



THE GOVERNMENT OF THE DISTRICT
OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR
OFFICE ON **LATINO AFFAIRS**



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Mayor's Office Latino Affairs

**FY19 Mayor's Office on Latino Affairs Summer
Youth Employment Program**
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: **Monday, April 8, 2019**

Submission Deadline: **Friday, May 10, 2019**

Submission Details: Please submit your complete application through the following email: Grants.ola@dc.gov with the subject line: **"FY19-SYEP Application"**

Pre-Bidder's Conference: Wednesday, April 24, 2019
10:00AM-12:00PM
Franklin D. Reeves Center of Municipal Affairs
2000 14th Street, NW
Washington, DC 20009

Point of Contact: Eduardo Perdomo
Mayor's Office on Latino Affairs
2000 14th Street N.W., 2nd Floor
Washington, DC 20009
Grants.ola@dc.gov



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SECTION I GENERAL INFORMATION

A. Introduction and Overview

The District of Columbia's Mayor's Office on Latino Affairs (MOLA) is soliciting grant applications from qualified 501(c)(3) community-based organizations (CBOs) serving the District's Latino constituents [residents and/or business owners] – for its FY2019 Summer Youth Employment Program (SYEP). The FY2019 SYEP offers to CBOs with a current and valid 501(c) (3) status located in the District of Columbia one-time grant of up to \$15,000. The grant is intended to provide District of Columbia youth ages 14-24 with meaningful and structured summer experience and career readiness opportunities and services with a variety of community based partners for the duration of the SYEP. MOLA will only receive or answer questions related to this grant competition in writing via e-mail through Grants.ola@dc.gov with the subject line: **"FY19-SYEP Application Question"**

B. Target Population:

Youth ages 14-24 bona fide residents of the District of Columbia.

C. Program Purpose is to:

1. Provide youth (ages 14-24) with meaningful and structure career readiness opportunities and services with a variety of community based partners for the duration of the SYEP.
2. Provide a safe, positive environment that will allow youth to develop necessary skills and training needed to be employable in the future.
3. Expose youth to different career options and motivate them to stay in school to pursue these careers through interactive, hands-on career development activities and supportive services.

D. Eligible Organizations

Applicants must meet all of the following conditions:

1. be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
2. the organization or program serves the District's Latino residents; or business owners
3. the organization's principal place of business is located in the District of Columbia;



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4. the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;
5. Current grantees must be current on any reporting obligations for the FY19 grant cycle.

E. Source of Funding

The Mayor’s Office on Latino Affairs (MOLA) is awarding these funds by Intra-District Grant Funds from the Department of Employment Services. The budget shall not exceed \$109,715.00.

F. Number of Awards, Amounts and Duration

MOLA expects to award up to 20 grants in amounts of up to \$15,000 to successful organizations. Be advised that the grant competition is intense and that grant resources are limited. MOLA is unable to support all of the many worthwhile activities for which applications are received. The grant award will be for June 24, 2019 and a closing date of August 2, 2019.

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.

G. Award Period

The SYEP grant award will not exceed 29 program days, with an earliest starting date of June 24, 2019 and a closing date of August 02, 2019, unless otherwise indicated by MOLA.

H. Payment of Youth Stipends

Summer Youth Employment Program stipends for youth part of the program is as follow:

Participants Ages	Total days	Total hours per days	Stipend pay per hour	Total Stipend
14-15	29	4	\$5.25	\$609.00
16-21	29	5	\$8.25	\$1,196.25
22-24	29	6	\$13.25 (July 1 st \$14.00)	\$2,413.50



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SECTION II MOLA RESPONSIBILITIES



A. Services

MOLA will place eligible youth (ages 14-15; 16-21; 22-24) in a structured career readiness opportunities at one of the selected partner organizations.

B. Monitoring Visits

MOLA will conduct regular site monitoring visit to ensure that locations are in compliance with the rules and regulations specified in the SYEP Host Site Agreement and to identify and resolve any issues that may arise.

C. Eligibility Verification

MOLA will monitor and evaluate the successful execution of the program. It is also required that all youth must be verified as bona fide residents of the District of Columbia by Monday June 24, 2019.

D. Payments of Stipends range for Summer Youth Employment Program

MOLA will ensure all hours worked by youth are accurately recorded and youth are paid on time. Any payment discrepancies are collected and resolved in a timely fashion. Youth ages 14-15 will be eligible to receive a stipend of up to \$609.00 for 29 days program of 4 hours per day from Monday June 24, 2019 to Friday August 2, 2019. Youth ages 16-21 will be eligible to receive a stipend of up to \$1196.25 for 29 program days of 5 hours per day from Monday June 24, 2019 to Friday August 2, 2019. Youth ages 22-24 will be eligible to receive a stipend of up to \$2,413.50 for 29 program days of 6 hours per day from Monday June 24, 2019 to Friday August 2, 2019.

