



Government of the District of Columbia

Department of Aging and Community Living (DACL)

Fiscal Year 2021

Continuation Grant Application



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 24, 2020

Application Submission Deadline: August 28, 2020, 5:00 pm EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED

TABLE OF CONTENTS

General Information.....	3
Application Overview.....	5
Program Requirements.....	6
Nutrition	9
Transportation.....	9
Application Contents	11
Checklist for the FY 2021 Continuation Application	19

FY2021 DACL CONTINUATION GRANT APPLICATION

Attachment A	Applicant Profile
Attachment B	Outcome Measures Forms
Attachment C	Sample Budget Summary and Narrative
Attachment D	CSTARS and M-1 Submission Schedule
Attachment E	Inventory
Attachment F	Certifications
Attachment G	Assurances
Attachment H	Nutrition Priority Scale Assessment Forms
Attachment I	Home-Delivered Meals Assessment Form
Attachment J	Nutrition Risk Screening Instrument
Attachment K	GSA Mileage Reimbursement Schedule
Attachment L	Federal Poverty Level
Attachment M	DACL FY 2021 Grantee Training Requirements
Attachment N	Grants Policy Manual
Attachment O	FY 2021 Units by Service Guidance During COVID
Attachment P	DACL Service Standards

GENERAL INFORMATION

Introduction

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 well-being of seniors age 60 years and older, adults with disabilities, and caregivers.

The mission of the 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.

DACL provides grants to organizations to provide a full range of services to the aging population in the District of Columbia. Federal and District of Columbia appropriated funds are available for grantees to operate successful programs and services. There is no match requirement.

COVID-19 and Public Health Emergency (“PHE”) Context

On March 11, 2020, the Mayor declared both a state of emergency and a public health emergency for the District of Columbia due to the coronavirus (COVID-19) pandemic. Subsequently, on March 20, 2020 due to an increasing number of coronavirus cases in Washington, DC, and across the region and the nation, the Mayor issued a stay-at-home order for the District of Columbia. This order reinforced the Mayor’s direction to residents to stay at home except to perform essential activities. The pandemic and the preemptive actions taken by the Mayor required DACL services and programs to shift from in-person to virtual and online operations with suspension of all in-person activities with the exception of key essential services.

On May 29, 2020, with key citywide health metrics starting to trend in an encouraging direction, the Mayor lifted the Stay-at-Home. The city began a phased re-opening of services, programs, businesses, and daily activities. To ensure the safe, responsible, and gradual re-opening of DACL-funded services, programs, and workplaces, DACL assembled a Senior Services Network (SSN) Re-Opening Task Force. During this phased approach, DACL is following DC Health guidance regarding re-opening plans for services and programs with some level of in-person interaction.

The COVID-19 pandemic has impacted, and will continue to impact, the way DACL services are delivered in FY2021. For this reason, all grantees must propose budgets and service levels that show a clear adaptation to this new normal to ensure seniors, adults with disabilities, and their caregivers remain connected and thriving in the communities they know and love.

FY2021 DACL CONTINUATION GRANT APPLICATION

Grantees are required to stay abreast of the phases of re-opening and any new guidance and information provided by the District Government at <https://coronavirus.dc.gov/>. Grantees must also read and comply with any DACL closure, suspension, and/or re-opening guidance as it becomes available.

DACL has been in regular contact with our federal partner, the U.S. Administration for Community Living (ACL), throughout the pandemic to ensure all federally and locally funded programs comply with federal guidance on all services and programs. The guidance in this RFA is consistent with the expectations of ACL for all grant-funded services.

In accordance with ACL guidance, DACL is providing flexibility regarding reimbursement of expenditures based on approved budgets that incorporate innovative ways of delivering and/or enhancing services to meet the needs of seniors, adults with disabilities, and their caregivers during the pandemic. This means:

- Continued commitment in FY2021 for all core services and programs in spite of a \$700+ million city revenue deficit;
- Ability by grantees to adjust programming and services via phone, in-person, and/or virtual means; and,
- Permission for all DACL grantees to submit FY2021 budgets that include considerations for COVID-19 needs related to PPE, supplies, IT, and training/education.

