

OAA FY14 African Community Grant Pre-Bidders Orientation

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



History

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



Mission

OAA 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



OAA's (6) Program Areas

CAPACITY BUILDING: OAA works to support local entrepreneurs, small businesses, community based organizations and faith-based organizations. OAA's capacity building program provides a platform for continued engagement, exchange, and linkage to resources both within and beyond District government agencies; provides targeted organizational development and consulting, and organizes and facilitates workshops, trainings and seminars to support institution development and sustainability

MULTICULTURAL AWARENESS & DEVELOPMENT: OAA recognizes and respects the diversity of the District's African residents. It works to promote awareness and encourage an appreciation of the rich multiculturalism present within the District's African community. OAA organizes and facilitates cultural events, dialogues, and discussions that explore the identity of African peoples, showcases the value of multiculturalism and supports community building

OUTREACH AND EDUCATION: OAA's outreach and education program ensures that District's African communities remain informed on District government services and programs; and promotes greater civic and public participation of the African communities in District government affairs. OAA organizes, facilitates and participates in a wide range of educational outreach programs designed to ensure that community members are aware of, and gain access to District services, initiatives and resources

YOUTH ENGAGEMENT: OAA is committed to strengthening African youth voice and youth partnership by encouraging civic engagement and participation, by promoting leadership, and by creating a platform for youth to express their unique experiences, issues and challenges as District residents



CONSTITUENT SERVICES: *OAA serves as a principle liaison for the District's African community and the Mayor as well as the District government agencies. District residents with concerns, issues or needs for emergency services can come to OAA for culturally and linguistically targeted consultation and referral. OAA addresses constituent inquiries and requests related to District government programs and services through interagency coordination*

AFRICAN COMMUNITY GRANT PROGRAM: *The African Community Grant is intended to fund community based organizations whose programs provide culturally and linguistically targeted services and resources to the District's African residents and businesses. These programs should reflect the Mayor's top priority areas, and the documented needs and priorities of the District's African constituency.*

OAA's (6) Program Areas



FY14 African Community Grant

Grant

- OAA 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 and businesses.

Funding Areas

- Jobs, Workforce, or Economic Development
- Linkages to Health and Human Services
- Youth Engagement and Education
- Promotion of Arts, Culture, and the Humanities

Eligible Organizations

- Be a community- or faith-based organization with **501(c)(3) status**
- Organization or program that serves the District's **African residents** or **business owners**
- Organization or program is located in the **District of Columbia**
- Preference will be given to organizations that **fulfill all three** criteria.

Eligible Organizations: Preferences

- Applicants who **demonstrate organizational capacity to deliver effective programs** that can make a measurable difference in addressing community needs
- Partnerships or **coalitions of diverse African-serving** community organizations coming together to implement joint programming
- **Organizations with cultural and linguistic competency** i.e. a proven reach into multiple cultural and linguistic minority groups within the District's African community and the ability to effectively engage, bring together and work with diverse segments of the District's African community.

Grant Disbursement

- OAA may award up to 8 grants
- Award sizes range from \$5,000 to \$25,000 per eligible organization
- Grant will be awarded for 4 months starting May 2014 & ending September 30, 2014
- 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 OAA to make an award

Application Review & Awards

- OAA 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 **May 2014**

QUESTIONS?

Submission Guidelines

- All applications are to be submitted via email
- **Submit your entire application** (narrative AND all attachments) in **PDF format and email the complete package to oaad@dc.gov**
- Subject title: **'FY 14 African Community Grant Application – [your organization's full name]'**
- 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
- Unreadable and/or disorganized scans **will affect your application**
- Application **due APRIL 17, 2014 at 5PM!**

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)

Proposal Format

- Application **limited to 20 double-spaced, single-sided** pages (without including attachments)
- 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

Proposal Order

- Proposal Summary (1-2 pgs.)
- Program Narrative (10-20 pgs.)
- Budget Request, Narrative and Justification (Attachment D)
- Staffing Plan (Attachment E)
- Work Plan (Attachment F)
- Appendices

Proposal Summary (1-2pgs.)

