Welcome to the Grantee Informational Session

January 29, 2025

THE WASHINGTON HOME
A Charitable Foundation

thewashingtonhome.org
info@thewashingtonhome.org

THE AGENDA

THE WASHINGTON HOME
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Greetings
Introductions

About
The Washington Home

Focus
Funding Priorities & Current Grant Investments

Overview
Open RFP Process & Timeline

Details
RFP Application Review

Cyber Security
Risk Awareness

Grant Payments
Bill.com

Meet The Team

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Meet The Team

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Monthly Partner Connect

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Upcoming Events

January 31, 2025
Ward 8 Partner Follow up Meeting

February 12, 2025
Ward 7 Partner Meeting

February/March 2025
Grantee Proposal Meetings

March 2025
End of Life Resources: Burial Plots

April 2025
Proposal Review

May 2025
Cybersecurity Training

If you would like us to feature your news and events in our monthly newsletter, send an email to **Pndimantang@thewashingtonhome.org**

GREETINGS

ABOUT US

THE WASHINGTON HOME

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Our History

Since 1888, The Washington Home (TWH) has been supporting the most vulnerable in the Washington community.

Until recently, TWH provided long-term care to residents of its nursing home facility in upper Northwest Washington, D.C. and hospice care to patients in their own homes, and through the in-patient hospice wing of the nursing home.

In 2020, the TWH Board of Directors repositioned the organization to fund entities that improve the quality of life for older adults and/or terminally ill residents in the Washington, D.C. metropolitan area.

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Our Commitment

Mission

Our mission is to fund entities that create and deliver **innovative**, **compassionate** and **well-managed programs** to improve the quality of life for older adults and/or terminally ill residents in the Washington, D.C. metropolitan area.

Investment

Over the past four years (July 2020 - June 2024) The Washington Home has **provided over $19M in funding** to local Washington, D.C. organizations that provide care and services supporting the TWH's mission.

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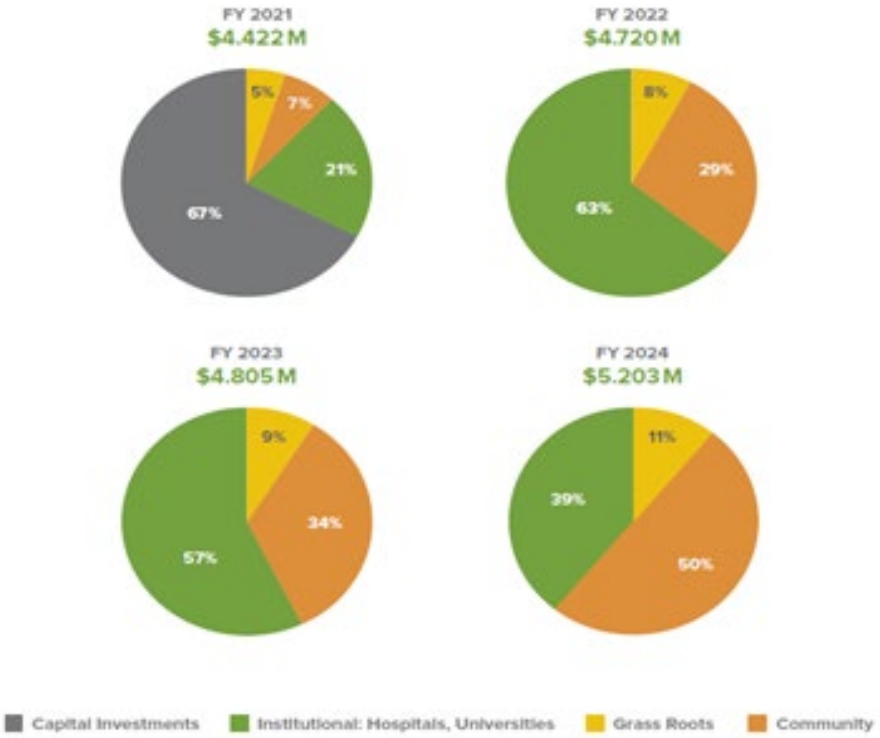
Giving By Category

Since becoming a foundation four years ago, The Washington Home has granted over $19M to support the D.C. older adult community.



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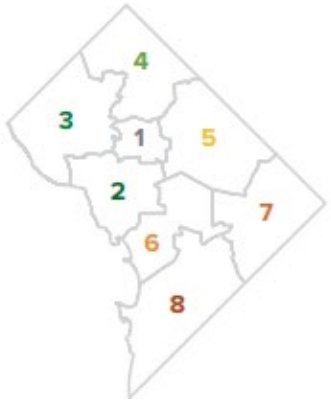
In the Community

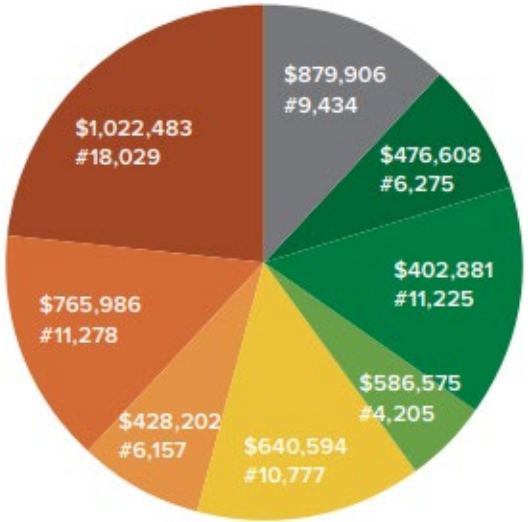
Investments By Ward & Number Impacted

Data includes the amount funded by ward and aggregate number of D.C. residents served.

Wards

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8





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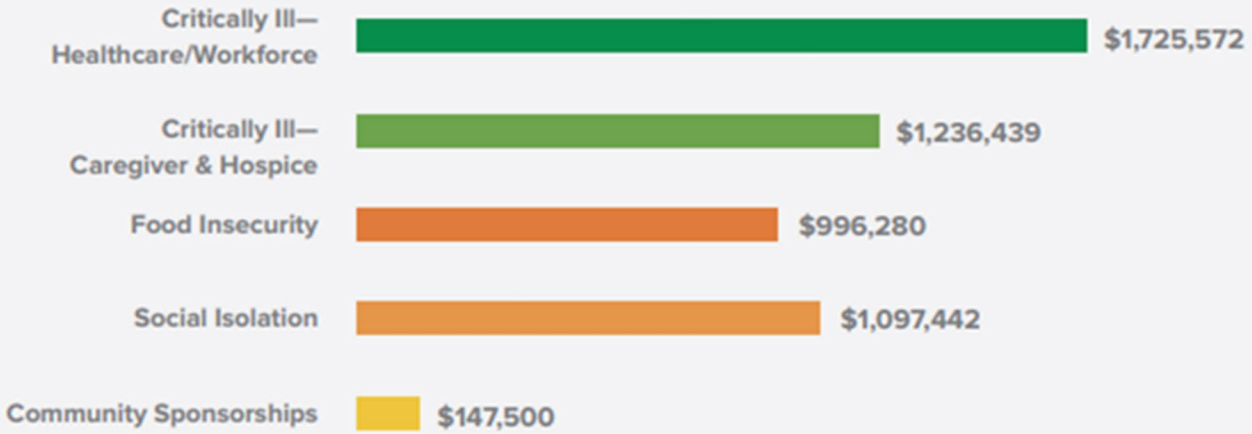
Priority-Area Grant Investments

Amount funded by priority area.



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Funding Priorities

We invest in local, community efforts to address social isolation, caregiver relief, food insecurity, and specialized health care for older adults and the critically ill.

- Critically Ill – Caregiver Relief & Hospice
- Critically Ill – Healthcare/Workforce
- Food Insecurity
- Social Isolation
- Impact Giving – Sponsorships

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Funding Priorities

1. **Older Adults Healthcare Access:**
   a) Healthcare Workforce Pipeline- Builds workforce pipelines that integrate recruitment, mentoring, training certifications, education, and employment cultivation to increase the number of healthcare professionals working in DC to improve access to care and health outcomes for older adults.
   b) Caregiver Relief- Improves the quality of life of both the caregiver and care recipient investing in programs that increase the number of home health aides and/or certified nursing assistants available, offers training and education for professional caregivers, provides caregiver assistance, and/or supports older adult health and wellness and day centers.
   c) Critically Ill- Improve access and quality of care for the critically ill and those at the end of life.
2. **Food Insecurity:** Improves health outcomes and access to healthy foods for older adults through Food is Medicine strategies that increase access to medically tailored meals, home meal delivery, choice food markets, community meals, and/or produce prescriptions programs.
3. **Social Isolation:** Reduces social isolation among older adults through virtual and in-person programs and services for the arts, support groups, behavioral health interventions, social-emotional supports, physical activities, and/or technology.
4. **Sponsorships and Memberships:** Requests that help nurture the stability and expansion of programs for older adults supporting sponsorships and memberships for eligible organizations.

