

Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



FISCAL YEAR 2013

COMMODITY SUPPLEMENTAL FOOD PROGRAM
SENIOR FARMERS MARKET NUTRITION PROGRAM
OPERATIONS GRANT

The D.C. Office on Aging Invites the Submission of Applications

RFA Release Date: July 9, 2012

Letter of Intent: July 27, 2012

Application Submission Deadline:

August 17, 2012 by: 4:00p.m. EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED



**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A

PRE-APPLICATION CONFERENCE

FOR

FISCAL YEAR 2013

**COMMODITY SUPPLEMENTAL FOOD PROGRAM
SENIOR FARMERS MARKET NUTRITION PROGRAM
OPERATIONS GRANT**

Friday, July 13, 2012 and July 20, 2012

10:00 a.m.

500 K Street NE

Washington, DC 20002

**For questions, please contact:
Tiffanie Yates, Public Health Nutritionist or
Brenda Turner, Program and Grants Manager
202-724-5622**

TABLE OF CONTENTS

SECTION I	GENERAL INFORMATION	1
	Background and Program Description	2
	Role of D.C. Office on Aging	2
	Target Population	2
	Eligible Organization /Entities	3
	Grant Award	3
	Client Services Reporting System	3
	Award Period	3
	Matching Funds	3
	Application via Internet	4
	Pre-Application Conference	4
	Explanations to Prospective Applicants	4
	Contact Persons	4
	Location of Services	5
	Letter of Intent	5
SECTION II	PROGRAM SCOPE	6
	Service Objective	6
	Applicant Responsibilities	6
SECTION III	REVIEW AND SCORING OF APPLICATION	8
	Review Panel	8
	Scoring Criteria	8
	Decision on Awards	10
SECTION IV	PROGRAM AND ADMINISTRATIVE REQUIREMENTS	11
	Use of Funds	11
	Client Eligibility Criteria	11
	Reporting	12
	Records	12
	Staff Requirements	12
	Facility Requirements	13
	Monitoring	13
	Evaluation	13

SECTION V	GENERAL PROVISIONS	15
	Audits	15
	Insurance	15
	Certified Business Enterprise (CBE) Requirement	15
	Nondiscrimination in Delivery of Services	16
SECTION VI	PROPOSAL FORMAT	17
	Format of Application	17
	Applicant Profile	17
	Table of Contents	17
	Proposal Abstract	17
	Program Description	17
	Program Budget	17
	Certifications and Assurance	18
	Appendices	18
SECTION VII	INSTRUCTIONS FOR SUBMISSION	20
	Applications Delivered by Mail	20
	Applications Delivered by Hand/Courier Service	21
	Checklist for Applications	22
SECTION VIII	LIST OF ATTACHMENTS	23
Attachment A	Applicant Profile	
Attachment B	Certifications	
Attachment C	Assurances	
Attachment D	Budget Summary Sheet	
Attachment E	Budget Justification	
Attachment F	Staffing Plan	
Attachment G	Application Receipt Form	

**District of Columbia
Office on Aging**

**Request for Applications (RFA)
Fiscal Year 2013 Commodity Supplemental Food Program and Senior Farmers
Market Nutrition Program Operations Grant**

SECTION I	GENERAL INFORMATION
------------------	----------------------------

Background and Program Description

The Commodity Supplemental Food Program (CSFP) established in 1968 and administered by the Food and Nutrition Service within the United States Department of Agriculture (USDA), works to improve the health of low-income pregnant and breastfeeding women, new mothers up to one year postpartum, infants, children up to six years of age, and elderly people at least 60 years of age by supplementing their diets with nutritious USDA foods.

The Senior Farmers Market Nutrition Program (SFMNP) grants awards to states to provide low-income seniors with coupons that can be exchanged for eligible foods (fruits, vegetables, honey, and fresh cut herbs...etc.) at farmer's markets, roadside stands and community supported agriculture programs. SFMNP operates from May through October, to accommodate the most optimal harvesting seasons. The majority of the grant funds must be used to support the cost of the foods that are provided under the SFMNP. State agencies must use up to 10% of their grants.