- Overview of organization's **history, mission, current programs**;

- EXAMPLE: **Organization Overview**

Founded in 1998, XXXXXXXX is the leading community organization that provides educational enrichment and youth development programs to XXXXXX youth in the District of Columbia and Montgomery County, Maryland. XXXXXX 's **mission** is to promote the well-being of low-income and underserved XXXXXXXXX youth through education, leadership and community building. XXXXXX's **goal** is to provide a nurturing environment and culturally-sensitive guidance so that each youth we serve will be a confident, engaged and contributing member of his or her community.

Proposal Summary (1-2 pgs.)

- **Goal** of the proposed program; summary of **program objectives** and **expected outcomes**; **estimated cost** for program for which you are seeking funding.
- **EXAMPLE:** Proposed Programs
- XXXXX's XXXXXXXXXX Afterschool Program **provides** daily academic enrichment, homework assistance, tutoring, art classes, and recreational activities to children onsite at XXXXXXXX and XXXXXXXX Elementary Schools. The Mentoring Program **helps address key risk factors** in youth by matching them with a caring, committed adult who is complementary to the student's personality and interests. The **goal of these programs** is to provide a safe place for our target population where they will find support and services that are culturally sensitive to their needs and backgrounds. In addition, XXXXXXX's Parent Outreach Coordinator works to keep parents and guardians engaged with what XXXXXXX is doing to support the development of their youth. XXXXXXX staff is working to create more refined and tighter measures and outcomes for the coming year at our annual Staff Retreat in mid-August. In the past, **we set goals in four categories**: Academic Attainment, Positive Self-Identity, Responsible Behavior and Civic Engagement. The **total project budget** for XXXXXXX's Elementary School and Mentoring Programs is \$337,511.

Proposal Narrative (10-20 pgs.)

- **Proposed program:**
 - Detailed **description** of proposed program
 - Collaboration description (if applicable)
 - Detailed discussion of **expected outcomes and impact**
 - Implementation plan
- **Identify funding area** and the **request amount**; describe how the project will address funding priority areas specified in the African Community Grant.
- **EXAMPLE:** XXXXXXXXX **requests \$50,000** from the Mayor's Office of XXXXXX to support XXXXXXXX's Afterschool and Mentoring Programs in the District of Columbia (Public Education area). We specifically ask for funding for our DC Elementary School Program and Mentoring Program. This project **will address the focus area** of Public Education by providing academic support, enrichment activities, opportunities for leadership development and community engagement, and culturally sensitive resources.

Proposal Narrative (10-20 pgs.)

- **Target population served:** Who will the program serve?
- EXAMPLE Through this program, XXXXXXXX **will serve** low-income and underserved XXXXXXXX youth, K-12, in the District of Columbia.
- **Need for proposed program:** defining the problem and citing relevant research, demographic information and the like to support the argument. Describe the cultural and/or linguistic competency and appropriateness of the project.
- **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, "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:

- 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 308.3) 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 (contd.)

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 Department of Columbia Language Access Act of 2004, DC Law 15-494/D.C. de § 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-Teen Leadership Center</u>	
Address: <u>1719-0144, Hampshire Ave., NW, Washington, DC 20009</u>	
Website: <u>www.asalead.org</u>	
Contact information:	
Authorizing Officer	
Name and Title: <u>Ms. Ngozi Nnemi, Executive Director</u> Telephone: <u>(202) 727-5634</u>	
Email: <u>asa@dc.gov</u>	
Project Director	
Name and Title: <u>Ms. Heran Serike-Brian, Deputy Director</u>	
Telephone: <u>(202) 727-5634</u>	
Email: <u>heran.serike-brian@dc.gov</u>	
Name and Title: <u>Manager of Accounting & Administration</u>	
Telephone: <u>[REDACTED]</u>	
Email: <u>[REDACTED]</u>	
Name/Description of Proposed Program:	
<u>After School & 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: <u>\$50,000</u>	
Total Project Budget: <u>\$337,511</u>	
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>	
Signature of Authorized Official <u>[Signature]</u>	Date <u>7/31/12</u>

Attachment D: Budget

- **Two** budget forms are **provided in the application**.
 - 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 (contd.)

