



Government of the District of Columbia
Vincent C. Gray, Mayor



Mayor's Office on African Affairs
Ngozi Nmezi, Director

FY2014 AFRICAN COMMUNITY GRANT FREQUENTLY ASKED QUESTIONS (FAQ'S) II

Post Pre-bidders Orientation Meeting

Our organization is not based in DC but conducts programs in the District. What District documents and certifications would we have to submit as part of our African Community Grant proposal?

DC Government requires a basic business license for ALL nonprofits conducting programs and soliciting funds in DC. As part of this licensing requirement, nonprofits MUST provide tax-exempt certification, from the DC Office of Tax Revenue and the Basic Business License from the DC Department of Consumer and Regulatory Affairs. In other words, you should already have these documents in hand if you are conducting programs in DC. Copies of these must be submitted as part of the African Community Grant proposal. We also encourage submission of a Certificate of Good Standing from the Office of Tax Revenue.

Information and application for the **Basic Business License** is available at:

<http://dcra.dc.gov/service/apply-basic-business-license-bbl>

Office of Tax Revenue Registration and Exemption Tax Form:

<http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/FR-164%20REV12-12APPLICATIONPACKAGE.pdf>

Office of Tax Revenue application for Certificate of Clean Hands (Formerly Certificate of Good Standing):

<http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>

Is there a particular time during the day that we should we be implementing the program we propose?

The details of when and how you would implement the program are particular to each organization. Reviewers would look at the overall organization's capacity to implement the program

If we are collaborating with other organizations, should we list all organizations on Attachment C: Applicant Profile or just the primary one?

List the one or two lead organizations in the Applicant Profile and document the rest in the Proposal Narrative.

Is an organization required to have a Financial Officer?

If you have a financial officer list their name in the Applicant Profile, otherwise please write the name of the person responsible for financially administering the proposed program and include their resume in the Appendices under Staff Resumes.

If our organization is applying through a fiscal sponsor or a fiscal agent, would they have to provide their organization's tax information?

Yes, If the fiscal agent is directly involved in administering the grant they would have to submit their DC Certificate of Tax Exemption from the Office of Tax Revenue.

Our DC Certificate of Exemption and 501 (c)(3) status is pending but have the same status in Maryland. Can we still apply for the grant?

This is related to whether an organization that is not based in DC can apply for the African Community Grant. Our strong preference is that the applicant has obtained their DC 501 (c)(3) status at the time of application for the grant.

If your organization has a non-disclosure system on details about individuals (including Africans) who receive services at our organization, are we still eligible to apply?

OAA does not require you to disclose details on those who receive services at your organization. We would however like to see track record or intention of serving African residents or businesses in DC included as part of your grant application proposal.

Can collaborating with a "quasi-government" agency harm or help you?

We would encourage collaboration with another community- or faith-based organization or nonprofit to strengthen your application.

Are the criteria specific to the grant amount? Are there different criteria to qualify for higher amounts of grant money?

The evaluating criteria are the same across the grant. The award amount depends on the nature and cost of the program, the amount requested, and the Reviewers' recommendations for each application.

Do you support or fund emerging businesses and entrepreneurs?

The African Community Grant is intended to fund community based organizations providing targeted services to the District's African residents and businesses.

My organization has a fiscal sponsor/agent, are we eligible to apply for the African Community Grant?

Yes, you can apply for the grant.

Can the grant funds be used towards the operating cost?

Yes.

Can I integrate two funding priority areas in one proposal?

Yes.

What is the limit or number for organizations that can apply?!

There is no limit to the number of organizations that can apply. OAA will award up to 8 grants in FY14.

Can the grant money be re-granted for merit scholarships or individuals?

No, this grant is intended for community based organizations that provide direct services to the African immigrant community.

Should we submit a separate PDF for each attachment in the application?

No, please submit the entire application as one PDF. Please be sure that the Attachments and supporting documents listed in the Appendices are scanned in the correct order.

Is there a background requirement for the Financial Officer to qualify?

There are no requirements. You would submit the individual's CV along with those of other staff members involved in the proposed program.