USDA purchases food and makes it available to state agencies and Indian Tribal Organizations, along with funds for administrative costs. State agencies that administer CSFP/SFMNP are typically departments of health, social services, education or agriculture. State agencies either run the program directly or indirectly through local or non-profit organizations.

In the past, this program has been administered through the District of Columbia Department of Health (DOH) through a grant award to a local non-profit for implementation. Starting FY 2013, the District of Columbia Office on Aging (DCOA) will assume responsibility of the program operations for the Commodity Supplemental Food Program and the Senior Farmers Market Nutrition Program (CSFP/SFMNP). The purpose of this action is to enhance the programs value through improved coordination with other program operations, particularly those offered in the senior service network.

DCOA is seeking to realize efficiencies (e.g., through economies of scale) by exploring and collaborating with existing programs in the District of Columbia concerned with food security that have experience in providing similar services. DCOA is also looking to maximize the effectiveness of CSFP/SFMNP on the health and nutritional status of residents utilizing monthly interaction during food distribution as an opportunity to deliver additional interventions, including but not limited to Nutrition Counseling, Health Promotion, Home Maker Services, Case Management, and Case Assessment.

Role of the DC Office on Aging

DCOA administers grants funded through the Older Americans Act (OAA), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of older and disabled residents and their caregivers within the District of Columbia. DCOA provides services directly and in partnership with the Senior Service Network, a network of community-based, non-profit agencies supported by DCOA to carry out projects and services prescribed and monitored by DCOA.

This Request for Applications seeks applicants to operate the CSFP/SFMNP, which provides federal commodity food, nutrition education and related services to the target population throughout the District of Columbia. DCOA will be responsible for administering a statewide CSFP/SFMNP in accordance with federal regulations outlined in Food and Nutrition Service, USDA 247.5. Some responsibilities of DCOA will include:

1. Develop and/or communicate program policies, regulations and objectives.
2. Approve or modify annual work plans, budgets, and requests for budget modification.
3. Monitor monthly caseloads.
4. Provide computer systems and software required to operate the CSFP/SFMNP information.
5. Conduct routine on-site monitoring reviews.
6. Provide technical assistance, access to resources, and monitor progress of program and grant activities.
7. Provide training as required.
8. Approve and process monthly invoices for payment.
9. Provide forms and format for reporting.

Target Population

- Infants i.e. persons under one year of age.
- Children i.e. persons at least one year of age but have not reached their sixth birthday
- Breastfeeding women, up to one year after birth (post-partum)
- Post-partum women, up to one year after of pregnancy
- Elderly persons, at least 60 years of age or older.

In FY2012, CSFP/SFMNP served an assigned caseload of 6,647 eligible residents in the District. Caseload is the number of persons the state agency may serve on an average monthly basis over the course of the caseload cycle. The caseload cycle is the period from January 1 through the following December. Additional caseload is determined based on program performance over the course of the annual caseload cycle. The availability of additional caseload is based on many factors including program budget and CSFP states performance

Program Participation for FY 2012

Children (Ages 1 year – sixth birthday)	138
Women (Pregnant – Breastfeeding)	2
Women (Lactating –less than one year postpartum)	5
Seniors (60 years and older)	6,502

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. For-profit organizations may participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall provide certification that the applicant is a corporation in good standing in the District of Columbia, has complied with the filing requirements of the District of Columbia tax laws, and that the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service.

The successful applicant must be current in payments of all unemployment taxes, which will be verified by DCOA through the DC Department of Employment Services.

Grant Award

One award will be granted to a community-based organization selected by the DCOA after its review of the applications, submitted through an open and competitive process. DCOA will announce the grant award on **August 24, 2012**.

For Fiscal Year 2013, the grant award will be a combination of Federal and District of Columbia appropriated funds and are to be used solely for the operation of the Commodity Supplemental Food Program, the Senior Farmers Market Nutrition Program and the Bonus Bucks Program. The new grantee shall be fully operational by **October 1, 2012**.

Client Services Tracking and Reporting System (CSTARS)

The CSTARS system is an internet based system, owned and operated by DCOA. The system is an electronic client management database, with an integrated system of reporting to ensure unduplicated client counts, timely financial accounting, and accurate service data for utilization review. The successful applicant may be required to enter data using the CSTARS system.

