

# MOAA FY17 African Community Grant Pre-Bidders Orientation Meeting



Office On African Affairs  
Executive Office of the Mayor  
Government of the District of Columbia



# OUTLINE

- **The Mayor's Office on African Affairs**
  - An overview of MOAA's history and mission
  - Program areas
- **FY2017 African Community Grant**
  - Funding priority areas
  - Eligibility
  - Grant disbursement
  - Application review and awards
  - Submission guidelines & format
  - Proposal components
  - Proposal attachments & appendices
  - Scoring criteria
  - Application checklist

# History

The DC Mayor's Office on African Affairs (MOAA) was established on **March 23, 2006** by the District Council when it passed D.C. Act 16-313





# Mission

MOAA aims to:

- Improve the **quality of life** of the District's diverse African born constituencies and their children;
- Increase **civic and public engagement** in the District's African immigrant communities; and
- Support **community development** among African-born immigrants



## CONSTITUENT SERVICES:

*MOAA serves as a principle liaison office for the District's ethnically and linguistically diverse African communities, the Mayor, and District government.*

## OUTREACH AND EDUCATION:

*MOAA organizes and facilitates educational outreach programs and activities, around health, education, public safety, human rights, economic development, employment, social services and housing to ensure that community members access services and resources they need to improve their quality of life.*

## CAPACITY BUILDING:

*MOAA works to support and build the capacity of local entrepreneurs, small businesses, nonprofits and community-based organizations.*

# MOAA's (6) Program Areas



## MULTICULTURAL AWARENESS & DEVELOPMENT:

MOAA works to *strengthen the connection* among the District's African communities and showcase their contributions to the city.

## YOUTH ENGAGEMENT:

MOAA is committed to *strengthening the voice of African youth* and forging partnerships by *encouraging civic engagement* and participation. We promote leadership and create platforms for youth to express their unique experiences and challenges as District residents.

# MOAA's Program Areas



# MOAA's (6) Program Areas

## **AFRICAN COMMUNITY GRANT PROGRAM:**

*Program began in 2014, after MOAA was designated as a grant-maker agency with the capacity to strengthen community-based organizations through funding opportunities in specific areas identified as the mayor's policy priorities.*

*In FY15, a combined 7,488 outreach and engagement touches to African residents were recorded by African Community Grantees.*

*This showed an over 55 per cent increase from the year before, and included grantee outreach activities that provide information and resources on services and programs available to the District's African community.*



# FY17 African Community Grant

- MOAA granted budget-making authority in April 2013.
- \$100,000 available for community-based organizations.
- Funding intended for programs that provide culturally and linguistically targeted services and resources to the District's African residents.



# Funding Priority Areas

- Education
- Jobs and Economic Development
- Public Safety
- Civic Engagement
- Linkages to Health, Wellness, and Human Services
- Youth Engagement
- Arts and Creative Economy

# Eligible Organizations

- Be a Community-Based Organization with a with a Federal **501(c)(3) tax-exempt status in-hand** or evidence of fiscal agent relationship with a 501 (c)(3) organization;
- Organization or program serves the District's **African residents** or **business owners**.
- Organization's principal place of business is **located** in the **District of Columbia**.
- Organization is **currently registered in good standing** with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.
- FY16 grantees **must be current** on reporting obligations.

# Eligible Organizations: Preferences

- Strong evidence of responding to one of Mayor Muriel Bowser's policy priorities: **focusing on our youngest residents; transforming workforce training; creating economic opportunities.**
- Strong evidence of collaboration, partnership, and joint programming with other African-serving community-based organizations.
- **Organizational capacity** to deliver effective **cross-cultural and inter-community** programs that address specific needs and fill existing gaps in service delivery.
- **Cultural and linguistic competency** to work with diverse segments of the District's African community, particularly those with culturally and linguistically diverse African communities in the District.
- **Track record and proven reach into under-served groups** within the District's African Community.

# Grant Disbursement

- MOAA may award up to 10 grants
- Award sizes range from \$5,000 to \$20,000 per eligible organization.
- Grant will be awarded for 12 months starting October 2016 and ending September 30, 2017.
- Program must be conducted and evaluated during this period
- Funding for this award is contingent on continued funding from the grantor
- The RFA does not commit MOAA to make an award



# Application Review & Awards

- MOAA will convene a **diverse review panel to evaluate** applications and **submit recommendations** of all eligible applicants.
- Review panel consist of **neutral** and **qualified** individuals selected for their **knowledge** of the District's African community, their **experiences** in grant-making and **program development**, and their **familiarity** with funding priority areas set forth in this RFA.
- The panel members will **review** and **score** applicant proposals and **submit recommendations** for awards.
- Awards are expected to be announced in **September 2016**.

