

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Executive Office of the Mayor**  
Mayor's Office on African Affairs

**FY18 Mayor's Office on African Community Grant**  
**REQUEST FOR APPLICATIONS (RFA)**

---

**Release Date of RFA:** **Monday, July 31, 2017**

**Grant Orientation:** Tuesday, August 16, 2017  
2:00PM-4:00PM  
Frank D Reeves Center  
Edna Cromwell-Frazier Community Room  
2000 14<sup>th</sup> St NW  
Washington DC, 20009

**RSVP Here:** [Eventbrite](#)

**Submission Deadline:** **Friday, September 1, 2017**

*Please note that applications must be submitted electronically through ZoomGrants.  
Incomplete applications or those submitted after the deadline will not be accepted.*

**Submission Details:** Online submissions only. Please submit your complete application through the following online portal:  
**ZoomGrants**

**Point of Contact:** Mamadou Samba, Director  
202-727-1754  
grants.moaa@dc.gov

**Availability of RFA:** Download from MOAA's website ([www.oaa.dc.gov](http://www.oaa.dc.gov)) and/or the [District's Grant Clearinghouse](#) website.

## TABLE OF CONTENTS

<b>Section I</b>	<b>General Information</b>	<b>Page</b>
	Introduction	3
	Funding Areas	3
	Target Population	3-4
	Eligible Organization	4
	Number of Awards, Amounts and Duration	4
	Application Review & Awards	4
	Award Notification	5
	Submission Guidelines	5
	Pre-Application/Grant Orientation	5
	Contact Person	5
	Terms and Conditions	6
<b>Section II</b>	<b>Proposal Format</b>	<b>7</b>
	Proposal Summary	7
	Program Narrative	7-8
	Budget	8
	Staffing Plan	8
	Work Plan	8-9
	Appendices	9
<b>Section III</b>	<b>Scoring of Applications</b>	<b>10</b>
	Scoring Criteria	10-11
<b>Section IV</b>	<b>Administrative Requirements</b>	<b>12</b>
	Certification and Assurances	12-19
	Attachments	20-25
	Application Checklist	26

## SECTION I - BACKGROUND

---

### A. Introduction

The Mayor's Office on African Affairs (MOAA) is soliciting grant applications from qualified Community-Based Organizations (CBOs) serving the District's African constituents - for its FY18 African Community Grant.

On March 2006, a mandate, enacted by the Council of the District of Columbia, established an Office on African Affairs and a Commission on African Affairs within DC government to address the needs of the District's African residents. The Mayor's Office on African Affairs (MOAA's) mission is to ensure that the full range of health, education, employment, business, and social opportunities are accessible to the District's African immigrant community.

As per this mandate, MOAA serves as a liaison between the District's ethnically and linguistically diverse African communities, District government agencies, and the Mayor. The office works to improve the quality of life for African-born constituents and their children through its five core programs: Capacity Building for Businesses and Nonprofits, Outreach & Education, Multicultural Awareness and Development, Constituent Services, and Youth Engagement.

### B. Funding Areas

The African Community Grant is intended to fund programs that provide culturally and linguistically targeted services and resources to advance the District's African residents. These programs should reflect the Mayor's top priority areas, and the documented needs and priorities of the District's African constituency:

Funding priority areas identified for FY18 are:

1. Education
2. Jobs & Economic Development
3. Public Safety
4. Civic Engagement
5. Health & Wellness
6. Youth Engagement
7. Arts & Creative Economy

Applications need to clearly reflect how the proposed program will address one or more of these funding areas as an avenue for improving the quality of life of the District's African residents and business owners.

### C. Target Population

The target population for this grant is the District's African-born community and their children. Representing over 17% of the District's foreign-born population, the African community in DC is a fast growing and highly diverse constituency comprising of many ethnic, linguistic, and

cultural communities that make up the larger African community. Through this grant, MOAA looks to ensure equitable, as well as culturally and linguistically targeted engagement of the most isolated and hard to reach segments of this population.