Award Period

The period of grant award will be from October 1, 2012 - September 30, 2013, a continuation of one year may be granted based on the Office on Aging's determination of satisfactory progress throughout the fiscal year and funding availability.

Matching Funds

All applicants will be required to provide a minimum 20% in-kind and/or cash match contribution when applying for this RFA. Participant voluntary contributions cannot exceed 25% of a grantee's match. No registration, membership, or annual fee may be required of participants receiving services under this grant. All contributions must be used to offset the cost of the program.

Application via the Internet

Applicants who obtained the RFA through the internet must provide DCOA with the following:

- Name of organization
- Key contact
- Email address
- Telephone and fax numbers

This information must be provided so that the applicant will receive updates and/or addenda to the CSFP RFA.

Pre-Application Conference

Pre-Application Conference will be held, Friday July 13, 2012 and Friday July 20, 2012, from 10:00am-12:00pm, at the Office on Aging headquarters located at 500 K Street NE, Washington, DC 20002.

Explanations to Prospective Applicants

Applicants are encouraged to email or fax questions to the contact persons listed below. Questions presented after the Pre-Application conference must be submitted in writing. The deadline for all questions is Tuesday July 24, 2012. Questions submitted after the deadline will not receive responses.

Contact Persons for the CSFP/SFMNP Operations Grant:

Brenda Turner
Program and Grants Manager
500 K Street NE, Washington, DC 20002
202-724-5622
brenda.turner@dc.gov

Tiffanie Yates
Public Health Nutritionist
500 K Street NE, Washington, DC 20002
(202)-724-8821
tiffanie.yates@dc.gov

Location of Services

Applicants must be located in and provide services to the target population in the District of Columbia.

Letter of Intent

Prospective Applicants should submit a letter of intent by Friday, July 27, 2012 to ensure receipt of all notifications sent regarding this RFA. This includes: questions and answers provided at the pre-application conference; follow-up questions and responses provided to all potential applicants; and updates or modifications to this RFA. Submission of a letter of intent is not required in order to submit an application.

SECTION II PROGRAM SCOPE

Service Objective

The objective of this RFA is to enhance CSFP/SFMNP management, strengthen accountability, improve the quality of services provided to participants and maximize the impact of supplemental foods on the health and nutritional status of mothers, infants, children and seniors in the District of Columbia. Applicants responding to this request for application shall be responsible for the receipt, storage, packaging and distributing of the Commodity Supplemental Food Programs and the Senior Farmers Market Program. The applicant must also demonstrate the ability to administer program certification, provide nutrition education and establish community collaborations.

Applicant Responsibilities

1. The applicant is responsible for compliance with all fiscal and operational requirements as established by Federal Regulation 7 CFR part 247 and the Commodity Supplemental Food Program and 7CFR part 249 Senior Farmers Market Nutrition Program.
2. The applicant must identify and obtain proper warehouse space via purchase, lease or in-kind for the purpose of storing, packaging and distributing and maintaining a two to three month supply of over 50 palletized commodity foods delivered from the USDA.
3. The applicant is responsible for developing a comprehensive transportation plan to distribute commodities to distribution sites and homebound seniors throughout the District.
4. The applicant must purchase, lease or identify vehicles to deliver food to non-ambulatory program participants to include distribution sites to the community.
5. The applicant must develop a creative plan for providing nutrition education to include the benefits of fresh fruits and vegetables from the senior farmers market to participants.
6. The applicant must determine how many mobile sites are needed to accommodate participants who cannot travel to the permanent site and to aide in maintaining the Districts caseload. CSFP mobile sites may distribute commodities to participants gathered at churches, recreation centers, or other areas, and to senior participants living in senior housing centers. Co-location of the CSFP program also is preferred to allow for optimal coordination of services. To accomplish this, the proposed site needs to be large enough to allow for appropriate storage and distribution of commodities to CSFP participants (if provided onsite).
7. The applicant is responsible for ensuring an adequate number of CSFP staff is available to certify CSFP participants, provide nutrition education, and assemble food packages for participants to take home. For mobile sites, the applicant must also ensure an adequate

number of staff to transport and deliver CSFP food packages to areas such as senior housing sites or churches.

