Mayor's Office on Latino Affairs
FY 2016 Latino Community Development Grant
RFA # 22615-16

NOTICE

PRE-APPLICATION CONFERENCE

(Attendance Strongly Recommended)

WHEN: Tuesday, October 13, 2015

WHERE: Mayor's Office on Latino Affairs
Franklin D. Reeves Center of Municipal Affairs
2000 14th Street NW, 2nd Floor
Washington, DC 20009

TIME: 10:00 am – 11:30 am

CONTACT PERSON: Josue Salmeron
Mayor's Office on Latino Affairs
2000 14th Street NW, 2nd Floor
Washington, DC 20009
Josue.salmeron@dc.gov
Grants.ola@dc.gov

OLA Latino Community Development Grant RFA # 22615-16

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SECTION I GENERAL INFORMATION

Introduction and Overview

The District of Columbia's Mayor's Office on Latino Affairs (OLA) is soliciting grant applications from qualified 501(c)(3) community-based organizations (CBOs) serving the District's Latino constituents [residents and/or business owners] – for its FY 2016 Community Development Grant. The FY 2016 Latino Community Development Grant Program offers one-time grants of up to $50,000 to CBOs with a current and valid 501(c)(3) status located in the District of Columbia. The grant is intended to enhance existing Latino-serving programs focused on Education (all ages), Workforce Development, Economic Development, Housing Services, Civil Engagement, Legal Services, Crisis Intervention, and Arts, Culture and Humanities. OLA will only receive or answer questions related to this grant competition in writing via e-mail.

Target Population

The target population for these funds is Latino individuals of all ages who reside in the District of Columbia and/or business owners in the District of Columbia.

Eligible Organizations

Applicants must meet **all** of the following conditions without exception:

- A community-based organization with a Federal 501(c)(3) tax-exempt status,
- the community-based organization's principal place of business is located within in the District of Columbia,
- the community-based organization or program serves the District's Latino residents,
- the community-based organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue, and
- Charter Schools are **not** eligible to apply.

Source of Grant Funding

The District of Columbia's Mayor's Office on Latino Affairs (OLA) is awarding these funds through its fiscal year 2016 local budget.

Award Period

The grant award will be for a period not to exceed 12 months, with an earliest starting date of October 1st 2015 and a closing date of September 30th 2016. OLA will reserve the right to extend a grant award for one (1) additional fiscal year for programs that show strong performance and whose fiscal agent is in good standing with the office.

Grant Awards and Amounts

OLA expects to award 28-45 grants in amounts of up to $50,000 to successful applicant organizations. Only one application per 501(c)(3) nonprofit organization will be accepted. Be advised that the grants competition is intense and that grant resources are limited. OLA is unable to

support all of the many worthwhile activities for which applications are received.

Pre-Application Conference

A Pre-Application Conference will be held **Tuesday, October 13, 2015 from 10:00am to 11:30am** at the Office on Latino Affairs (OLA), located at 2000 14th Street NW, Reeves Municipal Center 2nd Floor, Washington, DC 20009.

Explanations to Prospective Applicants: Submitting Questions

OLA will **only** receive or answer questions related to this grant competition in writing via e-mail. Applicants are encouraged to email their questions at the contact information listed below on or before November 5, 2015. Due to the volume of inquiries and other administrative tasks, questions submitted after this date may not receive a response.

Further information may be requested in **writing only** from:

OLA Grants Program
Grants.ola@dc.gov

No phone calls – All questions will be received and answered in writing via e-mail.

OLA Responsibilities

OLA shall assign a staff person to monitor the successful grantees. The Project Monitor shall:

- Monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards.
- Review applicable project policies and procedures and quarterly reports.
- Conduct periodic site visits.
- Hold periodic conferences with the applicant to assess applicant's performance in meeting the requirements of the grant, and, if necessary, establish a corrective action plan.

