

Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



FISCAL YEAR 2013

**MINI-CHALLENGE GRANTS:
EAST OF THE RIVER AGING IN PLACE**

**The D.C. Office on Aging Invites the Submission of Applications for Funding under DC
Law 1-24, as amended**

RFA Release Date: May 10, 2013

Application Submission Deadline: June 7, 2013, 4:30 p.m., EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED



**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A

PREAPPLICATION WORKSHOP

FOR

**FISCAL YEAR 2013
MINI-CHALLENGE GRANTS:
EAST OF THE RIVER AGING IN PLACE**

Friday, May 17, 2013

10:00 a.m.

500 K Street, NE

Washington, DC 20002

**For questions, please contact:
Courtney Williams, Community Planner or
Brenda Turner, Program and Grants Manager
202-724-5622**

TABLE OF CONTENTS

	<u>Page</u>
Letter from the Director	2
Applicant Profile	3
SECTION I GENERAL INFORMATION	
Mission	4
Introduction	4
Criteria for Funding	5
Eligible Organizations/Entities	5
Target Population	5
Resources	6
Reporting	6
Source of Grant Funding and Payment Processes	6
Award Period	6
Grant Awards and Amounts	6
Matching Funds	7
Performance Measures	7
Contact Persons	7
SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS	
Use of Funds	8
Audits	8
Certified Business Enterprise Requirements	8
Staffing	9
Records	9
Monitoring	9
SECTION III PROPOSAL FORMAT	
Applicant Profile	10
Program Narrative	10
Program Budget	11
Certifications and Assurances	11
Appendices	11
SECTION IV PROGRAM SCOPE	
Service Objectives	13
Service Responsibilities	13
Staffing	13
Sustainability	13

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review of Applications	14
Scoring Criteria	14
Decision on Awards	16

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATION

Applications Delivered by Mail	17
Applications Delivered by Hand/Courier Service	17
Checklist for Applications	19
Additional Information for Successful Applicants	20

SECTION VII LIST OF ATTACHMENTS

- **Attachment A** Certifications
- **Attachment B** Assurances
- **Attachment C** Resources
- **Attachment D** Certification for Unincorporated Organizations
- **Attachment E** Budget Summary
- **Attachment F** Commission on Aging Members in Ward 7 and 9
- **Attachment G** Action Steps, Timeline and Project Milestones
- **Attachment H** Application Receipt Form
- **Attachment I** Maps of Wards 7 and 8
- **Attachment J** Population 60 years and Older by Wards and Percentage



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



Office of the Executive Director

May 10, 2013

Dear Applicant:

Thank you for your interest in applying for a grant under the DC Office on Aging (DCOA) Mini-Challenge Grant: East of the River Aging in Place (ERAP). This letter describes new grant opportunity for incorporated and/or forming non-profit organizations to develop, innovative services that will enable seniors to age in place. A few items in the application package are highlighted below.

Eligible applicants include nonprofit corporations and organizations that have applied for nonprofit incorporation, whose mission is to provide and coordinate services for residents, including seniors 60 years of age and older. Services will be carried out in a delineated neighborhood East of the River in Washington, DC, using a “Senior Village” model or other models to provide *new* services that enable seniors to age in place.

- ❖ A total of \$30,000 is available for funding two (2) grants not to exceed \$15,000 each to plan, develop and implement new aging in place senior services in Wards 7 and 8 in the District of Columbia.
- ❖ All proposals must include provisions for serving low and moderate income seniors in the neighborhoods EAPR communities of Wards 7 and 8 through such means as a sliding scale, membership fee scholarships or waiver, or volunteer pool concept (contribute time to earn services) or other methods. No match contribution is required.
- ❖ The Mini-Challenge grants are three months grant. The award period is July 1, 2013 through September 30, 2013.
- ❖ All funds must be encumbered and services received before the end of the award period.

For additional information regarding this application package, please contact Brenda Turner, Program and Grants Manager at (202) 724-5622.

Sincerely,

John Thompson, Ph.D, FAAMA.
Executive Director

500 K Street, N.E., Washington, D.C. 20002 (202) 724-5622

Applicant Profile

**D.C. Office on Aging
FY 2013 Mini-Challenge Grant: East of the River Aging in Place**

Applicant Name: _____

TYPE OF ORGANIZATION

Non-Profit _____ **Unincorporated Association*** _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

E-Mail: _____

Website URL: _____

D.U.N.S. Number: _____

Tax Identification Number: _____

Delineated Neighborhood: _____

Program Description: _____

Total Program Cost: \$ _____

DCOA Grant Funds \$ _____

Applicant Funds \$ _____

* Unincorporated entities must have applied for nonprofit corporation as of date of submission of this application

**District of Columbia
Office on Aging**

**Request for Applications (RFA)
Fiscal Year 2013 Mini-Challenge Grant: EOR Aging in Place**

SECTION I GENERAL INFORMATION

The Office on Aging 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 welfare of the aged (defined as those persons 60 years of age and older) in the District of Columbia.

Mission

The mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity and choice.

Introduction

The Office on Aging provides grants to nonprofit community-based organizations to provide a full range of services to the aging population in the District of Columbia. This RFA seeks applications to develop and support *new services* that enable seniors 60 years and older in a specific neighborhood to age in place---to enjoy safer, healthier and more independent lives in their own homes in the community. Applicants may use a “Senior Village” model or other innovative service model to provide services to seniors. Agencies that are part of the DC Office on Aging (DCOA) Senior Service Network may apply for aging in place grant funds, but may not request funding for any service that they provided in FY 2013 regardless of funding source or for any service that is included in any other proposal to DCOA for FY 2014.

The “Village” concept developed in the Beacon Hill community of Boston, Massachusetts, by residents forming a neighborhood membership association that assisted seniors in that neighborhood by partnering with and connecting them to providers of such services as social and cultural activities, exercise opportunities, transportation assistance, household and home maintenance services, as well as, medical care and assisted living at home. As a nonprofit membership organization, Villages can provide these programs and services more cost-effectively than most conventional retirement communities can, enabling seniors to age in place in their homes. In the District of Columbia, this new, innovative, grass roots concept has garnered tremendous attention among various neighborhoods and residents across the city. There are more than thirteen (13) villages either being planned, formed, or implemented in the city.

Duplicating the senior village model is not required for this grant application. Other models that deliver aging in place services are encouraged. Applicants that are not forming a neighborhood village may propose other service models and best practices that enable seniors to age in place, including but not limited to: volunteer services in or around the home; transportation assistance with or without escorts; caregiver assistance; and/or a buddy system that matches seniors with others to meet specific needs.

Criteria for Funding

All applications for funding under the Mini-Challenge Grants: ERAP competition will be evaluated as new submissions according to the selection criteria published herein.

Eligible Organizations/Entities

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. An individual or organizing committee of no more than three (3) individuals that has filed for nonprofit corporation status (hereinafter referred to as an unincorporated applicant) is eligible to apply provided that it:

- provides a certification signed by at least 25 residents 60 years and older of the delineated neighborhood that they are interested in forming and becoming a member or service participant of that entity (See sample format, Attachment D);
- identifies the individual(s) from the delineated neighborhood authorized to represent the proposed entity for purposes of applying for and carrying out this grant until such time as corporate status is obtained; and
- provides evidence that they have applied for incorporation as a non-profit corporation as of the date of submission of the application.

Agencies that are part of the DC Office on Aging (DCOA) Senior Service Network may apply, but may not request funding for any service that they provided in FY 2013 regardless of funding source or for any service that is included in any other proposal to DCOA for FY 2014.

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

Target Population

The target population for this RFA are individuals aged 60 and over, residing in neighborhoods of Wards 7 and 8 in the District of Columbia and will include provisions for low and moderate income seniors in the targeted neighborhoods of service. The proposal must identify by street boundaries the delineated neighborhood to be served.

Resources

A list of some resources that applicants may wish to explore is attached as Attachment C. Applicants must coordinate with the lead agency in the appropriate ward(s) to determine the needs of the seniors in the ward and the delineated neighborhood to avoid duplication of services and to explore pooling of resources. For example, if multiple villages in a ward apply for grants,

they may wish to work with their lead agency or with each other for programmatic or administrative support.

Applicants are encouraged to consider innovative models of service provision, such as a buddy system, timebank or volunteer credits where participants provide a service to earn the right to obtain other services, and other creative uses of volunteer or paid staff.

The successful applicant are encouraged to coordinate with the Aging and Disability Resource Center (ADRC) to obtain and provide information about services available to seniors. ADRC is an entity located at the DC Office on Aging and is quartered at located at 500 K Street N.E and each lead agency is satellite sites of the ADRC. Its purpose is to coordinate services and assistance for older adults and younger persons with disabilities. The DC ADRC serves as a “one stop shop” helping customers and their families simplify access to needed information, services, and assistance.

Reporting

The successful applicant will be required to provide monthly narrative and financial reports in a prescribed format to the DCOA. At a minimum, the grantee will be required to report the number of members (for senior villages), number of seniors receiving services, types amount of services provided, and achievements in meeting planning and capacity building goals and objectives. A final report is required at the end of the grant period.

Source of Grant Funding and Payment Processes

District appropriated funds to the Office on Aging are made available through a cost-reimbursement method using a standard monthly financial form (M-1 Financial Report) and DCOA financial procedures. Costs must be reasonable, allocable to this grant, and allowable, under the Cost Principles in OMB Circular A-122, 2 CFR Part 230.

Award Period

The Mini-Challenge Grant: ERAP awards are three-month awards beginning July 1, 2013 through September 30, 2013.

Grant Award and Amounts

In fiscal year 2013, there is a total of \$30,000.00 available for two awards: One in Ward 7 and the other in 8 at \$15,000.00 each.

Matching Funds

There is no match required for this grant.

Performance Measures

The Government of the District of Columbia has adopted performance based budgeting for all programs and services. As this grant encourages the development and provision of services for newly incorporated senior villages or new aging in place services, DCOA has not established detailed performance measures for the services provided. Nevertheless, each successful applicant will be required to develop clear objectives and quantifiable outcomes as part of its request. A final report on outcomes is required at the end of the grant period including at minimum:

- The unduplicated number of seniors served;
- The number of seniors who remained in their homes during the grant period as a result of receiving aging in place services; and
- For senior villages, the number of members recruited during the grant period.

Contact Persons:

For further information, please contact Brenda Turner at 202-724-5622.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Funds made available under this grant may be used only to support the District of Columbia FY 2013 Mini-Challenge Grant: ERAP for the target population of seniors 60 years and older who reside in the District of Columbia.

Use of funds are governed by applicable administrative and costs requirements governing allocable, allowable and reasonable costs in OMB Circulars A-110 and 122, 2 CFR Parts 215 and 230.

Audits

The District of Columbia Office on Aging (DCOA) **requires all grantees (except agencies and universities of the District of Columbia) to have an annual independent financial audit.** The audit must be conducted in accordance with generally accepted auditing principles, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, and the Office on Financial and Compliance Management Guide.

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

Certified Business Enterprise (CBE) Requirement

The Office on Aging strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program. In accordance with the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 et seq. (the "Act"), and in consideration of receiving the grant funds, the grantee commits to use its best efforts to utilize Certified Business Enterprises certified pursuant to the Act ("CBEs") in order to achieve, at a minimum, the goal of CBE participation in an amount equal to 35% of the contract funds under the grant award. Grantee is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center* found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs and to publish contracting and procurement opportunities.

Staffing

The applicant must propose qualified staff, which may include key volunteers, and provide documentation that they possess adequate training and competence to perform the duties as assigned.

Records

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records must be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time. The applicant must maintain records reflecting participants initial enrollments/memberships and services provided to participants. The applicant shall maintain confidentiality of client records and to the extent possible the client must validate all services delivered.

Monitoring

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, related Federal and local regulations and policy requirements.

The DCOA staff will review grantees' documentation that reflects organizational structure, policies and procedures, and recordkeeping for participants, services and finances. Grant monitors will review monthly reports and maintain contact through phone, email and site visits with the successful applicant to explain administrative requirements and assess performance in meeting the requirements of the grant.

SECTION III PROPOSAL FORMAT

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

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.
- **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 10 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V. Also applicants should review the criteria carefully in preparing their narratives to:
 - ❖ delineation by street boundaries of the neighborhood to be served;
 - ❖ description of the social and demographic characteristics of seniors and the needs for specific services in the delineated neighborhood;
 - ❖ demonstrate the background and experience of the entity or key organizers applying for the grant.
 - ❖ Develop a Project Work Plan which should include:
 - measurable objectives that identify the number of seniors to be served and the specific services to be provided;
 - action steps, milestones and date of completion in the Timeline and Project Milestones (Attachment G);
 - plan for making services affordable for low and moderate income seniors in the delineated neighborhood;
 - plan for outreach and coordination with existing services, including at a minimum the lead agency and ADRC; and
 - the Performance Outcomes reflecting number of seniors expected to be assisted in aging in place by the end of the grant.
 - ❖ **Organizational Capability and Relevant Experience** (For entities in the process of incorporation, this section should reflect the capability and experience of key organizing individuals.)
 - Successful 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 experience of key organizers or staff.

- **Program Budget** – Applicants must complete the budget summary sheet. Established nonprofit agencies must provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. Unincorporated applicants must provide evidence that they will establish such procedures as part of their start-up efforts. A budget format is included as Attachment E.
- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B
- **Appendices** - The following required appendices are not counted in the page total.
 - ❖ An audited financial statement for the year ending September 30, 2012 must be provided, if available. If not, explain why it is not available.
 - ❖ An individual who is submitting an application on behalf of an unincorporated organization intending to form corporation must submit a “Clean Hands” Certification that he/she does not owe any taxes to the District of Columbia. (Attachment D)
 - ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
 - ❖ Current Certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
 - ❖ For unincorporated applicants, evidence from the Department of Consumer and Regulatory Affairs and Internal Revenue Service that show that the applicant has applied for nonprofit corporate status. Such applicants must provide a copy of the certificate of incorporation upon receipt;
 - ❖ Name, address, telephone numbers (both home and work, if available), positions held, ethnicity, and gender, of the applicant’s current Board of Directors as of the date of the grant application; For unincorporated applicants, this information should be provided for key organizers.
 - ❖ Minutes of Board of Directors’ meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;
 - ❖ Proposed organizational chart for the project;
 - ❖ Staff or key volunteers’ resumes; and

❖ Planned job descriptions.

The total number of pages for the proposal narrative may not exceed 10 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 of these requirements.

SECTION IV PROGRAM SCOPE

Service Objective

The objective of the Mini-Challenge Grant: ERAP is to stimulate new services that enable seniors in a delineated neighborhood to age in place.

Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering aging in place services to the targeted population.

The services may be provided through memberships (e.g., for the village model), volunteers, through earning services for volunteering, or other means. Provision must be made in the proposal to make services available and affordable to low and moderate income seniors.

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant must demonstrate its ability to provide the program services by past performance or for unincorporated applicants, an explanation reflecting capacity in its work plan, including the experience of key organizers and volunteers.

Staffing

Key staff for the aging in place challenge grants may include regular volunteers or paid staff. Position descriptions and resumes must be provided for all key staff positions, whether filled by paid staff or regular volunteers.

Sustainability

The applicant must describe how it intends to continue operations after the end of the grant.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review of Applications

The applications will be reviewed internally by DCOA staff. The Executive Director of the Office on Aging shall make final funding determinations. In completing its program narrative, it is highly recommended that the applicant follow 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 innovative, based on best practices and appropriate to, and will successfully address, the needs of the target population in the delineated neighborhood. (8 points)
3. The extent to which the design for the proposed project will result in information to guide replication at other neighborhoods in the District of Columbia. (3 points)
4. The adequacy of procedures for ensuring feedback from diverse perspectives, including participants, beneficiaries of services, the neighboring community, business 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. Innovation in Project Design (10 points)

The application shows innovation in providing services to the elderly, with consideration to:

1. the extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (5 points)

2. The extent to which the proposed project presents an innovative use of volunteer and other cost-saving resources. (5 points)

III. Plan of Operation (20 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. (7 points)
2. The extent to which the services will be made affordable and available to low and moderate income seniors in the delineated neighborhoods of Ward 7 and 8. (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 in prior District government, federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. For unincorporated applicants, this will be based on the demonstrated programmatic knowledge and experience of its key organizers and proposed personnel. (4 points)
2. The adequacy and appropriateness of its outreach plan and plan to collaborate with the ADRC, other service providers, community-based organizations, and the community at large in serving the target population. (4 points)
3. The applicant demonstrates the capacity to timely and accurately meet program-reporting requirements including monthly narrative and financial reports, and other required 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 and experience, of key personnel, including key volunteers, if applicable. (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 in relation to the objectives, design, and potential significance of the proposed project. (5 points)
2. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (5 points)

VII. Adequacy of Resources (15 points)

The panel will consider the following factors:

1. The adequacy of support, including facility, equipment, supplies, and other resources, from the applicant organization. (5 points)
2. The relevance and demonstrated commitment of each 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 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 notebook binders; large clips are preferred.
- If available, applicants may include descriptive 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 Executive Director of the DC Office on Aging 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 conspicuously marked "Application in Response to Fiscal Year 2013 Senior Mini-Challenge Grants: Aging in Place Request for Applications." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

Applications Delivered by Mail

An application sent by mail must be addressed to the District of Columbia Office on Aging, 500 K Street NE, Washington, DC 20002, in a sealed envelope or package conspicuously marked "Application in Response to Request for Applications for Fiscal Year 2013 Mini-Challenge Grants: ERAP Applications," DC Office on Aging, 500 K Street NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to **reach** the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

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

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

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

Applications Delivered by Hand/Courier Service

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 Mini-Challenge Grant: ERAP Request for Applications," DC Office on Aging, 500 K Street NE, Washington, DC, 20002 between 9:00 a.m. and 4:30 p.m. daily, except Saturdays, Sundays and Federal holidays.

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

Applications are due no later than 4:30 p.m., EDT, on June 7, 2013. All applications will be recorded upon receipt. Applications **will not be accepted after 4:30 p.m. EDT**, June 7, 2013. Any additions or deletions to an application will not be accepted after the deadline.

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

**District of Columbia Office on Aging
500 K Street NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: Persons delivering applications must show proper identification; a picture I.D. is required to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Office on Aging staff will not go to the lobby to facilitate entrance into the building because of a lack of identification.

Checklist for Applications

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The application does not exceed 10 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 program budget is complete and complies with the Budget format listed in Attachment E of the RFA.
- ❑ The program narrative section is complete and is within the 10-page limit for this section of the application
- ❑ The application includes the Action Steps, Timeline and Milestones in Attachment G.
- ❑ The Certifications and Assurances listed in Attachments A and B are complete.
- ❑ Certifications from the DC Department of Consumer and Regulatory Affairs and DC Office of Tax and Revenue or the Certification in Attachment C, as applicable, are included.
- ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, and other supporting documentation are enclosed.
- ❑ There are three (3) copies of the proposal plus the original totaling four proposals.
- ❑ The application is submitted with two original receipts, found in Attachment H, attached to the outside of the envelope.

Additional information for successful applicants

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the U.S. Administration on Aging websites: www.dcoa.dc.gov or 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;

SECTION VII LIST OF ATTACHMENTS

- **Attachment A** Certifications
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DISTRICT OF COLUMBIA OFFICE ON AGING

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS
AND LOBBYING**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.

***1. Debarment, Suspension, and
Other Responsibility Matters***

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment

rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

***2. Certification Regarding Drug-Free Workplace Requirements
Alternate I. (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 –

A. The grantee certifies that it will maintain a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

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

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4th Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

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

(1) Taking appropriate personnel action against such an employee, up to and including termination,

consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

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

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

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

Place of Performance: _____
Address: _____
Address: _____
City: _____
State: _____
Zip Code: _____
County: _____

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 500 K Street, NE, , Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to

influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned certifies, to the best of his or her knowledge and belief, that: if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure

Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

NAME OF APPLICANT: _____
AWARD NUMBER AND/OR PROJECT NAME: _____
SIGNATURE: _____
DATE: _____

Attachment B

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office on Aging



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**

5. It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

- 10. It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.**
- 11. It will comply, and all its contractors will comply, with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.**
- 12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the DCOA and Office for Civil Rights, Office of Health and Human Services.**
- 13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**
- 16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable, and to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable**
- 17. It will comply with the DCOA Grants Policy Manual and the "General terms & Conditions".**
- 18. It will give priority in hiring to D.C. residents when filling vacant positions.**
- 19. It will give priority in hiring to individuals age 55 and over.**

20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the 20-mile radius limit of the Washington Beltway surrounding the District of Columbia except where specifically provided under the grant or approved in advance in writing by DCOA.
21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports in a timely manner, and not later than the monthly due date.
22. It will ensure that client intake forms are completed annually in the DCOA Client Information Management System including information on age, gender, ethnicity and poverty status.
23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.
24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.
25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.
26. It will include on all stationery, publicity and promotional material and related written, electronic and oral communications the following identifier:



Part of the Senior Service Network
Supported by the D.C. Office on Aging.

It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.

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

1. Grantee Name and Address

2. Project Name

3. Typed Name and Title of Authorized Representative

4. Signature of Authorized Representative

5. Date

Attachment C

Resources

- Information on the Beacon Hill Village may be accessed at www.Beaconhillvillage.org or search on “senior villages” at www.aarp.org;
- The Washington Area Villages Exchange (WAVE) is a forum through which existing nonprofit villages and those interested in forming villages in the Washington D.C metropolitan area share experience and ideas. It works with senior serving and inter-generational organizations and agencies, and encourages the growth and improvement of the village movement within the Washington area. Contact www.WAVEvillages.org
- The Lead Agencies East of the River as follows:

East River Family Strengthening Collaborative– Ward 7	3917 Minnesota Avenue NE	(202) 534-4880
Family Matters of Greater Washington – Ward 8	4301 9 th Street SE	(202) 562-6860

Attachment D

Certification and Understandings
by Individual representing Organizations
that have applied for Incorporation

To the Applicant: Please read carefully and completely before signing. A false statement on this certification may result in rescission of the DC Office on Aging (DCOA) grant.

First Name: _____

M.I.: _____

Last Name: _____

Address (residence): _____

I certify that as of (Date) _____,

1. I do not owe more than \$100.00 to the District of Columbia government as a result of:
 - Fines, penalties, or interest assessed pursuant to DC law.
 - Past due taxes.
2. I am authorized to represent (Name of proposed corporation) _____, for purposes of applying for and carrying out this grant until such time as the corporation status is approved *and* the Board of Directors of the corporation ratifies and assumes liability for the grant.

I understand that

1. I will be personally liable for activities under this grant until such time as corporation status is approved *and* the Board of Directors of the corporation ratifies and assumes liability for the grant.
2. If I knowingly falsify this Certification, the DC Office on Aging will move to rescind the grant for which I am applying.
3. In awarding a grant, this Certification and Understandings is a material fact on which reliance will be placed by the DCOA in its decision to award a grant.
4. This Certification is required as part of the application for an Aging in Place Challenge Mini-Grant award by the DCOA, and that by completing this Certification, I am not guaranteed a grant award.

Signature of Applicant

Title

**D.C. OFFICE ON AGING
FY 2013 BUDGET SUMMARY SHEET**

BUDGET CATEGORIES	SOURCE		TOTAL BUDGET
	Grantee Share	DC Office on Aging Share	
1. PERSONNEL* (a)Salary (b)Fringe @ ___%			
2. TRAVEL			
3. OCCUPANCY			
4. COMMUNICATIONS			
5. EQUIPMENT			
6. SUPPLIES			
7. OTHER DIRECT			
8. TOTAL DIRECT COSTS			
9. TOTAL PROJECT COSTS			

***Breakdown Personnel by Position:**

Attachment F

D.C. COMMISSION ON AGING MEMBERS EAST OF THE ANACOSTIA RIVER

Alethea W. Campbell
Commissioner of Ward 8
745 Congress Street, S.E.
Washington, D.C. 20032
202-563-5423

Shirley Thorne
Commissioner of Ward 8
3308 12th Street, S.E.
Washington, D.C. 20032
202-561-4327
shirleythorne@hotmail.com

Constance B. Woody
Commissioner of Ward 7
4338 Gorman Terrace, S.E.
Washington, DC 20019
202-575-8666 (h)
connie4338@verizon.net

Timeline and Project Milestones

Describe briefly steps that will be followed from project start through project end.

Step	Milestone	Date



**Office on Aging
Fiscal Year 2013 Mini-Challenge Grant: East of the River
Aging in Place**

THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:

(Organization Name)

(Address, City, State, Zip Code)

(Program Title)

Contact Person

Telephone/Fax

E-mail

D.C. Office on Aging Use, ONLY

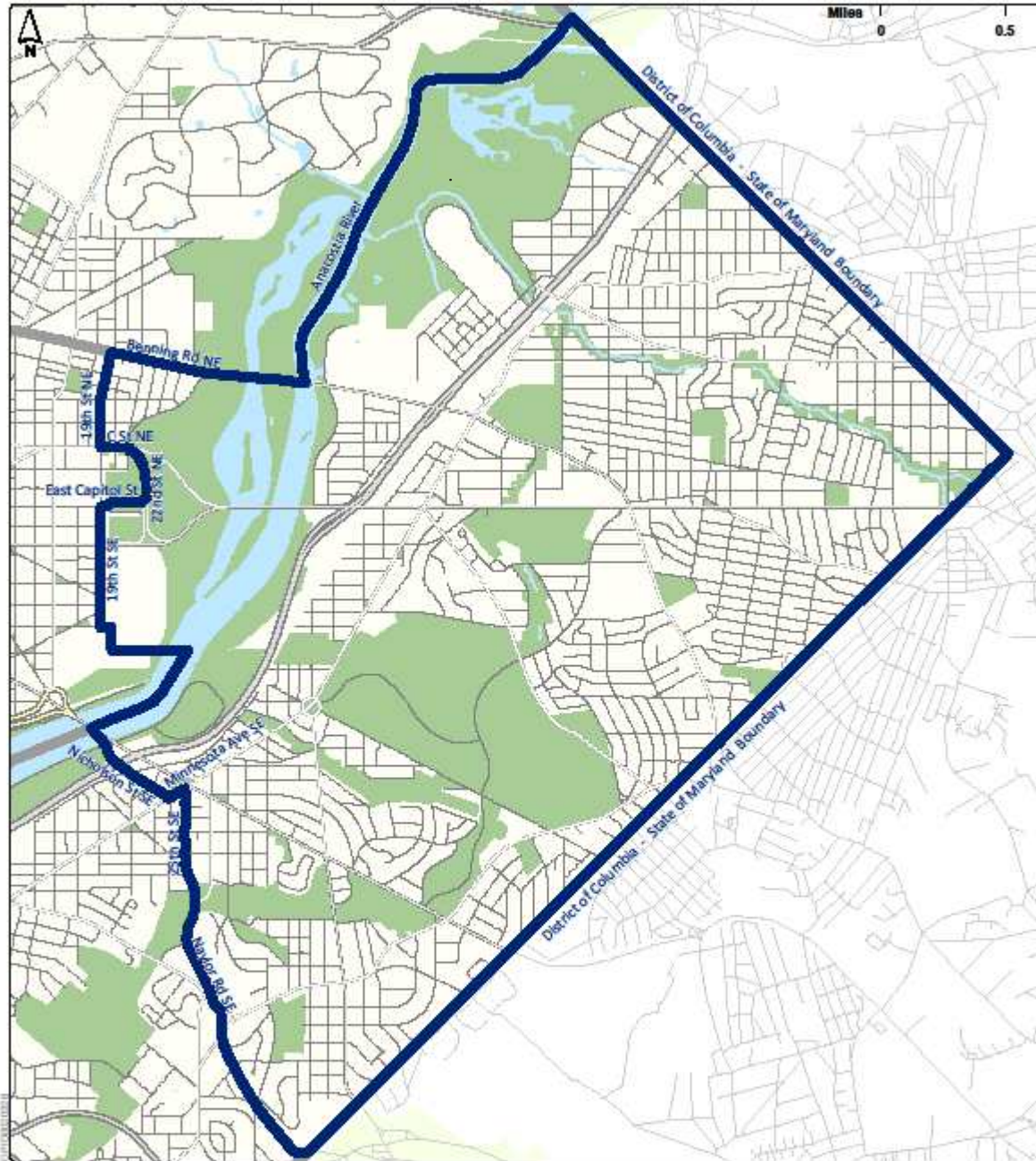
Proposal Received on _____, 2008

Time Received: _____

Copies Received: Original _____ Copies _____

Received by: _____

Ward Seven Map



Office of Planning ~ June 21, 2011
Government of the District of Columbia

These boundaries reflect legislation adopted by DC Council on June 21, 2011. At the time this map was created, this legislation had not yet been signed into law. The boundaries shown may be subject to technical correction by Council staff.



