

## **OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA**

### **REQUEST FOR APPLICATIONS**

#### **Grant to Promote District of Columbia Voting Rights and Statehood**

**Release Date: Monday, May 1, 2017**

**Application Due Date: Monday, May 29, 2017**

#### **SECTION 1: FUNDING OPPORTUNITY**

Effective May 1, 2017, the Office of the Secretary, pursuant to the City-Wide Grants Manual and Sourcebook (Section 7.2) issues the Request For Application (RFA) entitled Grant to Promote District of Columbia Voting Rights and Statehood to provide all eligible applicants the opportunity to submit specific program activities that educate Americans about Mayor Muriel E. Bowser and the New Columbia Statehood Commission's initiatives to achieve full voting rights in the United States Congress, and, ultimately, statehood for the District of Columbia. This RFA will be open on May 1, 2017 and will close on May 29, 2017 at Noon.

#### **Background**

The residents of the District of Columbia serve in the military and pay federal taxes but continue to lack full democracy and the rights that residents of other states and municipalities enjoy, including autonomy from congressional oversight and obstruction, voting representation in Congress and statehood.

The District of Columbia Home Rule Act of 1973 provided limited "Home Rule" for the District by allowing election of a Mayor and Council of the District of Columbia. Since the inception of Home Rule, the District's elected officials and various groups have pursued strategies to raise awareness and work towards achieving voting representation in the U.S. House of Representatives and U.S. Senate and statehood. Yet democracy for the District has been derailed by the Charter itself, the courts, non-germane proposals restricting the District on must-pass Congressional legislation, riders on appropriations bills, and insufficient support for enactment of various budget autonomy and statehood proposals in the United States Congress.

For over a decade, the District has allocated funds to nonprofit organizations for educating citizens around the nation and pursuing strategies that highlight the continued lack of full democracy in the nation's capital. In addition, since 1990, District residents have elected a "shadow" delegation to Congress in order to promote statehood, and District residents have voted for, and the Mayor has supported, amending the Charter to

allow for budget autonomy. The DC Council established the New Columbia Statehood Commission in 2014, adding to the District's advocacy for full democracy.

The Office of the Secretary is charged with responsibility for managing the funds allocated for voting rights and statehood initiatives for District residents. The Fiscal Year 2017 Budget authorized \$200,000 for the Office of the Secretary to issue competitive grants to promote voting rights and statehood.

### **Purpose of the Program**

The objective of this grant is to strengthen awareness for District representation in Congress and statehood for the District of Columbia. This effort will require outreach, canvassing, and measurement of support of elected officials and residents across the country and visitors to the nation's capital. The ultimate goal of this program is that the grantee(s) increase congressional and nationwide support for self-determination for the District of Columbia including, but not limited to, voting rights in Congress and statehood.

This program is funded with FY2017 funds, which must be expended by September 30, 2017, with a full accounting provided to the Office of the Secretary no later than December 31, 2017.

## **SECTION II: AWARD INFORMATION**

\$200,000 in District of Columbia funds will be available on a competitive basis as follows:

- A. 30% of the funds will be awarded on a competitive basis to an organization or organizations dedicated specifically to engaging youth (high school, college students and/or graduate students or other young adults) in civics, government, and/or voting rights in innovative ways by raising awareness through campaigns that include a branding and messaging strategy that include social media, print media, and other forms of communications. Such dedication can be evidenced by the organization's purpose, or through dedicated programming within the organization aimed at youth engagement.
- B. 70% of the funds will be awarded to a non-profit organization or organizations that engage in general or targeted public education, organizing, or legal strategy to educate and raise awareness for the lack of voting rights and statehood for the District of Columbia.

The release date of this Request for Applications (RFA) is May 1, 2017. This grant process conforms to the guidelines established in the District's City-Wide Grants Manual and Sourcebook (which is available at <http://opgs.dc.gov>).

All funds will be disbursed upon award of the grant, with a report and budget accounting required to be filed by September 30, 2017, and a final report due no later than December 31, 2017. All proposals must include a detailed description of how the funds will be spent, as well as a project plan, timeline, and metrics associated with tasks outlined in the proposal. Creative proposals (which include fresh ideas) that specifically address the requirements for an award are required to ensure success. Proposals that do not contain all requested information will not be considered.

### **SECTION III: ELIGIBILITY INFORMATION**

Eligibility for this grant is restricted to:

- A. Nonprofits (with or without a 501(c) (3) certification) and community-based organizations with a current District of Columbia business license, a “Clean Hands” certification that the organization does not owe money to the District or Federal government, and no outstanding or overdue final reports for grants received from the District government for similar purposes.
- B. Organizations with a history of advocating for democracy and self-determination for the District of Columbia include, but not limited to, District voting rights and statehood.
- C. Organizations with a financial track record and who are not reliant on another organization under a fiscal agent arrangement.

### **SECTION IV: APPLICATION AND SUBMISSION INFORMATION**

This Request for Applications is posted at <http://os.dc.gov> and <http://opgs.dc.gov>. Requests for copies of this RFA and inquiries may be submitted to: Office of the Secretary of the District of Columbia, 1350 Pennsylvania Avenue, NW, Suite 419, Washington, DC 20004 or [secretary@dc.gov](mailto:secretary@dc.gov), or 202-727-6306.

#### **Application Forms and Content**

**All applications will be judged against the following requirements:**

- 1. All proposals must be written in clear, concise and grammatically correct language. Narratives shall not exceed 2,500 words and must include answers to all the requirements specified in this Request for Applications.
- 2. There is no set form on which applications must be written, but please be clear and brief.
- 3. The grant applicant shall focus efforts on education and outreach to residents of the 50 States, and not just members of Congress. Funds shall not be used to lobby directly or through grassroots advocacy, for or against particular pieces of legislation.
- 4. Grant applicants’ efforts shall not significantly consist of paid media advertisements.

5. No more than 25% of awarded funds can go to pay for salaries.
6. Proposal must be specific as to how funds will be expended including:
  - a. Names and resumes of all staff and consultants proposed to work on the program.
  - b. Justification of the need for grant funds.
  - c. Specific activities for which funds will be used.
  - d. Proposed line item budget.
  - e. Agreement to submit all deliverables listed in section VI.
  - f. Specific performance metrics and evaluation plans.
  - g. Thorough timeline and benchmarks.
7. All certifications listed in the Application Process section **must** be included or the application will be disqualified.

### **Application Process & Requirements**

Responses to this Request for Application shall be submitted via email to [secretary@dc.gov](mailto:secretary@dc.gov) or hard copy delivered to the Office of the Secretary, 1350 Pennsylvania Avenue, NW, Suite 419, Washington, DC 20004. Applications delivered to the Office of the Secretary must be date stamped no later than Noon on May 29, 2017.

The following criteria for all applications must be met. Applications that do not meet the requirements specified below will be disqualified from consideration:

1. All proposals shall include only written narrative without any additional input (such as DVDs, video, etc.).
2. All files submitted shall be in any of the following formats: MS Word2003 or 2007, PDF, MS Excel, HTML, MS Publisher or any format compatible with those mentioned.
3. The following is required, but are not included in the 2,500 word narrative:
  - a. The EIN, also called the Federal Tax ID number of the organization;
  - b. The website and main contact information for the organization;
  - c. A list of the current Board of Directors including affiliation and contact information;
  - d. Biography or resume of all proposed project staff; and
  - e. A copy of the organization's most recent Form 990 submission to the Internal Revenue Service.
4. Copy of the most recent and complete set of audited financial statements available for the organization. If audited financial statements have never been prepared due to the size or newness of an organization, the applicant must provide an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.

5. If the applicant is a 501 (c) (3), evidence of 501(c) (3) status, a current business license, and copies of any correspondence received from the IRS within the three (3) years preceding the grant application that relates to the organization's tax status (*e.g.*, suspension, revocation, recertification, etc.)
6. Application narrative shall be accompanied by a "Statement of Certification," the truth of which is attested to by the Executive Director or the Chair of the Board of Directors of the applicant organization, which states:
  - a. The individuals, by name, title, address, email, and phone number who are authorized to negotiate with the Office of the Secretary on behalf of the organization;
  - b. That the applicant is able to maintain adequate files, records, and can meet all reporting requirements;
  - c. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditure; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
  - d. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia or is in compliance with any payment agreement with OTR;
  - e. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
  - f. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
  - g. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the program, or the ability to obtain them;
  - h. That the applicant has the ability to comply with the required performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
  - i. That the applicant has a satisfactory record performing similar activities as detailed in the award;
  - j. That the applicant has a satisfactory record of integrity and business ethics (Clean Hands Certificate);