SECTION II SUBMISSION OF APPLICATIONS

Application Submission

Applicants must submit proposals using OLA's online grants management system. Please note the following:

- Applicants must register with OLA in order to have access to the online application system.
- Upon registering, OLA will create a profile, username and password for applicants.
- Please register no later than **12:00 p.m. on October 30, 2015.**
- Registration page will be available on OLA's website: http://ola.dc.gov

Application Submission Deadline

All applications must be submitted through OLA's electronic grants management system. Applications are due no later than **5:00 pm on Friday, November 6, 2015**. Applications received on or after 5:01 pm on Friday, November 6, 2015 will not be accepted by the online application system or forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of 5:00 pm on November 6, 2015.

SECTION III PROGRAM SCOPE

Program Purpose

OLA is soliciting applications from eligible community based organizations that have **existing** services targeting the Latino population in the District of Columbia.

Programs can be targeted to the general Latino population or specific sub-groups, such as children, youth, persons with disabilities, adults, seniors, etc. OLA seeks to award programs that address the following areas:

- Education (all ages)
- Workforce Development
- Economic Development
- Housing Services
- At-Risk Youth Empowerment
- Civil Engagement
- Legal Services
- Crisis Intervention
- Arts, Culture and Humanities
- Gang Intervention

Funding priority areas identified for FY 2016 are aligned with Mayor Muriel Bowser's administration budget priorities:

- Education
- Jobs & Economic Development
- Public Safety
- Housing
- Transportation
- Environment
- Health & Wellness
- Good Government
- Arts & Creative Economy

The District's objectives include:

- Provision of culturally and linguistically competent services that increase low-income Latino immigrant's capacity for independence and assimilation into the general community.

- Provision of a broad range of educational and training opportunities to assist the target group to achieve greater success in academics or the labor market.

- Provision of a broad range of services that increase the population's knowledge of critical issues (e.g., civil rights, public safety, and/or social services).

- Support the expression of Latino heritage through educational programs and cultural events.

SECTION IV PROPOSAL FORMAT

The application narrative is limited to **10 double-spaced pages**; 12 point type (Times New Roman or Courier) on 8 ½ x 11 inch white document (MS Word or PDF), and a minimum of 1 inch margins. Each page of the proposal should be numbered. The review panel will not review applications that do not conform to the requirements listed above.

Applicant Responsibilities

Applications must comply with the guidelines listed below. Applicants must ensure that all of these guidelines are clearly represented when they write their applications:

1. Description of the organization's history, mission, and goals.

2. Description of the program's measurable objectives, project activities, and project outcomes.

3. Description of the issue/need to be addressed and evidence of that need.

4. Detailed description of existing program, including best practices (i.e., is this program based on a program or curriculum that has been shown to be effective in other settings or national standards?), target population, number of participants, eligibility requirements, days and hours of operation, and location of services.

5. Description of past successful outcomes or achievements. Programs must demonstrate ability to achieve proposed outcomes, have appropriate leadership and supervision, and have key staff in place who are able to deliver services in a culturally and linguistically appropriate manner.

6. Description of program implementation including a work plan with a timeline.

7. Submission of a reasonable and realistic budget to accomplish the stated goals and objectives of the proposed program.

8. Dissemination of program outcomes for the community with the funds awarded by the Latino Community Development Grant through OLA, to include development of a marketing plan that includes a minimum of three (3) marketing activities that addresses the grant, role of OLA as the funding organization, the program and its benefits.

Description of Application Sections

The purpose and content of each section is described below with recommendations for page length of each section. Applicants should include all information needed to adequately describe their objectives, plans for services and program outcomes. Relevant project information should be included in the **10 page limit** and not in the Appendices.

1. **Proposal Summary (1 page)**
   This section of the application should be brief, highlighting the purpose of the program, targeted population, program objectives and outcomes.

