's legal requirements, including those imposed by any grants or contracts; and
- c. Progress reports must reflect substantial progress towards the goals of the grant agreement.

E. Budget

A grant budget includes all the costs associated with carrying out the grant project or program. To determine how much you will spend, you must know what activities and services you will provide, when they will be provided, and by whom. The organization must submit a budget reflecting the requested amounts for this solicitation in the Budget/Financials section.

Please note that the budget with your requested amounts can be a percentage or portion of the entire program budget. We may finance only a portion of the program.

F. Eligible Funding Uses

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

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

G. Ineligible Funding Uses

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

- Acquisition/Purchase of real property
- Rental or Lease Payments
- Acquisition/Purchase of vehicles
- Federal and District Taxes
- Any costs to satisfy liens and related penalties.
- Government impositions
- Food and Beverage
- Organizational Capacity Building



- Debt Service
- Lobbying
- To subsidize or defray the operating costs of for-profit businesses

H. Awards Amounts and Duration

Award sizes will vary, and eligible organizations can be funded up to **\$75,000**. The grant will be awarded for work starting on February 1, 2025, and ending on September 30, 2025.

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

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

I. Award Notification

Award letters are expected to be released in early February 2025 via email. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents including the total budget along with the amount of grant funding for the program; and payment terms.

J. Submission Guidelines

The **ONLY** method to apply is through [Microsoft Forms](#). **Applications are due no later than Friday, January 17, 2025, at 5:00 PM.** All applications will be recorded upon receipt. Applications received after **Friday, January 17, 2025, at 5:00 PM** 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 **Friday, January 17, 2025, at 5:00 PM.** 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: [Microsoft Forms](#). To apply, an applicant must go to the link that will be posted on [MOCA's website](#).

All applications must be submitted via the online application. All attachment documents must be submitted in PDF format. Any other form will deem the submission incomplete.

Due to the variance of applicant internet speeds, applications with many attached documents will take time to process. Applicants should consider submitting applications no later than **3 hours** before the submission deadline. If an application is submitted minutes before the submission deadline, the announcement may close in the middle of processing the application. If this occurs, the grantor will not receive the application submission.

The grantor is not responsible for malfunctions of the online platform. Please be sure to notify us of any technical system errors by 4:00 PM on January 17, 2025. Once it is 5:00 PM, the system will no longer allow for edits or submission.

K. Pre-Bidders Conference

A pre-bidder's conference will be held on Monday, January 6th, 2025, 2:30 pm - 3:30 pm (ET) VIRTUAL on Microsoft Teams.

L. Contact Person:

George Garia, Director of Operations

Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs

Phone: 202-812-6335 (text/call)

Email: george.garcia1@dc.gov or grantslgbtq@dc.gov

M. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLGBTQA to make an award.
- MOLGBTQA reserves the right to accept or deny any or all applications if MOLGBTQA determines it is in the best interest of MOLGBTQA to do so. MOLGBTQA shall notify the applicant if it rejects that applicant's proposal. MOLGBTQA reserves the right to suspend or terminate an outstanding RFA.
- MOLGBTQA reserves the right to issue addenda and/or amendments after the issuance of the RFA or to rescind the RFA.
- MOLGBTQA 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.
- MOLGBTQA 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 proposed.
- MOLGBTQA may enter negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOLGBTQA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102 and, 31 CFR Part 35, 1 DCMR §§ 5000-05; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal law and/or the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – SCORING OF APPLICATIONS

A. Scoring Criteria

Applications will be evaluated based on the criteria outlined below. Applications should include the elements for each section to be eligible for maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be

disqualified. Applications must provide sufficient information for EOM to determine the merit of the project proposal.

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

- How does your proposed program specifically address the preservation of Black LGBTQIA+ history in the District of Columbia?
- Which of the two funding priorities (Policy and Report, or Community Engagement) will your agency apply for? Explain how your agency support this priority.
- Provide a detailed description of your program implementation plan, including:
 - Work plan with timelines and key milestones
 - Staffing plan with roles and responsibilities
 - SMART (Specific, Measurable, Achievable, Relevant, Time-bound) measures for evaluating success
 - Performance work plan outlining how progress will be tracked and reported
- How will your program engage and benefit the target population, including Black LGBTQIA+ residents, educators, researchers, policymakers, and other community stakeholders?
- Describe any anticipated challenges in implementing your program and how you plan to address them.

Criterion B: Program Goals and Outcomes **15 points**

- What are the specific goals and objectives of your program? How will these be measured and tracked over time?
- What are the expected outcomes of your program? How will these outcomes contribute to the preservation of Black LGBTQIA+ history and the goals of the grant?

Criterion C: Program Evaluation **5 points**

- Describe your plan for evaluating the effectiveness of your program. What methods will you use to collect data and measure progress towards your goals?

