



Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



FISCAL YEAR 2017

SENIOR VILLAGES COMPETITIVE GRANT

The D.C. Office on Aging 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: December 2, 2016

Application Submission Deadline: January 6, 2017, at 2:00 p.m., EST

LATE APPLICATIONS WILL NOT BE ACCEPTED



**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A

PREAPPLICATION WORKSHOP

FOR

FISCAL YEAR 2017

SENIOR VILLAGES COMPETITIVE GRANT

December 9, 2017

2:00 p.m.

**441 Fourth Street, NW
Room 1107
Washington, DC 20001**

**For questions and registration, please contact:
Aurora Delespin-Jones, Grants and Contracts Manager or
Jennifer Adu, Grants and Contracts Analyst
202-724-5622**

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



Office of the Executive Director

December 9, 2016

Dear Applicant:

Thank you for your interest in applying for a grant from the DC Office on Aging (DCOA) through the FY 2017 Senior Villages Competitive Grant Process. This request for applications describes a grant opportunity for incorporated and forming non-profit organizations to develop innovative services using village models. Successful applicants will be expected to (1) plan and implement membership supports increasing village membership and participation, (2) start-up a new village in Wards 7 or 8 and/or (3) support capacity building, technical assistance, and team building to foster cohesion and network resource sharing amongst established villages and those interested in forming villages. Each project is expected to include a strong sustainability plan. All applicants are expected to propose or identify sustainable projects for funding.

Below are a few highlights in the application package. Review the entire package carefully before preparing and submitting your application.

- ❖ Eligible applicants include nonprofit corporations and organizations that have applied for nonprofit incorporation, whose mission is to provide services for seniors 60 years of age and older using a “Senior Village” or other *new* model services that enable seniors to age in place.
- ❖ A total of \$250,000 is available to fund successful applicant(s) projects.
- ❖ Applicants must include provisions for serving low and moderate income seniors in the neighborhood village or service area.
- ❖ Funding under this grant will not exceed eight months. The award period begins March 1, 2017, through September 30, 2017.

Interested parties are strongly encouraged to attend the pre-application conference on December 9, 2016 at 2:00 pm. For additional information regarding this application package, please contact Aurora Delespin-Jones, Grants and Contracts Manager or Jennifer Adu, Grants and Contracts Analyst, at (202) 724-5622.

Sincerely,

Laura Newland
Executive Director

**Applicant Profile
D.C. Office on Aging**

FY 2017 SENIOR VILLAGES COMPETITIVE GRANT

Applicant Name: _____

TYPE OF ORGANIZATION

Non-Profit _____ **Unincorporated Association*** _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____ **E-Mail Address:** _____

Website URL: _____

D.U.N.S. Number: _____

Tax Identification Number: _____

Program Description: _____

Total Program Cost: \$ _____

DCOA Grant Funds Requested \$ _____

Applicant Funds \$ _____

and Title of Authorized Official **Printed Name**
Date

Authorized Official **Signature of**
Date

* Unincorporated entities must have applied for nonprofit corporation as of date of submission of this application.

**District of Columbia
Office on Aging**

**Request for Applications (RFA)
Fiscal Year 2017 Senior Villages Competitive Grant**

SECTION I GENERAL INFORMATION

The District of Columbia Office on Aging 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.

Mission

The mission of the DCOA is to provide advocacy, health, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity, and choice.

Introduction

The government of the District of Columbia Office on Aging award grants to nonprofit community-based organizations that provide a full range of services to the District’s aging population. This RFA seeks applications to:

1. plan and implement membership support increasing village membership and participation;
2. start-up a new village in Wards 7 or 8 and/or;
3. support capacity building, technical assistance, and team building to foster cohesion and network resource sharing amongst established villages and those interested in forming villages complete with a sustainability plan.

Agencies that are part of the DC Office on Aging (DCOA) Senior Service Network may apply, but may not request funding for any service that they provided in FY 2016 regardless of funding source or for any service that is included in any other proposal to DCOA for FY 2017.

