

Government of the District of Columbia

Department of Aging and Community Living



Fiscal Year 2021 Alzheimer's And Related Dementia Disease Program Grant Competition

The D.C. Office on Aging Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.

RFA Release Date: December 27, 2019

Application Submission Deadline: February 7, 2020, 4:00 PM, EST

LATE APPLICATIONS WILL NOT BE ACCEPTED

**DISTRICT OF COLUMBIA
DEPARTMENT OF AGING AND COMMUNITY LIVING**



Announces

A

PRE-APPLICATION WORKSHOP

FOR

FISCAL YEAR 2021

**ALZHEIMER'S AND RELATED DEMENTIA DISEASE
PROGRAM COMPETITIVE GRANT**

January 9, 2020

2:00 p.m. EST

**500 K Street NE
First Floor Conference Room
Washington, DC 20002**

For questions and registration, contact:

**Eric Manuel, Program Manager, 202-730-1745 or
Jennifer Adu, Program Analyst, 202-727-6601**

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF AGING AND COMMUNITY LIVING



Office of the Director

December 27, 2019

Dear Applicant:

Thank you for your interest in applying for a grant from the DC Department of Aging and Community Living (DACL) through the FY 2021 Department of Aging and Community Living Alzheimer's Disease and Related Dementias (ADRD) Program competitive grant process. Please review the entire application package carefully before preparing and submitting your application. This Request for Application (RFA) seeks to identify qualified applicants to provide seniors (60 years and older) diagnosed with ADRD and their caregivers with strategies and interventions that show promising outcomes. The successful applicant and its collaborative partners, if any, are expected to understand DACL's ADRD programs and will create a sustainable ADRD model for DC.

Program service designs should include approaches to address:

1. ADRD and caregiver education and support;
2. ADRD prevention and intervention;
3. ADRD outreach, resource referral, and linkages for those diagnosed with ADRD and their caregivers.

Each project is expected to include a sustainability plan. DACL plans on awarding \$500,000 to design and implement proven programs, preferably evidence-based, for fiscal year 2021.

A pre-application conference will be held on January 9, 2020, 2:00 pm EST at DACL, 500 K Street NE, Washington DC 20020. The deadline for submission is February 7, 2020, at 4:00 pm EST. For additional information regarding this application package, please contact Eric Manuel, Program Manager at Eric.manuel@dc.gov, 202-730-1745, or Jennifer Adu, Program Analyst at Jennifer.adu@dc.gov, 202-727-6601.

Sincerely,

Laura Newland
Director

District of Columbia

Department of Aging and Community Living

**FISCAL YEAR 2021 ALZHEIMER'S DISEASE AND RELATED DEMENTIA PROGRAM
COMPETITIVE GRANT**

Applicant Name: _____

Type of Organization (check one)

Non-Profit: _____ **For Profit:** _____ **Other (Describe):** _____

Contact Person: _____

Office Address: _____

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

Website URL: _____

D.U.N.S. Number: _____

Tax Identification Number: _____

Program Area and Description: _____

Total Program Cost: \$ _____

DCOA Grant Funds Requested \$ _____

Applicant Funds \$ _____

Printed Name and Title of Authorized Official

Date

Signature of Authorized Official

Date

**District of Columbia
Department of Aging and Community Living
Request for Applications (RFA)**

Fiscal Year 2021 Alzheimer’s Disease and Related Dementia Program Competitive Grant

SECTION I	GENERAL INFORMATION
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The District of Columbia Department of Aging and a Living (DACL) is the Single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the wellbeing of seniors (age 60 years and older), adults with disabilities, and their caregivers.

Mission

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

Introduction

Dementia is a general term that describes a group of symptoms.¹ Alzheimer’s disease is the most common form of dementia. Women are more likely than men to be diagnosed with ADRD. African-Americans are nearly twice as likely to have ADRD as whites. Hispanics are about one and a half times more likely to have ADRD than whites. One out of every 3 seniors dies with ADRD.