COMMUNITY UPDATES

Critically Ill

To alleviate caregiver and staffing stressors, we invested nearly **$3M — $1.2M** for caregiver relief and **$ 1.7M** for healthcare initiatives — to positively impact **1,000+** Washington, D.C. residents through day programs, respite care, the re-activation of a long-term care coalition to address barriers for healthcare workers, and fellowships and scholarships to address the shortfall of geriatric-focused nurses and medical providers

Building Partner Networks

We partnered with these D.C. nonprofits to deliver community healthcare support:

Critically Ill Healthcare

- Advance DirectiveMD
- Christ House
- Home Care Partners, Inc.
- MedStar Washington Hospital Center
- Sibley Memorial Hospital Foundation
- The George Washington University
- Unity Health Care, Inc.
- Whitman-Walker Foundation

Critically Ill Caregiver Relief

- Brookland Senior Day Care Center
- Capital Caring Health
- IONA Senior Services (IONA)
- Joseph's House
- The Genevieve N. Johnson Senior Day Care Center

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COMMUNITY UPDATES

Food Insecurity

To facilitate innovative solutions for access to healthy foods, we invested nearly **$1M** — $445K for healthy food access**, $200K** for home meal delivery, and **$350K** for community meals — to increase coverage to serve **32,000**+ older adults in need of nourishing food. To drive strategic decisions, interventions, and understand impact, The Washington Home sponsored the Capital Area Food Bank's inaugural Senior Food Security Summit in May. The summit brought together our community partners to review the Senior Food Security Heat Map to analyze community need and resources, and collaborate on future strategies to improve food security for older adults

Building Partner Networks

We partnered with these D.C. nonprofits to deliver healthy food access:

Healthy Food Access
- Bread for the City
- Capital Area Food Bank
- Goods For Good
- Martha's Table
- Mary's Center
- Sasha Bruce Youthwork, Inc.

Home Meal Delivery
- DC Central Kitchen
- Food & Friends

On-Site Congregant Meals
- Miriam's Kitchen
- Thrive DC
- Seabury Resources for Aging

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COMMUNITY UPDATES

Social Isolation

The physical, emotional, and mental health of older adults are directly impacted by social connections. We invested nearly **$1.1M — $260K** for grief and wellness support, and **$836K** for isolation prevention to connect nearly **19,000** older adults within the community

Building Partner Networks

We partnered with these D.C. nonprofits to deliver social isolation prevention programs and services:

Grief & Wellness Support

- HelpAge USA, Inc.
- Holistic Horsemanship Services
- Wendt Center for Loss and Healing

Isolation Prevention

- East River Family Strengthening Collaborative, Inc.
- Howard University — Hayes Senior Wellness Center
- Mary's Center
- Northwest Neighbors Village
- Plants and Blooms Reimagined
- So Others Might Eat (SOME), Inc.
- The Wilderness Technology Alliance

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COMMUNITY UPDATES

Sponsorship & Membership

Beyond program and service support, there are valuable community-connection opportunities for network development, research, and raising additional funds to deepen impact. We invested **$148K** to provide sponsorship and support for Washington, D.C. nonprofits

Building Partner Networks:

We supported local organizations' efforts to establish networks for long-term change supporting vital community-connector events, convenings, and research.

We support **Philanthropy DMV**'s **(PDMV)** regional history report that provides insights into the life-expectancy disparities across the region to address urgent needs more effectively. We also support PDMV's Healthy Communities Working Group.

We support **Food & Friends**' community outreach initiatives to offer their Food As Medicine program that locally delivers medically tailored meals for critically ill and older adults, as well as programs that provide nutritional counseling.

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TWH Innovative Projects

1. Seabury- Music & Cruising Tour
2. Capital Area Food Bank- Senior Hunger Survey
3. Genevieve N. Johnson- Music Memory Cafe

Seabury
Resources for Aging®

Music & Cruisin
was created to provide another safe form of social interaction for our Seniors and is a favorite activity with our Seniors. They have a chance to tour attractions in Washington DC while listening to their favorite genre of music.

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DACL LIVE BOLDLY
Supported by the D.C. Department of Aging and Community Living

Capital Area Food Bank- Senior Hunger Survey

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Genevieve N. Johnson-Music Memory Cafe

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Open RFP Proposal Timeline

Timeline	January	February	March	April	May	June
Refine Open RFP Application and Community Partner Announcement	January 6th-24th					
Grantee Training (in-person and virtual)	January 29th					
Release Open RFP with Focus Areas: • *Memory Care and Social Isolation Prevention* • *Ward Initiatives* • *Healthcare Workforce* • *Food As Medicine* • *Hospice Access*		February 3rd				
Required Potential Grantee Meetings		February 3rd-March 14th				
Proposal Deadline			March 14th			
Proposal Review Period			March 14th-April 18th			
Review Recommendations with the CEC for Approval					May 6th	
Review Recommendations with TWH Board of Directors for Approval					May 21st	
Complete Grant Agreements					May 22nd-June 6th	
Release 1st Installment for Grant Payments						June 9th-20th

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RFP Process: Goals

Develop	Develop a system for evaluating similar proposals by priority areas for potential investments.
Capacity	Offer an opportunity to build nonprofit capacity around impact and sustainability.
Streamline	Streamline processes for organizational eligibility and mission alignment, grant application review, grant agreements, site visits, and reporting.
Build	Build capacity to measure impact and build coalitions amongst nonprofits by Ward and/or by our priority areas.
Create	Create a process for cultivating grantmaking strategies.

RFP Internal Review
Score: 1-20

Wards Served (1-5 points) Chart in the application and Q: A2	Aligns with TWH's mission and priorities (1-5 points) Q: A1	Approaches are Innovative, and Integrated Creating Systemic Change (1-5 points) Q's: A3, A5, B1-B3	Builds stronger communities for older adults responsive to language, race, health, cultural, sexual and gender orientation, physical and mental abilities, etc. (1-5 points) Q: A4	Builds Sustainable and/or Scalable models (1-5 points) Q's: C2-C4

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Request for Proposal

Applicant Support Application Review

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Request for Proposal

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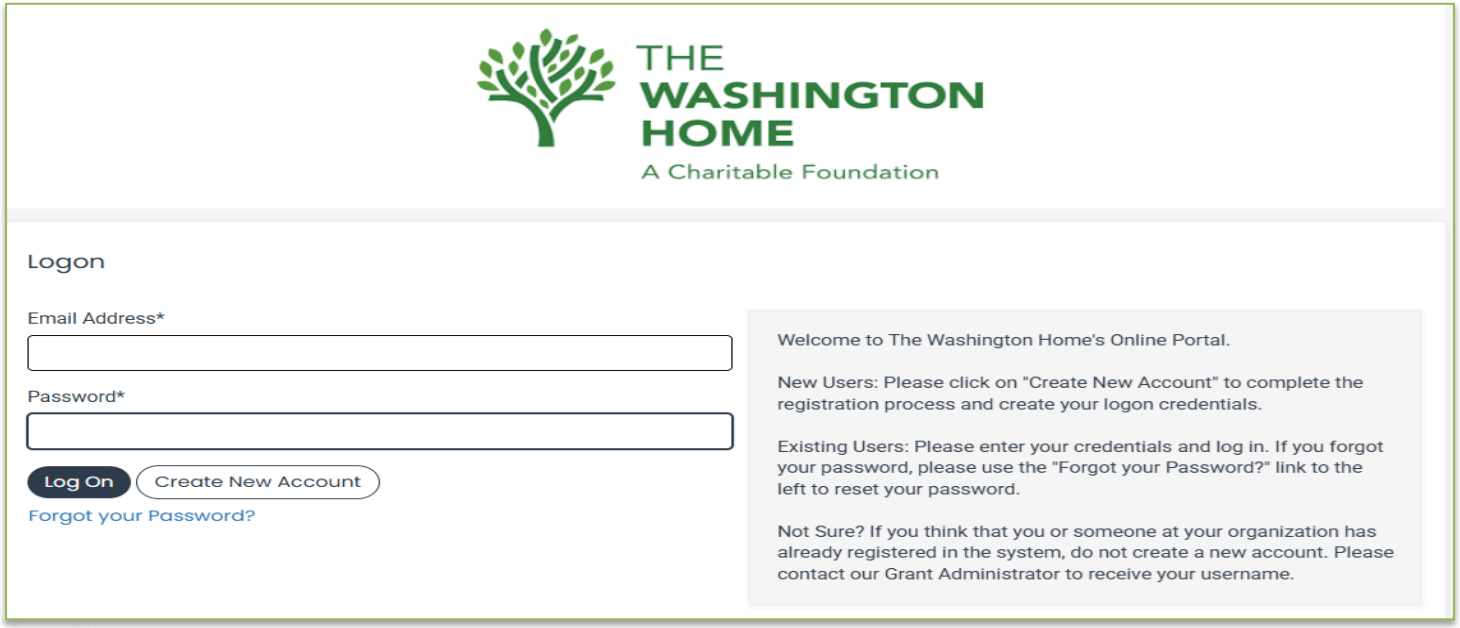
Applicant Support

1. In-Person Training (January 29th)
2. Video Recorded Training & Website Resources (February 3rd)
3. Mandatory Grantee Meetings (February 10th – March 14th)
   - Sign-up Genius registration available February 3rd- 10th
   - Zoom meetings with TWH team to discuss your proposal
4. Email Support (Ongoing)
5. Foundant Applicant Tutorial Articles & Videos (Ongoing)