2. **Program/Project Narrative (6-8 pages)**
   This section contains the details and describes the proposed program to be implemented. It should include but not be limited to:
   - Services to be provided.
   - Referenced data and statistics (e.g., Census, labor statistics, CDC) on target population and unmet need.
   - Need for and proposed impact of the project.
   - Sample of educational models used (i.e., best practices, national model).
   - Extent to which barriers encountered will be addressed.
   - Cultural competency, sensitivity, and appropriateness of the project.
   - Organizational experience and qualifications.
   - Program/project staff role, experience, and qualifications.
   - Program evaluation and data collection plan / measurable outcomes to be achieved.
   - Fundraising plan to sustain this project over time.

3. **Program Goals and Objectives (1-2 pages)**
   This section presents the goals of the project; process objectives and outcome objectives. Objectives must be defined and measurable within the proposed project timelines.

4. **Budget and Budget Justification (not included in 10 page limit) (Attachment E)**
   A standard program budget form is provided within the subgrant application. The program budget for this proposal will contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal will not exceed the amount allotted for the areas of service under which the applicant is seeking funding.

   Specific Budget Guidelines:
   - **Personnel**: name, title, number of hours on project, annual salary or hourly rate, percentage of time
   - **Fringe Benefits**: percentage and total based on positions
   - **Indirect Cost**: Up to **12%** of funds can be used for indirect costs (e.g., general administrative costs such as legal, accounting, liability insurance)
   - **Non-Personnel**:
     - List expenditure item
     - Unit cost and unit number
     - Total cost per expenditure

   Note Un-allowed Expenses:
     - Funds cannot be used for food expenditures
     - Funds cannot be used for lobbying or fundraising
     - Funds cannot be used for capital/facility improvements
     - Funds cannot be used to cover any expenses made prior to the grant award
     - Funds cannot supplant funds from other grant sources

   Budget Narrative/Justification:
   This section is a written description of the proposed expenditures, including purpose or reason for the expenditure and calculation of costs.

5. **Staffing Plan (Attachment F)**
   This section should contain the staff assigned to the project, staff positions, and percent (%)

of time on the proposed project. If the position is not filled, a start date as to when the position will be filled should be supplied.

6. **Work Plan (Attachment D)**
   Using Attachment D, list the project objectives and related activities, project outcomes and outputs, timeline for implementation and completion, and responsible staff.

Appendices

This section will be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. The following items shall be included with the proposal:

- ☐ Job Descriptions. *(Required)
- ☐ Staff Resumes. *(Required)
- ☐ Organizational chart. *(Required)
- ☐ Current Board list with names, professional affiliation and contact information. *(Required)
- ☐ Copy of annual organizational budget. *(Required)
- ☐ Balance Sheet [Current]. *(Required)
- ☐ Audited financial statements (most recent) or brief letter explaining why none are available. *(Required)
- ☐ Copy of current IRS tax-exempt determination letter. *(Required)
- ☐ List of DC Government funding received in FY 2015 and expected in FY 2016. Include the name of the DC Government agency, the amount of funding and the program funded. *(Required)
- ☐ Evaluation/survey tools – (existing program should provide a data report on findings; start-up program should present proposed tools). *(Required)
- ☐ Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support.
- ☐ Collaborative Partner Materials. (If Relevant)
- ☐ Source information for cited data.
- ☐ Summary or copies educational model used. (Optional)
- ☐ Criteria/forms used to determine client eligibility. (Optional)

SECTION V PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Certifications and Assurances

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

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.

Audits

At any time before final payment and three (3) years thereafter, the District of Columbia Government may have the grantee's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SECTION VI REVIEW AND SCORING OF APPLICATIONS

Decision on Awards

The recommendations of the review panel are submitted to the Mayor's Office on Latino Affairs (OLA) for review. The recommendations of the review panel are advisory only and are not binding on OLA. The final decision on awards rests solely with the Mayor's Office on Latino Affairs. After reviewing the recommendations of the review panel and any other information considered relevant, OLA will decide which applicants to award funds and the amounts to be funded. Be advised that the grants competition is intense and that grant resources are limited, making OLA unable to support all of the many worthwhile activities for which applications are received.

