



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



Mayor's Office on Asian & Pacific Islander Affairs
Soohyun "Julie" Koo, Director

**GOVERNMENT OF THE DISTRICT OF
COLUMBIA
Executive Office of the Mayor
Office on Asian and Pacific Islander Affairs**

**Request for Applications: Asian American and Pacific Islander
Community Grant FY 2014**

Release date of RFA: Monday July 1, 2013

Pre-bidders' meeting: Monday July 15, 2013 10:00 a.m. – 12:00 noon
441 4th Street, NW
11th Floor, Conference Room 1112 South
Washington, DC 20001

Deadline for submission: Thursday, August 1, 2013 at 12:00 noon
441 4th Street, NW Suite 721 North
Washington, DC 20001

Contact person: Neel Saxena, OAPIA
(202) 727-3120
neel.saxena@dc.gov

Late or ineligible proposals will not go to the Review Panel.

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Section I – General Information

A. Introduction

The Office on Asian and Pacific Islander Affairs (OAPIA) is soliciting grant applications for its FY 2014 Community Grant from qualified community-based organizations (CBOs) providing direct services the District’s Asian American and Pacific Islander (AAPI) community. OAPIA was created in 1987 as part of Executive Office of the Mayor to address the needs of the District’s Asian American and Pacific Islander (AAPI) residents. The Mayor’s Office on Asian and Pacific Islander Affairs’ (OAPIA) mission is to improve the quality of life for District Asian Americans and Pacific Islanders (AAPI) through advocacy and engagement. It has three primary programs: advocacy, community outreach and education, and inter-agency coordination. OAPIA serves as the liaison between the District Government and the AAPI community. It advises the Mayor, the Council, and the District Agencies on the views, needs, and concerns of the District's AAPI community.

B. Funding Areas

The primary focus of the grant is programs directed to the District’s AAPI community that address at least one of the following areas:

Job Creation and Economic Development
Public Education
Public Safety

OAPIA will also consider the following areas:

Housing Services	Legal Services
Health and Human Services	Arts, Culture and Humanities

The programs should encompass culturally and linguistically competent direct services that increase low-income American Asian and Pacific Islander immigrant’s capacity for independence into the general community.

C. Target Population

The target population for this grant is Asian American and Pacific Islander (AAPI) residents and/or merchants in the District of Columbia.

D. Eligible Organizations

Applicants must meet all of the following conditions:

- Is a nonprofit – 501(c)3 – organization
- Program serves primarily AAPI residents and/or merchants
- Program is located in the District of Columbia

Preference will be given to applicants that:

- Demonstrates the capacity to work effectively with the District’s AAPI community and language minority populations
- Focuses on emerging AAPI communities (e.g., South Asians) in the District
- Demonstrates limited access to other grants or funding sources
- Collaborates or partners with other service organizations
- Has experience working with District Agencies

E. Number of Awards, Amounts, and Duration

OAPIA expects to award up to 10 grants. Eligible CBOs can be funded up to \$50,000. CBOs. The grant will be awarded for 12 months starting October 1st, 2013 and ending in September 30th 2014. **Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OAPIA to make an award.**

F. Decision on Awards

OAPIA uses a review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, OAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to award a grant to an applicant rests solely with OAPIA. **Awards are expected to be announced during September 2013.**

G. Application Submission Date, Time, and Location

There are **ONLY** three methods to submit the application: Hardcopy, Email, and Cloud Storage submission.

Applications are due no later than Thursday, August 1, 2013 at 12:00 noon. All applications will be recorded upon receipt. Applications received after **Thursday, August 1, 2013** at 12:00 noon **will not be forwarded** to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by OAPIA, will not be accepted after the deadline of **Thursday, August 1, 2013 at 12:00 noon.** OAPIA is not responsible = unreadable and/or out of order submissions.

Hardcopy Application submissions must include a total of **six (6)** applications, one (1) original and five (5) copies, in a sealed envelope or package. **Attachment C (Applicant Profile)** should be affixed to the outside of each submission envelope or package. Hardcopy Applications must be hand-delivered, mailed, or delivered by Messenger/Courier Services to:

Mayor's Office on Asian and Pacific Islander Affairs

ATTN: Neel Saxena

441 4th Street, NW Suite 721 North

Washington, DC 20001

OAPIA is located in a secured building. **Messenger/Courier Services should allocate sufficient time to meet security identification requirements**, so applications are received by Thursday, August 1, 2013 at 12:00 noon **Applications sent by the U.S. Postal Service (USPS) must be postmarked by the USPS no later than Wednesday, July 31, 2013 at 5:00 p.m. to be considered for review.**

Email submissions will be accepted. Applications emailed must be sent as an entire package in one (1) email as 1 attachment in PDF format. Attachments sent in other forms or through other emails will not be accepted. Please note in the subject line of the email: “FY2014 Community Grant – <Insert Organization Name>”. Please note: Submission times will be determined based on date and time received according to OAPIA’s email program. Give ample time for submission, an email confirmation will be provided upon submission. Please ensure your attachment is readable and in the correct order, unreadable and/or disorganized scans will affect your application. **Emails must be sent to neel.saxena@dc.gov.**

Dropbox (Cloud) submissions will be accepted. If you wish to use to send your application via Dropbox or other Cloud storage platform for download, please inform Neel Saxena at neel.saxena@dc.gov at least one week in advance. OAPIA is not responsible for any technological issues in uploading or downloading the file. The file must contain a timestamp before August 1, 2013 12:00 noon indicating the upload/post time for it to be considered. OAPIA will not be readily available on August 1, 2013 to resolve technological issues, if you are interested in uploading and having OAPIA download your file, please do so with enough time in case there are technological issues.