E. Program Reporting

MOLA will assign Project Coordinator to monitor the successful grantees. The Project Coordinator will:

1. Monitor and evaluate the performance of the applicant according to the program scope and related service delivery standards;
2. Review applicable project procedures and Closeout reports;
3. Conduct periodic site visits;
4. Ensure the worksites are in compliance with the minimum SYEP standards.



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F. Terms and Conditions

1. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.
2. MOLA reserves the right to accept or deny any or all applications if MOLA determines it is in the best interest of MOLA to do so. MOLA shall notify the applicant if it rejects that applicant's proposal. MOLA reserves the right to suspend or terminate an outstanding RFA.
3. Reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
4. MOLA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
5. MOLA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
6. MOLA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
7. MOLA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.
8. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOLA to make an award.

SECTION III PARTICIPANTS ORGANIZATION RESPONSABILITIES

A. Participant organizations are required to:

1. Ensure that all the participants youth are verified as bona fide residents of the District of Columbia and are between the ages of 14-24 by June 24, 2019;
2. Provide the participants youth ages 14-24, with meaningful and structured career readiness opportunities and services within their organization for the duration of the SYEP;
3. Provide a safe, positive work environment that will allow youth to develop the



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- necessary skills and training needed to be employable in the future;
4. Expose youth to an array of diverse career options and motivate them to stay in school to pursue these careers through interactive hands-on career development activities and supportive services;
 5. Provide an end of summer close-out report to MOLA with specific information about youth who were engaged, the services they received, and total hours worked. This report shall be submitted no later than August 31, 2019;
 6. Maintain records and receipts for the expenditure of all funds provided for a minimum of 3 years from the date of expiration or termination of the award, and upon MOLA request.

SECTION IV SUBMISSION OF APPLICATIONS

A. Application Submission

Applicants must submit proposals through the following email: grants.ola@dc.gov. Applications must be submitted no later than **5:00pm on Friday May 10, 2019**. Further inquiries may be requested through Grants.OLA@dc.gov. Applications received after **5:00pm on Friday May 10, 2019** will not be considered.

B. Explanations to Prospective Partner Organizations: submitting questions

MOLA will only receive or answer questions related to this grant competition in writing via e-mail. Applicants are encouraged to email their questions at the contact information listed below on or before Thursday May 9, 2019. Due to the volume of inquiries and other administrative tasks, questions submitted after this date may not receive a response through Grants.OLA@dc.gov subject line: **"FY19-SYEP Application Question"**

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

SECTION V PROPOSAL FORMAT

The application narrative is limited to a maximum of **10 double-spaced pages** (without including attachments), 12 point type (Times New Roman or Courier) on 8 ½ x 11 inch white document (PDF), and a minimum of 1 inch margins. Each page of the proposal should be numbered. The review panel will not review applications that do not conform to the requirements listed above. Applications must comply with the guidelines listed below. Applicants must ensure that applications include the following sections:



A. Proposal Summary (1 page)

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

1. Description of the organization's history, mission, and goals;
2. Description of the Summer Youth Employment Program measurable objectives, project activities, and project outcomes;
3. Description of program implementation including a work plan with a timeline
4. A budget to accomplish the stated goals and objectives of the proposed program.

B. Program Narrative (8-10 pages)

This section should answer the following questions using the format provided below – please include the question, followed by your response in your submission. If a question or section does not apply to your proposal, you do not have to include the question.

1. What is the name/title of your program(s)?
2. What are the funding area(s) for which you are applying?
 - a. Please list if multiple areas, please in one or two sentences indicate how the project will address all the areas.
3. Who is the target population(s) this project will serve?
4. What is the service/program do you propose?
5. Why is there a need for and/or proposed impact of your service/program
 - b. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"? (Mayor Bowser's Policy Priorities are the following: *focusing on our youngest residents; transforming workforce training; creating economic opportunities.*)
6. What is the expected impact of your service/program?
 - a. What are the practices your organization proposes to implement to address the need? How will they create the desired impact?
7. What innovative practice(s) will your service/program implement? Why your organization or collaboration is uniquely positioned to implement this



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service/program? Please be sure note at minimum your capacity, including human and financial resources, to implement the services/program.

8. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?
9. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?
10. Who will you be collaborating with and what will each collaborator's roles be in the service/program? [Please answer if submitting a collaboration proposal].
11. Would it be possible for the Mayor or one of her designees to participate in an event(s) with your organization that has received support from this grant?

C. Performance Plan (Attachment D)

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

D. Budget (Attachment E)

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted to the agency under which the applicant is seeking funding. Up to 15% of the funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, audits and the like).

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds for other grant sources

Budget Narrative/Justification:

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel) and calculation of costs. If applying as a joint collaboration, please include the appropriate division of budget between the two or more organizations who are applying and include the justification for the allocation.



E. Staffing Plan (Attachment F)

This section should contain the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a start date as to when the position will be filled should be supplied. If applying as a joint collaboration, please note the affiliation organization to the appropriate corresponding staff.

SECTION VI DECISION ON AWARDS

MOLA will decide which applicants to award funds and the amounts to be funded. Be advised that the grants competition is intense and that grant resources are limited, making MOLA unable to support all of the many worthwhile activities for which applications are received.