Review Panel

The RFA review panel is composed of neutral, qualified individuals selected for their experiences in job training, education, health care, social services, human services, and the fields of evaluation planning and implementation. Panel member responsibilities include: reviewing and scoring each applicant's proposal and submitting recommendations for awards based on the scoring process.

Scoring Criteria

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

Criterion A: Technical Soundness of the Proposal 25 points

1. The applicant's proposed project is achievable and consistent with the District's objectives.
2. Description of the program implementation, including a work plan, is realistic given the proposed time requirements.
3. The applicant uses cited data to document the need to be addressed and evidence of that need.

Criterion B: Program Goals, Objectives, and Activities 25 points

1. Program goals* and supporting objectives and activities are clearly defined, measurable, and time specific.
2. Work plan clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
3. Objective tasks/activities include responsible agency/organization and responsible person or staff position.
4. Applicant provides an evaluation plan, including ways in which they will measure short- and long-term outputs and outcomes.

Criterion C: Organizational Capability and Relevant Experience 35 points

1. Applicant demonstrates compliance with eligibility requirements.
2. Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the target population. Information on prior program evaluations, findings, and changes made as a result should be referenced.
3. Applicant demonstrates that the program is using best practices and/or is based on national standards.
4. Applicant demonstrates sufficient staffing for proposed services and its own cultural competency, sensitivity and appropriateness (i.e., racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the qualifications and diversity among its staff.
5. Applicant demonstrates an established organizational structure and its ability to administer the proposed services or program and, as proposed, function as a Lead Agency through the submission of operational and programmatic staff names and their key positions. Resumes and/or position descriptions for key project staff should be included as an attachment.
6. Applicant demonstrates sound fiscal management through a description of grant monitoring activities and systems, disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years), financial statements, and/or cash flow documents (2014 and year-to-date 2015).
7. Applicant presents a fundraising plan that details how the program will be sustained over time.

Criterion D: Sound Fiscal Management and Budget 15 points

1. Applicant's budget with justification is reasonable and realistic to achieve stated goals and objectives.
2. Agency must demonstrate financial stability, as evidenced by statement/attestation that salaries and taxes are current and that debts payments do not exceed 90 days, etc.

SECTION VII LIST OF ATTACHMENTS

Attachment A **Certifications**
Attachment B **Assurances**
Attachment C **Grant application profile**
Attachment D **Work Plan**
Attachment E **Budget summary**

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* Goals provide a general focus and direction. The goals, also serve as a guide for developing a set of objectives that will measure actual progress within a specified amount of time.

Attachment F **Staffing plan**

APPLICATION CHECKLIST

Applicants are required to follow the format below and content requirements:

- ☐ Proposal Narrative (Make sure the following are covered in your narrative) **(10 page limit)**
  - ☐ Proposal Summary
  - ☐ Program/Project Narrative
  - ☐ Collaboration Description (if applicable)
  - ☐ Program Goals and Objectives
  - ☐ Organizational Capabilities
  - ☐ Fundraising Plan
- ☐ Other Required Application Materials **(not included in 10 page limit)**
  - ☐ Certifications (Attachment A)
  - ☐ Assurances (Attachment B)
  - ☐ Grant application profile (Attachment C)
  - ☐ Work Plan (Attachment D)
  - ☐ Budget Summary (Attachment E)
  - ☐ Staffing Plan (Attachment F)
- ☐ Appendices **(not included in 10 page limit)**
  - ☐ Job Descriptions *(Required)
  - ☐ Staff Resumes *(Required)
  - ☐ Organizational chart. *(Required)
  - ☐ Current Board list with names, affiliation and contact information. *(Required)
  - ☐ Copy of annual organizational budget. *(Required)
  - ☐ Balance Sheet [Current]. *(Required)
  - ☐ Audited financial statements (most recent) or brief letter explaining why none are available. *(Required)
  - ☐ Copy of current IRS tax-exempt determination letter. *(Required)
  - ☐ List of DC Government funding received in FY 2015 and expected in FY 2016. Include the name of the DC Government agency, the amount of funding and the program funded. *(Required)
  - ☐ Evaluation/survey tools – (existing program should provide a data report on findings; start-up program should present proposed tools). *(Required)
  - ☐ Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support.
  - ☐ Collaborative Partner Materials (if relevant)
  - ☐ Source information for cited data.
  - ☐ Summary or copies educational model used (optional)
  - ☐ Criteria/forms used to determine client eligibility (optional)