Grantees must show mastery of adaptation and innovation during our new normal through their continuation application proposals by:

1. developing and implementing a structured community outreach program inclusive of virtual, telephonic and, if applicable and approved, in-person activities and strategies;
2. producing program and budget narratives that incorporate new, better, or innovative ways of delivering quality services during the pandemic and public health emergency;
3. networking/partnering with other community-based senior service organizations, public and private agencies, and allied health associations to carry out an effective and efficient service delivery system;
4. providing opportunities for clients to engage virtually on budget priority and program development that is inclusive of all cultures with an emphasis on isolated and low income seniors;
5. showing the capability to provide cultural, competent, and innovative programming for seniors, caregivers, and adults with disabilities in their community;
6. participating in mandatory trainings required by DACL; and,
7. submitting to DACL proof of insurance certification acquired for the organization that meets DACL requirements.

All grantees are expected to use Attachment O, which contains vital information on DACL's flexibility and guidance for how services may be applied by service and unit type in FY2021 under the PHE and COVID-19 pandemic.

APPLICATION OVERVIEW

Submission

FY 2021 continuation applications must be submitted via ZoomGrants™ no later than **5:00 pm EDT on Friday, August 28, 2020**. Grantees must submit complete applications using the link to DACL's own ZoomGrants™ page. This is where grantees can create an account and submit application(s). The DACL link is: <https://www.zoomgrants.com/zgf/DACL>.

Applicants should plan to submit in advance to avoid the possibility of missing the application submission deadline. Applications submitted through ZoomGrants™ require access to a computer, internet, and a valid email address. Once you have created your ZoomGrants™ account, you can use it to create and submit applications on behalf of your organization to DACL. All applicants should remain in close communication with their FY2020 assigned grant monitor on any technology issues with setting up the account prior to the submission deadline.

Please note that mailed, e-mailed, or faxed applications will **NOT** be accepted. 500 K Street NE remains closed at this time. Continuation applications will be accessed only through ZoomGrants™. Incomplete applications will not be processed and will not be eligible for consideration.

DACL will do a training for applicants with ZoomGrants™ on how to use the system in early August. Grantees must participate to ensure proper knowledge of the submission process.

Source of Grant Funding

Funds are made available through federal grant and District appropriations. Grantees receiving federal funds must ensure full compliance with federal requirements communicated by DACL and noted in Attachment O. This document has been created following direct guidance from U.S. ACL and establishes permissible means for delivering, counting, and applying units for reimbursable services during the COVID-19 pandemic and public health emergency.

Service Areas and Service Standards

Core service areas for the FY 2021 grants remain the same, though grantees must submit continuing applications showing how they plan to adjust and/or enhance services to the new COVID-19 reality, exercising careful and innovative thinking, and submitting proposals that ensure clients will continue to stay connected, engaged, and well in their homes and communities.

Grantees must comply with all DACL service standards. Please see Attachment P for all service standards currently in effect. In FY 2021, DACL will work with grantees to make updates to ensure clarity and consistency across all service standards. Grantees will be required to participate in this effort and make meaningful contributions towards revised service standards.

Target Population

The target population is District residents aged 60 and over, which includes underserved populations including, but not limited to, English as a second language speakers, Lesbian, Gay Bisexual, Transgender, and Questioning (LGBTQ) seniors, low-income seniors, and/or isolated seniors.

Award Period

Grantees will receive a one-year award under this application process from October 1, 2020 through September 30, 2021. By accepting the grant award, grantees agree to abide by all applicable District and federal laws, regulations, and policies and procedures, including but not limited to, the Notice of Grant Agreement (NOGA), DACL's grant policy manual, and the terms and conditions of the grant.