8. The applicant is responsible for describing the process for assessing client needs, financial status, eligibility and re-certification for CSFP.
9. The applicant will be required to ensure adequate space is available for the provision of high quality, confidential services to CSFP participants, including determination of program eligibility, provision of group and/or individual nutrition education and counseling, food demonstrations, and on site distribution of CSFP food packages.
10. The applicant is responsible for entering cooperative agreements with community based organizations to assure availability of space for commodity supplemental food distribution and re-certification.
11. The applicant must develop and maintain relationships with other community service providers to ensure referrals and continuity of for those needing additional services.
12. The applicant is responsible for conducting program outreach to identify individuals seeking/needing commodity services.
13. The applicant is responsible for expanding the indigenous culturally appropriate/competent volunteer base to meet the increasing demand for services through volunteer recruitment, training, placement, support and to help create cost efficiencies in running the program.
14. The applicant must maintain a financial management system that ensures accountability for all CSFP funds received and ensure that assigned CSFP caseload targets are achieved. It is expected that the applicant will provide in-kind services and support and assumes responsibility for oversight and management of CSFP operations.
15. The applicant is required to keep accurate inventory records of all USDA–donated commodities from receipt to issuance. CSFP staff is required to physically count CSFP foods monthly, and protect commodities from damages, loss and theft.
16. Instruct participants on the proper use of SFMNP checks.
17. Comply with State directives to provide necessary check booklet security measures including procedures for receipt, inventory, and storage in accordance with the CSFP Manual.
18. The applicant is required to develop and implement a procedure to prevent duplicate/multiple issuance of SFMNP check booklets to a CSFP participant for the FARMERS' MARKET.

Additional information on federal regulations for the CSFP can be found on the internet at www.fns.usda.gov

SECTION III**REVIEW AND SCORING OF APPLICATION****Review Panel**

A qualified review panel will review all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Executive Director of the Office on Aging shall make final funding determination.

Scoring Criteria

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

I.	Background and Understanding	(10 points)
	<ul style="list-style-type: none"> a) An assessment demonstrating why the program is needed in the District. (2 points) b) Knowledge and understanding of the CSFP/SFMNP and the nutritional needs of the target population. (3 points) c) Identification of current service gaps to be filled. (3 points) d) The proposed impact of the program on the target population. (2 points) 	
II.	Program Description/Plan of Operation	(30 points)
	<ul style="list-style-type: none"> a) The adequacy of the management plan to achieve the objectives of the CSFP/SFMNP program on time and within budget, including clearly defined responsibilities, timelines, and milestones for providing services. (5 points) b) The operational plan to accept, store, package and distribute bulk food items. (5 points) c) The operational plans to ensure clients are re-certified in a professional and timely manner. (5 points) d) The adequacy to provide creative nutrition education resources to participants. The application demonstrates variety and or creativity in its curriculum design to improve the nutritional status of participants. (5 points) 	

	<p>e) The extent to which the program will ensure geographic and physical access to service for the target population to include mobile distribution sites, transportation for commodity delivery and co-located staff for certification procedures via a transportation and staffing plan. (5 points)</p> <p>f) The extent to which the project design incorporates innovation and is appropriate to meet the specific needs of the program and the target population and ensure quality service. (5 points)</p>	
III.	Relevant Experience and Organizational Capability	(20 points)
	<p>a) The applicant demonstrated competence, knowledge and experience in administering food delivery and nutrition services. (4 points)</p> <p>b) The proposed project represents an expansion or enhancement of an already existing program. (4 points)</p> <p>c) The applicant demonstrated its successful programmatic performance in prior District government, federal government, or other organizational grants similar to services in this RFA by providing no more than three (3) copies of external evaluations or other objective forms of measurement. (4 points)</p> <p>d) The applicant demonstrated the capacity to administer the program, including all reporting requirements. (4 points)</p> <p>e) The qualifications, including relevant training and experience, of key personnel, including, but not limited to CSFP/SFMNP director/ supervisor, nutritionists..etc. (4 points)</p>	
IV.	Adequacy of Resources	(30 points)
	<p>a) The applicant demonstrated its collaboration with and outreach to the, other service providers, community-based organizations, and the community at large in serving the target population. (2 points)</p> <p>b) The applicant demonstrated its collaboration with existing senior service network providers in serving the target population. (2 points)</p> <p>c) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (6 points)</p>	