QUESTIONS?

# Submission Guidelines

- All applications are to be submitted electronically via email.
- **Submit your entire application** (narrative AND all attachments) in electronic **PDF format and email the complete package to: [grants.moaa@dc.gov](mailto:grants.moaa@dc.gov).**
- Subject title: **'FY 17 African Community Grant Application – [your organization's full name]'**
- Attachments sent in other forms or through other emails **will not be accepted.**

# Submission Guidelines (cont'd.)

- Please **label each attachment and section** of your submission according to the Application Checklist included in the RFA (final page).
- Please ensure that your attachment is **readable** and in the **correct order** listed in the Application Checklist.
- Unreadable and/or disorganized scans **will affect your application**
- Application **due July 29, 2016 at 5:00pm**



# Proposal Format

- Application **limited to 10 double-spaced, single-sided** pages (without including attachments).
- Font size of **12** in either **New Times Roman or Courier font**
- Double-spaced and legible scans.
- 1-inch margin on each side of the page.
- Consecutively numbered pages.
- Clearly labeled sections.

# Proposal Order

- Proposal Summary (1 pg.)
- Program Narrative (5-10 pgs.)
- Certifications, Assurances, Applicant Profile (Attachments A, B, and C)
- Budget Request, Narrative and Justification (Attachment D)
- Staffing Plan (Attachment E)
- Work Plan (Attachment F)
- Appendices

# Proposal Summary (1 pg.)

- **Overview of Organization:** Introduction, history, mission and current programs.
- **Goals of proposed program:** Details what the program sets out to accomplish.
- **Summary of program objectives and expected outcomes:**
- **Statement of Need:** Convincing argument that there is an important need that can be met by your project. Could include a description of the target population and geographic area, statistical data, and concrete examples.
- **Methodology:** should be a clear, logical, and achievable solution to the stated need. Emphasize why your organization (as opposed to any other) would be better positioned to tackle the problem or fulfill the stated need.
- **Estimated costs and other funding sources:** Provide estimated costs and Briefly mention other funding sources being approached for support.

# Proposal Narrative (5-10 pgs.)

- **Proposed program:**
  - Detailed **description** of proposed program
    - **Identify the funding area** (one or multiple) as listed on RFA (p.3)
    - Clearly stated **goals** and detailed **objectives**
    - **Statement of Need**
    - **Identify funding area** and the **request amount**; describe how the project will address funding priority areas specified in the African Community Grant.
    - Identify the **target population** in detail.
  - Collaboration description (if applicable)
  - Detailed discussion of **expected outcomes and impact**
  - **Implementation plan**



# Proposal Narrative (cont'd.)

- Goals:
  - State the intended result **in broad terms** that lead to measurable results
  - Describe the **behavior or condition expected to change**
  - **Address outcomes** but not how outcome will be achieved
  - Should **lead clearly to one or more measurable results**

# Proposal Narrative (cont'd.)

- Objectives:
  - Describe your activity
  - Define your desired result
  - Choose your evaluation measure (methods/instruments)
  - Define your standard of success
  - Describe your beneficiaries
- Objectives Format:
  - To <action verb and statement of results and measurement indicator> by <degree of change> by <deadline>
  - Example: To increase by at least one grade level the reading skills of 75% of the children who complete the Reading Enrichment Program by end of summer 2016.

# Proposal Narrative (cont'd.)

- **Statement of Need:**
  - Clearly explain the nature and extent of the problem/ need to be addressed
  - Connect the need to the purposes and goals of your organization.
  - Identify current gaps in services or programs
  - Include quantitative and qualitative documentation and supporting information.
  - Describe benefits to be gained.
  - Make a compelling case.

# Proposal Narrative (cont'd.)

- **Target population served:** Who will the program serve?
- EXAMPLE Through this program, (organization name) **will serve** low-income and underserved African youth, K-12, in the District of Columbia.
- **Organizational capability:** cultural competency; diversity of staff; unique position to implement program and track record of organization; how will program be documented and monitored.



QUESTIONS?