- k. That the applicant is in compliance with the applicable District licensing and tax laws and regulations (Clean Hands Certificate);
- l. That, if the applicant has previously won a similar award from the District of Columbia government, it has submitted all reports due and owing;
- m. That the applicant complies with provisions of the Drug-Free Workplace Act;
- n. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
- o. The applicant agrees to indemnify, defend, and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/ or liability arising out of this grant from any cause whatsoever, including the acts, errors, or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law; and
- p. If any of the organization's officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:
  - i. Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
  - ii. Been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Timeline**

All applications shall be submitted by email to [secretary@dc.gov](mailto:secretary@dc.gov) or delivered to the Office of the Secretary, 1350 Pennsylvania Avenue, NW, Suite 419, Washington, DC 20004 no later than Noon on Monday, May 29, 2017. The Office of the Secretary is not responsible for misdirected email or late deliveries.

### **Terms and Conditions**

1. Funding for this award is contingent on the continued funding from the grantor, including possible funding restrictions pursuant to the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341,1342,1349-51, and 1511-1519 (2004); the District Anti-Deficiency Act, D.C. Official Code §§ 1-206.03(e), 47-105, and 47-355.01-355.08 (2001); and Section 446 of the District of Columbia Home Rule Act, D.C. Official Code § 1-204.46 (2014 Repl.). Nothing in this Request for Applications shall create an obligation of the District in anticipation of an appropriation by Congress and/or the Council of the District of Columbia (the "Council") for such

- purpose as described herein. The District's legal liability for any payment pursuant to this RFA shall not arise or obtain in advance of the lawful availability of appropriated funds for the applicable fiscal year as approved by Congress and/or the Council, and shall become null and void upon the lawful unavailability of such funds under these or other applicable statutes and regulations.
2. The Office of the Secretary reserves the right to accept or deny any or all applications if the Secretary determines it is in the best interest of the government to do so. The Secretary shall notify the applicant if it rejects an applicant's proposal. The Secretary may suspend or terminate an outstanding RFA pursuant to the policies set forth in the City-Wide Grants Manual and Sourcebook.
  3. The Office of the Secretary reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
  4. The Office of the Secretary shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
  5. The Office of the Secretary may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
  6. The Office of the Secretary may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
  7. To receive an award, the selected grantee shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder (if applicable), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies (except the workers' compensation, errors and omissions, and professional liability policies) that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors, and subcontractors.

8. To receive an award, the selected grantee must submit a completed IRS Form W-9 and a banking ACH form from the District of Columbia with the signed Notice of Grant Agreement (NOGA).
9. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **SECTION V: APPLICATION REVIEW INFORMATION**

All proposals will be reviewed by a panel selected by the Secretary of the District of Columbia and may include reviewers from the Executive Office of the Mayor as well as outside reviewers. The ratings awarded each applicant shall be public information and shall be made based on the following criteria:

1. Demonstrated ability to make progress toward increasing nationwide awareness of the lack of DC voting rights and statehood for the District during the grant period: 50%;
2. Specificity and feasibility of proposed activities: 25%;
3. History of effectively supporting democracy and statehood efforts: 10%; and
4. Specificity of performance measures: 15%.

## **SECTION VI: AWARD ADMINISTRATION INFORMATION**

Grant award (s) will be announced on the Office of the Secretary website no later than 5:00 P.M. on Monday, June 12, 2017. Unsuccessful applicants will be notified by email at the address from which the application was sent (unless otherwise specified) prior to the announcement of the winners. Disbursement of grant funds will occur as soon as practicable following the announcement of the selection of the awardee(s).

### **Deliverables**

Project requirements that must be submitted on or before due dates include:

1. A project plan with detailed expense projections for the amount requested. (Due within 15 calendar days of grant award.)
2. Progress report detailing expenditures to date and summary of work completed shall be included with the final report due December 31, 2017.
3. Expenditure of grant funds before September 30, 2017.
4. A final report provided by the grant recipient(s) no later than December 31, 2017. The close out or final report shall include detailed accounting of all expenditures for each project and summary of work completed under the grant.

**SECTION VII: AGENCY CONTACT**

All inquiries regarding this Request for Applications should be directed to:

Lauren C. Vaughan  
Secretary of the District of Columbia  
Office of the Secretary of the District of Columbia  
13501 Pennsylvania Avenue, NW, Suite 419  
Washington, DC 20004  
[Secretary@dc.gov](mailto:Secretary@dc.gov)  
202-727-6306