	<ul style="list-style-type: none"> d) The adequacy of support by the applicant to include a minimum match of 20% in-kind and/or cash match such as facility, equipment, supplies, and other resources, from the organization. (4 points) e) The applicant demonstrated a capacity to create or utilize volunteers as vital resource, in order to create program efficiencies, assist with program sustainability and/or increase participation. (8 points) f) Demonstrates the ability to utilize installed capacity (warehouse, vehicle fleet, administrative processes, etc.) to show the cost to add CSFP services to an existing operation are less than start up costs that would be needed if the program were to be developed from scratch. (8 points) 	
V.	Budget	(10 points)
	<ul style="list-style-type: none"> a) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5 points) b) The extent to which the costs are reasonable in relation to the number of persons to be served and a demonstrated cost savings/economies of scale. (5 points) 	
	Total Maximum Score for Selection Criteria	100 (points)

The above order of the scoring criteria is the order we suggest when responding to the RFA, 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. Following this order will help to facilitate the review process.

Decision on Awards

The recommendations of the review panel are advisory and are not binding on the Office on Aging. 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 review panel, and any other information considered relevant.

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2013 CSFP/SFMNP Program Operations Grants to include the following:

Warehouse space

The grantee will need to purchase, lease or utilize existing adequate warehouse space to store the cases of palletized commodity foods that are delivered from the USDA. USDA Foods must be maintained at proper temperatures and storage facilities must comply with applicable USDA FNS regulations, found at 7CFR 250.14 (b) & (d).

Food Distribution

These costs relate to working with service sites and volunteer sites including those sites currently utilized under CFSP/SFMNP for food distribution. In addition, these costs **must** include delivery to non-ambulatory program participants (USDA requirement). USDA Foods must be maintained at proper temperatures throughout the distribution process.

Service Vehicles

These costs would include vehicles to deliver food to non-ambulatory program participants and to distribute bulk food to sites in the community. USDA Foods must be maintained at proper temperatures throughout the distribution process

Administration

These costs would include salaries, benefits and other associated operational costs.

Client Eligibility Criteria

Participants must be District Women (Pregnant-Breastfeeding), Women (lactating-less than one year postpartum), Children (ages 1 year- 6th birthday) who are residents and low-income – at or below 185 percent of the Federal Poverty Income Guidelines, and seniors (60years and older) at or below 130 percent. Seniors are now the dominant population in CSFP/SFMNP, accounting for more than 90 percent of participants in the District, which is comparable to the national average.

Reporting

The successful applicant will be required to submit monthly, quarterly and annual reports to the DCOA grants manager. Monthly reports will be used to determine progress toward the completion of requirements detailed in the scope of service. Such information may include: number of participants, the receipt and distribution of commodities, beginning and ending inventories, etc. All reports should contain the required information in the format determined and approved by the designated grant monitor.

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of 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 initial intakes, periodic assessments and ongoing progress of each client. The applicant shall maintain confidentiality of client records and, to the extent possible, the client must validate all services delivered.

Staff Requirements

“Staff” is defined as any individual employee, consultant or contract worker that receives compensation through the CSFP/SFMNP.

1. The applicant shall employ and maintain documentation that staff possess adequate training and competence to perform the duties in which they were assigned.
2. The applicant shall determine the staffing pattern required to fulfill the requirements of the grants. Each position shall have a job description which must be included in the project files.
3. The applicant shall maintain a current organizational chart that displays relationships and demonstrates administrative oversight and responsibility.
4. The applicant shall obtain advance written approval from DCOA on any changes to the staffing pattern or job descriptions.
5. That applicant shall indicate when there are vacant positions or new position for which there are no staff resumes available.