The “Village” concept was developed in the Beacon Hill community of Boston, Massachusetts, by residents forming a neighborhood membership association that assisted seniors in that neighborhood by partnering with and connecting them to providers of services such as social and cultural activities, exercise opportunities, transportation assistance, household and home maintenance services, medical care and assisted living at home. As a nonprofit membership organization, the Village can provide these programs and services more cost-effectively than most orthodox retirement communities, enabling seniors to age in place in their homes. In the District of Columbia, this grass roots concept has garnered tremendous attention among various neighborhoods and residents. More than forty (40) villages are either being planned, formed, or implemented in the city.

Duplicating the senior village model is not required for this grant process. Applicants may select from one or more of the three (3) service areas to deliver aging in place services, including but not limited to: (1) plan and implement membership supports across all villages, (2) start up a village in Wards 7 or 8, and/or (3) provide capacity building support technical assistance and team-building efforts that improves efficiencies, fosters cohesion, and networks sharing of resources amongst established villages and those interested in forming villages. Applicants may also propose other service models using best practices that are built upon the concept of the senior village that will enable seniors to age in place.

Resources

A list of resources that applicants may wish to explore is available in Attachment C. Applicants may review websites and engage in conversation with lead agencies and Senior Advisory Commissioners in the appropriate ward(s) to better understand needs of the seniors in their wards, to avoid duplication of services, and to explore pooling of resources.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Eligible Organizations/Entities

Any public or private, community-based non-profit agency, organization or institution located in the District of Columbia is eligible to apply. An individual or organizing committee that has filed for nonprofit corporation status (hereinafter referred to as an unincorporated applicant) is eligible to apply provided that it:

- provides a certification signed by at least 25 residents 60 years and older of the delineated neighborhood that they are interested in forming and becoming a member or service participant of that entity (See sample format, Attachment D);
- identifies the individual(s) from the delineated neighborhood authorized to represent the proposed entity for purposes of applying for and carrying out this grant until such time as corporate status is obtained; and
- provides evidence that they have applied for incorporation as a non-profit corporation as of the date of submission of the application.

Agencies that are part of the DC Office on Aging (DCOA) Senior Service Network may apply, but may not request funding for any service that they provided in FY 2016 regardless of funding source or for any service that is included in any other proposal to DCOA for FY 2017.

Target Population

The target population for the Fiscal Year 2017 Senior Villages Competitive Grant is individuals aged 60 and over, residing in delineated neighborhoods in the District of Columbia. The application must include provision for low and moderate income seniors in the delineated community through such means as a sliding scale, membership fee scholarships or waiver, volunteer pool concept (contribute time to earn services), or other methods. The proposal must identify by street boundaries the delineated neighborhood to be served.

Multiple Submission Statement

Applicants may apply for one or more service areas. A separate application is required for each area of service the applicant desires for consideration.

Source of Grant Funding and Payment Processes

Funds are made available through District appropriated funds to the Office on Aging. Funds are made available through a cost-reimbursement method using a standard monthly financial form (M-1 Financial Report). Costs to this grant must be reasonable, allocable, and allowable, under the OMB Cost Principles.

Grant Award and Amounts

In fiscal year 2017, there is a total of \$250,000.00 available for the competitive grant process.

Award Period

The Senior Village Competitive Grant awards are seven-month awards beginning March 1, 2017, through September 30, 2017.

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2017 Senior Village Competitive Grant for the target population of seniors 60 years and older who reside in the District of Columbia.

Use of funds is governed by applicable administrative and costs requirements governing allocable, allowable and reasonable costs in OMB Circular 200.

Reporting

The successful applicant will be required to provide monthly narrative and financial reports in a prescribed format to the DCOA. At a minimum, the grantee will be required to report the number of members enrolled and receiving membership supports, successful progress in establishing a new villages and services provided and achievements in meeting planning and capacity building goals and objectives. A final report is required at the end of the grant period.

Audits

The District of Columbia Office on Aging (DCOA) requires all grantees (except agencies and universities of the District of Columbia) to have an annual independent financial audit prepared in accordance with generally accepted auditing principles by an auditor or Certified Public Accountant, licensed to practice in the District of Columbia.

Certified Business Enterprise (CBE) Requirement

The District of Columbia Office on Aging strongly supports and encourages the utilization of local and small businesses certified through 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 certified pursuant to the Act ("CBEs") 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. 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>) as a resource for identifying CBEs and to publish contracting and procurement opportunities.