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 completed and submit Standard Form-III, "Disclosure of Lobbying Activities," 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 principles:

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 (Grantees Other Than Individuals)

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 Latino Affairs, Reeves Municipal Building, 2000 14th Street NW, 2nd Floor, 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 incising 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 (Grantees who are Individuals)
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 manufacturer, 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 Latino Affairs, Reeves Municipal Building, 2000 14 Street NW, 2nd Floor, 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/Project Name 3. Grantee EIN

_____

4. Typed Name and Title of Authorized Representative

_____ _____

5. Signature 6. Date

ASSURANCES

1. The applicant hereby assures and certifies compliance with all Federal statues, 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 project.
2. Also, the Application assures and certifies that:
   a. 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.
   b. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
   c. 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.).
   d. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
   e. 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.
   f. 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.
   g. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
   h. 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.
   i. 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. Section102 (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.

j. 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 avoid or mitigate adverse effects upon such properties.

k. 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.

l. It will comply, and all its contractors will comply, Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

m. 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

n. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

o. It will comply with the provisions of the Costal 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.

_____
Organization

_____ _____
Name Title

_____ _____
Signature Date

DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs

FY 2016 Latino Community Development Grant
RFA # 22615-16

GRANT APPLICATION PROFILE – Fiscal Year 2016

Organization:
Employer Identification Number (EIN):
Project Title:
Duration (Begin/End Dates):

PROJECT COST

Funding Requested (OLA): $

Total Project Budget: $

OFFICIAL AUTHORIZING THIS APPLICATION

Name and Title:
Telephone:
Fax:

PROJECT DIRECTOR

Name:
Title:
Address:
Telephone:
Email:
Fax:

FINANCIAL OFFICER:

Name:
Title:
Address:
Telephone:
Email:
Fax:

Application is made for a grant under the above-mentioned FY 2016 Latino Community Development Grant to the District of Columbia in the amount of and for the purpose stated herein.

I certify that is application, if awarded, will conform to the conditions set forth by the Mayor's Office on Latino Affairs.

_____ _____

Signature of Authorized Official **Date:**

DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs

FY 2016 Latino Community Development Grant
RFA # 22615-16

WORKPLAN AND TIMELINE

Organization Name:
Program Supervisor/Manager:

Measurable Goals and Objectives	Inputs	Activities/Tasks	Dates / Timeline	Outcomes [Measurable Impact]

DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs
FY 2016 Latino Community Development Grant
RFA # 22615-16

BUDGET SUMMARY

A. Personnel	$ _____
B. Fringe Benefits	$ _____
C. Travel	$ _____
D. Supplies	$ _____
E. Equipment	$ _____
F. Consultants/Contractors	$ _____
G. Communication	$ _____
H. Printing/Copying	$ _____
I. Training	$ _____
J. Operating Expenses	$ _____
K. Other Expenses	$ _____
PROJECT TOTAL:	$ _____

Please provide budget narrative/justification below. (Use extra page if necessary)

DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs
RFA # 22615-16

FY 2016 Latino Community Development Grant
STAFFING PLAN

Name	Position Title	Filled/ Vacant	Annual Salary	%of Time	Start Date