Ability to Earn Grant Funds Up to Approved MARC Amount

All continuation grant applications must show the grantee's ability to earn DACL grant funds through their proposed service model and levels. Grantees must have feasible and realistic proposals with allowable reimbursable expenses that will lead to full earning of funds during the grant period. Inability to show ability to earn up to the Maximum Allowable Request Ceiling (MARC) amount will result in reductions to shift funds to other critical priorities.

PROGRAM REQUIREMENTS

Grants Policy Manual ("GPM")

DACL has updated its GPM in alignment with the release of this RFA. Please see Attachment N. The GPM sets DACL's requirements and expectations of grantees, from grant award to grant close-out. The GPM explains the administrative, operational, and financial responsibilities of all entities receiving DACL grant funds. All DACL grantees must follow the policies and procedures in the GPM for all DACL-funded grant programs. The GPM lists all relevant policies in effect. Grantees are responsible for reading and following the instructions in this manual, specific directives, instructions, and DACL policy memoranda.

Comments from grantees are encouraged to ensure any necessary clarifications or improvements are made. DACL will communicate an official process by which to receive comments to grantees. DACL will notify grantees whenever the GPM is updated. The GPM in Attachment N is effective as of October 1, 2020. Any changes to the GPM prior to the effective date will be communicated to grantees.

DACL uses an actual cost reimbursement model, requiring proofs of payment documentation and unit provision tracking. Financial data and supporting documents submitted via the DC Vendor Portal for reimbursement and program/client data via CSTARS for proof of service provision will be the basis for approving and verifying invoice(s). Please consult the GPM for more details on CSTARS and monthly invoicing requirements for successful grantees.

FY 2021 Key Program Requirements

In FY 2020, Senior Service Network (Network) programs/services must maintain the highest quality of service expectations during the COVID-19 pandemic and PHE. Grantees must continue to establish efficiencies in processes, improve programs, and reduce service duplications, where appropriate. The following program requirements are necessary during this grant cycle and will require special attention in the preparation of this grant application:

A. Re-Opening Plan

In FY 2020, all DACL grantees were asked to work on their re-opening plans using a DACL-developed template based on the phased re-opening strategy. For FY 2021, all DACL grantees are required to submit updated re-opening plans for FY 2021 grant funded services and programs. This is required to ensure every grantee's preparedness for potential re-opening of services, even if limited, and in a future scenario where: 1) the Mayor mandates a return to in-person services in Phase 3 or 4 (limited, hybrid in-person/virtual, or fully in person); and 2) a grantee wants to propose the re-opening of a particular service due to special considerations DACL should consider. This requirement is satisfied by a submission using an updated and completed FY 2020 re-opening template. Grantees may attach additional supporting documents related to re-opening, as needed.

B. Events, Outreach, and Communications

Due to the impact of COVID-19 and the importance of promoting activities, virtual events, and services that can keep clients informed, engaged and connected, DACL grantees must submit a calendar of events on a monthly basis to the grant monitor and DACL's External Affairs and Communications Division to dac1.communications@dc.gov. These calendars must at a minimum include, the date, time, description, point of contact, and method of sign-up for each event. All grantees are required to follow GPM guidance on communications guidelines for promoting services publically.

C. Intergenerational and/ Senior Volunteers

Grantees provide a wide range of services and activities for seniors using varied methods and approaches. The successful continuation applicant will demonstrate creativeness and capacity to use volunteers through virtual means in delivering dynamic programming for seniors. Volunteers may be individuals or groups, seniors or intergenerational, and must be tracked throughout the year. Additionally, senior volunteers may receive a stipend for services provided to frail seniors and youth who will benefit from their engagement by approval from DACL. Grantees are encouraged to leverage the power of community and volunteers during the COVID-19 pandemic and beyond.

D. Cultural Programming for Seniors and People with Disabilities

All grantees are required to incorporate cultural activities into programs showcasing diversity to underserved populations including, but not limited to racial/ethnic minorities, LGBTQ, non-

FY2021 DACL CONTINUATION GRANT APPLICATION

English speaking, low income, isolated seniors, and visually and hearing impaired seniors. Inclusion is essential to increase participation and demonstrates a sincere attempt to engage all members of a community. Cultural programming is also a great way to discover and recruit new talent and build a sense of belonging across services and programs.