Facsimile submissions will not be accepted.

H. Pre-bidders’ Meeting

Pre-bidders’ meeting will be held on Monday, July 15, 2012, from 10:00 a.m. – 12:00 noon at: 441 4th Street, NW Room 1112 South, Washington, DC 20001. 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 call, email or fax your questions to the contact person listed below before Thursday, July 25, 2013.** Questions submitted after the deadline date of the July 25, 2013 will not receive responses. OAPIA will post all questions and answers from the pre-bidders’ meeting on its website.

I. Contact Person:

Neel Saxena, Grant Manager

Direct: (202) 727-0729

Main: (202) 727-3120

Email: neel.saxena@dc.gov

J. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OAPIA to make an award.
- OAPIA reserves the right to accept or deny any or all applications if OAPIA determines it is in the best interest of OAPIA to do so. OAPIA shall notify the applicant if it rejects that applicant's proposal. OAPIA reserves the right to suspend or terminate an outstanding RFA.
- OAPIA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OAPIA 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.
- OAPIA 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.
- OAPIA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions of the applicant's proposal that may result from negotiations.
- OAPIA 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 DCMR50; 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 **25 double-spaced pages without attachments**; 12-point type (New Times Roman or Courier) on 8 ½ x 11-inch white paper, single sided, and a minimum of 1-inch margins. Each page of the proposal must be consecutively numbered. The review panel will not review applications that do not conform to the above requirements.

A. Proposal Summary (1-2 pages)

This section of the application should be an overview of your organization, the goal of the proposed program, its objectives, outcomes, and cost.

B. Program Narrative (10-20 pages)

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

- Identify the funding area(s) are you applying for, if multiple areas, please describe how the project will address all the areas.
- Identify the target population.
- Describe the service/program you propose.
- Identify the need for and/or proposed impact of your service/program
 - Describe the cultural and/or linguistic competency, sensitivity, and appropriateness of the project.
- Describe the expected impact of your service/program
 - Practices/methods your organization or collaboration propose to implement to address the need or create the desired impact
 - Innovative practice(s) will your service/program implements

- Describe your organization's or collaboration's unique position to implement this service/program
- Describe your of plan on how your organization or collaboration plans to provide the service/program
 - Your capacity to implement 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, if applicable, include roles of the collaborators.

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 for the languages under which the applicant is seeking funding. **Up to 15% of funds can be used for indirect costs.** (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, and 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 from other grant sources**

Budget Narrative/Justification:

This section describes the proposed expenditures, including purpose or reason for the expenditure (personnel and non personnel) and calculation of costs. If applying as a collaboration, please include the appropriate division of budget between the two more organizations who are applying and 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 percent (%) of time 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 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. (If you use another format for your work plan, you may also include it in the proposal.)

Attachment G - Performance Plan

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

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 each measure will be evaluated. If the measures will be semi-annual or yearly, please note them in 2nd quarter and 4th 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:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2012 and year-to-date
- Staff Job Descriptions
- Relevant 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

Section III – Scoring of Applications

A. 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 AAPI community. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District’s AAPI 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 a Lead Agency through the submission of operational and 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 (2011 and year-to-date)
- Applicant’s budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

Section IV – Program and Administrative Requirements

A. Certifications and Assurances

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

B. 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 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 Office on Asian and Pacific Islander Affairs' AAPI Community Grant funds.

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 subgrants, 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 Asian and Pacific Islander Affairs, 441 4th Street, NW, Suite 721 North, Washington, DC 20001. 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 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.

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 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 808.8) 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.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA

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

13. In the event a Federal 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

FY2014 Mayor’s Office on Asian and Pacific Islander Affairs AAPI 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 Asian and Pacific Islander Affairs

Signature of Authorized Official

Date

Attachment D – Budget Summary
FY2014 Mayor’s Office on Asian and Pacific Islander Affairs AAPI Community Grant

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

Attachment D – Budget Description Narrative
FY2014 Mayor’s Office on Asian and Pacific Islander Affairs AAPI Community Grant

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

Attachment G – Performance Plan

FY2014 Mayor’s Office on Asian and Pacific Islander Affairs AAPI Community Grant

Performance Measures	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Comment

APPLICATION CHECKLIST

Applicants are required to follow the format below and content requirements (**Note: applications will be considered incomplete if any part of any sections is missing**):

- Proposal Narrative (Make sure the following are covered in your narrative)**
 - Proposal Summary
 - Program/Project Narrative
 - Collaboration Description (if applicable)
 - 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)