



**DISTRICT OF COLUMBIA GOVERNMENT
MAYOR'S OFFICE ON AFRICAN AFFAIRS**

GRANT AGREEMENT

TITLE OF AWARD: FY2015 African Community Grant

AWARD: \$15,000.00

The African Women's Cancer Awareness Association hereinafter referred to as the Grantee and the Mayor's Office on African Affairs hereinafter referred to as OAA, mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

A. General Requirements

The Grantee will:

Increase breast cancer screening rates among African immigrant women by conducting educational outreach to increase awareness of breast cancer and providing follow-up referrals and navigation support to assist women to receive free and low-cost screening.

B. Target Population

First-generation African immigrant women living or working in Washington, DC

C. Location of Services

Services will be coordinated from the grantee's main office at:
1818 New York Avenue, NE, Suite 116,
Washington, DC 20002

ARTICLE II - PERFORMANCE STANDARDS

- A.** The Grantee shall submit to the Grant Administrator a work plan within thirty (30) days from the date of execution of this grant award, detailing its plan to monitor and evaluate the delivery of all services listed in Article I. At a minimum, the work plan shall include a review of the appropriateness, quality, quantity and timeliness of the delivery of services and shall stipulate prompt correction by the Grantee of deficiencies identified.
- B.** The Grantee shall implement policies and procedures to evaluate the accuracy of data collection and the reporting of all program activities in accordance with protocols established by the Mayor's Office on African Affairs and any other Grantor Agency, if applicable (Federal Regulations and/or another District Government entity).

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- C. The Grantee shall implement policies and procedures to evaluate the accuracy of data collection and the reporting of all program activities in accordance with protocols established by the Mayor's Office on African Affairs and any other Grantor Agency, if applicable (Federal Regulations and/or another District Government entity).

ARTICLE III - PERFORMANCE MEASURES

The grantee will:

- Provide culturally and linguistically appropriate breast cancer education to at least 800 African immigrant female residents of Washington DC
- Refer mammography screening to at least 50 Washington DC-resident African immigrant women aged 40 and older who have not been screened within the past year
- Provide support to referred clients to assist in overcoming barriers to accessing screening and follow-up care
- Arrange transportation services to and from screenings, treatment, and follow-up care to at least 10 women.

ARTICLE IV – PERFORMANCE MONITORING

- A. The Grant Administrator shall monitor the performance of the grant requirements as set forth in this Grant Agreement and the Grantee's grant application. The Grant Administrator or his/her designee will make at least one site visit to monitor the implementation of the scope of work and grant terms and conditions.
- B. The Grantee shall provide the Grant Administrator and other authorized representatives of OAA such access to its facilities, records, clients and staff as may be deemed necessary for monitoring purposes.

ARTICLE V - GRANT AMOUNT

Total Obligation

The source of funding for this grant award is the Mayor's Office on African Affairs. The total obligated amount by OAA shall not exceed fifteen thousand with no cents (**\$15,000.00**), unless changes in the obligated amount are executed in accordance with Article XIII of this agreement.

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ARTICLE VI – GRANT PERIOD

A. Performance Period

The period of this grant shall commence **January 1, 2015** and end on **September 30, 2015**.

B. Continuity of Services

It is essential that continuity of services be provided and maintained under this grant. Therefore, in the event that the awarded grant expires or is terminated, the Grantee shall cooperate with the Grant Administrator or with his/her designee and any successor Grantee to enable the smooth transition of all programmatic related property, equipment, activities and records.

C. Grant Start-up and Termination

Within fifteen (15) days after receipt of the grant award, steps should be taken to establish a separate account for the approved grant award.

1. If the project has not commenced operation within thirty (30) days after acceptance of the grant award, the agency or organization shall report by letter as to the steps taken to initiate the project, the reason for delay, and expected starting date.
2. If after sixty (60) days of receipt of the grant award, and no funds have been expended, OAA reserves the right to terminate the award. At this point, OAA staff will determine whether the delays are excessive or unwarranted. If appropriate, OAA may award funds to another project.
3. The grant may be terminated in whole or in part by OAA at any time if OAA determines that a substantial failure to comply with the provisions or regulations, under the District of Columbia, has not been met.

