



Muriel Bowser
Mayor

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR



Aly Kaba
Director

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

FY 2025 African Community Grant
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA

Friday, May 17, 2024

Pre-Bidder's Conference

Wednesday, May 22, 2024, at 3:00 pm (ET)

Frank D. Reeves Municipal Building – Edna Room
2000 14th Street NW, Second Floor

Submission Deadline

Friday, June 14, 2024, at 5:00 pm (ET)

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: [MOAA FY 2025 African Community Grant -- ZOOMGRANTS LINK](#)

For technical support, please contact ZoomGrants: Submit a ticket at help.zoomgrants.com or call 866-323-5404x2.

For applicant tips on how to best navigate ZoomGrants, please visit help.zoomgrants.com and click the “Applicants” header at the top of the page.

Point of Contact

Semhal Hagos, Grant Management Specialist
Mayor's Office on African Affairs
Phone: (202) 215-1229
Email: semhal.hagos@dc.gov

Availability of RFA:

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

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SECTION I – BACKGROUND

A. Introduction

The D.C. Mayor’s Office on African Affairs (MOAA) is soliciting grant applications for Fiscal Year 2025 (FY25) African Affairs Community Grant from qualified Community-Based Organizations (CBOs) providing direct services to the District’s African immigrant community. MOAA was created in 2006 as part of the Executive Office of the Mayor to address the needs of the District’s African residents. MOAA’s mission is to improve the quality of life through advocacy, community outreach, education, and inter-agency coordination. MOAA serves as the liaison between the District Government and the African community. It advises the Mayor, the Council, and the District Agencies on the views, needs, and concerns of the District’s African community.

B. Funding Areas

To qualify for the FY2025 African Community Grant, applicants must provide services in at least one of the three (3) funding areas listed below:

1. Downtown Comeback

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. Looking to DC’s future, the District of Columbia will continue to position itself as a global and forward-thinking leader in the way we choose to serve our residents.

Empowering the District of Columbia to remain a city for people of all ages and at all stages of life means fighting to protect the middle class. When Washingtonians across all eight wards have access to job opportunities and can afford to build a better life for themselves and their loved ones in the District, our residents and communities are stronger.

2. Public Safety

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 any type of violence, including gun violence, and ultimately end it.

Continuing to support our residents through investments in education, housing, and economic development will improve the quality of life of residents.

3. Education

Schools are the heartbeat of our communities, and every community deserves a great school. Every child should have the opportunity to reach their full potential and to pursue their dreams. This starts with the basics, such as reading, math, and more.

Recreational activities such as sports, arts, civic engagement, and youth engagement will impact the health and well-being of our residents and students.

C. Target Population

The target population for this grant is African residents and/or non-profit business owners in the District of Columbia serving the African community.

D. Eligible Organization

Applicants shall meet the following minimum requirements to be considered for the FY2025 African Community Development Grant:

1. The organization is a community-based organization with a Federal 501(c)(3) tax-exempt status and is a Licensed business with the 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; if the business is a national or regional organization, then it must have a location in the District through which it provides services;
3. The organization must provide services to District residents or collaborate with an organization that provides services to District residents through the organizational efforts of the applicant;
4. All services and programming funded by the grant must be provided within the District of Columbia;
5. The organization must currently be registered in good standing with the 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 period performance;
6. Applicants shall provide an affidavit regarding any debarments, suspensions, or default with the Office of Contract and Procurement and the Federal Government; and
7. *(This requirement applies only to current MOAA grantees)* Current grantees must be:

- a. Current on MOAA reporting obligations for the FY2024 grant cycle;
- b. In good standing with the District’s legal requirements, including those imposed by grant contracts; and
- c. Progress reports must reflect substantial progress towards the goals of the grant agreement.

Preference will be given to applicants who demonstrate strong evidence of responding to one of Mayor Muriel Bowser’s funding priorities listed in section B above.

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

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 the budget to run the entire program in the supporting document section. In addition, the organization must submit the budget requested in ZoomGrants.