Staffing

The applicant must propose qualified staff, which may include key volunteers, and provide documentation that they possess adequate training and competence to perform the duties as assigned. The applicant must obtain advanced approval in writing from DCOA on any staff hired in key positions or any changes in staffing patterns in accordance with established DCOA policy.

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for three years after the grant ends. Records must be available at the organization's headquarters and available for inspection by DCOA or other District or federal entities at any time. The applicant must maintain records reflecting participants initial enrollments/memberships and services provided to participants. The applicant shall maintain the confidentiality of client records, and to the extent possible, the client must validate all services delivered.

Monitoring

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

The DCOA staff will review grantee's documentation that reflects organizational structure, policies and procedures, and recordkeeping for participants, services, and finances. Grant monitors will review monthly reports and maintain contact through phone, email and site visits with the successful applicant to explain administrative requirements and assess performance in meeting the grant requirements.

Contact(s):

For further information, please contact Aurora Delespin-Jones or Jennifer Adu at (202)-724-5622.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The description and content of each section are detailed. Applicants should include all information needed to describe their objectives and plans for services. It is important 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 15 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.
 - ❖ Delineation of street boundaries of the neighborhood to be served;
 - ❖ Description of the social and demographic characteristics of seniors;
 - ❖ The needs for specific services in the delineated neighborhood;
 - ❖ Background and Experience of the entity or key organizers applying for the grant; and
 - ❖ Project Work Plan which should include:
 - measurable objectives that identify the number of seniors to be served and the types of services to be provided;
 - action steps, milestones and date of completion in the Timeline and Project Milestones (Attachment F);
 - plan for making services affordable for low and moderate income seniors in the delineated neighborhood;
 - plan for outreach and coordination with existing services, including at a minimum the relevant lead agency (or lead agencies) and ADRC; and
 - Performance Outcomes that will reflect the number of seniors expected to be assisted in aging in place by the end of the grant.
 - A sustainability plan that demonstrates the continuous of services supported by grant funds to seniors.
 - ❖ Organizational Capability and Relevant Experience (For entities in the process of incorporation, this section should reflect the capability and experience of key organizing individuals.)
 - Successful and related programmatic experiences including any prior evaluations, survey results or other objective measures.
 - Ability to timely and accurately meet program reporting requirements such as writing and financial reports.

- **Program Budget** should clearly demonstrate how funding will support the project over a 7-month period. 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 summary and narrative is in Attachment E 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 required items must be included in the Appendices.
 - ❖ Applicant’s most recent audited financial statement for the past fiscal year;

 - ❖ An individual who is submitting an application on behalf of an unincorporated organization intending to form corporation must submit a “Clean Hands” Certification that he/she does not owe any taxes to the District of Columbia. (Attachment D);

 - ❖ 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;

 - ❖ For unincorporated applicants, evidence from the Department of Consumer and Regulatory Affairs and Internal Revenue Service that show that the applicant has applied for nonprofit corporate status. Such applicants must provide a copy of the certificate of incorporation upon receipt;

 - ❖ Name, address, telephone number, positions held, ethnicity, and gender, of the applicant’s current Board of Directors as of the date of the grant application; For unincorporated applicants provide information for key organizers;

 - ❖ Minutes of Board of Directors’ meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the District of Columbia Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;

 - ❖ Organizational chart showing the structure of the proposed program;

- ❖ Up to three (3) letters of support from collaborating community organizations (Current grantees of DCOA should not submit letters from other participants in the DC Senior Service Network);
- ❖ Employee resume and/or job descriptions for key staff, consultants, and other staff and
- ❖ Planned job descriptions.

The total number of pages for the proposal narrative may not exceed 15 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 a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The reviewers will not review applications that do not conform to all of these requirements.

SECTION IV PROGRAM SCOPE

Service Objective

The objective of this RFA is to seek an organization(s) to plan, design, and implement a supportive approach in establishing villages and helping to bridge the gap between models to support seniors aging in place. The models shall consider membership support across all villages for low-income seniors with demonstrated sustainability.

Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering aging in place services to the targeted population. Provision must be made in the application to make services available and affordable to low and moderate-income seniors.

(1) Plan and implement membership support with a sliding scale across one or more villages and establishing effective means to improve overall village efficiency.