Grant Portal: Foundant Overview

Login/Create an account



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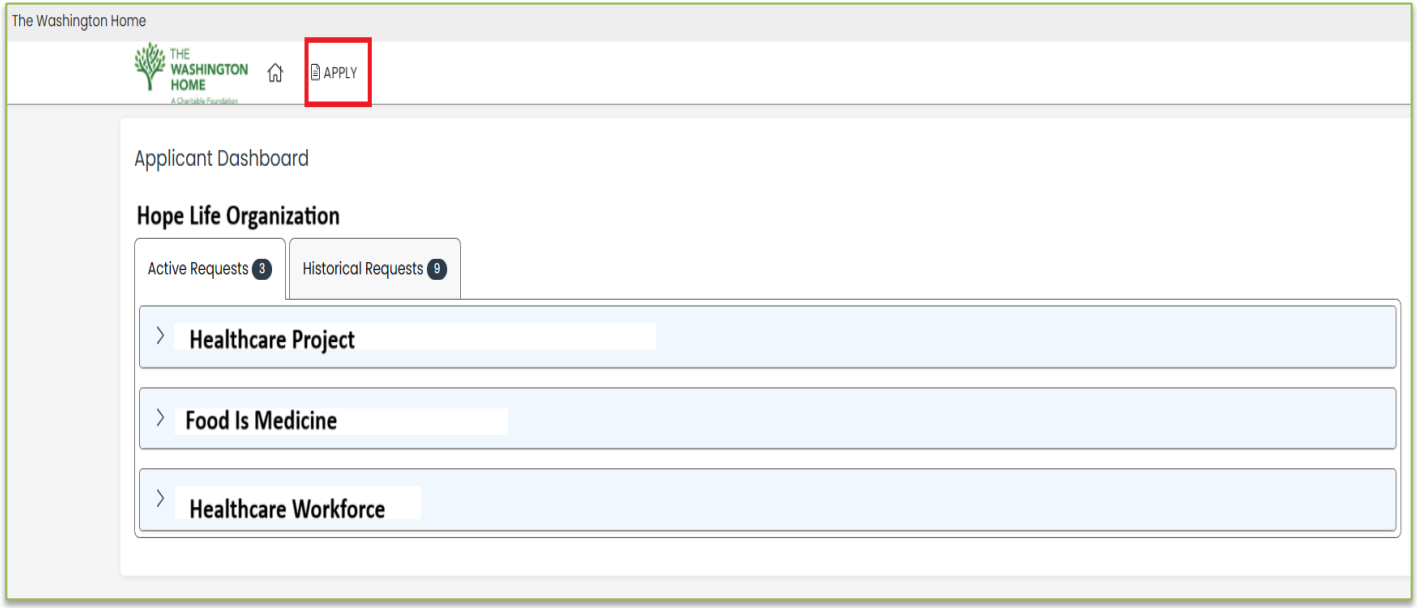
Grant Portal: Foundant Overview

Applicant Dashboard View



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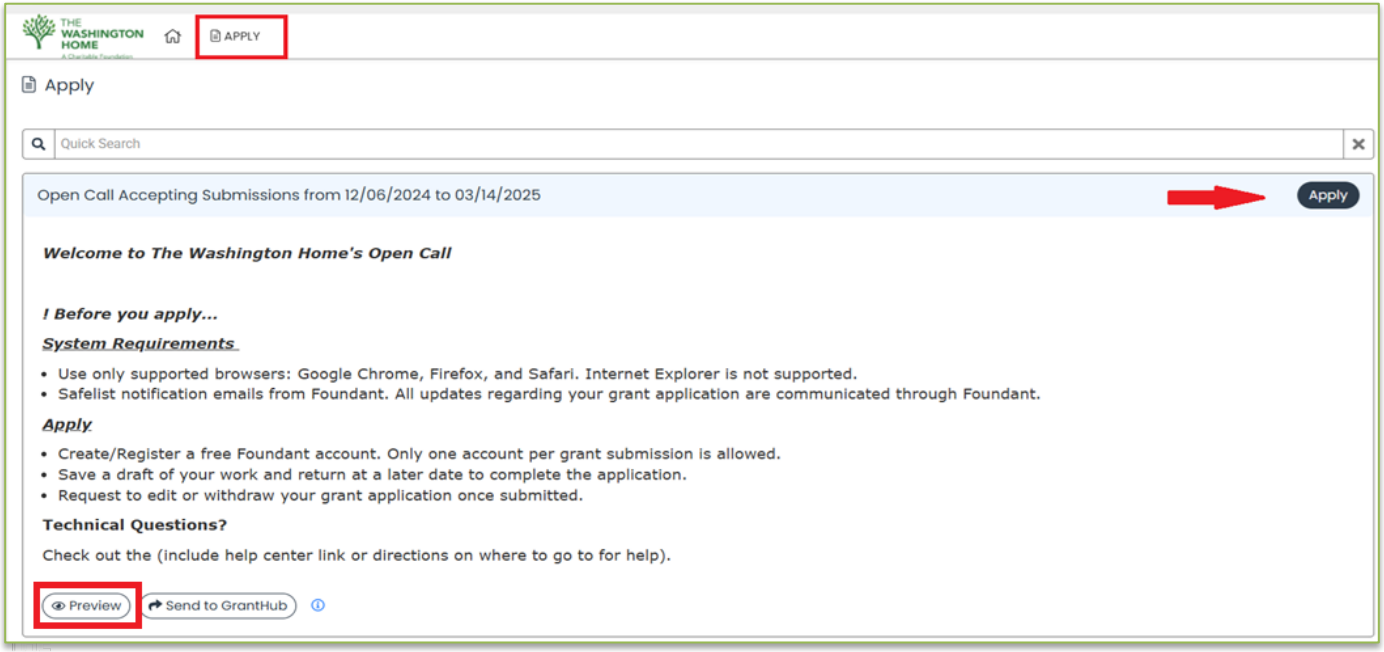
Grant Portal: Foundant Overview

Select Preview to see the application questions.



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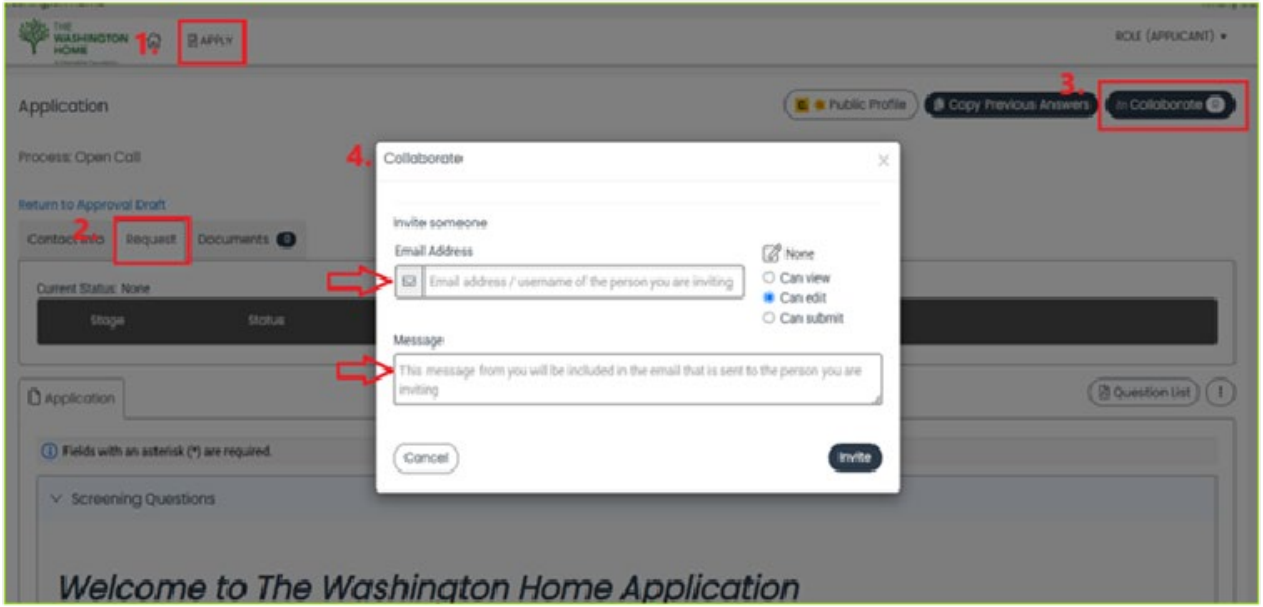
Grant Portal: Foundant Overview

Creating a Collaborative Proposal



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https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration

Grant Portal: Foundant Overview

Tips for a Collaborative Proposal

1. Establish clear communication channels
2. Create a MOU to submit with the application identifying clear expectations and processes particularly around funding
3. Assign specific roles to each organization/team member (application submitter, TWH grantee, etc.)
4. Hold regular check-ins to align with proposal & grant agreement timelines
5. Sign-up for the Mandatory Grantee Meeting with both organizations
6. Ensure all parties are in alignment with proposal
    - Outline a concept for the proposal
    - Identify each organization's role (submit application, grant POC, follow-up forms, reports, etc.)
    - Agree on the problem, goals, impact, milestones, and budget

