

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

FY 2021 African American Affairs Community Grant
REQUEST FOR APPLICATIONS (RFA)

- Release Date of RFA:** Monday, July 27, 2020
- Pre-Bidder's Conference:** Thursday, July 23, 2020
1:00 PM - 2:00 PM
WEBEX REGISTRATION LINK:
[MOAAA Pre-Bidder Conference](#)
- WEBEX VIDEO RECORDING:
[MOAAA FY 2021 Pre-Bidder's Conference](#)
- Submission Deadline:** Friday, August 7, 2020 at 5:00 pm

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

- Submission Details:** Online submissions only. Please submit your complete application through the following online portal:
<https://zoomgrants.com/gprop.asp?donorid=2300&limited=2991>
- Point of Contact:** Lionell Gaines, Associate Director
Phone: 202-836-0826
Email: lionell.gaines@dc.gov
- Availability of RFA:** Download from MOAAA's website (www.moaaa.dc.gov) and/or the District Grant Clearinghouse website.

TABLE OF CONTENTS

Section I	Background	3
	Introduction	3
	Funding Areas	3
	Target Population	3
	Eligible Organization	3-4
	Number of Awards, Amounts and Duration	4
	Application Review & Awards	4
	Award Notification	4
	Submission Guidelines	4
	Pre-Bidders Conference	5
	Contact Person	5
	Terms and Conditions	5
Section II	Scoring of Applications	6
	Scoring Criteria	6-7
Section III	Administrative Requirements	8
	Application Checklist	9

Mayor Office on African American Affairs

SECTION I – BACKGROUND

A. Introduction

The D.C. Mayor’s Office on African American Affairs (MOAAA) is soliciting grant applications for its Fiscal Year (FY) 2021 African American Affairs Community Grant from qualified Community-Based Organizations (CBOs) providing direct services to the District’s African American community. MOAAA was created in 2015 as part of the Executive Office of the Mayor to address the needs of the District’s African American residents. MOAAA’s mission is to improve the quality of life through advocacy, community outreach, education, and inter-agency coordination. MOAAA serves as the liaison between the District Government and the African American community. It advises the Mayor, the Council, and the District Agencies on the views, needs, and concerns of the District’s African American community.

B. Funding Areas

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

- Education
- Jobs & Economic Development
- Public Safety
- Civic Engagement
- Health & Wellness
- Youth Engagement
- Arts & Creative Economy

The programs should encompass culturally competent direct services that increase low-income African American residents and small businesses’ capacity for independence into the general community.

C. Target Population

The target population for this grant is African American residents and/or business owners in the District of Columbia.

D. Eligible Organization

Applicants must meet all of the following conditions:

be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
the organization or program serves the District’s African American residents; or business owners
the organization’s principal place of business is located in the District of Columbia;
all services and programming must be provided in the District of Columbia;

Mayor Office on African American Affairs

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the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;

Current grantees must be current on any reporting obligations for the FY20 grant cycle.

Preference will be given to applicants who demonstrate:

Strong evidence of responding to one of Mayor Muriel Bowser's policy priorities: focusing on our youngest residents; transforming workforce training and creating economic opportunities.

E. Awards Amounts and Duration

Award sizes will vary, and eligible organizations can be funded up to \$10,000. The grant will be awarded for one year starting on October 1, 2020 and ending on September 30, 2021.

Programs must be run and evaluated during this period. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAAA to make an award.

F. Application Review & Awards

MOAAA 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. The panel members will review and score applicant proposals and submit recommendations for awards.

G. Award Notification

Award letters will be released in September 2020 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.

H. Submission Guidelines

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

Applications are due no later than Friday, August 7, 2020 at 5:00PM. All applications will be recorded upon receipt. Applications received after **Friday, August 7, 2020 at 5:00PM** are disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by MOAAA, will not be accepted after the deadline of **Friday, August 7, 2020 at 5:00PM**. MOAAA is not responsible for unreadable and/or out of order submissions.

The grant application will be available through the online grant application ZoomGrants. In order to apply, an applicant must go to the link that will be posted on MOAAA's website

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www.moaaa.dc.gov). 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.

I. Pre-Bidders Conference

A pre-bidders conference will be held on Thurs, July 23, 2020 from 1:00PM-2:00PM via WebEx ([MOAAA Pre-Bidder Conference](#)). Applicants who have questions regarding the RFA are encouraged to attend the meeting. For language access needs such as translation or sign language, please contact Lionell Gaines before the pre-application conference. NOTE: This is only to discuss and give guidance to the RFA process and no particular details of an application can be discussed at these meetings.

J. Contact Person:

Lionell Gaines, Associate Director
Direct: (202) 836-0826
Main: (202) 442-8150
Email: lionell.gaines@dc.gov

K. Terms and Conditions

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

MOAAA reserves the right to accept or deny any or all applications if MOAAA determines it is in the best interest of MOAAA to do so. MOAAA shall notify the applicant if it rejects that applicant's proposal. MOAAA reserves the right to suspend or terminate an outstanding RFA.

MOAAA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

MOAAA 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.

MOAAA 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.

MOAAA 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.

MOAAA 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, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; 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 the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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SECTION II – SCORING OF APPLICATIONS

Scoring Criteria

Applicant's proposal submissions will be objectively 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.

Criterion B: Program Goals, Objectives and Services **10 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives
- Applicant demonstrates that the program is using best practices and/or is based on national standards (if applicable).

Criterion C: Program Evaluation **10 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 American community. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District's African American community.
- 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 **10 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

Mayor Office on African American Affairs

the Lead Agency's annual audits (2 years) and/or financial statements, and/or cash flow documents (2016 and year-to-date).

- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

Criterion F: Virtual Community Outreach and Social Distancing Engagement 25 points

- Applicants demonstrates sound community outreach plan to connect with African Americans and other DC community (residents and businesses) to promote programs and/or services to new potential clients, as well as raise awareness of DC African American issues. Opportunities including tabling at various District of Columbia government events and other sponsored activities.
- Applicants demonstrates a sound community social distancing engagement & public health awareness outreach plan to connect DC residents to COVID-19 related resources and services in order to flatten the curve.

Mayor Office on African American Affairs

SECTION III – ADMINISTRATIVE REQUIREMENTS

A. Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed 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, 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.

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 Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, 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 of the 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
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and
- District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004

Mayor Office on African American Affairs

APPLICATION CHECKLIST

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

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

Agency/Organization Profile

Proposal Narrative - make sure that your narrative covers the following:

- Proposal Summary
- Program/Project Narrative
 - Collaboration Description (if applicable)
 - Program Goals and Objectives
 - Organizational Capabilities

Supporting Documents:

- Certifications – please download and sign the form within Zoomgrants
- Assurances – please download and sign the form within Zoomgrants
- Audited Financial Statements and/or most recent 990 and/or cash flow statements for 2018 thru year-to-date
- IRS tax-exempt determination letter
- Current FY Organizational Budget
- Organizational chart
- Job Descriptions/Staff Resumes
- Current Board list with names, affiliation, and contact information
- DC Basic Business License
- DC Clean Hands Certificate/Certificate of Good Standing
- Social Media Accounts
- Memorandum of Agreement/Understanding if applicable. **DO NOT SEND** general letters of support
- Collaborative Partner Materials (if relevant)
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- Virtual Community Outreach and Social Distancing Engagement / Public Health Awareness Plan

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