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: Staff Planning

- **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.
- 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** or another format

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)
 - **Specific:** **What** will the goal accomplish? **How** and **why** will it be accomplished?
 - **Measurable:** Goal should be measurable so that you have tangible evidence of accomplishing it.
 - **Achievable:** 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.
 - **Results-focused:** Goals should measure outcomes, not activities.
 - **Time-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 targets by quarter, in this case it would be Fourth Quarter (Q4).
- 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 Job Description


Leadership, Empowerment and Development for Youth and Families

Job Descriptions

Elementary School Program Manager Job Description, As of August 22, 2011

Elementary School Program Manager duties and responsibilities include the following:

- Manage high quality programming at both sites
- Supervise all part-time elementary school staff-managing their performance, hiring, and firing
- Manage all grants reporting and ensure compliance with policies and procedures from funding agencies
- Manage the budget for the program
- Ensure data tracking
- Develop effective administrative procedures for collecting attendance, report cards, timesheets, intake forms, etc.
- Ensure documentation of any unusual incidents and update the Executive Director on these
- Other duties as assigned

Mentoring & Volunteer Coordinator Job Description, As of August 19, 2011

Mentoring & Volunteer Coordinator duties and responsibilities include the following:

- Manage the organization, documentation and implementation of the Mentoring Program
- Provide strategic direction and support for the Mentoring Program, including best practices
- Develop and maintain strategic partnerships with key organizations and or individuals to facilitate recruitment of potential mentors and the success of the program
- Be knowledgeable on grants requirements and compliance and assist in grant monitoring as needed
- Participate in Mentoring Program budget process and monitor program budget
- Conduct recruitment, background checks, and matching of mentors
- Facilitate orientation and on-going training for mentors
- Enter data into Efforts-to-Outcome database to measure changes in program participants
- Supervise on-going mentor-mentee relationships and provide continuous support to matches
- Organize social events and outings for mentors and mentees
- Manage the Volunteer Coordinator and oversee the volunteer program –ensuring a pool of solid volunteers to support our programs
- Support a middle school after school program one day a week
- Other duties as assigned

Sample Resume

[REDACTED]
[REDACTED] • Knoxville, TN 37919
[REDACTED]

EDUCATION

University of Tennessee, Knoxville, Tennessee
Master of Arts in Chinese History, May 2009
Overall GPA: 3.9

- Teaching Assistantship, Full-Tuition Scholarship

Middlebury College, Middlebury, Vermont
Chinese Language School, Advanced Intermediate, 2005.

Lee University, Cleveland, Tennessee
B.A. History, *summa cum laude*, 2004.
Overall GPA: 4.0

- 2004 History Department Outstanding Senior
- PhiAlpha Theta, History Honor Society
- Appalachian College Association Turkish Study Tour Grant Recipient
- United Kingdom Study Tour
- Semester abroad at Henan ~~Daxue~~, Kaifeng, Henan, PRC
- Instructor for English Summer Camp at Zhejiang Normal University, ~~Jinhua~~, Zhejiang, PRC
- 2001 Presidential Scholarship, full tuition
- 2001 Freshman Honor Core.

EXPERIENCE

Graduate Teaching Assistant | University of Tennessee - Knoxville, TN (2008-Present)

- Designed lesson plans to promote discussion of historical issues for twenty student discussion sections
- Evaluated students and assigned grades based on weekly assignments, research papers, and exams.
- Encouraged students to develop critical thinking and formal writing skills
- Lectured on topics in Chinese history
- Courses: World History 1, History 261

Tutor | Advanced Learners - Knoxville, TN (2008-Present)

- Designed and taught engaging lesson plans focused on helping young children develop basic proficiency in conversational Mandarin

Server/Bartender | Ruby Tuesday - Knoxville/Mt. Juliet, TN (2006-2008)

- Trained new hires and maintained training materials
- Supervised opening and closing of restaurant

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-551 (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

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 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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