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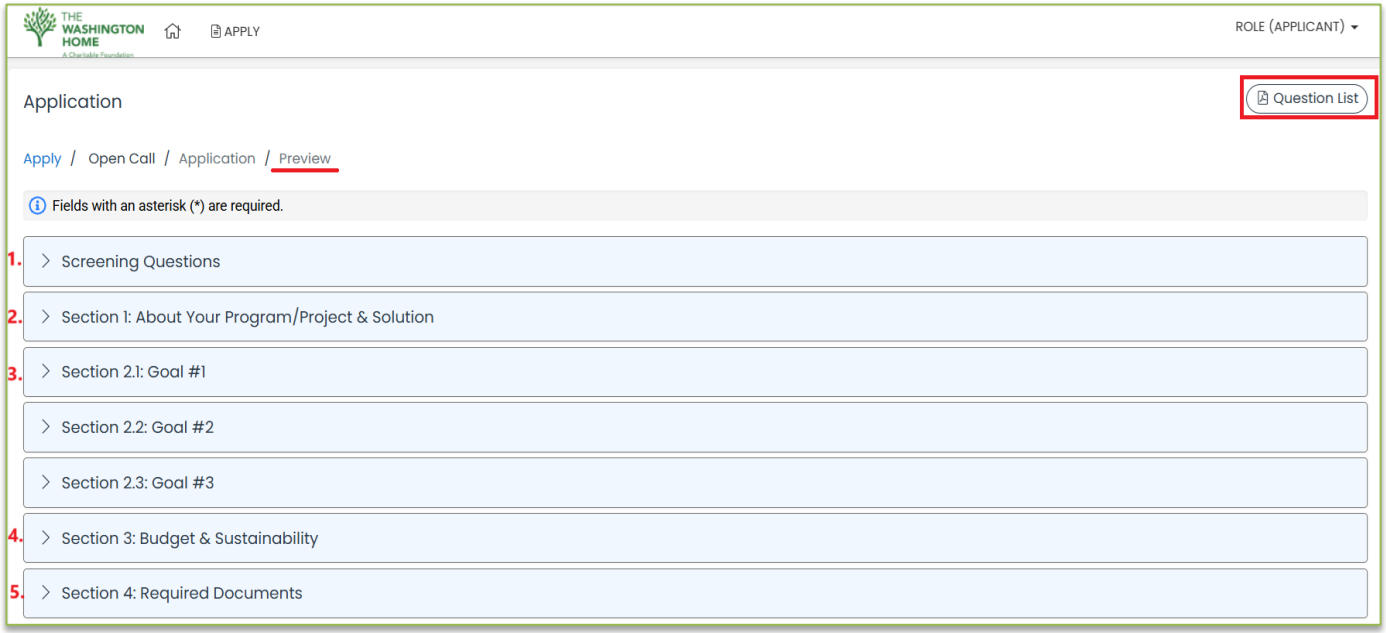
Grant Portal: Foundant Overview

Download Question List to preview application.



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Grant Portal: Foundant Overview

Screening Questions

Screening Questions

Welcome to The Washington Home Application

We want to share a few tips before starting the application process.

- Save a draft of your application, if you need to complete the form at a later date. Your application autosaves as you fill out the form.
- Upon Submission, you will receive an automated confirmation email.
- Safelist notifications from Foundant to reduce the risk of emails going to your Spam or Trash folders.
- To edit an application once submitted, request to edit the submission / If you need to make changes to your form, please withdraw your submission and resubmit.
- Foundant works best on Google Chrome, Firefox, and Safari. Please make sure you are using a supported browser.
- Helpful Links
  - The Washington Home Application Process Overview
  - Foundant Applying & Site Navigation Tutorial

Eligibility Requirements*

Review the eligibility statements below regarding your organization and select the response.

1. Qualify as one of the following entities eligible for application:
   - Nonprofit or community organizations holding a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
   - Recognized governmental entities including state, county, or city agencies such as health departments
   - Educational facilities, such as K-12 public, private, or charter schools or school districts and higher education institutions
2. Your organization serves Washington, D.C. residents age 60+ or people with a terminal illness.
3. Your organization serves older adults aged 60+ or people who have a critical illness (cancer, heart disease, terminal illness, etc)
4. I have completed the Grant Information Session either in-person or viewed the pre-recorded video.

I have read and meet the listed eligibility requirements to submit an application.

- ○ Yes
- ○ No

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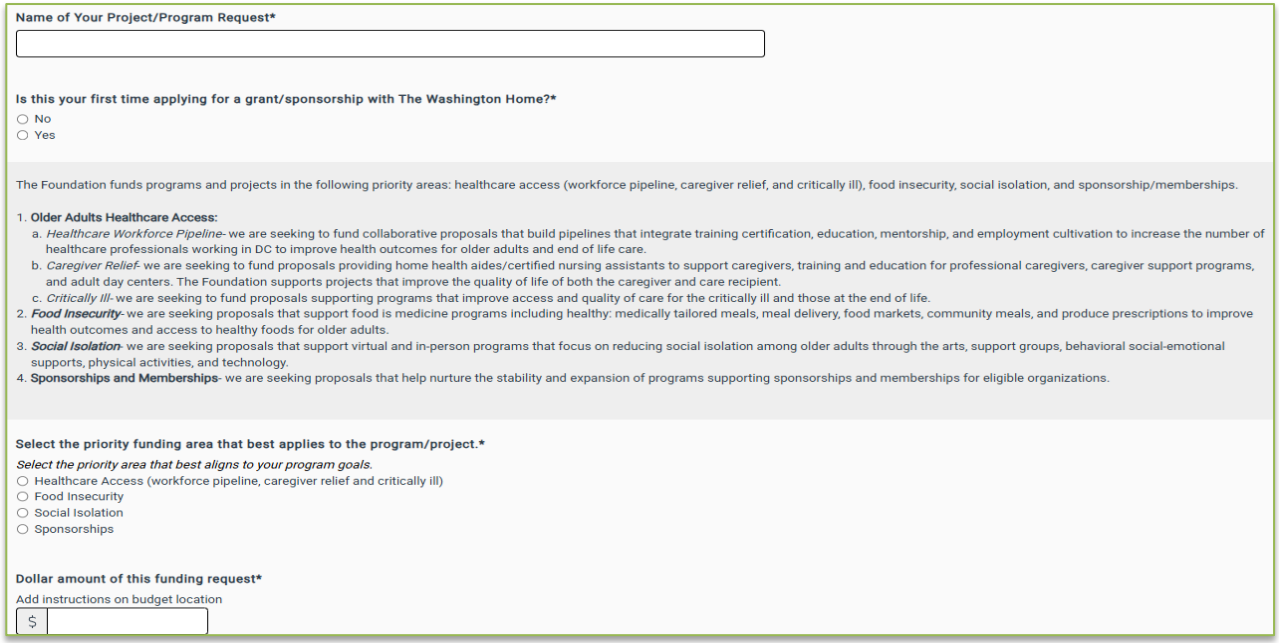
Grant Portal: Foundant Overview

Section 1: About Your Program/Project & Solution



Name of Your Project/Program Request*

Is this your first time applying for a grant/sponsorship with The Washington Home?*

- ○ No
- ○ Yes

The Foundation funds programs and projects in the following priority areas: healthcare access (workforce pipeline, caregiver relief, and critically ill), food insecurity, social isolation, and sponsorship/memberships.

1. **Older Adults Healthcare Access:**
   a. *Healthcare Workforce Pipeline*- we are seeking to fund collaborative proposals that build pipelines that integrate training certification, education, mentorship, and employment cultivation to increase the number of healthcare professionals working in DC to improve health outcomes for older adults and end of life care.
   b. *Caregiver Relief*- we are seeking to fund proposals providing home health aides/certified nursing assistants to support caregivers, training and education for professional caregivers, caregiver support programs, and adult day centers. The Foundation supports projects that improve the quality of life of both the caregiver and care recipient.
   c. *Critically Ill*- we are seeking to fund proposals supporting programs that improve access and quality of care for the critically ill and those at the end of life.
2. ***Food Insecurity***- we are seeking proposals that support food is medicine programs including healthy: medically tailored meals, meal delivery, food markets, community meals, and produce prescriptions to improve health outcomes and access to healthy foods for older adults.
3. ***Social Isolation***- we are seeking proposals that support virtual and in-person programs that focus on reducing social isolation among older adults through the arts, support groups, behavioral social-emotional supports, physical activities, and technology.
4. **Sponsorships and Memberships**- we are seeking proposals that help nurture the stability and expansion of programs supporting sponsorships and memberships for eligible organizations.

Select the priority funding area that best applies to the program/project.*

Select the priority area that best aligns to your program goals.

- ○ Healthcare Access (workforce pipeline, caregiver relief and critically ill)
- ○ Food Insecurity
- ○ Social Isolation
- ○ Sponsorships

Dollar amount of this funding request*

Add instructions on budget location

$

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Grant Portal: Foundant Overview

Section 1: Data by Ward

Enter the number of unduplicated people served and budget by Ward based on your project.

Your response in the table should match the dollar amount and the total program/project budget.

For each Ward without data, enter zeros for people served and budget.

Ward	People Served	Budget
Ward 1	#*	$*
Ward 2	#*	$*
Ward 3	#*	$*
Ward 4	#*	$*
Ward 5	#*	$*
Ward 6	#*	$*
Ward 7	#*	$*
Ward 8	#*	$*
Totals		

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Grant Portal: Foundant Overview

Section 1: Project Description Questions

Project Decription: Part A

Briefly describe the purpose of this funding request and answer the following questions:

A1. What challenge are you addressing and how are you meeting the diverse needs of older adults?*

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A2. How many older adults (unduplicated) will this program/project serve across all 8 Wards?*

Your response should match the total number of unduplicated served in the table above.

#

A3. What is the proposed overall impact of the project?*

Discuss impact as measured in knowledge, behavioral change, skills development, systemic change, health improvements, etc.?