Caregivers provide significant and critical supports to loved ones with ADRD. An estimated 1 in 3 caregivers are age 65 or older. About 2/3 of caregivers are women. Without caregivers, many people diagnosed with ADRD would not be able to live in the community. Caregivers of those diagnosed with dementia are twice as likely to report substantial emotional, financial, and physical difficulties, compared to caregivers of those without ADRD.

DACL plans on awarding \$500,000 to design and implement proven programs, preferably evidence-based. Programs must include ADRD and caregiver education and support; ADRD

¹ All facts in this section can be found at <https://www.alz.org> unless otherwise noted. Last retrieved 12/11/2019.

prevention and intervention; and ADRD outreach, resource referral, and linkages for caregivers and recipients.

Successful applications for consideration will focus on replicating best practices in ADRD for therapeutic programs and interventions. Existing programs are welcome, as long as they advance sustainable elements that yield useful results and sound data demonstrating the development of new opportunities for ADRD and caregiver supports.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Eligibility

Any organization or institution is eligible to apply. For-profit organizations are eligible, but may not include profit-making activities in their grant application. Partner organizations may also participate as consultants to the applicant, but the roles must be clearly defined. All successful applicants shall provide a certification indicating that the applicant is a corporation in good standing in the District of Columbia and has complied with the filing requirements of the District of Columbia and federal tax laws. Also, the applicant must demonstrate that it has paid taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service, or complies with payment agreements with the Office of Tax and Revenue and the Internal Revenue Service.

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

The applicant must certify that it has high-speed internet access and that the organization's website is updated.

The principal of the project must be a full-time employee of the organization submitting the proposal.

Target Populations

The target population for FY 2021 is individuals aged 60 and over, residing in the District of Columbia with particular emphasis on:

1. People living with ADRD;
2. Paid and unpaid Caregivers for those diagnosed with ADRD;
3. ADRD service providers;
4. Underserved and low-income seniors;
5. Dementia care providers and those affected who are at high risk of experiencing loneliness and social isolation; and
6. Seniors living in disadvantaged neighborhoods.

Source of Grant Funding and Payment Processes

Funds are made available through District appropriated funds to DACL. Funds are made available through a cost-reimbursement method using standard Monthly (M-1) financial invoices submitted through the District E-Invoicing Portal. Costs to this grant must be reasonable, allocable, and allowable under the OMB Cost Principles.

Grant Award and Amounts

In Fiscal Year 2021, there is a total of \$500,000.00 available for the competitive grant process. Applicants may request funding in any amount up to the maximum funding level.

Award Period

Award(s) will be for one (1) year beginning October 1, 2020, through September 30, 2021. Continuation years will be based on available funding and on the determination of satisfactory progress during the initial period of the grant.

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2021 grant program for the targeted population. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for any activities other than approved program activities.

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

Operational Reserves, Program Income, and Contributions

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

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

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

Cost Sharing

If cost-sharing is implemented in a service component, it must be included in the application and approved by DACL before it is implemented. Organizations shall not require cost sharing by a low-income older individual if the income of such an individual is at or below the federal poverty line. An applicant **may** exclude low-income individuals whose incomes are above the

federal poverty line from cost-sharing. A sliding scale, based solely on individual income and the cost of delivering services, must be established for cost-sharing. The grantee organization will:

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

Voluntary Contributions

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

Reporting

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

Audits

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

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

Certified Business Enterprise (CBE) Requirement

DACL strongly supports and encourages the 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. The grantee is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center*, found on DSLBD's website (<http://dslbd.dc.gov>).

Staffing

The applicant must propose qualified staff, which must include key personnel, and provide documentation that they possess adequate training and competence to perform duties as assigned. The applicant must obtain advanced approval in writing from DACL on any staff hired in key positions or any changes in staffing patterns throughout the performance period in accordance with established DACL policy. Successful applicants will show how their proposed personnel is culturally competent and experienced in working with diverse communities including, but not limited to, people living with ADRD, caregivers, LGBTQ, low-income seniors, and seniors who speak English as a second language.

