



THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor

Mayor’s Office on Latino Affairs

FY 2024 Summer Youth Employment Program (SYEP)

REQUEST FOR APPLICATIONS (RFA)

<u>Release Date of RFA</u>	Friday, May 3, 2024
<u>Pre-Bidder’s Conference</u>	Saturday, May 11, 2024, 10:00 am - 12:00 pm Franklin D. Reeves, Municipal Building 2000 14th Street NW, Second Floor Washington, DC 20009
<u>Submission Deadline</u>	Friday, May 31, 2024, at 5:00 pm (ET) <i>Applications received after 5:00pm on Friday, May 31, 2024, will not be considered.</i>
<u>Submission Details & Technical Support</u>	Please submit your complete application through the following email: Grants.ola@dc.gov with the subject line: “MOLA FY24 - SYEP Application” <i>MOLA will only receive, or answer questions related to this grant competition if submitted in writing via e-mail to grants.ola@dc.gov.</i> <i>Due to the volume of inquiries, questions submitted after Wednesday, May 29, 2024, at 5:00 pm EST may not receive a response.</i>
<u>Point of Contact</u>	Ricardo Espitia, Grants Management Specialist Lucy Hernandez, Grants Monitor Phone: 202-714-4769 or 202-600-1807 Email: grants.ola@dc.gov
<u>Availability of RFA:</u>	Download the RFA on MOCA’s website (communityaffairs.dc.gov), MOLA’s website (MOLA.dc.gov), and on the District’s Grant Clearinghouse website.

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SECTION I – BACKGROUND

A. Introduction

The Executive Office of Mayor Muriel Bowser and The Mayor’s Office on Latino Affairs (MOLA) are soliciting grant applications for its FY 2024 Summer Youth Employment Program (SYEP) from qualified Community-Based Organizations (CBOs) serving the District of Columbia’s Latino Youth community.

The grant is intended to provide District of Columbia Latino youth ages 14-24 with:

1. A meaningful and structured summer experience and career readiness opportunities and services with a variety of partner organizations that will also act as Host Employer Sites
2. A safe, positive environment that will allow youth to develop the necessary skills and training needed to be employable in the future.
3. Exposure to different career options while motivating youths to pursuit these careers through interactive, hands-on career development activities and supportive services.

MOLA’s mission is to improve the quality of life of the District’s Latino residents by addressing a broad range of social and economic needs through strategic management of public and private partnerships, expertise on policy, community relations, civic engagement, and community-based grants and to ensure Latinos have access to vital programs and services offered by DC in the areas of human services, health, education, housing, economic development, and employment opportunities. MOLA has served the Latino community of the District of Columbia since 1976.

B. Funding Priorities

To qualify for the FY24 SYEP Grant, applicants must provide services in at least one of the six (6) funding priorities 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.

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.

3. Recreation & All Students on Pathways to Success

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

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 and math.

4. Work Force Development

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 have access to job opportunities and can afford to build a good life for themselves and their loved ones in the District, our residents and communities are stronger.

5. Highlight East of the River

Programs that support our residents in the East of the River through investments in education, housing, economic development, public safety, art, and recreation to increase the quality of life.

6. More Democracy

As the Nation's capital for democracy, District residents should be empowered to utilize their voices and rights to be heard.

C. Target Population

The target population for the use of these funds is youth Latino ages 14-24 bona fide residents of the District of Columbia.

D. Eligible Organization

Applicants shall meet the following minimum requirements to be considered for the FY24 SYEP 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, it must have a location in the District through which it provides services;
3. The organization must provide services to District Latinx residents or collaborate with an organization that provides services to District Latinx residents.

4. All services and programming funded by the grant must be provided within the District of Columbia; and
5. The organization must be registered and 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 performance period;
6. Applicants shall provide an affidavit regarding any debarments, suspensions, or default with the Office of Contract and Procurement (OCP);
7. (*This requirement applies only to current MOLA grantees*) Current grantees must be:
 - a. current on MOLA reporting obligations for the FY24 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.