- Applicants are encouraged to consider innovative models of service provision, such as a buddy system, volunteer credits where participants provide a service to earn the right to obtain other services, and other creative uses of volunteer or paid staff.

(2) Start-up funding for villages in Wards 7 and 8

- Plan, design and implement a village model for the target area.
- Identify the facility of operation and neighborhood to be served
- Identify and recruit at minimum 25 people ages 60 and older to support and enroll as members.
- Provide membership support of residents with income at or below poverty level.
- Identify and targeted potential resources and funding to support capacity building.
- Identify ways to network and share village resources.
- Provide a solid plan for sustaining one or more villages in Wards 7 and 8.

(3) Support capacity building, technical assistance, and team building to foster cohesion and network sharing of resource across all wards. Each project is expected to include a strong sustainability plan.

Provide technical assistance support to new and existing villages. Technical assistance and training may include but is not restricted to:

- Business Acumen Training
- Case Management Support
- Administrative training
- Concierge Service for resource and activities
- Strategic Planning

- Village replication and future funding planning
- Transportation and travel training
- Effective Networking

Staffing

Key staff for the grants may include paid regular volunteers or staff. Position descriptions and resumes must be provided for all staff positions, whether filled by paid staff or regular volunteers.

Performance Measures Reporting

The Government of the District of Columbia has adopted performance-based budgeting for all programs and services. Successful applicant(s) will be required to develop clear objectives and quantifiable outcomes as part of its request. A final report on outcomes is due at the end of the grant and must include at a minimum:

- The unduplicated number of seniors recruited and served;
- The number of seniors who remained in their homes during the grant period as a result of receiving aging in place services; and
- For new senior villages, the number of members recruited during the grant period.

Sustainability

The applicant must describe in detail how it intends to continue operations after the end of the grant.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review of Applications

A qualified review panel will conduct a technical review of all applications. The panel will include experts in the field of senior services, private providers, disabilities and low income issues. The review panel will read and score each applicant's proposal, and make recommendations to the executive director for funding based on the review process. The Executive Director of the Office on Aging shall make final funding determinations. In completing its program narrative, it is highly recommended that the applicant follow the same order (I through VII below) to facilitate the review process since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

I. Quality of the Project Design (Total 27 Points)

The reviewers will consider the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the panel will consider the following factors:

1. The extent to which the goals, objectives, timeframes and outcomes to be achieved by the proposed project are clearly specified and measurable. (7 points)
2. The extent to which the design of the proposed project is innovative, based on best practices and appropriate to, and will successfully address, the needs of the target population in the delineated neighborhood. (8 points)
3. The extent to which the design for the proposed project will result in information to guide replication at other neighborhoods in the District of Columbia. (3 points)
4. The adequacy of procedures for ensuring feedback from diverse perspectives, including participants, beneficiaries of services, the neighboring community, business, and partners. (6 points)
5. The adequacy of procedures for continuous improvement and quality control in the operation of the proposed project. (3 points)

II. Innovation in Project Design (10 points)

In determining whether the application shows innovation in providing services to the elderly, the reviewers will consider the following factors:

1. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (5 points)
2. The extent to which the proposed project presents an innovative use of volunteer and other cost-saving resources. (5 points)

III. Plan of Operation (20 points)

The reviewers will consider the quality of the management plan for the proposed project. In determining the quality, the panel will consider the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (7 points)
2. The extent to which the services will be made affordable and available to low and moderate-income seniors in the delineated neighborhood. (7 points)
3. The extent to which the time commitments of key project personnel, including key volunteers, are reasonable and adequate to meet the objectives of the proposed project. (6 points)

IV. Organizational Capability and Relevant Experience (Total 10 Points)

1. The applicant demonstrates the relevant knowledge and experience to serve the target population including successful programmatic performance in prior District government, the federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. For unincorporated applicants, this will be based on the demonstrated programmatic knowledge and experience of its key organizers and proposed personnel. (4 points)
2. The adequacy and appropriateness of its outreach plan and intent to collaborate with the ADRC, other service providers, community-based organizations, and the community as a whole in serving the target population. (4 points)
3. The applicant demonstrates the capacity to timely and accurately meet program reporting requirements including monthly narrative and financial reports, and other required reports. (2 points)

