



**District of Columbia
Department of Aging and Community Living**

REQUEST FOR APPLICATIONS

**Unpaid Caregiver Counseling and Support
Services**

*The DC Department of Aging and Community Living
Invites the Submission of Applications for Funding
under the Older Americans Act of 1965, as amended (P.
L. 89-73) and DC Law 1-24, as amended.*

RFA Release Date: July 23, 2021

**Application Submission Deadline
August 20, 2021 4:00 pm, EST**

**LATE APPLICATIONS WILL NOT BE
ACCEPTED**





**District of Columbia
Department of Aging and Community Living**

Announces

A PRE-SOLICITATION CONFERENCE

July 29, 2021

10:00 a.m.

500 K Street, NE, WDC 20003

All proposals shall be submitted via the Eprocurement

For questions, please contact:

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Title: Clinical Director

Email: Heather.Stowe@dc.gov

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**District of Columbia
Department of Aging and Community Living
FY 2022 Caregiver Counseling and Support Services
Request for Applications (RFA)**

SECTION I GENERAL INFORMATION

Introduction

The DC Department of Aging and Community Living is seeking applications from agencies interested in providing Caregiver Counseling and Support services (CCSS) for unpaid caregivers for older adults and adults 18+ with a disability in Washington District of Columbia. This request for proposal (RFP) is open to all non-profit, for-profit, faith based, private and public licensed agencies that demonstrate experience serving older adults, demonstrate that they have experienced and qualified staff and are able to provide services to all wards across the city.

The CCSS program will provide culturally and linguistically appropriate services and supports for unpaid caregivers to include information and assistance, counseling, support groups, training/consultation, respite care coordination and case management services. The successful applicant will be expected to provide outreach activities to inform and engage citizens across all wards of the city. CCSS will reduce the physical and emotional stress experienced by caregivers which in turn will support them in assisting their loved ones remaining safely in the community.

DACL intends to fund one proposal in the amount of \$920,000. The successful applicant may subcontract or subgrant service provision for distinct areas within the continuum of care. The initial award will be for the period October 1, 2021-September 30, 2022. Further funding will be contingent upon performance and funding availability. Funds for this program are made available through the Older Americans Act Title III E.

DACL's Mission, Vision, and Values

The District of Columbia Department of Aging and Community Living (DACL) is the Single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the wellbeing of seniors ages 60 years and older.

The mission of the District of Columbia Department of Aging and Community Living is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources.

The successful applicant will partner with DACL on providing information, data, and reports on the service provided and the effect of the service on the participants. Based on the information,

data, and reports, the successful applicant is expected to adapt the program(s) as needed in order to achieve equity, consistency, and quality for District residents.

DACL's Commitment to Funding Culturally Responsive Services

DACL, in accordance with the Mandate of Mayor Bowser and the DC Council seeks to fund services which reflect our commitment to culturally responsive services which create positive and equitable outcomes for all service recipients. Applicants to this proposal should demonstrate their ability to provide routine services which are person centered, strengths based and that are culturally:

- *Competent* – as demonstrated by a set of behaviors, attitudes and policies that allow cross agency/system work in cross-cultural situations, that honor and respect a divergent set of cultural beliefs and lifestyles and that demonstrate an awareness of one's own cultural values while demonstrating the ability to work with members of other cultural groups.
- *Responsive* – to the cultural and linguistic needs of diverse groups/individuals. Applicants must demonstrate the ability to effectively serve and engage individuals of diverse backgrounds. Applicants must also demonstrate their ability to recruit and retain a workforce that reflect the diversity of the population served.
- *Accessible* – applicants should demonstrate how they will overcome barriers to service provision and support clients in accessing both traditional and non-traditional programs and services.

Program Requirements

The Counseling and Support Services RFA seeks applicants to assist adult caregivers access services and supports. The successful applicant will provide assistance with managing and navigating the challenges of caring for a loved one 60 years of age or older or an individual of any age with Alzheimer’s Disease by providing information and referral, counseling, support groups and other gap-filling services to support caregivers. DACL plans to fund services for two years.

A caregiver, as defined by the Administration on Community Living, is an informal or unpaid individual (family member or friend) involved in ongoing assistance with activities of daily living (e.g., bathing, dressing, transferring) or instrumental activities of daily living tasks (e.g., meal preparation, shopping, medication reminders) for a care recipient or loved one.