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. Awards Amounts and Duration

Award sizes will vary, and eligible organizations can be funded up to **\$15,000**. MOLA expects to award up to 15 grants to successful organizations.

The grant will be awarded for the period starting on June 27, 2024, and ending on August 5, 2024, and will not exceed 29 program days, unless otherwise indicated by MOLA.

MOLA is awarding these funds by Intra-District Grant Funds from the Department of Employment Services (DOES). The budget shall not exceed \$80,000.00 in grants.

F. Award Notification

Award letters are expected to be released in early June 2024 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.

G. Submission Guidelines

The **ONLY** method to apply is via email through the following email: grants.ola@dc.gov. **Applications are due no later than Friday, May 31, 2024, at 5:00 pm (ET)**. All applications will be recorded upon receipt. Applications received after **Friday, May 31, 2024, at 5:00 pm (ET)** 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, May 31, 2024, at 5:00 pm (ET)**. Applications with incomplete, illegible, or corrupted files or digital material will not be considered.

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 malfunction of the email platform used to submit the application. Applicants that encounter technical systems errors must contact the support desk for their email platforms or systems that are being used.

H. Pre-Bidders Conference

The pre-bidders' conference will be held on **Saturday, May 11, 2024, from 10:00 am to 12:00 pm** at the Frank D. Reeves Municipal Building, 2000 14th Street NW, 2nd Floor, Washington, DC 20009.

Please RSVP here: <https://tinyurl.com/SYEPPreBidder>

If a representative from the organization is unable to attend the conference, we encourage you to email any questions no later than Tuesday, May 28th, 2024, at 5:00 pm EST to: grants.ola@dc.gov, subject "SYEP FY24 Question". MOLA will only receive, or answer questions related to this grant if submitted in writing via e-mail.

Due to the volume of inquiries questions submitted after Tuesday, May 28, 2024, at 5:00 pm EST may not receive a response.

I. Contact Person:

- Ricardo Espitia, Grants Management Specialist, at 202-714-4769 and
- Lucy Hernandez, Grants Monitor, at 202-600-1807
- or via email at: grants.ola@dc.gov.

J. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. **This RFA does not commit MOLA to make an award.**
- MOLA reserves the right to accept or deny any or all applications if MOLA determines it is in the best interest of MOLA to do so. MOLA shall notify the applicant if it rejects that applicant's proposal. MOLA reserves the right to suspend or terminate an outstanding RFA.
- MOLA reserves the right to issue addenda and/or amendments after the issuance of the RFA or to rescind the RFA.
- MOLA 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.**
- MOLA 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.
- MOLA 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.
- MOLA 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 RESPONSIBILITIES

A. Mayor's Office on Latino Affairs (MOLA)

1. Services

MOLA will place eligible youths (ages 14-15; 16-21; 22-24) in a structured career readiness opportunities at one of the selected partner organizations.

2. Monitoring

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 to ensure that locations comply with the rules and regulations specified in the SYEP Host Site Agreement, review of performance planning, engagement efforts, and data collection.

At any point, the grant is subject to a performance or financial audit.

3. Payments of Stipends range for MOLA-DOES Summer Youth Employment Program

MOLA will ensure all hours worked by youth are accurately recorded and paid on time. Any payment discrepancies are collected and resolved in a timely fashion.

- Youth ages 14-15 will be eligible to receive a stipend of up to \$725.00 for a 29-day program of 4 hours per day for the duration of the grant period June 27, 2024, to August 5, 2024.
- Youth ages 16-21 will be eligible to receive a stipend of up to \$1305.00 for 29 program days of 5 hours per day from June 27, 2024, to August 5, 2024.
- Youth ages 22-24 will be eligible to receive a stipend of up to \$3030.00 for 29 program days of 6 hours per day from June 27, 2024, to August 5, 2024.
- 22-24-year-old youth will be compensated \$17.00 per hour until July 1, 2024, and then their wage will adjust to \$17.50 per hour.)