V. Key Personnel (8 points)

In determining the quality of the project's key personnel, the review panel will consider the qualifications, including relevant training and experience, of key personnel, including key volunteers, if applicable. (8 points)

VI. Budget (10 points)

The review panel will consider the extent to which the budget is adequate to support the proposed project. Specifically, the panel will consider:

1. The extent to which the costs are reasonable considering the objectives, design, and potential significance of the proposed project. (5 points)
2. The extent to which the costs are reasonable considering the number of people to be served and the anticipated results and benefits. (2 points)
3. The strength of existing financial capacity to sustain operations for up to one year or more beyond the grant period. (3 points)

VII. Adequacy of Resources (15 points)

The evaluation panel will consider the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the panel will consider the following factors:

1. The adequacy of support, including the agency cash, facility, equipment, supplies, and other resources, from the applicant organization. (5 points)
2. The relevance and demonstrated commitment of each collaborating partner in the proposed project to the implementation and success of the project. (5 points)
3. The adequacy of the project's prospects for sustainability at the end of the grant period. (5 points)

Total Maximum Score for Selection Criteria

100 points

Additional Suggestions:

- Number each page of the application.
- Do not use any binding.
- If available, applicants may include detailed brochures of their organization only.
- Do not include additional letters of support other than those that are required.

Decision on Awards

The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the reviewers, and any other information considered relevant.

SECTION VI - INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and three (3) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to District of Columbia Office on Aging *FY 2017 Senior Villages* Competitive Grant Request for Applications." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted.** Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted.**

Applications Delivered by Mail

Applications sent by mail must be addressed to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for *FY 2017 Senior Villages* Competitive Grant Request for Applications," DC Office on Aging, 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) 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 Office on Aging in a sealed envelope marked "Application in Response to District of Columbia Office on Aging *FY 2017 Senior Villages* Competitive Grant. " Deliveries will be accepted at the DC Office on Aging, 500 K Street, NE, Washington, DC 20002 between 9:00 a.m. and 4:30 p.m. daily, except Saturdays, Sundays and federal 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 2:00 p.m., EST, on January 6, 2017. All applications will be recorded upon receipt. Applications **will not be accepted after 2:00 p.m. EST, January 6, 2017.** 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:

**District of Columbia Office on Aging
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

The Office on Aging does not accept responsibility for delays in the delivery of the proposals.

Checklist for Applications

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using the 12-point type with a minimum of one-inch margins.
- ❑ The application does not exceed 15 pages. The budget, appendices, and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The applicant has responded to all sections of the Request for Applications.
- ❑ The program budget is complete and complies with the Budget format listed in Attachment E of the RFA.
- ❑ The application includes the Action Steps, Timeline, and Milestones in Attachment F.
- ❑ The Certifications and Assurances listed in Attachments A and B are complete.
- ❑ Certifications from the DC Department of Consumer and Regulatory Affairs and DC Office of Tax and Revenue or the Certification in Attachment D, as applicable, are included.
- ❑ The relevant appendices, including program descriptions, staff qualifications, personnel resumes, and other supporting documentation are enclosed.
- ❑ There are three (2) copies and the original totaling three applications for submission.
- ❑ The application is submitted with two original receipts, found in Attachment G, attached to the outside of the envelopes or packages.

Additional information for successful applicants

The following guidance documents are required for each successful applicant and may be obtained from the DC Office of Aging or the U.S. Administration on Aging website www.aoa.gov:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging Audit Guide; and
- D.C. Office on Aging Senior Village website, dcoa.dc.gov/service/senior-villages.

SECTION VII – LIST OF ATTACHMENTS

- **Attachment A** Certifications
- **Attachment B** Assurances
- **Attachment C** Resources
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DISTRICT OF COLUMBIA OFFICE ON AGING

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND
OTHER
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE
REQUIREMENTS
AND LOBBYING

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 on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.

1. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 governmental 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/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Certification Regarding Drug-Free Workplace Requirements
Alternate I. (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 –

A. The grantee certifies that it will maintain 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 grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee'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 ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4th Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination,

consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

| |
|-----------------------------|
| Place of Performance: _____ |
| Address: _____ |
| Address: _____ |
| City: _____ |
| State: _____ |
| Zip Code: _____ |
| County: _____ |

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant:

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 441 4th Street, NW, Suite 900 South, Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned certifies, to the best of his or her knowledge and belief, that: if any 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 commitment providing for the

United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure

Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

| |
|---|
| NAME OF APPLICANT: _____ |
| AWARD NUMBER AND/OR PROJECT NAME: _____ |
| SIGNATURE: _____ |
| DATE: _____ |

Attachment B

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office on Aging



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. 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.
5. It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General

of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging 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.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging 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 800.8) 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.
10. It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.

11. It will comply, and all its contractors will comply, with the non-discrimination requirements of 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 IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.
12. 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 DCOA and Office for Civil Rights, Office of Health and Human Services.
13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.
16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable, and to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable
17. It will comply with the DCOA Grants Policy Manual.
18. It will give priority in hiring to D.C. residents when filling vacant positions.
19. It will give priority in hiring to individuals age 55 and over.
20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the 20-mile radius limit of the Washington Beltway surrounding the District of Columbia except where specifically provided under the grant or approved in advance in writing by DCOA.
21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if

applicable), the Monthly and Quarterly Financial Reports in a timely manner, and not later than the monthly due date.

22. It will ensure that client intake forms are completed annually in the DCOA Client Information Management System including information on age, gender, ethnicity and poverty status.
23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.
24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.
25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.
26. It will include on all stationery, publicity, and promotional material and related written, electronic and oral communications the following identifier:

**Part of the Senior Service Network
Supported by the D.C. Office on Aging.**

It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.

**As the duly authorized representative of the applicant,
I hereby certify that the applicant will comply with the above assurances.**

1. Grantee Name and Address

2. Project Name

3. Typed Name and Title of Authorized Representative

4. Signature of Authorized Representative

5. Date

Resources

Websites

Senior Village information may be searched at the DCOA website at dcoa.dc.gov/service/senior-villages.

Beacon Hill Village may be accessed at www.Beaconhillvillage.org or search on “senior villages” at www.aarp.org.

Senior Service Network Lead Agencies

| | | | |
|-----------------------|----------------------------|----------------|----------------|
| Ward 1 Terrific, Inc. | 1438 Kennedy Street, NW | (202) 387-9000 | (202) 882-1160 |
| Ward 2 Terrific, Inc. | 1438 Kennedy Street, NW | (202) 595-1990 | (202) 882-1160 |
| Ward 3 IONA | 4125 Albermarle Street, NW | (202) 966-1055 | (202) 895-9448 |
| Ward 4 Terrific, Inc. | 1438 Kennedy Street, NW | (202) 882-1824 | (202) 882-1160 |
| Ward 5 Seabury | 2900 Newton Street, NE | (202) 529-8701 | |
| Ward 6 Seabury | 55 Water Street, SW | (202) 397-1725 | (202) 397-1726 |
| Ward 7 East River | 3917 Minnesota Ave., NE | (202) 534-4880 | |
| Ward 8 Family Matters | 425 Eye Street, SW, #700 | (202) 289-1510 | |

**Senior Advisory Commissioners
D.C. COMMISSION ON AGING
As of November 2016**

13 Commissioners

Romaine Thomas

Chairperson
Commissioner of Ward 5
4003 21st Street, NE
Washington, D.C. 20018
202-635-4682
mumsey4003@gmail.com

Ron L. Swanda

Vice Chairperson
Commissioner of Ward 6
425 ½ Ridge Street, NW
Washington, D.C. 20001
202-340-7708 (Cell)
202-783-2133 (Home)
rswanda@earthlink.net

Brenda Atkinson-Willoughby

Commissioner of Ward 4
1745 North Portal Drive, NW
Washington, DC 20012
202-829-9323 (Home)
202-687-5177 (Work)
ba3@georgetown.edu
bawilloughby@comcast.net

Jacqueline C. Arguelles

Commissioner of Ward 1
1424 Perry Place, NW
Washington D.C. 20010
202-882-6219
jarguelles@aol.com

Charles Hicks

Commissioner of Ward 6
905 Sixth Street, SW # 302B
Washington, D.C. 20024
202-488-3404
mrblackhistory@yahoo.com

Barbara S. Hair

Commissioner of Ward 8
186 Darrington Street, SW
Washington, DC 20032
202-562-8933
bshair1@verizon.net