Grantees should develop virtual programs with the support of individuals with ideas and professional experiences, such as caregivers; service providers; community organizations such as schools, universities, and civic organizations; ethnic groups; and the LGBTQ community.

E. E-Risk Reporting

In FY 2021, for all incident reports grantees will continue to be required to submit an E-Risk report online at <http://erisk.dc.gov>. Grantees must have an account to report significant events as required by the GPM.

F. Insurance Requirements

Grantees must submit a copy of their full and current insurance policy Certificate of Insurance to DACL with evidence of the required coverages before the grant period begins.

G. Certified Business Enterprises (CBEs)

Per the Coronavirus Support Congressional Review Emergency Amendment Act of 2020, and absent a waiver, for any DACL contract or grant (for sub-contracting purposes) entered into during the public health emergency in excess of \$250,000 and unrelated to COVID-19: (1) at least 50% of its dollar volume must be subcontracted to small business enterprises; or (2) if there are insufficient qualified SBEs to meet this requirement, it may be satisfied by subcontracting 50% of the dollar volume to any qualified certified business enterprises, so long as best efforts are made to ensure that qualified SBEs are significant participants in the overall subcontracting work. By receiving the DACL grant funds, the grantee commits to use its best efforts to utilize SBEs and CBEs during the public health emergency towards achieving the 50% goal for contracts under the grant.

During non-pandemic or public health emergency designations, the Department of Aging and Community Living strongly supports and encourages the utilization of local and small businesses certified under the Department of Small and Local Business Development's Certified Business Enterprise 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 utilize Certified Business Enterprises ("CBEs") certified pursuant to the Act, in order to achieve, at a minimum, the goal of CBEs participation in an amount equal to 35% of the contract funds under the grant award. Grantees are encouraged to utilize the resources of the Department of Small and Local Business Development (DSLBD), including the Business Center, found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs, and to publish contracting and procurement opportunities. Grantees shall report the percentage of their use of CBE contractors at the end of the grant year.

H. FY2021 One-Time or Recurring Funding Enhancements

The Office of Budget and Performance Management (OBPM), a division within the Office of the City Administrator, requires that DACL develop new strategic initiatives for any significant budget enhancement that supports new or improved agency funded-services or operations. Any grantee receiving Council or Mayoral one-time funding will be required to track service levels, clients served, and outcomes associated with the additional or recurring funding very closely.

This data will be due monthly to DACL and will be reported as part of DACL's FY 2021 agency performance plan, a public document shared with Council and the Mayor quarterly.

I. Grantee Meeting Schedule

Grantees are required to attend mandatory scheduled meetings virtually and when appropriate and safe to do so, in-person. DACL will notify grantees of the FY 2021 meeting schedule by email. Meeting will be in accordance with grantee and service-type. The goal of these meetings is to create a learning collaborative across services and programs and to ensure the free flow of information, feedback, and process improvements.

J. Meeting Deadlines and Requests for Information

All grantees are required to meet any and all deadlines set by DACL regarding requests for information, de-obligations, reconciliations, case reviews, and materials/deliverables. Consistent disregard for meeting deadlines will result in deficiency notifications, delayed payments, and where appropriate, suspension and/or termination of grant due to lack of performance. A grantee may seek further clarity upon request, an extension, or a meeting with the grant monitor or DACL leadership prior to the deadline to resolve any concerns in advance of the deadline. Extension requests must be submitted by grantee in writing and approved by DACL in writing.

All grant recipients must also ensure timely response to customer referrals from the Information and Referral/Assistance (I & R/A) unit per DACL's service standards and grant agreements. Grantees may make referrals to appropriate alternate providers in the event the expertise or need is beyond the grantee's scope or capacity to serve.

K. New Data Management System

In FY 2021, DACL will begin the process to replace its current legacy system, CSTARS. Grantees will be required to participate in feedback and listening sessions that can allow DACL to gain further understanding from the Network of the improvements necessary in the new systems.