4. Program Reporting

MOLA will assign a Project Coordinator to monitor the successful grantees. The Project Coordinator will:

- Monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards;
- Review applicable project procedures and Closeout reports;
- Conduct periodic site visits;
- Ensure the worksites follow the minimum SYEP standards.
- 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.

B. Participants Organization:

1. Participant organizations are required to:

- Ensure that all the participants youth are verified as bona fide residents of the District of Columbia and are between the ages of 14-24 before the start of the program;
- Provide the participants youth ages 14-24, with meaningful and structured career readiness opportunities and services for the duration of the SYEP;
- Provide a safe, positive work environment that will allow the youth to develop the necessary skills and training needed to be employable in the future;
- Expose youth to an array of diverse career options and motivate them to stay in school to pursue these careers through interactive hands-on career development activities and supportive services;
- Provide an end of summer close-out report to MOLA with specific information about youth who were engaged, the services they received, and total hours worked. This report shall be submitted no later than Monday, September 30, 2024;

- Maintain records/receipts for the expenditure of all funds provided for at least 3 years from the date of expiration or termination of the award, and upon MOLA request.

SECTION III PROPOSAL FORMAT

Applications must comply with the following guidelines:

- The application narrative is limited to a maximum of **10, 8½ x 11-inch, double-spaced white pages** (without attachments)
- Font-type is 12-point Times New Roman
- Document format is PDF
- A minimum of 1-inch margins all around, and
- Each page in the proposal should be numbered.

The review panel **will not review applications that do not conform to the requirements listed above and in this entire section.**

Applicants must ensure that applications include the following sections:

A. Proposal Summary (1 page)

This section should include an overview of your organization, the goal, objectives, outcomes, and overall costs of the proposed program, including:

- Overview of the organization, history, mission, and goals;
- A synopsis of the proposed program objectives, project activities and outcomes;
- An overview of the program implementation, work plan, milestones and timeframe;
- The budget needed to accomplish the stated/proposed goals, objectives and activities;

Use the S.M.A.R.T. measure formula when defining the program goals and objectives:

- **S: Specific,**
- **M: Measurable,**
- **A: Achievable,**
- **R: Realistic,** and
- **T: Time-defined**

B. Program Narrative (8-9 pages)

This section should answer the following questions (Please include the question followed by your response. If a question does not apply to you, you do not have to include it):

1. What is the name/title of your program(s) to be funded?
2. Please provide a brief description of the proposed service/program?

3. What need is the proposed service/program fulfilling, and what practices does your organization propose to address the need?
4. What's the expected impact of the proposed service/program, and how can your organization ensure desired impact?
5. What innovative practice(s) will your program implement, and why is your organization or collaborators uniquely positioned to implement the program?
6. How does your organization plan to provide the service/program, and what's your organization's minimum capacity, including human and financial resources, to implement the program?
7. How does your organization document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?
8. If your organization plans to collaborate with others to deliver the proposed service/program, please provide the name of those organizations, and describe the role each collaborator will play in the implementation of the service/program?
9. Which of Mayor Bowser's 6 Funding Priorities (see Section I, B.) is your organization applying to serve, and in two sentences describe how your proposed program addresses the Priority(ies)? **Mayor Bowser's 6 Funding Priorities: *Downtown Comeback, Public Safety, Recreation & All Students on Pathways to Success, Work Force Development, Highlight East of the River, and More Democracy.***
10. Of the District Latino population, what is the target population(s) that will be served by the service/program?
11. Which District ward(s) will the proposed program directly support?

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 6
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 7
<input type="checkbox"/> Ward 4	<input type="checkbox"/> Ward 8

12. Would it be possible for the Mayor, or one of her designees, to participate in any event(s) organized by your organization and that has received support from this grant?