Is it mandatory for the font to be size 12 in the Attachments and Appendices?

The proposal summary and narrative (10-20 pages) need to follow the Proposal Format suggested on pg. 7 of the RFA – which includes font size 12 in either New Times Roman or Courier font. We will accept size 10 font for Attachments and Appendices, if necessary.

For those who were unable to attend this Pre-bidders Orientation, would the PowerPoint presentation be available?

The presentation along with the questions and responses (FAQs) from the Pre-bidders Orientation meeting will be updated on our website.

Would OAA give recommendations where awardees can seek funding for continuation of program?

The DC Office of Partnerships and Grant Services (OPGS) produces *The Funding Alert*, a weekly electronic bulletin that highlights current and competitive grant opportunities – for eligible community, faith-based, and 501 (c) (3) nonprofits organizations – available from District,

federal, and foundation grantmaking entities. Sign-up and receive more information at:
<http://opgs.dc.gov/page/funding-alert>

In case we inadvertently miss a document or have turned in a wrong one, is there time to make corrections and to resubmit?

In the interest of fairness to all applicants, the submissions deadline at 5pm on April 17, 2014 is final and inflexible.

What do you mean by "funding for this award is contingent on continued funding from the grantor"? Does this mean that we would have to promise to sustain the program after the end of September?

The African Community Grant is for FY14 and the phrase about continued funding from the grantor is there to indicate that if for some unforeseen reason, the funds are reallocated by DC government, OAA will not be held liable by the RFA to provide grants. We do not ask for organization's to be able to sustain the program after September, though plans for sustainability could only strengthen your proposal.

Is there potential for continued funding opportunities from OAA after September 30, 2014?

This is a single-year and not a multiple-year grant so the RFA would only be referring to FY14 which will end on September 30. We do not currently have information on whether or not a similar grant will be available for FY15.

Would OAA give recommendations where awardees can seek funding for continuation of program?

The DC Office of Partnerships and Grant Services (OPGS) has a weekly electronic bulletin that can provide current and competitive grant opportunities available from District, federal, and foundation grantmaking entities. More information is available at:
<http://opgs.dc.gov/page/funding-alert>

Will OAA be providing any form of technical support for awardees?

No. However, we are exploring partnerships that might assist our members with technical support and may have more to report soon on this.

For a \$25,000.00 grant what is the recommended time line from implementation to completion of awardee program?

The recommended timeline from implementation to completion of awardee program for a

\$25,000 award is the same as all others: funds will likely be disbursed in May, 2014 and programs would have to be conducted and evaluated from June through September 30, 2014.

Are indirect costs does that also include wages and consultants that are needed to assist in development of the program?

OAA follows principles outlines in the Office of Management and Budget Circulars A-21, Cost Principles for Educational Institutions; A-87, Cost Principles for State and Local Governments, and A-122, Cost Principles for Nonprofit Organizations. These principles specify costs that are allowable, costs allowable only with prior approval, and costs that are unallowable as direct or indirect costs.

Wages and consultant fees needed to assist in the development of the program are considered part of the direct and indirect costs of the program, respectively. Only 15% of the funds can be used for indirect costs. The following are examples of indirect costs that are generally not eligible under the African Community Grant:

- Expenses and costs of organized fundraising, such as fees to promoters, fundraising consultants, etc.
- Costs of amusements, social activities, and related incidental costs such as meals, beverages, lodgings, rentals, transportation, and gratuities.
- Contributions or donations of grant funds.
- Payment of interest penalties for late payment of bills to contractors.
- Lobbying: Costs associated with activities or any form of communication designed to influence Federal officials or to oppose any legislation or appropriation.
- Contributions to a contingency reserve or similar provision.
- Costs resulting from violations of, or failure to comply with, Federal, District, or other local laws and regulations.

What type of details does the review committee wish to see the organizational & program charts?

The scoring criteria in the RFA (Section G p.10) detail what the reviewers will be evaluating your proposal on. The organizational chart would show the standard structure of the organizations, the positions, titles and hierarchical relations. This would be part of the Appendices list required for you to fulfill as part of your applications. An incomplete application will not be forwarded to reviewers.