NUTRITION (for lead agencies)

During the COVID-19 pandemic and PHE, DACL has relaxed all its current enrollment requirements for home-delivered meals with the exception of the Nutrition Screening Instrument, which determines nutritional risk. All lead agency grantees are required to ensure every client receiving home-delivered meals during the PHE has a complete package inclusive of all required

nutrition forms in order to determine who will need to remain in the HDM program once the PHE ends. While DACL will allow for a grace period to ensure an appropriate transition back to regular meals operations, lead agencies must have complete information on each client that is accurate and whole to ensure this process is successful.

DACL may introduce a new nutritional comprehensive assessment tool in FY2021 that would replace the current forms and shall be used to determine need, eligibility, supports, and prioritization of clients. The new assessment tool will be discussed and worked on by the DACL Nutrition Task Force with the goal of implementing it in FY 2021. Until a new tool is developed or as directed by DACL, lead agencies must follow all nutrition service standards and required forms currently in effect.

TRANSPORTATION (for grantees providing transportation services & supports)

All current DACL-funded transportation to sites/activities and wellness centers are suspended during the COVID-19 pandemic and PHE at the time of this RFA release. Only essential medical transport is permitted to operate for enrolled seniors.

Two grantees currently provide transportation for the delivery of home-delivered meals during the pandemic and PHE. This will continue into FY 2021 during the PHE and for a period thereafter to adjust back gradually. Due to the transport of meals, and, if/when transportation services re-open, the following will continue to apply in full scope:

A. Staffing

The grantee shall employ qualified staff with adequate certifications, training, and competence to perform duties as assigned. The grantee is responsible for maintaining documentation related to staff qualifications.

Grantee must ensure current certifications and/or trainings in CPR and First Aid, safe/defensive driving, and securing persons using mobility aids and using special access equipment. A copy of the organization's current insurance policy, certificate of insurance including worker compensation must be included in the application. To the extent possible, the grantee shall ensure that drivers are assigned to the same routes to increase familiarity with seniors and staff.

B. Grantee Responsibilities

The grantee is responsible for, but not limited to, the following responsibilities regarding administration and operations:

1. The grantee shall operate a safe, reliable fleet of properly maintained and stored vehicles.
2. The grantee shall ensure that preventive maintenance is regularly conducted and recorded on each vehicle and all vehicles are inspected at regular intervals, to ensure safety.
3. The grantee shall ensure a road-ready fleet for all weather transportation;
4. The grantee must maintain proper insurance, certifications, and licenses related to transportation service providers;

5. Ensure contractors are monitored, evaluated quarterly, and adequately oriented to serving seniors with dignity and respect. Contracts must be compiled bi-annually.
6. All transportation must be within the beltway at all times.

APPLICATION CONTENTS

Continuation applications must include the following information and may not exceed 20 double-spaced pages. The appendices, Certifications and Assurances, and attachments are not included in the page limit.

As you begin working on your application(s), remember that a successful program and budget proposal, and its supporting documentation, is S.M.A.R.T:

- **Specific** – includes well-defined goals that aligns with program objectives in a way that is clear to stakeholders;
- **Measurable** – includes indicators of progress that can be quantified to determine impact;
- **Attainable** – can be reasonably achieved with the proposed level of resources and timeframe;
- **Relevant** – aligns with DACL’s mission and vision; and has adapted to our current COVID-19 reality; and,
- **Time Bound** – includes a timeline and can be completed within a specified the timeframe (e.g., the end of the fiscal year).

1. Cover Page

Identify the applicant and the title of the proposal.

2. Applicant Profile (Attachment A)

- a. Must be completed with hand-written or e-signatures.
- b. The contact person is the person whom DACL will contact to negotiate the terms and conditions of the grant and to request revisions, if necessary.
- c. Please note the requirement for an e-mail address (see Attachment A). All grantees are required to provide an electronic mail address which can be accessed during the workday. An e-mail address will be needed to submit your application via ZoomGrants.
- d. All grantees are required to have a current and updated website and a high-speed internet connection. Grantees must certify completion of the Assurances (see Attachment G) that the organization has a high-speed internet connection.
- e. All grantees are required to provide a D.U.N.S. number (acquired from Dun & Bradstreet), a tax identification number, from the DC Office of Tax and Revenue, and a valid address. Also, DACL may request, before the grant is awarded, Dun & Bradstreet reports on grantees.