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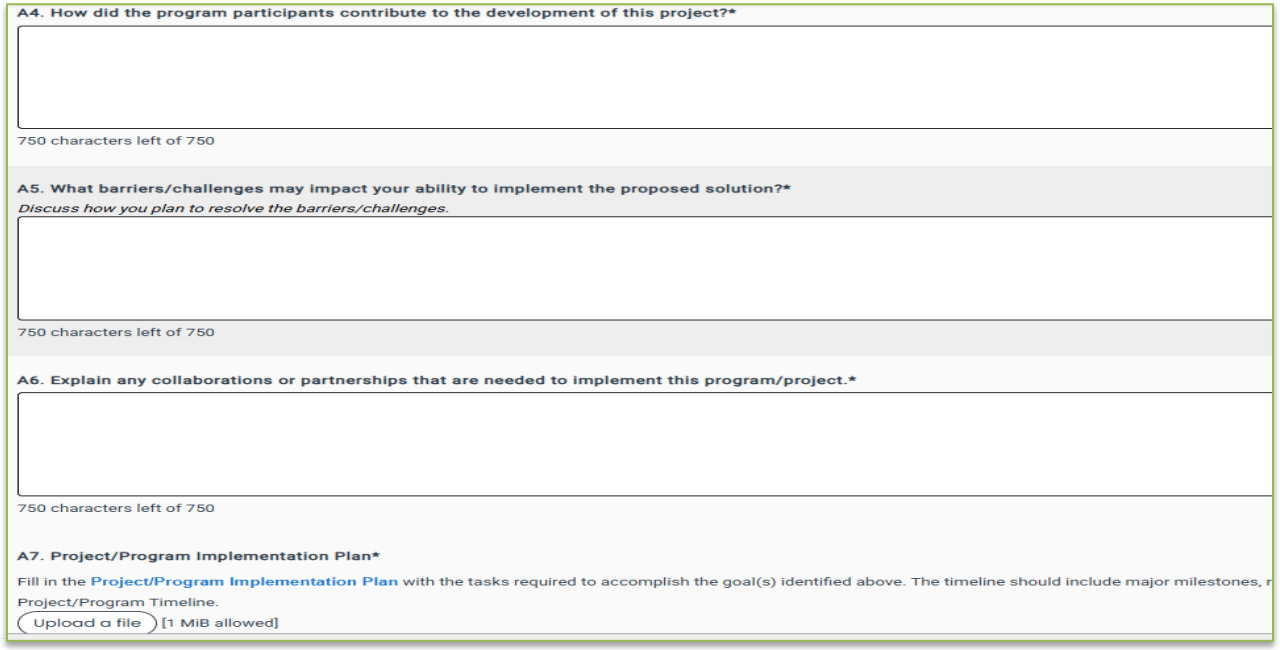
Grant Portal: Foundant Overview

Section 1: Project Description Questions Continued



A4. How did the program participants contribute to the development of this project?*

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A5. What barriers/challenges may impact your ability to implement the proposed solution?*

Discuss how you plan to resolve the barriers/challenges.

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A6. Explain any collaborations or partnerships that are needed to implement this program/project.*

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A7. Project/Program Implementation Plan*

Fill in the Project/Program Implementation Plan with the tasks required to accomplish the goal(s) identified above. The timeline should include major milestones, r
Project/Program Timeline.

Upload a file [1 MiB allowed]

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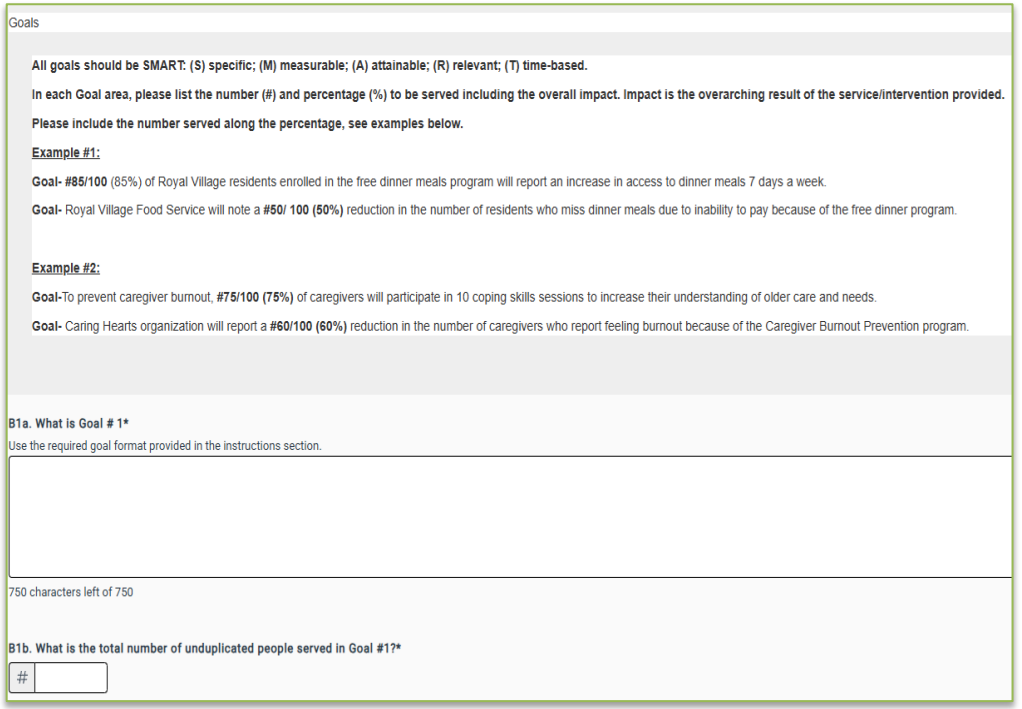
Grant Portal: Foundant Overview

Section 2: Project Goals

Helpful Tips

- Impact is more than a number that can be measured.
- What is the overall change you anticipate seeing because of this programming and investment?
- When the grant is completed, how will you know your work has been successful?
- Your goals are how you will measure for success and impact.



Goals

All goals should be SMART: (S) specific; (M) measurable; (A) attainable; (R) relevant; (T) time-based.

In each Goal area, please list the number (#) and percentage (%) to be served including the overall impact. Impact is the overarching result of the service/intervention provided.

Please include the number served along the percentage, see examples below.

Example #1:

Goal- #85/100 (85%) of Royal Village residents enrolled in the free dinner meals program will report an increase in access to dinner meals 7 days a week.

Goal- Royal Village Food Service will note a **#50/ 100 (50%)** reduction in the number of residents who miss dinner meals due to inability to pay because of the free dinner program.

Example #2:

Goal-To prevent caregiver burnout, **#75/100 (75%)** of caregivers will participate in 10 coping skills sessions to increase their understanding of older care and needs.

Goal- Caring Hearts organization will report a **#60/100 (60%)** reduction in the number of caregivers who report feeling burnout because of the Caregiver Burnout Prevention program.

B1a. What is Goal # 1*

Use the required goal format provided in the instructions section.

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B1b. What is the total number of unduplicated people served in Goal #1?*

#

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Grant Portal: Foundant Overview

Section 3: Budget & Sustainability

Sustainability

Sustainability means that a program/project has the necessary support in place to ensure that it will be able to continue to accomplish its goals beyond the grant award. Prospective grantees are encouraged to think about the short and long-term goals of a project/program and identify different strategies to keep the program functioning to accomplish its goals. There are different ways that a program/project can show sustainability. Some examples include leveraged funds, collaborating with another organization doing the similar work, developing greater capacity for reimbursement, leveraging other donors and/or creating a fee for service model. Sustainability is more than grant diversification.

'Leveraged Funds' can include aligned grant funding, in-kind partnerships, bond bills, or match funding to support the program that TWH may invest. Leveraged Funds should be listed out in the Budget Template with your submitted application.

C1. Sustainability Plan- select all that apply.*

- ☐ Aligned Grant Funding
- ☐ Billable Reimbursements
- ☐ Bond Bills
- ☐ Fee for Service Model
- ☐ In-Kind Partnerships
- ☐ Matching Funding (from other donors)

C2. Describe the plan to scale and sustain the program/project beyond this grant.*

Sustainability is diversification beyond additional grants.

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C3. What will happen to the program/project, if you do not secure the full amount of funding needed?*

Be as specific as possible.

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THE RFP

Budget

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Section 3: Budget Tips

The foundation makes grants that:

- ✓ Start or grow well-conceived programs/organizations;
- ✓ Offer innovative solutions to improve the quality, accessibility and/or delivery of older adults and critical illnesses in Washington, D.C.;
- ✓ Replicate and scale successful programs and services from our own or other jurisdictions;
- ✓ Build organizational capacity to enhance sustainability and/or improve service delivery (e.g., commitment to diversity, equity, and inclusion); and
- ✓ Leverage resources, whether human or financial (e.g., revenue, partnerships, matching, or aligned funds).

The foundation does not:

- x Give to endowment funds;
- x Fund lobbying or political activities;
- x Make grants to individuals;
- x Fund programs that provide gift cards;
- x Provide funds to private foundations unless for a particular grant purpose;
- x Replace government funding; or
- x Fund religious activities, although secular health programs provided by a religious institution, or its affiliate(s) may qualify.