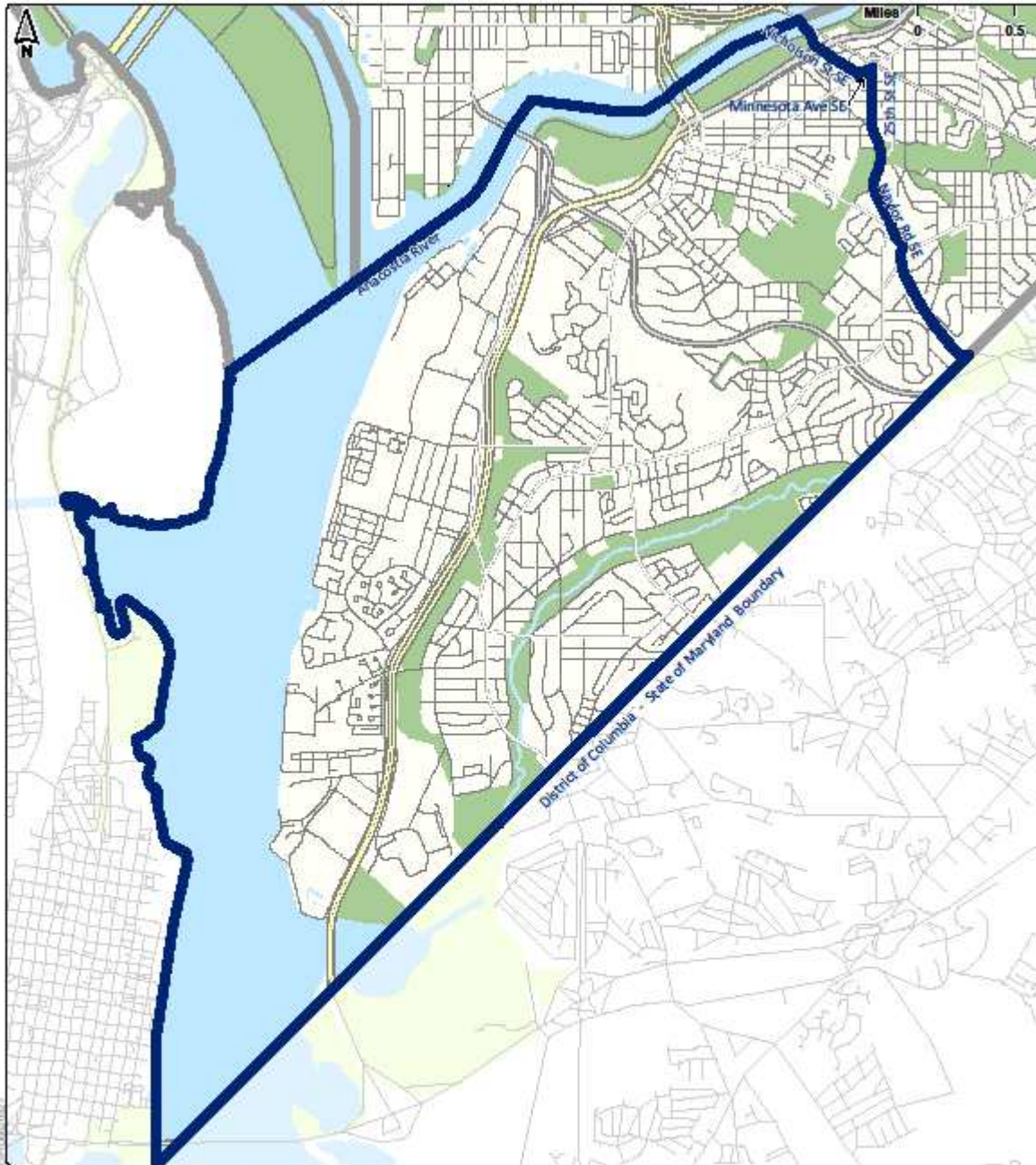
Ward 7 Boundary

Other Ward Boundaries

Ward 7
2012 Ward Boundaries as
Adopted by DC Council



Ward Eight Map



Office of Planning – June 21, 2011

Government of the District of Columbia

These boundaries reflect legislation adopted by DC Council on June 21, 2011. At the time this map was created, this legislation had not yet been signed into law. The boundaries shown may be subject to technical correction by Council staff.



Ward 8 Boundary









Other Ward Boundaries

Ward 8
2012 Ward Boundaries as
Adopted by DC Council



Attachment J

POPULATION 60 YEARS AND OLDER BY WARDS AND PERCENTAGE OF TOTAL Washington DC, 2010

WARD	NUMBER	PERCENTAGE OF TOTAL	• NEIGHBORHOODS/AREAS INCLUDE:	Map Location
1	8,091	8.2	<ul style="list-style-type: none"> Adams/Morgan, Columbia Heights, Howard University, Kalorama Heights, LeDriot Park, Mt Pleasant Parkview, Pleasant Plains, Shaw, U Street, part of Woodley Park, 	
2	9,914	10.1	<ul style="list-style-type: none"> Bladgen Alley, Chinatown Downtown, Dupont Circle, Foggy Bottom, Georgetown, George Washington University, Hillandale, Logan Circle, Mt. Vernon Square, National Mall, Naylor Court, Penn Quarter, Shaw, Sheridan-Kalorama, West End 	
3	16,146	16.4	<ul style="list-style-type: none"> American University Park, Cathedral Park, Chevy Chase, Cleveland Park, Forest Hills, Foxhall, Forest Hill, Friendship Heights, Glover Park, Georgetown University Massachusetts Heights, McLean Gardens, the Palisades, Potomac Heights, Tenleytown, Spring Valley, Woodland-Normanstone, Woodley Park, 	
4	16,049	16.3	<ul style="list-style-type: none"> Crestwood, Brightwood Park, Lamond Riggs, Riggs Park, Manor Park, South Manor Park, Shepherd Park, North Portal Estates, Upper 16th Street & Georgia Ave, Takoma, Petworth ,Part of Chevy Chase, 	
5	15,530	15.8	<ul style="list-style-type: none"> Aboretum, Bloomingdale, Brentwood, Brookland, Catholic University, Carver Langston, Eckington, Edgewood, Fort Lincoln, Fort Totten, Gallaudet University, Gateway, Ivy City, Riggs Park, Langdon, Michigan Park, North Michigan Park, Pleasant Hill, Soldier and Airmen Home, South Central, Trinidad, Truxton Circle/Bates St, and Woodridge. 	
6	11,095	11.3	<ul style="list-style-type: none"> Atlas District, Barracks Row, Barney Circle, Capitol Hill, Hill East, H Street N.E., Judiciary Square, Navy Yard, Near NE, NoMa, Rosedale, RFK Stadium/Armory, Stanton Park, SW Waterfront, 	
7	13,183	13.4	<ul style="list-style-type: none"> Benning Heights, Capitol Gateway, Capitol View, Deanwood/Burrville, Eastgate, Eastland Gardens, Ft. Dupont, Ft. Davis, Fairfax Village, Fairlawn, Hillbrook, Hillcrest, Kenilworth, Kingman Park, Lincoln Heights, Mayfair, Parkside, Marshall Heights, Naylor Gardens, Penn Branch, Randle Highlands, River Terrace, Twining, 	
8	8,504	8.6	<ul style="list-style-type: none"> Anacostia, Bellevue, Barry Farms, Blue Plains, Boling Air Force Base, Congress Heights, DC Village, Far SE/SW, Fort Stanton, Garfield, Ft. Stanton, Henson Ridge, Knox Hill, St Elizabeth Hospital East and West Campus, Villages of Parkland, Walter Washington Estates, Washington Highlands, Wheeler Creek, 	
TOTAL	98,512	100.0		

Source: U.S. Census 2010 for the District of Columbia

From data derived from tables released from the D.C. Office of Planning, 2011. May not total 100 % due to rounding