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

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 **\$15,000**. The grant will be awarded for one year starting on October 1, 2024, 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 MOAA to make an award.

I. Award Notification

Award letters are expected to be released in early September 2024 via email and posted in 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 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 the ZoomGrants online portal. **Applications are due no later than Friday, June 14, 2024, at 5:00 PM.** All applications will be recorded upon receipt. Applications received after **Friday, June 14, 2024, 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, June 14, 2023, 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 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.

All applications must be submitted via the online application system. All attachment documents must be submitted in Adobe Acrobat 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. Applications that encounter technical systems errors must contact the support desk using this email questions@zoomgrants.org. Please be sure to notify us of any technical system errors by 4:55 PM on June 14, 2024. 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 Wednesday, May 22, 2024, at Frank D. Reeves Municipal Building, Edna Room at 3:00 PM.

L. Contact Person:

Semhal Hagos, Grant Management Specialist
Mayor's Office on African Affairs
Direct: (202) 215-1229
Email: semhal.hagos@dc.gov

M. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAA to make an award.
- MOAA reserves the right to accept or deny any or all applications if MOAA determines it is in the best interest of MOAA to do so. MOAA shall notify the applicant if it rejects that applicant's proposal. MOAA reserves the right to suspend or terminate an outstanding RFA.
- MOAA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.
- MOAA 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.
- MOAA 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.
- MOAA 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.
- MOAA 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 the maximum consideration. Applications that fail to include all the necessary elements may not be reviewed or considered and may be disqualified. Applications must provide sufficient information for EOM to determine the merit of the project proposal.

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

- The program demonstrates that members of the community would benefit from the outcomes of the grant.
- The description of the program implementation, including the work plan, staffing plan, and performance work plan is realistic based on the proposed time requirements.
- The program addresses the funding areas listed in section B and will impact District residents.

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

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

Criterion C: Program Evaluation **5 points**

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

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

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the African community. Information on prior program accomplishments, evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with the District's African community.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to

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

- The organization possesses a Board member structure.

Criterion E: Sound Fiscal Management and Budget

25 points

- Applicant demonstrates sound fiscal management (i.e., 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).
- Applicant’s budget with budget justification is reasonable and it is realistic to achieve stated goals and objectives.
- If the applicant previously received a District grant or contract, it managed the funds transparently and responsibly for the grant’s intended purposes (i.e., refer to the Affidavit from the Office of Contract and Procurement, Assurance and Certifications affidavit).

Criterion F: Community Outreach

10 points

- Applicant demonstrates sound community outreach plan to connect with African 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 the District’s African community issues. Opportunities include tabling at various District of Columbia government events and other District government-sponsored activities. If the applicant previously received District funds, it participated in such events and promptly responded to requests for assistance to constituents within the applicant’s range of expertise.

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 the Community Grants will occur in (3) phases.

1. Phase 1: Prequalification Period

During the prequalification period, applicants must successfully submit all the required information and documents listed in Section XI. Each application will receive an initial

screening to ensure that all required forms, signatures, and documents are present, complete, and compliant with the requirements for each, and if so, the application will be qualified to move to the application review panel phase. An application will not be qualified for the review panel if:

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

2. Phase 2: Application Review Panel

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

3. Phase 3: Award

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

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 African 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, pursuant to [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

Please make sure that your application covers the following:

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

Supporting Documents:

- Copy of current IRS tax-exempt Determination Letter (*REQUIRED for applicants that have a 501 status*)
- DC Basic Business License from DLCP [*Note: License period must be current at the time of application.*]
- IRS Form 990 for 2022, **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 at the time of application**. 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 upload the attached document.*
- Signed Certifications - *Please sign and upload the attached document.*
- Signed Mayor Order 2023-313 Sexual Harassment Policy - *Please sign and upload the attached document.*
- Organizational Chart
- Current list of board members - *For each member include names, addresses, affiliations, and contact information.*
- 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.*