THE RFP

Budget

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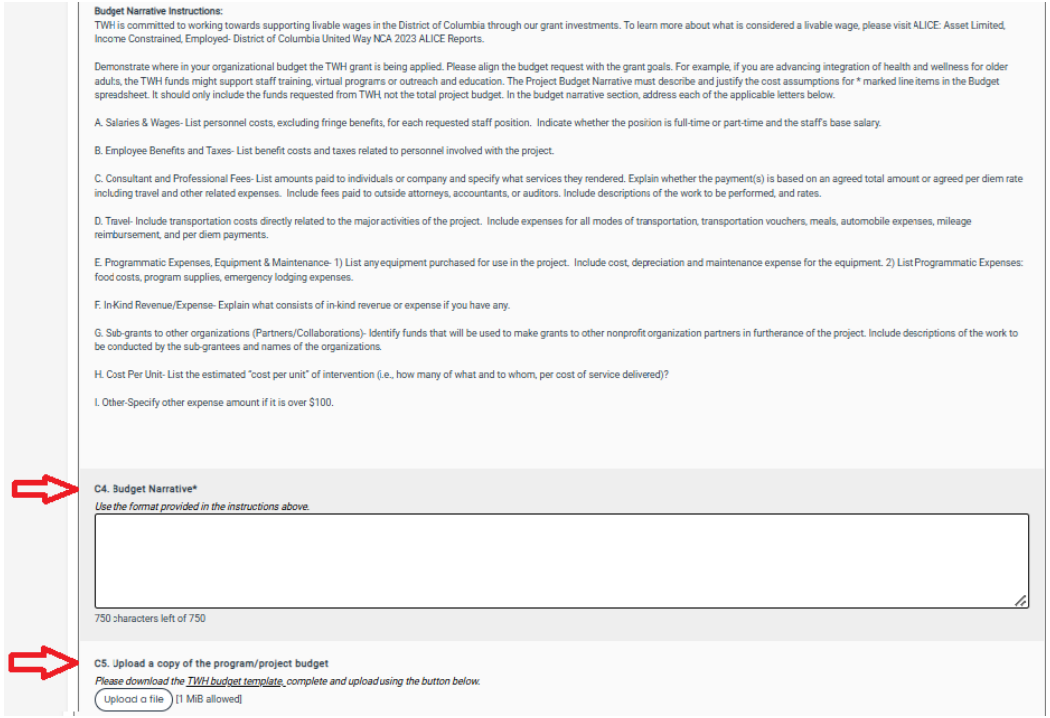
Budget Tips

- Fill in the budget template based on the entire program/project costs (funding and expenses).
- Provide an explanation of the costs in each budget category. The descriptions in the narrative must match the items in the budget chart
- Describe which budget items will be covered by the grant or matching funds (e.g., cost-share or in-kind).
- Provide estimates and supporting justification of each proposed line item in the budget and describe programmatic relevance.
  - For example: “Personnel – Caregiver Support-Group Facilitator, $840 ($35/hr x 1hr per week x 24 weeks)”

Grant Portal: Foundant Overview

Section 3: Budget Narrative



Budget Narrative Instructions:
TWH is committed to working towards supporting livable wages in the District of Columbia through our grant investments. To learn more about what is considered a livable wage, please visit ALICE: Asset Limited, Income Constrained, Employed- District of Columbia United Way NCA 2023 ALICE Reports.

Demonstrate where in your organizational budget the TWH grant is being applied. Please align the budget request with the grant goals. For example, if you are advancing integration of health and wellness for older adults, the TWH funds might support staff training, virtual programs or outreach and education. The Project Budget Narrative must describe and justify the cost assumptions for * marked line items in the Budget spreadsheet. It should only include the funds requested from TWH, not the total project budget. In the budget narrative section, address each of the applicable letters below.

A. Salaries & Wages- List personnel costs, excluding fringe benefits, for each requested staff position. Indicate whether the position is full-time or part-time and the staff's base salary.

B. Employee Benefits and Taxes- List benefit costs and taxes related to personnel involved with the project.

C. Consultant and Professional Fees- List amounts paid to individuals or company and specify what services they rendered. Explain whether the payment(s) is based on an agreed total amount or agreed per diem rate including travel and other related expenses. Include fees paid to outside attorneys, accountants, or auditors. Include descriptions of the work to be performed, and rates.

D. Travel- Include transportation costs directly related to the major activities of the project. Include expenses for all modes of transportation, transportation vouchers, meals, automobile expenses, mileage reimbursement, and per diem payments.

E. Programmatic Expenses, Equipment & Maintenance- 1) List any equipment purchased for use in the project. Include cost, depreciation and maintenance expense for the equipment. 2) List Programmatic Expenses: food costs, program supplies, emergency lodging expenses.

F. In-Kind Revenue/Expense- Explain what consists of in-kind reverue or expense if you have any.

G. Sub-grants to other organizations (Partners/Collaborations)- Identify funds that will be used to make grants to other nonprofit organization partners in furtherance of the project. Include descriptions of the work to be conducted by the sub-grantees and names of the organizations.

H. Cost Per Unit- List the estimated "cost per unit" of intervention (i.e., how many of what and to whom, per cost of service delivered)?

I. Other-Specify other expense amount if it is over $100.

C4. Budget Narrative*
Use the format provided in the instructions above.

750 characters left of 750

C5. Upload a copy of the program/project budget
Please download the TWH budget template, complete and upload using the button below.
Upload a file (1 MiB allowed)

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Grant Portal: Foundant Overview

Section 3: Completing the Grant Request Budget Form

The Washington Home
Grant Request Budget

1.

Organization	Helping Hands
Project Name	Integrated healthcare services for older adults
TWH Grant Cycle	FY 2025
Requested Amount	$75,000.00

2.

Funding Support for Project	B Funding Requested from TWH	C Other Anticipated Funding Sources for this Project	Funding Support for Project - The Washington Home and Other Funding Sources Total Project Support (auto populates)	TWH % of Total Project Revenue (auto populates)	Reporting Purposes	Funding received 6 month Actual	% of Total 6 Month Project Revenue	Funding received 12 month actuals	% of Total 12 Month Project Revenue (auto populates)
Government Grants (Local/state/federal)		$ 250,000.00	$ 250,000.00	67%			#DIV/0!		#DIV/0!
Foundations	$ 75,000.00	$ 25,000.00	$ 100,000.00	27%			#DIV/0!		#DIV/0!
Corporations			$ -	0%			#DIV/0!		#DIV/0!
United Way or Federal Campaigns			$ -	0%			#DIV/0!		#DIV/0!
Individual contributions		$ 25,000.00	$ 25,000.00	7%			#DIV/0!		#DIV/0!
Fundraising events and products			$ -	0%			#DIV/0!		#DIV/0!
Membership revenue			$ -	0%			#DIV/0!		#DIV/0!
In-kind support*			$ -	0%			#DIV/0!		#DIV/0!
Investment revenue			$ -	0%			#DIV/0!		#DIV/0!
Government contracts (Local/state/federal)			$ -	0%			#DIV/0!		#DIV/0!
Earned revenue			$ -	0%			#DIV/0!		#DIV/0!
Other			$ -	0%			#DIV/0!		#DIV/0!
Total Projected Funding Support	$ 75,000.00	$ 300,000.00	$ 375,000.00			$ -		$ -	

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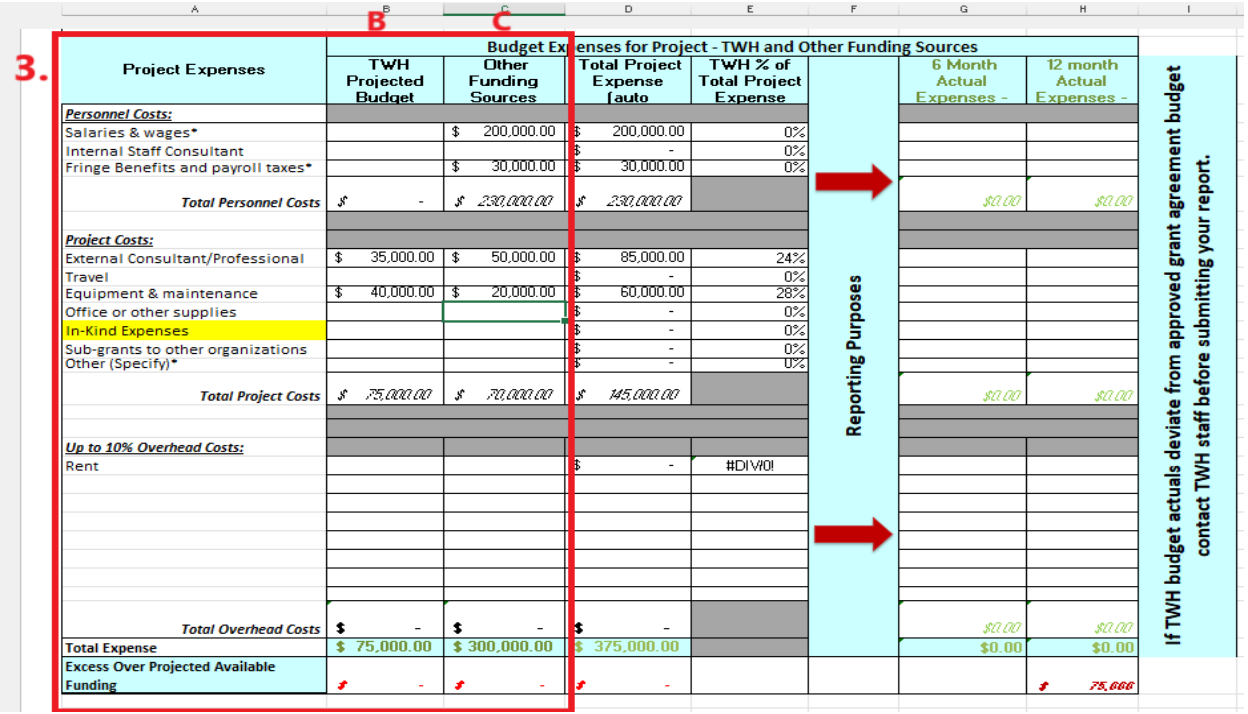
Grant Portal: Foundant Overview

Section 3: Completing the Grant Request Budget



3.