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for three (3) years (program) and five (5) years (financial) after the grant ends. Records must be available at the organization's headquarters and available for inspection by DACL or other District or federal entities at any time. The applicant must maintain records reflecting the participant's enrollments/memberships and documented services provided. The applicant shall maintain the confidentiality of client records, and to the extent possible, the client must validate all services delivered.

Monitoring

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

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

Pre-Award Site Visit

The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of the District of Columbia Department of Aging and Community Living. A DACL grant monitor will conduct site visits to determine adequate staff, space, and facility accessibility in compliance with the Americans Disabilities Act.

Performance Measures

The Government of the District of Columbia has adopted performance-based budgeting for all programs and services. DACL developed service standards, performance goals, and outcome measures for the services shown below. The successful applicant providing these services must use the performance goals and outcome measures identified by DACL articulated in Attachment D of this RFA. Successful applicants will collect baseline data in FY 2021 to develop FY 2022 performance measure milestones. Performance measures for affected services are shown below. Instructions for completing performance measures documents are in Attachment D.

- **In-home and Continuing Care**
 - Comprehensive Assessment
 - Case Management
 - Caregiver Support
 - Respite/Supplemental
 - Caregiver Respite (Includes day, residential, weekend, camp, club)
 - Caregiver Supplemental Services
 - Caregiver Extended Day Care, if Day Care is provided
- **Community-Based Support**
 - Community/Services
 - Counseling
 - Recreation Socialization
- **Consumer Information, Assistance, and Outreach**
 - Intergenerational Volunteers (Optional)
 - Caregiver Information Assistance and Awareness

Contacts

For further information, please contact Eric Manuel, Program Manager at Eric.manuel@dc.gov, 202-730-1745, or Jennifer Adu, Program Analyst at Jennifer.adu@dc.gov, 202-727-6601.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The description and content of each section are detailed. Applicants should include all the information needed to describe their objectives and plans for services. It is essential that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each application must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. number, D.U.N.S. number, project service area, and the amount of grant funds requested.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 15 pages. The program narrative should address the listed criteria. Specific technical scoring criteria are in Section V and should be reviewed carefully in preparing their narratives.
 - ❖ Description of the social and demographic characteristics and needs of the target population of seniors.
 - ❖ Description of how the needs or issues experienced explicitly ties to the services being proposed. This may include the evidence-based program approach or activities to be used as a direct intervention to slow the progress of the disease or relieve caregiver burden.
 - ❖ Background and experience of the entity applying for the grant in working with the target population.
 - ❖ Project Work Plan which should include:
 - measurable objectives that identify the number of seniors to be served and the types of services to be provided;
 - logic model indicating key milestones, projected timeline (by month), and associated activities;
 - plan for making services accessible citywide, including low- and moderate-income seniors, and in disadvantaged neighborhoods across the city;
 - plan for outreach and coordination with existing city and private services, lead agencies, DACL programs, and the partnering organizations and other senior groups as needed;
 - Performance Outcome measures data that will show tangible evidence of program effectiveness participants served, participant progress expected in accordance with the goals, and timelines established.
 - ❖ Organizational Capability and Relevant Experience
 - Successful and related programmatic experiences, including any prior evaluations, survey results, or other objective measures with associated programs.
 - Ability to timely and accurately meet program reporting requirements such as writing and financial reports.

- **Program Budget** should clearly demonstrate how funding will support the project for over 12 months. Budget allocations should clearly align with the goals and objectives to be achieved by the program. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget narrative is in Attachment C and is not counted in the page limit.
- **Certifications and Assurances** are not counted in page total. Certifications and Assurances are in Attachments A and B. Applicant must include complete and sign the documents in the application submission.
- **Appendices** are not counted in the page total. The following required items must be included in the Appendices.
 - ❖ Audited financial statement for the year ending September 30, 2019, or the applicant's most recent completed fiscal year.
 - ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
 - ❖ Current Certificate of Good Standing from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
 - ❖ Name, address, telephone number, positions held, 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 District of Columbia Department of Aging and Community Living or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;
 - ❖ Organizational chart showing the structure of the proposed program;
 - ❖ Up to three (3) letters of support from collaborating community organizations (Current grantees of DACL may not submit letters from other participants in the DC Senior Service Network);
 - ❖ Employee resumes and job descriptions for key staff, consultants, and other staff; and
 - ❖ Planned job descriptions for the program.

The total number of pages for the proposal narrative may not exceed 15 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double-spaced including bullet items.* Margins must be no less than 1 inch, and the font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The reviewers will not review applications that do not conform to all these requirements.

Program Overview

DACL seeks to fund a program that will create a safe and trusted place for clients and caregivers to receive information, maximizing their ability to live in the community for as long as they can safely do so. DACL is particularly interested in funding a program that will build on the District's prior and current programming to build a dementia-capable community support system.

Applicants should consider how the proposed programming will connect with DACL's Senior Service Network; the Elderly and individuals with Physical Disabilities Waiver; other Medicaid/insurance services; and family and friend support—both as a way to complement and supplement services and also as a way to educate and support providers and caregivers within the current system.

Strategies and interventions that show promising outcomes for those diagnosed with ADRD and their caregivers, including those that address stress, isolation, and burnout, are of significant importance to the agency.

Program service designs must include approaches to address all of the following:

1. ADRD and caregiver education and support;
2. ADRD prevention and intervention;
3. ADRD outreach, resource referral, and linkages.

Service Responsibilities

Applicants are responsible for delivering quality services to the targeted populations. Proposed services must be made available city-wide to the target population. The successful applicant should ensure the proposed programs:

1. are conducted in accessible and uplifting facilities where applicable;
2. reflect the needs of the targeted population;
3. present a stigma-free, safe, and healthy environment;
4. engage all staff in cultural competency and person-centered training;
5. have a reasonable budget that aligns with goals and objectives; contains allowable and allocable expenses; and demonstrates the organization's commitment to the program;
6. are built on reliable local and national data and will be adaptive to change;
7. collect and analyze data that shows benefit of participation and enrollment, quantity and quality of service inputs; priorities for services; types of activities; anecdotal and objective outcome data;
8. employ qualified and professional staff and ensure cultural sensitivities are considered;
9. create a mechanism for participants to provide feedback into the program's priorities and adapt the program/curriculum to appropriately address needed changes;

10. identify facilities of operations and neighborhoods where ADRD has its highest concentrations and potential to impact community residents;
11. host outreach engagements, meetings or community forums throughout the city to raise awareness of ADRD and resources;
12. are complete with evidence-based approaches, training curriculums, toolkits and resources for replication;
13. include outreach material that accurately reflects the programs, following DACL guidelines, in multiple languages; and
14. address isolation created by the experiences of those diagnosed with ADRD and caregivers of those diagnosed with ADRD.

Submitting an Application for the ADRD Award

Applicants are encouraged to submit applications based on the criteria listed in the scoring section. By submitting an application, the applicant agrees that the data presented in the application is considered non-confidential information and is subject to public disclosure and replication.

SECTION V	REVIEW AND SCORING OF APPLICATIONS
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Review of Applications

A qualified review panel will conduct a technical review of all applications. The panel may include, but will not be limited to, experts in the field of senior services; ADRD providers; and/or social service support providers. The review panel will read and score each applicant's proposal and make recommendations to the DACL Director for funding based on the review process. The DACL Director shall make final funding determinations. It is highly recommended that the applicant follows the same order (I through V below) to facilitate the review process since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application.

Scoring Criteria

Applications will be objectively reviewed against the following specific scoring criteria.