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

- Describe your organization's experience working with the LGBTQIA+ community in the District of Columbia. Provide specific examples of past programs, accomplishments, and lessons learned.
- How does your organization's mission and values align with the goals of this grant?
- Demonstrate your organization's capacity to manage and implement the proposed program, including:
 - Organizational structure and key personnel
 - Staffing qualifications and experience
 - Financial management practices
 - Board oversight and governance
- If your organization has previously received District funding, describe your experience managing those funds and meeting reporting requirements.

Criterion E: Sound Fiscal Management and Budget **25 points**

- Applicant demonstrates sound fiscal management (i.e., files their taxes, current business license, certificate of clean hands, certificate of good standing), the submission of the Lead Agency's annual audits (3 years, if available), and/or financial statements, and/or cash flow documents (2020 and year-to-date).

- The applicant's budget and budget justification should demonstrate a practical approach to achieving the stated goals and outcomes. Additionally, they provide a detailed breakdown of the mathematical calculations for each budget line item to enhance transparency in the financial planning process.
- If the applicant previously received a District grantor contract, it managed the funds transparently and responsibly for the grant's intended purposes. (i.e., refer to the Affidavit from the Office of Contract and Procurement, Assurance and Certifications affidavit).

Criterion F: Community Outreach

10 points

- Outline your plan for community outreach and engagement. How will you connect with the target population and other stakeholders to promote your program and raise awareness of Black LGBTQIA+ history?
- Describe any partnerships you plan to establish to support your community outreach efforts.
- If your organization has previously received District funding, describe your participation in community events and responsiveness to constituent requests.

B. MISCELLANEOUS

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

C. Application Review & Awards

The application review for this opportunity will occur in (3) phases.

Phase 1: Prequalification Period

During the prequalification period, applicants must successfully submit all the required information and documents listed in Section III.G. Each application will receive an initial screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the application review panel phase. An application will not be qualified for the review panel if:

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

Phase 2: Application Review Panel

Applications that are qualified in Phase 1 will be evaluated by an independent panel. MOLGBTQA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise, or grants administration and non-profit management. The panel members will review and score applicant proposals and submit recommendations for awards using the scoring criteria defined in Section II.A.

Phase 3: Award

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

SECTION III – ADMINISTRATIVE REQUIREMENTS & APPLICATION CHECKLIST

A. Certifications and Assurances

The agency shall complete, sign, and return the Certifications and Assurances with the application submission (Certifications and Assurances are provided in PDF format in the Supporting Documents section of the application in ZoomGrants).

B. Insurance

The applicant, upon request, must be able to show proof of all insurance coverage required by law. All grantees who receive awards under this RFA must show proof of insurance before receiving the funds. It is the responsibility of the grantee to make sure it has the appropriate insurance for the services it provides.

C. Grant Agreement.

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

D. 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.

E. Taxability of Grant Funds

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

F. Nondiscrimination in the Delivery of Services

Under the Federal Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), and/or the D.C. Human Rights Act (D.C. Official Code § 2-1401 *et seq.*), as amended, no person shall on the grounds of race, color, religion, national origin, political affiliation, sex, sexual orientation, gender identity or expression, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office on LGBTQIA+ 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. §§ 8101 *et seq.*](#)
- [District of Columbia Human Rights Act 1977, D.C. Official Code §§ 2-1401 *et seq.*](#)
- [DC Language Access Act of 2004, D.C. Official Code §§ 2-1931 *et seq.*](#)
- [The Grant Administration Act of 2013 as amended, D.C. Official Code §§ 1-328.11-.17.](#)
- [Mayor Order 2023-313 Sexual Harassment Policy.](#)

If the grant is reimbursable to the District from the Federal government through the 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, under [D.C. Official Code § 2-219.51](#).

G. APPLICATION CHECKLIST

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

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

Agency/Organization Profile

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

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

Supporting Documents:

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



Muriel Bowser
Mayor

GOVERNMENT OF DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR



Japer Bowles
Director

Mayor's Office of Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs

- Project Staff Job Descriptions - *Please describe only the positions of the staff working on the project.*
- Project Staff Resumes - *All staff paid with the funds from this grant must submit their resume.*
- Memorandum of Agreement/Understanding, *if applicable* - *Please DO NOT SEND general letters of support.*
- Program-related materials, *if applicable*
- Collaborative Partner Materials, *if applicable*
- List of DC Government funding received in FY2023 and expected in FY2024 – *Please include the name of the DC Government agency.*
- NICRA- *If the organization has the Negotiated Indirect Cost Rate Agreement with the Federal Government, please submit it to claim the 15% Indirect Cost.*
- AUDITS- *At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.*
- Insurance Certificates – *to be submitted if the organization is awarded the grant funds.*