Applicants will need to demonstrate how they will engage specific segments of the community. Applicants should also indicate opportunities for the Mayor's participation in the grant-funded program in particular, or in the applying organization in general.

## **D. Eligible Organization**

Applicants must meet all of the following conditions:

- be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
- the organization or program serves the District's African residents or business owners;
- the organization's principal place of business is located in the District of Columbia;
- the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;
- Current grantees must be current on any reporting obligations for the FY17 grant cycle.

Preference will be given to applicants who demonstrate:

- Strong evidence of responding to one of Mayor Muriel Bowser's policy priorities: focusing on our youngest residents; transforming workforce training; and creating economic opportunities;

## **E. Number of Awards, Amounts and Duration**

MOAA expects to award up to 10 grants. Award sizes will vary, and eligible organizations can be funded up to \$20,000. The grant will be awarded for one year starting in October 1, 2017 and ending on September 30, 2018. The program must be ran 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.

## **F. Application Review & Awards**

To ensure fair assessment of grant applications, MOAA will convene a diverse review panel to evaluate eligible applications, and submit recommendations for funding. The review panel will be composed of neutral, 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. Once selected, grantees are expected to adhere to reporting guidelines which include acknowledgement of contribution of grant making agency and reporting on program successes and accomplishments.

## G. Awards Notification

Award notifications will be released in October 2017 via email. For successful applicants, the Letter of Agreement will contain funding restrictions; programmatic, administrative, and national policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment.

## H. Submission Guidelines

- **Submission Format:** All applications are to be submitted via email to [grants.moaa@dc.gov](mailto:grants.moaa@dc.gov) with the subject title: 'FY 18 African Community Grant Application – [your organization's full name].' Your application must be sent as an entire package in one (1) email with only PDF attachments. Please label each attachment and section according to the Application Checklist included in this RFA. Attachments sent in other forms or through other emails will not be accepted. 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.
- **Submission Deadline:** Applications are due to be submitted electronically no later than Friday, September 1, 2017 at 5:00PM. All applications will be recorded upon receipt. Applications received after Friday, September 1, 2017 at 5:00PM are disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by MOAA will not be accepted after the deadline of Friday, September 1, 2017 at 5:00PM. MOAA is not responsible for unreadable and/or out of order submissions.

## I. Pre-Application/Grant Orientation

A pre-application orientation will be held on Tuesday, August 16, 2017 at 2:00pm at Frank D. Reeves Center, Edna Cromwell Frazier Community Room. Applicants who have questions regarding the RFA are encouraged to attend the meeting. If you are unable to attend the meeting, we encourage you to email your questions to the contact person listed below before Friday, September 1, 2017. MOAA will post answers to all questions received before or during the 'Grant Orientation' session on its website: [www.oaa.dc.gov](http://www.oaa.dc.gov). For language access needs such as translation or sign language, please contact Aly Kaba at 202-727-6613, 3 to 5 days before the pre-application conference.

## J. Contact Person

Mamadou Samba, Director  
Direct: (202)724 -7670  
Main: (202-727-5560  
Email: [grants.moaa@dc.gov](mailto:grants.moaa@dc.gov)

## K. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOAA to make an award.
- MOAA reserves the right to accept or deny any or all applications if MOAA determines it is in the best interest of MOAA to do so. MOAA shall notify the applicant if it rejects that applicant's proposal. MOAA reserves the right to suspend or terminate an outstanding RFA.
- MOAA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- MOAA 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.
- MOAA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- MOAA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOAA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## SECTION II – PROPOSAL FORMAT

The application is limited to **10 double-spaced, single-sided pages** without including the attachments. The proposal should be submitted within the following formatting specifications and settings:

- Font size of 12 in either New Times Roman or Courier font
- Double-spaced
- 1-inch margin on each side of the page
- Consecutively numbered pages
- Clearly labeled sections that correspond to sections listed in this RFA
- Applicants are required to use forms provided in this RFA (or exact duplicates) when submitting attachments.