3. Proposal Abstract

One or two pages that summarizes the program and includes objectives and services your program will offer. Any new initiatives or prior approval requests should be under a separate section titled “Request for Prior Approval.” Note: new initiatives cannot be implemented without prior written approval from DACL.

The proposal must make it clear how the grantee plans to deliver services and/or new initiatives during the new normal under COVID-19. The grantee must also show mastery and incorporation of the COVID-19 unit applications noted in Attachment O. This document was created following federal guidance on how grantees may adjust delivery of services, count units, and the flexibilities that exist across all programs.

4. FY 2020 Program Progress and Accomplishments

The following items are related to program accomplishments, challenges, enhancements, and must be addressed in detail in narrative form.

- a. Describe the progress of the program accomplished in the approved grant application. What goals were accomplished? And explain your plan to sustain your performance in FY 2021.
- b. Provide a service profile for your accomplishments including a total number of unduplicated clients served during FY 2019 and FY 2020 YTD (actually served):
 1. State number of clients below and above the poverty level;
 2. Total number of clients served by services by wards;
 3. Total number of new clients served that never used services in the past (for FY 2020, please note the total number of new clients served during the COVID-19 public health emergency that never used services in the past);
 4. Total funds unearned in FY 2019 and FY 2020 YTD broken down by service category allocations;
- c. Identify unachieved or likely unachievable goals, if any, and the barrier(s) thwarting goal attainment in the approved timeline and budgets.
- d. Describe program enhancements (those supported through additional grant funds) or challenges you faced, and explain your plan to sustain or eliminate them in FY 2021.
- e. Provide the aggregate results of your FY 2020 Customer Satisfaction Survey in a narrative report.
- f. Describe changes made to improve program accessibility, accommodation, and administration.
- g. Explain the impact of your community outreach and awareness and any tangible collaborative investments received from other community stakeholders to serve seniors.
- h. Explain how you’ve adjusted in FY2020 to the challenges presented by the COVID-19 pandemic, and how you’re planning to use this experience to propose stronger service delivery in FY 2021.

5. FY 2021 Program Objectives

Include in the narrative the process you will follow to measure your performance and ensure the quality of service on your programming and/or site(s) or virtually. Also, include a narrative with timelines for accomplishing the objectives. Provide a detailed work plan showing the quantity of services to be provided, the number of people to be served, mechanism for delivery of services, dates of services, and responsible staff.

6. FY 2021 Mandatory Performance Goals and Outcome Measures

The District government operates performance-based budgeting for all programs and services. DACL has developed performance goals and outcomes for the following specific programs:

a. In-Home and Day Care

- Homemaker
- Day Care
- Home Delivered Meals
- Transportation of Meals
- Comprehensive Assessment and Case Management
- Heavy Housecleaning
- Transportation and Escort
- Caregiver Support
 - DC Caregivers' Institute
 - Caregiver Education/Training
 - Caregiver Transportation
 - Caregiver Assessment and Case Management
 - Caregiver Respite (includes day, residential, weekend, camp)
 - Caregiver Supplemental Services
 - Caregiver Extended Day Care

b. Community-Based Support

- Wellness and Health Promotion
- Health Promotion (including UDC Bodywise)

c. Elder Rights Assistance

- Legal
- Long-Term Care Ombudsman
- Advocacy (Long Term Care Ombudsman **only**)

d. Community Services

- Community Nutrition Program
- Congregate Dining (weekday and weekend)
- Nutrition Education
- Nutrition Counseling
- Transportation to Sites and Activities
- Recreation and Socialization
- Counseling

- Age-In-Place
- Safe At Home

e. Supportive Residential Facilities

- Emergency Shelter
- Group Homes
- Community Residential Facilities

f. Consumer Information, Assistance And Outreach

Grantees providing these services must use performance goals and outcome measures as identified by the DACL. These performance measures are included as Attachment B.

