

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

FY21 Asian American Pacific Islander Affairs
Community Grant
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Tuesday, July 28, 2020

Pre-Bidder's Conference: Wednesday, July 22, 2020
Watch the [Pre-Bidder's Conference Recording](#)

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://www.zoomgrants.com/zgf/FY21 AAPI Community Grant](https://www.zoomgrants.com/zgf/FY21_AAPI_Community_Grant)

For technical support, please contact Zoomgrants:
Submit a ticket: help.zoomgrants.com
Call: 866-323-5404 x2

Point of Contact: Ly Le, Grants Management Specialist
202-365-4013
ly.le@dc.gov

Availability of RFA: Download from MOAPIA's website (apia.dc.gov) & on the [District's Grant Clearinghouse](#) Website

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SECTION I – BACKGROUND

A. Introduction

The DC Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) is soliciting grant applications for its FY 2021 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 that provide direct services to the District's AAPI 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 Asian American and Pacific Islander residents and small businesses' capacity for independence into the general community.

C. Target Population

The target population for this grant is Asian American and Pacific Islander residents and/or merchants 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 Asian American and Pacific Islander 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;
- 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 \$55,000. 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 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, 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 mid-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 MOAPIA, will not be accepted after the deadline of **Friday, August 7, 2020 at 5:00PM**. MOAPIA 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 [MOAPIA'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.

I. Pre-Bidders Conference

A pre-bidder's conference was held on Wednesday, July 22, 2020 via WebEx. To watch the recording, please [click here](#).

J. Contact Person:

Ly Le, Grants Management Specialist

Direct: (202) 365-4013

Main: (202) 727-3120

Email: ly.le@dc.gov

K. Terms and Conditions

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

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
- Due to COVID-19 social distancing guidelines, a community social distance/virtual engagement work plan is required for quarters 1 & 2 and a normal operations work plan for quarters 3 & 4.
- Applicant is required to submit a contingency work plan for quarters 3 & 4, should an extension of the community social distance/virtual engagement plan be necessary.

Criterion B: Program Goals, Objectives and Services

15 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**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 Asian immigrant community. Information on prior program evaluations, findings, and changes made as a result should be referenced
- Applicant demonstrates capacity to work with District's Asian immigrant 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 (2018 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 the hybrid operations, virtual work plan in quarters 1 & 2 and a normal operations work plan in quarters 3 & 4

Criterion F: Community Outreach**10 points**

- Applicant demonstrates sound community outreach plan to connect with AAPI and other DC community (residents and businesses) to promote programs and/or services to new potential clients, as well as raise awareness of DC AAPI issues. Opportunities including tabling at various District of Columbia government events and other sponsored activities
- Applicant demonstrates proper safety precautions would be taken to protect the health of staff and its clients

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 Asian and Pacific Islander 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

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
 - Social Distance and Virtual Engagement
- **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 and number of followers
 - 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