# Attachments

- Attachments A: **Certifications**
- Attachments B: **Assurances**
- Attachment C: **Applicant Profiles**
- Attachment D:
  - (1) **Budget Summary**
  - (2) **Budget Description Narrative**
- Attachment E: **Staffing Plan**
- Attachment F: **Work Plan**
- Attachment G: **Performance Plan**

# Attachment A: Certifications

## Attachment A-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. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Governmentwide Debarment and Suspension (Non-procurement)", and Governmentwide 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:

- 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.
- 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.
- The undersigned shall require that the language of this certification be included in the award

(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 efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (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)

##### Drug-Free Workplace

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

- 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; and
- If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4th Street, NW, 721 North, Washington, DC 20001.

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

- Grantee Name and Address: [Redacted] American [Redacted]  
[Redacted] DC After School & Mentoring Program
- Application Number and Program Name
- Grantee IRS/Nonprofit Number

[Redacted] Director of Office on African Affairs  
of Authorized Representative

[Redacted]

5. Signature

6. Date

# Attachment B: Assurances

## Attachment B- 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 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 and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit 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 hours 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 insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on 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 808.3) 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

# Attachment B: Assurances (cont'd.)

Accessibility Guidelines for Buildings and Facilities, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State 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 15-494 (D.C. Code § 2-1931 et seq.)

Signature

Date=



# Attachment C: Applicant Profiles

Attachment C - Applicant Profile	
FY2013 Mayor's Office on Asian and Pacific Islander Affairs AAPI Community Grant	
Applicant Profile	
Organization's name: <u>Asa-LEAD Incorporated</u>	
Address: <u>1119-0004, Hampshire Ave., NW, Washington, DC 20009</u>	
Website: <u>www.asalead.org</u>	
Contact information:	
Authorizing Officer: Name and Title: <u>Ms. Ngozi Nmesiri, Executive Director</u> Telephone: <u>(202) 727-5634</u> Email: <u>asa@dc.gov</u>	
Project Director: Name and Title: <u>Ms. Heran Serike-Brhan, Deputy Director</u> Telephone: <u>(202) 727-5634</u> Email: <u>heran.serike-brhan@dc.gov</u>	<u>[Redacted]</u> Name and Title: <u>[Redacted]</u> Manager of Accounting & Administration Telephone: <u>[Redacted]</u> Email: <u>[Redacted]</u>
Name/Description of Proposed Program: <u>[Redacted] After School &amp; Mentoring Programs provide a range of supports and services for our youth. The DC Elementary School Program serves elementary youth in Washington, DC, Monday through Friday, through daily academic support, enrichment activities and opportunities for leadership and community service. The Mentoring Program matches youth, K-12, with a committed mentor from the local professional community.</u>	
Funding Amount Requested: \$50,000 Total Project Budget: \$337,511	
As duly authorized representative of the application, I hereby certify that, if awarded, the applicant will comply with all conditions set forth by the Mayor's Office <u>[Redacted]</u>	
<u>[Signature]</u> Signature of Authorized Official	<u>7/31/12</u> Date

# Attachment D: Budget

- **Two** budget forms are **provided in the RFA**.
  - Budget Summary (figures)
  - Budget Description Narrative (explanation)
- Requires detailed itemized cost information that shows
  - **Personnel:** salary or hourly rate, percentage of time paid
  - **Direct costs:** consultants, training, fringe benefits and;
  - **Indirect costs:** printing and copying; communication; operating expenses; equipment.
- Up to 15% of the funds can be used for indirect costs such as administrative costs: legal, accounting, liability insurance, audits, etc.
- Program funds can **NOT** be used: for expenses that occurred prior to the grant award, food, lobbying, or to replace funds for other grant sources.

# Attachment D: Budget (cont'd.)

## Attachment D - Budget

### BUDGET SUMMARY

Personnel	Salary/Hourly Rate	% of Time	Total
Executive Director	\$ 90,000	10%	\$ 9,000
Mentoring Program Coordinator	\$ 35,000	35%	\$ 12,250
Elementary School Program Manager	\$ 50,000	25%	\$ 12,500
Parent Outreach Coordinator	\$16 per hour, 30 hours per month	50%	\$ 2,880
Subtotal			\$ 36,630
Fringe Benefits	23% of FT salaries		\$ 7,763
Personnel Total			\$ 44,393

Non Personnel	Unit Costs	# of Units	Total
Other Expenses - Indirect Expenses	11.25% of grant		\$ 5,607
Non Personnel Total			\$ 5,607
Program Total			\$ 50,000

## Attachment D - Budget

### BUDGET NARRATIVE

Personnel	Program Coordinator & Manager will facilitate and implement the DC Mentoring Program and DC Elementary School Program. Parent Outreach Coordinator will facilitate all parent contact. Executive Director will oversee programming.
Fringe Benefits	Approximately 23% of salary which includes health insurance, workers comp, and long/short-term disability.
Other Expenses	Indirect costs for 11.25% of grant amount, including all general and administrative costs.