Constance B. Woody

Commissioner of Ward 7
4338 Gorman Terrace, SE
Washington, DC 20019
202-575-8666 (Home)
301-706-3179 (Cell)
connie4338@comcast.net

Grace J. Lewis

Commissioner Ward 5
4945 Sargent Road, NE
Washington, DC 20017
202-526-7696
gjlewisdc@aol.com

Carolyn D. Nicholas

Commissioner Ward 4
6101 16th Street, NW #514
Washington, DC 20011
202-723-2939 (Home)
202-213-3857 (Cell)
cnicho41@aol.com

Robert Louis Jackson, II

Commissioner Ward 5
1703 Bunker Hill Road, NE
Washington, DC 20017
202-434-3754 (Work)
202-680-8215 (Mobile)
robert.l.jackson@gmail.com

Janet Heisse

Commissioner of Ward 3
4471 MacArthur Blvd., NW #103
Washington, D.C. 20007
202-338-0949 (Home)
561-352-5898 (Mobile)
fxheiss@verizon.net

George Arnstein

Commissioner of Ward 2
2150 Virginia Avenue, NW
Washington, D.C. 20037
202-965-1664 (Mobile)
ga304n@gmail.com
garnstein@calalum.org

Clarence “Buddy” Moore

Commissioner of Ward 1
506 Park Road, NW
Washington, D.C. 20010
202-829-3351 (Home)
Cbudmoore@gmail.com

| Mini-Commission on Aging Roster | | |
|----------------------------------|---|--|
| Ward 4 | | |
| Bettie Florence | | 202-722-1648 |
| Ward 5 | | |
| Co-Chairperson Romaine Thomas | 4003 21 st St., N.E., WDC 20018 | 202-635-4682 Mumsey4003@gmail.com |
| Co-Chairperson Grace Lewis | 4945 Sargent Rd., N.E., WDC 20017 | 202-526-7696 gilewisdc@aol.com |
| Co-Chairperson Robert Dorsey | 1703 Bunker Hill Rd., N.E., WDC 20017 | 202-680-8215 Robert.l.jackson@gmail.com |
| Secretary Joseph Harris | 3007 7 th Street, NE #212 | 202-381-8001 Jsharris312@gmail.com |
| Carolyn Boose | 2814 Rhode Island Avenue, NE. WDC 20018 | 202-526-2172 bscrlyn@yahoo.com |
| Deborah Dickerson | | 202-889-1047 Debra07@gmail.com |
| Ethel Ingram | 1225 17 th Street, NE, WDC 20002 | 202-398-2342 Maeingram1@aol.com |
| Mary Morgan | 1730 Lyman Place, NE, WDC 20002 | 202-397-5589 Morgan1730@yahoo.com |
| Laura Sanders | 58 Allison Street, NE, WDC 20011 | 202-832-2165 Lcs40@aol.com |
| LaVerne Stephens | 3120 Channing Street, NE, WDC 20018 | 202-269-1444 Scrappystephens@gmail.com |
| Courtney Williams | | 202-710-0298 Cbw5355@aol.com |
| Glenda J. Richmond | 2001 15 th Street, NW, #602, WDC 20009 | 202-367-5527 Seascy2002@yahoo.com |
| Sue Barnes | 3000 7 th Street, NE, #217, WDC 20017 | 202-832-6840 |
| Lila Midgette | 4304 13 th Street, NE, WDC 20017 | |
| Asalee Rippy | 38 Channing Street, NW, WDC 20001 | 202-525-2902 |
| Ward 8 | | |
| Chairperson Guleford Bobo | 707 Alabama Avenue, SE | 202-574-1218 |
| Vice Chairperson Sterlin Johnson | 557 Foxhall Place, SE | 202-563-6974 |

| | | |
|-----------------------------|----------------------------------|--------------|
| Rec. Sec. Vera Rolark-Abbot | 102 Brandywine Street, SW | 202-561-8611 |
| Corr. Sec. Barbara Hair | 186 Darrington Street, SW | 202-562-8933 |
| Treasurer Kathleen Holly | 403 Oakwood Street, SE | 202-563-4707 |
| Kermit Boulware | 4199 S Cap. Terrace, SW | 202-561-5626 |
| Alethea Campbell | 745 Congress Street, SE | 202-563-5423 |
| Addie Cooke | 2407 18 th Street, SE | 202-889-6729 |
| Vangie Paredes | 20 Chesapeake Street, SE #41 | 202-562-6787 |
| Arlene Thomas | 844 Yuma Street, SE | 202-574-9795 |
| Shirley Thorne | 3308 12 th Street, SE | 202-561-4327 |
| Virginia Thomas | 3437 23 rd Street, SE | 202-678-7570 |