The successful applicant will be responsible for developing a range of services that will provide caregivers with relief from the day-to-day caregiving tasks and responsibilities which support caregivers in maintaining care recipients safely in their homes for as long as it is safe and appropriate to do so. The CCSS program will work in conjunction with DACL and the senior services network to share information and develop and provide a range of services to individuals and their caregivers. Services will be available by phone, online and in the client or caregiver’s home. Services must be provided in a culturally relevant manner across all wards in the city.

Client Eligibility

1. Family members or other informal caregivers age 18 and older providing care to individuals 60 years of age and older
2. Adult family members or other informal caregivers age 18 and older providing care to individuals of any age with ADRD;
3. Older relatives (not parents) age 55 and older providing care to children under the age of 18; and
4. Older relatives, including parents, age 55 and older providing care to adults ages 18-59 with disabilities.

Clients must be residents of the District of Columbia. The successful applicant will also devise programs to serve underserved and low-income, minority and LGBTQ+ seniors.

Service Components

CCSS service components include information and assistance, counseling, support groups, training/consultation, respite care coordination and case management services.

- a. *Information and Assistance* – Accurate, timely and relevant information is provided to current or potential caregivers. It is a service that assists caregivers in locating, obtaining, and navigating services and resources. Advocacy may be performed if the caregiver is

unable to obtain the service or perform the necessary task on their own. The service may be delivered over the phone, in-person.

- b. *Counseling* – Individual counseling provides emotional support, mental health intervention and improved coping skills for the caregiver. Counseling services are short term and solution-focused and may include, but are not limited to, identifying the caregiver’s personal strengths and abilities, managing short- and long-term care decisions and planning, and developing strategies to better manage and cope with their caregiver role. The service will be provided by a licensed professional. The service may be delivered over the phone, in-person, or via electronic communication.
- c. *Support groups* – Support groups rely on group process to assist caregivers in developing new competencies and coping strategies related to their caregiver experience. Support groups provide a setting for emotional support, information sharing, and/or skill development. They provide a vital opportunity to connect to the community and other caregivers. The service is provided in person or other means that meet the needs of the caregiver.
- d. *Training/Consultation* – Training/consultation service is an individual or group session or series to help caregiver with coping and/or to build caregiving skills. Examples may include “Savvy Caregiver,” and “Living Well with Chronic Conditions.” Caregiver training/consultation also includes education on specific disease processes, workshops, mini-series, etc. on topics that support caregivers through their caregiving experience. The service is provided in person or other means that meet the needs of the caregiver.
- e. *Case Management* – Case managers provide services to clients and their family caregivers that include assessment, creating care plans, education, making referrals, advocacy and assistance with problem solving.
- f. *Information Services* – A public and media activity that conveys information to caregivers about available services, which can include an in-person interactive presentation to the public conducted; a booth/exhibit at a fair, conference, or other public event; and a radio, TV, or Web site event. Unlike Information and Assistance, this service is not tailored to the needs of the individual.
- g. *Respite* – Service which offers temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers.
 - 1. *Respite (in-home)* – A respite service provided in the home of the caregiver or care receiver and allows the caregiver time away to do other activities. During such respite, other activities can occur which may offer additional support to either the caregiver or care receiver, including homemaker or personal care services.
 - 2. *Respite (out-of-home, day)* – A respite service provided in settings other than the caregiver/care receiver’s home, including adult day care, senior center or other non-

- residential setting, where an overnight stay does not occur that allows the caregiver time away to do other activities.
3. *Respite (out-of-home, overnight)* – A respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes, in which the care receiver resides in the facility (on a temporary basis) for a full 24 hour period of time. The service provides the caregiver with time away to do other activities.
 4. *Respite (Other)* – A respite service provided using OAA funds in whole or in part, that does not fall into the previously defined respite service categories.
- h. *Supplemental Services* –Goods and services provided on a limited basis to complement the care provided by caregivers.

Staffing and Key Personnel

There should be a sufficient number of qualified staff to effectively perform the proposed activities. The applicant must obtain advanced approval in writing from DACL for staff hired in key positions or any changes in staffing patterns that may negatively impact the grant throughout the performance period in accordance with established DACL requirements.

In the proposal the applicant should identify the Director who will be the primary contact for DACL and who will have overall account ability for service delivery. This position may not be vacant at any time during the contract period. It is preferred that this person be either an MSW/MSN or have five or more years related experience in social services, counseling, and administration.

See Appendix Performance Goal and Outcome Measures Client Data and Program Reporting Requirements

The Government of the District of Columbia has adopted performance-based budgeting for all programs and services. DACL developed service standards, performance goals, and outcome measures for the services shown below. The successful applicant providing these services must use performance goals and outcome measures identified by DACL at the initiation of this grant. Successful applicants will collect baseline data in FY 2022 to develop FY 2023 performance measure milestones. Instructions for completing performance measures documents are in Attachment B.