### A. Proposal Summary (1 page)

This section of the application should provide the reader with:

- A brief overview of your organization (history, mission and current programs)
- The goal(s) of the proposed program
- A summary of the program objectives and expected outcomes
- And the estimated cost of the program for which you are seeking funding

### B. Program Narrative (8-10 pages)

This section should address at minimum, but not be limited to, the following:

- Describe the service/program that you propose to be funded by MOAA
- Identify the funding area(s) that you are applying for. If multiple areas, please describe how the project will address the FY18 Funding Priority Areas specified on Page 3 (Section I – B)
- Identify the target population in detail. Who will this program serve? How many residents will be served?
- Identify the need for your service/program and describe the cultural and/or linguistic competency, sensitivity, and appropriateness of the project.
- Describe the expected impact of your service/program:
  - Practices/methods that your organization or collaboration propose to implement to address the need or create the desired impact
  - Innovative practice(s) that your service/program will implement
- Describe your organization's or collaboration's unique position to implement this service/program.
- Describe your plan on how your organization or collaboration plans to provide the service/program.
- Describe how your organization or collaboration will document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved.
- Describe the collaboration, and if applicable please include roles of the collaborators.

- Would it be possible for the Mayor or one of her designees to participate in an event(s) with your organization that has received support from this grant?

### C. Budget (Attachment D)

A standard budget form and budget narrative form is provided within the application. 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).

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds for other grant sources

Budget Narrative/Justification:

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel) and calculation of costs. If applying as a joint collaboration, please include the appropriate division of budget between the two or more organizations who are applying and include the justification for the allocation.

### D. Staffing Plan (Attachment E)

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 joint collaboration, please note the affiliation organization to the appropriate corresponding staff.

### E. Work Plan (Attachment F & G)

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff.

#### Attachment G – Performance Plan

The goals that are set in the Performance Plan should follow a format similar to the S.M.A.R.T. measures. S.M.A.R.T. measures means they should be **Specific, Measurable, Attainable, Realistic, and Time-defined**.

Using Attachment G, list the expected measures of your program with targets by quarter. The measures must include a numerical value that can be assessed. Please



include in narrative format how the measurement will be evaluated. If the measures will be semi-annual or yearly, please note them in 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter respectively.

## F. Appendices

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission are listed below:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2015 and year-to-date
- Project Staff Job Descriptions
- Relevant Project Staff Resumes
- Nonprofit corporation status – copy of IRS determination letter
- Tax and Business certification
- Organizational and program charts
- Current Board list with names, affiliation, and contact information.
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- DC Incorporation Documentation
- DC Clean Hands Certificate / Certificate of Good Standing

## SECTION III – SCORING OF APPLICATIONS

---

### G. Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

#### **Criterion A: Soundness of the Proposal** **20 points**

- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program
- The description of the program implementation, including the work plan, is realistic based on the proposed time requirements.

#### **Criterion B: Program Goals, Objectives and Services** **15 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives
- Applicant demonstrates that the program is using best practices and/or is based on national standards (if applicable).

#### **Criterion C: Program Evaluation** **15 points**

- Applicant demonstrates a clear process to measure/evaluate its program

#### **Criterion D: Organizational Capability and Relevant Experience** **35 points**

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the African immigrant community. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District's African immigrant community and language minority populations.
- Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency through the submission of operational programmatic staff names and their key positions.

**Criterion E: Sound Fiscal Management and Budget****15 points**

- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years) and/or financial statements, and/or cash flow documents (2015 and year-to-date).
- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

## SECTION IV – ADMINISTRATIVE REQUIREMENTS

---

### H. Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

#### A. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

#### B. 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.

#### C. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office on African Affairs African Community Grant funds.

The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and
- District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004

## SECTION V – ATTACHMENTS

---

### 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, “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 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 State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period 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 or State 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 commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period 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 to any of the statements in this certification, he or she shall attach an explanation to this application.

## 1. 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 on-going 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 to be 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) Abide by the terms of the statement; and

(2) 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;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph

(d) (2) 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 African Affairs, 2000 14<sup>th</sup> Street, NW, Suite 400 North, Washington, DC 20009. Notice shall include the identification number(s) of each effected 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 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-

- A. 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
- B. 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 African Affairs, 2000 14<sup>th</sup> Street, NW, Suite 400 North, Washington, DC 20009.