B C

Project Expenses	Budget Expenses for Project - TWH and Other Funding Sources							
	TWH Projected Budget	Other Funding Sources	Total Project Expense (auto	TWH % of Total Project Expense		6 Month Actual Expenses -	12 month Actual Expenses -	
Personnel Costs:								
Salaries & wages*		$ 200,000.00	$ 200,000.00	0%				
Internal Staff Consultant			$ -	0%				
Fringe Benefits and payroll taxes*		$ 30,000.00	$ 30,000.00	0%				
Total Personnel Costs	$ -	$ 230,000.00	$ 230,000.00			$0.00	$0.00	
Project Costs:								
External Consultant/Professional	$ 35,000.00	$ 50,000.00	$ 85,000.00	24%				
Travel			$ -	0%				
Equipment & maintenance	$ 40,000.00	$ 20,000.00	$ 60,000.00	28%				
Office or other supplies			$ -	0%				
In-Kind Expenses			$ -	0%				
Sub-grants to other organizations			$ -	0%				
Other (Specify)*			$ -	0%				
Total Project Costs	$ 75,000.00	$ 70,000.00	$ 145,000.00			$0.00	$0.00	
Up to 10% Overhead Costs:								
Rent			$ -	#DIV/0!				
Total Overhead Costs	$ -	$ -	$ -			$0.00	$0.00	
Total Expense	$ 75,000.00	$ 300,000.00	$ 375,000.00			$0.00	$0.00	
Excess Over Projected Available Funding	$ -	$ -	$ -				$ 75,000	

Reporting Purposes

If TWH budget actuals deviate from approved grant agreement budget contact TWH staff before submitting your report.

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Budget & Sustainability

- ALICE: Represents earnings more than the Federal Poverty Level, but not enough to afford the basics where they live.
- Traditional economic measures underestimate the actual cost of basics. To better capture the reality of household costs in the District of Columbia, United For ALICE provides budgets that are tailored by county and household type.
  - These budgets include housing, childcare, food, transportation, health care, and technology (smartphone plan), plus taxes and a 10% miscellaneous category.
- The ALICE Household Survival Budget: The Household Survival Budget reflects the minimum cost to live and work in the modern economy.

TWH is committed to working towards supporting livable wages in the District of Columbia through our grant investments.

To learn more about what is considered a livable wage, please visit ALICE:
Asset Limited, Income Constrained, Employed-District of Columbia - United Way NCA 2023 ALICE Reports.

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The Survival Budget – Expenses Differ by Household Type: 2021

Monthly Costs and Credits	Single Adult	One Adult, One Child	One Adult, One In Childcare	Two Adults	Two Adults Two Children	Two Adults, Two In Childcare	Single Senior	Two Seniors
Housing - Rent	$1,833	$1,794	$1,794	$1,794	$2,025	$2,025	$1,833	$1,794
Housing - Utilities	$154	$239	$239	$239	$292	$292	$154	$239
Childcare	$0	$241	$643	$0	$482	$1,694	$0	$0
Food	$573	$972	$872	$1,051	$1,713	$1,562	$529	$970
Transportation	$166	$332	$166	$332	$663	$332	$166	$332
Health Care	$209	$547	$547	$547	$922	$922	$593	$1,187
Technology	$75	$75	$75	$110	$110	$110	$75	$110
Miscellaneous	$301	$420	$434	$407	$621	$694	$335	$463
Tax Payments	$629	$864	$903	$726	$1,335	$1,556	$725	$1,162
Tax Credits	$0	($409)	($724)	$0	($818)	($1,459)	$0	$0
Monthly Total	$3,940	$5,075	$4,949	$5,206	$7,345	$7,728	$4,410	$6,257
ANNUAL TOTAL	$47,280	$60,900	$59,388	$62,472	$88,140	$92,736	$52,920	$75,084
Hourly Wage	$23.64	$30.45	$29.69	$31.24	$44.07	$46.37	$26.46	$37.54

The table on the left shows an itemized budget, along with monthly and annual totals and the hourly wage needed to support the budget for some of the most common household types.

In 2021, household costs in the District of Columbia were well above the Federal Poverty Level of **$12,880 for a single adult and $26,500** for a family of four.

***Minimum Wage: $17.50 ($35,700/annually) as of 7/1/24**

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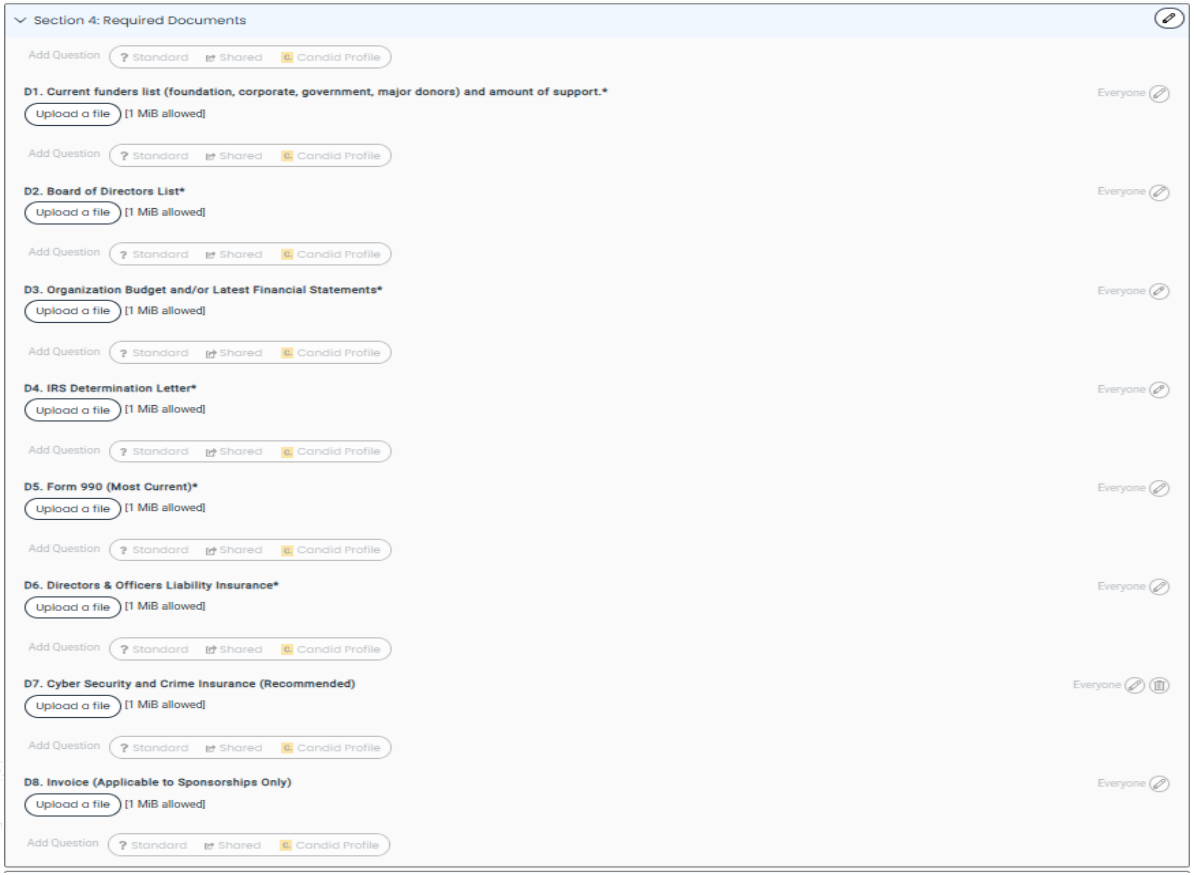
Grant Portal: Foundant Overview

Section 4: Required Documents



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Risk Awareness Training

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Insurance

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Cybersecurity and Crime Insurance Tips

When selecting insurance, ask if the policy includes:

1. *Breach discovery, remediation, and mitigation.* It costs money to clean up a breach and setup products and processes to mitigate it in the future.
2. *Notifications.* Depending on the breach, the company may be required to notify any entities whose information may have been leaked about the breach. This notification can add up quickly even if it's just a mailer and stamps.
3. *Lawsuits.* Now that you have notified a group of people you breached their data, your policy should cover any lawsuits that result from said notifications.
4. *Policy compliance requirements.*
    - Annual audit requirement
    - Self-audit or will the provider send in a team
    - Cybersecurity training

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Key Concepts

Phishing

Malware

Brute Force

Physical Security

Social Engineering

Phishing

Definition

The fraudulent practice of sending emails purporting to be from reputable source in order to manipulate individuals to reveal valuable information, such as passwords and credit card numbers. More specifically, **email spoofing** is the forgery of the email header to resemble a reputable source and is often used in phishing attempts.