The successful applicant must be able to report client level demographic data and service data. The successful applicant will be required to provide monthly narrative and financial reports in a prescribed format to DACL. At a minimum, the grantee will be required to report: the number of seniors enrolled and participating in activities, services, documented interactions, and supports in the Client Services and Tracking System (CSTARS). A final report is required at the end of the grant period showing overall participation/enrollment data, survey or testing data analysis, progress towards goal achievement and participant feedback on their experience and satisfaction with the program(s), and examples of impact through qualitative stories of seniors and caregivers receiving services.

Source of Grant Funding and Payment Processes

The grant award consists of Older Americans Act Title III E funds allocated to the District of Columbia. Funds are made available through a cost-reimbursement method using standard Monthly (M-1) financial invoices submitted through the District E-Invoicing Portal. Costs to this grant must be reasonable, allocable, and allowable under the Program and Grants Manual and OMB Cost Principles.

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2022 grant program for the targeted population. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for other activities other than approved program activities.

The use of funds is governed by applicable administrative and costs requirements governing allocable, allowable, and reasonable costs in OMB Circular 200 and the Policy and Grants Manual.

Operational Reserves, Program Income, and Contributions

The grant is a cost-reimbursable grant with no cash match requirement. Applicants are encouraged to have at least three (3) months of operations cash on hand to carry out the initial program activities or access to a line of credit equivalent to at least three (3) months of the awarded funds. Based on the availability of funds, an advance up to one-quarter of the projected grant budget may be requested.

Program income must be re-invested in the program to support and/or expand the services to customers. Applicants shall identify all sources of additional funds used in support of the program. Any refunds of costs that have already been reimbursed by DACL must be reported to DACL.

No registration, membership, or annual fee may be required of program participants. However, participants may be required to pay for a portion of the costs of the program for cost-sharing components. All contributions must be used to offset the cost of the program.

Cost Sharing

If cost-sharing is implemented in a service component, it must be included in the application and approved by DACL before it is implemented. Organizations shall not require cost sharing by a low-income older individual if the income of such an individual is at or below the federal poverty line. An applicant may exclude low-income individuals whose incomes are above the federal poverty line from cost-sharing. A sliding scale, based solely on individual income and the cost of delivering services, must be established for cost-sharing. The grantee organization will:

1. protect the privacy and confidentiality of client's information;
2. establish appropriate procedures to safeguard and account for cost-share payments;

3. use each collected cost-share payment to expand the service for which such payment was given;
4. not consider assets, savings, or other property owned by a client in determining whether cost-sharing is permitted;
5. not deny a service for which funds are received under this grant for an older client due to their income or their failure to make a cost-sharing payment; and
6. determine the eligibility of customer's cost-share solely by a confidential declaration of income and with no requirement for verification.

Voluntary Contributions

Voluntary contributions are allowed and must be solicited within established DACL guidelines. There shall be no means testing for any services for which voluntary contributions are accepted, and services should not be denied solely because a participant does not voluntarily contribute to the cost of the service.

Audits

DACL requires all grantees (except District agencies and the University of the District of Columbia) to undergo an annual audit. The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, and the Office of Management and Budget (OMB) Circular No. A-133 [if the grantee receives \$750,000 or more in federal funds].

Any firm or person conducting audits in the District is required by District of Columbia law to be licensed to practice in the District of Columbia as certified by the Department of Consumer and Regulatory Affairs Board of Accountancy. Grantees are required to schedule and pay for the use of independent auditors. Program-related A-133 audits may be scheduled and budgeted in the grant.

Certified Business Enterprise (CBE) Requirement

DACL strongly supports and encourages the use of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise (CBE) program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts to use CBE certified businesses pursuant to the Act in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. The grantee is encouraged to utilize the resources of the Department of Small and Local Business Development, including the Business Center, found on DSLBD's website (<http://dslbd.dc.gov>).

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain program records for at least three years and financial records for at least five

years after the grant ends. Records must be available at the organization's headquarters and available for inspection reflecting the participant's enrollments/memberships and documented services provided. The applicant shall maintain the confidentiality of client records, and to the extent possible, the client must validate all services delivered.

Monitoring

DACL shall monitor and evaluate the performance of the applicant according to the program scope, DACL grants standards, related federal and local regulations, and policy requirements.