Attachment D

Certification and Understandings

by Individual representing organizations
that have applied for incorporation

To the Applicant: Please read carefully and completely before signing. A false statement on this certification may result in rescission of the DC Office on Aging (DCOA) grant.

First Name: _____

M.I.: _____

Last Name: _____

Address (residence): _____

I certify that as of (Date) _____,

1. I do not owe more than \$100.00 to the District of Columbia government as a result of:

Fines, penalties, or interest assessed pursuant to DC law.
Past due taxes.

2. I am authorized to represent (Name of proposed corporation) _____, for purposes of applying for and carrying out this grant until such time as the corporation status is approved *and* the Board of Directors of the corporation ratifies and assumes liability for the grant.

I understand that

1. I will be personally liable for activities under this grant until such time as corporation status is approved *and* the Board of Directors of the corporation ratifies and assumes liability for the grant.
2. If I knowingly falsify this Certification, the DC Office on Aging will move to rescind the grant for which I am applying.
3. In awarding a grant, this Certification and Understandings is a material fact on which reliance will be placed by the DCOA in its decision to award a grant.
4. This Certification is required as part of the application for a Senior Villages Competitive Grant award by the DCOA, and that by completing this Certification, I am not guaranteed a grant award.

Signature of Applicant

Title

**D.C. OFFICE ON AGING
FY 2017 BUDGET SUMMARY SHEET**

| BUDGET CATEGORIES | SOURCE | | TOTAL BUDGET |
|---|----------------------|---|-------------------------|
| | Grantee Share | DC Office on Aging Share | |
| 1. PERSONNEL* (a)Salary (b)Fringe @ ___% | | | |
| 2. TRAVEL | | | |
| 3. OCCUPANCY | | | |
| 4. COMMUNICATIONS | | | |
| 5. EQUIPMENT | | | |
| 6. SUPPLIES | | | |
| 7. OTHER DIRECT | | | |
| 8. TOTAL DIRECT COSTS | | | |
| 9. TOTAL PROJECT COSTS | | | |

***Breakdown of Personnel by Position:**

Budget Narrative Instructions:

Applications must specify dollar amounts in the broad categories provided in the budget document.

Total Budget should be calculated. It is the sum of the amount of grant funds requested and any additional grantee funds.

The **Justification** portion of the budget must include detail regarding each budget category following the guidance provided below:

Salaries should specify salary costs, number of staff, percent of staff time (i.e., percent of Full Time Equivalent [FTE] staff: for example, .60 FTE).

Fringe benefits to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).

Direct Costs

Meeting/training expenses may include the costs of holding focus groups, community forums, community education sessions, etc. Such costs may include space rental, copying materials, AV equipment rental, speaker fees/travel costs. The budget should specify number and types of meetings planned.

Consultant fees and travel anticipated by the applicant should be included as a separate category in the budget. The budget narrative should specify how consultant fees are calculated.

Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/fax, photocopying, printing, postage, project related supplies, computer costs (equipment may NOT be purchased; costs related to personnel usage only), marketing/media /outreach costs, focus group/survey costs (if applicable).

Indirect Costs may be included in the budget. The rate must not exceed 10% of the total DCOA personnel cost to the grant.

In-Kind Support is encouraged but not required. The type and amount of in-kind support must be specified on the budget sheet and may include support from the applicant organization and/or from key partners.



**Office on Aging
Fiscal Year 2017 Senior Village Competitive Grant**

THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:

(Organization Name)

(Address, City, State, Zip Code)

(Program Title)

Contact Person

Telephone/Fax

E-mail

D.C. Office on Aging Use, ONLY

Proposal Received on _____, 2017

Time Received: _____

Copies Received: Original _____ Copies _____

Received by: _____