Facility Requirements

The applicant's facilities used during the period of performance shall meet all applicable federal, state and local regulations for their intended use throughout the duration of the grant agreement. The applicant shall maintain current all required permits and licenses for the facilities; and the applicants' failure to do so shall constitute a failure to adhere to the terms and conditions of the grant agreement and shall be a basis for termination for the grant agreement.

A minimum amount of warehouse space needed for a site serving approximately 1,000 seniors would be approximately 3,000 square feet. The following represents how this estimate was determined: CSFP sites are required to have all 45-50 varieties of commodities available at all times during the month. In addition, the site will distribute approximately 20 pallets of commodities for every 1,000 senior participants they serve each month. A site that is serving 1,000 seniors each month (20 pallets of commodities) and warehouses all varieties of commodities (50 pallets) should have enough warehouse space for 70 pallets. On average a pallet takes up 16 sq. feet of floor space. So the site described above would need 1,120 square feet of floor space for the commodities alone. If pallets are stacked on top of each other, then less space would be needed. Additional space is needed to maintain a 2-3 month supply of food, including cheese which requires refrigeration as well as space to drive a fork lift in the warehouse area to pick up and move pallets as needed. Space allocation must be considered for staff/volunteers to open cases and assemble food packages.

Monitoring

DCOA shall monitor and evaluate the performance of the applicant according to the scope of services and related service delivery standards and related federal and local regulations and policy requirements.

The DCOA grant monitor will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, client service rosters, and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant.

Evaluation

The DCOA grant monitor shall be authorized to assess the grantee's performance with respect to accomplishing the purposes of the grant. The grant monitor will work the grantee to determine appropriate program and performance measures. The grantee's ability to deliver services according to the deadlines established in the agreement.

In the event the grantee is out of compliance with the appropriate program measures, the grantee will be provided program findings in writing and will be required to submit a written corrective action plan with specific actions and dates for approval by the grant monitor.

DCOA may terminate a grantee's agreement in whole or in part, if the grantee does not take corrective actions, or if the grantee is out of compliance with the requirements as outlined in the RFA and any other requirements as outlined in Federal Regulation 7 CFR part 247 and the Commodity Supplemental Food Program and 7CFR part 249 Senior Farmers Market Nutrition Program, stating the reasons for the termination and the effective date.

If the grantee determines that they are no longer able to provide CSFP/SFMNP services, DCOA must be given a 30days notice in writing, prior to discontinuance of services.

SECTION V GENERAL PROVISIONS

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.** The audit must be conducted in accordance with generally accepted auditing principles, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The Office on Financial and Compliance Management Guide, and Office of Management and Budget (OMB) Circular No. A-133.

District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. The grantee is required to schedule and budget for the use of independent auditors. Grant terms and conditions require that **the auditor be a Certified Public Accountant, licensed to practice in the District of Columbia.**

Insurance

The applicant must be able to show proof of all insurance coverage required by state law and federal regulations as outlined in USDA 7 CFR-250.14 (d)(7). All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Certified Business Enterprise (CBE) Requirement

The 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. Grantees shall report the percentage of their use of CBE contractors at the end of the grant year.

Nondiscrimination in the Delivery of Services

Federal Nondiscrimination

The grantee shall ensure that all program activities are conducted in accordance with Federal law and U.S. Department of Agriculture policy, and prohibits discrimination on the basis of race, color, national origin, sex, age, or disability.

District Nondiscrimination

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 color, nationality, sex, or political opinion, be denied benefits of, or be subjected to discrimination under any activity receiving the CSFP/SFMNP.

SECTION VI PROPOSAL FORMAT

Applicants are required to follow the format described below. The application narrative may not exceed 25 pages. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals 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 proposal 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.
- **Table of Contents** should list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed program. This is the opportunity for the applicant to summarize their ability to operate CSFP/SFMNP. It should clearly demonstrate and quantify how the applicant's responses support the CSFP/SFMNP and the willingness and ability of the applicant to provide an optimal CSFP/SFMNP that is integrated in the applicant's infrastructure. All information in the abstract should be substantiated in the application. The abstract should not exceed 1 page. The proposal abstract is not counted in the 25 page limitation.
- **Program Description** should contain the following information that outlines and describes the program to be implemented.
 - Background and Understanding
 - Project Work plan/ Plan of Operation
 - Organizational Capability and Relevant Experience
 - Adequacy of Resources

The program narrative should be written in a clear, concise manner and must not exceed 25 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section III.