# Attachment E: Staffing Plan

- **Form provided** in application
- List of staff assigned or to be hired for the program, their positions, the percent (%) of time on the program.
- If you will be hiring for the position, the date that the hiring will occur, the job description
- If a collaboration, the appropriate corresponding staff should be noted here.

# Attachment F: Work Plan

- List program objectives and related activities; timeline for implementation and completion; responsible staff
- Use **Attachment F** to complete your Work Plan

## Elementary School Program

Description of Task/Activity	Responsible Person and/or Organization	Start Date	Completion Date
Identify and enroll at least 75 students to the Elementary School Program	Elementary School Program Manager	Oct 2013	Sept 2014
Conduct pre-survey for students for Program Evaluation purposes	Elementary School Program Manager	Oct 2013	Nov 2013
Conduct at least one academic enrichment workshop per week	Elementary School Program Manager	Oct 2013	Sept 2014
Conduct at least one cultural enrichment workshop per week	Elementary School Program Manager	Oct 2013	Sept 2014
Organize at least 10 hours of community service activities per semester	Elementary School Program Manager	Oct 2013	Sept 2014
Coordinate one DC Holiday Activity to showcase AALEAD students and programs	Elementary School Program Manager	Dec 2013	Dec 2013
Record student attendance in ETO	Elementary School Program Manager	Oct 2013	Sept 2014
Conduct post-survey for students for Program Evaluation	Elementary School		

# Attachment G: Performance Plan

- **Attachment G: Performance Plan (S.M.A.R.T. measures)**
  - **S**pecific: **What** will the goal accomplish? **How** and **why** will it be accomplished?
  - **M**easurable: Goal should be measurable so that you have tangible evidence of accomplishing it.
  - **A**chievable: Goals should push you slightly to feel challenged but be defined enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities to achieve the goal.
  - **R**esults-focused: Goals should measure outcomes, not activities.
  - **T**ime-bound: Goals should be linked to a timeframe that creates a sense of urgency. Without such tension, goal is unlikely to produce relevant outcome.
- Using Attachment G, list the expected measures of your program with specific targets by quarter.
- In a narrative format, please indicate how the measurement will be evaluated.

# Attachment G: Performance Plan (contd.)

**Attachment G - Performance Plan**

measures	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments
75 students enrolled in the Elementary School Program	70			75	collects intake forms from each enrolled student.
20 workshops on academic enrichment topics	5	10	15	20	Academic enrichment workshops will be held throughout the year during enrichment time after school.
20 workshops on cultural enrichment topics	5	10	15	20	Cultural enrichment workshops will be held throughout the year during enrichment time after school.
80 SSL hours provided across all programs	20	40	60	80	provides a range of <u>SSL/community service</u> opportunities after school and on weekends.
25 mentor-mentee matches enrolled by end of year in DC	10	15	20	25	recruits, screens, and trains mentors and matches with youth with similar interests.
12 Mentoring Events (including Mentor Trainings)	3	6	9	12	holds a variety of events for mentors including trainings and fun <u>activities</u> for pairs.
Meaningful contact (i.e. conversation or attendance at a meeting) with 30 parents	5	10	20	30	The Parent Outreach Coordinator tracks substantive interactions with parents throughout the year.
Outreach to 100 potential mentors, mentees, or volunteers in the Greater DC area	25	50	75	100	participates in events <u>throughout</u> the region to recruit volunteers.

QUESTIONS?

# Appendices

1. Job Descriptions
2. Staff Resumes
3. Organizational chart
4. Current Board list with names, affiliation, and contact information
5. Copy of current organizational budget
6. Balance Sheet (if applicable)
7. Audited financial statements - most recent 990 or cash flow statements for 2012 and year-to-date (if applicable)
8. Copy of current IRS tax-exempt determination letter
9. Memorandum of Agreement/Understanding, if applicable.  
Do **NOT** send general letters of support
10. Collaborative Partner Materials (if relevant)

# Sample Tax Certificate

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND A MICROPRINT LINE

★ ★ ★  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF TAX AND REVENUE

CERTIFICATE OF EXEMPTION  
ISSUED PURSUANT TO DISTRICT OF COLUMBIA SALES AND USE TAX ACTS

THIS CERTIFIES THAT

FR-55 (REV. 04/02)

WASHINGTON, DC 20009

EFFECTIVE DATE: 11-27-98  
EXPIRATION DATE: N/A

DATE ISSUED	CERTIFICATE NUMBER
01-03-12	

THIS CERTIFICATE IS NONTRANSFERABLE

Is entitled to exemption from the District of Columbia Sales and Use Tax under the authority of the District of Columbia Sales and Use Tax Acts.