ALL performance outcome measures must be completed by the end of the fiscal year (September 30), and submitted to DACL within a month thereafter (on the last day of October).

7. Position Descriptions

Submit position descriptions for *all positions* that correspond to the staffing pattern indicated in the budget narrative. Distinguish all new positions and or program changes requested in the application and discuss them in the Request for Prior Approval section as stated in item 3 (Proposal Abstract.) A position vacant for more than two (2) months requires an explanation and is subject to elimination with the lapsed salary returned to DACL.

8. COVID-19 PPE, supplies, training/education, and technology

Submit all COVID-19 related anticipated needs for FY2021. This may include PPE, supplies, training/education and IT needs. Grantees are expected to cover these needs within the grant mark, leveraging savings due to in-person operations changes and the limited scope of in-person services. Grantees who show a clear need for additional funds for PPE, supplies, training/education and technology related to COVID-19 must submit cost estimates for FY 2021 detailing the need and for what services/programs.

9. Board of Directors

Submit a current list of members (as of the date of the application). Include: address, telephone number, a position held on the Board, gender, and ethnicity for each member.

10. Minutes of Board of Directors Meeting

Attach a copy of the minutes of the Board (virtual or in-person) meeting that indicates Board approval of your application. If this does not apply, please submit an explanation or description of your agency's procedure regarding Board approval of grant applications.

11. Annual Audit Report

DACL requires grantees to have an annual, independent financial audit. The Audit must be performed by a certified public accountant *licensed in the District of Columbia* and must cover the grant year. Organizations that operate and conduct audits based on a different fiscal year from the DACL's fiscal year ending September 30 must reconcile the audit to the DACL's grant year. The audit, including the reconciliation, is due on March 31, covering the grant year that just ended. If a grantee fails to submit an approved audit on time, DACL may suspend funding for the third quarter of the current grant year until the report is submitted and approved.

12. Certification from the DC Office of Tax and Revenue

For grants exceeding \$100,000.00, the grantee must show proof that its taxes are current, and if in arrears, an approved payment schedule from the DC Office of Tax and Revenue must be presented. Otherwise, submit a letter or certificate from the DC Office of Tax and Revenue that certifies that your agency is compliant with District of Columbia tax requirements. Contact:

The Office of Tax and Revenue (OTR) – Tax Compliance
1101 4th Street, SW, Suite W270
202-727-4829
<http://www.taxpayerservicecenter.com>

Grantee must demonstrate compliance with District Minimum Wage and Living Wage Tax laws.

13. Current Certificate of Incorporation

Submit a copy of the grantee's Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the grantee is in good standing and is currently authorized to conduct business in the District of Columbia. The grantee must also submit a current license to lawfully conduct Bingo games requiring payment for participation if the game is part of Grantee's proposed programming.

14. Inventory List

Submit an updated inventory listing of DACL sponsored or purchased equipment and vehicles, with serial numbers or Vehicle Identification Numbers (VIN), as appropriate, and dates of purchase (See attachment E). Inventories for grantees with multiple awards cannot be consolidated under one program. Disposed items must be identified as such and remain on the inventory listing.

All DACL owned equipment must be labeled to show ownership by the DACL.

DACL owned vehicles must be inspected annually, and preventive maintenance

verification must be provided monthly.