- **Program Budget** justification/summary sheet and budget narrative should address the criteria for Budget and Fiscal Management. 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 justification is included in Attachment E. All budget justifications must follow this format. Budget forms and justifications are not counted in page limit.

- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments B and C.

- **Appendices** - This section shall be used to provide technical material, supporting documentation and evaluations. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:
 - Audited financial statement for the year ending **September 30, 2010** or **December 30, 2010**;
 - Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
 - Current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
 - Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant’s current Board of Directors as of the date of the grant application;
 - 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 Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;
 - DCOA’s indirect cost rate is 8% for all funded programs.
 - Provide a list of potential contractual service procurements that may be necessary for this grant.
 - Inventory of Grant-funded equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase. (if applicable)
 - Emergency Preparedness Plan for the agency, which includes plans for evacuation and sheltering and contingency plan if the main facility or satellite facilities are non-operational;
 - Proposed organizational chart for the project;
 - Letters of support/ agreements from collaborating community organizations. **(Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.)**
 - Staff resumes; and/or

- Planned job descriptions.

The total number of pages for the proposal narrative may not exceed 25 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. The review panel will not review applications that do not conform to all of these requirements.

Additional Requirements:

- Number each page of the application.
- Do not use any binding.
- Do not include descriptive materials (brochures, reports, etc.) that are not requested. They will not be considered.
- Do not include additional letters of support other than those that are required.

SECTION VII - INSTRUCTIONS FOR SUBMISSION

Applications are due August 17, 2012 by 4:00pm EDT. An original and five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 Office on Aging Commodity Supplemental Food Operations 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

An application sent by mail must be addressed to the District of Columbia Office on Aging, 500 K Street, NE., Washington, DC 20002, in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for Fiscal Year 2013 Office on Aging Commodity Supplemental Food Operations Grant Application" 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 August 17, 2012.

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 or at least first-class mail.

Applications Delivered by Hand/Courier Service

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 Office on Aging Commodity Supplemental Food Operations Grant Request for Applications," 500 K Street, NE, Washington, DC 20002 between 9:00 a.m. and 4:00 p.m. daily, except Saturdays, Sundays and Federal holidays.

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

Applications are due no later than 4:00 p.m., on the due date. All applications will be recorded upon receipt. Applications **will not be accepted after 4:00 p.m. EDT, August 17, 2012.** Any additions or deletions to an application will not be accepted after the deadline.

An original and five copies, for a total of six (6) 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

NOTE: Persons delivering applications must show proper identification; a picture I.D. is required to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building.

District of Columbia Checklist for Applications

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The application narrative does not exceed 25 pages. The abstract, budget narrative, appendices and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The proposal abstract is complete and does not exceed 1-page limit for this section of the application
- ❑ The applicant organization/entity has responded to all sections of the Request for Applications.
- ❑ The program budget is complete and complies with the Budget forms listed in Attachment D of the RFA.
- ❑ The program narrative section is complete and is within the 25-page limit for this section of the application.
- ❑ The Certifications and Assurances listed in Attachments B and C are complete, and signed by an authorized representative of the applicant organization.
- ❑ The appropriate appendices, including staff qualifications, staff resumes, and/or planned job descriptions, licenses, and other supporting documentation are enclosed.
- ❑ There are five (5) copies of the proposal plus the original.
- ❑ The application is submitted with two original receipts, found in Attachment E, attached to the outside of the envelopes or packages.