A. Scoring Criteria

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

Proposals must demonstrate the: (a) Technical Soundness; (b) Program Goals, Objectives, and Activities; and (c) the Organizational Capability and Relevant Experience

B. Technical Soundness (30 points), including information that the:

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

C. Program Goals, Objectives, and Activities (35 points) including information how the:

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

D. Organizational Capability and Relevant Experience (35 points), including how the applicant:

1. Compliance with eligibility requirements;



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2. Qualifications and past experiences to provide services applied for and in serving the target population. Information on prior program evaluations, findings, and changes made as a result should be referenced;
3. best practices and/or is based on national standards;
4. Staffing for proposed services and its own cultural competency, sensitivity and appropriateness (i.e., racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the qualifications and diversity among its staff;
5. Organizational structure and its ability to administer the proposed services or program and, as proposed, function as a Lead Agency through the submission of operational and programmatic staff names and their key positions. Resumes and/or position descriptions for key project staff should be included as an attachment; and
6. Fiscal management through a description of grant monitoring activities and systems, disbursement of grant funds to partners (if relevant), and the submission

SECTION VII ADMINISTRATIVE REQUIREMENTS

A. Certifications and Assurances

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

B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

C. Audits

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

D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office on Latino Affairs Community Grant funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004



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SECTION VIII – ATTACHMENTS

Attachment A – Certifications

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OFFICE OF THE CHIEF FINANCIAL OFFICER

Certification Regarding

Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;



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- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.
2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:



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- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an on-going drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph
- (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of Convicted employees must provide notice, including position title to: Mayor's Office on Latino Affairs, 2000 14th Street, Second Floor, Washington, DC 20009. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-



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- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

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

Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the

Conduct of any grants activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Mayor’s Office Latino Affairs, 2000 14th Street, NW, Washington, DC 20009.

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

1. Grantee Name and Address

2. Application Number and/Program Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



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Attachment B – Assurances



The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



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8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevention or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title II, Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); ADA Accessibility Guidelines for Buildings and Facilities, Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.



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13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
14. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
15. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.
16. It will comply with District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)

Signature Date



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ATTACHMENTS (C)
DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2019 Summer Youth Employment Program
GRANT APPLICATION PROFILE - Fiscal Year 2019

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

PROJECT COST
Funding Requested (MOLA): \$
Total Project Budget: \$

OFFICIAL AUTHORIZING THIS APPLICATION

Name and Title:
Telephone:
Fax:

PROJECT DIRECTOR

FINANCIAL OFFICER:

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

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

Application is made for a grant under the above-mentioned FY 2019 Summer Youth Employment Program to the District of Columbia in the amount of and for the purpose stated herein.

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

Signature of Authorized Official

Date:



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**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2019 Summer Youth Employment Program
PERFORMANCE PLAN
ATTACHMENT (D)**

Organization Name:
Program Supervisor/Manager:

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



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**DISTRICT OF COLUMBIA GOVERNMENT
Mayor's Office on Latino Affairs (MOLA)
FY 2019 Summer Youth Employment Program
ATTACHMENT (E)**

BUDGET SUMMARY

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



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

Personnel	
Fringe Benefits	
Travel	
Supplies	
Equipment	
Consultants	
Communication	
Printing / Copying	
Training	
Indirect cost	



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**DISTRICT OF COLUMBIA GOVERNMENT
Mayor’s Office on Latino Affairs (MOLA)
FY 2019 Summer Youth Employment Program
STAFFING PLAN
ATTACHMENT (F)**

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



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SUMMER YOUTH EMPLOYMENT PROGRAM FY19 APPLICATION CHECKLIST

Applicants are required to follow the content requirements and submission instructions below. Please submit your proposal in the sequence listed here with clearly titled sections and sub-sections.

Applications will be considered incomplete if any part of any sections is missing.

- Proposal Narrative - make sure that your narrative covers the following:**
 - Proposal Summary
 - Program/Project Narrative
 - Collaboration Description (if applicable)
 - Program Goals and Objectives
 - Organizational Capabilities

- Other required Application Materials:**
 - Certifications (Attachment A): please sign and scan entire document for submission
 - Assurances (Attachment B): please sign and scan entire document for submission
 - Agency Profile (Attachment C): please type or write in eligible handwriting
 - Performance Plan (Attachment D)
 - Budget (Attachment E)
 - Staffing Plan (Attachment F)

Please note that all Attachments listed above are included in this RFA. Please do not substitute forms. You are required to fill out, scan, and return all pages of the Attachments.

- Appendices - please maintain order of submission listed below:**
 - Job Descriptions
 - Staff Resumes
 - Organizational chart
 - Current Board list with names, affiliation, and contact information
 - Copy of current organizational budget
 - Balance Sheet or audited financial statements (year 2018)
 - Copy of IRS tax-exempt determination letter
 - Memorandum of Agreement/Understanding, if applicable. **DO NOT SEND** general letters of support
 - Collaborative Partner Materials (if relevant)