**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**Executive Office of the Mayor**

Mayor’s Office on Asian and Pacific Islander Affairs

**FY22 Asian American Pacific Islander Affairs Community Grant**

**REQUEST FOR APPLICATIONS (RFA)**

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**Release Date of RFA: Monday, July 12th, 2021**

**Pre-Bidder’s Conference:** Friday, July 16th, 2021, 11:00 AM – [Meeting Link](https://dcnet.webex.com/dcnet/j.php?MTID=mdca34f226718999b58631f3766c68c62)

**Submission Deadline: Friday, July 30th, 2021, 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/FY22_AAPI_Community_Grant>

For technical support, please contact ZoomGrants: Submit a ticket at **help.zoomgrants.com** or 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 MOCA’s website ([communityaffairs.dc.gov](https://communityaffairs.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 Affair (MOAPIA) is soliciting grant applications for its FY 2022 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:

● Education

● Jobs & Economic Development

● Public Safety

● Civic Engagement

● Health & Wellness

● Youth Engagement

● Arts & Creative Economy

● COVID-19 Recovery

The programs should encompass culturally competent direct services that increase low-income Asian American and Pacific Islander residents and small businesses’ 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 Islander 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 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 FY21 grant cycle.

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

**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, 2021 and ending on September 30, 2022. 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, 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; grant administrators with prior experience with applicants; and the input and expert opinion of relevant agency Directors.

**G. Award Notification**

Award letters are expected to be released in mid-September 2021 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.

**H. Submission Guidelines**

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

**Applications are due no later than Friday, July 30th 2021 5:00PM.** All applications will be recorded upon receipt. Applications received after **Friday, July 30th 2021 at 5:00PM** will bedisqualified 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, July 30th 2021 5:00PM.** 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](https://communityaffairs.dc.gov/content/community-grant-program). 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 will be/was held on July 16th, 2021 at 11 am via WebEx. To join, please join the virtual conference [here](https://dcnet.webex.com/dcnet/j.php?MTID=mdca34f226718999b58631f3766c68c62).

**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 proposed.
* 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 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**

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**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 continued or worsening public health emergency.
* **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 and 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 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 (2019 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 including 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 clients.

**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 with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.

**SECTION III – ADMINISTRATIVE REQUIREMENTS**

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**A. Certifications and Assurances**

The applicant 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 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, 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 Asian and Pacific Islander 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.

**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 section 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 (if applicable)
* **Supporting Documents:** 
  + Certifications – please download and sign the form within ZoomGrants Assurances
  + Audited Financial Statements and/or most recent 990 and/or cash flow statements for 2019 thru year-to-date
  + IRS tax-exempt determination letter
  + Current FY21 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
  + Summary of accomplishments under prior grants