C. Performance Plan (Attachment D)

Use Attachment D to define the key performance indicators for each of the business objectives proposed by the plan using the S.M.A.R.T. measures formula (see section II. A.).

D. Budget (Attachment E)

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 Attachment E.

The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted to the agency under which the applicant is seeking funding. Up to 15% of the funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, audits and the like).

2. 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

3. 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.
- To cover any expenses made prior to the grant award.
- To supplant (replace) funds for other grant sources.

4. Budget Narrative/Justification (Attachment E):

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel). If your organization is applying in collaboration with other organizations, please include the appropriate division of budget between the two or more organizations who are applying and include the justification for the allocation.

5. Payment of Youth Stipends

Stipends for youth part of the program are as follow:

Total Youth	Age	Total Amount per Student	Total # Programs Days	Wage Rate Per Hour	Total Hours Per Day	Total Hours Per Week	Total Programmatic Work Hours	Total Cost
27	14-15	\$725.00	29	\$6.25	4	20	116	\$19,575
29	16-21	\$1,305.00	29	\$9.00	5	25	145	\$37,845
5*	22-24	\$510.00	5	\$17.00*	6	30*	30	\$2,550
5*	22-24	\$2,520.00	24	\$17.50	6	30	144	\$12,600
61							Total	\$72,570.00

**22-24-year-old youth will be compensated \$17.00 per hour until July 1, 2024, and then their wage will adjust to \$17.50 per hour.*

E. Staffing Plan (Attachment F)

This section should contain the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a start date as to when the position will be filled should be supplied. If applying as a collaboration with other organizations, please note the affiliation organization to the appropriate corresponding staff.

SECTION IV – 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 Mayor's priorities 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 demonstrates clearly 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 Latino 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 Latino 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 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**

- Applicant demonstrates sound community outreach plan to connect with Latino 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 Latino 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 on the panel scoring and evaluating 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 on why their proposal was not granted, or their funding request was not granted in full.

C. Application Review & Awards

The application review for the FY2024 Summer Youth Employment Program 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 V. G., Supporting Documents. 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. MOLA 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 IV.A., above.

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 V – ADMINISTRATIVE REQUIREMENTS & APPLICATION CHECKLIST

A. Certifications and Assurances (Attachment A)

The agency shall complete, sign, and return the Certifications and Assurances with the application submission (Certifications and Assurances are provided in PDF format in Attachment A).

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 FY24 Summer Youth Employment Program (SYEP) 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.

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

- Proposal Summary (1 page)
- Program Narrative (8-9 pages) (see instructions in Section III, B.)
- Performance Plan (Attachment D)
- Budget (Attachment E)
- Staffing Plan (Attachment F)

Other required Application Materials:

- Certifications (Attachment A): please sign and scan entire document for submission
- Assurances (Attachment B): please sign and scan entire document for submission
- Agency Profile (Attachment C): please type or write in eligible handwriting
- Performance Plan (Attachment D)
- Budget (Attachment E)
- Staffing Plan (Attachment F)

Please note that all Attachments listed above are included in this RFA. Please do not substitute forms. You are required to fill out, scan, and return all pages of the Attachments.

Appendices – please maintain order of submission listed below:

- Job Descriptions
- Staff Resumes
- Organizational chart
- Current Board list with names, affiliation, and contact information.
- Copy of current organizational budget
- Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support
- Collaborative Partner Materials (if relevant)

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, and 2023
*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).*
- OTR- Clean Hands Certificate *(Office of Tax and Revenue)*
- Department of Licensing and Consumer Protection (DLCP) - Certificate of Good Standing
- Office of Contract and Procurement (OCP) - Debarment - *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.*
- Summary of accomplishment under prior grants
- 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.*

SECTION VI: ATTACHMENTS

A. ATTACHMENT A: Certifications:

CERTIFICATIONS
GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
Certification Regarding

Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

- B. In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;

- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts, and all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

- A. The applicant certifies that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a Federal, State, or local court, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
 - b. Have not within three years preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal, State, or local antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with a commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within three years preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620-

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

- b. Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace.
 - (2) The applicant's policy of maintaining a drug-free workplace.
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; and
 - (2) Abide by the terms of the statement.
- e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) from an employee or otherwise receiving actual notice of such conviction. Employers of Convicted employees must provide notice, including position title to: Mayor's Office on Latino Affairs, 2000 14th Street, Second Floor, Washington, DC 20009. Notice shall include the identification number(s) of each affected grant.
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Finally, as a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant. If convicted of a criminal drug offense resulting from a violation occurring during the Conduct of any grants activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: the Mayor's Office on Latino Affairs, 2000 14th Street, NW, Washington, DC 20009.

As a duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name: _____
2. Address: _____
3. Application Number: _____
4. Program Name: _____
5. Grantee IRS EIN: _____
6. Name of Authorized representative: _____
7. Title of Authorized representative: _____
8. Signature: _____
9. Date: _____

B. ATTACHMENT B: Assurances:

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses the legal authority to apply for the Grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646, which provides for fair and equitable treatment of persons displaced as a result of Federal programs and federally assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local units of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not limited by the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities, indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevent or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA Accessibility Guidelines for Buildings and Facilities, Title IIX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.
13. In the event a Federal, State, or local court or Federal, State, or local administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable

and the corresponding implementing regulations.

17. It will comply with the District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

C. ATTACHMENT C: Agency Profile

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
Summer Youth Employment Program FY 2024**

AGENCY PROFILE

ORGANIZATION:

Employer Identification Number (EIN):
Project Title:
Duration (Begin/End Dates):

PROJECT COST:

Funding Requested
(MOLA): \$ Total Project
Budget: \$

OFFICIAL AUTHORIZING THIS APPLICATION:

Name and Title:
Telephone:
Fax:

PROJECT DIRECTOR:

Name:
Title:
Address:
Telephone:
Email:
Fax:

FINANCIAL OFFICER:

Name:
Title:
Address:
Telephone:
Email:
Fax:

Application is made for a grant under the above-mentioned FY 2024 Summer Youth Employment Program to the District of Columbia in the amount of and for the purpose stated herein.

I certify that this application, if awarded, will conform to the conditions set forth by the Mayor's Office on Latino Affairs.

D. ATTACHMENT D: Performance Plan

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs
Summer Youth Employment Program FY 2024**

PERFORMANCE PLAN

Organization Name:
Program Supervisor/Manager:

Measurable Goals and Objectives	Inputs	Activities/Tasks	Dates / Timeline	Outcomes [Measurable Impact]

E. ATTACHMENT E: Budget Summary

**DISTRICT OF COLUMBIA GOVERNMENT
 Mayor's Office on Latino Affairs
 Summer Youth Employment Program FY 2024**

BUDGET SUMMARY

A. Personnel	\$ _____
B. Fringe Benefits	\$ _____
C. Travel	\$ _____
D. Supplies	\$ _____
E. Equipment	\$ _____
F. Consultants/Contractors	\$ _____
G. Communication	\$ _____
H. Printing/Copying	\$ _____
I. Training	\$ _____
J. Indirect cost	\$ _____
PROJECT TOTAL:	\$ _____

**Please provide budget narrative/justification below.
 (Use extra page if necessary) ATTACHMENT (E)**

Personnel	
Fringe Benefits	

Travel	
Supplies	
Equipment	
Consultants	
Communication	
Printing / Copying	



THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



F. ATTACHMENT F: Staffing Plan

**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs
Summer Youth Employment Program FY 2024**

STAFFING PLAN

Name	Position Title	Filled/ Vacant	Annual Salary	%of Time	Start Date