STEPHEN M. CORDI  
DEPUTY CHIEF FINANCIAL OFFICER

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS PLACE  
REMOVE DOCUMENT ALONG THIS PERFORATION

YOUR EXEMPTION FROM *DC SALES AND USE TAX* IS EFFECTIVE ON THE DATE OF ISSUANCE. IN ACCORDANCE WITH *DC CODE 47-2005* AND *TITLE 9 DCMR 445*, SALES TO ORGANIZATIONS RECOGNIZED AS TAX EXEMPT BY THE DISTRICT OF COLUMBIA FOR DC SALES AND USE TAX PURPOSES, ARE ALLOWED TO USE COMPANY CHECKS OR CREDIT CARDS TO PAY FOR SERVICES. THE CREDIT CARD MUST BE BILLED DIRECTLY TO THE TAX-EXEMPT ENTITY.

A COPY OF THE EXEMPT ORGANIZATION'S CERTIFICATE OF EXEMPTION MUST ACCOMPANY THE PRESENTATION OF THE CREDIT CARD OR COMPANY CHECK AND THE NAMES AND ADDRESSES (COMPANY CHECK) ON EACH ITEM MUST MATCH.


PURCHASES MADE AND PAID TO A VENDOR BY EMPLOYEES USING CASH, PERSONAL CHECK OR PERSONAL CREDIT CARDS ARE CONSIDERED TAXABLE TRANSACTIONS BETWEEN THE EMPLOYEE AND THE VENDOR AND ARE SUBJECT TO DC SALES TAX.

\*See Reverse Side For Easy Opening Instructions\*



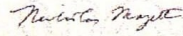
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF TAX AND REVENUE  
941 NORTH CAPITOL STREET NE  
WASHINGTON DC 20002

# Sample Basic Business License

 GOVERNMENT OF THE DISTRICT OF COLUMBIA Vincent C. Gray, Mayor	Department of Consumer and Regulatory Affairs Business License Division 1100 4th Street S.W. Washington DC 20024	Date Issued: 11/6/2012 Category: 4002 License#: [REDACTED] License Period: 9/1/2011 - 8/31/2013
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BASIC BUSINESS LICENSE					
Billing Name and Address: [REDACTED] WASHINGTON, DC 20044		Premise/Application's Name and Address: [REDACTED] [REDACTED] [REDACTED]		Registered Agent's Name and Address: [REDACTED] [REDACTED] [REDACTED]	
Owner's Name Corp. Name [REDACTED] Trade Name [REDACTED]					
CofO/HOP#: [REDACTED]	SSL: [REDACTED]	Zone: DC/C-2-B	Ward: 2	ANC:2B	PERM NO.
		UNITS: 0			
General Business - Charitable Solicitation					

-- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES --

  
Director:  
Nicholas A. Majett

\*License Effective from the later of Issued or Start of License-Period Date



# Scoring Criteria

- Criterion A: Soundness of the Proposal (20 points)
- Criterion B: Program Goals, Objectives and Services (15 points)
- Criterion C: Program Evaluation (15 points)
- Criterion D: Organizational Capability and Relevant Experience (35 points)
- Criterion E: Sound Fiscal Management and Budget (15 points)

# Application Checklist

## Proposal Narrative:

- Proposal Summary
- Program/Project Narrative
  - Collaboration description
  - Program goals and objectives
  - Organizational capabilities
  - Fundraising plan

## Other required application materials:

- Certifications (Attachment A)
- Assurances (Attachment B)
- Agency Profile (Attachment C)
- Budget (Attachment D)
- Staffing Plan (Attachment E)
- Work Plan (Attachment F)
- Performance Plan (Attachment G)

## Appendices:

- Job descriptions
- Staff resumes
- Organizational chart
- Current Board list with names, affiliation and contact information
- Copy of current organizational budget
- Balance sheet (if applicable)
- Audited financial statements most recent (if applicable)
- Copy of current IRS tax-exempt determination letter
- Memorandum of Agreement/Understanding, if applicable. Do **NOT** send general letters of support.
- Collaborative Partner Materials (if relevant)

QUESTIONS?

# More Info?

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