Relevant, timely and reliable data is necessary to ensure compliance, inform trends, evaluate program results and performance and drive program improvements and policy decisions. DACL reserves the right to request/collect key data metrics including client level demographic, performance and service data and set expectations for key performance measures. The successful applicant will be expected to collect and report data in a format to be agreed upon at the beginning of the grant award, notwithstanding DACL reserves the right to amend the data requested at any time with reasonable notice during the award period.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. Applicants should include sufficient information to demonstrate their understanding of the population to be served. Applicants should also outline their philosophical approach to service provision and how each service will be provided. It is essential that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each application must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area, and the amount of grant funds requested.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 20 pages. The program narrative should address the listed criteria. Specific technical scoring criteria are in Section V and should be reviewed carefully in preparing their narratives.

Description of the social and demographic characteristics and needs of the target population of seniors, specifically older individual with the greatest social and economic need:

- ❖ Background and experience of the entity applying for the grant in working with the target population.
- ❖ Description of Services
 - Outreach to include activities to be conducted to ensure participation of eligible participants in the program
 - Provision of Information and connection to referrals
 - Client eligibility determination
 - Access/Referral process
 - Emergency Crisis Assistance
 - Provision of and access to caregiver supplies
 - Respite Assessment Services, coordination and scheduling
 - Description of in-home and facility-based respite
 - Collaboration with community agencies
 - Provision of evidence-based training
- ❖ Project Work Plan which must include:
 - measurable objectives that identify the number of caregivers to be served in each of the service categories
 - work plan indicating key milestones, projected timeline (by month), and associated activities;
 - plan for coordination and developing program agreements, staff assignments and compliance monitoring of consulting contractors and existing and new program providers.
 - Performance Outcome measures that will show tangible evidence of program effectiveness participants served, participant progress expected in accordance with the goals, and timelines established.

- ❖ **Organizational Capability and Relevant Experience including, but not limited to:**
 - Successful and related programmatic experiences, including any prior evaluations, survey results, or other objective measures with associated programs.
 - Ability to timely and accurately meet program reporting requirements such as writing and financial reports.
 - Professional and business licenses required by the District of Columbia Departments of Health and Consumer and Regulatory Affairs.
- **Program Budget** should clearly demonstrate how funding will support the project for over 12 months. Budget allocations should clearly align with the goals and objectives to be achieved by the program.

Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget narrative is in Attachment C and is not counted in the page limit.

- **Certifications and Assurances** are not counted in page total. Certifications and Assurances are in Attachments A and B. Applicant must include complete and sign the documents in the application submission.
- **Appendices** are not counted in the page total. The following items must be included as appendices:
 - ❖ Audited financial statement for the year ending September 30, 2020 or the applicant's most recent completed fiscal year.
 - ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
 - ❖ Current Certificate of Good Standing from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
 - ❖ Name, address, telephone number, positions held by the applicant's current Board of Directors as of the date of the grant application;
 - ❖ Organizational chart showing the structure of the proposed program;
 - ❖ Employee resume and job descriptions for key staff, consultants, and other staff; and
 - ❖ Planned job descriptions for the program.

The total number of pages for the program narrative may not exceed 20 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double-spaced including bullet items.*

Margins must be no less than 1 inch, and the font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages must be numbered. Applications that do not conform to all these requirements will not be considered.

SECTION V**EVALUATION AND SELECTION PROCEDURES****Evaluation Process**

Each proposal will be evaluated on the strength of the proposal and the responsiveness to the selection criteria. Successful applicants must be ready to proceed with the proposed program within a reasonable time. Failure to submit a complete proposal and/or to respond to all requirements may cause the proposal to be deemed unresponsive and it will be rejected. All services must be available across all wards of the city and provided in a linguistically and culturally appropriate way.

Selection Criteria	Points
Strength of Proposed Program <ul style="list-style-type: none"> • Applicant demonstrates a clear understanding of the target population and their needs and challenges • Applicant clearly describes services to be provided, including collaboration with other entities • Applicants program is supported by evidence based/informed or best practices • Applicant has an effective approach to outreach, identifying and maintaining clients 	25
Program performance, outcomes, and quality <ul style="list-style-type: none"> • Applicant demonstrates strong past performance in achieving desired outcomes, goals and performance metrics and/or other notable accomplishments in providing services to target population • Applicant has the relevant staff, systems and processes to collect participant and performance data and evaluate and manage performance 	25
Organizational Capacity <ul style="list-style-type: none"> • Applicant has qualified staff responsible for program oversight, management, and fiscal oversight • Applicant has systems and processes to support reporting and monitoring of the grant • Applicant has experience working with the target population and has relevant infrastructure and/or partnerships to support service provision, if no prior experience the applicant has clearly articulated the ways in which it will develop and maintain the structure to do so Applicant's organization reflects the diversity of the community served	25
Budget justification, reasonable cost and leverage of funds <ul style="list-style-type: none"> • Proposed budget supports the scope of work and work plan • Applicant demonstrates reasonable implementation costs relative to financial and human resources • Applicant is able to demonstrate that they are fiscally sound as demonstrated by history and financial statements/audits from current fiscal year 	25