ARTICLE VII – PAYMENTS

The Grantee shall receive payment(s) for its approved budget in accordance with the following payment procedures:

- A. In order to receive payment, the Grantee shall sign and abide to the terms set forth in this agreement. If the grant award is over \$10,000, payment will be disbursed in two distributions, one at the end of the first quarter (Q1), in December 2014 and the second at the beginning of the middle of the third quarter (Q3), in April 2015. All payments under \$10,000 will be distributed as a one-time disbursement at the end of the first quarter (Q1), in December 2014.

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- B.** The sum of all the funds paid to the Grantee for performance of this Grant Agreement shall not exceed the amount contained in Article V, for the period stated in Article VI, unless an authorized grant modification has been executed as prescribed. *(See Article XIII – Amendment(s)/ Modification(s)).*
- C.** The Grantee shall submit a final financial report within fifteen (15) business days after the expiration of the Grant Agreement.
- D.** OAA reserves the right to withhold any payment if the Grantee fails to correct any deficiencies within a reasonable time frame as determined by OAA.

ARTICLE VIII - STAFF REQUIREMENTS

- A.** The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- B.** The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- C.** The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.
- D.** The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- E.** The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- F.** Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OAA Grant Administrator or his/her designee.

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ARTICLE IX - FACILITY REQUIREMENTS

A. Regulations

The Grantee's facilities used during the performance of this grant shall meet all applicable federal, state, and local regulations for their intended use throughout the duration of this grant. The Grantee shall maintain in a current status all required permits and licenses required for the facilities, for the period(s) of operation for this grant.

B. Maintenance

Supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, trash pick-up, laundry, or linens, shall be provided by the Grantee.

C. Handicapped Access

The Grantee shall insure that all facilities offered for the provision of services under this grant is accessible to persons with mobility limitations, consistent with the Rehabilitation of the Handicapped Act. P.L. 95-602 (Section 504), as appropriate, which by reference is incorporated in this Grant Agreement.

ARTICLE X – EQUIPMENT

A. Property Purchased with District Funds

The Grantee shall, within sixty (60) days of execution of this grant award, provide the Grant Administrator with receipts and an inventory of all equipment and supplies purchased with grant funds with a purchase price of \$300 or more per item.

B. For all property subsequently purchased or acquired, the Grantee shall maintain an inventory showing: (a) purchase price; (c) name of item; (d) manufacturer's name; (e) serial number (if applicable); (f) acquisition document reference or data; (g) guarantee or warranty lapse date; (h) location; (i) unit price; (j) additional costs (if any) for transportation, installation, or taxes (each as a separate item).

C. The Grantee shall maintain an up-dated inventory of all property, equipment, and supplies, and OAA shall have the right to inspect and reclaim all or part of such items upon expiration of the grant.

ARTICLE XI – REPORTS

A. The Grantee shall submit a quarterly report to the Grant Administrator or his/her designee, no later than the 10th business day after the end of each quarter for which the report is submitted. The quarterly report submitted by the Grantee should include

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information regarding, but not limited to:

- (1) Tasks/activities completed;
- (2) Number of unduplicated clients served;
- (3) Specific problems (provider or client) encountered, if any;
- (4) Tasks/activities planned for upcoming quarter/reporting period;
- (5) Collaboration with other organizations serving the target population, if any.

The start and end dates of Quarter 2 and the subsequent report due dates are as follows:

Quarter 2: January 1-March 30, 2015	Report Due: April 13, 2015
Quarter 3: April 1-June 30, 2015	Report Due: July 14, 2015
Quarter 4: July 1, 2015 – September 30, 2015	Report Due: October 14, 2015

- B.** The Grantee shall submit to the Grant Administrator or his/her designee a final report, no later than the 10th business day of the month after expiration of the Grant Agreement, summarizing accomplishments, issues and recommendations.

Final report due: October 14, 2015

ARTICLE XII - GRANT ADMINISTRATOR

- A.** The Grant Administrator for this grant award shall be the Director of OAA or his/her designee. Grant monitoring and management will be carried out, by designation of OAA's Director, by:

Heran Sereke-Brhan
Deputy Director
Mayor's Office on African Affairs (OAA)
2000 14th Street N.W., Suite 400 North
Washington, DC 20009
Phone: 202.727.5634
Heran.sereke-brhan@dc.gov

- B.** Changes in the terms and conditions of this grant may be made only pursuant to a properly executed grant revision in accordance with OAA rules, regulations and procedures.

ARTICLE XIII – GRANT AMENDMENT(S)/MODIFICATION(S)

- A.** Under no circumstances shall the Grantee change any of the terms and conditions of the grant. A request to change the scope of services (programmatic changes) and/or a modification to the program budget may be submitted to the Grant Administrator, and based upon the recommendation of the administrator, pursuant to a properly executed grant revision in accordance with OAA rules, regulations and procedures pertinent

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thereto.

- B.** All grant amendment(s) and modification(s) must be approved by the OAA Director or his/her designee.

ARTICLE XIV – RECORDS

- A.** The Grantee shall provide the Grant Administrator and other authorized representatives of OAA and the District Government such access to project and financial records as may be necessary for monitoring purpose. For the purpose of confidentiality and security, client records shall be maintained in a secured place, with access by the appropriate Grantee staff.
- B.** The Grantee shall retain all records for at least three (3) years following final close-out of the Grant.

ARTICLE XV - ACCOUNTING AND AUDITS

- A.** The Grantee shall maintain an accounting system which conforms with generally accepted accounting principles and which will permit an audit of all income and expenditures received or disbursed by the Grantee in the provision of services under this grant. Accounting records shall be supported by source documentation such as canceled checks, paid bills and payrolls.
- B.** The Grantee shall make provision, upon request, for inspection of financial records, including audit financial statements and tax returns, by OAA and/or its representatives(s).
- C.** At any time or times before final payment and three (3) years thereafter, OAA may have the Grantee's expenditure statements audited. Disallowances and repayments shall be subject to the provisions of the OAA Grant Regulations, which are incorporated into this agreement by reference.
- D.** The Grantee shall obtain an independent audit of program expenditures in accordance with P.L. 98-502 (the "Single Audit Act") and Office of Management and Budget Circular A-133, Audit of Institutions of Higher Education and other Non-profit Institutions. If the Grantee receives other Federal funds, this grant shall be made part of the Grantee's regular A-133 audit(s). Two copies of the audit shall be submitted to the OAA Grant Administrator.
- E.** Any expenditure disallowed by audit or other OAA review shall be subject to repayment by the Grantee.
- F.** Funds disbursed by OAA may not be used for:
 - I.** Items not part of the approved budget or separately approved by OAA;

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- II. Purchase or construction of land or buildings or improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the grant agreement;
- III. Dues to organizations or federations;
- IV. Decorations;
- V. Purchase or lease of automobiles(s) or other automotive vehicles unless provided for in the grant agreement;
- VI. Services reimbursable through Medicaid, Medicare or any other third party payer;
- VII. Support of organizations' normal operation of overhead; and
- VIII. Food Expenditures.

ARTICLE XVI – SPECIAL CONDITIONS

Program Income

The Grantee shall certify that no “Program Income” is generated as a result of the expenditure of grant funds for any purpose other than program activities.

ARTICLE XVII – INSURANCE

- A. The Grantee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the grant and keep such insurance in force throughout the grant period.
- B. The Grantee shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
- C. The Grantee shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000).
- D. The Grantee shall carry Workers' Compensation Insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this grant, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or another state if the grant work is performed outside the District of Columbia.
- E. All insurance provided by the Grantee as required by this section, except Workman's Compensation Insurance, shall set forth the District as an additional insured. All insurance shall be written with responsible companies licensed by the District with a duplicate copy to be sent to the District within 30 days of grant award. The policies of

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insurance shall provide for at least thirty (30) days written notice to the District prior to their termination or material alternation.

- F.** At its option, the Grantee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Grantee is relieved of responsibility to comply with paragraph E of the Article; however, the Grantee shall certify in writing to OAA that coverage is maintained through a self-insurance plan.

ARTICLE XVIII - CERTIFICATION REGARDING A DRUG-FREE WORK

- A. Definitions:** As used in this provision.

- "Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.
- "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
- "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.
- "Drug-free workplace" means the site(s) for the performance or work done in connection with a specific grant at which employees of the Grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
- "Employee" means an employee of the Grantee directly engaged in the performance of work under a Government grant. "Directly Engaged" is defined to include all direct cost employees and any other Grantee employee who has other than minimal impact or involvement in Grant performance.
- "Individual" means an Applicant/Grantee that has no more than one employee including the Applicant/Grantee.

- B.** The Grantee, if other than an individual, shall -- no later than 30 calendar days after Grant Award (unless a longer period is agreed to in writing), for grant of 30 calendar days or more performance duration; or as soon as possible for grants of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed:

1. Publish a statement notifying such 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 violations of such prohibition.

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2. Establish a drug-free awareness program to inform such employees about:
 - a. The dangers of drug abuse in the workplace
 - b. The Grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Provide all employees engaged in performance of the grant with a copy of the statement required by subparagraph B.1 of this provision.

ARTICLE XIX – COMPLIANCE AND ASSURANCES

- A. The Grantee shall ensure that all funds awarded pursuant this grant award shall be expended for the purpose(s) and activities set forth in the program work plan and budget approved by OAA.
- B. The Grantee shall make available pursuant to the Freedom of Information Act, information documents, correspondence, and other materials relating to the project are available for public inspection.
- C. The Grantee will have on file current Equal Employment Opportunity Compliance requirements (EEOC) in accordance with 28 CFR 42.301 et.seq and the District of Columbia Mayor's Order 85-85, Effective June 10, 1985 and the rules implementing Mayor's Order 85-85, 33 DCMR 4952.
- D. The Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from participation in this transaction, by any Federal department or agency as published in Part VII of the May 26, 1988 Federal Register (pages 19160-19211); and as required by regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities.
- E. The Grantee, in accordance with 28CFR Part 69, shall not expend any federal funds to pay a person for influencing or attempting to influence an officer or employee of any agency, member of Congress, an officer or employer of Congress, or an employee of a member of Congress in connection with any of the following Federal actions:
 - The awarding of any Federal contracts or grants;
 - The making of any Federal awards;
 - The entering into cooperative agreement; and

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- The extension, continuation, renewal, amendment, or modification of any Federal contract, award, or cooperative agreement.

- F. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-14001.01 **et seq.**, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violations of the Act will not be tolerated. Violations will be subject to disciplinary action. The Grantee shall also abide by this policy and shall be held accountable by OAA to any actions in violations thereof.

- G. The Grantee shall ensure that grant funds will not be used instead of District funds, but will be used to increase the amount of such funds that would, in absence of Federal funds, be made available for the purposed of carrying out program activities.

ARTICLE XX - DOCUMENTS INCORPORATED BY REFERENCE

The following documents are hereby incorporated by reference and made part of this Grant Agreement:

- A. The Request For Application (RFA)

- B. The Grantee's approved Application/Proposal and Budget (including all standard forms, assurances, certifications and other supporting documents).

- C. Rehabilitation of the Handicapped Act (Section 504).

ARTICLE XXI - ORDER OF PRECEDENCE

In the event of any inconsistency of this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

- A. The OAA Notice of Grant Award including the terms and conditions therein.

- B. The Grantee's approved Application/Proposal and Budget (including all standard forms, assurances, certifications and other supporting documents).

ARTICLE XXII - LANGUAGE ACCESS

- A. The Grantee shall provide information to their respective community about the Language Access Act of 2004 through dissemination and training in the following ways:

(1) Display Language Access poster near or at entrance of organization.

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- (2) Display Language Access materials at entrance or information center including but not limited to: know your rights cards, language access fact sheets, and language access act.
- (3) Designate at minimum one staff to participate in training on Language Access Act of 2004 complaint procedure during the grant period.

Materials and training will be provided by OAA and the Office of Human Rights.

ARTICLE XXIII – PUBLICITY AND MARKETING

- A. All project-related printed materials and items for publicity in English (e.g. new flyers, organization brochures) must contain the OAA logo and acknowledgement “Funded by a grant from the Mayor’s Office on African Affairs (OAA).” All printed materials must be approved by OAA prior to dissemination to the public.
- B. OAA shall provide a turnaround time of 5 business days for the review of materials/items.
- C. Grantee shall have at least two marketing activities that will inform the community about the status of the implementation of the project and the beneficial outcome for the community. The marketing activities shall include public announcement of the award, community events, TV or print media announcements, or flyers.