SECTION VII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Budget Summary Sheet
Attachment E	Budget Justification
Attachment F	Staffing Plan
Attachment G	Application Receipt Form

ATTACHMENT B



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications 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 for 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) If 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;
- I, the undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

<p>2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)</p> <p>As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—</p> <p>A. The applicant certifies that it and its principals:</p>
<p>(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;</p>
<p>1. 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;</p>
<p>(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</p>
<p>(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</p>
<p>2. 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.</p>
<p>1. Drug-Free Workplace (Grantees Other Than Individuals)</p> <p>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 Sections 67.615 and 67.620—</p> <p>A. The applicant certifies that it will or will continue to provide a drug-free workplace by:</p>
<p>3. 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;</p> <p>(b) Establishing an on-going drug-free awareness program to inform employees about—The dangers of drug abuse in the workplace;</p> <p>(c) The applicant's policy of maintaining a drug-free workplace;</p>
<p>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and</p>

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

I 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: Office of Grants Monitoring and Program Evaluation 825 North Capitol St., NW, Room 3137, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;

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

(1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

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

(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

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

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

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 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 grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

[District of Columbia Office on Aging- Program and Grants Unit- 500 K Street NW, Washington, DC 20002.

As the duly authorized representative of the applications,

I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ATTACHMENT C

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 project.

Also, the Application 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 provisions of Federal law which limit certain political activities of employees of a 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.
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 listed 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, 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 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.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; 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; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
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.
14. 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 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.

Signature

Date

ATTACHMENT D:

**D.C. OFFICE ON AGING
FY2013 BUDGET SUMMARY SHEET**

BUDGET CATEGORY	Grant Funds	In-Kind	TOTAL
Personnel Service			
Site Management Staff			
Program Support Staff			
Fringe Benefits			
Personnel TOTAL			
Operational Cost			
Warehouse Space			
Equipment			
Office Supplies			
Contractual			
Informational Educational Materials/Production			
Telecommunications			
Travel			
Postage			
Other Direct			
Indirect Charges			
Operations TOTAL			
TOTAL (All) COST			

ATTACHMENT E

BUDGET JUSTIFICATION SAMPLE

Please provide personnel descriptions, %FTE, and justifications for each budget category outlined in the above summary sheet. **Please know that the state agency can retain a maximum of \$30,000 dollars of CSFP federal administrative funds unless authorized by local agency. Also, we understand that the budget references involved state funding.**

Personnel	Justification/Description	Grant Funds	In-Kind Funds	Total
CFSP Director	The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 100% of the time for 12 months. Based on an annual salary of \$60,000, the cost to the project will be \$60,000.			
Admin Assistant	The Administrative Assistant receives all incoming correspondence, fields all calls and greet customers at point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the 7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of \$24,000. The total cost with benefits @ 100% will be \$26,400.			
Supplies	Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached, however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.			
Equipment	Four personal computers will be purchased installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost \$24,000.			
	A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the program client			

	information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: \$14,498.			
Communications	Monthly telephone and internet billing along with one organization cell phone will be supported through 2013 funds.			
Occupancy	The grantee is not responsible for occupancy cost for this facility. All maintenance, utilities, trash removal, landscaping, snow removal and janitorial services are the direct responsibility of the D.C. Office on Aging.			
Other Direct	<p>Blank Check Food Service Contract provides specialty meals for birthday center events = \$400</p> <p>Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = \$15,000</p> <p>Employee Background Checks -Expenses for 85 new employee background checks at \$30.00 each = \$2,550</p> <p>Copier Contract - annual service contract on cannon copier = \$2,500</p> <p>Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2 hour sessions per month for 12 months @ \$269.23 per mo. = \$7,000</p>			
Indirect Cost	<p>Administrative Clerical Pool - 2 staff @ \$12.00/ hr. x 1040 hrs. ea. = \$24,960</p> <p>Facilities supplies and janitorial support services 12 mos. x \$150 =\$1,800</p> <p>Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr = \$3,840</p> <p>Total Personnel Cost @ 7,000</p>			

ATTACHMENT F

STAFFING PLAN

Mark “Key Personnel” with an asterisk, *, before their name. CV or resume should be in the Appendix for all people already on staff and designated as Key Personnel.

NAME	POSITION TITLE	Position Type	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director Signature: _____

Date: _____

ATTACHMENT G



**Office on Aging
Fiscal Year 2013 Commodity Supplemental Food Program Application
Grant Receipt**

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 _____, 2012

Time Received: _____

Copies Received: Original _____ Copies _____

Received by: _____