15. Budget

There must be a narrative budget by cost category, e.g., personnel, fringe benefits, supplies, equipment, consultants/contractors, other direct, the percentage for indirect cost rate, etc. The narrative must include the intended, qualitative and quantitative justification for the use of funds. (See Attachment C for the Sample Budget Narrative and use the format provided)

- a. *Personnel* - include the name of the person in each position. For each position, show name, position title, the number of positions, salary, the percentage of time (FTE), and hourly rate, if less than full time. Provide two sentences minimum for description of duties required to be performed for each position. Medicaid or other funded positions must be adequately identified in the budget along with time effort reporting and percentage of FTE.
- b. *Travel* - show the cost of travel, and explain travel costs. The maximum reimbursement rates for mileage is in Attachment K.
- c. *Occupancy* - show rental costs per site and cost of utilities.
- d. *Communications* - show cost of telephones, faxes, internet connections, marketing materials, and postage.
- e. *Supplies* - show name of vendors, items that will be purchased such as craft supplies, etc., and costs of the items. COVID-19 PPE and cleaning supplies may be included here.
- f. *Equipment (items costing \$5,000 or more)* - show the items to be purchased such as copier machines, and other office equipment and other items, unit, and the total cost for items. Justify the need for the proposed purchase of new equipment. **Equipment purchases must be pre-approved.** COVID-19 IT equipment supplies may be included here.
- g. *Other Direct Costs* - show all direct costs not previously mentioned in any other budget categories such as the cost of food service contracts and or consultant contracts.
 - Consultants/Contractors - show name of consultant/contractor, service rendered, hours performed, hourly rate, and total. Copies of consultant/contractor agreements for all new and existing service providers **must** be included. There will be no adjustments for contract changes that are not pre-approved or budgeted (completely) at the time of application submission. All service contracts must be provided as an appendix item.
- h. *Indirect Costs* – Indirect costs shall not exceed 10% of the grant's total personnel cost.

- i. *Audits* – A-133 Audit and accounting fees should be included in indirect cost computations and identified for those programs receiving \$750,000 in Federal funds only. Organizations that do not receive Federal funds of \$750,000 will not receive funds for annual Financial Statements required by law for all non-profits.

15. Certifications (*See Attachment F*)

16. Assurances (*See Attachment G*)

17. Appendices

This section shall be used to provide required technical material, supporting documentation and endorsements. Such items may include:

- Re-Opening Plans and additional supporting documents;
- Justification with prices and cost estimates for COVID-19 PPE, supplies, training/education, and technology needs that the grantee believes their grant cannot cover;
- Audited financial statement for the organizations last fiscal year (e.g., if the organization operated on the District's fiscal year, the application must include an audited financial statement for the year ending September 30, 2019);
- certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
- current Certificate of Incorporation 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 numbers (both home and work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;
- Board of Directors' meeting minutes, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the DACL or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;
- a copy of negotiated indirect cost rate agreement, if one exists for personnel cost for all funded programs;
- cost allocation plan for all billable services including rates and quantity of services to be performed and customers to be served. The plan should align with the budget summary and narrative;

- inventory of DACL-funded equipment, with serial numbers and dates of purchase if applicable;
- insurance certificate that names the District of Columbia as an additional insured and certificate holder;
- proposed organizational chart for the project;
- staff resumes;
- copies of all consultants/contractor service agreements; and
- planned job descriptions.

Contacts

For further information, you may contact your current monitor and Eric Manuel at Eric.manuel@dc.gov and Maxine Crowder at Maxine.crowder@dc.gov.

[THIS IS BLANK ON PURPOSE. PLEASE SEE NEXT PAGE]

CHECKLIST FOR THE FY 2021 CONTINUATION APPLICATION

- ☐ **The application must be:**
 - Top/Bottom 1” and Left/Right 1.25”
 - Double-spaced
 - Use 12-point type (Times New Roman or Arial preferred)
 - Application does not exceed 20 pages. The abstract, appendices, certifications and assurances and attachments are not included in the page limit.

- ☐ **Application Must Include:**
 - FY 2020 Progress and Accomplishments
 - FY 2021 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;
 - Minutes of Board of Directors meeting approving the application (or explanation regarding Board approval of application)
 - Applicant Profile
 - Abstract (not to exceed 2 pages)
 - 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
 - Program Budget (complies with Budget forms)
 - A budget narrative (following the sample shown in Attachment C)
 - Certifications and Assurances listed in Attachments F and G signed by an authorized representative.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED