



Government of the District of Columbia

Department of Aging and Community Living

REQUEST FOR APPLICATIONS



FISCAL YEAR 2020

SENIOR LGBTQ PROGRAM COMPETITIVE GRANT

The Department of Aging and Community Living (DACL) 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: April 5, 2019

Application Submission Deadline: May 17, 2019 at 4:00 p.m., EST

LATE APPLICATIONS WILL NOT BE ACCEPTED



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

Announces

A

PREAPPLICATION WORKSHOP

FOR

FISCAL YEAR 2020

SENIOR LGBTQ PROGRAM COMPETITIVE GRANT

April 9, 2019

2:00 p.m.

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

**For questions and registration, please contact:
Eric Manuel, Program Manager, 202-724-5622
Jennifer Adu, Program Analyst, 202-727-6601**

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- **Attachment F** Application Receipt Form



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



Office of the Director

April 5, 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 2020 Senior LGBTQ Program Competitive Grant Process. This letter highlights items in the application package that will be important to you in applying for this grant. You are encouraged to 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) who are Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) with quality programs, services, and activities in a safe, affirming, caring, welcoming, and healthy environment with professional and culturally-competent staff. Successful applicants will establish and/or enhance services that support LGBTQ seniors in citywide programs to help them remain independent, healthy, and connected to the community. Successful applicant(s) will be expected to plan and implement supportive programs in the following service areas: (1) responsive and adaptable citywide programs based on community assessed needs (2) outreach to LGBTQ community that raises awareness and access to DC-based programs, activities and services; and (3) reduce senior social isolation among the LGBTQ community through impactful activities and services, including but not limited to intergenerational, educational, cultural competency, and volunteer opportunities. Each project is expected to include a strong sustainability plan.

Please carefully consider the following provisions:

1. A total of \$150,000 is available to fund successful applicant(s) projects.
2. Eligible applicants include nonprofit and for-profit organizations, although for-profit organizations may not include profitmaking activities in their grant application.
3. Program narratives cannot exceed 15 pages. Applications with program narratives that exceed 15 pages will be returned to the applicant without review. Applications must also follow the format in Section III, Proposal Format provided in the application package.
4. Current and former DAACL grantees should note that prior performance is considered in final funding determinations.
5. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
6. All applicants must supply a Certification from the District of Columbia Office on Tax and Revenue that your agency is compliant with District of Columbia tax requirements.
7. All applicants must supply proof of payment of unemployment taxes from the District of Columbia Department of Employment Services.

8. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.
9. The successful applicants must provide a certificate of insurance(s) naming the District of Columbia as the *Additional Certificate Holder* and meet required district coverage limits.
10. All applicants must supply Minutes of Board of Director's meeting, signed by the President or Secretary of the Board authorizing the grantee to submit an application for funding to the DACL or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.
11. All applicants must submit a copy of the agency's most recent audited financial statement.
12. The successful applicant is expected to participate in community meetings for purposes of outreach, community feedback, and collaboration.
13. The successful applicant will make referrals to ward-based lead agencies that complements other long-term care programs and activities to enhance access to community living and ensure long-term and chronic care support options. The lead agencies help customers and their families simplify access to needed information, services, and assistance.
14. The project design must clearly define the community need through data and show the range of activities and services the applicant is proposing for customers using varied components and approaches including, but not limited to, innovative ways to serve LGBTQ seniors that take into account the diversity that exists within the community.
15. The successful project will show a model for inclusiveness that is open to all LGBTQ seniors citywide and tailored to their needs, wants, and preferences.
16. DACL strongly supports and encourages the use of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. The successful applicant is encouraged to use 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.
17. The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in Section VI - Instructions for Transmitting Applications. Applications submitted late will not be accepted. DACL is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

The RFA will be released on April 5, 2019. A pre-application conference will be held April 9, 2019, 2:00 pm at the DAFL headquarters first-floor conference room, and the deadline for submission is May 17, 2019, at 4:00 pm. Applications can be obtained from the Department of Aging and community Living, 500 K Street, NE, Washington, DC 20002. 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**

**Request for Applications (RFA)
Fiscal Year 2020 Senior LGBTQ Program Competitive Grant**

SECTION I GENERAL INFORMATION

The District of Columbia Department of Aging and Community Living (DACL) is the Single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the wellbeing of seniors ages 60 years and older.

Mission

The mission of the DACL is to advocate, plan, implement, and monitor programs in health, education, and social services which promote longevity, independence, dignity, and choice for older District residents (age 60 plus), people with disabilities (age 18 to 59), and their caregivers.

Introduction

DACL seeks to award grants to nonprofit or for-profit community-based organizations (although for-profit organizations may not include profitmaking activities in their grant application) that provide a full range of services to the District’s aging population. This RFA seeks applications to specifically to 1) plan and implement responsive and adaptive citywide LGBTQ senior programming based on community needs; 2) conduct outreach to LGBTQ seniors on programs and raise awareness about activities and services in DC that will meet their needs; and 3) reduce senior social isolation among the LGBTQ community through impactful programmatic activities and services, including but not limited to intergenerational, cultural competency, educational and volunteer opportunities.

Washington, DC is one of a few jurisdictions committed to creating programs by and for seniors who are LGBTQ. On October 2017, DACL formed the agency’s first informal LGBTQ Advisory Committee open to all District residents and stakeholders interested in being a member. This Advisory Committee was formed to accomplish the following:

- Advise DACL on key issues, solutions or ideas to meet the needs of LGBTQ seniors residing in the District of Columbia;
- Recommend priorities from the community that could lead to a new service opportunities; and
- Present to the DACL a report on strategies and solutions that would address the needs and goals of LGBTQ older adults in the District, including the recommendations for future funding opportunities.

The full report is provided in Attachment C - Resources in this RFA. Duplicating the effort of the LGBTQ Advisory Committee or implementing any or all the recommendations is **not** required

for this grant process. Consideration is suggested for the data and recommendations contained therein. Applicants are welcome to present other issues impacting the LGBTQ senior population and may propose other evidence-based programs or activities that support the target population based on local and national research and data.

Applicants may submit proposals to deliver quality services in one or all three service areas (1) responsive and adaptable citywide programs based on community assessed needs; (2) outreach to LGBTQ community that raises awareness and access to DC-based programs, activities and services; and (3) reduce senior social isolation among the LGBTQ community through impactful activities and services, including but not limited to intergenerational, educational, cultural competency, and volunteer opportunities. Applicants may also propose other service models or approaches using best practices that are built upon the success of similar programs in the US or internationally and that will enable LGBTQ to be connected, and engaged in the communities they know and love. Each project is expected to include a strong sustainability plan.

In addition to the LGBTQ Advisory Committee's Report, DACL recommends that the applicants access, read, and use as part of their application the findings of the DC 2017 LGBT Health Report by DC Health (formerly the DC Department of Health). This report can be accessed here: <https://dchealth.dc.gov/publication/dc-lgbt-health-report-2017>.

Applicants may review websites, empirical research, national/local reports, and engage in conversation with lead agencies and other DACL grantees to better understand needs of the seniors across wards, to avoid duplication of services, and to explore pooling of resources.

Eligible Organizations/Entities

Any public or private, non-profit agency, organization, or institution is eligible to apply. For-profit organizations are eligible, but may not include profit-making activities in their grant application. For-profit organizations may also participate as consultants to eligible public or private non-profit agencies. 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 DCAL through the DC Department of Employment Services.

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

Target Population

The target population for the Fiscal Year 2020 Senior LGBTQ Competitive Grant is individuals aged 60 and over, residing in the District of Columbia who are Gay, Lesbian, Bisexual, Transgender or Questioning. For the purposes of this grant process, DACL has used the definitions researched, tested and approved by the National Academies of Sciences, Engineering and Medicine, Institute of Medicine as well as used by DC Health (formerly the DC Department of Health). DACL expects all applicants to use these definitions when presenting their projects to appropriately describe the population being served.

Lesbian: As an adjective, used to refer to female same-sex attraction and sexual behavior; as a noun, used as a sexual orientation identity label by women whose sexual attractions and behaviors are exclusively or mainly directed to other women.

Gay: An attraction and/or behavior focused exclusively or mainly on members of the same sex or gender identity; a personal or social identity based on one's same-sex attractions and membership in a sexual-minority community.

Bisexual: One whose sexual or romantic attractions and behaviors are directed at members of both sexes to a significant degree.

Transgender: Refers to a diverse group of people who cross or transcend culturally defined categories of gender; increasingly used to encompass a family of gender-variant identities and expressions, but opinions of the term may vary by individual or geographic reason, or in the case of Two Spirit (see below), by tribe. The "T" in the LGBT acronym stands for transgender, which has traditionally been used as an umbrella term to identify individuals who do not conform to the

traditional notion of gender in which one's gender expression or desired expression is consistent with one's birth sex.

Questioning: The questioning of one's gender, sexual identity, sexual orientation, or all three is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons. The letter "Q" is sometimes added to the end of the acronym LGBT (lesbian, gay, bisexual, and transgender); "Q" can refer to either queer or questioning.

Queer: In contemporary usage, an inclusive, unifying sociopolitical, self-affirming umbrella term for people who are gay, lesbian, and bisexual, pan-sexual, transgender, transsexual, intersexual, gender, queer, or any other non-heterosexual sexuality, sexual anatomy or gender identity. Historically a term of derision for gay, lesbian and bisexual people.

Cisgender: Denoting or relating to a person whose sense of personal identity and gender corresponds with their birth sex.

Gender: Denotes the cultural meanings of patterns of behavior, experience and personality that are labeled as masculine or feminine.

Gender Expression: Denotes the manifestation of characteristics in one's personality, appearance and behavior that are culturally defined as masculine or feminine.

Gender Identity: Generally, refers to a person's basic sense of being a man or a boy, or a woman or a girl; gender identity can be congruent/incongruent with one's sex assigned at birth.

Heterosexual: Refers to individuals who identify as "straight" or whose sexual or romantic attractions and behaviors focus exclusively or mainly on members of the opposite sex or gender identity.

Homosexual: As an adjective, used to refer to same-sex attraction, sexual behavior or sexual orientation identity; as a noun, used as an identity label by some persons whose sexual attractions and behaviors focus exclusively or mainly directed to people of their same sex.

Intersex: Refers to individuals with atypical reproductive development, which results in chromosomal, gonadal, and/or anatomic sex that varies from typical development and that commonly presents at birth; atypical gender-role behavior is more common in children with these conditions, but developmental determinants of gender identity and/or sexual orientation are not well understood.

MSM: Males who have sex with males, but do not necessarily identify as gay or bisexual.

Sex: Biological construct, referring to the genetic, hormonal, anatomical and physiological characteristics on whose basis one is labeled at birth as either male or female.

Sexual and/or Gender Minority: People whose sexual orientations and/or gender identities/

expressions or reproductive development vary from traditional, societal and/or cultural norms; encompasses populations included in the acronym LGBT (lesbian, gay, bisexual, transgender) and those whose sexual orientation and/or gender identity varies or may not self-identify as LGBT.

Sexual Orientation: An enduring pattern of or disposition to experience sexual or romantic desires for, and relationships with, people of one's same sex (Lesbian or Gay), the other sex (Straight), or both sexes (Bisexual).

Stigma: The inferior status, negative regard, and relative powerlessness that society collectively assigns to individuals and groups that are associated with various conditions, statuses and attributes.

MTF: This acronym is used to identify a person born with male genitalia but who identifies as a female.

FTM: This acronym is used to identify a person born with female genitalia but who identifies as a male.

Transsexual: An individual who strongly identifies with the other sex and seeks hormones and/or sex reassignment surgery to feminize or masculinize the body; may live full time in the cross-gender role.

Two Spirit: Adopted in 1990 at the third annual spiritual gathering of GLBT Natives, the term derives from the northern Algonquin word niizh manitoag, meaning "two spirits" and refers to the inclusion of both feminine and masculine components in one individual.

Multiple Submission

Organizations may submit applications for up to three service areas. However, the applicant organization can only submit one proposal per service area. A separate application is required for each service area the applicant desires to apply for consideration.

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 a 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 2020, there is a total of \$150,000.00 available for the competitive grant process. Applicants may request funding in any amount up to the maximum funding level available for application(s) submitted.

Award Period

Award(s) will be for one (1) year beginning October 1, 2019, through September 30, 2020. 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 2020 Senior LGBTQ Program Grant for the targeted population. Applicants may use other funds to supplement the grant funds, but the grant funds cannot be used for any other activities other than approved program activities.

Use of funds is governed by applicable administrative 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 must demonstrate that they have at least three (3) months of 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. Applications that do not include proof of operational reserves will score low in the Budget and Fiscal Management Criterion (see Section V- Review and Scoring of Application).

Program income must be put back into the program to expand the services to more customers. Applicants shall clearly 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.

Donations

Customer donations are regarded as program income. The total projected income is then deducted from the net expenses to determine the amount to be requested in the application.

Cost Sharing

If cost sharing is implemented in a service component, it must be included in the application and approved by the DACL before it is implemented. Organizations shall not require cost sharing by a low-income older individual if the income of such 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 costs 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 customers 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 the DACL. At a minimum, the grantee will be required to report: the number of seniors enrolled and participating in activities, services and supports. A final report is required at the end of the grant period showing overall participation/enrollment data, participant feedback on their experience and satisfaction with the program(s), and examples of impact through qualitative stories of LGBTQ seniors receiving services.

Audits

DCOA 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, Office on Aging Audit Guide, 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 by the District of Columbia Department of Consumer and Regulatory Affairs. Grantees are required to schedule and pay for the use of independent auditors. A-133 audits may be scheduled and budgeted in the grant. Based on grant terms between the Grantee and the DCOA, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.**

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. 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 the 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 in accordance with established DACL policy. Successful applicants will show how their proposed personnel is culturally competent and experienced in working with the LGBTQ community, especially LGBTQ seniors.

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for three (3) years 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 participant’s initial 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.

The DACL staff will review grantee’s documentation that reflects organizational structure, policies and procedures, and recordkeeping for participants, services, and finances. Grant monitors will review monthly 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.

Contact(s): 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 information needed to describe their objectives and plans for services. It is important that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each application must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 15 pages. The program narrative should address the listed criteria. Specific technical scoring criteria are in Section V and should be reviewed carefully in preparing their narratives.
 - ❖ Description of the social and demographic characteristics and needs of LGBTQ seniors.
 - ❖ Description of how the needs or issues experienced by the LGBTQ senior community specifically tie to the services being proposed. This may include consideration made of the LGBTQ Advisory Committee Report findings.
 - ❖ Background and experience of the entity applying for the grant in working with the LGBTQ community.
 - ❖ 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;
 - key milestones, projected timeline (by month), and associated activities;
 - plan for making services accessible citywide to all LGBTQ seniors, including low and moderate income seniors, across the city;
 - plan for outreach and coordination with existing services, including at a minimum the relevant lead agency (or lead agencies); and,
 - Performance Outcomes that will reflect the number of seniors expected to be served by the end of the grant.
 - ❖ Organizational Capability and Relevant Experience
 - Successful and related programmatic experiences including any prior evaluations, survey results, or other objective measures.
 - Ability to timely and accurately meet program reporting requirements such as writing and financial reports.
- **Program Budget** should clearly demonstrate how funding will support the project over a 12-month period. Budget allocations should clearly align with the goals and objectives to be achieved by the program. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls

are maintained in managing funds. A sample budget narrative is in Attachment D 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, 2018, 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 resume and/or 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 a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The reviewers will not review applications that do not conform to all these requirements.

Service Objective

This Request for Application (RFA) seeks to identify qualified applicant(s) to provide LGBTQ seniors with quality programs, services, and activities to help them remain independent, healthy, and connected to the community. Successful applicants will deliver quality services in one or all three service areas (1) responsive and adaptable citywide programs based on community assessed needs; (2) outreach to LGBTQ community that raises awareness and access to DC-based programs, activities and services; and (3) reduce senior social isolation among the LGBTQ community through impactful activities and services, including but not limited to intergenerational, educational, cultural competency, and volunteer opportunities. The successful applicant will identify and recruit at minimum of 25 LGBTQ participants per service area in which programs are being proposed. However, please note that depending on the program being proposed, the successful applicant will show how the program will achieve the appropriate participant-levels. The successful applicant will identify ways to not duplicate resources or effort by other services in the city.

Service Responsibilities

Applicants responding to this request for application are responsible for delivering quality services to the targeted population. Provision must be made in the application to make services available to LGBTQ seniors and especially those who are low and moderate-income seniors and/or at risk of social isolation in three areas of service. The successful applicant should ensure programs are conducted in accessible and uplifting facilities where applicable. The following areas of service contain programing ideas and expectations for consideration when developing services to be performed under each service area.

Area One - *Design, Plan, and Implement Responsive and Adaptive Citywide LGBTQ Programs and Services*

The Applicants is responsible for ensuring the program reflect the needs and desire of the population. The structure of the program presents a safe and healthy environment. Staff hires should, where possible, reflect the targeted population.

The successful applicants must develop a plan and engage all staff in cultural competency training that include education about the LGBTQ community. Programs can offer but are not limited to the following:

- rapid response to resolving issues that occur in the LGBTQ community, social services, practical support and network building;
- nutrition and health;
- social economic empowerment;
- leadership and education; or
- developing a city-wide LGBTQ village.

The program(s) should be built on strong local and national data and adaptive to changes. The successful grantee must collect and analyze data that shows program participation rates; quantity of service rendered; priorities for services; types of activities; anecdotal and objective outcome data related to the program benefit via satisfactory surveys on other evaluative methods. Applicant(s) is responsible for developing programs and activities schedules; employing qualified and professional staff and ensure cultural sensitives are considered; and creating a mechanism for participant to provide feedback into the programs priorities and adapting the program to appropriately address needed changes.

Area Two - *Conduct Outreach To LGBTQ Seniors To Raise Awareness Of Available Services and Supports*

Applicants are encouraged to consider models of service provision and other creative uses of volunteer or paid staff to share resources, and opportunities for engagement within the LGBTQ community. Outreach services should include but are not limited to:

- development and implementing an outreach plan that raises awareness of resources that meets the needs of LGBTQ senior residents;
- identify facilities of operations and neighborhoods where LGBTQ seniors can access programming across the city. City quadrants are allowed as long as the facilities are convenient and accessible via public transportation;
- The successful applicant will attend outreach engagements, meetings and community forums throughout the city to identify new resources, networks and partnerships to support programs and activities;
- The successful applicant will engage senior in lively activities that promote awareness of challenges and achievements occurring in the LGBTQ community;
- The successful applicant must maintain a listing/database of resource to include but not limited to: need to know emergency numbers, contractors, housing vacancies and other preferable listing to help seniors stay in their homes; and
- The successful applicant will develop outreach material that accurately reflects the programs, following DACL guidelines, preferably in multiple languages.

Area Three – *Combating Loneliness and Social Isolation*

The successful applicant will work to increase the number of people moving out and about to engage in social activities that combat negative health outcomes. Programs should be robust and stigma free including but not limited to:

- developing programs that increase help for vulnerable seniors and their caregivers overcome the barriers of isolation created by living alone, single with no children, or estranged from family of origin;
- developing programs or techniques or blueprints that focus on creating acceptance in a healthy and caring space for service providers;
- creating paths to open access to adequate health care, and eliminate exclusion from programs that may increase likelihood of living alone or contributing to economic insecurity for older LGBTQ people;

- create social engagement activities that foster security and openness to share with confidentiality;
- use technology to increase connectedness of homebound LGBTQ seniors or provide visual access to monitor loved ones over the miles;
- Create intergenerational opportunities and program involvements to share stories;
- build partnerships and networks with community merchants, organizations and agencies to highlight LGBTQ seniors advocacy, talents and accomplishment; and
- Create support groups and outings for engagement and networking.

Staffing

Key staff for the grant may include paid regular volunteers or staff who are culturally competent and experienced in working with the LGBTQ community and seniors. Position descriptions and resumes must be provided for all staff positions, whether filled by paid staff or regular volunteers.

Performance Measures Reporting

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

- The unduplicated number of seniors recruited and served;
- The number of seniors for whom social isolation risk was mitigated; and
- Customer service satisfaction on the overall quality of the program and services. A survey must be developed, and its results shared with DACL halfway through the grant period and at the end of the grant period.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review of Applications

A qualified review panel will conduct a technical review of all applications. The panel may include experts in the field of senior services, the LGBTQ population, private providers, disabilities and low income issues. 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. In completing its program narrative, it is highly recommended that the applicant follows the same order (I through VII below) to facilitate the review process since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application.

Scoring Criteria

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

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

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

1. The extent to which the goals, objectives, timeframes and outcomes to be achieved by the proposed project are clearly specified and measurable. (7 points)
2. The extent to which the design of the proposed project is responsive and adaptive in design, based on best or promising practices and appropriate to, and will successfully address, the needs of LGBTQ seniors. (8 points)
3. The extent to which the design for the proposed project will result in information to guide its impact and need for expansion and/or replication. (3 points)
4. The adequacy of procedures for ensuring feedback from diverse perspectives, including participants, beneficiaries of services, the community, business, the Senior Service Network, caregivers, volunteers, and partners. (6 points)
5. The adequacy of procedures for continuous improvement and quality control in the operation of the proposed project. (3 points)

II. Responsiveness and Adaptiveness in Project Design and Potential Impact (12 points)

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

1. The extent to which the design of the proposed project reflects up-to-date knowledge from research, effective practice, particularly on the needs of LGBTQ seniors and uses data driven criteria to support the program benefits and outcome effectiveness. (4 points)
2. The extent to which the proposed project presents use of volunteer and other cost-saving resources. (2 points)
3. The extent to which the proposed project presents an opportunity for reducing and/or eliminating senior social isolation among the LGBQ community. (6 points)

III. Plan of Operation (18 points)

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

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (5 points)
2. The extent to which the services will be accessible to LGBTQ seniors across the city, especially those with low and moderate-incomes and/or at highest risk of isolation. (7 points)
3. The extent to which the time commitments of key project personnel, including key volunteers, are reasonable and adequate to meet the objectives of the proposed project. (6 points)

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

1. The applicant demonstrates the relevant knowledge and experience to serve the target population including successful programmatic performance with District government, the federal government, or other entities with prior grants or contracts by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (4 points)
2. The adequacy and appropriateness of its outreach plan and intent to collaborate with DACL, other service providers, community-based organizations, and the community as a whole in serving the target population. (4 points)
3. The applicant demonstrates the capacity to timely and accurately meet program reporting requirements including but not limited to monthly narrative and financial reports. (2 points)

V. Key Personnel (8 points)

In determining the quality of the project's key personnel, the review panel will consider the qualifications, including relevant training (such as LGBTQ cultural competency) and experience, of key personnel, including key volunteers, if applicable in working with the LGBTQ community, especially LGBTQ seniors. (8 points)

VI. Budget (10 points)

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

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

VII. Adequacy of Resources (15 points)

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

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

Total Maximum Score for Selection Criteria

100 points

Additional Suggestions:

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

Decision on Awards

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

SECTION VI - INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and three (3) copies of the application must be submitted in a sealed envelope or package evidently marked "Application in Response to the Department of Aging and Community Living *FY 2020 LGBTQ Senior Programming* Competitive Grant Request for Applications." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

Applications Delivered by Mail

Applications sent by mail must be addressed to the (DACL) in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for *FY 2020 LGBTQ Senior Programming* Competitive Grant Request for Applications," Department of Aging and Community Living (DACL), 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach DACL by the deadline date.

An application must show proof of mailing with guaranteed delivery date and time consisting of one of the following:

- (1) A dated shipping label, invoice, or receipt from USPS or a commercial carrier, including guaranteed delivery date and time prior to deadline.
- (2) Any other proof of mailing acceptable to the government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered.

Applications Delivered by Hand/Courier Service

Hand delivered applications must be taken to the District of Columbia Department of Aging and Community Living (DACL) in a sealed envelope marked "Application in Response to the Department of Aging and Community Living (DACL) *FY 2020 LGBTQ Senior Programming* Competitive Grant." Deliveries will be accepted at DACL, 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 May 17, 2019. All applications will be recorded upon receipt. Applications **will not be accepted after 4:00 pm EST, May 17, 2019.** Any additions or deletions to an application will not be accepted after the deadline.

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

**Department of Aging and Community Living (DACL)
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

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

Checklist for Applications

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using the 12-point type with a minimum of one-inch margins.
- ❑ The application narrative does not exceed 15 pages. The budget, appendices, and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The applicant has responded to all sections of the Request for Applications.
- ❑ The Certifications and Assurances listed in Attachments A and B are complete.
- ❑ The program budget is complete and complies with the Budget format listed in Attachment D of the RFA.
- ❑ The program outcome measures form is filled out in Attachment E.
- ❑ Certifications from the DC Department of Consumer and Regulatory Affairs and DC Office of Tax and Revenue or the Certification, as applicable, are included.
- ❑ The relevant appendices, including program descriptions, staff qualifications, personnel resumes, and other supporting documentation are enclosed.
- ❑ There are three (3) copies and the original totaling four (4) applications for submission.
- ❑ The application is submitted with two original receipts, found in Attachment F, attached to the outside of the envelopes or packages.

Additional information

The following guidance documents are provided to assist you in preparing your applicant and may be obtained from the DACL or the U.S. Administration on Aging website www.aoa.gov:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging Audit Guide; and
- D.C. Department of Aging and Community website at: <https://dcoa.dc.gov/>
- DC 2017 LGBT Health Report by DC Health (formerly the DC Department of Health). This report can be accessed here: <https://dchealth.dc.gov/publication/dc-lgbt-health-report-2017>.

SECTION VII – LIST OF ATTACHMENTS

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