- I. The program overview and focus on ADRD has relevance to caregivers of people living with the disease and clear programmatic solutions to reduce caregiver burden; increase opportunities for socialization and respite; and includes toolkits or training curriculums for replication. **(20 points)**
- II. The program design includes proven best practices, preferably evidence-based, vetted by noted organizations such as but not limited to the Administration on Aging, Department of Aging and Community Living, and/or the Alzheimer's Association and is relevant to what has been previously attempted or being tested in the field of ADRD prevention and intervention **(20 points)**
- III. The proposal will increase outreach to disadvantaged neighborhoods, raise awareness, and educate communities about ADRD and steps to stop/slow/treat/prevent the disease. **(20 points)**
- IV. Manageability of the proposal, logical data in support of proposed program design, data collection methods, evaluation measures, and credibility and experience of management and staff relative to program implementation and administration. **(20 points)**
- V. Clear need for funding and allocation by cost categories with justification, Logic Model, work plan with Gantt chart, and risk mitigation strategy. **(20 points)**

Following an external and internal panel review of submitted programs, one or multiple applications may be considered for an award.

Total Maximum Score for Selection Criteria

100 points

Additional Suggestions:

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

Decision on Awards

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

Deadlines and Award Timeline

The award period is October 1, 2020 through September 30, 2021. Program continuation is based on DACL's determination of satisfactory progress during the initial period.

The RFA will be released on December 27, 2019. Deadline for submission is February 7, 2020, 4:00 p.m. EST. A Pre-Application Conference will be held on January 9, 2020, 2:00 p.m. EST at 500 K Street, NE, Washington, DC.

Electronic posting of the RFA will be on the DACL websites, www.dcoa.dc.gov, and on our new website www.dacl.gov and on the Office of Partnerships and Grants Development website, www.opgd.dc.gov no later than December 27, 2019.

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and three (3) copies of the application must be submitted in a sealed envelope or package marked “Application in Response to the Department of Aging and Community Living FY 2021 Alzheimer’s Disease and Related Dementias Competitive Grant Request for Applications.” Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Other forms of submissions **will not be accepted**.

Applications Delivered by Mail

Applications sent by mail must be in a sealed envelope or package conspicuously marked “Application in Response to Request for Applications for FY 2021 Alzheimer’s Disease and Related Dementia Competitive Grant Request for Applications,” addressed to DACL, 500 K Street, NE, Washington, DC 20002. Applications must be received by DACL on or before the deadline.

Applications Delivered by Hand/Courier Service

Hand-delivered applications must be taken to DACL in a sealed envelope marked “Application in Response to the Department of Aging and Community Living FY 2021 Alzheimer’s Disease and Related Dementia Competitive Grant.” Deliveries will be accepted at 500 K Street, NE, Washington, DC 20002 between 9:00 am and 4:30 pm daily, except Saturdays, Sundays, and District holidays.

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

Applications are due no later than 4:00 pm, EST, on February 7, 2020. All applications will be recorded upon receipt. Any additions or deletions to an application will not be accepted after the deadline.

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

**DACL
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

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

CHECKLIST FOR THE FY 2021 ALZHEIMER'S AND RELATED DEMENTIA DISEASE GRANT

- ☐ The application must be:
 - Printed on 8 1/2 by 11-inch paper
 - Double-spaced
 - Single-sided
 - Numbered pages
 - Use 12-point type (Times New Roman or Arial preferred)
 - Has a minimum of one-inch margins
 - Does not exceed 15 pages. The abstract, appendices, certifications, and assurances and attachments are not included in the page limit.

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

Additional Information

The following guidance documents are resources for each successful applicant and may be obtained from the:

- Department of Aging and Community Living website www.dcoa.dc.gov;
- Administration for Community Living website www.acl.gov;
- U.S. Administration on Aging website www.aoa.gov;
- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;

- D.C. Office on Aging State Plan (relevant portions only); and
- OMB Super Circular 200.

SECTION VII LIST OF ATTACHMENTS

- **Attachment A** Certifications
- **Attachment B** Assurances
- **Attachment C** Budget Summary Form and Narrative (includes sample narrative)
- **Attachment D** Outcome Measures Form (includes samples)
- **Attachment E** Application Receipt Form