Spear Phishing is a more focused version of phishing that focuses solely on an individual or group of individuals.

What you can do

- Verify Source
- Check Header
- Contact Sender
- Shared Mailbox Risk
- Contact IT Support

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Malware

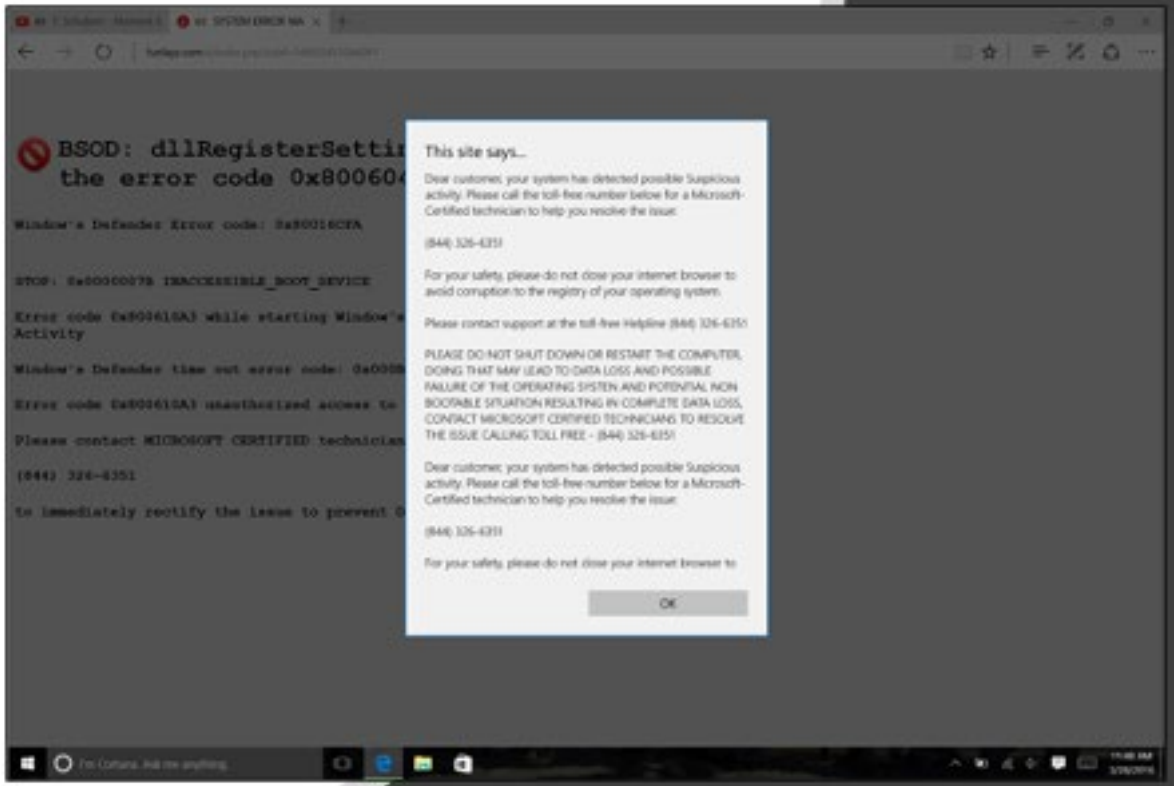
Definition

Malicious software that is designed to disrupt, damage, infiltrate, and/or gain unauthorized access to a computer system.

Types of Malware

Adware	Spyware	Computer Virus
Trojan	Keylogger	Rootkit
Ransomware	Crypto-Miners	Browser Blocker

Browser Blocker



This is an example of a very common browser blocker.

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Malware - Cont.

Methods Hackers Use

The main method used is by email and bad links, but unsecure websites are just as risky. When browsing the web outside of work-related tasks, be sure you are using your personal device.

WannaCry Ransomware

Mitigation Tactics

- ANTIVIRUS
- FIREWALL
- IDENTIFY LINKS
- BACKUPS
- DISASTER RECOVERY

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Brute Force

Definition

A brute-force attack consists of an attacker submitting many passwords with the hope of eventually guessing correctly. The attacker systematically checks all possible passwords and passphrases until the correct one is found.

What you can do

- Make a strong password
- Change your password often
- Same password + multiple accounts = bad
- Multifactor Authentication
- Password Manager (LastPass •••|)

Brute Force

Definition

A brute-force attack consists of an attacker submitting many passwords with the hope of eventually guessing correctly. The attacker systematically checks all possible passwords and passphrases until the correct one is found.

Time It Takes For Hacker To Crack Your Password

Number of characters	Numbers Only	Lowercase Only	Upper and Lower Case	Number, Upper, Lower	Number, Upper, Lower, Symbols
8	Instantly	Instantly	2 minutes	5 minutes	3 hours
9	Instantly	9 seconds	2 hours	5 hours	12 days
10	Instantly	4 minutes	2 days	14 days	3 years
11	Instantly	2 hours	132 days	3 years	279 years
12	Instantly	2 days	19 years	159 years	26.5 thousand years
13	Instantly	6 weeks	995 years	18 thousand years	3 million years
14	3 minutes	3 years	51 thousand years	808 thousand years	239 million years
15	26 minutes	82 years	2 million years	37 million years	22.7 billion years
16	5 hours	2134 years	140 million years	3 billion years	3 trillion years
17	43 hours	56 thousand years	8 billion years	145 billion years	205 trillion years
18	18 days	2 million years	379 billion years	9 trillion years	20 quadrillion years
19	6 months	38 million years	20 trillion years	557 trillion years	2 quintillion years
20	5 years	977 million years	2 quadrillion years	85 quadrillion years	176 quintillion years
21	49 years	26 billion years	94 quadrillion years	3 quintillion years	17 sextillion years
22	490 years	660 trillion years	3 quintillion years	133 quintillion years	2 septillion years

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Physical Security

Definition
Security measures that are designed to deny unauthorized access to facilities, equipment and resources and to protect personnel and property from damage or harm.

What you can do

HIDE SENSITIVE INFORMATION FROM PASSING EYES

DON'T SHARE YOUR PASSWORD

IF IT CAN BE LOCKED, IT SHOULD BE LOCKED

LOCK YOUR MACHINE

MAINTAIN LINE-OF-SIGHT FOR CAMERAS

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Social Engineering

Definition

The use of deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes.

Types of Social Engineering

- Pretexting
- Baiting
- Quid Pro Quo
- Tailgating
- Vishing

What you can do

- Educate yourself on social engineering tactics
- Document and report the incident
- Just hang up, do NOT entertain a social engineer

Resources

- https://www.youtube.com/watch?v=lc7scxvKQOo - Social Engineer hack
- https://www.youtube.com/watch?v=PWVN3Rq4gzw – Company Hack

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Grant Payment

THE WASHINGTON HOME
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Grantee Payments with Bill.com

I was invited to get paid by thewashingtonhome@Bill.com

1. In the invite email, they select **Accept Invitation** and will be redirected to the BILL signup page

Test Account wants to pay you using BILL

BILL <account-services@hq.bill.com>
to Vendor

bill

Hi Vendor Test*,

We value your business and want to help you get paid faster and more conveniently. To do that, BILL Test has partnered with BILL and is inviting you to create your account. Signing up is free.

With BILL, you get paid electronically and 2X faster than checks.
You won't need to wait for our checks in the mail or wait in line at the bank to deposit them.
BILL will notify you when we pay your invoices, so you'll always know when you're getting paid.

If you have any questions, you can contact me at {company email}, , {company phone}, or Bill Help Center.

Test

BILL Virtual A

Accept Invite

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Grant Payment

THE WASHINGTON HOME
A Charitable Foundation

Grantee Payments with Bill.com

I was invited to get paid by thewashingtonhome@bill.com

Connect via an invite from TWH
When TWH schedules a payment to you, you will receive an option to setup a subscription-free Basic Receivables account

1. In the invite email, select **Accept Invitation**
2. Enter your mobile number for Multi-Factor Authentication (MFA) and select **Send code**.
    - This is the number where you'll receive a code to verify your identity when you log in, add a bank, or add user

3. Enter the six-digit code sent to you and select **Submit**
4. Select your account type
5. Enter your company information
    - In some cases, the Company Name you are trying to enter may already exist, please contact Customer Support
6. Add bank account information where you'd like to receive your payments

Once verified, TWH will be notified that you're connected, and that your subscription-free Basic Receivables account is ready to use.

THE RFP
Grant Payment

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Grantee Payments with Bill.com

What if I already have an account?

The system will detect if the invite was sent to the same email address you use to log into your account. After selecting *Accept Invitation,* you'll need to sign into your existing account, select your existing account and you'll instantly be connected.

If the invite was sent to a different email address from the one you used to log into your existing BILL account, you can connect using one of these methods:

- **Ask TWH to resend the invite** to the email address you use to log into BILL
- **Provide your Payment Network ID**, to instantly connect to you by entering it in manually

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Grant Payment

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Grantee Payments with Bill.com

Prior to payment …..

Before processing your payment, we will schedule a brief Teams meeting to allow you to verify and confirm your banking information.

This practice helps prevent errors, fraud and gives you the opportunity to review and correct any discrepancies in your banking details before payment is processed.

THANK YOU

THE WASHINGTON HOME
A Charitable Foundation

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