<ul style="list-style-type: none"> • Applicant provides justification for the level of funding requested Applicant leverages other funds to support total program administrative costs (e.g., foundations, corporate, individual donations, other federal)	
Evaluation Tools Applicant provides evidenced based and/or survey tools	
Total Maximum Score for Selection Criteria	100 points

Decision on Awards

The final decision on funding will be made by the Director of the Department of Aging and Community Living.

Applications are available for pickup from the DC Department of Aging and Community Living (DACL), 500 K Street, NE, Washington, DC 20002 between 9:00 a.m. and 4:30 p.m. Monday through Friday. Electronic posting will be on the DACL website, www.dacl.dc.gov and the Office of Partnerships and Grants Development website, www.opgd.dc.gov.

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

Applications Delivered by Mail

Applications sent by mail must be addressed to the DACL in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for *FY 2022 Caregiver Counseling and Support Services Grant*," Department of Aging and Community Living DACL, 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the DACL by the deadline date.

An application must show proof of mailing with a guaranteed delivery date and time consisting of one of the following:

- (1) A dated shipping label, invoice, or receipt from USPS or a commercial carrier, including guaranteed delivery date and time before the deadline; or
- (2) Any other proof of mailing acceptable to the government of the District of Columbia.

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered.

Applications Delivered by Hand/Courier Service

Hand-delivered applications must be taken to the District of Columbia Department of Aging and Community Living (DACL) in a sealed envelope marked "Application in Response to the Department of Aging and Community Living *FY 2022 Caregiver Counseling and Support Services Grant*". Deliveries will be accepted at DACL, 500 K Street, NE, Washington, DC 20002 between 9:00 am and 4:30 pm daily, except Saturdays, Sundays, and District holidays. DACL, 500 K Street, NE, Washington, DC 20002 between 9:00 am and 4:30 pm daily, except Saturdays, Sundays, and District holidays.

For an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 4:00 pm, EST, on August 20, 2021 - late applications will not be reviewed. All applications will be recorded upon receipt. Any additions or deletions to an application will not be accepted after the deadline.

An original (clearly marked) and three copies, for a total of four (4) copies **must be** delivered to the following location:

**Department of Aging and Community Living
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

The Department of Aging and Community Living does not accept responsibility for delays in the delivery of the proposals.

CHECKLIST FOR THE FY 2021 CAREGIVER PROGRAM GRANT

- The application must be:
 - Printed on 8 1/2 by 11-inch paper
 - Double-spaced
 - Single-sided
 - Numbered pages
 - Use 12-point type (Times New Roman or Arial preferred)
 - Has a minimum of one-inch margins
 - Does not exceed 20 pages. The abstract, appendices, certifications, and assurances and attachments are not included in the page limit.

- Application Must Include:
 - FY 2022 Program Objectives;
 - FY 2021 Mandatory Performance Goals and Outcome Measures;
 - All Position Descriptions and Resumes listed in the budget narrative;
 - Board of Directors listing complete with ethnicity and gender for each board member;
 - Applicant Profile
 - Abstract (not to exceed 1 page)
 - Appendices, including:
 - i. Certification regarding current taxes from DC Tax and Revenue is included in appendices
 - ii. Current Certificate of Incorporation and Good Standing
 - iii. Current Certificate of Insurances
 - iv. Current Federal Negotiated Cost Rate Agreement, if applicable
 - v. Updated Inventory List (Current Grantees Only)
 - Program Budget (complies with Budget forms)
 - A budget narrative (following the sample shown in Attachment C)
 - Certifications and Assurances listed in Attachments A and B signed by an authorized representative.
 - Three (3) copies of the proposal; plus the original submitted
 - Workplan
 - Evaluation Tools

SECTION VII**LIST OF ATTACHMENTS**

Attachment A	Certifications
Attachment B	Assurances
Attachment C	Budget Summary Form and Narrative (includes sample narrative)
Attachment D	Outcome for Measures Form (includes samples)
Attachment E	Application Receipt Form
Attachment F	FY 2020 Caregiver Statistics