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

\_\_\_\_\_  
1. Grantee Name and Address

\_\_\_\_\_  
2. Application Number and/Program Name    3. Grantee IRS/Vendor Number

\_\_\_\_\_  
4. Typed Name and Title of Authorized Representative

\_\_\_\_\_  
5. Signature

\_\_\_\_\_  
6. Date



## 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 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 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
11. 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 prevention or mitigate adverse effects upon such properties.
12. 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.
13. 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 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 District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment C – Applicant Profile**  
**FY2018 Mayor’s Office on African Affairs African Community Grant**

**Applicant Profile**

**Organization’s name:** \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

**Contact information:**

**Authorizing Officer**

Name and Title

Telephone:

Email:

**Project Director**

Name and Title

Telephone:

Email:

**Financial Officer**

Name and Title

Telephone:

Email:

**Name/Description of Proposed Program:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Funding Area(s):** \_\_\_\_\_

**Funding Amount Requested:** \_\_\_\_\_

**Total Project Budget:** \_\_\_\_\_

*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 on African Affairs*

\_\_\_\_\_  
 Signature of Authorized Official

\_\_\_\_\_  
 Date

**Attachment D – Budget Summary**  
**FY2018 Mayor’s Office on African Affairs African Community Grant**

<b>Personnel</b>	<b>Salary/Hourly Rate</b>	<b>% of Time</b>	<b>Total</b>
<b>Fringe Benefits</b>			
<b>Personnel Total:</b>			
<b>Non Personnel</b>	<b>Unit Costs</b>	<b># of Units</b>	<b>Total</b>
<b>Travel</b>			
<b>Supplies</b>			
<b>Equipment</b>			
<b>Consultants</b>			
<b>Communication</b>			
<b>Printing/Copying</b>			
<b>Training</b>			
<b>Operating Expenses</b>			
<b>Other Expenses</b>			
<b>Non Personnel Total:</b>			
<b>Program Total:</b>			

**Attachment D – Budget Description Narrative**  
**FY2018 Mayor’s Office on African Affairs African Community Grant**

<b>Personnel</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Supplies</b>	
<b>Equipment</b>	
<b>Consultants</b>	
<b>Communication</b>	
<b>Printing / Copying</b>	
<b>Training</b>	
<b>Operating Expenses</b>	
<b>Other Expenses</b>	

**Attachment E – Staffing Plan**  
**FY 2018 Mayor’s Office on African Affairs African Community Grant**

Name	Position Title	Filled/ Vacant	% of Effort	Start Date

**Attachment F – Work Plan**  
**FY2018 Mayor’s Office on African Affairs African Community Grant**

Description of Task/Activity	Responsible Person and/or Organization	Start Date	Completion Date



**Attachment G – Performance Plan**  
**FY2018 Mayor’s Office on African Affairs African Community Grant**

Performance Measures	1 <sup>st</sup> Quarter Target	2 <sup>nd</sup> Quarter Target	3 <sup>rd</sup> Quarter Target	4 <sup>th</sup> Quarter Target	Comment

## APPLICATION CHECKLIST

Applicants are required to follow the content requirements and submission instructions below. Please submit your proposal in the sequence listed here with clearly titled sections and sub-sections.

**Applications will be considered incomplete if any part of any sections is missing.**

- ☐ **Proposal Narrative - make sure that your narrative covers the following:**
  - Proposal Summary
  - Program/Project Narrative
    - Collaboration Description (if applicable)
    - Program Goals and Objectives
    - Organizational Capabilities
    - Fundraising Plan
- ☐ **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
  - Budget (Attachment D)
  - Staffing Plan (Attachment E)
  - Work Plan (Attachment F)
  - Performance Plan (Attachment G)

**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
  - Balance Sheet (year 2015)
  - Audited financial statements - most recent (year 2015)
  - 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)