ARTICLE XXIV – CLOSE-OUT

The Grant Administrator or his/her designee shall close-out the grant in accordance with the procedures as outlined in the OAA Grant Regulations A.3, District of Columbia Register – Section 4011, CLOSE-OUT.

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GRANT AGREEMENT

This agreement is hereby executed on behalf of the parties as follows:

FOR THE GRANTEE ORGANIZATION:

ACCEPTED BY: (Print Name) _____

TITLE: _____

SIGNATURE: _____ DATE: _____

This award is based on application submitted to, and approved by, the Mayor's Office on African Affairs (OAA) on the above-titled project and subject to the terms and conditions incorporated in this agreement either directly or by reference.

FOR THE MAYOR'S OFFICE ON AFRICAN AFFAIRS:

ACCEPTED BY: (Print Name) Ngozi Nmezi

TITLE : Director

SIGNATURE :  _____ DATE: 11/18/14

Approved:

Project Work Plan
Project Budget

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**Attachment F – Work Plan
FY2015 Mayor's Office on African Affairs African Community Grant**

Description of Task/Activity	Responsible Person and/or Organization	Start Date	Completion Date
Provide direct management of the project; will review the reports. Supervise data collection & assist in the coordination of evaluation activities as required ; and will be responsible for the development, implementation, and evaluation of the project. She will monitor activities and community events. She has the responsibility of meeting grant obligations and completing all reporting requirements.	Ify Nwabukwu	01/01/15	09/30/15
Coordinate and assist with timely screening and follow-up services for eligible, age-appropriate women who attend outreach events. Coordinate with hospitals and AWCAA partners to eliminate any and all barriers to timely and effective screening, diagnosis, treatment, and supportive care for each individual. Support smooth and timely continuity of care up to resolution.	Teresa Ofong	01/01/15	09/30/15
Serve as a coordinator and community liason. Monitor the collaboration of all community events, co-facilitate any curricula presentations for patients and supervise project staff. Support the logistics, planning, and scheduling function for partner meetings and community educational programs.	Jackie Nagawa	01/01/15	09/30/15
Administrative duties – including but not limited to scheduling of outreach event, follow-up phone calls, data collection and input, administering evaluation surveys, etc.	Student Interns	01/01/15	09/30/15

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African Women's Cancer Awareness Association	
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WORK PLAN

Goal : Schedule outreach educational workshops and patient navigation support for African female residents of Washington, DC.

Objective(s)	Key Action Step(s)	Timeline	Data Evaluation and Measurement(s)	Person (s) / Area Responsible
1.) Organize monthly educational health seminars to provide to at least 800 African immigrant women who reside in DC	1.) Research and identify local organizations, churches, embassies, etc. to contact for scheduling	1.) Within 1 st month of grant award: January 30, 2015 – 9/30/2015	1.) Assess the number of workshops that have been successfully scheduled by September 2015	1.) Interns & Grant Planning Committee
2.) To register and refer at least 50 uninsured/under insured African immigrant women to receive mammogram/clinical breast examination	2.) Register women at community outreach for screening – i.e. places of worship, cultural organizations	2.) January 2015 thru September 2015	2.) End of grant period Sept, 30, 2015	2.) Ify Nwabukwu Executive Director
3.) Provide patient navigation services to ensure we overcome any barriers	3.) Assist in scheduling provide or arrange transportation; provide translation	3.) January 1 – Sept 30, 2015	3.) Track number of those receiving navigation services	3.) Teresa Ofong Patient Navigator Interns assist with patient navigation

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Attachment D – Budget Summary

Fy2015 Mayor's Office on African Affairs African Community Grant

Personnel	Salary/ Hourly Rate	% of Time	Total
Ify Nwabukwu	6,400	80%	5,120
Teresa Ofong	3,704	100%	3,704
Jackie Nagawa	3,000	100%	3,000
Fringe Benefits			3,496
Personnel Total			15,320

Non Personnel	Unit Costs	# of Units	Total
Travel			1,000
Supplies			950
Equipment			
Consultants			1,200
Communication			1,500
Printing/copying			750
Training			1,000
Operating Expenses	Acctg; Rent; Phone insurance		6,400
Other Expenses			3,280
Non Personnel Total			9,680
Program Total			25,000